

Minutes

**Downtown Development Authority
Regular Meeting
Wednesday, March 19, 2008
Main Street Office
118 E. Front Street**

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

1. Roll Call

Present: Chairperson Rick Floraday, Vice-Chairperson Frank Wszelaki, Mary Gail Beneteau, Janet Berns, Pete Carlton, Michelle Cloutier, Barry Kinsey, Gabe Martin, Dave Stahl, Cheri Weakly, Ken Wickenheiser

Excused: Mayor Worrell, Doug Chaffin

Guests: None

Staff: Patrick Lewis

2. Consent Agenda

There was no discussion on the consent agenda.

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

Motion carried unanimously

3. 2007-2008 Work Program

A. Main Street Manager Job Description

Mr. Wszelaki briefly described the description, including the minor changes made to it from when it was discussed at the March 12, 2008 Special Meeting.

It was moved by Mr. Martin and seconded by Ms. Weakly to approve the job description as presented.

Motion carried unanimously.

B. Strategic Innovations Contract

Mr. Wszelaki informed the board that since the March 12, 2008 Special Meeting, Strategic Innovations had asked to withdraw their proposed contract due to scheduling conflicts. There was therefore no action that could be taken on this item.

C. Downtown Monroe Business Network Membership

The 2008 DMBN dues statement was presented, in the amount of \$50.

It was moved by Mr. Carlton and seconded by Ms. Weakly to pay the dues statement for 2008.

Motion carried unanimously.

D. Downtown Electrical Project Update – Patrick Lewis

Mr. Lewis discussed the bid schedule for the upgrades in capacity and reliability to five (5) service panels in the downtown area. Work will commence in a week or so, and be completed a month or so after, contract completion is June 15, 2008. There was some further discussion about the possibility of using Light Emitting Diode (LED) lights to replace regular holiday lights to be able to provide more lighting without increasing capacity in the conduit runs.

E. Main Street Update/All Committee Reports

- Organization – Minutes were enclosed in the meeting packet. There was no discussion.
- Design – Minutes were enclosed in the meeting packet. There was no discussion.
- Capital Improvements – Minutes were enclosed in the meeting packet. There was some discussion about the interaction between the projects listed, and question about the property that may potentially be for sale on West Front Street that could be used for a parking lot.
- Promotions – Minutes were distributed at the meeting. Janet Berns indicated that they had received one application from the Historical Museum for the River Raisin Fife and Drum Muster, they will report at the next meeting.
- Economic Restructuring – Minutes were distributed at the meeting. There substantial discussion on developing some type of application for financial assistance and incentives for businesses to locate in the downtown, and the goals and objectives of such a program.

It was moved by Ms. Beneteau and seconded by Mr. Martin to develop a draft of the program for review and adoption by the Board.

Motion carried unanimously.

4. Other Business

There was other discussion on topics including repair and orientation of benches in the district, locating leftover holiday decorations being stored in the Masonic Temple building and old Trophy Shop, a request from the City to fund replacement of the brick pavers adjacent to 1 South Monroe Street, the wayfinding program, and concerns about various activities at 27 West Front Street.

A. DMBN – Gabe Martin

Mr. Martin mentioned upcoming events including the Easter Egg Hunt from 11-2 on March 22 at St. Mary's Park, the June 21 Fife and Drum Parade, and the DMBN Craft Show. He also mentioned they will be holding a marketing seminar next Tuesday, March 26.

Mr. Kinsey left the meeting.

5. Communications

6. Adjournment

A motion to adjourn was made by Ms. Cloutier and seconded by Ms. Beneteau at 9:00 A.M.

Motion carried unanimously