

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, June 17, 2020
Electronic Meeting Held via ZOOM
Monroe City Hall**

Chairperson Anthony Trujillo called the meeting to order at 8:36 a.m.

1. Roll Call

Present: Mayor Robert Clark, Tiffany Harper, Scott Kegerreis, Les Lukacs, Deb Staelgraeve, Mackenzie Swanson, Anthony Trujillo and Chip Williams

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

Guests: Vince Pastue, City Manager, and John Mouat, Architect

2. Vision Statement – Read by Swanson

3. Additions/Deletions to the Meeting Agenda –

Add item 6D: Proposal from Image Media for Promotional Campaign

Motion by Williams to add agenda item 6D, seconded by Mayor Clark. ***Motion carried unanimously.***

4. Public Comments – None

5. Consent Agenda

A. Approval of Agenda

B. Approval of Minutes:

❖ Wednesday, May 20, 2020 Regular Meeting

C. Financial Reports:

❖ May, DDA Revenue and Expenditure Report FY 2019-2020

❖ May, DDA Itemized Expenditure Report FY 2019-2020

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

6. New Business

A. Presentation about Upper Floor Conversion Technical Services Project – John Mouat, Mitchell + Mouat Architects

Introduction by Knowles and presentation given by John Mouat. He reviewed code considerations and possible floor plans for redevelopment of 113 East Front Street and 12-14 West Front Street, which were subject properties for the technical services case study. Cost estimates for the project were approximately \$214,000 for 113 East Front and \$1.2M for 12-14 West Front. Copies of materials were distributed to subject property owners.

B. Beautification Grant Program Approval.

Motion by Mayor Clark seconded by Swanson to approve the Beautification Grant Program and fund through December 31, 2020 or while funds remain. ***Motion carried.***

C. Beautification Grant Application – Williams Insurance.

Motion by Staelgraeve and seconded by Mayor Clark to Approve the Beautification Grant Application for Williams Insurance in the amount of \$100.00. ***Motion Carried.***

D. Proposal from Image Media for Promotional Campaign

As part of the COVID-19 recovery plan discussed during the May meeting, the DDA considered inclusion of an opportunity to partner with the Michigan Downtown Association and Image Media Group for a presence on Second Wave Media. Image Media Group forwarded a contract for DDA approval. The funds for the online article will be from Community Promotions.

Motion by Swanson seconded by Harper to accept contract from Image Media. ***Motion carried.***

7. Other Business

A. Work Plan Update.

Annette provided a written update in the board packet.

8. Communications –

Tony asked Vince to give an update where the City is. Vince discussed City Hall getting back to a normal process.

Mayor Clark discussed DDA moving forward.

Tony said the community really came together and we need to keep the Downtown moving forward.

9. Board Member Comments/Administrative Comments –

Swanson said we are moving in the right direction. She will be going to businesses and doing Facebook live videos.

Les encouraged everyone to continue to rebuild.

Mayor Clark discussed the shopping cart problem and the City needs to discuss this with Kroger. Also, the DDA should look for 2 to 3 new members for the board.

10. Adjournment

Motion to adjourn by Mayor Clark seconded by Staelgraeve at 10:00 a.m.

Motion carried.