

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday February 21, 2018  
Third Floor Conference Room  
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 8:10 a.m.

## **1. Roll Call**

Present: Chairperson Joe Peruski, Mayor Robert Clark, Scott Kegerreis, Les Lukacs, Anthony Trujillo  
Excused: George Boyan, Scott Goocher, Shaun McGowan and MacKenzie Swanson  
Guests: Chip Williams, Williams Insurance, Gloria Rafko, and Azia Hawthorne, Mamarazzi Photographhy.  
Staff: Michele Rinne

## **2. Vision Statement**

Read by Les Lukacs

## **3. Additions/Deletions to the Meeting Agenda - None**

## **4. Public Comments - None**

## **5. Consent Agenda**

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, January 17, 2018 DDA meeting
- C. Financial Reports:
  - ❖ January, DDA Revenue and Expenditure Report FY2017-2018
  - ❖ January, DDA Itemized Expenditure Report FY 2017-2018
- D. Renewal of Advertisement in State Park Guide

Motion by Mayor Clark, seconded by Anthony Trujillo to approve items on the Consent Agenda as presented.

***Motion carried unanimously.***

## **6. New Business**

### **A. FY 2018-2019 Proposed Budget**

Anthony Trujillo stated that the budget did reflect the direction the board is going.

Mayor Clark thanked both Annette and Joe for the notes column of the budget, as it will help with questions that may come up. Mayor Clark also commented on the fund balance for development.

Chairman Joe Peruski stated that he and Annette have talked about starting the budget talks in September in the future.

Motion by Anthony Trujillo seconded by Les Lukacs, to approve the 2018-2019 Budget as presented and forward on to Council. ***Motion carried unanimously.***

### **B. Spring Flower Planting.**

Anthony Trujillo updated the board regarding proposed Spring Flower Plantings. Anthony spoke of the cement planters, as well as professional design help for the plantings.

Chairman Joe Peruski spoke in agreement, as well as reselling of the concrete pots to help offset the cost of the plantings. Chairman Peruski also recommended a meeting with Vincent Pastue, City Manager and Mayor Bob Clark to see if the City would water the main planters, not the business-owned planters.

Les Lukacs also volunteered to get a plan together and packets for the design and standards of the streetscape and plantings.

Scott Kegerreis spoke about making sure that they have maintenance of the planters before planting.

The board has given support to move forward on the finalized proposal for the plantings and design.

## **7. Other Business**

### **A. Acceptance of Proposal – Graphic Design Services**

Motion by Les Lukacs seconded by Mayor Clark, to accept the proposal from 20 Creative, as service provider for Graphic Design for the period March 1 through August 31, 2018, with fees for services as outlined in its statement of qualifications.

***Motion carried unanimously.***

## **B. Work Plan Updates**

Joe Peruski updated the board on the work plan. Beginning at the March meeting, regular updates from project leads will become part of the agenda.

## **C. Façade Improvement Reimbursement for 15 East Second Street**

With Scott Goocher excused, Chairman Joe Peruski updated the board on the Façade Improvement reimbursement for 15 East Second Street.

Motion by Les Lukacs seconded by Scott Kegerreis, to approve the payment in the amount of \$10,000.00 to 17 East Second Street LLC for the façade improvements at 15 East Second Street.

***Motion carried unanimously.***

## **8. Communications**

No communications.

## **9. Board Member Comments/Guest Comments**

## **10. Adjournment**

Motion to adjourn by Les Lukacs, seconded by Anthony Trujillo at 8:46 a.m.

***Motion carried unanimously***