

# Minutes

**Downtown Development Authority  
Regular Meeting  
Wednesday, January 16, 2008  
Main Street Office  
118 E. Front Street**

Chairperson Floraday called the meeting to order at 7:49 a.m.

## **1. Roll Call**

Present: Chairperson Rick Floraday, Vice-Chairperson Frank Wszelaki, Gabe Martin, Mary Gail Beneteau, Barry Kinsey, Michelle Cloutier, Cheri Weakly, Doug Chaffin, Dave Stahl, Ken Wickenheiser, and Mayor Worrell

Absent: Treasurer Peter Carlton, Janet Berns

Guests: Councilman Paisley, Barb Harrington, Jeanne Micka, Tom Fritz

Staff: Patrick Lewis

## **2. Consent Agenda**

It was moved by Mr. Martin and seconded by Ms. Cloutier to approve the consent agenda as presented.

*Motion carried unanimously*

## **3. 2007-2008 Work Program**

### **A. Downtown Electrical Upgrade Update-Patrick Lewis**

Mr. Lewis discussed the upcoming bids for the upgrades in capacity and reliability to five (5) service panels in the downtown area, planned to open bids February 11. Mr. Lewis also provided a memorandum asking for the board's formal permission to have the City administer this project on the DDA's behalf. There was discussion on the relationship of this project to the burial of electric services in the alley east of Monroe Street, and discussion on the next steps that would be taken in that project should excess money be available from the capacity upgrade project.

It was moved by Mr. Chaffin and seconded by Mr. Martin to allow the City to manage the project on behalf of the DDA.

*Motion carried unanimously*

## **B. Façade Grant Reimbursements – 10 East First Street and 109 West Front Street**

Mr. Wickenheiser asked that reimbursement for 109 West Front Street be added to the original agenda under this item, as all work is now completed. There was discussion on the total costs of Mr. Wickenheiser's project, the relationship of the work undertaken through the façade grant program versus that undertaken through the OPRA process, and clarification on the DDA's policy for reimbursements, both in amount and percentage. There was discussion on the 10 East First Street project with respect to ensuring that reimbursement did not go to the costs of the advertising portion of the awning.

It was moved by Mr. Chaffin and seconded by Mayor Worrell to approve the façade grant reimbursement in the amount of \$816.00 for 10 East First Street contingent upon verification that the bill does not include costs for advertising.

*Motion carried unanimously*

It was moved by Mr. Chaffin and seconded by Ms. Beneteau to approve the façade grant reimbursement in the amount of \$20,000 for 109 West Front Street.

*Motion carried 10-0 (Mr. Wickenheiser abstained)*

## **C. Main Street Update/All Committee Reports**

- Organization – Minutes were enclosed in the meeting packet.
- Design – Minutes were enclosed in the meeting packet.
- Promotions – Minutes were enclosed in the meeting packet.
  - River Raisin Ice Harvest Festival Funding Request - \$2500

There was discussion among the members to determine if this is consistent both with the stated goal of divesting the DDA of festival funding over time, and with the proposed funding policy that is being discussed at this meeting as well.

It was moved by Mr. Stahl and seconded by Ms. Beneteau to approve this request.

*Motion carried unanimously.*

Mr. Kinsey left the meeting at 8:20 A.M.

- FY 2008-09 Special Projects Funding Request Project Guidelines – presented for board review and comment only, discussion was held and it was determined that Mr. Martin would email a copy to all members, who should provide comments to him.

#### **D. Goal Setting Session**

Chairman Floraday requested that this item be added to the agenda for discussion. He requested that the board consider scheduling a goal-setting session in order to set priorities for the Main Street Manager. Following discussion, it was the general consent of the board that this session be held on Wednesday, February 20, starting at 6:30 A.M.

#### **4. Other Business**

There was various discussion that followed from item 3D. Mayor Worrell asked for some background information on the staffing of the Main Street Manager position in general. There was also discussion about different techniques for marketing, particularly attracting businesses from the mall, and providing some type of financial incentive.

##### **A. DMBN – Gabe Martin**

The newsletter deadline is January 29, looking for a February 14 print date. The next meeting will be held on January 22 at 6:30 P.M. There was also discussion about the possibility of DDA and DMBN participation in a new City quarterly newsletter as well.

Mr. Chaffin left the meeting at 9:00 A.M.

Ms. Harrington indicated that the Design Committee held a special meeting on January 14 and essentially handed off the Wayfinding study to the City Engineering, DPS, and Planning to determine cost and proper sizing of requested signs. Mr. Lewis indicated that this may take some time, but that he could provide monthly updates to the board.

There was also further discussion about the value of better communication between the DDA Board and various other entities and City Departments, and the presentation on the recent condominium conversion workshop.

#### **5. Communications**

#### **6. Adjournment**

A motion to adjourn was made by Mr. Wszelaki and seconded by Ms. Weakly at 9:15 am.

*Motion carried unanimously*