

Minutes

Monroe Downtown Development Authority
Regular Meeting
Wednesday, September 20, 2017
Third Floor Conference Room
Monroe City Hall

Chairperson Joe Peruski called the meeting to order at 8:00 a.m.

1. Roll Call

Present: Chairperson Joe Peruski, George Boyan, Mayor Robert Clark, Scott Goocher, Scott Kegerreis, Shaun McGowan, Mackenzie Swanson, Anthony Trujillo
Excused: Les Lukacs
Guests: Chip Williams, Williams Insurance
Staff: Annette Knowles, Michele Rinne

2. Vision Statement

Read by Anthony Trujillo

Chairperson Joe Peruski introduced Michele Rinne from the Office of the City Clerk.

3. Additions/Deletions to the Meeting Agenda

Anthony Trujillo asked to add the Design Committee's fall decorations and Chairperson Peruski stated that would fall under the "other business"

Motion by Mayor Clark, seconded by [Joe Peruski](#) to amend the Consent Agenda.

Motion carried unanimously.

4. Public Comments

Chip Williams, owner of Williams Insurance in downtown introduced himself and told the Board that he is interested in getting involved.

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes of August 16, 2017 DDA meeting

C. Accept and File Minutes of committees

D. Financial Reports:

❖ August, DDA Revenue and Expenditure Report FY2017-2018

❖ August, DDA Itemized Expenditure Report FY 2017-2018

Motion by Anthony Trujillo, seconded by George Boyan to accept the Consent Agenda as amended.

Motion carried unanimously.

6. New Business

A. Feedback regarding Target Market Analyses

Annette Knowles updated the Board on the Target Market Analyses.

B. Fiscal year 2017-2018 Budget Amendment

Annette Knowles updated the Board on the Budget Amendment.

Motion by Mackenzie Swanson, seconded by George Boyan, to adopt the Amended 2017-2018 Budget not to exceed \$ 334,134.00.

Motion carried unanimously.

C. 2018-2019 Work Plan-Part 1- Goal Setting and Brainstorming

Annette Knowles facilitated a Board discussion about the Fiscal Year 2018-2019 Work Plan.

D. 118 North Monroe Street – Façade Reimbursement

Scott Goocher updated the Board regard this Façade Reimbursement.

Motion by Anthony Trujillo seconded by Shawn McGowan, to approve the reimbursement request in the amount of \$10,000.00.

Motion carried unanimously.

E. 115 East Front Street – Façade Reimbursement

Scott Goocher updated the Board regard this Façade Reimbursement.

Motion by Scott Kegerreis, seconded by Anthony Trujillo, to approve the reimbursement request in the amount of \$5,000.00.

Motion carried unanimously.

F. Façade Extension Requests 15-21 W. Front Street

Scott Goocher updated the Board regard this Façade Reimbursement.

Motion by Mayor Clark, seconded by Mackenzie Swanson, to approve the façade extension request with updates with reason.

Motion carried unanimously.

7. Other Business

A. Downtown Master Plan & Parking Study Update

Annette Knowles updated the Board on the study.

Motion by Mayor Clark, seconded by Scott Kegerreis, to approve the Downtown Master Plan & Parking Study.

Motion carried unanimously.

B. Revisions to DDA By-Laws

Motion by Mackenzie Swanson, seconded by Shawn McGowan, to proceed with the revisions to the by-laws and then forward them to City Council for final approval.

Motion carried unanimously.

C. Downtown/DDA Logo Revisions

Annette Knowles updated the Board on the Downtown/DDA logo revisions.

D. Design Committee Expenses

Anthony Trujillo updated the Board on the decorations for the Downtown Fall Decorations.

Motion by Mayor Clark, seconded by Shawn McGowan, to approve the fall decorations not to exceed \$1,000.00

Motion carried unanimously.

8. Communications

No communications.

9. Board Member Comments/Guest Comments

Mayor Clark stated that the small banners on Monroe Street are up.

10. Adjournment

Motion to adjourn by George Boyan, seconded by Shawn McGowan at 9:30 a.m.

Motion carried unanimously