

# Minutes

**Monroe Downtown Development Authority  
Annual Meeting  
Wednesday, July 15, 2020  
Via Zoom**

Chairperson Anthony Trujillo called the meeting to order at 8:30 a.m.

## **1. Roll Call**

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

Excused:

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

**2. Vision Statement** – Read by Tony Trujillo

**3. Additions/Deletions to the Meeting Agenda** – None

**4. Public Comments**

Guests: Vince Pastue

**5. Consent Agenda**

A. Approval of Agenda

B. Financial Reports:

- ❖ June, DDA Revenue and Expenditure Report FY2019-2020
- ❖ June, DDA Itemized Expenditure Report FY 2019-2020

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

**6. New Business**

**A. Beautification Micro-grant Application – Lotus Financial Services.**

Motion by Mayor Clark seconded by Staelgraeve to approve the Beautification Grant application from Lotus Financial Services in an amount not to exceed \$100, contingent on receiving samples of items that will be used in the improvements. ***Motion carried unanimously.***

**B. Beautification Micro-grant Application – Lotus Property Management.**

Motion by Staelgraeve seconded by Lukacs to approve the Beautification Grant application from Lotus Property Management in an amount not to exceed \$100. **Motion carried unanimously.**

### **C. COVID-19 Relief – Outdoor Dining Platforms**

Authorize the expenditure of an amount not to exceed \$10,000, for an outdoor dining platform at 39 South Monroe Street, the final design of which shall be agreed to by the property owner and city management.

Motion by Mayor Clark seconded by Swanson to approve COVID 19 Relief Outdoor Planning Platform in front of 39 South Monroe Street, the final design of which shall be agreed to by the city management with input and review from a DDA committee within the next 5 days. **Motion carried unanimously.**

### **D. Election of Officers**

The July meeting of the board is considered its annual meeting at which board leadership is selected for the forthcoming year. Trujillo relinquished chair to Knowles.

Chair nominations – Staelgraeve nominates Trujillo, Swanson supported

Vice Chair nominations – Trujillo nominates Staelgraeve, Harper supported

Secretary nominations – Trujillo nominates Swanson, Mayor Clark supported

Motion by Mayor Clark seconded by Staelgraeve to close the nominations and accept those nominated by acclamation. **Motion carried unanimously.**

### **E. Appointment of Committee Chairs**

With changeover in board membership and new projects on the work plan for 2020–2021, key lead positions for board committees and project teams are needed. Board members are encouraged to lead a minimum of one project or team.

Riverwalk	Lead- Swanson	
Stakeholder Meetings	Lead- Staelgraeve	Support- Mayor Clark
Marketing	Lead- Swanson	Support- Trujillo
Activate Storefronts	Lead- Harper	Support- Mayor Clark
Streetscape Design	Lead- Trujillo	
Parking	Lead- Swanson	
Communications	Lead- Clark	
Farmers Market Coord	Lead- Harper	Support- Staelgraeve

Motion by Mayor Clark seconded by Staelgraeve to accept the committee chairs as presented. ***Motion carried unanimously.***

Leads still are needed for the Downtown Reinvestment Grant Committee and the Development Committee.

## **7. Other Business**

A. **Closed Session – Property Acquisition.** – Will move to the August meeting.

B. **Work Plan Updates** – Knowles provided a written update in the board packet.

**8. Communications** – None

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

Swanson will be doing Facebook live videos in different businesses.  
Mayor Clark has received a couple people interested in the board.

## **10. Adjournment**

Motion to adjourn by Mayor Clark at 9:55 a.m.

***Motion carried unanimously.***