

# Minutes

**Monroe Downtown Development Authority**  
**Regular Meeting**  
**Wednesday, September 21, 2011**  
**First Floor Conference Room**  
**Monroe City Hall**

Chairperson Floraday called the meeting to order at 7:52 a.m.

## **1. Roll Call**

Present: Chairperson Rick Floraday, Treasurer Mary Gail Beneteau, Janet Berns, Ken Calender, Kimberle Daniels (at 8:10), Shaun McGowan, Mayor Robert Clark, Ken Wickenheiser  
Staff: Dan Swallow, Patrick Lewis

## **2. Consent Agenda**

- A. Approval of September Agenda
- B. Approval of the Minutes of the August 17, 2011 DDA meeting
- C. August Financial Reports

It was moved by Ms. Beneteau and seconded by Mayor Clark to approve the Consent Agenda as updated/presented.

*Motion carried unanimously.*

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

### **A. Parking Lot**

- Patrick Lewis talked about the final set of plans being mailed. Once the plans are available, they will be put out to bid along with the Macomb St. bridge project to realize some savings on bonding. Tentative bid opening is Oct. 17, with a pre-bid meeting Oct. 5. Final contract and bond needs approval of both City Council and DDA board. Hope to award contract by end of this year.
- Plans for the fishing pier are missing from parking lot plans. There is negotiation with Mannick and Smith about this issue. Total package for parking lot is estimated at 1.78 million, not including the top area of the fishing pier.
- Grant status (Dan Swallow): still in the running. Timeline of funding board may work against us since the board votes in Nov. on eligible grant projects. Dan checking with administration to see if they will allow bids to be entered instead of final contracts. Asking for \$300,000.00.
- There was some discussion of the timeline for this project, concerning getting it finished before the Jazz Festival in August 2012.
- Naming Contest: project cannot be named after a person if we get the grant. Submissions were read, board decided to revisit the names at the October meeting.

- Monroe Club Property Update—a motion needed to allow the DDA to purchase properties. A motion was made to approve purchasing property up to \$18,000.00 by Ms. Beneteau, seconded by Mayor Clark. A roll call vote was taken, with Ken Calender abstaining.  
*Motion passed.*
- W. Front Property—a motion needed to allow the DDA to purchase properties. along W. Front St., from the back of the properties to the alley. A motion was made to approve purchasing the properties up to \$68,000.00 by Mayor Clark, seconded by Ms. Beneteau. A roll call vote was taken, with Ken Calender abstaining.  
*Motion passed.*

**B. Wayfinding**

Patrick Lewis presented font choices for wayfinding signs. Hoping to have signs up before frost.

It was moved by Ms. Daniels and seconded by Ms. Berns to approve Clarendon Bold as the font choice for the new signs.

*Motion carried unanimously*

**C. DDA Staff**

Nothing yet, there will be a committee meeting in a few weeks to discuss the position.

**D. Board Action Report and Committee Project Status Report**

Design committee had a meeting regarding Tree Lighting. An invoice from Jack’s Lawn Service for fabricating and installing River Walk signs was presented.

It was moved by Ms. Daniels and seconded by Ms. Berns to approve payment of Jack’s Lawn Service invoice for River Walk signs.

*Motion carried unanimously*

**E. Façade grant payment**

Ed Pipis submitted cancelled checks as proof his façade improvements are complete. Grant was originally approved in Oct. of 2010 for the amount of \$4230.00.

It was moved by Ms. Beneteau and seconded by Mayor Clark to approve payment of \$4230.00 for the Pipis façade improvement grant.

*Motion carried unanimously*

**F. Monroe Publishing Invoice**

An invoice arrived for website changes and uploading video to the website submitted by Andrea before she left. Monroe Publishing has been asked to send monthly invoices for any future work.

It was moved by Mr. McGowan and seconded by Ms. Berns to approve payment of \$525.00 from the promotions budget for the Monroe Publishing invoice.

*Motion carried unanimously*

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

Chairman Floraday asked that when responding to emails, please “respond to all” so all can stay informed.

Grant committee needs to have a meeting to discuss Lamour and Piedmont façade grants.

Design committee needs to have a meeting.

Ms. Beneteau remarked the planters have done well this season.

The offers for the W. Front properties should be made within a few days.

Ms. Berns talked about this year’s Tree Lighting and requested it be posted to the website.

Ms. Beneteau talked about the riverfront vandalism. Mayor Clark talked about funding that is available for video cameras with a direct feed to patrol cars. City is moving forward with the cameras. Mr. Lamour has offered his building as a spot to mount video cameras. Mr. Calender is installing cameras at his property next week.

Chairman Floraday talked about doing lighting on the river walk to match the lighting that will be installed in the parking lot project as a future project.

#### **5. Adjournment**

A motion to adjourn was made by Mr. McGowan and seconded by Ms. Berns at 8:45 am.

*Motion carried unanimously*