



M·O·N·R·O·E
Downtown Development Authority

AGENDA
REGULAR MEETING

Wednesday, September 20, 2017, 8:00 A.M.
CITY HALL, 3rd FLOOR CONFERENCE ROOM, 120 E. FIRST ST.

1. **Roll Call** (1 min)
2. **Vision Statement** (1 min)
3. **Additions/Deletions to the Meeting Agenda** (1 min)
4. **Public Comment**
5. **Consent Agenda** (2 min) **Action Requested**
 - Approval of Agenda
 - Approval of Minutes
 - Wednesday, August 16 , 2017 Regular Meeting
 - Accept and File Minutes
 - Financial Reports
 - August, DDA Revenue and Expenditure Report FY 2017-2018
 - August, DDA Itemized Expenditure Report FY 2017-2018
6. **New Business**
 - A. Feedback regarding Target Market Analyses (10 min)
 - B. Fiscal Year 2017-18 Budget Amendment (10 min) **Action Requested**
 - C. 2018-2019 Work Plan – Part I – Goal Setting and Brainstorming (20 min)
 - D. 118 North Monroe Street – Façade Reimbursement (3 min) **Action Requested**
 - E. 115 East Front Street – Façade Reimbursement (3 min) **Action Requested**
 - F. Façade Extension Requests (3 min) **Action Requested**
7. **Other Business**
 - A. Downtown Master Plan & Parking Study – Update (5 min)
 - B. Revisions to DDA By-Laws (2 min) **Action Requested**
 - C. Downtown/DDA Logo Revisions (2 min)
8. **Communications**
9. **Board Member and Administrative Comments**
10. **Adjournment** **Action Requested**

UPCOMING EVENTS: *November 18, Downtown Monroe Tree Lighting*
November 25, Small Business Saturday

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, August 16, 2017
Third Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 7:47 a.m.

1. Roll Call

Present: Chairperson Joe Peruski, George Boyan, Mayor Robert Clark, Scott Goocher, Scott Kegerreis, Les Lukacs, Shaun McGowan, Mackenzie Swanson, Anthony Trujillo
Guests: No guests
Staff: Paula Stanifer, Annette Knowles, Vince Pastue (arrived at 7:55, left at 9:21 a.m.)

2. Vision Statement

Read by Scott Goocher

3. Additions/Deletions to the Meeting Agenda

Motion by McGowan, seconded by Kegerreis, to add 34 South Monroe Street Facade Reinvestment Grant reimbursement to agenda under New Business Item E.

Motion carried unanimously.

4. Public Comments

No public comments.

5. Consent Agenda

- A. Approval of July Agenda
- B. Approval of Minutes of July 19, DDA meeting
- C. Accept and File Minutes of committees: Promotions
- D. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Lukacs to accept the Consent Agenda with the addition of New Business Item E, seconded by McGowan.

Motion carried unanimously.

6. New Business

A. Proposed Revisions to By-Laws

-Committee met made recommendations. Committee consisted of Knowles, Peruski, Boyan, and Clark. Board reviewed changes. Next month board will discuss any questions on changes and make a motion to adopt new by-laws.

B. DDA Logo Refresh

-Knowles presented possible changes to logo.

Motion by Trujillo to use \$600 from the advertising budget to contract with New Moon on new logo design; seconded by Lukacs.

Motion carried unanimously.

C. Approval of Officer/Board Member/Committee Chair Job Descriptions

-Proposed changes include striking of Treasurer position, Secretary being an executive board member, Committee chairperson being a member of the board.

Motion by Lukacs to approve Duties and Responsibilities of Board Officers and Members as presented; seconded by Goocher.

Motion carried unanimously.

D. 321 North Monroe – Façade Grant Application

-Stanifer distributed the Façade Committee Minutes. Recommendation of the committee not to offer a Façade Grant as project began before application.

Motion by Kegerreis, seconded by Swanson, to deny application for a Façade Grant at 321 North Monroe Street as project was started before application submitted.

Motion carried. (AYES: Boyan, Clark, Goocher, Kegerreis, McGowan, Peruski, Swanson
NAYS: Lucas, Trujillo)

E. 34 South Monroe Street

-Project is completed and receipts have been submitted.

Motion by Clark, seconded by Swanson, to reimburse 34 South Monroe Street \$10,000 for Façade Grant improvements.

Motion carried unanimously.

7. Other Business

Motion by McGowan, seconded by Clark, to remove Other Business Item B: Wage Compensation Review from the table.

Motion carried unanimously

A. Tabled Item: Feedback regarding Target Market Analyses

B. Tabled Item: Wage Compensation Review

-Brief discussion on comparable City jobs with DDA Administrative Assistant job.

Motion by Clark, seconded by McGowan, to increase Ms. Stanifer's pay to \$17 per hour effective July 1, 2017.

Motion carried unanimously.

C. Change to Start Time of Regular Board Meetings to 8:00 a.m.

-Discussion regarding Clerk's Office taking Minutes at the board meetings. Their start time is 8:00 a.m. Board would like to try this trial for 90 days.

Motion by Clark to change start time of Board Meetings to 8:00 a.m. to allow someone from the Clerk's Office to take minutes for a trial of 90 days; seconded by McGowan.

Motion carried. (NAYS: Lukacs)

Motion by Clark to removed Other Business Items A: Feedback regarding Target Market Analyses from the table and place back on agenda for next meeting; seconded by Swanson.

Motion carried unanimously.

8. Communications

-No communications.

9. Board Member Comments/Guest Comments

Swanson – Likes the positive changes.

Lukacs – Things are exciting.

Trujillo – Things are going in the right directions. Wants emails as to why things are not getting done.

Goocher – Wine crawl response has been great.

Kegerreis – Wine crawl spots caused intoxicated people.

McGowan – Art Fair was well attended. 75 artists. Nice weather.

Clark – Bicentennial Day is September 3, 2017. Open House at City Hall from 1-4 p.m.

Knowles – Master Plan and Parking Study RPFs are out and due September 5.

10. Adjournment

Motion to adjourn by Swanson, supported by McGowan at 9:30 a.m.

Motion carried unanimously

TRANSACTIONS FROM 08/01/2017 TO 08/31/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
08/01/2017			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			521,323.68
08/11/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	19055		1,300.00	520,023.68
08/24/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	19180		10,500.00	509,523.68
08/31/2017			751-00.000-005.000	END BALANCE	0.00	11,800.00	509,523.68
08/01/2017			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			81.88
08/01/2017	GJ		MONTHLY P&L INSURANCE PREMIUM	18981		55.50	26.38
08/03/2017	CR	RCPT			200.00		226.38
			SUMMARY CR POSTING: 08/03/2017 OTHER				
08/08/2017	CD	CHK	SUMMARY CD 08/08/2017			886.32	(659.94)
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017			637.41	(1,297.35)
08/10/2017	GJ	JE	5/3 SERVICE FEES - JULY 2017	19077		7.58	(1,304.93)
08/11/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	19055	1,300.00		(4.93)
08/22/2017	CD	CHK	SUMMARY CD 08/22/2017			8,942.15	(8,947.08)
08/22/2017	CD	CHK	SUMMARY CD 08/22/2017			354.34	(9,301.42)
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017			999.34	(10,300.76)
08/24/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	19180	10,500.00		199.24
08/31/2017	GJ	JE	POSTAGE - AUGUST 2017	19292		0.46	198.78
08/31/2017			751-00.000-007.000	END BALANCE	12,000.00	11,883.10	198.78
08/01/2017			751-00.000-056.000 INTEREST RECEIVABLE	BEG. BALANCE			354.90
08/31/2017			751-00.000-056.000	END BALANCE	0.00	0.00	354.90
08/01/2017			751-00.000-202.010 ACCOUNTS PAYABLE - VIA GJ	BEG. BALANCE			(10.00)
08/31/2017			751-00.000-202.010	END BALANCE	0.00	0.00	(10.00)
08/01/2017			751-00.000-257.000 ACCRUED WAGES PAYABLE	BEG. BALANCE			0.28
08/31/2017			751-00.000-257.000	END BALANCE	0.00	0.00	0.28
08/01/2017			751-00.000-390.000 RESTRICTED FUND BALANCE	BEG. BALANCE			(528,773.58)
08/31/2017			751-00.000-390.000	END BALANCE	0.00	0.00	(528,773.58)
08/01/2017			751-65.691-703.000 PART TIME SALARIES & WAGES	BEG. BALANCE			1,064.87
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		591.60		1,656.47
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		927.52		2,583.99
08/31/2017			751-65.691-703.000	END BALANCE	1,519.12	0.00	2,583.99
08/01/2017			751-65.691-717.000 SOCIAL SECURITY	BEG. BALANCE			66.02
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		36.68		102.70
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		57.51		160.21
08/31/2017			751-65.691-717.000	END BALANCE	94.19	0.00	160.21
08/01/2017			751-65.691-717.005 MEDICARE	BEG. BALANCE			15.44
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		8.58		24.02
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		13.45		37.47
08/31/2017			751-65.691-717.005	END BALANCE	22.03	0.00	37.47
08/01/2017			751-65.691-718.010 WORKERS' COMP INSURANCE	BEG. BALANCE			0.99
08/10/2017	PR	CHK	SUMMARY PR 08/10/2017		0.55		1.54
08/24/2017	PR	CHK	SUMMARY PR 08/24/2017		0.86		2.40
08/31/2017			751-65.691-718.010	END BALANCE	1.41	0.00	2.40
08/01/2017			751-65.691-727.000 OFFICE SUPPLIES	BEG. BALANCE			315.34
08/31/2017			751-65.691-727.000	END BALANCE	0.00	0.00	315.34

TRANSACTIONS FROM 08/01/2017 TO 08/31/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
08/01/2017			751-65.691-730.000 POSTAGE		BEG. BALANCE		10.54
08/31/2017	GJ	JE	POSTAGE - AUGUST 2017	19292	0.46		11.00
08/31/2017			751-65.691-730.000	END BALANCE	0.46	0.00	11.00
08/01/2017			751-65.691-818.080 FACADE IMPROVEMENTS		BEG. BALANCE		0.00
08/21/2017	AP	INV	DARANY RESTAURANT	8/8/2017	8,900.00		8,900.00
08/31/2017			REIMBURSE FACADE IMPROVEMENTS 138 N I				
08/31/2017			751-65.691-818.080	END BALANCE	8,900.00	0.00	8,900.00
08/01/2017			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		55.50
08/01/2017	GJ		MONTHLY P&L INSURANCE PREMIUM	18981	55.50		111.00
08/31/2017			751-65.691-910.000	END BALANCE	55.50	0.00	111.00
08/01/2017			751-65.691-955.040 PROMOTION COMMITTEE		BEG. BALANCE		8.48
08/07/2017	AP	INV	HOHMAN PROMOTIONS	11452	731.25		739.73
08/07/2017	AP	INV	WINE GLASSES FOR WINE CRAWL				
08/07/2017	AP	INV	LAMOUR PRINTING CO	L 17-1081	85.00		824.73
08/07/2017	AP	INV	PARTICIPATION CARDS 4.25 X 5.75 80# v				
08/07/2017	AP	INV	LAMOUR PRINTING CO	L 17-1113	40.00		864.73
08/21/2017	AP	INV	100 BROCHURES 8.5 X 11 20# WHITE TRI				
08/21/2017	AP	INV	STANIFER, PAULA	8/15/17	42.15		906.88
08/31/2017			BALLONS FOR WINE CRAWL				
08/31/2017			751-65.691-955.040	END BALANCE	898.40	0.00	906.88
08/01/2017			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(842.80)
08/10/2017	GJ	JE	5/3 SERVICE FEES - JULY 2017	19077	7.58		(835.22)
08/31/2017			751-80.100-665.005	END BALANCE	7.58	0.00	(835.22)
08/01/2017			751-80.600-692.090 MISCELLANEOUS REVENUE		BEG. BALANCE		(400.00)
08/03/2017	CR	RCPT				200.00	(600.00)
08/31/2017			SUMMARY CR POSTING: 08/03/2017 OTHER				
08/31/2017			751-80.600-692.090	END BALANCE	0.00	200.00	(600.00)
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					23,498.69	23,883.10	(7,112.87)

User: esell

DB: Monroe

PERIOD ENDING 08/31/2017

		2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	08/31/2017 (ABNORMAL) ASE	NTH 08/31/2017 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100-GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	4,500.00	835.22	(7.58)	3,664.78
Total Dept 80.100-GENERAL REVENUE		4,500.00	835.22	(7.58)	3,664.78
Dept 80.600-GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	216,893.00	0.00	0.00	216,893.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(30,500.00)	0.00	0.00	(30,500.00)
751-80.600-441.000	LCSA APPROPRIATION/PPT EXEMPT RI	16,212.00	0.00	0.00	16,212.00
751-80.600-692.090	MISCELLANEOUS REVENUE	5,000.00	600.00	200.00	4,400.00
Total Dept 80.600-GENERAL REVENUE		207,605.00	600.00	200.00	207,005.00
TOTAL REVENUES		212,105.00	1,435.22	192.42	210,669.78
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	22,000.00	2,583.99	1,519.12	19,416.01
751-65.691-717.000	SOCIAL SECURITY	1,364.00	160.21	94.19	1,203.79
751-65.691-717.005	MEDICARE	319.00	37.47	22.03	281.53
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	2.40	1.41	17.60
751-65.691-727.000	OFFICE SUPPLIES	500.00	315.34	0.00	184.66
751-65.691-728.000	COPIES	100.00	0.00	0.00	100.00
751-65.691-730.000	POSTAGE	500.00	11.00	0.46	489.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	0.00	0.00	1,500.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	75,000.00	0.00	0.00	75,000.00
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	8,900.00	8,900.00	31,100.00
751-65.691-905.000	PUBLISHING/ADVERTISING	4,000.00	0.00	0.00	4,000.00
751-65.691-910.000	INSURANCE PREMIUM	1,500.00	111.00	55.50	1,389.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	0.00	0.00	800.00
751-65.691-955.030	DEVELOPMENT COMMITTEE	10,000.00	0.00	0.00	10,000.00
751-65.691-955.035	DESIGN COMMITTEE	10,500.00	0.00	0.00	10,500.00
751-65.691-955.040	PROMOTION COMMITTEE	13,000.00	906.88	898.40	12,093.12
751-65.691-999.101	TRANSFER OUT-GENERAL	10,000.00	0.00	0.00	10,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	105,494.00	0.00	0.00	105,494.00
Total Dept 65.691-DOWNTOWN DEVELOPMENT		296,597.00	13,028.29	11,491.11	283,568.71
TOTAL EXPENDITURES		296,597.00	13,028.29	11,491.11	283,568.71
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		212,105.00	1,435.22	192.42	210,669.78
TOTAL EXPENDITURES		296,597.00	13,028.29	11,491.11	283,568.71
NET OF REVENUES & EXPENDITURES		(84,492.00)	(11,593.07)	(11,298.69)	(72,898.93)
BEG. FUND BALANCE		528,773.58	528,773.58		
NET OF REVENUES/EXPENDITURES - 2016-17			(7,112.87)		(7,112.87)
END FUND BALANCE		444,281.58	510,067.64		

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures		Balance
	\$22,000.00			
7/13/2017		\$295.79		
7/27/2017		\$769.08		
8/10/2017		\$591.60		
8/24/2017		\$927.52		
				\$19,416.01
Social Security	Budget	Expenditures		Balance
	\$1,364.00			
7/13/2017		\$18.34		
7/27/2017		\$47.68		
8/10/2017		\$36.68		
8/24/2017		\$57.51		
				\$1,203.79
Medicare	Budget	Expenditures		Balance
	\$319.00			
7/13/2017		\$4.29		
7/27/2017		\$11.15		
8/10/2017		\$8.58		
8/24/2017		\$13.45		
				\$281.53
Workers Comp Insurance	Budget	Expenditures		Balance
	\$20.00			
7/13/2017		\$0.27		
7/27/2017		\$0.72		
8/10/2017		\$0.55		
8/24/2017		\$0.96		
				\$17.50
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$500.00			
Email Subscription		\$10.00		
Web Hosting		\$275.00		

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

Domain Name Renewal		\$30.34		
				\$184.66
Copies	Budget	Expenditures		Balance
	\$100.00			
				\$100.00
Postage	Budget	Expenditures		Balance
	\$500.00			
August		\$0.46		
Postage for return of banner		\$10.54		
				\$489.00
Audit Services	Budget	Expenditures		Balance
	\$1,500.00			
				\$1,500.00
General Contract Services - 818.020	Budget	Expenditures		Balance
	\$75,000.00			
				\$75,000.00
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$40,000.00			
Last year unused	\$69,493.00			
8/1/2017 Darany Restaurant Reimb		\$8,900.00		

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

				\$100,593.00
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$4,000.00			
				\$4,000.00
Insurance Premium	Budget	Expenditures		Balance
	\$1,500.00			
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
				\$1,389.00
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
				\$800.00
Development Committee - 955.030	Budget	Expenditures		Balance
	\$10,000.00			
				\$10,000.00
Design Committee - 955.035	Budget	Expenditures		Balance
	\$10,500.00			

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

				\$10,500.00
Promotion Committee - 955.040	Budget	Expenditures		Balance
	\$13,000.00			
Hohman Promotions		\$731.25		
Lamour Printing		\$85.00		
Lamour Printing brochures		\$40.00		
Balloons		\$42.15		
Balloons		\$8.48		
				\$12,093.12
Transfer Out Debt Service	Budget	Expenditures		Balance
	\$105,494.00			
Bond Payment				
Bond Payment				
				\$105,494.00
Transfer Out General	Budget	Expenditures		Balance
	\$10,000.00			
				\$10,000.00
Total	\$366,090.00	\$13,028.39		

Memo

Date: September 13, 2017

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: FISCAL YEAR 2017-2018 BUDGET AMENDMENT

BACKGROUND:

Please find attached for your review and approval a proposed amendment for the fiscal year 2017-2018 budget. The purpose for the amendment is to realign the DDA's appropriations with the strategic plan and to focus on completion of projects that will enhance the downtown experience in support of the plan.

Highlights include:

1. Adjustment for expenses toward personnel costs and management contract with the City of Monroe.
2. Allocation of funds for professional services for three projects – an upper floor conversion case study, the Downtown Master Plan and Parking Study and lighting and security on the Riverwalk.
3. Disposition of all committed façade improvement projects
4. Evolution of standing committees to project-based teams, funding standing committee activities through December, 2017

You will note the net result of the budget is a drawing down of funds in balance in the amount of \$122,028; the original budget as presented was positioned to draw \$84,492 from balance. The largest contributor to the increase was the inclusion as an expense item the full balance of committed façade renovations.

A discussion point which remains is the manner in which the board wishes to continue to support or host special events. Currently, no funds are earmarked in the proposed amendment to support special events. The board has several considerations: does it wish to support or host special events? If yes, which ones? Then, does it wish to underwrite with existing funds or does it wish to require that special events have a funding mechanism for each event (entry fees, sales, vendor fees, sponsors, etc.)? In essence, if any special events are retained or added, does the board wish to pull funds from balance to cover the costs? The result of that question may change the revenue amount in the yellow box in the spreadsheet marked miscellaneous, such that the number may be reduced to zero. Secondly, a corresponding amount may be added under the expense side under Promotions (the account may be renamed), but that will increase the total appropriations.

ACTION:

- a. Discuss and decide on approach for event planning and support. Include in budget amount.
- b. Adopt the amended FY2-17-2018 budget. City council will need to approve the amendment.

[illegible]

		2015-16	2016-17	2017-18	2017-18	2017-18	2018-19										
		ACTIVITY	ACTIVITY	ACTIVITY	ORIGINAL	AMENDED REQ.	REQUESTED										
GL NUMBER	DESCRIPTION		THRU 06/30/17		BUDGET	BUDGET	BUDGET										
751-65.691-728.000	COPIES				100	100	100										
751-65.691-730.000	POSTAGE	7	104		500	500	500										
751-65.691-818.010	AUDIT SERVICES	1,280	1,320		1,500	1,500	1,500										
751-65.691-818.020	GENERAL CONTRACT SERVICES	5,000	29,760		75,000	90,000	15,000	Arch. Svcs., Master Plan, Riverwalk - Sec. & Light Design									
751-65.691-818.080	FACADE IMPROVEMENTS	10,000	40,507		40,000	85,000	0	Suspend for 2 years, '17 amt reflects awarded but not expended									
751-65.691-818.110	SITE IMPROVEMENT GRANT																
751-65.691-853.000	TELEPHONE	(5)															
751-65.691-860.000	TRAINING & TRAVEL					1,400	1,400	Per contract with City									
751-65.691-905.000	PUBLISHING/ADVERTISING	527	2,750		4,000	4,000	4,000	Web site refresh									
751-65.691-910.000	INSURANCE PREMIUM	932	467	111	1,500	1,500	1,500										
751-65.691-921.000	ELECTRIC																
751-65.691-922.000	GAS																
751-65.691-923.000	WATER & WASTEWATER																
751-65.691-942.000	RENTAL-BUILDING																
751-65.691-955.000	MISCELLANEOUS EXPENSE		323		800	800	800										
751-65.691-955.030	DEVELOPMENT COMMITTEE	1,725	1,402		10,000	0	0	Master Plan in Gen. Contr. Svcs.									
751-65.691-955.035	DESIGN COMMITTEE	6,214	15,554		10,500	5,500	0	Fund thru Dec 2017									
751-65.691-955.040	PROMOTION COMMITTEE	9,344	8,968	856	13,000	1,500	0	Fund thru Dec 2017									
751-65.691-955.045	ECONOMIC RESTRUCTURING COMMITTEE																
751-65.691-957.000	REFERENCE MATERIAL																
751-65.691-958.000	DUES AND SUBSCRIPTIONS					600	600	Per contract with City									
751-65.691-999.101	TRANSFER OUT-GENERAL				10,000	10,000	20,000	Per contract with City									
751-65.691-999.202-14M0700000	TRANSFER OUT-MAJOR STREET																
751-65.691-999.202-15M0300000	TRANSFER OUT-MAJOR STREET																
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	92,181	96,394		105,494	105,494	113,994										
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT																
TOTAL UNK_EXP		128,960	199,274	1,096	274,597	310,133	161,704										
Totals for dept 65.691-DOWNTOWN DEVELOPMENT		144,644	216,341	2,752	296,597	334,133	186,204										
TOTAL APPROPRIATIONS		144,644	216,341	2,752	296,597	334,133	186,204										
NET OF REVENUES/APPROPRIATIONS - FUND 751		59,466	(5,664)	(1,317)	(84,492)	(122,028)	27,070										
BEGINNING FUND BALANCE		473,745	528,774		523,110	523,110	401,082										
ENDING FUND BALANCE		533,211	523,110	(1,317)	438,618	401,082	428,152										

Memo

Date: September 13, 2017

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: 2018-2019 Work Plan – Part I – Goal Setting and Brainstorming

BACKGROUND:

Please find attached several pages that outline the work planning process that will be initiated at the September board meeting and completed at the October board meeting.

At the September meeting, the activity will be to develop and collect ideas on potential projects to be continued or launched in the forthcoming fiscal year which begins June 1, 2018.

You will see one page for each of the six goals that were identified in the strategic plan. Under each goal, I have included projects that already are in the planning stages or that were mentioned as opportunities in the target market analyses. There is plenty of room on each page for more ideas. And, additional projects may originate during the Downtown Master Plan and Parking Study process that will be underway shortly.

The task at hand for the September meeting is to review each goal and the tactics beneath that the board may support with its time and talent. Then, we will learn more about your additional ideas.

Your homework for the October meeting will be to thoughtfully consider the available financial capacity in order to prioritize which project(s) for each goal should be funded in the 2018-2019 budget.

ACTION:

Come ready to provide ideas. Part I of the process asks the board to be visionary!



2018-2019 Work Plan



Two-Part Brainstorm and Prioritization Exercise

Where is Downtown Monroe heading?

- ▶ Walkable
- ▶ Density
- ▶ Residential development
- ▶ Use of technology
- ▶ Pedestrian focus and Sidewalk Vitality
- ▶ Better connected with stakeholders
- ▶ Shopping and entertainment



What will it take to get there?

▶ Part One: Brainstorm *By Goal* – September

▶ Part Two: Prioritization – October

- ▶ Answer questions: What can you do now to three years?
What can you do in three to five years? What should you
doing?



Goal: Inform and Educate

- ▶ **Facts and news**
 - ▶ Communications Plan



Goal: Support business and property owners

▶ Retention and expansion

- ▶ Buddy system
- ▶ Secret shopper
- ▶ Workshops, i.e. storefront display, online retail

▶ Recruitment

- ▶ Available properties online



Goal: Preserve and enhance by facilitating redevelopment

- ▶ Riverfront parking lot redevelopment
- ▶ Infill underutilized parcels – RFQ/RFP process
- ▶ Streetscapes – traffic calming, bicycle parking, complete streets
- ▶ Strategic acquisition?
- ▶ Legacy signage
- ▶ Murals
- ▶ Gateways
- ▶ Farmers Market
- ▶ Form based code
- ▶ PlacePlan
- ▶ RRNB



Goal: Market “the Downtown”

- ▶ Inspiration and promotion

- ▶ *Updated* web site is **#1**
- ▶ Marketing Plan which includes print, electronic and social components; to whom (visitors, new businesses) and how (events/promotions, outreach, personal contact)



Goal: Be a Leader of Organizations

- ▶ Quarterly combined meetings with DMBN, Chamber, CTB, etc



Goal: Promote Residential Growth

- ▶ Policy and incentives
- ▶ Services to residents
- ▶ Garbage collection/dumpster consolidation
- ▶ Quality of life issues – safety, things to do, walkability
- ▶ ID opportunities – see TMA Res (Ex. CC6-8)



Memorandum

Date: September 14, 2017
To: DDA Board
From: Paula Stanifer
Re: Façade Grant Payment - 118 North Monroe Street

Façade Grant Payment Approval

The applicant, 128 North Monroe LLC (Tiffany Sacco), has completed the work at 118 North Monroe Street. At this time she is asking for reimbursement as approved by the DDA Board on October 19, 2016.

She has provided copies of receipts/checks showing the payment for the work completed. The façade improvement totaled \$67,168.10. The applicant was approved for reimbursement of \$10,000.

Board approval is requested for the payment of \$10,000 to 128 North Monroe LLC, reimbursement for façade improvements.



MONROE CUSTOM HOMES INC.

2875 Strasburg Road
Monroe, MI 48161
Phone: 734-269-3624
Builder's License
2102162406

December 19, 2016

Tiffany Sacco
128 N. Monroe St
Monroe, MI 48162

RE; 118 N. Monroe Street Monroe, MI 48162 (Cakes by Stephanie) Exterior building façade renovation

We will demo and reconstruct the front façade as per drawing by James S. Jacobs Architects drawing dated 10-11-2016.

Elect will be connected to existing timer next to elect panel. There is a \$500.00 fixture allowance included.

AND MATERIAL 12/20/17

I will supply all labor to do the above stated work for the total of \$36,152.50.

\$ 1,200.00 at signing - PD CH# 1009 ON 12/21/16 *L. S. Siet*
\$11,952.50 to start - PD CH# 1014 ON 4/20/17 *L. S. Siet*
\$12,000.00 when demo is complete PD. 5/15/17 *SS*
\$11,000.00 when complete

Painting to be done by others.

L. S. Siet

12/21/16 *L. S. Siet*

12/21/16



MONROE CUSTOM HOMES INC.

**2875 Strasburg Road
Monroe, MI 48161
Phone: 734-269-3624
Builder's License
2102162406**

May 15, 2017

**Tiffany Sacco
128 N. Monroe St
Monroe, MI 48162**

RE: 118 N. Monroe Street Monroe, MI 48162 (Cakes by Stephanie) Exterior building façade renovation, additional work required.

We will construct a temporary wall inside the building to keep dust down. We will put plywood up on the exterior of the scaffolding for security in the building.

We will demo existing windows and framing under the steel beam, leaving the doors in place.

We will install LVL beams to support the brick on both sides of the beam. We will reframe 6 windows with transoms with 2 additional transoms above the doors. Supply and install new low-E tempered glass. Will insulate wall as required, drywall is required and paint is required in interior of building.

To paint exterior front of building \$4600.00

Refuge removal is included.

I will supply all labor to do the above stated work for the total of \$18,000.00 and not to exceed \$20,000.00.

\$ 6,000.00 to start

\$ 6,000.00 when demo is complete

\$ 6,000.00 when complete

PAID MAY 17, 2017



MONROE CUSTOM HOMES INC.

**2875 Strasburg Road
Monroe, MI 48161
Phone: 734-269-3624
Builder's License
2102162406**

May 25, 2017

**Tiffany Sacco
128 N. Monroe Street
Monroe, MI 48161**

RE: 118 N. Monroe Street, Monroe, MI 48162 (Cakes by Stephanie) two new front doors.

Remove two aluminum framed front doors.

Install two 3'-0" x 7'-0" 70-S6021-LE Smooth Star. 6-9/16" outswing white cap composite jamb. Stainless steel ball bearing O.S. hinges. ADA public access mill sill. Closer reinforced. Two Schlage accent with Addison 619 levers. Two Schlage Double cylinder deadbolt, locks are keyed alike. Two heavy duty closers.

Paint: Paint both doors inside and out including jambs.

I will install two doors and include labor, material and disposal for a total of \$4,900.00.

**To order doors \$2,500.00
When job is complete \$2,400.00**

- PO TS 5/26/17

Thank you for allowing me to bid on this job. If you have any questions, feel free to call me at (734) 777-6230.

Tom Siebert

5/25/17 [Signature]

5/26/17



2875 Strasburg Road
Monroe, MI 48161
Phone: 734-269-3624

INVOICE

July 12, 2017

Tiffany Sacco
128 N. Monroe Street
Monroe, MI 48162

RE: Invoice for 118 N. Monroe Street, Monroe, MI 48162

Painting front of building <i>add'l</i>	\$4,600.00
Painting repair of north/south/east wall <i>add'l</i>	480.00
Front façade completion <i>no</i>	11,000.00
Beam repair complete <i>no</i>	6,000.00
Additional time for scaffolding <i>add'l</i>	644.00
Additional Azek inside and outside <i>add'l</i>	1,756.60
Additional trim labor inside and outside <i>add'l</i>	960.00
Ceiling repair from beam replacement <i>add'l</i>	<u>475.00</u>
	\$25,915.60
Fixture allowance credit	(500.00)
Painting inside front wall credit	(300.00)
Total due	\$25,115.60

Thank you for your business.

Terry Siebarth



**2875 Strasburg Road
Monroe, MI 48161
Phone: 734-269-3624**

July 30, 2017

**Tiffany Sacco
128 N. Monroe Street
Monroe, MI 48162**

**RE: 118 N. Monroe Street, Monroe, MI 48162
Two new front doors.**

Your account is now due per the contract when job is completed.

Total due \$2,400.00

**Please make checks payable to Monroe Custom Homes, Inc. at the above address.
Thank you for your business.**

Terry Siebarth



**2875 Strasburg Road
Monroe, MI 48161
Phone: 734-269-3624**

July 30, 2017

To Whom It May Concern

RE: 118 N. Monroe Street, Monroe, MI 48162 - New front façade

The work has been completed and paid in full.

**Terry Siebarth
Monroe Custom Homes, Inc.**



**2875 Strasburg Road
Monroe, MI 48161
Phone: 734-269-3624**

August 16, 2017

To Whom It May Concern

**RE: 118 N. Monroe Street, Monroe, MI 48162
New Front Façade**

Demoed front façade, including windows and doors, wood cornice, metal framed awning, wood trim and panels.

Re-construction consisted of composite cornice, new wall lighting, new composite signage area, new composite column and panels, new windows, doors and painting the front of the building.

Thank you for your business.

**Terry Siebarth
Monroe Custom Homes**

2:39 PM
08/09/17
Accrual Basis

128 N Monroe LLC
Transaction Detail by Account
October 1, 2016 through August 9, 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
MBT 100070058								
Check	12/21/2016	1009	Monroe Custom Ho...		X	Repairs and M...	-1,200.00	-1,200.00
Check	04/20/2017	1014	Monroe Custom Ho...		X	Repairs and M...	-11,952.50	-13,152.50
Check	05/15/2017	1016	Monroe Custom Ho...		X	Repairs and M...	-12,000.00	-25,152.50
Check	05/17/2017	1019	Monroe Custom Ho...		X	Repairs and M...	-6,000.00	-31,152.50
Check	05/17/2017	1019	Monroe Custom Ho...		X	Repairs and M...	-2,500.00	-33,652.50
Check	05/26/2017	1020	Monroe Custom Ho...		X	Repairs and M...	-6,000.00	-39,652.50
Check	06/07/2017	1021	Monroe Custom Ho...		X	Repairs and M...	-25,115.60	-64,768.10
Check	07/13/2017	1023	Monroe Custom Ho...		X	Repairs and M...	-2,400.00	-67,168.10
Check	07/31/2017	1025	Monroe Custom Ho...		X	Repairs and M...	-67,168.10	-67,168.10
Total MBT 100070058								
Members Equity							1,200.00	1,200.00
Closing Entry							1,200.00	1,200.00
Total Members Equity								
Repairs and Maintenance								
Check	04/20/2017	1014	Monroe Custom Ho...			MBT 100070058	11,952.50	11,952.50
Check	05/15/2017	1016	Monroe Custom Ho...			MBT 100070058	12,000.00	23,952.50
Check	05/17/2017	1019	Monroe Custom Ho...			MBT 100070058	6,000.00	29,952.50
Check	05/26/2017	1020	Monroe Custom Ho...			MBT 100070058	2,500.00	32,452.50
Check	06/07/2017	1021	Monroe Custom Ho...			MBT 100070058	6,000.00	38,452.50
Check	07/13/2017	1023	Monroe Custom Ho...			MBT 100070058	25,115.60	63,568.10
Check	07/31/2017	1025	Monroe Custom Ho...			MBT 100070058	2,400.00	65,968.10
Total Repairs and Maintenance							65,968.10	65,968.10
TOTAL							0.00	0.00



Cakes By Stephanie

118

734-240-Cake

HOURS
Baker & Decorator
Wed - Sat
10am - 7pm
Sun - 12pm - 6pm
Cakes by Stephanie
734-240-2277

Cakes
By
Stephanie
OPEN

Memorandum

Date: September 14, 2017
To: DDA Board
From: Paula Stanifer
Re: Façade Grant Payment - 115 East Front Street

Façade Grant Payment Approval

The applicant, TEC Holding (Joseph Bates), has completed the work at 115 East Front Street. At this time he is asking for reimbursement as approved by the DDA Board on April 20, 2016.

He has provided copies of receipts/checks showing the payment for the work completed. The façade improvement totaled \$14,050. The applicant was approved for reimbursement of \$5,000.

Board approval is requested for the payment of \$5,000 to TEC Holding, reimbursement for façade improvements.

TO: Joe Bate's 313.300 8162 115 E. Front St Monroe Mich 48161		WORK PERFORMED AT: 115 E. Front St Out Side Brick Repair & Paint 734 777 7913
DATE 4-30-2017	YOUR WORK ORDER NO. #0352017	OUR BID NO. #26-352017

DESCRIPTION OF WORK PERFORMED

- #1 Clean & Wash Whole Building
- #2 Repoint All Mortar on Building
- #3 Replace 16 to 20 Bricks on Back By Door & Front Windows
- #4 Remove cracking mortar on Bottom & Re mortar Bottom 10' & East Side Bottom By Drive Way
- #5 Paint Bottom 2 Sides Back & East Side
- #6 Paint Front Windows & Door's
- #7 Paint Stairway out side East Side
- #8 Paint 4 out side Door's (1) Back upper Door (1) Stairway Door (1) East side Bottom Door & (1) Bottom Back Door

Total cost for Labor & Lift Boom is \$12,800⁰⁰

* Joe To Buy (Mortar, Brick, Paint for Stairs) ← Denny's Buy's
Paint for Bottom & Door's ← Denny

← Joe's
with \$7,500 Down & \$5300 When Done

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of \$12,800⁰⁰ with \$7,500⁰⁰ Down & \$5300⁰⁰ When Done Dollars (\$12,800⁰⁰).

This is a ☐ Partial ☒ Full invoice due and payable by: _____ 2017
in accordance with our ☐ Agreement ☐ Proposal No. #3-2017 Dated 4-30-2017 Friday 2017
Month Day Year

Denny's
734.777-7913

CHANGE ORDER #	DATE
#011-17	July 3, 2017
CUSTOMER NAME	
Joe Bate's / CHS	
STREET	
115 E. Front St	
CITY	STATE/ZIP
Monroe	Mich 48161

Original Job Information:

JOB NAME	LOCATION
Joe Bate's / CHS	115 E. Front St
JOB/CONTRACT #	DATE
Downtown Job Add on's	Aug-8-2017

We hereby submit the following specifically described additional work:

- #1 Big Door on Back - Siding & Insulate, osb wood ① \$218.96
- #2 Remove Joe's Door in Office & Brick it up \$475.00
- #3 Dry Wall, Stud up & Insulate Door opening, osb wood ① \$124.34
- #4 Dig & Install 4" Pipe For Drain in Back \$116.19
- #5 Paint East Side of Building Not on Bid paint \$800.00
- #6 Install ① Light At Top of Steps \$49.89
- #7 Install Door Plate at Bottom of Door \$28.36
- #8 Siding in ③ Lower Windows & Stud up Frames \$112.54
- #9 Install ② gutter elbows to drain \$93.00
- #10 Seal Front of Building \$169.54
- #11 Permit For Job \$173.00
- #12 Engineering Permit \$50.00

TOTAL COST FOR

Add on's \$2415.82

T. 734.00 - labor

3149.82

8-9-17

\$4000.00

CK 21629
21628

Additional charge for above described work is: \$ _____ Dollars

with payments to be made as follows: _____

Additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

We propose hereby to furnish material and labor — complete in accordance with these specifications at above stated price.

Respectfully submitted _____

ACCEPTANCE OF ADDITIONAL WORK

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance _____ Signature _____

CHS GROUP LLC

21163

Denny Willis

Date	Type	Reference
5/8/2017	Bill	

Original Amt.
7,500.00

Balance Due
7,500.00

5/8/2017
Discount
Check Amount

Payment
7,500.00
7,500.00

Signature Bank Check DP on outside work

7,500.00

TAYLOR MI 48180

313-914-2334

02

05/30/2017

21083-0

Rental Period: 05/31/2017 TO 06/28/2017

Rental Period Invoiced: 28 Day 0 Hour

Customer	CHSGROUP	Term:	On receipt
CHS GROUP, LLC 115 E FRONT STREET MONROE, MI 48161			
Tel:	313-300-8162	Fax:	734-241-5015
Salesman:	02-Chuck West		

Delivery		
CHS GROUP, LLC 115 E FRONT STREET DENNY 734-777-7913 MONROE, MI 48161		
P.O. #	Res. #	Ctr. #
	0-0	0

Item	Description	Qty	Day	Week	4 Wk.	Total
A45F-05	ART 45' BOOM S/N: 10781 CUSTOMER SUPPLY SAFETY RESTRAINT	1	245.00	620.00	1,550.00	1,550.00
+HMIER	Hour Meter,					
	Out: 5859					
+TRKNG	DELIVERY & PICK UP	1				250.00

5897 hrs @ PJM

PD. Amex

Shipping Notes

LESSEE ACKNOWLEDGES THEY HAVE READ AND AGREE WITH THE FRAZIER RENTALS TERMS AND CONDITIONS ON THE REVERSE.

Lessee agrees:

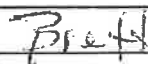
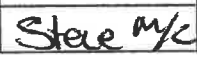
1. Equipment will at all times be operated by a fully qualified operator who has been safety trained to applicable ANSI standards.
2. Lessee is responsible for all damages to equipment including tire repairs.
3. Lessee agrees that they comply with all insurance requirements on the reverse side of this contract.
4. Lessee agrees with the attached machine condition report.

I acknowledge receipt of the equipment subject to the stated terms of this agreement, which I have read and understand.

Delivery Accepted by: 

Date: 5-31-17

Sales	
Rental	
Shipping	
Cleaning	
Labor	
Waiver	
Subtotal	
MI	
Total	
Deposit	0.00
Payment	
Amount Due	

Delivery driver:  Pickup driver: 

7-10-2017

JUP LLC

21628

enny Willis
Type Reference
17 Bill

Original Amt.
734.00

Balance Due
734.00

8/9/2017
Discount
Check Amount

Payment
734.00
734.00

JUP LLC

21629

enny Willis
Type Reference
7 Bill

Original Amt.
3,266.00

Balance Due
3,266.00

8/9/2017
Discount

Payment
3,266.00
21334

JUP LLC

enny Willis
Type Reference
117 Bill

Original Amt.
1,000.00

Balance Due
1,000.00

6/17/2017
Discount
Check Amount

Payment
1,000.00
1,000.00

JUP LLC

21356

Benny Willis

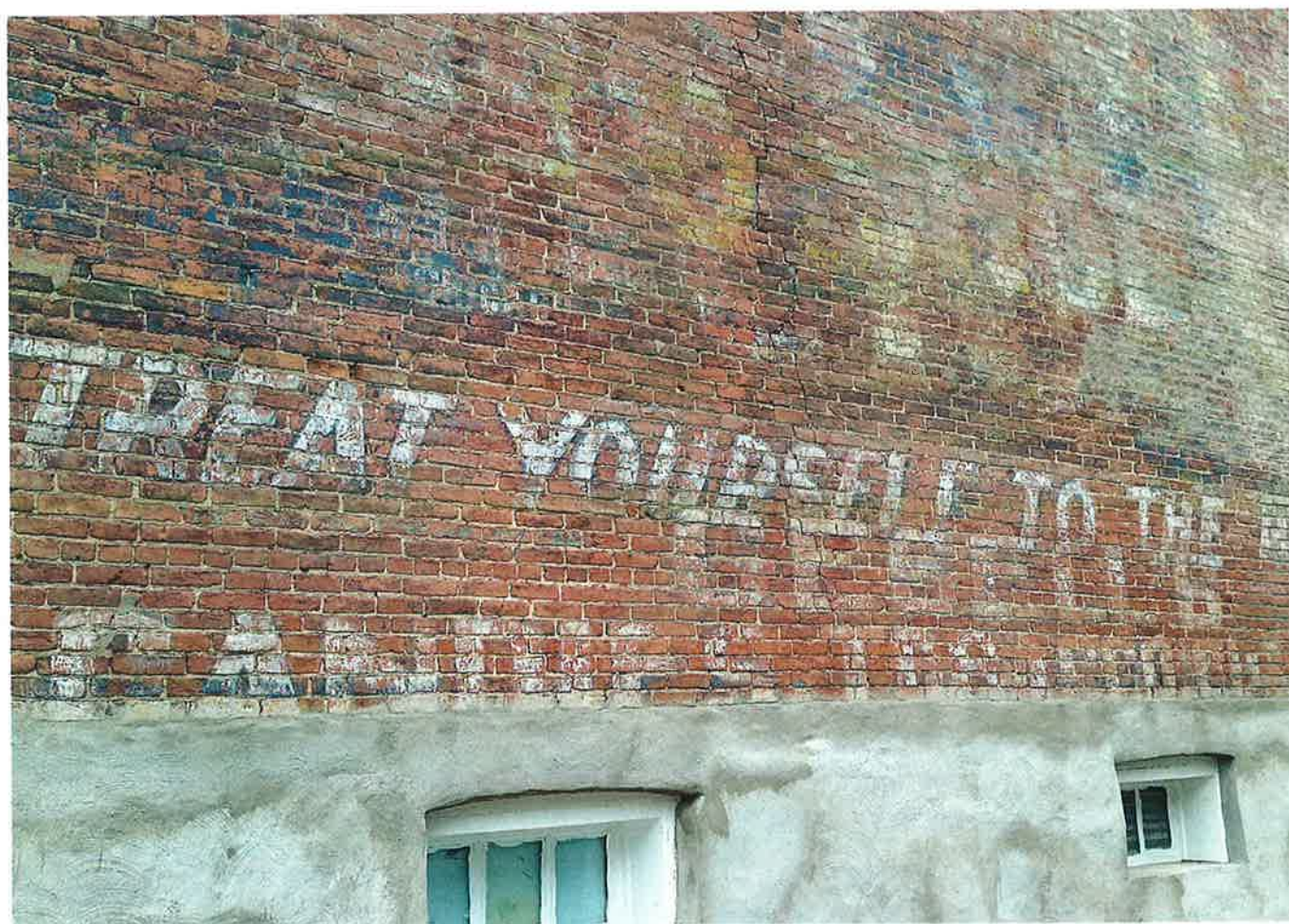
6/20/11

one thousand dollars

Frank St

Car T.







Memorandum

Date: September 14, 2017
To: DDA Board
From: Scott Goocher
Re: Façade Grant Extensions on 15 West Front and 21 West Front

Façade Reinvestment Grant Committee recommending an extension for 15 West Front and 21 West Front until April 1, 2018.

Board approval is requested for support of these extensions.

Memo

Date: September 13, 2017

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: REVISIONS TO DDA BY-LAWS

BACKGROUND:

At the August board meeting, revisions to the by-laws were proposed and discussed. According to the existing by-laws, board members were afforded one month to contemplate the revisions. At this time, the board may consider adoption of the revisions.

Major highlights are:

- Article 2 - Replace mission statement with that adopted in Strategic Plan
- Article 4 – Revise language in section 3 about board membership to comply with state law
- Article 5 – Remove condition for Secretary to be non-board member; remove reference to Treasurer and add language that permits DDA to contract with the City of Monroe for services, including legal and finance in Article 6
- Article 7 – The Chairperson shall cause the agenda to be prepared and distributed forty-eight hours in advance of a regular board meeting; remove Section 9 about meeting attendance as redundant
- Article 9 – Revise language such that a committee chair must be a board member
- Article 10 – Change budget process such that the board will establish an annual work plan prior to the reception of project proposals from committees; budget preparation will follow

There were other minor language changes or clarifications that do not substantively change the by-laws.

ACTION:

Adopt the revised bylaws, with or without changes. The revised by-laws will be presented to the City Council for final approval.



MONROE DOWNTOWN DEVELOPMENT AUTHORITY MONROE, MICHIGAN

BY-LAWS

Adopted by the Monroe DDA: ~~June 15, 2011~~
Reviewed by the City of Monroe: ~~July 18, 2011~~

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ARTICLE 1

Name and Principal Office

Section 1: The name of this Authority is the Monroe Downtown Development Authority (Monroe DDA).

ARTICLE 2

Statement of Mission and Purpose

Section 1: Mission Statement – ~~The mission of the Monroe DDA is to enhance the quality of life and develop a positive image of Downtown Monroe for residents, businesses and visitors by promoting cultural and economic growth in the Downtown area. The Monroe Downtown Development Authority (DDA) exists to serve as the lead organization in the preservation and enhancement of downtown Monroe. Its mission is to provide direction and resources to businesses, property owners and residents in the downtown district. It works for the advancement of downtown through promotion of its businesses and events; the facilitation of redevelopment opportunities; and to increase Monroe's unique sense of place and community. Its goal is to be a dynamic and innovative organization that works with volunteers, other organizations and the City of Monroe for the betterment of downtown.~~

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Section 2: Purpose – The purpose of the Monroe DDA is to act in accordance with the provisions of Act 197 of the Public Acts of 1975 (MCL 125.1651 et seq.) as amended hereinafter referred to as the “Act”. The Authority shall have all the powers, which now or hereafter may be conferred by law on authorities organized under this Act. The overall goal of the Authority is to undertake public improvements and other activities that have the - greatest impact in strengthening the downtown ~~area~~district and attracting new private investments in the Monroe DDA ~~area~~district.

In addition, the Authority is organized to stimulate downtown revitalization in Monroe through promotion (creating a positive image for downtown by promoting the downtown as an exciting place to live, shop, ~~and~~ invest and host special events); design (improving the appearance of the downtown); development (exploring opportunities for business, parking and related economic improvements); grant (support ~~downtown events, and building~~ renovations) and to receive, administer and distribute funds in connection with any activities related to the above purposes. No part

of the net earnings of the Authority shall inure to the benefit of any of its members or any other individual.

ARTICLE 3

Monroe DDA ~~Area~~District

Section 1: The Monroe DDA ~~Area~~District shall be that geographic area indicated on the attached map [Exhibit A].

ARTICLE 4

Board of Directors

Section 1: General Powers – The Authority shall operate within the Authority district described in the Ordinance (Monroe Code Chapter 22, Article III) as currently in effect and as it may be amended pursuant to the Ordinance and the Act. The Authority shall be under the supervision and control of the Authority’s Board of Directors, hereinafter referred to as the “Board”.

Section 2: Size and Tenure – The Board shall consist of the Mayor and not less than eight-(8) nor more than twelve (12) members as determined by the City Council. The members shall be appointed for a term of four (4) years. No member shall be appointed to serve more than two (2) consecutive full four (4) year terms without a minimum of one (1) year break from the Board.

Section 3: Selection of Board Members – The Mayor of the City of Monroe, with the advice and consent of the City Council, shall appoint Board Members. Not less than a majority of the members shall have an interest in property located in the Authority District or shall be officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than one (1) of the members shall be a resident of the Downtown district, if the Downtown district has one-hundred (100) or more persons residing within it. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional Oath of Office.

Section 4: Compensation – All members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary expenses while conducting the business of the Board provided prior approval has been authorized by the ~~-~~Board.

Section 5: Vacancies and Expiration of Terms – If necessary to comply with Section 2, a member whose term of office has expired shall continue to hold office until the member’s successor is appointed and qualified. An appointment to fill a vacancy shall be made in the same manner as the original appointment, but for the unexpired term only. The Mayor of the City of Monroe shall, with the advice and consent of the City Council, appoint a successor within a reasonable period of time after the vacancy was created.

Section 6: Removal of Board Members – A Board Member may be removed from the Board for neglect of duty, including absence from three (3) consecutive regular meetings without excuse, malfeasance, or any other good cause by a majority vote of the Monroe City Council. If two-thirds of the full membership of the Board feels a member has neglected his/her duty and should be removed, the Board shall forward a recommendation to the City Council. If the Mayor and City Council deem it necessary to remove a member, they shall notify that member by a written notice sent certified mail. That member shall be asked to appear before the council within fourteen (14) days. At that time, the Council will give the member an opportunity to be heard and then decide if the member shall be removed.

ARTICLE 5

Officers

Section 1: Officers – The Officers of the Board shall be a Chairperson, Vice-Chairperson, ~~Treasurer~~ and Secretary. All officers shall be members of the Board, ~~with the exception of the Secretary.~~

Section 2: Removal of Officers – An officer may be removed by a majority vote of the Board whenever in its' judgment the best interest of the Board will be served. An officer may resign from office and still continue to serve as a member of the Board.

Section 3: Chairperson – The Chairperson shall preside at all meetings of the Board and shall discharge the duties as a presiding officer. The Chairperson shall give, or cause to be given, notice of all meetings of the Board.

Section 4: Vice-Chairperson – In the absence of the Chairperson or the event of inability to serve as Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers and be subject to the restrictions of the ~~Chairperson.~~

~~**Section 5:** Treasurer – The Treasurer shall ensure the preparation of a monthly statement of all revenues and expenses and, with the assistance of appropriate City Officials, an Annual Financial Report covering the fiscal year of the Authority. The fiscal year of the Authority shall be the same as that of the City, July 1 through June 30. The Board will direct an annual audit to be prepared and the results of which forwarded to the Michigan Department of Treasury. A copy of said audit shall be forwarded to City Council.~~

Section 65: Secretary – The Secretary or designee shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose. ~~The Secretary shall give, or cause to be given, notice of all meetings of the Board~~ and shall perform such other duties as may be prescribed by the Board. The Secretary shall, when authorized by the Board, attest by signature to actions of the Board.

Section 76: In the absence of any officer of the corporation, the Authority may delegate the powers and duties of any officer to any member provided a majority of the Authority then in office concurs therein.

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Section 87: Election of Officers – Nominations shall be made from the floor at the Annual Meeting in July. Officers shall be elected by a majority vote of the members of the Board in office. The term of office shall be for one (1) year and begin at the close of the Annual Meeting at which they are elected. No member shall hold more than one (1) office at a time.

ARTICLE 6

Executive -Director

Section 1: The Executive Director shall manage the daily operations of the Authority. The Executive Director shall be responsible for coordinating the implementation of the Authority's policies and projects and such other duties as the Board of Directors may require. The Executive Director shall receive for his/her services such compensation as may be determined by the Authority. The duties, rights and responsibilities of employees of the Authority shall be consistent with the provisions of Act No. 197 of the Public Acts of 1975.

Section 2. Contracts for Services: The Authority may, at its discretion, contract with the City of Monroe for administrative, financial, planning or other services in support of its operations.

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ARTICLE 7

Meetings

Section 1: Annual Meetings – An Annual Meeting shall be held the first regular meeting in July at a time and place to be set by the Board. The election of officers shall occur at the Annual Meeting. If the election of officers does not occur on the day designated or any adjournment thereof, the Board shall cause the election to be held at a regular or special meeting of the Board within ninety (90) days of the Annual ~~Meeting.~~

Section 2: Regular Meetings – Regular meetings of the Board shall be held at a time and place to be set by the Board. At least six (6) regular meetings per year shall be held. The Board records shall be open to the public.

Section 3: Special Meetings – Special meetings of the Board may be called by the Chairperson, Vice-Chairperson in the absence of the Chairperson, or by any three (3) Board members by giving twenty-four (24) hours notice of the meeting, stating the purpose of the meeting and by posting a notice eighteen (18) hours prior to the meeting in the Monroe DDA Office and in the lobby of City Hall.

Section 4: Notice of Meetings – Public notice of the time, date and place of the meetings of the Authority shall be given in the manner required by Act No. 267 of the Public Acts of 1976, Michigan Open Meetings Act. Required notices for Board members may be given electronically.

Section 5: Agenda – The ~~Secretary shall prepare~~Chairperson shall cause to be prepared the agendas for all meetings and he or his designee shall send them to the Board members at

least ~~twenty-four~~forty-eight (~~24~~48) hours prior to the meeting. Any member of the Board may request any item to be placed on the agenda.

Section 6: Quorum and Voting – A majority of the members of the Board in office shall constitute a quorum for the transaction of business. A vote of the majority of the members present at a meeting at which a quorum is present shall constitute the action of the Board unless the vote of a larger number is required by statute, or elsewhere in these by-laws. In the event that effective membership is reduced because of a conflict of interest, a majority of the remaining members eligible to vote shall constitute the action of the ~~Board~~.

Section 7: Rule of Order – Robert’s Rules of Order will govern the conduct of all meetings.

Section 8: Open and Closed Meetings – The Board shall adopt rules consistent with Act No. 267 of the Public Acts of 1976, Michigan Open Meetings Act, governing its procedure and the holding of regular meetings. All regular meetings of the Board shall be open to the ~~public~~. Closed meetings of the Board may be called for purposes listed in the Open Meetings Act No. 267 of the Public Acts of 1976, as amended, if approved by the ~~Authority~~.

~~**Section 9: Attendance** – A member who is absent from three (3) consecutive meetings of the Board may be removed from the Board by the Mayor with the concurrence of the City Council (see Article 4 Section 6).~~

ARTICLE 8

Committees

Section 1: Standing Committees – The Monroe DDA shall have four (4) standing committees, which shall be entitled Promotion, Design, Development and ~~Facade~~ Grant.

Section 2: Standing Committee Structure – No fewer than three (3) individuals shall serve on each committee. The maximum number of individuals allowed to serve on each committee shall be at the discretion of the individual committee’s Chairperson. At least two (2), but no more than four (4) Monroe DDA Board Members shall serve on one (1) committee. The Monroe DDA Executive Director shall act as a permanent consultant to each committee without needing to be in attendance at all meetings. The committees shall include outside consultants, residents of the city and business people of the DDA district appointed by vote of the Monroe DDA Board of Directors deemed necessary.

Section 3: Term of Office –A committee member may be removed at any time, with or without cause, by a vote of the Monroe DDA Board of Directors. Subject to the foregoing, each member of each standing committee shall continue as such until the next annual meeting of the members of the Monroe DDA Board and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 4: Chairperson -- One (1) member of each standing committee shall be appointed Chairperson by the Monroe DDA Board and does ~~not~~ have to be a Monroe DDA Board Member.

Section 5: Quorum – Unless otherwise provided in the resolution of the Monroe DDA Board designating a committee, a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6: Power of Committees – Unless otherwise directed by the Monroe DDA Board, standing committees shall determine and schedule their meeting times, dates and locations; consult with outside sources; interface with other city-appointed Boards and Commissions for an exchange of ideas that would then be presented to the Monroe DDA Board prior to any action of the Monroe DDA Board.

The committees could interface by inviting member(s) of such Boards and Commissions to a committee meeting, member(s) of the committee attending said Board's meeting, telephone consultation and written correspondence; make recommendations to the Board for approval; act on decisions made by the Board as delegated by said Board. Standing committees do not have the authority to take action without the approval of the Board; make decisions without the approval of the Board; act on proposed plans without approval from the Board; make recommendations between committees without Board approval; and enter into contracts or purchase agreements.

Section 7: Duties – The duties of the committees are to notify the Executive Director and Chairperson of all meeting times, dates and locations; keep written minutes of each meeting to be filed with the Monroe DDA; keep the Executive Director informed of the events of each meeting by means of the Chairperson if unable to attend; fulfill charges of and answer to the Board; present monthly committee reports at the Board's regular meetings; act in the best interest of the Board at all times.

Section 8: Other Committees – The Board may designate or appoint one (1) or more committees, in addition to the above-named standing committees. The designation and appointment of any such committees and the delegation thereto of authority shall not operate to relieve the Board, or any individual Director, of any responsibility imposed upon them by law.

ARTICLE 9

Agreements and Contracts

Section 1: Only the Board shall enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by the Act.

ARTICLE 10

Assets and Liabilities

Section 1: Funds – All orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Authority shall be signed by the Executive- Director

and forwarded to the Finance Department of the City of Monroe for the issuance of payment. If for any reason the Board establishes a bank account outside of the City of Monroe's bank account, then all checks, drafts and orders for payment of money, notes or other evidences of indebtedness shall be executed by the Treasurer and countersigned by the Chairperson of the Authority. The Vice-Chairperson is authorized to execute documents in the absence of the ~~Treasurer or~~ Chairperson. All funds of the Authority shall be placed in such banks, trust companies, or other depositories as designated by the Board.

Section 2: Gifts – The Board may accept on behalf of the Authority any contributions, gifts, bequests or devise for the general purposes or for any special purpose of the Authority.

Section 3: Budget – ~~The fiscal year of the Authority shall begin on the 1st day of July and end on last day of June each year, or such other fiscal year as may hereafter be adopted by the City. The Board shall set goals and objectives and develop an annual work plan for the fiscal year beginning July 1 by November of the preceding year. The committees of the Monroe DDA shall submit to the Board proposed objectives and goal project proposals which support those goals and objectives to the Board in by December for the development of an annual budget. The Board shall set goals and objectives annually in January to develop and approve a budget for the fiscal year beginning July 1.~~ The Board shall then approve and submit an annual budget to the City Council of the City of Monroe for final- approval.

ARTICLE 11

Records

Section 1: Records – The Authority shall keep correct and complete records of books and accounts and minutes of all regular and special meetings. The records shall be kept at the principal office of the Authority, which will have a record of the names and addresses of the members. All books and records, financial or otherwise, of the Authority shall be made- available to the public in compliance with the Michigan Freedom of Information Act, Act No. 442 of the Public Acts of 1976. In addition to the records prescribed herein writings prepared, owned, used, in the possession of, or retained by the Board in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976. An annual audit by an independent Certified Public Accountant will be conducted.

Section 2: The fiscal year of the Authority shall at all times conform to the fiscal year of the City of Monroe.

ARTICLE 12

Conflict of Interest

Section 1: No member, officer or employee of the Authority shall be party, directly or indirectly, to a contract between himself/herself or the Authority except as provided in **Section 3** hereof.

Section 2: No member, officer or employee of the Authority shall directly or indirectly solicit any contract between the Authority and (1) himself/herself; (2) any firm (meaning a co-

partnership or other unincorporated association) of which he/she is a partner, member or employee; (3) any private corporation in which he/she is a stockholder owning more than one percent (1%) for the total outstanding stock of any class whether or not it is listed on a stock exchange, or of which he/she is a director, officer or employee; (4) any trust of which he/she is a beneficiary or trustee; nor shall he/she take any part in the negotiations for such a contract or the re-negotiation thereof or amendment thereto or in the approval thereof; nor shall he/she represent either party in the transaction, except as provided in *Section 3* hereof.

Section 3: The provisions of *Sections 1* and *2* shall apply to all members, officers or other employees who are paid for working more than an average of twenty-five (25) hours per week for the Authority, but shall not apply to any other member, officer or employee if he/she promptly discloses his/her pecuniary interest in the contract to the official body which has power to approve the contract, which disclosure shall be made a matter of record in its official proceedings; and if the contract is approved by not less than 2/3 of the full membership of the approving body without the vote of a member thereof, if any, making such disclosure.

ARTICLE 13

Indemnification

Section 1: Indemnification – Whenever any claim is made or any civil action is commenced against any officer or employee of the Authority, or injuries to persons or property caused by the negligence of the officer or employee while in the course of their employment, and while acting in the scope of their authority, the Board may, but is not required, to pay for legal services and also for any judgment or compromised settlement of the claim, pursuant to Act No. 170, of the Public Acts of 1964, MCL 691.1401 et seq and MCL 691.1408 as amended.

Section 2: Reimbursement – Any indemnification under *Section 1* shall be made by the Board only as authorized in the specific case upon a determination that indemnification of the employee or officer is proper in circumstances because they have met the applicable standard of conduct set forth in *Section 1*. Such determination shall be made in either of the following ways:

1. By a majority vote of the members of the Board who were not parties to such action, suit or proceedings; or
2. If such quorum is not obtainable, or even if obtainable, a quorum of disinterested members so directs, supported by the recommendation of legal counsel in a written opinion.

Section 3: Insurance – The Board may purchase and maintain a professional Liability/Errors & Omissions Insurance Policy on behalf of any person who is or was a member or officer of the corporation against any liability asserted against the officer or employee and incurred by them in any such capacity or arising out of their status as such, whether or not the Board would have power to indemnify that person against such liability under *Sections 1* and *2* of

this article. Any insurance policy purchased and maintained by the Authority shall list the City of Monroe as co-insured.

ARTICLE 14

Amendment of By-Laws

Section 1: These By-Laws may be amended at any regular meeting of the Board by a majority vote, provided that the amendment has been submitted in writing at a previous regular meeting.

ARTICLE 15

Effect of Non-Compliance

Section 1: Subject to the provisions of law: (1) no meeting or action taken by the Board under procedures substantially in compliance with these By-Laws shall be deemed voidable, as a result of a non-compliance; (2) any action taken under procedures not in compliance with these By-Laws may be ratified and confirmed at any subsequent meeting of the Board, pursuant to these By-Laws, and the validity thereof shall not be affected or influenced by any deficiencies in the original procedures.

Memo

Date: September 13, 2017

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: DOWNTOWN/DDA LOGO REVISIONS

BACKGROUND:

Please find attached some draft ideas for the revision to the Downtown Monroe and DDA logos. These are the direction that New Moon Visions developed working with city staff to ensure consistency with the recent city revisions.

Note there are three versions: one for Downtown Monroe, one for Downtown Monroe with added iconic graphics and one for the DDA.

The extended version with iconic graphics represents the various uses in the downtown – entertainment, commerce and recreation, drawing some attention amenities along the River Raisin – the riverwalk and the pedestrian bridge. The clock is symbolic of the passage of time to acknowledge both the history and the future. The building image shows repetition of three arches which is seen throughout the building stock in the downtown area. Lastly, the blade sign from the performing arts center is a landmark marquee. We used the same colors, fonts and style of the city logo, but created a distinct image that is uniquely downtown.

For the DDA logo, we recommend option E for its efficiency and spatial relation. We thought the average person would read top to bottom, thus placing the word downtown where it would tuck into the curvature of the letter R in Monroe.

The simple Downtown Monroe logo is for use on printed and other materials where the extended version is not practical or effective.

ACTION:

Provide feedback. We will continue to work with New Moon Visions to tweak the designs.

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