

Minutes

**Downtown Development Authority
Regular Meeting
Wednesday, September 17, 2008
Main Street Office
118 E. Front Street**

Chairperson Floraday called the meeting to order at 7:55 a.m.

1. Roll Call

Present: Chairperson Rick Floraday, Vice-Chairperson Frank Wszelaki, Doug Chaffin, Janet Berns (a 8:10), Michelle Cloutier (a 8:10), Gabe Martin, Dave Stahl, Cheri Weakly, Mayor Worrell (e 8:50), Ken Wickenheiser, Kimberle Daniels

Excused: Mary Gail Beneteau, Barry Kinsey

Staff: Andrea Jones, Patrick Lewis

Guests: Sgt. Charles McCormick, Jack Campbell, Randy Umfress, Jeanne Micka

2. Consent Agenda

It was moved by Mr. Chaffin and seconded by Mr. Martin to approve the consent agenda as presented.

Motion carried unanimously.

3. 2008-2009 Work Program

A. Alleyscape Redesign

Patrick Lewis gave an update on the status and items have been discovered during excavation. He stated that the burying of blank utility ducts is not physically possible due to the amount of existing pipes. Those displaced by parking can obtain a permit to park in the City Hall staff parking lot.

B. MSM/DDA maintenance/capital project meeting with City of Monroe officials

Ms. Jones explained the meeting notes enclosed in the packet and went line by line to discuss the capital items. There was discussion regarding what a gateway would entail. There was discussion regarding when the City would put cost estimates together for the mentioned capital projects so that the Capital Improvements Committee can discuss projects.

Ms. Berns and Ms. Cloutier arrived at the meeting at 8:10 am.

There was discussion regarding the Wayfinding project. Ms. Jones explained the maintenance and décor items. The following discussion took place regarding snow removal: cost estimates and the process for snow removal; union contracts; the City coordinating snow removal once all of the plowing is done to ensure all of the snow is cleared; the areas that the City plows snow on the sidewalks downtown; and the abilities of the DDA to do maintenance as listed in the DDA Statute. There was discussion regarding chemicals that help ease the ability to clean graffiti.

There was discussion regarding lighting on the Riverwalk and the possibility of a capital project to address lighting.

C. Main Street Update/All Committee Reports

- Organization – Minutes were enclosed in the meeting packet.
- Promotion – Minutes were enclosed in the meeting packet.
 - Website Promotion Materials

Ms. Jones explained possible ways to promote the website including tote bags, post cards, etc. The Promotion Committee requested up to \$5,000.00 to promote the website. Board members gave suggestions of ads and articles in the Monroe Evening News. There was discussion regarding how the businesses could use the bags.

Mayor Worrell excused himself from the remainder of the meeting at 8:50 am.

There was discussion regarding paying businesses to put our website on their ads.

It was moved by Ms. Weakly and seconded by Ms. Cloutier to allow the Promotion Committee to spend up to \$5,000.00 to promote the website.

Motion carried unanimously.

- MBT Anniversary Ad

Ms. Jones explained the Monroe Evening News ad congratulating Monroe Bank & Trust and showed the layout of the ad.
- Design – Minutes were enclosed in the meeting packet.
 - Bicycle Rack Design Update

Ms. Jones explained the need for a smaller bike rack in certain areas due to limited space. She showed the smaller design that will be used in addition to the large design. The Board agreed that the bike racks should be green if they are going to be located next to the other green street furniture.

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

4. Other Business

A. DMBN – Gabe Martin

Mr. Martin stated that The Great Pumpkin Weekend on October 18th has been cancelled. October 25th is Halloween Happenings. He also mentioned that he has a resource for banners if the Façade Grant Committee is interested in making their signs that way.

5. Communications

Comments

Ms. Jones introduced Sgt. Charles McCormick. He stated that he can be used as a contact at the Police Department for downtown issues. He gave some background on what the Police Department is working on with regard to fighting graffiti. He mentioned curfew needs for the City. He also brought up the Bike Ordinance with regard to bike racks and riding bikes downtown. There was discussion regarding City Council review of the bike ordinance.

It was moved by Mr. Stahl and seconded by Mr. Martin to recommend that City Council review the bike ordinance.

There was discussion regarding curfew regulations.

Motion carried unanimously.

There was discussion regarding how the request would be presented to City Council.

It was moved by Ms. Daniels and seconded by Ms. Weakly to have City Council put in place a City curfew.

Motion carried unanimously.

Jeanne Micka thanked the Board for supporting the Juried Art Show and gave information on the Steak Roast Fundraiser for the recreation trail, and the October 2nd Historic District Commission downtown tour.

Ms. Jones mentioned the Walking Audit presentation on Thursday September 18th at 7pm.

Randy Umfress gave information on a sealant that could help protect the Pavilion, sidewalks, buildings, etc.

6. Adjournment

A motion to adjourn was made by Vice-Chairperson Wszelaki and seconded by Ms. Cloutier at 9:15 A.M.

Motion carried unanimously