

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, February 16, 2011  
Monroe DDA Office  
118 E. Front St.**

Chairperson Floraday called the meeting to order at 7:45 a.m.

## **1. Roll Call**

Present: Chairperson Rick Floraday, Vice-Chairperson Ken Wickenheiser (a 7:50), Treasurer Mary Gail Beneteau, Janet Berns (e 9:20), Mayor Clark, Cheri Weakly, Shaun McGowan, Gabe Martin, Kimberle Daniels (a 8:05), Kenyon Calender, Barry Kinsey  
Staff: Andrea Jones, Dan Swallow  
Guests: Barb Harrington, Carol Lenox-Carlton, Amanda Phebus, Mike Trapp, Jeanne Micka, Jack Adams

## **2. Consent Agenda**

- A. Approval of February Agenda
- B. Approval of the Minutes of January 19, 2011 DDA meeting minutes
- C. January Financial Reports
- D. June 30, 2010 Financial Report

It was moved by Gabe Martin and seconded by Mayor Clark to approve the Consent Agenda as presented.

*Motion carried unanimously.*

Vice-Chairperson Wickenheiser arrived at the meeting at 7:50am.

## **3. 2010-2011 Work Program**

### **A. 2011-2012 Budget**

Chairperson Floraday described the projects that were included in the budget. Ms. Jones discussed the need for the Board to give direction to the Committees on what projects should be continued based on the budget. There was discussion regarding:

- o Seasonal flowers and how they will be maintained; and
- o Estimated activity for the remainder of this year in the Committee budgets.

Ms. Daniels arrived at the meeting at 8:05am.

There was discussion regarding:

- o Costs of moving the office to City Hall;
- o Insurance premium/deductible costs (\$1,000 budget);
- o Payroll costs;

- Downtown maintenance/cleaning costs (\$10,000 was added to General Contract Services);
- Office Supplies (\$1,000 budget)/Copies (\$225 budget)/Postage (\$750 budget)
- DMBN Membership continuation;
- Downtown Promo. Reporter and Downtown Idea Exchange subscriptions and possibly canceling subscriptions since Board members weren't reading them;
- Projected Budgets for 2012-2013 and 2013-2014 and how options for staffing and tax abatements may affect those; and
- The Parking Lot Project and additional sources of funding that may be available, possibilities of phasing the project if needed.

It was moved by Mr. Kinsey and seconded by Mr. Martin to approve the 2011-2012 budget as amended.

Ms. Jones clarified the budget numbers as amended. Chairperson Floraday stated that the estimated activity for the current year needed to be changed based on rental costs needing to be paid.

***Motion carried unanimously.***

Ms. Jones clarified the numbers on the estimated activity for 2010-2011. There was discussion regarding how the budget approval process works.

It was moved by Mayor Clark and seconded by Ms. Daniels to accept the 2010-2011 Estimated Activity as amended with \$10,950 as the Rental-building budget.

There was discussion regarding the Site Improvement Program funding for the remainder of this fiscal year.

***Motion failed unanimously.***

It was moved by Mr. Kinsey and seconded by Mr. Martin to accept the 2010-2011 Estimated Activity as amended with \$10,950 as the Rental-building budget and \$19,500 as the Economic Restructuring Committee budget.

***10 Ayes, 1 Abstention (Wickenheiser)***

Mr. Kinsey excused himself from the remainder of the meeting at 9:10am.

- **Community & Economic Development Director Funding Distribution**  
Ms. Jones explained the need for the Board to approve payment of the Board's portion of the Community & Economic Development Director position.

It was moved by Treasurer Beneteau and seconded by Ms. Weakly to give Ed Sell permission to transfer \$10,000 for the Community & Economic Development Director Funding.

***Motion carried unanimously.***

- DMBN Membership  
It was moved by Mayor Clark and seconded by Ms. Weakly to approve DMBN membership for \$30.  
*Motion carried unanimously.*
- Downtown Promotion Reporter & Downtown Idea Exchange Subscription  
It was moved by Vice-Chairperson Wickenheiser and seconded by Treasurer Beneteau to cancel the subscriptions to Downtown Idea Exchange and Downtown Promotion Reporter.  
*Motion carried unanimously.*

#### **B. Parking Lot Kick-Off Meeting**

The Board agreed that there was not a need to have a kick-off meeting for the engineering project since we worked with Mannik & Smith during the conceptual design process.

There was discussion regarding whether the design should be submitted to the Citizen Planning Commission. The Board agreed that it should be submitted. Mr. Swallow discussed grant funding options for the parking lot and requested feedback on the Board's interest on applying for the grants.

#### **C. Committee Reports**

- Organization – No Meeting.
- Promotion – No Meeting.
- Design – Minutes Enclosed.
- Economic Restructuring – No Meeting.
  - Vice-Chairperson Wickenheiser stated that the Economic Restructuring Committee met and did make a recommendation about the Jack Adams public/private partnership. Ms. Jones stated that the recommendation will be included on the March agenda since the Board has not had time to review it.
- Façade Grant Committee – No Meeting.
- Capital Improvements – No Meeting.

Ms. Berns excused herself from the remainder of the meeting at 9:20am.

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

#### **5. Communications**

Ms. Jones stated that there will be a lot of changes and decisions that the Board will need to make in the coming months based on the 2011-2012 budget.

There was discussion regarding whether the parking lot project plan will need to be tweaked to be more appealing for grant applications.

Ms. Weakly asked about the timeline for renovation for 114-116 West Front Street and 110 South Monroe Street.

Chairperson Floraday asked that a Downtown Clean-up be added to the March meeting Agenda.

**6. Adjournment**

A motion to adjourn was made by Treasurer Beneteau and seconded by Ms. Daniels at 9:35 A.M.

*Motion carried unanimously.*