

Minutes

**Downtown Development Authority
Regular Meeting
Wednesday, October 15, 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 Mary Gail Beneteau, Doug Chaffin (e 8:40), Janet Berns, Gabe Martin, Dave Stahl, Mayor Worrell (a7:50), Ken Wickenheiser (e 9:10), Barry Kinsey

Excused: Michelle Cloutier

Absent: Kimberle Daniels, Cheri Weakly

Staff: Andrea Jones, Patrick Lewis

Guests: Sgt. Charles McCormick, Jeanne Micka, Mike Trapp

2. Consent Agenda

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

Motion carried unanimously.

3. 2008-2009 Work Program

A. Alleyscape Redesign

Ms. Jones gave an update on adjustments to the planter box design, trellis' and entry signs with a goal to have it open to traffic in three weeks.

Mayor Worrell arrived at the meeting at 7:50 am.

Mr. Lewis gave an update to additional changes after arriving at the meeting. He stated it would be colored stamped concrete instead of the two-color concrete. There was discussion regarding possible sewer issues under adjoining buildings and any potential impact that may have on the alley.

B. Downtown Snow Removal

Mr. Lewis passed out and explained cost estimates for snow hauling. He also laid out different options for contracting services and determination of when the snow would need to be hauled and who would authorize it. There was discussion regarding the number of times on average that the downtown needs to be hauled out.

It was moved by Mr. Chaffin and seconded by Mayor Worrell to set aside \$15,000 to allow for three occurrences for this year from the capital fund, authorize the DDA Director in consultation with the DDA Chairperson to make determinations and only come to the Board if it exceeds three occurrences.

There was further discussion regarding the cost estimates and sidewalk plowing responsibilities. Mr. Lewis went over sidewalk plowing requirements. There was discussion regarding the origination of the City plowing and hauling snow downtown with regard to safety. It was suggested to send an informational flyer to downtown businesses regarding snow plowing regulations and requirements.

Motion carried unanimously.

C. Main Street Update/All Committee Reports

- Organization – Minutes were distributed at the meeting.
- Promotion – Minutes were enclosed in the meeting packet.
 - Tree-Lighting Sponsorship Request

Ms. Jones explained the request and Promotion Committee recommendation.

It was moved by Mayor Worrell and seconded by Mr. Martin to approve the \$1,750.00 to the DMBN for the Tree-Lighting.

Motion carried unanimously.

- Website Presentation

Ms. Jones went page by page through the newly redesigned MSM/DDA website and presented all of the information and functions. The Board had several compliments about the website.

- Monroe Magazine Inaugural Edition

Ms. Jones showed the MSM/DDA ad that was in the Monroe Magazine. There were questions regarding how the magazine was distributed.

- Design – No meeting.
- Economic Restructuring – Minutes were enclosed in the meeting packet.

- Façade Grant Committee – No meeting.
- Capital Improvements Committee – No meeting.

Mr. Chaffin excused himself from the remainder of the meeting at 8:40 am.

4. Other Business

A. DMBN – Gabe Martin

Mr. Martin stated that the Monroe Street Gallery is having an open house at their new location of 27 West Front Street. The Cup of Hope is on October 18th and Trick or Treating is next weekend from 12-2 pm. The next DMBN meeting is October 28th at Martin's Shoe House.

There was discussion regarding what advertising is out for Trick or Treating.

Mr. Stahl stated that more tear-off maps need to be printed. Other entities were suggested that might be able to fund additional printings. It was reiterated that the tear-off maps are not a MSM/DDA project and therefore the MSM/DDA is not in charge of finding other funding sources. The MSM/DDA is only funding 10,000 copies a year. There was discussion regarding the logistics of other businesses paying for the maps. It was suggested that the MSM/DDA write a letter of support for the tear-off maps that could be used to help solicit other sources of funding. There was discussion regarding distribution efficiency.

Treasurer Beneteau gave an update on the Tree-Lighting.

B. Monroe County Historical Society Letter

Ms. Jones highlighted the recommendations from the Historical Society letter. There was discussion regarding streetscape improvements and special assessments. The letter was accepted and placed on file.

5. Communications

Comments

Mayor Worrell stated that street improvements are needed in Loranger Square due to the ruts in the bricks.

Mayor Worrell gave an update on the curfew research done by Chief Michrina. He stated that there is a lot of publicity associated with the curfew discussion in the media. He reinforced the importance of the curfew and thanked the MSM/DDA for the letter of support. Ms. Jones stated that she was interviewed by WTOL in Toledo regarding the ordinance review.

Sgt. McCormick gave an update on the logistics of the Halloween festival. He also gave an update on graffiti discussions and possible solutions.

There was discussion regarding the policy of skateboarders downtown and the consequences for violators of the ordinance.

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

Ms. Jones stated that the MSM/DDA received a letter from the Monroe County Convention and Tourism Bureau requesting that the MSM/DDA help purchase Halloween lights for the trees. She responded to the letter stating that it was too late to address the request.

She gave information on the Stained Glass Tour on December 7th which is an open house at downtown area churches. Details will be forthcoming.

Ms. Jones also showed the Board the new winter banners.

There was discussion regarding some of the exterior building improvements downtown.

Ms. Micka thanked those involved in the Historic District Commission rehabilitation tour downtown. She described a Native American program that will take place at the Sawyer House on October 20th. She also mentioned conferences in which she presented Monroe information which was well received.

6. Adjournment

A motion to adjourn was made by Treasurer Beneteau and seconded by Mr. Kinsey at 9:15 A.M.

Motion carried unanimously