

# Minutes

**Downtown Development Authority  
Regular Meeting  
Wednesday, November 18, 2009  
Main Street Office  
118 E. Front St.**

Chairperson Floraday called the meeting to order at 7:47 a.m.

## **1. Roll Call**

Present: Chairperson Rick Floraday, Vice-Chairperson Frank Wszelaki, Treasurer Mary Gail Beneteau, Gabe Martin (a 7:50), Janet Berns, Michelle Cloutier, Barry Kinsey, Cheri Weakly, Mayor Worrell (a 7:58), Ken Wickenheiser (a 7:51)  
Excused: Kimberle Daniels  
Staff: Andrea Jones  
Guests: Chief John Michrina, Jeanne Micka

Ms. Jones amended the Agenda to add item 3 under the Façade Grant Committee to be 13-15 Washington St. Reimbursement.

## **2. Consent Agenda**

November Agenda  
October 21, 2009 MSM/DDA meeting minutes  
October Financial Reports

It was moved by Mr. Kinsey and seconded by Vice-Chairperson Wszelaki to approve the Consent Agenda as presented.

*Motion carried unanimously.*

## **3. 2009-2010 Work Program**

### **A. Committee Reports**

- Organization – Minutes were enclosed in the meeting packet.  
Ms. Berns asked whether the employee evaluation form will be set and prepared for all future evaluations so that the process isn't reinvented each time it needs to be done. The newly created form should be easily updated for all future evaluations.

Mr. Martin arrived at the meeting at 7:50am. Mr. Wickenheiser arrived at the meeting at 7:51am.

- Promotion – Minutes were enclosed in the meeting packet.

- Tourism Brochure  
Ms. Jones explained the brochure and printing quotes.

It was moved by Mr. Martin and seconded by Ms. Weakly to accept the recommendation to spend up to \$1,000 for printing the Tourism Brochure.

***Motion carried unanimously.***

- Design – Minutes were enclosed in the meeting packet.
- Economic Restructuring – Minutes were enclosed in the meeting packet.
- Site Improvement Program  
Ms. Jones explained the brainstorming by the Economic Restructuring Committee to develop a new incentive program that would be directed towards site improvement especially in those areas of downtown that are blighted, but would not be covered under the Façade Improvement Program. Mr. Wickenheiser added that it could be an annual budget created for landscaping, demolition, etc.

Mayor Worrell arrived at the meeting at 7:58am.

It would be an incentive to create action as opposed to contacting City Departments everyday with complaints. Other examples were given for which the incentive might be used. There was discussion regarding how the incentive could be budgeted. The MSM/DDA was not opposed to the Economic Restructuring Committee discussing the development of a Site Improvement Incentive Program.

- Façade Grant Committee – No Minutes Were Distributed.
- 2010 Façade Grant Application and Contract  
Ms. Jones explained the proposed changes to the program. There were a few wording changes suggested by the Board while keeping the same concept of the changes.  
  
It was moved by Mr. Kinsey and seconded by Treasurer Beneteau to accept the grant application as amended.  
***Motion carried unanimously.***
- 41 W. Front St. Recommendation  
Ms. Jones explained the grant request. There was discussion regarding the funding of non-profit and tax abatement properties and how any improvement helps the appearance of downtown and sparks other development. There was excitement for the improvement of the building.

It was moved by Vice-Chairperson Wszelaki and seconded by Mayor Worrell to accept the recommendation to fund the project up to \$5,009.24.

***Motion carried unanimously.***

- 13-15 Washington St. Reimbursement  
There was discussion regarding the improvements that were made and the use of interior storm windows as a way to retain the historic exterior windows.

It was moved by Treasurer Beneteau and seconded by Mr. Martin to pay the rebate of \$6,475.00 for the improvements at 13-15 Washington Street.

**9 Ayes, 1 Abstention (Wickenheiser).**

- Capital Improvements Committee – No meeting.

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

##### **A. Community Development and Recreation Director Update-Ken Wickenheiser**

Mr. Wickenheiser gave a report of the process that was followed during the interview process. Two people were interviewed out of an original three candidates selected. Another applicant is being evaluated as well. The new City Council will be making the decision on any person that would be hired.

#### **5. Communications**

There was discussion regarding what funding limits would be placed on Façade Grant projects that have work on several sides of the building. The same limits would be in place with limits being set on “projects” as opposed to each individual side.

Ms. Weakly asked about the Monroe Street Grill Liquor License. Ms. Jones gave an update and there was discussion regarding the requirements.

Ms. Weakly asked about the status of the sale of the Monroe Optical building. Ms. Jones stated that the sale is still in the process.

Ms. Jones stated that the “Win the Window” display is at 49 S. Monroe St.

Ms. Weakly complimented Derek VanAken on a wonderful job as a seasonal employee.

Mr. Martin complimented the downtown decorations. Ms. Berns stated that she received compliments on the fall banners.

#### **6. Adjournment**

A motion to adjourn was made by Vice-Chairperson Wszelaki and seconded by Ms. Cloutier at 8:32 A.M.

***Motion carried unanimously.***