

Minutes

**Monroe Downtown Development Authority
Annual Meeting
Wednesday, July 21, 2021
Council Chambers, Monroe City Hall**

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

1. Roll Call

Present: Mayor Robert Clark, Scott Kegerreis, Mary Hastings, Deb Staelgraeve, William Slicker, Anthony Trujillo

Absent: Tiffany Harper, Mackenzie Swanson

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

2. Vision Statement – Read by Deb Staelgraeve

3. Additions/Deletions to the Meeting Agenda – None

4. Public Comments – None

5. Consent Agenda

A. Approval of Agenda

B. Approval of Minutes

❖ Wednesday, June 19, 2021 Regular Meeting

C. Financial Reports:

❖ June, DDA Revenue and Expenditure Report FY 2020-2021

❖ June, DDA Itemized Expenditure Report FY 2020-2021

Motion by Clark, seconded by Staelgraeve to approve items on the Consent Agenda. ***Motion carried, all ayes.***

6. New Business

A. **Presentation regarding Electric Vehicle Charging Station – Advocates Tom Harrill and Darrick Whitaker**

Presenters asked board to consider a location in Riverfront parking lot. The cost for installation is around \$3,000, but grant funding may be available. Knowles to research rate models for other units.

B. **Revised 2021 meeting calendar**

Motion by Clark, seconded by Kegerreis to approve the revised 2021 meeting calendar. ***Motion carried, all ayes.***

7. Other Business

A. Fee Proposal for Riverwalk Connector Project

Motion by Staelgraeve, seconded by Clark to accept the proposal from Russell Design for professional services for the Riverwalk connector project, Sections C through E, at a cost not to exceed \$7,000.00, funds to be derived from Account Number 751-65.691-818.020, General Contract Services. ***Motion carried, all ayes.***

B. Selection of Contractor for Web Site Redesign

Motion by Staelgraeve, seconded by Clark, to accept the proposal from Revize in the amount of \$12,520 for the redevelopment of the web site and the annual fee for year one, and concur with an initial five-year agreement, the funds to be derived from Account Number 751-65.691-880.000, Community Promotion. ***Motion carried, all ayes.***

C. Replacement of site furnishings

The board was presented with a total inventory of existing furnishings with a projection of replacement costs. A plan for implementation will be developed and placed on a future agenda.

D. Bridge Underlighting Project Concept – Set Budget

The board took no action on this item; the idea of paving the alley west of Monroe Street, between First and Front, was offered as another option for funding.

E. Robert Seldon Duncanson Plein Air Paint Out Sponsorship

The board discussed the opportunity for the paint outs; it would prefer to consider a sponsorship of the event in 2022. Knowles to contact organizer to inform of preference and ask for information when available.

F. Work Plan Updates

Annette Knowles provided written update.

G. Election Officers

Trujillo relinquished chair to Knowles.

Clark nominated Trujillo for Chair, supported by Staelgraeve. No other nominations for Chair were received.

Hastings nominated Staelgraeve for Vice-Chair, supported by Clark. No other nominations for Vice-Chair were received.

Trujillo nominated Hastings for Secretary, supported by Staelgraeve. No other nominations for Secretary were received.

Motion by Clark, seconded by Kegerreis to close nominations and elect those nominated by acclamation. ***Motion carried, all ayes.***

Trujillo resumed the Chair.

8. Board Member Comments/Administrative Comments

9. Adjournment

Motion to adjourn by Staelgraeve, seconded by Kegerreis at 10:38 a.m. ***Motion carried, all ayes.***