

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, May 27, 2020
Electronic Meeting Held via ZOOM
Monroe City Hall**

Vice-Chairperson Chip Williams called the meeting to order at 8:32 a.m.

1. Roll Call

Present: Mayor Robert Clark, Tiffany Harper, Scott Kegerreis, Les Lukacs, Deb Staelgraeve, Mackenzie Swanson, Anthony Trujillo (8:55 a.m.) and Chip Williams

Staff: Michelle LaVoy, Clerk-Treasurer; Annette Knowles, Downtown/Economic Development Coordinator

Guest: Chris Bica, McGeady's

Knowles announced that member Peruski resigned effective May 1.

2. Vision Statement – Read by Mayor Clark

3. Additions/Deletions to the Meeting Agenda- None

4. Public Comments

Chris Bica asked if it was possible to close some of the streets downtown as businesses reopen to help maintain social distancing.

5. Consent Agenda

A.Approval of Agenda

B.Approval of Minutes:

❖ Wednesday, February 19, 2020 Regular Meeting

C.Financial Reports:

❖ Year to Date DDA Revenue and Expenditure Report FY 2019-2020

❖ February – April GL Activity Report FY 2019-2020

❖ Year to Date DDA Itemized Expenditure Report FY 2019-2020

Motion by Staelgraeve seconded by Kegerreis to approve items on the Consent Agenda as presented. ***Motion carried unanimously.***

6. New Business

A. Riverwalk Pedestrian Connectors/Alleyways – Accept Proposal for (A) Data Collection and Programming and (B) Schematic Design.

Motion by Kegerreis seconded by Mayor Clark to accept sections A and B of the proposal dated February 28, 2020 from Russell Design for professional design services for the Riverwalk Pedestrian Connectors/Alleyways project at a cost not to exceed \$2,500, funds to be derived from Account #751-65.691-818.020 General Contract Services. ***Motion carried unanimously.***

B. COVID-19 Recovery Plan/Partnership with MDA and issue Media Group.

Knowles presented a proposed COVID-19 recovery plan to support businesses and provide for additional marketing as downtown emerges from shelter-in-place measures. Tactics include marketing, beautification grants, a feature in Second Wave media, healthy downtown kits and more.

Motion by Swanson seconded by Mayor Clark to approve the COVID-19 Recovery Plan as presented and to authorize expenditures in the amount of \$14,500 to support the plan. ***Motion carried unanimously.***

Trujillo assumed the Chair.

C. Intergovernmental Agreement for Redevelopment Services & Professional Support Between City Monroe and Monroe Downtown Development Authority – Proposed One-Year Extension.

Motion by Williams and seconded by Swanson to consent to a one-year extension of the intergovernmental agreement with City of Monroe until June 30, 2021 under same terms and conditions with payment to the City of \$10,000 payable on or before December 31, 2020. ***Motion Carried unanimously.***

7. Other Business

A. Fiscal Year 2020-2021 Budget.

Motion by Williams and seconded by Staelgraeve to adopt the 2020-2021 budget. ***Motion Carried unanimously.***

B. Work Plan Updates – a written update was provided in the packet.

8. Communications–None

9. Board Member Comments/Administrative Comments - None

10. Adjournment

Motion to adjourn by Lukacs seconded by Staelgreave at 9:32 a.m. ***Motion carried unanimously.***