

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, October 28, 2020
Electronic Meeting Held via ZOOM
Monroe City Hall**

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

1. Roll Call (Present Location)

Present: Mayor Robert Clark (Monroe), Tiffany Harper (8:32am, Monroe), Scott Kegerreis (Monroe Township), Deb Staelgraeve (Frenchtown Township), William Slicker (Monroe), Mackenzie Swanson (8:49a, Monroe) and Anthony Trujillo (Monroe)

Excused: Mary Hastings

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

Guests: William Waltz

2. Vision Statement – Read by Chairperson Trujillo

Harper entered the meeting.

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 17, 2020 Regular Meeting
 - ❖ Wednesday, September 23, 2020 Special Meeting
- C. Financial Reports:
 - ❖ September, DDA Revenue and Expenditure Report FY 2020-2021
 - ❖ September, DDA Itemized Expenditure Report FY 2020-2021
- D. Microgrant Application – Lotus Financial – Submittal of Proposed Materials

Motion by Staelgraeve seconded by Harper to approve items on the Consent Agenda.
Motion carried, all Ayes.

6. New Business

A. Refunding Bond Issue

The board reviewed the results of the recent refinancing of municipal bonds. The sale closes on October 29. The savings to the DDA through the life of repayment in 2032 is nearly \$200,000, the savings being greater in later years.

Swanson entered the meeting.

B. Proposed DDA Boundary Changes

At the September board meeting, the subject of revising the DDA boundary was introduced as an information item. According to map included with the packet, areas C, E and F are targeted for removal, while adding area property including the post office and the former fire station. At this time, the board is asked if they would like to initiate more study into the idea as significant staff time will be required to facilitate the process.

Motion by Staelgraeve, supported by Clark to concur with taking further steps to initiate the process to amend the DDA district boundary. ***Motion carried, all Ayes.***

Slicker logged off meeting at 8:50am.

C. Web Site Redevelopment

Trujillo outlined the numerous reasons that he believes supports a new look at the operation of the DDA web site, including past work, the cost of maintenance and upgrades, easy of updating and the image the site projects. He would like to form an ad hoc committee to evaluate the current site, establish requirements for a new site and solicit proposals. With no other volunteers, Trujillo will facilitate with an assist from Mayor Clark as needed. Knowles will inquire about current analytics for the site.

Slicker returned to the meeting at 8:54am.

D. Work Planning for FY2021-2022 – Part I Work Plan Review and Brainstorm

Knowles reviewed the FY2020-2021 work plan and progress toward its completion and discussed the projects recommended in the downtown master plan implementation matrix. The task for this meeting was to brainstorm ideas for inclusion in the forthcoming year. Slicker mentioned start-up grants. A discussion was held about meeting in person in November to complete this process; a hybrid attendance might be possible depending upon the status of pandemic restrictions.

7. Other Business

A. Downtown Reinvestment Program – Application for 34 West Front

DDA received an application for improvements from 34 West Front from John Castiglione. The work proposed is centered on the front façade, including windows, doors and trim, and repainting of brick. The maximum amount, based on proposals submitted, is

\$8,300.00. A discussion was held concerning the opportunity to add the repair and repainting of brick on both sides of the building. Knowles will follow up with applicant. Motion by Clark, supported by Staelgraeve, to concur with the recommendation of the Downtown Reinvestment Program grant committee to approve a grant for 34 West Front Street in an amount not to exceed \$8,300 and to recontact applicant to gauge interest in expanding the project to the sides of the building. ***Motion carried, all Ayes.***

Swanson departed the meeting at 10:05am.

B. Work Plan Update

In the interest of time, Knowles reminded board members that a written update was included in the board packet.

8. Communications - None

9. Board Member Comments/Administrative Comments -

Clark mentioned the opportunity to apply for a grant for additional holiday lights in the downtown; he would like to see downtown lit up for the holidays.

Kegerreis mentioned work will start on his building, beginning with weatherization; then painting in the spring. He intends to bump out the side of the building for additional retail space and provide access to the basement.

10. Adjournment

Motion to adjourn by Staelgraeve, seconded by Clark at 10:21 a.m.

Motion carried, all Ayes.