

Minutes

**Downtown Development Authority
Regular Meeting
Wednesday, April 15, 2009
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, Gabe Martin, Mayor Worrell, Janet Berns, Barry Kinsey, Michelle Cloutier
Excused: Treasurer Mary Gail Beneteau, Cheri Weakly, Kimberle Daniels
Absent: Ken Wickenheiser
Staff: Andrea Jones
Guests: Sgt. Charles McCormick, Randy Umfress

2. Consent Agenda

April Agenda
March 18, 2009 MSM/DDA meeting minutes
April Financial Reports
Earth Day Sponsorship Amendment
Sub-Committee Appointment

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

Motion carried unanimously.

3. 2008-2009 Work Program

A. Wayfinding Update and Cost Estimates

Ms. Jones stated that the sample poles and blanks have been ordered and final cost estimates can be determined once labor is determined. The option to attach some of the downtown signs to light poles is being discussed.

B. Bike Rack Installation Update

Ms. Jones stated the DTE volunteers will be installing the bike racks. They will be installed April 25th during the Earth Day Celebration in Loranger Square. It is the intent to plant the new street trees either that day or the week before.

C. Downtown Database

Ms. Jones explained a database she was introduced to at the 2009 National Main Street Conference. She felt it would be more beneficial than correcting the existing database template originally approved by the Board.

It was moved by Mr. Kinsey and seconded by Vice-Chairperson Wszelaki to re-direct \$750.00 to purchase the new database.

There was discussion regarding inputting all of the data into the database.

Motion carried unanimously.

D. Graffiti Removal System

Ms. Jones explained the graffiti removal system that she was introduced to at the 2009 National Main Street Conference. She requested the purchase of a starter kit to test the product.

It was moved by Mr. Kinsey and seconded by Mayor Worrell to purchase a starter kit contingent upon the receipt of the MSDS reports for the products.

Motion carried unanimously.

E. Main Street Update/All Committee Reports

- Organization – Minutes were enclosed on the meeting packet.

- Downtown Monroe Handbook Draft

Ms. Jones requested review of the draft and notification of changes. There was discussion regarding what has gone into developing the draft and the feedback from those that have reviewed it.

It was moved by Mayor Worrell and seconded by Mr. Martin to move forward with final corrections and formatting of the handbook and allocate \$500.00 for printing costs.

Motion carried unanimously.

- Promotion – Minutes were enclosed in the meeting packet.

- Earth Day Celebration Participation

Ms. Jones explained the request from the Promotion Committee to have a booth at the festival and the activities that would take place at the booth. She asked for volunteers to help staff the booth. She also stated the need to have a downtown clean-up before the event.

It was moved by Mr. Kinsey and seconded by Vice-Chairperson Wszelaki to approve \$400.00 for Earth Day to be spent as \$200.00 for gift certificates and \$200.00 for the JAWS crew to clean up downtown prior to the event.

Motion carried unanimously.

Ms. Jones requested that a standard be set regarding the use of the JAWS crew for future projects. She asked if the Board would prefer to review each project before the crew is hired, or set an amount of money allowing her to utilize the crew as needed.

It was moved by Ms. Cloutier and seconded by Vice-Chairperson Wszelaki to allow up to \$1,200.00 for JAWS crew services.

Motion carried unanimously.

- Website Post Cards

Ms. Jones explained the post card design enclosed in the packet and how it would be used. Cost was already approved in the website promotion budget and no action is required.

Ms. Berns asked about the River Raisin Nights request mentioned in the Promotion Committee minutes. Ms. Jones explained the knowledge she had of the event and her instructions that a Sponsorship Request Form be submitted.

- Design – Minutes were enclosed in the meeting packet.
- Economic Restructuring – No minutes were enclosed in the meeting packet.
- Façade Grant Committee – No meeting.
- Capital Improvements Committee – No meeting.

4. Other Business

5. Communications

Comments

Ms. Jones mentioned that the Blight Inspector position might be cut from the City Budget, but nothing is finalized at this point. She also mentioned that the City Sign Ordinance is being revised and let her know if there are any suggested changes.

It was mentioned that no Façade Grant applications have been received at this point and no notification has been received regarding award of the Rental Rehab Program that the City applied for.

Sgt. McCormick gave the results of the Easter Egg Hunt event and corresponding food drive. He also announced a bike safety class at the library.

Ms. Jones mentioned the Four Star Greenhouse Open House included in the Communications section of the packet. She also informed the Board of the replacement of the chains on the flower baskets.

6. Adjournment

A motion to adjourn was made by Mayor Worrell and seconded by Mr. Martin at 8:30 A.M.

Motion carried unanimously