

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, September 16, 2020  
Electronic Meeting Held via ZOOM  
Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:34 a.m.

## **1. Roll Call**

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

Excused: Mackenzie Swanson

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

Guests: William Waltz

**2. Vision Statement** – Read by Deb Staelgraeve

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

**4. Public Comments** –

## **5. Consent Agenda**

A. Approval of Agenda

B. Approval of Minutes:

❖ Wednesday, August 19, 2020 Regular Meeting

C. Financial Reports:

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

❖ August, DDA Itemized Expenditure Report FY 2020-2021

Motion by Staelgraeve seconded by Mayor Clark to approve items on the Consent Agenda.

***Motion carried.***

## **6. New Business**

### **A. Refunding Bond Issue**

City Council entertained the preliminary step to refinance multiple bonds, including one of the DDA's. There will be a bond sale October 6; there will be more information for the October meeting.

### **B. Work Planning for FY2021-2022**

Anthony and Annette discussed the process and timeline of setting up a work plan and budget for the upcoming year. Annette encouraged everyone to look at the current year work plan in order to be ready to discuss the goals and projects set.

### **C. Proposed DDA Boundary Changes**

Annette explain why there in interest in pursuing boundary changes to the DDA district, as introduced last month. Some properties have a negative growth and do not add value to the DDA district.

## **7. Other Business**

### **A. Downtown Reinvestment Program – Application for 44 West Front**

DDA received an application for improvements from 44 West Front. The Committee has not had the chance to meet to provide a recommendation, but will do so on September 17. Annette recommends that the board have a Special Meeting to review application. Meeting is set for September 23, 2020 at 9:00am.

### **B. Building Investment Grant (BIG) Program Introduction**

A draft program revision was included with the board packet for familiarization. This item will appear on a future board agenda, after the Committee conducts its review.

### **C. Work Plan Update**

Annette updated on a couple projects. DDA still working with Russell Design team to enhance the two connectors on the Riverwalk; the design work is in a holding stage now due to project at Scally Waggs that will interact with the DDA project.

Annette will check on the status of the conversion of Cass and Harrison to two-way traffic, it will impact the timing of other traffic studies.

Marketing is focused on COVID-19 relief and recovery. Annette has post cards left to distribute. Monroe will be featured by Issue Media Group in October.

## **8. Communications - None**

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

Scott Kegerreis welcomed new board members, looking forward to getting new ideas.

Mayor Clark welcomed Mary and William.

Deb Staelgraeve welcomed new members.

Michelle LaVoy introduced herself, welcomed new members.

William Slicker appreciates the opportunity to serve on the board. Owns the building at 54 South.

Mary Hastings thanked everyone for having her, co-owner of the Brown Bag Boutique.

## **10. Adjournment**

Motion to adjourn by Mayor Clark seconded by Staelgraeve at 9:24 a.m.

***Motion carried.***