

**CALL TO ORDER**

The December 12, 2019, Monroe Economic Development Advisory Board Meeting was called to order at 8:00 a.m.; Council Chambers, City Hall.

**ROLL CALL**

Members present: Buse, Dye, King, Rousey, Tuttle, Woods; and ad-hoc Drews\*

Staff present: Knight, Swanson, Hasart, Palmer\* and Barr

**APPROVAL OF THE MINUTES**

Boardmember Tuttle made a motion to approve the minutes of November 14, 2019. Motion was seconded by Boardmember Woods. Motion carried 5-0.

**DISCUSSION**

1. EDAB First Quarter 2020 Work Plan  
Knight reviewed the work plan with the Economic Development Advisory Board (EDAB). Board members requested to have food trucks added to a future meeting agenda.
2. Annual Report – Table of Contents and Format  
Palmer presented the concept of an annual report to EDAB and the goals it hopes to meet. A draft report will be presented at the next EDAB meeting.
3. 2008 Downtown Master Plan Implementation Matrix  
Swanson gave a history of the Downtown Master Plan and requested feedback from the Board including timelines. The Board would like public plazas and parking brought back for discussion at a future meeting and they suggested updating the Downtown Master Plan prior to the Comprehensive Plan update to allow the document to inform the Comprehensive Plan. The Downtown Master Plan will be added to the City's work plan in 2021.
4. Draft 2020 Work Plan  
Knight went through the major accomplishments of the EDAB throughout 2019. Knight then reviewed the draft 2020 work plan.
5. 2020 Meeting Calendar  
Knight suggested several different options for meetings in 2020 including adding sub-committees, business visits and once a month meetings. The Board would like to continue with twice monthly meetings and include quarterly business visits in the two meetings.

*\*Ad-hoc Boardmember Janelle Drews and James Palmer arrived at 8:11am*

**ADJOURNMENT**

The meeting adjourned at approximately 9:30 a.m.

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Deborah Knight; City Administrator

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*\*Minutes approved at the January 9, 2020 meeting.*