

## **Minutes**

### **Monroe Downtown Development Authority Regular Meeting July 19, 2023 Council Chambers, Monroe City Hall**

#### **1. Call to Order**

Chairperson William Slicker called the meeting to order at 8:30 a.m.

#### **2. Roll Call**

Present: Mayor Clark, Mary Hastings, Andy Clark, Erik Drummonds, William Slicker, Robert Copp

Absent: Scott Kegerreis, Stuart Eastman

Staff: Mark Cochran, Community and Economic Development Director  
Amy Zarend, Economic Development & Authorities Coordinator

#### **3. Vision Statement** – Read by Mayor Robert Clark

#### **4. Approval of the Meeting Agenda**

Andy Clark requested we add an agenda item of signage to the meeting.

Motion by Mayor Clark, seconded by Hastings to approve the agenda as amended to include signage under the Project/Work Plan Updates Item F. *Motion carried, all ayes.*

#### **5. Public Comment** - None

#### **6. Consent Agenda**

##### A. Approval of Minutes

- ❖ Minutes of June 21, 2023 as presented

##### B. Financial Reports:

- ❖ June, 2023 DDA Preliminary Itemized Expenditure Report FY 2022-23
- ❖ June, 2023, DDA Revenue and Expenditure Report FY 2022-23

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

## **7. Election of Officers- Mayor Robert Clark**

Nominations made on the floor for the following positions: Chair, Vice Chair and Secretary.

Motion by Hastings, seconded by Drummonds to nominate William Slicker to be Chair. *Motion carried, all ayes.*

Motion by Slicker, seconded by Mayor Clark to nominate Andy Clark to be Vice Chair. *Motion carried, all ayes.*

Motion by Clark, seconded by Mayor Clark to nominate Mary Hastings to be Secretary. *Motion carried, all ayes.*

## **8. Presentation re: 13 W. Front St. Renovation- Dave Olah**

- A. Olah Contracting proposed project phasing, timeline & budget
- B. Olah Contracting proposed stair construction contract
- C. Homrich additional demolition (abatement) contract

Dave Olah gave a presentation on the project at 13 W. Front St. that include all the above points along with presentation from Jim Jacobs Architect. Discussion followed.

Motion by Drummonds, seconded by Copp to approve a proposal from Olah Contracting to serve as general contractor for the 13 W. Front St. project in the amount of \$149,736.88 plus an additional 15% contingency totaling \$22,460.53 for a total amount not to exceed \$172,197.41 and authorize the chair to execute the necessary agreement on behalf of the DDA. *Motion carried, all ayes.*

## **9. Financial Updates**

- A. Budget overview & proposed amendments

William Slicker gave an update on the budget and referred to the packet Amy Zarend provided for the board. Discussion followed.

## **10. Project/Work Plan Updates**

- A. Renovation

Amy Zarend gave an update on project 13 W. Front St. and gathering pictures from the contractor for insurance purposes.

- B. Pocket Park Project

Amy Zarend gave an update on Pocket Park Plan. They did a walking tour of this project with city engineer Patrick Lewis. This project will be able to piggy back off of what the city is already doing within downtown. Discussion followed.

### C. Winter & Summer Banners

Amy Zarend discussed the different sizes of the banners and the location of where large and small banners should be placed. Discussion followed.

### D. EV Stations

Amy Zarend gave an update on the EV Stations and had questions to the board about the project. Discussion followed.

Motion by Mayor Clark, seconded by Clark to move forward with the EV Station for improvements to the panel and ask Amy to move forward with the price and to not exceed \$4,000 be authorize for the chair to sign and a request be sent to the City Manager regarding potential cost sharing for this project. *Motion carried, all ayes.*

### E. Connector Project

William Slicker gave an update on the Connector Project and the new proposal. Discussion followed.

Motion by Hastings, seconded by Clark to approve the new proposal from Geal for \$4590. *Motion carried, all ayes.*

### F. DDA Signage

Andy Clark gave an update on the signage within downtown for the different events happening downtown. Clark also talked about getting a sign on the optical building to show people the project is happening. Discussion followed.

Motion by Clark, seconded by Drummonds to authorize Amy to create signage for Monroe Optical Building and not to exceed \$1,000. *Motion carried, all ayes.*

## **11. New/Other Business**

### A. By-Laws Updates- M. Hastings/ A. Zarend

Amy Zarend updated the board on the By-Laws update and have the approval in September.

### B. BIG Grant Committee Review Update

Amy Zarend gave an update on the BIG Grant. Discussion followed.

## **12. City/DDA Liaison Updates**

### A. Updates re: Agenda Process & MinuteTraq

### B. Work Plan development committee (Due 11/2023)

### C. Cancelled GoTo meeting subscription (\$192 year)

### D. Ruhlig request for estimate for 2023-2024 flower pots

### E. DDA Board orientation (August or September)

### F. Lease & phone cancellation

### G. Agenda planning meetings & monthly executive board meetings

Amy Zarend gave updates on all the points listed above. Discussion followed.

### **13. Council Comments**

Mayor Clark thanked the board and the contractors for moving forward on 13 W. Front building. Mayor is also in contact with a couple people who might be interested in serving on the DDA board.

### **14. Adjournment**

Motion to adjourn at 10:29 a.m. by Hastings seconded by Drummonds. *Motion carried, all ayes.*