

Minutes

**Downtown Development Authority
Regular Meeting
Wednesday, September 16, 2009
Main Street Office
118 E. Front St.**

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 (a 7:56), Janet Berns, Kimberle Daniels (a 7:54), Michelle Cloutier, Barry Kinsey (a 7:56), Cheri Weakly
Absent: Ken Wickenheiser
Staff: Andrea Jones
Guests: Jeanne Micka

2. Consent Agenda

September Agenda
August 19, 2009 MSM/DDA meeting minutes
August Financial Reports

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

Motion carried unanimously.

3. 2009-2010 Work Program

A. Committee Reports

- Organization – No Meeting.
- Promotion – No Meeting.
- Holiday Kick-Off Weekend Budget Request
Ms. Jones presented general details of the event and planned co-op advertising.

It was moved by Treasurer Beneteau and seconded by Vice-Chairperson Wszelaki to allow up to \$2,500.00 for the Holiday Season Kick-Off Weekend.

Motion carried unanimously.

- Design – Minutes were enclosed in the meeting packet.

- 2010 Flower Budget Request
Ms. Jones explained the early order discount and the options for flowers that the Design Committee is looking at including planned locations for red, white and blue baskets. There was discussion regarding the projects that the Committee is working on that would be funded from the Capital budget.

Ms. Daniels arrived at the meeting at 7:54 am.

It was moved by Treasurer Beneteau and seconded by Mr. Martin to approve the requested budget of \$10,000.00 for 2010 Flowers.

There was discussion regarding the flowers used in the Monroe Sign and the maintenance of the weeds.

Motion carried unanimously.

Mayor Worrell and Mr. Kinsey arrived at the meeting at 7:56 am.

- Four Star Greenhouse Tour
Ms. Jones made a list of those that will be participating in the tour.
- Economic Restructuring – Minutes were enclosed in the meeting packet.
- Façade Grant Committee – No meeting.
- Capital Improvements Committee – No meeting.

4. Other Business

A. Community Development and Recreation Director Document Feedback

Ms. Jones asked for feedback on the documents. No comments were given.

B. Michigan Downtown Association March 2010 Conference

Ms. Jones stated that the MDA is now asking us to host the November 2010 conference instead of the March conference. Ms. Jones listed the responsibilities of the host downtown for the conference. Ms. Jones stated viable options for locations and catering options. There was discussion regarding possible additional costs for the conference. The Board requested additional information from past host communities on operations, costs, topics, etc. There was discussion regarding further details of who attends and the typical schedule.

C. East First Street Angle Parking-Mayor Worrell

Mayor Worrell explained his concern of the angle parking on the south side of East First Street. He requested input to take back to the Traffic Committee regarding changes to the parking arrangement. There was concern regarding the traffic laws at Monroe and First Street not being enforced. There was discussion regarding changing the north side of East First to all angle parking between Monroe and Washington. There was no issue with changing the south side of First to parallel parking.

5. Communications

Ms. Jones presented the 2nd Annual Monroe County Bed Race sponsorship application. The application was submitted past the deadline and was, therefore, not reviewed by the Promotion Committee. There were several questions regarding the application. There was concern that the event was a fundraiser. The Board determined that due to the application being submitted past the deadline, the application would not be reviewed.

Ms. Jones stated that East First Street would be closed September 22nd for the United Way Suicide Vigil.

Ms. Jones stated concerns from a business on North Monroe Street that the planters weren't being watered although evidence showed that they were being watered.

Ms. Jones gave an update on the water main project. Mayor Worrell stated that a portion of Loranger Square will be torn up in the future for repairs, though he doesn't have a timeline. There was discussion regarding the truck loads on some of the city streets.

Ms. Jones described a business retention program she learned about at the Michigan Downtown Conference that she is implementing with area organizations for DDA businesses. She also stated that she took a session on tax incentives.

Ms. Jones gave an update on properties and businesses in the district including: Rendezvous (for sale), J's Smokehouse (not moving to Rendezvous location), Cravings (opening), Doby's Dagwoods (closed, unknown reason), Monroe Optical (still for sale, though several Board members had different information, Ms. Jones will follow-up to verify), Optical Mart (opening), 403 East Front Street (for lease with possible new tenant), 16 South Monroe Street (open to ideas for façade renovations and uses for the space), 14 East First Street (City Council gave the Port permission to sell the building).

Treasurer Beneteau announced that Bobby's Kitchen and Johnny Rockets both closed.

Ms. Daniels announced that JoAnn Fabrics is closing.

Ms. Weakly suggested sending letters to property owners next to planters and ask them to help maintain them. Mr. Kinsey suggested buying watering cans with our logo for the businesses to use to water them.

Chairperson Floraday asked for an update on 317 South Monroe Street.

There was discussion regarding the responsibilities of the seasonal workers and their schedule. There was discussion regarding community service organizations that could do additional work downtown.

6. Adjournment

A motion to adjourn was made by Mr. Kinsey and seconded by Vice-Chairperson Wszelaki at 9:00 A.M.

Motion carried unanimously.