

Minutes

Monroe Downtown Development Authority
Regular Meeting
Wednesday, August 19, 2020
Electronic Meeting Held via ZOOM
Monroe City Hall

Chairperson Tony Trujillo called the meeting to order at 8:32 a.m.

1. Roll Call

Present: Mayor Robert Clark, Tiffany Harper, Scott Kegerreis, Deb Staelgraeve, Mackenzie Swanson and Anthony Trujillo

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

Guests: Vince Pastue

2. Vision Statement – Read by Mayor Clark

3. Additions/Deletions to the Meeting Agenda – None

4. Public Comments – Azia Hawthorne offered photography services to the DDA

5. Consent Agenda

A. Approval of Agenda

B. Approval of Minutes:

- ❖ Wednesday, June 17, 2020 Regular Meeting
- ❖ Wednesday, July 15, 2020 Annual Meeting
- ❖ Wednesday, July 22, 2020 Special Meeting

C. Financial Reports:

- ❖ 2019-2020 Itemized Expenditure Report Final
- ❖ June, DDA Revenue and Expenditure Report FY 2019-2020
- ❖ July, DDA Revenue and Expenditure Report FY 2020-2021
- ❖ July, DDA Itemized Expenditure Report FY 2020-2021

Motion by Mayor Clark seconded by Kegerreis to approve items on the Consent Agenda.

Motion carried.

6. New Business

A. One-Year Subscription for Online Meeting Software

Motion by Staelgraeve seconded by Mayor Clark to authorize the expenditure of an amount not to exceed \$200, for an annual subscription to GoToMeeting, the cost to be derived from account #751-65.691-727.000, Office Supplies. ***Motion carried unanimously.***

B. Administrative Expenses.

Motion by Staelgraeve seconded by Swanson, effective November 1, 2020, the DDA will relinquish the Operations Coordinator, and funding of the position, to the City of Monroe. ***Motion carried unanimously.***

7. Other Business

A. Work Plan Update.

Knowles supplied a written work plan update for the period beginning July 1, 2020. Note, the alley improvements were not included in the specifications; therefore, this item will be removed.

B. Closed Session

Motion by Mayor Clark seconded by Swanson to adjourn to closed session at 9:03 a.m. to discuss land acquisition. ***Motion carried unanimously.***

Motion by Mayor Clark seconded by Trujillo return to open session at 9:28 a.m.. ***Motion carried unanimously.***

Motion by Kegerreis seconded by Staelgraeve to approve the option to purchase 201 W Front St. with purchase not to exceed \$300,000.00, subject to completion of due diligence of phase 1 and phase 2 environmental site assessments, with the purpose of making the property available for redevelopment. ***Motion carried unanimously.***

8. Communications - None

9. Board Member Comments/Administrative Comments -

Tiffany excited for this project.

Mayor Clark agrees and would like to thank the board. This is a great step forward

Kegerreis excited to take steps to acquire property and development downtown.

Swanson agrees; she feels very accomplished with this meeting.

Staelgraeve excited that things are getting done.

Annette advised the board that there was discussion at the last City Council meeting about re-examining the boundaries of DDA district. There is also early-stage discussion about the creation of a principal shopping district.

Vince discussed the DDA boundaries. He would like to add the old fire station property to the DDA district. Additionally, the City Financial Advisor is recommending the refinancing of the DDA bonds from 2012.

Trujillo agrees it would be good to look at boundaries.

10. Adjournment

Motion to adjourn by Swanson seconded by Staelgraeve at 9:40 a.m.

Motion carried.