

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, November 15, 2017  
Third Floor Conference Room  
Monroe City Hall**

Vice-Chairperson Anthony Trujillo called the meeting to order at 8:05 a.m.

## **1. Roll Call**

Present: Mayor Robert Clark, Scott Goocher, Shaun McGowan, Les Lukacs, Anthony Trujillo  
Excused: George Boyan, Chairperson Joe Peruski, Scott Kegerreis, Mackenzie Swanson  
Guests: Chip Williams, Williams Insurance; Matt Vanisacker, Senator Dale Zorn Office; Janet Berns, Book Nook  
Staff: Annette Knowles and Michelle LaVoy

## **2. Vision Statement**

No copy to read.

## **3. Additions/Deletions to the Meeting Agenda**

Reconsideration of a Façade Grant denial to be placed in Other Business item B.

## **4. Public Comments**

None

## **5. Consent Agenda**

- A. Approval of Agenda
- B. Approval and File Minutes of October 18, 2017 DDA regular meeting
- C. Financial Reports:
  - ❖ October, DDA Revenue and Expenditure Report FY2017-2018
  - ❖ October, DDA Itemized Expenditure Report FY2017-2018

Mayor Clark asked to remove the minutes of the October 18, 2017 meeting from the Consent Agenda.

Motion by Mayor Robert Clark, seconded by Shaun McGowan to approve the remaining items on the Consent Agenda.

***Motion carried unanimously.***

Motion by Mayor Robert Clark, seconded by Les Lukacs to amend the minutes to include the statement the "The letter was withdrawn by Scott Goocher" preceding the statement "No action was taken."

***Motion carried unanimously.***

Motion by Mayor Robert Clark, seconded by Les Lukacs to approve the minutes as amended.

***Motion carried unanimously.***

## **6. New Business**

### **A. Parking Management/Enforcement Discussion-per request of Member Boyan**

Motion by Mayor Clark, seconded by Shaun McGowan, to table the discussion to a future meeting when a full board is present.

***Ayes: Clark, Goocher, McGowan, Lukacs, Trujillo. Nays: None. Motion carried.***

### **B. Approval of Social Media Policy**

Annette discussed the proposed social media policy.

Mayor Robert Clark questioned who will have administrative rights to social media sites.

There was discussion on the need for annual review of the policy.

Motion by Les Lukacs, seconded by Shaun McGowan, to approve the Social Media Policy.

***Ayes: Clark, Goocher, McGowan, Lukacs, Trujillo. Nays: None. Motion carried.***

### **C. Committee Structure Update**

There was discussion regarding the implementation of the Strategic Plan and the transition from standing committees to project teams. Board members are to be the champions/leads on all projects.

## **7. Other Business**

### **A. Election of Secretary**

There was discussion on the By-Law changes that instate the Secretary position, which will share the responsibility for signing of documents.

Vice-Chairperson Trujillo opened the floor to nominations.

Shaun McGowan questioned the nomination of individuals who are not present at the meeting.

Mayor Robert Clark discussed the importance of the Secretary.

Motion by Mayor Robert Clark, seconded by Les Lukacs, to table the election of the Secretary until the full board is present.

***Motion carried unanimously.***

### **B. Consideration of Façade Grant denial for 321 N. Monroe St.**

Annette Knowles updated the Board on the denial of the application for 321 North Monroe Street.

Motion by Mayor Robert Clark, seconded by Shaun McGowan, to refer the letter received from the owner at 321 North Monroe Street back to the Façade Grant Committee for review and presentation at the next meeting.

***Ayes: Clark, Goocher, Lukacs, McGowan, Trujillo. Nays: None. Motion carried.***

### **8. Communications**

None

### **9. Board Member Comments/Guest Comments**

Annette Knowles communicated that City Manager Vince Pastue would like to meet with each board member about the Operations Coordinator position.

Annette Knowles announced the Holiday Promotion "I just got a parking ticket" on behalf of the Downtown Monroe Business Network.

Les Lukacs commented on the decorations downtown.

Mayor Robert Clark commented on the decorations and improvements. Also, he remarked that the new logo should be used everywhere.

Shaun McGowan commented on the decorations and the parade.

Scott Goocher reminded everyone about Small Business Saturday.

Clerk - Treasurer LaVoy stated the Clerk's office willing to continue staff support to the DDA Board.

Vice Chairman Anthony Trujillo commented on the curb appeal by Public House and Cakes by Stephanie.

## **10. Adjournment**

Motion to adjourn by Les Lukacs, seconded by Shaun McGowan at 8:49a.m.

***Motion carried unanimously***