

Minutes

**Monroe Downtown Development Authority
Annual Meeting
Wednesday, October 20, 2021
Council Chambers, Monroe City Hall**

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

1. Roll Call

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

Absent: Tiffany Harper

Staff: Annette Knowles, Downtown/Economic Development Coordinator
Vince Pastue, City Manager
Jamie Weirich, Chief Deputy Clerk-Treasurer

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, September 15, 2021 Regular Meeting

C. Financial Reports:

❖ September, DDA Revenue and Expenditure Report FY 2021-2022

❖ September, DDA Itemized Expenditure Report FY 2021-2022

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

6. New Business

A. Proposal for Professional Services for Site-Specific Market Analysis.

Annette Knowles reviewed the proposal. Discussion followed with City Administration and Board Members.

Motion by Swanson, seconded by Clark to accept the proposal from LandUseUSA for a site-specific market analysis for the property located at the northeast corner

of East Front Street and South Macomb Street (commonly used as a parking lot) at a cost not to exceed \$20,000, funds to be derived from Account Number 751-65.691-818.020, DDA General Contract Services. **Ayes: Clark, Kegerreis, Hastings, Staelgraeve, Swanson, Slicker, Trujillo; Nays: None; Motion carried.**

B. Proposed Amended Fiscal Year 2021-22 Budget

Anthony Trujillo and Annette Knowles reviewed the amended budget. To better reflect expected expenditures through the end of the fiscal year, the primary changes include an increase to seasonal decorations, a reduction to general contract services, an increase to riverwalk enhancements, a reduction to reinvestment grants and an increase to land improvements.

Motion by Clark, seconded by Kegerreis to approve amendment 1 to fiscal year 2021-22 budget. **Motion carried, all ayes.**

C. Proposal for Professional Services for 2022-2027 Strategic Plan

Motion by Clark, seconded by Staelgraeve to authorize Place + Main to complete a Strategic Plan for 2022-2027, at a cost not-to-exceed \$5,000.00, funds to be derived from Account Number 751-65.691-818.020, DDA General Contract Services. **Ayes: Clark, Kegerreis, Hastings, Staelgraeve, Swanson, Slicker, Trujillo; Nays: None; Motion carried.**

D. Work Plan Process for Fiscal Year 2022-2023 – Phase 1

Annette Knowles and Board Members discussed different projects for the future Work Plan.

7. Other Business

A. Work Plan Update

Annette Knowles provided a written update.

8. Communications- None

9. Board Member and Administrative Comments

Chair Trujillo stated a couple buildings have sold Downtown and things are moving forward.

Mayor Clark thanked the DDA for the support and partnership with the Holiday Tree Lighting on November 19th, he stated they have received \$26,000.00 in contributions towards Holiday decorations. He stated the desire is to make this a 4 week seasonal event. Mayor Clark encouraged everyone to visit a new business Downtown, "Elegance by E."

Board Member Hastings stated there are three upcoming events with not a lot of participation.

Board Member Slicker updated Board on 34 E. Front.

Board Member Swanson wished the Board Members running in the upcoming City Election the best of luck.

10. Adjournment

Motion to adjourn by Staelgraeve, seconded by Slicker. (Kegerreis departed at 9:50 a.m.) ***Motion carried, all ayes.*** The meeting adjourned at 10:03a.m.