

# Minutes

**Monroe Downtown Development Authority**  
**Regular Meeting**  
**Wednesday, September 18, 2019**  
**Third Floor Conference Room**  
**Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:00 a.m.

## 1. Roll Call

Present: Mayor Robert Clark, Scott Kegerreis, Joe Peruski, Deb Staelgraeve, Anthony Trujillo, Mackenzie Swanson and Chip Williams  
Excused: Les Lukacs, Tiffany Sacco  
Staff: Michelle LaVoy, Clerk-Treasurer  
Annette Knowles, Downtown/Economic Development Coordinator

## 2. Vision Statement - Read by Joe Peruski

### 3. Additions/Deletions to the Meeting Agenda

Motion by Clark seconded by Peruski to amend agenda to add Tree Lighting to New Business, item D. and updates on the Façade Grant in Work Plan Updates. **Motion carried unanimously.**

## 4. Public Comments - No comments

## 5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, August 21, 2019 Regular Meeting
- C. Financial Reports:
  - ❖ June, 2019, DDA Revenue and Expenditure Report FY2018-2019 Updated/ Final
  - ❖ June, 2019, DDA Itemized Expenditure Report FY 2018-2019 Updated/ Final
  - ❖ August 2019, DDA Revenue and Expenditure Report FY 2019-2020
  - ❖ August 2019, DDA Itemized Expenditure Report FY 2019-2020

Motion by Williams seconded by Swanson to approve items on the Consent Agenda as amended. **Motion carried unanimously.**

## 6. New Business

### **A. Proposal for Web Site Updates for Act 57 Compliance.**

Motion by Williams seconded by Swanson to accept proposal from Hadrout Design Services for web site updates, for the purposes of Act 57 compliance, in an amount not to exceed \$2,125.00, funds to be derived from Account #751-65-691-880.000. **Motion carried unanimously.**

### **B. Recommendation from Parking Committee to Implement Certain Components from Downtown Master Plan.**

The DDA Parking Committee has recommended changes to the parking system in four locations. The recommendation would be to cover meters and institute time-limited parking on West Second, East Second, Macomb and Cass Streets.

Motion by Swanson seconded by Staelgraeve to concur with recommendation and request authorization to implement by City Council. **Motion carried. Nays: Williams.**

### **C. Fiscal Year 2020-21 Work Planning – Part I of III – Review of Current Plan and Obligations, Review of Projects in Downtown Master Plan**

Annette Knowles reviewed plan.

### **D. Tree Lighting**

A discussion was held concerning the tree-lighting given that the DDA did not include on its work plan.

## **7. Other Business**

### **A. Riverwalk Enhancement & Expansion Plan – Discussion & Adoption.**

Motion by Williams seconded by Peruski to adopt Riverwalk Enhancement and Expansion Plan and refer to Citizens Planning Commission and/or City Council for further action. **Motion carried unanimously.**

### **B. Streetscape Design Guidelines – Discussion & Adoption.**

There was a motion made by Peruski seconded by Staelgraeve, to table the Streetscape Design Guidelines until the October meeting. **Motion carried unanimously.**

### **C. Work Plan Updates**

Knowles provided a written update. Discussion followed regarding the façade applications that previously were approved but do not appear to be moving forward. Applicants are encountering hurdles or costs beyond their means that may put a halt to the projects.

**8. Communications** – None

**9. Board Member Comments/Administrative Comments**

Swanson invited anyone to be on her show.

Mayor gave update on building at E. 1<sup>st</sup> and Monroe St.

Trujillo encouraged everyone to keep moving forward.

**10. Adjournment**

Motion to adjourn by Peruski seconded by Williams at 9:34 a.m.

***Motion carried unanimously.***