

**CITY OF MONROE**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**FEBRUARY 8, 2024 – 8:00 A.M.**

The Downtown Development Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson	Chairman
	Meredith Malcom	Vice-Chairman
	Andrea Gray	Secretary
	Whit Holder	Board Member
	Chris Collin	Board Member
	Clayton Mathias	Board Member
Those Absent:	Brittany Palazzo	Board Member
	Lee Malcom	City Council Representative
Staff Present:	Logan Propes, Beth Thompson, Beverly Harrison, Kaitlyn Stubbs, Dwayne Day, Les Russell, John Howard	
Visitors:	Julie Treadwell, Christopher Goga, Vicki Bailey, Joy Bailey	

**I. CALL TO ORDER**

**1. Roll Call**

Chairman Anderson noted that all Committee Members were present, except Board Member Brittany Palazzo and City Council Representative Lee Malcom were absent. There was a quorum.

**2. Approval of Previous Meeting Minutes**

**a. January 11, 2024 Minutes**

To approve the minutes as presented.

*Motion by Holder, seconded by Gray.  
Passed Unanimously*

**3. Approval of Financial Statements**

**a. December Financials**

To approve the December 2023 Financials.

*Motion by Malcom, seconded by Collin.  
Passed Unanimously*

**II. PUBLIC FORUM**

Ms. Vicki Bailey stated that she is representing Stuever Studios, because she could not be present due to a concert. They requested for the City to reconsider the scope of the project and allow them to stay in the building.

City Administrator Logan Propes explained the scope of the project will be dialed back; the roof is going to be done at a later time. There will be some interruptions, due to the exterior renovations.

### **III. CITY UPDATE**

City Administrator Logan Propes stated the update will be covered in Section V.

### **IV. COUNTY UPDATE**

There was no update from the County.

### **V. COMMUNITY WORK PLAN & REPORTS**

#### **1. Downtown Design**

City Administrator Logan Propes stated the Wayne Street Parking Project is currently under design. They want to preserve the large tree.

#### **2. Redevelopment Projects**

City Administrator Logan Propes explained Ms. Sadie Krawczyk will be used as a contractor for the RLF Project on the old Ford Building. Mr. Chad Draper already has preclearance from DCA. The Milner Aycock Building is making progress.

#### **3. Entertainment Draws**

City Administrator Logan Propes stated they are working with Ms. Michelle Thrasher to have a ribbon cutting for the Town Green in March. The Car Show registration needs to be revised.

The Committee and Mr. Propes discussed volunteers and the awards banquet.

### **VI. PROGRAMS**

#### **1. Farmers Market**

Ms. Audry Fuller has cleaned it all up and is doing a great job.

### **VII. FUNDING**

#### **1. Sponsorship**

Finance Director Beth Thompson stated there are \$24,000 in sponsorships so far.

#### **2. Façade Grants**

##### **a. Le Gabrielle of Monroe**

To approve the grant request for Le Gabrielle of Monroe.

*Motion by Malcom, seconded by Mathias.  
Passed Unanimously*

### **3. Community Event Grants**

There were no community event grants.

## **VIII. NEW BUSINESS**

### **1. Officer Appointments / Elections**

To table until March.

*Motion by Malcom, seconded by Collin.  
Passed Unanimously*

### **2. Approval – City of Monroe Intergovernmental Agreement**

City Administrator Logan Propes stated transfer of the Wayne Street property to the City will free up the DDA. The City will vote on the agreement next week.

To approve the City of Monroe Intergovernmental Agreement.

*Motion by Collin, seconded by Gray.  
Passed Unanimously*

### **3. Visitor’s Center Leases**

City Administrator Logan Propes explained all of the other letters have gone out. The City Attorney can draft a month-to-month lease agreement for Stuever Studios.

To approve a month-to-month lease agreement for Stuever Studios, with the same terms.

*Motion by Malcom, seconded by Mathias.  
Passed Unanimously*

### **4. Discussion – Combination of Holiday Events**

The Committee and Mr. Propes discussed the possibility of combining some of the November and December events.

## **IX. ANNOUNCEMENTS**

### **1. Next Meeting – March 14, 2024 at 8:00 at City Hall**

## **X. ADJOURN**

*Motion by Collin, seconded by Mathias.  
Passed Unanimously*