Minutes

Monroe Downtown Development Authority
Regular Meeting
Wednesday, June 15, 2011
Monroe DDA Office
118 E. Front St.

Chairperson Floraday called the meeting to order at 7:46 a.m.

1. Roll Call

Present:	Chairperson Rick Floraday, Vice-Chairperson Ken Wickenheiser (a 7:55, e 9:40), Treasurer Mary Gail Beneteau, Janet Berns (e 9:15), Mayor Clark, Gabe Martin, Cheri Weakly, Kimberle Daniels (a 7:49), Shaun McGowan, Ken Calender (e 8:50)
Absent:	Barry Kinsey
Staff:	Andrea Jones, Dan Swallow
Guests:	Don Link, Jim Jacobs, Wendy Fry

2. Consent Agenda

A. Approval of June Agenda
B. Approval of the Minutes of the May 18, 2011 and May 25, 2011 DDA meetings
C. May Financial Reports

It was moved by Ms. Weakly and seconded by Mr. Martin to approve the Consent Agenda as presented.
Motion carried unanimously.

3. 2010-2011 Work Program

A. Parking Lot Update

Don Link passed out and went over drawings that were included in the meeting packet.

Ms. Daniels arrived at the meeting at 7:49am.

Jim Jacobs explained the three options designed for the fishing pier. There was discussion regarding the details, maintenance and general cost estimates.

Vice-Chairperson Wickenheiser arrived at the meeting at 7:55am.

It was moved by Mr. Calender and seconded by Treasurer Beneteau to approve the traditional open trellis design for the fishing pier.
Motion carried unanimously.

Wendy Fry discussed the landscape plan including grasses, trees and rain garden. There was discussion regarding salting and snow plowing in the winter and irrigation.

Ms. Fry requested feedback regarding a wall sign on the pedestrian bridge entrance. There was discussion regarding the types of signage that should be used in and around the project area. There was discussion regarding what the area should be called.

It was moved by Mayor Clark and seconded by Ms. Daniels to name the park and place a fixed sign on the wall at the end of the pedestrian bridge.

There was discussion regarding the amount of signage and what signs are pointing to different areas of the park and parking lot.

2 Ayes, 8 Nays (McGowan, Beneteau, Martin, Floraday, Calender, Wickenheiser, Clark, Berns)
Motion failed.

Chairperson Floraday and Ms. Jones explained the lighting proposal. There was discussion regarding current and proposed lighting.

It was moved by Vice-Chairperson Wickenheiser and seconded by Mr. Calender to use the new style lighting pole and don't add another light pole to the Weipert lot.
Motion carried unanimously.

- Official Name

Mr. Calender excused himself from the remainder of the meeting at 8:50am.

- Monroe Club Property
  Chairperson Floraday stated that Monroe Club will be meeting on Thursday evening to discuss the proposal.

B. Committee Reports

- Organization – Minutes were enclosed in the meeting packet.
  - DDA By-Laws Revision
    Ms. Jones explained the changes that the Organization Committee proposed as well as the options that the Board had for approval. There was discussion regarding the regulations for who can be appointed to sub-committees.

    It was moved by Vice-Chairperson Wickenheiser and seconded by Mr. Martin to approve all recommended changes to the By-Laws except the last sentence of Article 8 Section 2 which shall remain as originally written.
    Motion carried unanimously.

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

- Seasonal Decoration Storage
  Ms. Jones explained the need for some type of shelving in the storage trailer at DPS.

Ms. Berns excused herself from the remainder of the meeting at 9:15am.

It was moved by Ms. Weakly and seconded by Ms. Daniels to approve up to $2,000.00 for a viable storage option for seasonal decorations.
Motion carried unanimously.

- Bench Purchase
  Ms. Jones explained the proposed bench locations and stated the Design Committee's request to purchase an additional bench. There was discussion regarding expanding decorations down Monroe Street and the ability to move an existing bench to the proposed South Monroe Street location.

  It was moved by Mayor Clark and seconded by Ms. Weakly to follow the recommendation to move the existing benches to other locations, but don't purchase a new bench.
  Motion carried unanimously.

- Economic Restructuring – No meeting.
- Façade Grant Committee – No meeting.
- Capital Improvements – No Meeting.

4. Other Business

A. Director Job Contract
Chairperson Floraday explained the agreement. There was discussion regarding vacation time and work schedule.

It was moved by Treasurer Beneteau and seconded by Mayor Clark to accept the contract as presented.
Motion carried unanimously.

B. Office Relocation
Ms. Jones stated that the office at City Hall is ready and she is scheduling the moving date with DPS. She stated that there are some things that will not be moved and need to find a new home or be disposed of appropriately.

5. Communications

Vice-Chairperson Wickenheiser inquired about the deadline for the Site Improvement Program application. Ms. Jones stated all applications are due to her by June 30th.

Chairperson Floraday thanked Gabe Martin for his service on the DDA Board.

Vice-Chairperson Wickenheiser excused himself from the remainder of the meeting at 9:40am.

Chairperson Floraday inquired as to whether the Board wanted the DDA to plan the Tree-Lighting again this year. Ms. Jones mentioned that she met with Michelle Dugan at the Chamber about combining the event with the parade and moving everything to Saturday.

It was moved by Mr. Martin and seconded by Mr. McGowan to have Andrea plan the tree-lighting event.
Motion carried unanimously.

Ms. Weakly stated that she is looking for additional people to join the Design Committee.

6. Adjournment

A motion to adjourn was made by Mr. Martin and seconded by Ms. Weakly at 9:45am.
Motion carried unanimously.