

Minutes

**Monroe Downtown Development Authority
Annual Meeting
Wednesday, September 15, 2021
Council Chambers, Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:32a.m.

1. Roll Call

Present: Mayor Robert Clark, Deb Staelgraeve, Mackenzie Swanson, William Slicker, Anthony Trujillo

Absent: Tiffany Harper, Mary Hastings, Scott Kegerreis

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

2. Vision Statement – Read by Mackenzie Swanson

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 1, 2021 Regular Meeting

C. Financial Reports:

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

❖ August, DDA Itemized Expenditure Report FY 2021-2022

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

6. New Business

A. Purchase of Holiday Decorations

Motion by Clark, seconded by Staelgraeve to authorize the purchase of holiday decorations at a cost not to exceed \$10,000, funds to be derived from DDA account number 751-65.691-750.075, and to give the committee the authority to make the final selection. ***Motion carried, all ayes.***

B. Downtown Monroe Historical Street Exhibits

Trujillo provided an introduction. Discussion followed.

7. Other Business

A. Purchase of Site Furnishings

Motion by Staelgraeve, seconded by Swanson to authorize the purchase of site furnishings in the following quantities and pricing from the suppliers noted, at a total cost of \$160,780.00;

1. Benches, 25 each at \$1,521 for a total of \$38,025 plus \$1,695 in freight from Penchura
2. Receptacles, 50 each at \$1,380 for a total of \$69,000, from Landscape Forms
3. Bike racks, 20 each at \$450 for a total of \$9,000, from Landscape Forms
4. Planters, 30 each at \$1,280 for a total of \$38,400, from Landscape Forms
5. Freight for Landscape Forms, \$4,660

Ayes: Clark, Slicker, Staelgraeve, Swanson, Trujillo; Nays: None; Motion carried.

B. Review of Riverwalk Connector Specs & Authorization to Seek Bids

Annette Knowles reviewed the final project specifications and discussed the anticipated process to receive bids.

Motion by Staelgraeve , seconded by Swanson, to authorize the acceptance of bids for the riverwalk connector project. **Motion carried, all ayes.**

C. Work Plan Update

Annette Knowles provided a written update.

8. Communications- None

9. Board Member and Administrative Comments

Board Member Swanson stated we are making great progress and today has inspired her to continue with the DDA.

Board Member Staelgraeve stated the DDA is doing a great job. And she stated the Monroe BDC has invited the DDA to the open house for 9 Washington.

Board Member Slicker stated he is excited about the Site Furnishings and has seen other Historical Markers; it is all about taking pride in your Downtown.

Mayor Clark stated there has been conversation about where we are and recognized that there were new businesses that opened Downtown even through COVID. He spoke about the Pitch and Pour and Launch 734, and stated two of the four winners

were from the City of Monroe and both are looking for locations Downtown. The next Pitch and Pour will be in March and everyone is invited.

Board Member Trujillo stated the DDA is going in the right direction and we need to be patient. He stated that the City does their job to manage the City and it is up to us to bring the “wow factor”.

10. Adjournment

Motion to adjourn by Staelgraeve, seconded by Clark. ***Motion carried, all ayes.***

DRAFT