

# Minutes

**Downtown Development Authority  
Regular Meeting  
Wednesday, May 21, 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, Treasurer Pete Carlton, Janet Berns, Michelle Cloutier, Gabe Martin, Dave Stahl, Cheri Weakly, Mayor Worrell (e 8:35), Doug Chaffin, Ken Wickenheiser, Barry Kinsey (a 7:55, e 9:40)

Excused: Mary Gail Beneteau

Guest: Jeanne Micka

Staff: Patrick Lewis, Andrea Jones

Ms. Jones amended the agenda to add items 4C “E. Elm Ave. Parking Lot Sale” 4D “22 W. Front St. City Purchase of Steppingstone Property” and 4E “ Special Land Use Request for 27 W. Front St.”.

## **2. Consent Agenda**

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

*Motion carried unanimously*

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

### **A. Seasonal Employees Introduction**

Ms. Jones introduced Cory Hunley and Derek VanAken as this year’s seasonal employees. Several questions were asked.

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

Mr. Lewis stated that the electrical upgrade has four of five cabinets completed and the project should be completed shortly.

Mr. Lewis gave an update on the Alleyscape project. There was light discussion of the project details.

Mr. Kinsey arrived at the meeting at 7:55 am.

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

- Organization – Minutes were enclosed in the meeting packet.

- Downtown Business Guide Revision

Ms. Jones requested comments on the business guide so that a new version can be printed.

- Promotion – Minutes were enclosed in the meeting packet.

- Monroe Fine Art Fair Sponsorship Application

Ms. Jones explained the recommendation of \$1,000.00 sponsorship and memo.

It was moved by Mr. Chaffin and seconded by Ms. Weakly to approve the recommendation as submitted.

***Motion carried unanimously.***

- Custer Week Sponsorship Application

Ms. Jones explained the recommendation of \$2,000.00 for general sponsorship of Custer Week.

Chairperson Floraday stated that the financial statements require more explanation due to the fact that expenses seem to be covered at this point. There was discussion regarding past funding of the event. There was discussion regarding the event expenditures.

It was moved by Mr. Chaffin and seconded by Treasurer Carlton to postpone action until further information is provided.

***Motion carried unanimously.***

- Monroe City-County Juried Fine Arts Show

Ms. Jones explained the request and recommendation for \$100.00.

It was moved by Mayor Worrell and seconded by Mr. Martin to approve the \$100.00 sponsorship.

***Motion carried unanimously.***

- 3<sup>rd</sup> Annual River Raisin Jazz Series Post Cards Invoice

Ms. Jones explained the post cards and what recognition the DDA would receive for their sponsorship.

It was moved by Mr. Kinsey and seconded by Vice-Chairperson Wszelaki to approve \$500 for Jazz Series post cards.

*Motion carried unanimously.*

- Website Redesign Draft Review and Proposed Quotes

Ms. Jones explained the process for obtaining quotes and the draft included in the packet. Ms. Jones stated the recommendation from discussions between herself and Ms. Berns, Chairperson of the Promotion Committee. Ms. Jones and Ms. Berns explained possible layout of the website. There was discussion regarding fees and options for changes in the future. There was discussion regarding the difference in quote prices. There was discussion about the possibility of providing advertising options on the website.

It was moved by Ms. Weakly and seconded by Mr. Stahl to approve \$12,325.00 for redesign of the website with Monroe Publishing Company.

*Motion carried unanimously.*

- Special Projects Funding Request Application

Ms. Jones explained changes that were made to the application. She inquired as to whether the Board wants to approve all of the application changes in the future or leave all changes to the Promotion Committee. The Board agreed that the Promotion Committee can make updates as necessary.

- Design – Minutes were enclosed in the meeting packet.

- Sidewalk Replacement Design Recommendation

Ms. Jones explained the drawings and recommendation from the Design Committee for concrete sidewalks next to the building and on ADA ramps with brick pavers in the remaining areas of the sidewalks. There was discussion regarding the maintenance of the brick pavers. There was discussion regarding the costs of brick pavers versus stamped concrete.

Mayor Worrell excused himself from the remainder of the meeting.

It was moved by Mr. Kinsey and seconded by Mr. Wickenheiser to endorse stamped concrete.

9 Ayes 2 Nays (Cloutier, Floraday)

***Motion carried.***

- Economic Restructuring – Minutes were enclosed in the meeting packet.
  - Proposed Business Financial Incentive Program

Ms. Jones explained general concepts of two incentive programs being developed by the Economic Restructuring Committee. Ms. Jones provided comments from legal representatives regarding the development of the programs. Mr. Wickenheiser explained the basics behind how the concepts were created. There was discussion regarding different incentive ideas. The Board agreed that the committee should move forward with the development of incentive programs. There was discussion regarding legal review of incentive programs.

It was moved by Mr. Chaffin and seconded by Mr. Martin to allocate a budget of \$1,000.00 for the Economic Restructuring Committee to engage legal council at their discretion.

***Motion carried unanimously.***

- Façade Grant Committee – Minutes were distributed at the meeting.
  - 2008 Façade Grant Program Recommendations

Ms. Jones explained the voting process due to Board members that submitted applications.

It was moved by Mr. Chaffin and seconded by Vice-Chairperson Wszelaki to accept the recommendations of the committee.

10 Ayes 1 Abstention (Martin)

***Motion carried.***

- 2008 Remaining Funds Proposal

Ms. Jones explained two options for the use of remaining Façade Grant funds:

She explained the updated application that is included in the packet which would allow property owners to submit applications throughout the year if funds remain. She explained the change in the application which would change the incentive from business and property owner to strictly a property owner incentive due to awnings not being allowed to have business names.

She also explained the option to fund small projects to paint/replace doors, etc. that could enhance the appearance of downtown.

It was moved by Mr. Kinsey and seconded by Ms. Weakly to amend the program as requested.

*Motion carried unanimously.*

- 317 S. Monroe St. Extension Request

Ms. Jones explained the letter enclosed in the meeting packet and gave an update on the project status.

It was moved by Mr. Kinsey and seconded by Vice-Chairperson Wszelaki to grant a 60 day extension to have permits pulled and the Board will review the request again at their July meeting.

There was discussion Mr. regarding approvals already received and time frame for approvals still needed.

Mr. Chaffin called the question.

*Motion carried unanimously.*

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

##### **A. DMBN – Gabe Martin**

Mr. Martin mentioned a craft show is being organized to coincide with the International Muster event and Monroe City-County Juried Art Show.

##### **B. Development District Area Liquor Licenses**

Ms. Jones explained the new liquor license legislation and that Monroe Street Grill is applying for the license.

##### **C. E. Elm Ave. Parking Lot Sale**

Mr. Lewis explained the business proposal in conjunction with the purchase of the parking lot and the public hearing date on June 2<sup>nd</sup>. He invited any comments from the DDA regarding the proposed sale. There was discussion regarding the ramifications of selling the public parking lot and alternate parking locations for those who utilize the parking lot.

It was moved by Mr. Chaffin and seconded by Ms. Cloutier to send formal written objection to the sale of the lot as submitted, and recommend that any sale should be accompanied by a defined plan for comparable replacement of parking.

*Motion carried unanimously.*

##### **D. 22 W. Front St. City Purchase of Steppingstone Property**

Ms. Jones explained that the City is in the process of purchasing the vacant lot on West Front Street and is seeking input on development ideas from the DDA. This item will be placed on the agenda for discussion at the June meeting.

#### **E. Special Land Use Request for 27 W. Front St.**

Ms. Jones explained the application and described the club.

Mr. Kinsey excused himself from the remainder of the meeting at 9:40 am.

There was discussion regarding recommendations for the private club and the Board's written comments that address second floor locations, the window coverings and their contribution to downtown. There was discussion regarding the possibility of reviewing the zoning code regarding the issues brought up in the discussion. A letter with the Board's comments will be forwarded to the Citizen Planning Commission.

### **5. Communications**

#### Comments

Ms. Jones stated that the Façade Grant Committee meeting for May 22<sup>nd</sup> is cancelled.

Ms. Jones stated that City Council is having a work session on May 22<sup>nd</sup> at 7:00 pm regarding the city cost recovery on festivals.

Ms. Jones stated that City Council is having a work session on June 9<sup>th</sup> regarding the library and United Furniture building.

Ms. Micka made comments regarding the Monroe-City County Juried Fine Art Show, the EPA visitation to the Battlefield and St. Mary's Center, and details of the Lotus Tour.

### **6. Adjournment**

A motion to adjourn was made by Mr. Chaffin and seconded by Mr. Martin at 9:50 A.M.

*Motion carried unanimously*