

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, June 20, 2018
Third Floor Conference Room
Monroe City Hall**

Anthony Trujillo called the meeting to order at 8:01 a.m.

1. Roll Call

Present: Mayor Robert Clark, Scott Goocher, Shaun McGowan, Mackenzie Swanson, Anthony Trujillo, and Chip Williams
Excused: Joe Peruski, George Boyan, Scott Kegerreis, Les Lukacs
Guests: Vincent Pastue
Staff: Annette Knowles, Michelle LaVoy Clerk-Treasurer

2. Vision Statement - Read by Mackenzie Swanson

3. Additions/Deletions to the Meeting Agenda - None

4. Public Comments

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, May 16, 2018 Regular Meeting
- C. Financial Reports:
 - ❖ May, DDA Revenue and Expenditure Report FY2017-2018
 - ❖ May, DDA Itemized Expenditure Report FY 2017-2018

Motion by Mayor Robert Clark, seconded by Chip Williams to approve items on the Consent Agenda as presented. ***Motion carried unanimously.***

6. New Business

A. Downtown Master Plan + Parking Study- Resolution of Support

Discussion followed on blighted buildings. City Manager Vincent Pastue discussed blight abatement as part of economic development.

Motion by Chip Williams, second by Mackenzie Swanson
WHEREAS, the DDA partnered with the City of Monroe to develop a Downtown Master Plan and Parking Study which includes a visionary urban design plan combined with a current conditions and future needs analysis for parking, and
WHEREAS, the DDA formed a Study Group comprised of downtown stakeholders and staff to guide the chosen consulting team in the development of the plan, and
WHEREAS, a consulting team consisting of MKSK Studios, Gibbs Planning Group and Nelson/Nygaard were retained to complete the study and plan after a thorough and equitable selection process, and
WHEREAS, the planning process commenced in October, 2017 with plentiful opportunity for board and citizen engagement, including a two-day best practices summit, three online surveys and a public open house, and which included the phases of discovery, visualization, determination and delivery, and
WHEREAS, the plan was presented to the City Council of Monroe on Monday, June 4, with members of the DDA and the Citizens Planning Commission present, and
WHEREAS, the plan addresses physical, economic, social and cultural components of the plan area, and the consulting team coalesced prior planning documents into one holistic, long-term, visionary and comprehensive plan, as specified during the selection process, and
WHEREAS, it is the intention to adopt the Downtown Master Plan and Parking Study as an amendment to the City Master Plan in accordance with the Michigan Planning Enabling Act, and
WHEREAS, as part of the adoption process, the DDA has no formal role, but endeavors to affirm its support of the plan, and
NOW BE IT THEREFORE RESOLVED, that the Monroe Downtown Development Authority endorses the 2018 Downtown Master Plan and Parking Study and encourages an efficient adoption process by the Citizens Planning Commission, and
BE IT FURTHER RESOLVED, that the Monroe Downtown Development Authority confirms its intent to champion the plan and to take a lead role in its implementation. ***Motion carried unanimously.***

B. Communication Plan for Downtown Master Plan + Parking Study

Discussion followed.

Motion by Mackenzie Swanson, second by Shaun McGowan to approve the amendment to the Marketing Plan to remove event marketing support and sponsorship and to add a Communications Plan for Downtown Master Plan Parking Study as presented. ***Motion carried unanimously.***

C. RRNB Program Advertisement

Discussion followed.

Motion by Mayor Robert Clark, second by Mackenzie Swanson to allocate funds not to exceed \$500 toward advertisement in the RRNMB Driving Tour Guidebook, funds to be derived from Fiscal Year 2018-2019, Account Number 751-65.691-880.000, Community Promotions. ***Motion carried unanimously.***

D. Amendment to Fiscal Year 2017-2018 Budget

Motion by Mackenzie Swanson, second by Anthony Trujillo to approve the amendment to Fiscal Year 2018-2019 budget, as presented. ***Motion carried unanimously.***

7. Other Business

A. Work Plan Updates

- i. Façade Grant Program - Scott Goocher reported that he was unhappy that the Façade Grant Program or Downtown reinvestment program as it is now called, was pulled. He stated that he is excited to share the updates.

8. Communications - No communications.

9. Board Member Comments/Administrative Guest Comments

Mayor Clark updated the Board about a tour of downtown that he and Mark Cochran did. He also updated on the vacancies of various boards.

Annette stated that after 8 years Shaun McGowan is leaving the board.

Anthony Trujillo thanked Shaun for his service. He also commented on the façade grant as well as the new board members. Anthony also spoke about the Tuesday night farmer's market success.

Mackenzie also thanked Shaun and commented on how nice his shop looks with the new paint.

Scott Goocher commented on moving forward with the downtown.

Shaun McGowan also thanked the board and spoke about the updates to his store.

Chip Williams thanked Mayor Clark for working one of the stops at his event for the Cancer Society. He also spoke about the DMBN's Wine Crawl and the Ducky Dash.

10. Adjournment

Motion to adjourn by Shaun McGowan, seconded by Mackenzie Swanson at 9:13 a.m.
Motion carried unanimously.