

Office of Downtown Development – Monticello DDA
139 W Washington St, Monticello
Meeting Room 5p.m.

Special Meeting Minutes August 24, 2020

- I. **Call to Order** 5:12 p.m. by Wendall Yoder
- II. **Invocation** by Wendall Yoder
- III. **Roll Call:** Gail Harrell, Judy Hunsucker, Amanda Edge, Michele Celani, Virginia Spalter, Wendall Yoder, Dayana Barragan, Susan Jacobs (Monticello News), Angela Redding (Monticello City Manager), Mandi Tanner (Chamber of Commerce)
- IV. **Approval of Agenda:** July 13th Minutes Motion made to approve, Amanda Edge, G Harrell, 2nd, all in favor. Motion made by G Harrell to table August 3rd Minutes for corrections. Second by W Yoder, with all in favor.
- V. **Treasurer’s Report:** W Yoder presented Treasurer’s Report with handout. Motion to approve, A Edge, 2nd D Barragan, all in AZzfavor. W Yoder provided a handout for Annual Inc & Exp Report Budgeted 2020-2021. Discussion regarding:

Audit needed. Need 2017. Discussion w/A Redding on city’s audit. 2018 completed, city working on 2019/20. DDA is a single line item on the city budget. Discussion of DDA audit possibility. Last year’s audit by K McMichaels. Discussion of need for a DCA document for Mainstreet. A Redding noted we have login information with DCA where we have access to our information. Other Questions for: Terra Bradshaw & Beth Evans

Building Insurance: J Hunsucker has renewal information, checking on new rates now the building is occupied. G Harrell noted we should keep our policy for building and officials separate.

CPA: Proposed monthly exp \$200 recommended by J Hunsucker for T Armistead. G Harrell will check other possibilities through Hastings & Johnson. T Armistead has historical records w/DDA w/FEI info. W Yoder noted we have 2 FEI numbers.

Downtown Events & Marketing budget discussed briefly. No proposed events at this time.

Miscellaneous: Discussion of Façade Grants. Chair suggested a new form. Noted last year changed from 10/\$250 to 5/\$500.

Treasurer posed a question to A Redding, City Manager, as to why we were paying RLF to City Hall. Does the city handle loan funds? Where is paperwork and where is money going? A Redding will look in. Chair asked if our audits should be set up separate from the City and

can the city forgive interest. A Redding asked all additional questions be submitted to her via email. aredding@monticelloga.org

Motion to table Budget Approval by G Harrell, 2nd by A Edge with all in favor.

Treasurer will provide additional budgeted income at next meeting. W Yoder frustrated with lack of paper trail. Suggested QuickBooks for updated accurate information trail and accounting system. Proposed program cost \$40-\$50/mo. Motion made to get proposed program by A Edge, 2nd by D Barragan with all in favor.

Chair offered her computer for the DDA office and program.

- VI. Admin Comm:** Ins Binder: New policy coming in mail. Payment to go out in the morning.
Discussion of Training: Secretary to submit any further questions
Appt New Secretary: No one volunteered. Ideas for records custodian. J Hunsucker asked V Spalter to have each Agenda approved before submitting to City Hall & Paper. Proposal by G Harrell to table to Executive Session, 2nd by A Edge, all in favor.
Reallocate Committee: Additional Members A Edge, W Yoder to Design Committee with V Spalter & T Dennis. D Barragan to Promotions Committee w/V Spalter & T Dennis.
Packer Format: Motion to adopt a packet system held at DDA building with each committee responsible for paperwork in packet by Thursday before scheduled Monday meetings. Motion made by G Harrell, 2nd by W Yoder, all in favor.
Email Update: proposed common email initial/last name/monticellodda@gmail.com
Goal Setting: Table discussion by W Yoder, 2nd by G Harrell, all in favor.
- VII. Design Committee:** V Spalter presented 2 Artists for Mural consideration. T Haase and L Aldridge. T Haase was chosen. G Harrell questioned the ability to edit design. V Spalter assured the artist welcomes input. J Hunsucker questioned if grants had strict guidelines or if we could make some adjustments to the proposed mural. M Celani stated some changes could be made. Proposed 139 W Washing building for "Welcome" mural location and T Haase as the artist, Motion made by *****
- VIII. Promotions:** Branding: Tabled until next meeting with motion by W Yoder, 2nd V Spalter, all in favor.
- IX. Economic Vitality:** W Yoder suggested we get committed vendors. Committee suggested a commitment form and contract needed. J Hunsucker to provide at the next meeting. Proposed Info box at 139 W Washington building for ideas and interest.
- X.**
- XI. Directors Report:** Director gave out a handout with update information. Discussion of document needing approval on recent changes to G Benton for building use. M Celani states her need for Fed Tax ID & DUN info for submission of grants. Suggestion made to postpone Vibrant Communities Grant until next year. Information given to M Celani to move forward. J Hunsucker asked how we would give the owner of the building as mural progresses and we moved forward, M Celani agreed to give an update.
- XII. Citizens Comment/Guest Speaker:** none
- XIII. Executive Session:** Personnel & V Spalter Resignation discussed. Motion made to end the regular session made by G Harrell, W Yoder, 2nd with all in favor.

Further discussion made on topics. Motion made to move to Regular Session by V Spalter, 2nd by G Harrell, all in favor.

Motion made to not accept V Spalter resignation, removing all secretarial duties and staying on board for 3 additional months, when resignation can be revisited if V Spalter desires, made by G Harrell, 2nd by W Yoder, all in favor.

XIV. Motion to adjourn A Edge, 2nd G Harrell, all in favor. Meeting adjourned 8:53 p.m.

Next Meeting on September 14, 2020 at 5 p.m.