

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, January 16, 2019
Third Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 8:03 a.m.

1. Roll Call

Present: Mayor Robert Clark, George Boyan, Scott Goocher, Scott Kegerreis, Joe Peruski, Mackenzie Swanson, Chip Williams and Les Lukacs (8:09)
Excused: Anthony Trujillo
Staff: Michelle LaVoy, Clerk-Treasurer
Annette Knowles, Downtown/Economic Development Coordinator

2. Vision Statement - Read by Chip Williams

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, November 14, 2018 Regular Meeting
- C. Financial Reports:
 - ❖ November & December, DDA Revenue and Expenditure Report FY2018-2019
 - ❖ November & December, DDA Itemized Expenditure Report FY 2018-2019

Motion by Chip Williams, seconded by Boyan to approve items on the Consent Agenda as presented. ***Motion carried unanimously.***

6. New Business

A. Fiscal Year 2019-2020 Proposed Budget – Overview and Prep for Work Session

Chairman Peruski updated the Board on the work session and timeline for the budget.

Knowles presented the proposed budget, along with the corresponding work plan. No action was taken at this time. The item is to serve as an introduction. The Board will discuss the budget at a special work session on Wednesday, January 30, 2019 and will take action to submit the budget at its regular meeting on Wednesday, February 20, 2019.

B. Upper Floor Conversion Case Study – Selection of Architect and Applicants

Les Lukacs gave the Board an overview of the applicants and the projects. Chairman Peruski also updated the Board on the Upper Floor Conversions Program and the working with the Building Department. Discussion followed.

Motion by Mayor Clark, seconded by Williams to approve the selection of Mitchell and Mouat Architects as the consultant of record for the case study pilot program. ***Motion carried unanimously.***

Motion by Mayor Clark, seconded by Lukacs to approve the selection of 14 West Front Street and 113 ½ East Front Street to participate in the Upper Floor Conversion Case Study Pilot Program, with the stipulation that there is a compliance check to make sure the applicants have no outstanding debt obligations to the City. ***Motion carried. (Williams abstain)***

C. Increased Expenditure for Online Calendar

Knowles updated the Board on the online calendar. The calendar is now live, but additional graphics design was needed beyond the original scope of work. Staff is building content.

Motion by Mayor Clark, seconded by Kegerreis to approve payment in the amount of \$195.00 to Hadrout Advertising + Web for graphic design services associated with the addition of an online calendar, funds to be derived from account 751-65.691-880.000, Community Promotions. ***Motion carried unanimously.***

D. Event Calendar Strategy

Knowles outlined the Event Calendar Strategy. It is recommended so there are parameters under which downtown event planners will need to comply to be included.

Motion by Swanson, seconded by Williams to approve the Event Calendar Strategy. ***Motion carried unanimously.***

E. Tree Maintenance

Knowles updated the Board on her meeting with Anthony Abbott, Forestry and Grounds Supervisor regarding year one of a three-year plan to perform Tree Maintenance.

Motion by Lukacs, seconded by Boyan to approve ratify actions to collaborate with City Forestry on the tree maintenance program and reaffirm allocation of not to exceed \$5,000.00. ***Motion carried unanimously.***

7. Other Business

A. Work Plan Update – A written report was included in the board packet

B. Membership in National Main Street Center

Knowles informed the Board about benefits of membership in the National Main Street Center.

Motion by Mayor Clark, seconded by Williams to approve membership in the National Street Center at a cost of \$199.00. ***Motion carried unanimously.***

C. Approval of 2019 Meeting Schedule

Knowles updated the Board on the calendar; LaVoy recommended included the work session to be held on January 30, 2019.

Motion by Williams, seconded by Swanson to approve the 2019 meeting calendar, as amended. ***Motion carried unanimously.***

8. Communications - No communications.

9. Board Member Comments/Administrative Comments

Mackenzie Swanson wished everyone a Happy New Year and is happy with the direction that the Board is going.

Mayor Clark spoke of the constitution of different Boards and Commissions. If anyone is interested in serving on the Citizens Planning Commission as an "at large member," let him know.

Les Lukacs wished everyone a Happy New Year.

10. Adjournment

Motion to adjourn by Kegerreis, seconded by Lukacs at 9:42 a.m. ***Motion carried unanimously.***