

Minutes

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

Chairperson Floraday called the meeting to order at 7:50 a.m.

1. Roll Call

Present: Chairperson Rick Floraday, Vice-Chairperson Frank Wszelaki, Treasurer Mary Gail Beneteau, Doug Chaffin, Janet Berns, Gabe Martin (a 8:00), Michelle Cloutier, Cheri Weakly, Mayor Worrell, Barry Kinsey (a 8:40), Ken Wickenheiser (a 8:00)

Absent: Kimberle Daniels

Staff: Andrea Jones

Guests: Sergeant Charles McCormick, Jeanne Micka

2. Consent Agenda

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

Motion carried unanimously.

3. 2008-2009 Work Program

A. Alleyscape Redesign

Ms. Jones gave an update from an email received from Patrick Lewis. More delivery trucks are utilizing the alley. Any further issues that arise in the alley will be reported to Mr. Lewis.

B. 2009-2010 FY Goals and Objectives Work Session Review and follow-up Work Session date

Ms. Jones described the summary from the work session and stated dates available for a follow-up work session. There was discussion regarding capital improvements versus promotion and how that is reflected in the budget.

Mr. Wickenheiser and Mr. Martin arrived at the meeting at 8:00 am.

There was discussion regarding future revenues. There was discussion regarding how the Wayfinding work session would affect the goals and objectives. A Goals & Objectives Work Session was scheduled for January 7, 2009 at 7:45 am.

C. Wayfinding Study Work Session Date

A Wayfinding Study Work Session will be scheduled, if needed, after the Goals and Objectives Work Session.

There was discussion regarding how/if the City would continue to incentivize projects with the projection of reduced revenues in the coming years.

D. Main Street Update/All Committee Reports

- Organization – Meeting cancelled.
 - Office Insurance Policy

Ms. Jones stated that an explanation of policy coverage was included in the packet. There was discussion regarding getting different premium costs for different deductible rates.

It was moved by Treasurer Beneteau and seconded Mr. Wickenheiser to pay \$1,000 per year for a \$0 deductible.

Motion carried unanimously.

- Promotion – Minutes were enclosed in the meeting packet.
- Design – No meeting.
- Economic Restructuring – Minutes were enclosed in the meeting packet.
- Façade Grant Committee – Minutes were distributed at the meeting.
 - 317 S. Monroe St. Façade Grant Application

Ms. Jones stated that the Façade Grant Committee met and is recommending a \$10,000 award. She showed drawings and material samples that will be used in the project. There was discussion regarding the financials of the project.

It was moved by Mr. Chaffin and seconded by Mr. Martin to approve a façade grant up to \$10,000 for 317 South Monroe Street.

There was discussion regarding the material being used on the building. It was determined that this building is not listed on the National Register and therefore can't be held to the same standards as those that are.

Motion carried unanimously.

- 43 S. Monroe St. Façade grant Reimbursement

Ms. Jones explained that this is a regular reimbursement, but since it is a Board member's project, it was not included in the Consent Agenda

It was moved by Ms. Berns and seconded by Vice-Chairperson Wszelaki to approve reimbursement of \$10,300 for 43 South Monroe Street.

9 Ayes, 1 Abstention (Martin)

- Capital Improvements Committee – No meeting.

4. Other Business

A. DMBN – Gabe Martin

Mr. Martin stated that the DMBN is entertaining ideas for changing their operations and meeting schedule.

Treasurer Beneteau stated that the DMBN is no longer going to organize the Tree-Lighting and she would like the DDA to consider taking over the event. There was discussion regarding the details of the event. The Board referred the suggestion to the Promotion Committee to bring a recommendation back to the Board.

5. Communications

Comments

Ms. Jones stated that the MSM/DDA commercial will be running on MPACT. She is awaiting the budget timeline and additional numbers from the City so that the budget draft can be completed. She showed the website post cards that are ready for distribution.

Mayor Worrell wished everyone a Merry Christmas and thanked the Board for all of their hard work.

Ms. Jones showed the Façade Grant post card that will be distributed instead of sending out the entire application to everyone. She wished everyone a Merry Christmas.

Mr. Kinsey arrived at the meeting at 8:40 am.

Mr. Wickenheiser asked about the current standing of snow removal arrangement downtown. Ms. Jones informed him of Board action and the City worker/contractor arrangement.

6. Adjournment

A motion to adjourn was made by Treasurer Beneteau and seconded by Ms. Cloutier at 8:45 A.M.

Motion carried unanimously