

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, July 20, 2011  
First Floor Conference Room  
Monroe City Hall**

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

## **1. Roll Call**

Present: Chairperson Rick Floraday, Treasurer Mary Gail Beneteau, Janet Berns, Mayor Clark, Cheri Weakly, Kimberle Daniels (a 7:55), Shaun McGowan, Scott Goocher (a 7:49)  
Excused: Vice-Chairperson Ken Wickenheiser, Barry Kinsey, Ken Calender  
Staff: Andrea Jones, Dan Swallow  
Guests: Jeanne Micka

## **2. Consent Agenda**

- A. Approval of July Agenda
- B. Approval of the Minutes of the June 15, 2011 DDA meeting
- C. June Financial Reports

It was moved by Ms. Weakly and seconded by Mr. McGowan to approve the Consent Agenda as presented.

*Motion carried unanimously.*

## **3. 2011-2012 Work Program**

### **A. Officer Elections**

Chairperson Floraday opened the floor for nominations for Chairperson, Vice-Chairperson, Treasurer and Secretary.

Ms. Berns nominated Andrea Jones for Secretary. Seconded by Mr. McGowan. Ms. Jones accepted the nomination.

Ms. Berns nominated Mr. Floraday for Chairperson. Seconded by Ms. Weakly. Mr. Floraday accepted the nomination.

Mr. Goocher arrived at the meeting at 7:49am.

Mayor Clark nominated Mr. Wickenheiser for Vice-Chairperson. Seconded by Ms. Weakly.

Mayor Clark nominated Ms. Beneteau for Treasurer. Seconded by Ms. Weakly. Ms. Beneteau accepted the nomination.

Chairperson Floraday closed the nominations.

It was moved by Mayor Clark and seconded by Mr. McGowan to accept the nominations as presented.

*Motion carried unanimously.*

Ms. Daniels arrived at the meeting at 7:55am.

### **B. Annual Sub-Committee Appointments**

Mayor Clark mentioned that he did receive applications for the Board, but referred them to committees due to lack of Board vacancies.

It was moved by Treasurer Beneteau and seconded by Ms. Weakly to accept the sub-committee appointments as presented.

*Motion carried unanimously.*

### **C. Parking Lot Update**

Chairperson explained he met with Patrick Lewis and determined that the project would be started in March 2012 due to a West Front Street project that would have the street closed anyway and it would allow proper preparation for the construction and funding. He explained a general timeline for the project. An application has been submitted for the August Citizen Planning Commission meeting. Mr. Swallow gave an update on the grant application.

- **Monroe Club Property**

Chairperson Floraday stated that there is a meeting scheduled with Monroe Club tomorrow to discuss options for the purchase and renovation of their property.

- **Official Name**

Ms. Jones requested ideas for a process of determining the name. There was discussion regarding community feedback, the process used for Hotel Sterling, contests, highlighting the new Riverwalk signs and a newspaper article. Ms. Jones stated that she will check with the Monroe Evening News on the process that was used for naming the hotel.

- **Riverwalk Sign Locations**

Ms. Jones proposed three locations for Riverwalk signs: at the top of the spiral staircase, mounted to the buildings at the Front Street pedestrian entrance and at the Riverwalk entrance in the parking lot (at an angle). There was discussion regarding where the posts would be, how many signs are needed and in which locations and cost per sign.

It was moved by Ms. Berns and seconded by Treasurer Beneteau to place the three Riverwalk signs as presented.

*Motion carried unanimously.*

### **D. Committee Reports**

- Organization – No meeting.
- Promotion – Minutes were enclosed in the meeting packet.
  - Holiday Kick-Off Weekend Budget and Scheduling

Ms. Jones explained the discussions to move the tree-lighting and holiday parade to Saturday (November 19<sup>th</sup>). There was discussion regarding the pros and cons of each day that weekend. It was requested that the DMBN be able to provide input prior to the DDA making a decision. There was discussion regarding the possible times for different activities that Saturday.

It was moved by Ms. Weakly and seconded by Mayor Clark approve the budget for the Holiday Kick-Off Weekend for \$3,000.00.

*Motion carried unanimously.*

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

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

##### **A. Office Relocation**

Ms. Jones stated that the office is moved, the old phone number will be forwarded through September 30<sup>th</sup>. Utilities have been shut off, but there will be some wrap up expense in the current fiscal year. She explained that everything from the old office has been moved out except the large yellow chairs which Ken Wickenheiser made an offer to buy. He offered \$100.00 plus the fact that he gave us the metal shelving from the basement.

It was moved by Mayor Clark and seconded by Mr. McGowan accept the offer from Ken Wickenheiser to purchase the chairs for \$100.00 noting that he gave us the basement shelving.

*Motion carried unanimously.*

#### **5. Communications**

There was discussion regarding the Monroe Street construction project scheduled for this summer and fall.

There was discussion regarding who owns the flyer boxes downtown and who maintains them?

Ms. Weakly asked whether a trash can will be put at the bottom of the stairs by the MLK bridge.

Treasurer Beneteau mentioned that she is seeing more trash bags and trash in general the past few weeks downtown. There was discussion regarding trash pick-up at holidays and recycling.

Ms. Micka stated that contractors cleaning up construction downtown should use water to cut down on the dust.

Ms. Berns stated that I Do moved from Front Street to Monroe Street.

Ms. Micka stated that the City should not put up I-75 signs on Elm Ave. for the Jazz Festival. Mayor Clark stated that there has already been a discussion about the signs and they will go up to help with Wayfinding during the Jazz Festival.

There was discussion regarding wayfinding signs and parking signs.

Mr. Goocher was welcomed to the Board.

Mayor Clark mentioned an upcoming American Heart Association event that will be happening in the Monroe area.

**6. Adjournment**

A motion to adjourn was made by Treasurer Beneteau and seconded by Mayor Clark at 8:58am.

*Motion carried unanimously.*