

# Minutes

**Downtown Development Authority  
Regular Meeting  
Wednesday, June 17, 2009  
Main Street Office  
118 E. Front Street**

Chairperson Floraday called the meeting to order at 7:45 a.m.

## **1. Roll Call**

Present: Chairperson Rick Floraday, Vice-Chairperson Frank Wszelaki, Treasurer Mary Gail Beneteau, Gabe Martin, Mayor Worrell, Janet Berns (e 9:25), Cheri Weakly (e 9:10), Kimberle Daniels (a 7:50, e 9:00), Ken Wickenheiser (e 9:00)  
Absent: Barry Kinsey, Michelle Cloutier  
Staff: Andrea Jones  
Guests: Sgt. Charles McCormick, Jason Sheppard

## **2. Consent Agenda**

June Agenda  
May 20, 2009 MSM/DDA meeting minutes  
June Financial Reports  
23 E. Front St. Façade Grant Reimbursement  
Subcommittee Appointment

Ms. Berns had questions regarding the Capital Improvements Committee

Kimberle Daniels arrived at the meeting at 7:50 am.

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

*Motion carried unanimously.*

## **3. Presentation**

### **A. Signature Associates-Jason Sheppard**

Mr. Sheppard described the purpose and details of Signature Associates and their desire to help businesses locate in the Monroe area. He described the ways in which they promote properties for sale and lease and what he envisions for downtown. There was discussion regarding what the role of Signature Associates would be in downtown business recruitment and property sale. There was discussion regarding the next steps that Jason could take to work with downtown.

## **4. 2008-2009 Work Program**

### **A. Committee Reports**

- Organization – Minutes were enclosed in the meeting packet.
- Promotion – Minutes were enclosed in the meeting packet.
- Design – Minutes were distributed at the meeting packet.
  - Downtown Design Standards
 

Ms. Jones described the purpose of creating design standards and the levels in which they can be created. She posed the question to the Board of whether they want to develop additional design standards. There was discussion regarding current regulations and if there is a need to create additional regulations. There was discussion regarding putting together resources for people who want to do renovations so they know what is available. There was discussion about what period of time downtown aesthetics should represent since there buildings were built over a wide range of time. The Board agreed that instead of developing design standards, make resources available that can assist in renovation. Most of that information is included in the Downtown Monroe Handbook with additional materials available at the Main Street office.
- Economic Restructuring – No Meeting.
- Façade Grant Committee – Minutes were distributed at the meeting.
  - 13 Washington St. Recommendation
 

Ms. Jones provided information that a Board member previously requested and stated the recommendation.

It was moved by Mayor Worrell and seconded by Mr. Martin to approve the recommendation to fund the façade renovation at 13 Washington St. for up to \$6, 475.00.

There was discussion regarding the receipt of Façade Grants and tax abatements. Ms. Jones explained how the DDA does not collect TIF dollars from Obsolete Property Tax Abated properties. There was discussion regarding the length of tax abatements that are awarded. There was discussion regarding the need for incentives.

*8 Ayes, 1 Abstention (Wickenheiser)*

- Capital Improvements Committee – No meeting.

**5. Other Business**

**6. Communications**

## Comments

Vice-Chairperson Wszelaki inquired about how in-depth the water work will be on Front Street. Ms. Jones explained the tentative plan.

Mayor Worrell inquired about the Brick Paver meeting, the extent of downtown graffiti, and suggested that the Capital Improvements Committee consider replacement of the damaged brick pavers in Loranger Square. He asked the Board if the fire department signs are having a negative effect on economic development. There was discussion regarding what time length the signs are allowed to be up.

Mr. Wickenheiser and Ms. Daniels excused themselves from the remainder of the meeting at 9:00 am.

Treasurer Beneteau mentioned graffiti that should be removed, a resident is interested in attending meetings that discuss the parking pass and stated that presentations should be at the end of the meeting. There was discussion regarding just having Jason Sheppard meet with Ms. Jones to discuss the different properties and what the Board would like to see downtown. There was discussion regarding business recruitment.

Ms. Weakly excused herself from the remainder of the meeting at 9:10 am.

Mr. Martin commented on the need to repair the steps on the south side of the Martin Luther King Jr. bridge that are crumbling.

It was moved by Mr. Martin and seconded by Mayor Worrell to have the Capital Improvements Committee look at fixing the steps on the south side of the MLK bridge as top priority.

***Motion carried unanimously.***

Ms. Berns inquired about the status of the Guyor lawsuit. Ms. Jones stated that there is no change from the last update.

Ms. Jones stated that the tree grates that have been removed will be put back by the City but is a low priority, the next set of trees will be cut down in March 2010 with spring planting of the new trees and there will be five days in August in which the DDA will be borrowing a City seasonal employee due to neither of the DDA employees being available. She also stated that she provided feedback (by answering questions of evaluation criteria) to the City regarding an application for a hot dog stand to locate by the Pavilion. The application should be going in front of City Council in July. She also stated that the new fiscal year begins July 1<sup>st</sup> and no current Board members had expiring terms on June 30<sup>th</sup>. There was discussion regarding the number of Board vacancies and the desire to leave the Board at eleven at this point.

Mr. Martin inquired about the timeframe for this year's sidewalk replacement. Ms. Jones stated that the project is tentatively scheduled for August and the meeting with the Historical Society regarding the use of brick pavers will not delay the project if it is ready to be started.

Ms. Berns excused herself for the remainder of the meeting at 9:25 am.

Meeting adjourned due to lack of quorum at 9:25 am.