

Minutes

Monroe Downtown Development Authority Regular Meeting June 21, 2023 Council Chambers, Monroe City Hall

1. Call to Order

Vice Chairperson Andy Clark called the meeting to order at 8:30 a.m.

2. Roll Call

Present: Mary Hastings, Andy Clark, Eric Drummonds, Robert Copp, Stuart Eastman

Absent: Mayor Robert Clark, Scott Kegerreis, William Slicker

Staff: Mark Cochran, Community and Economic Development Director
Amy Zarend, Economic Development & Authorities Coordinator

3. Vision Statement – Read by Eric Drummonds

4. Additions/Deletions to the Meeting Agenda – None

5. Public Comment

6. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes
 - ❖ Minutes of May 17, 2023 as presented
- C. Financial Reports:
 - ❖ May, 2023 DDA Preliminary Itemized Expenditure Report FY 2022-23
 - ❖ May, 2023, DDA Revenue and Expenditure Report FY 2022-23

Motion by Hastings, seconded by Drummonds to approve items on the Consent Agenda. *Motion carried, all ayes.*

7. Financial Updates

- A. Recent invoices for approval
Amy Zarend went over all the invoices that need to be approved for payment.

Motion by Copp, seconded by Drummonds to approve all invoices. *Motion carried, all ayes.*

B. Project balances

Amy gave an update from chairperson Slicker that there is no update at this time.

8. Project/Work Plan Updates

A. Bike Rack Installation

Amy Zarend gave an update on the bike racks that were recently installed. Discussion followed.

B. Pocket Park/Alleyway Project Updates

Amy Zarend updated the board members that the pocket park will be done in phases due to the size of the project.

C. Dave Olah spoke about getting guidance on the proceeding of the optical building project from the board. Discussion followed.

9. New/Other Business

A. Ratify Agreement with Jim Jacobs Architects

Amy Zarend referred to the packet handout on the signed contract proposals and asked the board to ratify the agreement.

Motion by Eastman, seconded by Hastings to ratify the agreement with Jim Jacobs Architects as it appears in the attachment. *Motion carried, all ayes.*

B. BIG and Pre- Application Process

Amy Zarend gave an update on the BIG grant and the rewrite of the pre-application. Discussion followed.

C. BIG Program rewrite

Amy Zarend asked if anyone is interested in helping with the rewrite of the process. Discussion followed.

D. Lease agreement cancellation at 9 Washington

Amy Zarend updated the board on the space that was being rented out and hasn't been used in months for a place to have meetings and appointments. There is space here at the city for free that can be used for that purpose instead of paying rent on an office space. It would save the DDA roughly \$4,000 a year.

Motion by Hastings, seconded by Eastman to cancel the lease agreement at 9 Washington. *Motion carried, all ayes.*

E. MNX Phone cancellation

Amy Zarend discussed the phone that is not in use and is not on the website and she has a City phone that is on the website that people can call. It would save the DDA \$31 a month.

Motion by Eastman, seconded by Hastings to cancel the MNX phone line and pay the balance of \$186. *Motion carried, all ayes.*

F. By-Laws Updates

Amy Zarend stated the by-laws have not been updated since 2019 and there are a number of updates needed. Discussion followed.

G. Attendance/Absence policy & terminology

This item was postponed until Chairperson William Slicker returned.

10. City/DDA Liaison Updates

A. Social Media Engagement

Amy Zarend gave an update on social media and increased followers and likes. Discussion followed.

B. Updates to Agenda Process & MinuteTraq

Amy Zarend gave an update on the DDA moving to MinuteTraq this summer where the agendas and minutes will be done. Discussion followed.

C. Meeting Schedule & Timeline

Amy Zarend updated the board on the meeting schedule and the timeline that would need to be met for agenda items. Discussion followed.

11. Council Comments

Mark Cochran thanked the board for their patience with the transition of Amy Zarend starting 6 weeks ago and her hard work so far. The next DDA meeting will be the annual meeting where they will elect their officers. Mark discussed Matt Vanisacker presenting to the city council on the murals and public art. The Social District signs are up and the stickers are in and ready to sell. The communication department will be updating the DDA website. Mark also discussed how the Parks and Recreation department has started "Finally Fridays" at Altrusa Park with small bands. Mark introduced the city manager Dave Robinson. Discussion followed.

Dave Robinson introduced himself and discussed the importance between DDA and the city government working together. He stated how well the Social District worked

really well in Belleville and can't wait to see how well it will work in downtown Monroe. He thanked the board as a resident and now as the city manager for their service.

Andy Clark thanked everyone at the meeting today and welcomed Mr. Robinson for coming to the meeting.

12. Adjournment

Motion to adjourn at 9:28 a.m. by Hastings seconded by Drummonds. *Motion carried, all ayes.*