

Minutes

**Monroe Downtown Development Authority
Annual Meeting
Wednesday, July 19, 2017
Third Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 7:48 a.m.

1. Roll Call

Present: Chairperson Joe Peruski, Mayor Robert Clark, Scott Goocher, Les Lukacs, Shaun McGowan, Anthony Trujillo
Excused: Scott Kegerreis, Mackenzie Swanson
Absent: George Boyan
Guests: Matt Vanisacker, Janet Berns (left at 9:22 a.m.)
Staff: Paula Stanifer, Vince Pastue (left at 9:22 a.m.), Annette Knowles

2. Vision Statement

Read by Mayor Clark.

3. Additions/Deletions to the Meeting Agenda

Motion by Mayor Clark to add under Other Business: B. Wage Compensation Review; seconded by Mr. McGowan.

Motion carried unanimously.

4. Public Comments

All guests introduced themselves.

Ms. Berns provided historical information regarding the Administrative Assistant position.

Mr. Vanisacker is looking forward to a tour of Downtown Monroe with Senator Zorn and other possible stakeholders.

5. Consent Agenda

- A. Approval of June Agenda
- B. Approval of Minutes of May 17, DDA meeting
- C. Accept and File Minutes of committees: Development, Façade, and Design
- D. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Mayor Clark to accept the Consent Agenda with the addition of B under Other Business and a correction to the minutes under 9 that should read, "...public comments are now at the beginning of the meeting." Seconded by Mr. McGowan.

Motion carried unanimously.

6. New Business

A. Election of 2017-2018 Officers

-Ms. Knowles – Election Designate. Board will be electing officers according to current by-laws.

Nomination for Chairperson - Mr. Peruski by Mr. Trujillo, seconded by Mr. McGowan;

Nomination for Vice Chairperson – Mr. Trujillo by Mr. McGowan, seconded by Mr. Peruski;

Nomination for Treasurer – Mr. McGowan by Mr. Peruski, seconded by Mr. Lukacs.

Motion by Mayor Clark, seconded by Mr. Lukacs, to accept nominations by acclamation.

Motion carried unanimously.

-Ms. Knowles discussed by-law review. This will impact the Secretary position. Secretary will not take minutes. Suggestions include having someone from the Clerk's Office take minutes at all meetings, board and committee.

B. Volunteer Communications

-Discussion on volunteers and centrally located information. Mr. Peruski, Mr. Trujillo, and Mr. McGowan to meet with Ms. Knowles to brainstorm a way to form a volunteer list.

C. Designate DDA Spokesperson

-Board member and staff person to speak and promote DDA and projects. Staff is central clearing house for collecting information, answering questions, and administrative issues. Chairperson to consult with each chairperson on projects.

Motion by Mr. McGowan that DDA spokesperson is chairperson with input from committee chairperson on project, with authority to delegate to committee chair; seconded by Mr. Lukacs.

Motion carried unanimously.

D. Downtown Master Plan

-Master Plan presented by Ms. Knowles. With new projects being implemented, the DDA budget will have a complete overhaul and update due to Strategic Plan.

Motion by Mr. Lukacs, seconded by Mr. Goocher, to contribute \$45,000 toward Downtown Master Plan and Parking Study over two fiscal years: \$35,000 for 2017-2018 and \$10,000 for 2018-2019.

Motion carried unanimously.

Motion by Mr. Lukacs, seconded by Mr. McGowan, to approve Business Development Committee as the DDA representative on the study group.

Motion carried unanimously.

E. Job Description – DDA Operations Coordinator

-Ms. Knowles presented a new job description. An analysis was conducted by the City of Monroe Human Resources Department for this job. Grade C has a salary of \$17.71 - \$23.04. Based on 25 hours per week for 50 weeks that totals approximately \$22,200 for the year. This is \$2,200 over current budgeted amount.

Motion by Mr. Trujillo, seconded by Mr. McGowan, to accept new job description of DDA Operations Coordinator as written with ability to tweak.

Motion carried unanimously.

Motion by Mr. McGowan, seconded by Mr. Goocher, to implement new job description by the end of August.

Motion carried unanimously.

Motion by Mr. Trujillo, seconded by Mr. Lukacs, to post the new job by the end of August.

Motion carried. (AYES: Trujillo, Lukacs, Clark, Peruski;
NAYS: McGowan, Goocher)

F. Establish Ad Hoc By-Laws Review Committee

-Anyone wishing to review the By-Laws should contact Mr. Peruski.

G. 138 North Monroe Street – Façade reimbursement

-Project has been completed and property owner submitted receipts for reimbursement.

Motion by Mr. Trujillo, seconded by Mayor Clark, to reimburse property owners \$8,900 for façade improvements at 138 North Monroe Street.

Motion carried unanimously.

7. Other Business

A. Tabled Item: Feedback regarding Target Market Analyses

B. Wage Compensation Review

Motion Mayor Clark, seconded by Mr. Trujillo, to table wage compensation review to next meeting.

Motion carried unanimously.

8. Communications

-No communications.

9. Board Member Comments/Guest Comments

No comments.

10. Adjournment

Motion to adjourn by Mr. McGowan, supported by Mr. Lukacs at 9:29 a.m.

Motion carried unanimously