

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday February 19, 2020
Third Floor Conference Room
Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:01 a.m.

1. Roll Call

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

2. Vision Statement – Read by Mayor Clark

3. Additions/Deletions to the Meeting Agenda – None

4. Public Comments

Guests: Charles M Madison Jr, Vince Pastue

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes:
 - ❖ Wednesday, January 15, 2020 Regular Meeting
 - ❖ Wednesday, February 5, 2020 Work Session
- C. Financial Reports:
 - ❖ January, DDA Revenue and Expenditure Report FY2019-2020
 - ❖ January, DDA Itemized Expenditure Report FY 2019-2020

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

6. New Business

A. Go Monroe County Visitor Guide Advertisement.

Motion by Lukacs seconded by Mayor Clark to approve the purchase of an advertisement in the Go Monroe County Visitors Guide, at a cost not to exceed \$400 for ½ page, funds

to be derived from Community Promotions, Account #751- 65.691-880.000. **Motion carried unanimously.**

The funds will be matched in an amount of \$400 by Mayor Clark through his budget.

B. Recommendations from Parking Committee.

The Parking Committee is continuing to evaluate and propose implementation of the recommendations in the master plan in incremental steps. The committee proposes to change time limitations for on-street parking to the east of, but not including, Washington Street, in accordance with the plan; most spaces would become two-hour or unlimited. Furthermore, the committee is recommending that several parking lots are formalized as visitor priority or secondary, again in accordance with the plan.

A discussion was held concerning parking for jurors and county employees, existing easements dealing with the riverfront parking lot and the permit process timeline.

Motion by Lukacs seconded by Kegerreis to concur with recommendation and request authorization to implement by City Council. **Motion carried unanimously.**

C. Fiscal Year 2020-2021 DRAFT Budget Review

Knowles reviewed the draft budget that was prepared in accordance with discussion from previous work planning meetings. Total revenue is projected at \$244,746; if all projects listed on the work plan are funded, the expenditures are projected at \$615,504. This draws \$370,758 from balance, leaving \$11,000 at the end of the fiscal year, which is not aligned with the board's desired minimum.

A discussion was held concerning reducing overhead and projects. Suggestions including reducing the allocation for the Downtown Reinvestment Grant Program to \$50,000; reducing the contribution for streetscape improvements to \$60,000; and reducing the contribution to the City of Monroe for administrative services to \$20,000. Knowles will revise the budget accordingly for approval at the March meeting.

7. Other Business

A. Work Plan Updates.

Knowles stated that the work plan update was distributed via electronic mail.

8. Communications – None

9. Board Member Comments/Administrative Comments – None

10. Adjournment

Motion to adjourn by Lukacs seconded by Kegerreis at 9:32 a.m.
Motion carried unanimously.