

# Minutes

**Downtown Development Authority  
Regular Meeting  
Wednesday, May 20, 2009  
Main Street Office  
118 E. Front Street**

Vice-Chairperson Wszelaki called the meeting to order at 7:45 a.m.

## **1. Roll Call**

Present: Vice-Chairperson Frank Wszelaki, Treasurer Mary Gail Beneteau, Gabe Martin, Mayor Worrell (a 8:00), Janet Berns, Barry Kinsey, Cheri Weakly, Kimberle Daniels (a 8:05), Ken Wickenheiser (a 7:50)  
Excused: Chairperson Rick Floraday, Michelle Cloutier  
Staff: Andrea Jones, Patrick Lewis  
Guests: Sgt. Charles McCormick, Mike Trapp, Barb Harrington, Jack Campbell, Jason Sheppard

## **2. Consent Agenda**

May Agenda  
April 15, 2009 MSM/DDA meeting minutes  
May Financial Reports

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

*Motion carried unanimously.*

## **3. 2008-2009 Work Program**

### **A. 2009 Seasonal Employee Introduction**

Ms. Jones requested to return to this item once the employees arrive.

### **B. Downtown Graffiti Removal**

Ms. Jones stated that she received the MSDS reports on the products introduced at the April Board meeting. She also stated that she was approached by Campbell-Durocher Group who removes graffiti on historic commercial buildings and gave the details of the process that company would take and the costs that would be charged.

Ken Wickenheiser arrived at the meeting at 7:50 am.

Ms. Jones requested that the Board provide her with direction as to whether to proceed with purchasing the kit or look at contracting with a company.

It was moved by Mr. Kinsey and seconded by Mr. Martin to spend \$500 to remove graffiti now, then seek out other company quotes.

*Motion carried unanimously.*

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

- Organization – No Meeting.
- Promotion – Minutes were enclosed in the meeting packet.
  - River Raisin Nights Sponsorship Application  
Ms. Jones explained the request, event details and the Committee recommendation for a total of \$5,000.00.

Mayor Worrell arrived at the meeting at 8:00 am.

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

There was discussion regarding the details of the event, other funding sources, other jazz events in the area, past funding and the advertising that has already been released without our logo. There was discussion regarding the last minute nature of the request.

It was moved by Ms. Weakly and seconded by Ms. Daniels to support the River Raisin Nights for \$5,000.00.

*5 Ayes, 4 Nays (Wickenheiser, Wszelaki, Kinsey, Worrell)*

*Motion Failed (6 Ayes required to pass).*

It was moved by Mr. Wickenheiser and seconded by Mr. Martin to support the River Raisin Nights for \$2,500.00.

*Motion carried unanimously.*

- Downtown Monroe Fine Art Fair Sponsorship Application  
Ms. Jones explained that the DMBN requests, and the DDA funds, the same amount every year.

It was moved by Mr. Kinsey and seconded by Mayor Worrell to support the Fine Art Fair for \$1,000.00.

*Motion carried unanimously.*

- Monroe Magazine Ad For Summer Issue (remainder of 2009 format)

### **A. 2009 Seasonal Employee Introduction**

Ms. Jones introduced Derek Van Aken and Carter Lanning as the 2009 Seasonal Employees.

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

- Design – Minutes were enclosed in the meeting packet.
  - Riverwalk Project  
Ms. Jones explained the Committee's desire to improve the Riverwalk gardens, atmosphere, etc. and the request from the Design Committee to

create a proposal for the Board for improvements. She stated that this would be a scaled down version than the previous plan. Aesthetics is listed under Goal #1 for 2009/2010. There was discussion about the need to replace the Riverwalk wall along the Lauer Finzel parking lot.

It was moved by Mr. Kinsey and seconded by Mr. Daniels to allow the Design Committee to provide a recommendation for Riverwalk improvements.

***Motion carried unanimously.***

- Tree Grate Recommendation

Ms. Jones explained that mulch is now in place of tree grates where the new trees were planted. The Design Committee felt that since we have the tree grates they should be used.

It was moved by Mr. Kinsey and seconded by Mr. Wickenheiser to accept recommendation to keep the tree grates.

***Motion carried unanimously.***

- Economic Restructuring – Minutes were enclosed in the meeting packet.

- Downtown Parking Permit Recommendation to Traffic Committee

Ms. Jones explained the basic idea of a parking permit system and the recommendation from the Economic Restructuring Committee.

It was moved by Mr. Kinsey and seconded by Mr. Martin to accept the recommendation to the Traffic Committee to further discuss a parking permit system in City parking lots.

Regulatory items are required to go through City Council. There was discussion regarding details of the parking permit system. Mayor Worrell called the question.

***Motion carried unanimously.***

- W. Front St. Parking Lot Recommendation to Traffic Committee

Ms. Jones explained the underutilization of the parking lot and the recommendation to allow permit parking in the lot. There was discussion regarding what mix parking lots would have with permit and regular parking.

It was moved by Mr. Kinsey and seconded by Mr. Martin to accept the recommendation to the Traffic Committee to allow permit parking in addition to the existing 2-hour parking in the West Front Street lot.

***8 Ayes, 1 Nay (Daniels)***

***Motion carried.***

- Vacant W. Front St. Lot Recommendation to Traffic Committee

There was discussion regarding how parking, pedestrian traffic and the driveway would fit in the parcel. There was discussion regarding funding sources and how this lot could work into a larger parking lot project.

It was moved by Mr. Kinsey and seconded by Ms. Beneteau to accept the recommendation to the Traffic Committee to investigate the conversion of the former Steppingstone lot to an entrance/exit for the Lauer Finzel parking lot and change the current Monroe Street entrance to a pedestrian walkway plus investigate potential parking in the entrance/exit.

***Motion carried unanimously.***

- LET Transfer Station Recommendation to Traffic Committee  
Mr. Lewis gave an update on the status of a meeting with LET and a lack of alternate locations currently known. It was determined that there is a need for the bus service downtown and there was discussion of possible other locations for the transfer station within downtown.

It was moved by Mr. Martin and seconded by Ms. Berns to accept the recommendation that the Traffic Committee consider relocation of the transfer station.

***8 Ayes, 1 Nay (Worrell)***

***Motion carried.***

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

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

#### **5. Communications**

#### Comments

Ms. Jones brought up the need to discuss a tree replacement plan for downtown. There was discussion regarding the need to see how the new trees look throughout the year before determining if all of the trees will be replaced with the two new species. Trees will be replaced every year branching out from the starting location at Front and Washington Streets. Certain trees will be cut down in or before fall and the species of tree to be planted in those locations can be determine before spring when the new trees would be planted.

Ms. Berns stated (based on the Main Street Manager’s Report) that unless the Historical Society is willing to provide funding, the issue of brick pavers versus stamped concrete has already been determined and stamped concrete will be used.

#### **6. Adjournment**

A motion to adjourn was made by Ms. Daniels and seconded by Mr. Kinsey at 9:10 A.M.  
***Motion carried unanimously***