

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, November 20, 2019  
Third Floor Conference Room  
Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:00 a.m.

## **1. Roll Call**

Present: Mayor Robert Clark, Les Lukacs, Joe Peruski, Anthony Trujillo, Mackenzie Swanson and Chip Williams  
Excused: Scott Kegerreis, Tiffany Harper, Deb Staelgraeve  
Staff: Michelle LaVoy, Clerk-Treasurer  
Annette Knowles, Downtown/Economic Development Coordinator

**2. Vision Statement** – Read by Tony Trujillo

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

## **4. Public Comments**

Guests: Dustin Leach, Mary Gail Beneteau, David Swartout, Janet Berns

## **5. Consent Agenda**

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, October 16, 2019 Regular Meeting
- C. Financial Reports:
  - ❖ October, DDA Revenue and Expenditure Report FY2019-2020
  - ❖ October, DDA Itemized Expenditure Report FY 2019-2020

Motion by Williams seconded by Peruski to approve items on the Consent Agenda as presented. ***Motion carried unanimously.***

## **6. New Business**

### **A. Approve Submittal of Act 57 Annual Report for FY 2018-2019.**

Motion by Williams seconded by Mayor Clark to approve the Act 57 report for FY2018-2019 and distribution to the jurisdictions from which taxes are captured and the State Tax Commission. ***Motion carried unanimously.***

## **B. Façade Incentive Program.**

Motion by Mayor Clark seconded by Williams to approve transfer of Façade Reinvestment Grant at 34 West Front Street to John Castiglione in the amount of \$10,000, provided that the project does not deviate from plans previously approved and conditioned upon receipt of final design plans; and establish a deadline to start of March 1, 2020; and to include the completion of the easement agreement as a requirement. ***Motion carried unanimously.***

## **C. Downtown Reinvestment Grant Program Application**

Motion by Mayor Clark seconded by Lukacs to take no action on the application for 102 West Front Street and to refer back to the Downtown Reinvestment Grant Committee for review and recommendation as soon as possible. ***Motion carried unanimously.***

Williams departed the meeting.

## **D. Committee Member Appointments**

Motion by Swanson seconded by Mayor Clark to appoint the following members to the Riverwalk Project Team: Mackenzie Swanson (Lead), Lucie Fortin, Azia Hawthorne, Nancy Jackson, with one additional member added later. ***Motion carried unanimously.***

Motion by Mayor Clark seconded by Swanson to appoint the following members to the Downtown Reinvestment Grant Committee: Les Lukacs (Lead), David Swartout, Jake LaRoy, Bill Greenhalgh and Jeff Green. ***Motion carried unanimously.***

## **E. Downtown Lighting Improvement Project**

Motion by Swanson seconded by Peruski to approve a 3-year plan to upgrade downtown lighting, and to authorize the purchase of LED conversion kits from a reputable supplier at a cost of approximately \$50 per lamp post and globes from GrayBar at a cost not to exceed \$8,000, funds for both expenditures to be derived from Account 751-65.691-934.751, Repair and Maintenance.

## **F. Fiscal Year 2020-21 Work Planning – Part III of III**

Knowles reviewed the results of the work-planning process that has been completed to date. The next steps are prioritization of projects and budget preparation. Board members were tasked with identifying projects that are must-do, are nice-to-do or that can wait. The prioritized work plan will be available for review at the December meeting, if held.

## **7. Other Business**

**A. Work Plan Updates** – a written report was submitted.

**8. Communications** – None

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

Mayor commented on how good Downtown looks for the holidays and looking forward to seeing everyone for the tree lighting.

Knowles will not be at the December meeting.

Trujillo stated there is so much going on in the City and we need to keep moving forward.

**10. Adjournment**

Motion to adjourn by Mayor Clark seconded by Lukacs at 9:30 a.m.

***Motion carried unanimously.***

DRAFT