

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, February 17, 2021  
Electronic Meeting Held via ZOOM  
Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:36 a.m.

## 1. Roll Call

Present: Mayor Robert Clark (City of Monroe), Scott Kegerreis (Monroe Township), Mary Hastings (Frenchtown Township), Deb Staelgraeve (Frenchtown Township), Mackenzie Swanson (City of Monroe), William Slicker (City of Monroe), Anthony Trujillo (City of Monroe), Tiffany Harper (City of Monroe)

Excused: None

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

**2. Vision Statement** – Read by Mayor Clark

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

**4. Public Comments** – None

## 5. Consent Agenda

A. Approval of Agenda

B. Approval of Minutes

❖ Wednesday, January 20, 2021 Regular Meeting

C. Financial Reports:

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

❖ January, DDA Itemized Expenditure Report FY 2020-2021

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

## 6. New Business

### A. Request for Extension to Start Date for 34 West Front

Discussion about extending the start date for 34 West Front through the reinvestment grant program.

Motion by Kegerreis, seconded by Slicker to concur with recommendation of the Downtown Reinvestment Program Grant Committee to extend the start date for improvements to 34 West Front to June 1, 2021. **Motion carried, all ayes.**

**B. Proposed Fiscal Year 2021-2022 Budget**

Annette Knowles reviewed the proposed Fiscal Year 2021-2022 Budget. Discussion followed. The board will be asked to approve submittal to the city council at its March meeting.

**7. Other Business**

**A. Approval of Building Improvement Grant Program, Renaming of Committee, Appointment of Chair**

Motion by Mayor Clark, seconded by Staelgraeve to approve the Building Improvement Grant program as presented and to rename the former committee. **Motion carried, all ayes.**

Motion by Staelgraeve, seconded by Kegerreis to appoint William Slicker as chairman of the Building Improvement Grant Committee. **Motion carried, all ayes.**

**B. Work Plan Updates**

Annette Knowles updated the board.

**C. Closed Session: Property Acquisition**

Motion to adjourn to closed session to discuss property acquisition at 9:21 am by Swanson, seconded by Mayor Clark. **Motion carried, all ayes.**

Motion to reconvene into open session by Mayor Clark, seconded by Swanson at 10:27 am. **Motion carried, all ayes.**

Motion to authorize actions regarding property acquisition as discussed in closed session by Staelgraeve, seconded by Mayor Clark. **Motion carried, all ayes.**

**9. Board Member Comments/Administrative Comments -**

**10. Adjournment**

Motion to adjourn by Mayor Clark, seconded by Swanson at 10:31 a.m. **Motion carried, all ayes.**