



AGENDA
MONROE DOWNTOWN DEVELOPMENT AUTHORITY
ANNUAL MEETING
Wednesday, July 18, 2018, 8:00 A.M.
CITY HALL, 3RD FLOOR CONFERENCE ROOM, 120 E. FIRST ST.

1. Roll Call

2. Vision Statement (2 minutes)

3. Additions/Deletions to the Meeting Agenda (1 minute)

4. Public Comment (2 minutes per individual)

5. Consent Agenda (2 minutes)

Action Requested

- A. Approval of Agenda
- B. Approval of Minutes
 - i. Wednesday, June 20, 2018 Regular Meeting
- C. Financial Reports
 - i. June, DDA Revenue and Expenditure Report FY 2017-2018
 - ii. June, DDA Itemized Expenditure Report FY 2017-2018

6. New Business

7. Other Business

- A. Façade Reinvestment Program Revisions (20 minutes)
- B. Recommendation to Approve Extension at 6 E Front (5 minutes)
- C. Work Plan Updates (20 minutes)
- D. Election of Officers

Action Requested

Action Requested

8. Communications

9. Board Member and Administrative Comments

10. Adjournment

Action Requested

Vision Statement

In 2027, Downtown Monroe will be a state- and nationally-recognized vibrant and walkable downtown. The storefronts and upper floors are occupied and attract residents to shop and dine locally. It is the preferred downtown in the region for young and successful professionals and retired baby boomers to reside.

The Downtown Monroe retailers and restaurants combine into a lively shopping and entertainment district with an active nightlife. They leverage technology to augment their storefront sales online and to promote their businesses to the community and others in the region.

All historic downtown buildings have made improvements from facade renovations, new signage, and outdoor seating. Empty lots and underused properties are revitalized with productive real estate contributing to the tax base, creating jobs and places to live.

The downtown is connected by an attractive, functional streetscape that is welcoming to pedestrians and non-motorized modes of transportation. The downtown has created greater connection to major employers, education institute and other attractions in the area such as the River Raisin, National and State Parks, and the Center for the Arts.

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, June 20, 2018
Third Floor Conference Room
Monroe City Hall**

Anthony Trujillo called the meeting to order at 8:01 a.m.

1. Roll Call

Present: Mayor Robert Clark, Scott Goocher, Shaun McGowan, Mackenzie Swanson, Anthony Trujillo, and Chip Williams
Excused: Joe Peruski, George Boyan, Scott Kegerreis, Les Lukacs
Guests: Vincent Pastue
Staff: Annette Knowles, Michelle LaVoy Clerk-Treasurer

2. Vision Statement - Read by Mackenzie Swanson

3. Additions/Deletions to the Meeting Agenda - None

4. Public Comments

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, May 16, 2018 Regular Meeting
- C. Financial Reports:
 - ❖ May, DDA Revenue and Expenditure Report FY2017-2018
 - ❖ May, DDA Itemized Expenditure Report FY 2017-2018

Motion by Mayor Robert Clark, seconded by Chip Williams to approve items on the Consent Agenda as presented. ***Motion carried unanimously.***

6. New Business

A. Downtown Master Plan + Parking Study- Resolution of Support

Discussion followed on blighted buildings. City Manager Vincent Pastue discussed blight abatement as part of economic development.

Motion by Chip Williams, second by Mackenzie Swanson

WHEREAS, the DDA partnered with the City of Monroe to develop a Downtown Master Plan and Parking Study which includes a visionary urban design plan combined with a current conditions and future needs analysis for parking, and

WHEREAS, the DDA formed a Study Group comprised of downtown stakeholders and staff to guide the chosen consulting team in the development of the plan, and

WHEREAS, a consulting team consisting of MKSK Studios, Gibbs Planning Group and Nelson/Nygaard were retained to complete the study and plan after a thorough and equitable selection process, and

WHEREAS, the planning process commenced in October, 2017 with plentiful opportunity for board and citizen engagement, including a two-day best practices summit, three online surveys and a public open house, and which included the phases of discovery, visualization, determination and delivery, and

WHEREAS, the plan was presented to the City Council of Monroe on Monday, June 4, with members of the DDA and the Citizens Planning Commission present, and

WHEREAS, the plan addresses physical, economic, social and cultural components of the plan area, and the consulting team coalesced prior planning documents into one holistic, long-term, visionary and comprehensive plan, as specified during the selection process, and

WHEREAS, it is the intention to adopt the Downtown Master Plan and Parking Study as an amendment to the City Master Plan in accordance with the Michigan Planning Enabling Act, and

WHEREAS, as part of the adoption process, the DDA has no formal role, but endeavors to affirm its support of the plan, and

NOW BE IT THEREFORE RESOLVED, that the Monroe Downtown Development Authority endorses the 2018 Downtown Master Plan and Parking Study and encourages an efficient adoption process by the Citizens Planning Commission, and

BE IT FURTHER RESOLVED, that the Monroe Downtown Development Authority confirms its intent to champion the plan and to take a lead role in its implementation. ***Motion carried unanimously.***

B. Communication Plan for Downtown Master Plan + Parking Study

Discussion followed.

Motion by Mackenzie Swanson, second by Shaun McGowan to approve the amendment to the Marketing Plan to remove event marketing support and sponsorship and to add a Communications Plan for Downtown Master Plan Parking Study as presented. ***Motion carried unanimously.***

C. RRNBP Program Advertisement

Discussion followed.

Motion by Mayor Robert Clark, second by Mackenzie Swanson to allocate funds not to exceed \$500 toward advertisement in the RRNMB Driving Tour Guidebook, funds to be derived from Fiscal Year 2018-2019, Account Number 751-65.691-880.000, Community Promotions. ***Motion carried unanimously.***

D. Amendment to Fiscal Year 2017-2018 Budget

Motion by Mackenzie Swanson, second by Anthony Trujillo to approve the amendment to Fiscal Year 2018-2019 budget, as presented. ***Motion carried unanimously.***

7. Other Business

A. Work Plan Updates

- i. Façade Grant Program – Scott Goocher reported that he was unhappy that the Façade Grant Program or Downtown reinvestment program as it is now called, was pulled. He stated that he is excited to share the updates.

8. Communications – No communications.

9. Board Member Comments/Administrative Guest Comments

Mayor Clark updated the Board about a tour of downtown that he and Mark Cochran did. He also updated on the vacancies of various boards.

Annette stated that after 8 years Shaun McGowan is leaving the board.

Anthony Trujillo thanked Shaun for his service. He also commented on the façade grant as well as the new board members. Anthony also spoke about the Tuesday night farmer's market success.

Mackenzie also thanked Shaun and commented on how nice his shop looks with the new paint.

Scott Goocher commented on moving forward with the downtown.

Shaun McGowan also thanked the board and spoke about the updates to his store.

Chip Williams thanked Mayor Clark for working one of the stops at his event for the Cancer Society. He also spoke about the DMBN's Wine Crawl and the Ducky Dash.

10. Adjournment

Motion to adjourn by Shaun McGowan, seconded by Mackenzie Swanson at 9:13 a.m.

Motion carried unanimously.

User: esell

DB: Monroe

PERIOD ENDING 06/30/2018

		2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	06/30/2018 (ABNORMAL) ASE	06/30/2018 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	7,000.00	8,152.63	822.14	(1,152.63)
Total Dept 80.100 - GENERAL REVENUE		7,000.00	8,152.63	822.14	(1,152.63)
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	230,873.00	230,855.08	0.00	17.92
751-80.600-410.000	PERSONAL PROPERTY TAXES	(34,662.00)	(34,679.49)	0.00	17.49
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	19,428.00	19,427.62	0.00	0.38
751-80.600-692.090	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	0.00
Total Dept 80.600 - GENERAL REVENUE		218,839.00	218,803.21	0.00	35.79
Dept 82.600 - ECONOMIC DEVELOPMENT					
751-82.600-675.000	CONTRIB FROM PRIVATE SOURCE	20,000.00	20,000.00	0.00	0.00
Total Dept 82.600 - ECONOMIC DEVELOPMENT		20,000.00	20,000.00	0.00	0.00
TOTAL REVENUES		245,839.00	246,955.84	822.14	(1,116.84)
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,000.00	17,786.24	1,360.00	2,213.76
751-65.691-717.000	SOCIAL SECURITY	1,200.00	1,102.75	84.32	97.25
751-65.691-717.005	MEDICARE	280.00	257.90	19.72	22.10
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	16.49	1.26	3.51
751-65.691-727.000	OFFICE SUPPLIES	1,200.00	675.62	36.49	524.38
751-65.691-730.000	POSTAGE	100.00	11.47	0.00	88.53
751-65.691-818.010	AUDIT SERVICES	1,360.00	1,360.00	0.00	0.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	600.00	900.00	300.00	(300.00)
751-65.691-818.020-18R0300000	GENERAL CONTRACT SERVICES	45,000.00	45,000.00	10,000.00	0.00
751-65.691-818.080	FACADE IMPROVEMENTS	85,200.00	83,900.00	0.00	1,300.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	1,271.84	200.00	128.16
751-65.691-905.000	PUBLISHING/ADVERTISING	4,850.00	4,481.71	509.00	368.29
751-65.691-910.000	INSURANCE PREMIUM	700.00	666.00	55.50	34.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	223.28	6.18	576.72
751-65.691-955.035	DESIGN COMMITTEE	5,750.00	5,730.74	2,400.00	19.26
751-65.691-955.040	PROMOTION COMMITTEE	2,700.00	2,671.43	0.00	28.57
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	320.00	0.00	280.00
751-65.691-999.101	TRANSFER OUT-GENERAL	10,000.00	10,000.00	10,000.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	105,494.00	105,493.75	0.00	0.25
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		287,254.00	281,869.22	24,972.47	5,384.78
Dept 95.260 - CLERK/TREASURER					
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	100.32	0.00	(100.32)
Total Dept 95.260 - CLERK/TREASURER		0.00	100.32	0.00	(100.32)
TOTAL EXPENDITURES		287,254.00	281,969.54	24,972.47	5,284.46
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		245,839.00	246,955.84	822.14	(1,116.84)
TOTAL EXPENDITURES		287,254.00	281,969.54	24,972.47	5,284.46
NET OF REVENUES & EXPENDITURES		(41,415.00)	(35,013.70)	(24,150.33)	(6,401.30)
BEG. FUND BALANCE		521,660.71	521,660.71		
END FUND BALANCE		480,245.71	486,647.01		

TRANSACTIONS FROM 06/01/2018 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
06/01/2018			751-00.000-003.000 CERTIFICATES OF DEPOSIT	BEG. BALANCE			0.00
06/30/2018			751-00.000-003.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			491,638.29
06/01/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20221		900.00	490,738.29
06/08/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20222		10,000.00	480,738.29
06/15/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20252		800.00	479,938.29
06/21/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20285		10,200.00	469,738.29
06/29/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20311	19,000.00		488,738.29
06/30/2018	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2017	20317	831.77		489,570.06
06/30/2018			751-00.000-005.000	END BALANCE	19,831.77	21,900.00	489,570.06
06/01/2018			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			(840.95)
06/01/2018	GJ		MONTHLY P&L INSURANCE PREMIUM	20193		55.50	(896.45)
06/01/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20221	900.00		3.55
06/06/2018	GJ	JE	ECONOMIC DEVELOPMENT SUPPORT FUNDING	20217		10,000.00	(9,996.45)
06/08/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20222	10,000.00		3.55
06/12/2018	GJ	JE	5/3 SERVICE FEES - MAY 2018	20244		9.63	(6.08)
06/14/2018	PR	CHK	SUMMARY PR 06/14/2018			732.65	(738.73)
06/15/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20252	800.00		61.27
06/18/2018	GJ	JE	TRANSFER DDA PORTION OF MASTER PLAN	20272		10,000.00	(9,938.73)
06/19/2018	CD	CHK	SUMMARY CD 06/19/2018			6.18	(9,944.91)
06/19/2018	CD	CHK	SUMMARY CD 06/19/2018			236.49	(10,181.40)
06/21/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20285	10,200.00		18.60
06/28/2018	GJ	JE	CLEAR INTERFUND	20164	20,000.00		20,018.60
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018			732.65	19,285.95
06/29/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20311		19,000.00	285.95
06/30/2018			751-00.000-007.000	END BALANCE	41,900.00	40,773.10	285.95
06/01/2018			751-00.000-040.001 ACCOUNTS RECEIVABLE - MISC -	BEG. BALANCE			0.00
06/30/2018			751-00.000-040.001	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-056.000 INTEREST RECEIVABLE	BEG. BALANCE			0.00
06/30/2018			751-00.000-056.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-084.101 DUE FROM GENERAL FUND	BEG. BALANCE			20,000.00
06/28/2018	GJ	JE	CLEAR INTERFUND	20164		20,000.00	0.00
06/30/2018			751-00.000-084.101	END BALANCE	0.00	20,000.00	0.00
06/01/2018			751-00.000-123.000 PREPAID EXPENSES	BEG. BALANCE			0.00
06/30/2018			751-00.000-123.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-202.000 ACCOUNTS PAYABLE	BEG. BALANCE			0.00
06/18/2018	AP	INV	CITY OF MONROE	06122018		6.18	(6.18)
06/18/2018	AP	INV	REIMBURSE PETTY CASH MANAGERS OFFICE				
06/18/2018	AP	INV	FIFTH THIRD BANK	05/24/2018		170.00	(176.18)
06/18/2018	AP	INV	DDA CONF FEE SWANSON & TRUIJILO				
06/18/2018	AP	INV	FIFTH THIRD BANK	05/18/2018		26.49	(202.67)
06/18/2018	AP	INV	ADOBE SUBSCRIPTION				
06/18/2018	AP	INV	FIFTH THIRD BANK	05/03/2018		15.00	(217.67)
06/18/2018	AP	INV	ULI CONF PARKING				
06/18/2018	AP	INV	FIFTH THIRD BANK	05/02/2018		15.00	(232.67)
06/18/2018	AP	INV	ULI CONF PARKING				
06/18/2018	AP	INV	FIFTH THIRD BANK	05/01/2018		10.00	(242.67)
06/18/2018	AP	INV	EMAIL SUBSCRIPTION				
06/19/2018	CD	CHK	SUMMARY CD 06/19/2018		6.18		(236.49)
06/19/2018	CD	CHK	SUMMARY CD 06/19/2018		236.49		0.00

TRANSACTIONS FROM 06/01/2018 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			751-00.000-202.000 ACCOUNTS PAYABLE				
			(Continued)				
06/30/2018	AP	INV	MONROE NEWS	051838		300.00	(300.00)
			MAY 2018 CLASSIFIED ADDS				
06/30/2018	AP	INV	SEPI MARKETING	8103611		509.00	(809.00)
			GUEST GUIDE HARBORTWON RV RESORT				
06/30/2018	AP	INV	RUHLIG FARMS LLC	369		2,400.00	(3,209.00)
			INSTALLATION & PLANTING CONCRETE PLAT				
06/30/2018			751-00.000-202.000	END BALANCE	242.67	3,451.67	(3,209.00)
06/01/2018			751-00.000-202.010 ACCOUNTS PAYABLE - VIA GJ		BEG. BALANCE		0.00
06/30/2018			751-00.000-202.010	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-214.101 DUE TO GENERAL FUND		BEG. BALANCE		0.00
06/30/2018			751-00.000-214.101	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-214.670 DUE TO EMPLOYMENT BENEFIT FUND		BEG. BALANCE		0.00
06/30/2018			751-00.000-214.670	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-214.675 DUE TO POST RET HEALTH CARE		BEG. BALANCE		0.00
06/30/2018			751-00.000-214.675	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-257.000 ACCRUED WAGES PAYABLE		BEG. BALANCE		0.00
06/30/2018			751-00.000-257.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-338.000 ENCUMBRANCES		BEG. BALANCE		0.00
06/30/2018			751-00.000-338.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-365.000 RESTRICTED FOR ENCUMBRANCES		BEG. BALANCE		0.00
06/30/2018			751-00.000-365.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-366.000 APPROPRIATIONS		BEG. BALANCE		0.00
06/30/2018			751-00.000-366.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-367.000 ESTIMATED REVENUES		BEG. BALANCE		0.00
06/30/2018			751-00.000-367.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-386.000 NONSPENDABLE FUND BALANCE		BEG. BALANCE		0.00
06/30/2018			751-00.000-386.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-390.000 RESTRICTED FUND BALANCE		BEG. BALANCE		(521,660.71)
06/30/2018			751-00.000-390.000	END BALANCE	0.00	0.00	(521,660.71)
06/01/2018			751-00.000-398.000 BDGTRY FD BAL-UNRESERVED		BEG. BALANCE		0.00
06/30/2018			751-00.000-398.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-00.000-400.000 REVENUE CONTROL		BEG. BALANCE		0.00
06/30/2018			751-00.000-400.000	END BALANCE	0.00	0.00	0.00

TRANSACTIONS FROM 06/01/2018 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
06/01/2018			751-00.000-700.000	BEG. BALANCE			0.00
06/30/2018			751-00.000-700.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-702.000 FULL TIME SALARIES & WAGES	BEG. BALANCE			0.00
06/30/2018			751-65.691-702.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-703.000 PART TIME SALARIES & WAGES	BEG. BALANCE			16,426.24
06/14/2018	PR	CHK	SUMMARY PR 06/14/2018		680.00		17,106.24
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		680.00		17,786.24
06/30/2018			751-65.691-703.000	END BALANCE	1,360.00	0.00	17,786.24
06/01/2018			751-65.691-704.000 OVERTIME	BEG. BALANCE			0.00
06/30/2018			751-65.691-704.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-704.703 OVERTIME-PART-TIME	BEG. BALANCE			0.00
06/30/2018			751-65.691-704.703	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-707.000 LONGEVITY	BEG. BALANCE			0.00
06/30/2018			751-65.691-707.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-708.000 SICK PAY BONUS	BEG. BALANCE			0.00
06/30/2018			751-65.691-708.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-709.000 RETIREMENT TERMINATION PAY	BEG. BALANCE			0.00
06/30/2018			751-65.691-709.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-716.000 WAIVER-HEALTH INSURANCE	BEG. BALANCE			0.00
06/30/2018			751-65.691-716.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-717.000 SOCIAL SECURITY	BEG. BALANCE			1,018.43
06/14/2018	PR	CHK	SUMMARY PR 06/14/2018		42.16		1,060.59
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		42.16		1,102.75
06/30/2018			751-65.691-717.000	END BALANCE	84.32	0.00	1,102.75
06/01/2018			751-65.691-717.005 MEDICARE	BEG. BALANCE			238.18
06/14/2018	PR	CHK	SUMMARY PR 06/14/2018		9.86		248.04
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		9.86		257.90
06/30/2018			751-65.691-717.005	END BALANCE	19.72	0.00	257.90
06/01/2018			751-65.691-718.000 LIFE INSURANCE	BEG. BALANCE			0.00
06/30/2018			751-65.691-718.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-718.005 DISABILITY INSURANCE	BEG. BALANCE			0.00
06/30/2018			751-65.691-718.005	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-718.010 WORKERS' COMP INSURANCE	BEG. BALANCE			15.23
06/14/2018	PR	CHK	SUMMARY PR 06/14/2018		0.63		15.86
06/28/2018	PR	CHK	SUMMARY PR 06/28/2018		0.63		16.49
06/30/2018			751-65.691-718.010	END BALANCE	1.26	0.00	16.49

TRANSACTIONS FROM 06/01/2018 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
06/01/2018			751-65.691-718.015 UNEMPLOYMENT		BEG. BALANCE		0.00
06/30/2018			751-65.691-718.015	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-719.000 MEDICAL INSURANCE		BEG. BALANCE		0.00
06/30/2018			751-65.691-719.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-719.025 FLEXIBLE BENEFIT PLAN		BEG. BALANCE		0.00
06/30/2018			751-65.691-719.025	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-719.050 PRESCRIPTION INSURANCE		BEG. BALANCE		0.00
06/30/2018			751-65.691-719.050	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-719.075 DENTAL INSURANCE		BEG. BALANCE		0.00
06/30/2018			751-65.691-719.075	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-720.000 POST RETIREMENT HEALTH CARE		BEG. BALANCE		0.00
06/30/2018			751-65.691-720.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-721.000 PENSION CONTRIBUTION		BEG. BALANCE		0.00
06/30/2018			751-65.691-721.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		639.13
06/18/2018	AP	INV	FIFTH THIRD BANK	05/18/2018	26.49		665.62
06/18/2018	AP	INV	ADOBE SUBSCRIPTION				
06/18/2018	AP	INV	FIFTH THIRD BANK	05/01/2018	10.00		675.62
06/18/2018			EMAIL SUBSCRIPTION				
06/30/2018			751-65.691-727.000	END BALANCE	36.49	0.00	675.62
06/01/2018			751-65.691-728.000 COPIES		BEG. BALANCE		0.00
06/30/2018			751-65.691-728.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-730.000 POSTAGE		BEG. BALANCE		11.47
06/30/2018			751-65.691-730.000	END BALANCE	0.00	0.00	11.47
06/01/2018			751-65.691-750.075 SEASONAL DECORATIONS-DDA		BEG. BALANCE		0.00
06/30/2018			751-65.691-750.075	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-818.010 AUDIT SERVICES		BEG. BALANCE		1,360.00
06/30/2018			751-65.691-818.010	END BALANCE	0.00	0.00	1,360.00
06/01/2018			751-65.691-818.020 GENERAL CONTRACT SERVICES		BEG. BALANCE		600.00
06/30/2018	AP	INV	MONROE NEWS	051838	300.00		900.00
06/30/2018			MAY 2018 CLASSIFIED ADDS				
06/30/2018			751-65.691-818.020	END BALANCE	300.00	0.00	900.00
06/01/2018			751-65.691-818.020-08C1300000 GENERAL CONTRACT		BEG. BALANCE		0.00
06/30/2018			751-65.691-818.020-08C1300000	END BALANCE	0.00	0.00	0.00

TRANSACTIONS FROM 06/01/2018 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
06/01/2018			751-65.691-818.020-18R0300000 GENERAL CONTRACT		BEG. BALANCE		35,000.00
06/18/2018	GJ	JE	TRANSFER DDA PORTION OF MASTER PLAN 20272		10,000.00		45,000.00
06/30/2018			751-65.691-818.020-18R0300000	END BALANCE	10,000.00	0.00	45,000.00
06/01/2018			751-65.691-818.020-19R0100000 GENERAL CONTRACT		BEG. BALANCE		0.00
06/30/2018			751-65.691-818.020-19R0100000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-818.080 FACADE IMPROVEMENTS		BEG. BALANCE		83,900.00
06/30/2018			751-65.691-818.080	END BALANCE	0.00	0.00	83,900.00
06/01/2018			751-65.691-818.110 SITE IMPROVEMENT GRANT		BEG. BALANCE		0.00
06/30/2018			751-65.691-818.110	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-853.000 TELEPHONE		BEG. BALANCE		0.00
06/30/2018			751-65.691-853.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-860.000 TRAINING & TRAVEL		BEG. BALANCE		1,071.84
06/18/2018	AP	INV	FIFTH THIRD BANK	05/24/2018	170.00		1,241.84
06/18/2018	AP	INV	DDA CONF FEE SWANSON & TRUIJILO	05/03/2018	15.00		1,256.84
06/18/2018	AP	INV	FIFTH THIRD BANK	05/02/2018	15.00		1,271.84
06/18/2018	AP	INV	ULI CONF PARKING				1,271.84
06/30/2018			751-65.691-860.000	END BALANCE	200.00	0.00	1,271.84
06/01/2018			751-65.691-880.000 COMMUNITY PROMOTION		BEG. BALANCE		0.00
06/30/2018			751-65.691-880.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-905.000 PUBLISHING/ADVERTISING		BEG. BALANCE		3,972.71
06/30/2018	AP	INV	SEPI MARKETING	8103611	509.00		4,481.71
06/30/2018			GUEST GUIDE HARBORTWON RV RESORT				4,481.71
06/30/2018			751-65.691-905.000	END BALANCE	509.00	0.00	4,481.71
06/01/2018			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		610.50
06/01/2018	GJ		MONTHLY P&L INSURANCE PREMIUM	20193	55.50		666.00
06/30/2018			751-65.691-910.000	END BALANCE	55.50	0.00	666.00
06/01/2018			751-65.691-921.000 ELECTRIC		BEG. BALANCE		0.00
06/30/2018			751-65.691-921.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-922.000 GAS		BEG. BALANCE		0.00
06/30/2018			751-65.691-922.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-923.000 WATER & WASTEWATER		BEG. BALANCE		0.00
06/30/2018			751-65.691-923.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-934.751 REPAIR AND MAINTENANCE-DDA		BEG. BALANCE		0.00
06/30/2018			751-65.691-934.751	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-942.000 RENTAL-BUILDING		BEG. BALANCE		0.00

TRANSACTIONS FROM 06/01/2018 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			751-65.691-942.000 RENTAL-BUILDING				
			(Continued)				
06/30/2018			751-65.691-942.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-955.000 MISCELLANEOUS EXPENSE				217.10
06/18/2018	AP	INV	CITY OF MONROE	06122018	6.18		223.28
			REIMBURSE PETTY CASH MANAGERS OFFICE				
06/30/2018			751-65.691-955.000	END BALANCE	6.18	0.00	223.28
06/01/2018			751-65.691-955.030 DEVELOPMENT COMMITTEE				0.00
06/30/2018			751-65.691-955.030	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-955.035 DESIGN COMMITTEE				3,330.74
06/30/2018	AP	INV	RUHLIG FARMS LLC	369	2,400.00		5,730.74
			INSTALLATION & PLANTING CONCRETE PLAT				
06/30/2018			751-65.691-955.035	END BALANCE	2,400.00	0.00	5,730.74
06/01/2018			751-65.691-955.040 PROMOTION COMMITTEE				2,671.43
06/30/2018			751-65.691-955.040	END BALANCE	0.00	0.00	2,671.43
06/01/2018			751-65.691-955.040-07X0500000 PROMOTION COMMITTEE				0.00
06/30/2018			751-65.691-955.040-07X0500000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-955.045 ECONOMIC RESTRUCTURING COMMITTEE				0.00
06/30/2018			751-65.691-955.045	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-957.000 REFERENCE MATERIAL				0.00
06/30/2018			751-65.691-957.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-958.000 MEMBERSHIPS & DUES				320.00
06/30/2018			751-65.691-958.000	END BALANCE	0.00	0.00	320.00
06/01/2018			751-65.691-999.101 TRANSFER OUT-GENERAL				0.00
06/06/2018	GJ	JE	ECONOMIC DEVELOPMENT SUPPORT FUNDING	20217	10,000.00		10,000.00
06/30/2018			751-65.691-999.101	END BALANCE	10,000.00	0.00	10,000.00
06/01/2018			751-65.691-999.202-14M0700000 TRANSFER OUT-MAJOR				0.00
06/30/2018			751-65.691-999.202-14M0700000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-999.202-15M0300000 TRANSFER OUT-MAJOR				0.00
06/30/2018			751-65.691-999.202-15M0300000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-999.301 TRANSFER OUT-DEBT SERVICE				105,493.75
06/30/2018			751-65.691-999.301	END BALANCE	0.00	0.00	105,493.75
06/01/2018			751-65.691-999.401 TRANSFER OUT-CAPITAL PROJECTS				0.00
06/30/2018			751-65.691-999.401	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-999.401-09C0700000 TRANSFER OUT-CAPITAL PROJECTS				0.00

TRANSACTIONS FROM 06/01/2018 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			751-65.691-999.401-09C0700000 TRANSFER OUT-CAP:	(Continued)			
06/30/2018			751-65.691-999.401-09C0700000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-999.401-11C0600000 TRANSFER OUT-CAP:	BEG. BALANCE			0.00
06/30/2018			751-65.691-999.401-11C0600000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-999.401-12C0300000 TRANSFER OUT-CAP:	BEG. BALANCE			0.00
06/30/2018			751-65.691-999.401-12C0300000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-999.401-12C1100000 TRANSFER OUT-CAP:	BEG. BALANCE			0.00
06/30/2018			751-65.691-999.401-12C1100000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-999.401-14C0700000 TRANSFER OUT-CAP:	BEG. BALANCE			0.00
06/30/2018			751-65.691-999.401-14C0700000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.691-999.401-14C1100000 TRANSFER OUT-CAP:	BEG. BALANCE			0.00
06/30/2018			751-65.691-999.401-14C1100000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-853.000 TELEPHONE	BEG. BALANCE			0.00
06/30/2018			751-65.696-853.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-853.000-MS01000000 TELEPHONE	BEG. BALANCE			0.00
06/30/2018			751-65.696-853.000-MS01000000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-921.000 ELECTRIC	BEG. BALANCE			0.00
06/30/2018			751-65.696-921.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-921.000-MS01000000 ELECTRIC	BEG. BALANCE			0.00
06/30/2018			751-65.696-921.000-MS01000000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-922.000 GAS	BEG. BALANCE			0.00
06/30/2018			751-65.696-922.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-922.000-MS01000000 GAS	BEG. BALANCE			0.00
06/30/2018			751-65.696-922.000-MS01000000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-942.000 RENTAL-BUILDING	BEG. BALANCE			0.00
06/30/2018			751-65.696-942.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-942.000-MS01000000 RENTAL-BUILDING	BEG. BALANCE			0.00
06/30/2018			751-65.696-942.000-MS01000000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-955.000 MAIN ST. ECON. RESTRUCT. COI	BEG. BALANCE			0.00
06/30/2018			751-65.696-955.000	END BALANCE	0.00	0.00	0.00

TRANSACTIONS FROM 06/01/2018 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
06/01/2018			751-65.696-955.000-MS01000000		BEG. BALANCE		0.00
06/30/2018			751-65.696-955.000-MS01000000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-955.000-MS02000000		BEG. BALANCE		0.00
06/30/2018			751-65.696-955.000-MS02000000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-955.000-MS03000000		BEG. BALANCE		0.00
06/30/2018			751-65.696-955.000-MS03000000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-955.000-MS04000000		BEG. BALANCE		0.00
06/30/2018			751-65.696-955.000-MS04000000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-955.000-MS05000000		BEG. BALANCE		0.00
06/30/2018			751-65.696-955.000-MS05000000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-998.000 CONTINGENCIES		BEG. BALANCE		0.00
06/30/2018			751-65.696-998.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.696-998.000-MS01000000 CONTINGENCIES		BEG. BALANCE		0.00
06/30/2018			751-65.696-998.000-MS01000000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.945-991.000 PRINCIPAL ON DEBT		BEG. BALANCE		0.00
06/30/2018			751-65.945-991.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-65.945-995.000 INTEREST EXPENSE		BEG. BALANCE		0.00
06/30/2018			751-65.945-995.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(7,330.49)
06/12/2018	GJ	JE	5/3 SERVICE FEES - MAY 2018	20244	9.63		(7,320.86)
06/30/2018	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2017	20317		831.77	(8,152.63)
06/30/2018			751-80.100-665.005	END BALANCE	9.63	831.77	(8,152.63)
06/01/2018			751-80.600-402.000 REAL PROPERTY TAXES		BEG. BALANCE		(230,855.08)
06/30/2018			751-80.600-402.000	END BALANCE	0.00	0.00	(230,855.08)
06/01/2018			751-80.600-410.000 PERSONAL PROPERTY TAXES		BEG. BALANCE		34,679.49
06/30/2018			751-80.600-410.000	END BALANCE	0.00	0.00	34,679.49
06/01/2018			751-80.600-441.000 LCSA APPROPRIATION/PPT EXEMI		BEG. BALANCE		0.00
06/30/2018			751-80.600-441.000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-80.600-573.000 LCSA APPROPRIATION/PPT EXEMI		BEG. BALANCE		(19,427.62)
06/30/2018			751-80.600-573.000	END BALANCE	0.00	0.00	(19,427.62)
06/01/2018			751-80.600-692.090 MISCELLANEOUS REVENUE		BEG. BALANCE		(3,200.00)

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TRANSACTIONS FROM 06/01/2018 TO 06/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			751-80.600-692.090 MISCELLANEOUS REVENUE	(Continued)			
06/30/2018			751-80.600-692.090	END BALANCE	0.00	0.00	(3,200.00)
06/01/2018			751-82.600-675.000 CONTRIB FROM PRIVATE SOURCE	BEG. BALANCE			(20,000.00)
06/30/2018			751-82.600-675.000	END BALANCE	0.00	0.00	(20,000.00)
06/01/2018			751-82.600-675.000-07X0500000 CONTRIB FROM PRI	BEG. BALANCE			0.00
06/30/2018			751-82.600-675.000-07X0500000	END BALANCE	0.00	0.00	0.00
06/01/2018			751-95.260-961.005 REFUND - BOR SETTLEMENT	BEG. BALANCE			100.32
06/30/2018			751-95.260-961.005	END BALANCE	0.00	0.00	100.32
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					86,956.54	86,956.54	0.00

Monroe Downtown Development Authority 2017-2018 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures		Balance
	\$20,000.00			
7/13/2017		\$295.79		
7/27/2017		\$769.08		
8/10/2017		\$591.60		
8/24/2017		\$927.52		
9/7/2017		\$680.00		
9/21/2017		\$714.00		
10/5/2017		\$722.50		
10/19/2017		\$680.00		
11/2/2017		\$680.00		
11/16/2017		\$680.00		
11/30/2017		\$752.25		
12/14/2017		\$714.00		
12/28/2017		\$680.00		
1/11/2018		\$680.00		
1/25/2018		\$680.00		
2/8/2018		\$705.50		
2/22/2018		\$714.00		
3/8/2018		\$680.00		
3/22/2018		\$680.00		
4/5/2018		\$680.00		
4/19/2018		\$680.00		
5/3/2018		\$680.00		
5/17/2018		\$680.00		
5/31/2018		\$680.00		
6/14/2018		\$680.00		
6/28/2018		\$680.00		
				\$2,213.76
Social Security	Budget	Expenditures		Balance
	\$1,200.00			
7/13/2017		\$18.34		
7/27/2017		\$47.68		
8/10/2017		\$36.68		
8/24/2017		\$57.51		
9/7/2017		\$42.16		
9/21/2017		\$44.26		
10/5/2017		\$44.80		
10/19/2017		\$42.16		
11/2/2017		\$42.16		
11/16/2017		\$42.16		
11/30/2017		\$46.64		
12/14/2017		\$44.27		
12/28/2017		\$42.16		
1/11/2018		\$42.16		

Monroe Downtown Development Authority
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1/25/2018		\$42.16		
2/8/2018		\$43.74		
2/22/2018		\$44.27		
3/8/2018		\$42.16		
3/22/2018		\$42.16		
4/5/2018		\$42.16		
4/19/2018		\$42.16		
5/3/2018		\$42.16		
5/17/2018		\$42.16		
5/31/2018		\$42.16		
6/14/2018		\$42.16		
6/28/2018		\$42.16		
				\$97.25
Medicare	Budget	Expenditures		Balance
	\$280.00			
7/13/2017		\$4.29		
7/27/2017		\$11.15		
8/10/2017		\$8.58		
8/24/2017		\$13.45		
9/7/2017		\$9.86		
9/21/2017		\$10.35		
10/5/2017		\$10.48		
10/19/2017		\$9.86		
11/2/2017		\$9.86		
11/16/2017		\$9.86		
11/30/2017		\$10.91		
12/14/2017		\$10.35		
12/28/2017		\$9.86		
1/11/2018		\$9.86		
1/25/2018		\$9.86		
2/8/2018		\$10.23		
2/22/2018		\$10.35		
3/8/2018		\$9.86		
3/22/2018		\$9.86		
4/5/2018		\$9.86		
4/19/2018		\$9.86		
5/3/2018		\$9.86		
5/17/2018		\$9.86		
5/31/2018		\$9.86		
6/14/2018		\$9.86		
6/28/2018		\$9.86		
				\$22.10

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

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		\$0.86		
9/7/2017		\$0.63		
9/21/2017		\$0.66		
10/5/2017		\$0.67		
10/19/2017		\$0.63		
11/2/2017		\$0.63		
11/16/2017		\$0.63		
11/30/2017		\$0.70		
12/14/2017		\$0.66		
12/28/2017		\$0.63		
1/11/2018		\$0.63		
1/25/2018		\$0.63		
2/8/2018		\$0.66		
2/22/2018		\$0.66		
3/8/2018		\$0.63		
3/22/2018		\$0.63		
4/5/2018		\$0.63		
4/19/2018		\$0.63		
5/3/2018		\$0.63		
5/17/2018		\$0.63		
5/31/2018		\$0.63		
6/14/2018		\$0.63		
6/28/2018		\$0.63		
				\$3.51
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$1,200.00			
Email Subscription		\$10.00		
Web Hosting		\$275.00		
Domain Name Renewal		\$30.34		
Adobe subscription		\$26.49		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		

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Adobe subscription		\$26.49		
Email Subscription		\$14.50		
Adobe subscription		\$26.49		
Email Subscription		\$10.88		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		
				\$524.38
Copies	Budget	Expenditures		Balance
	\$0.00			
				\$0.00
Postage	Budget	Expenditures		Balance
	\$100.00			
August		\$0.46		
Postage for return of banner		\$10.54		
January		\$0.47		
				\$88.53
Audit Services	Budget	Expenditures		Balance
	\$1,360.00			
Plante & Moran PLLC		\$1,360.00		
				\$0.00
General Contract Services - 818.020	Budget	Expenditures		Balance
	\$45,600.00			
Master Plan Consultant		\$1,055.12		
Master Plan Consultant		\$15,710.86		
New Moon Visions (Logos)		\$600.00		
Master Plan Consultant		\$8,563.64		
Master Plan Consultant		\$6,390.38		
Master Plan Consultant		\$3,280.00		
Monroe News Classified Ad		\$300.00		
Master Plan		\$10,000.00		
				-\$300.00

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$85,200.00			
8/1/2017 Darany Restaurant Reimb		\$8,900.00		
9/5/2017 S. Chen reimb		\$10,000.00		
10/16/2017 128 N Monroe LLC		\$10,000.00		
10/16/2017 TEC Holding		\$5,000.00		
10/26/2017 Heidi Grab (123 S. Monroe)		\$10,000.00		
10/26/2017 Heidi Grab (125 S. Monroe)		\$10,000.00		
2/5/2018 GTAK Prop (21 W Front)		\$10,000.00		
4/2/2018 GTAK Prop (15 W Front)		\$10,000.00		
4/16/2018 17 E Second LLC (15 E 2nd.)		\$10,000.00		
				\$1,300.00
Training & Travel - 860.000	Budget	Expenditures		Balance
	\$1,400.00			
Emerg Trends Workshop		\$50.00		
MI Downtowns Conference		\$100.00		
Mileage Temperance and Dundee		\$103.79		
Mileage January		\$27.80		
Swanson Planners Gathering Mtg		\$20.00		
Spring 2018 MI Member Registration		\$475.00		
A. Knowles training website		\$100.00		
MI Downtown Assoc Workshop Lodging		\$80.25		
FKEY 132743		\$30.00		
Workshop Registration Downtown Develop		\$85.00		
Conf Fees Swanson & Trujillo		\$170.00		
Conf Parking		\$15.00		
Conf Parking		\$15.00		
				\$128.16
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$4,850.00			
EDD Mailing postage		\$501.09		
EDD Mailing postage		\$326.92		
EDD Mailing postage		\$484.45		
EDD Mailing postage		\$494.54		
EDD Mailing postage		\$300.37		
Lamour Printing		\$760.00		
Monroe News (Annual Report)		\$75.34		
Sterling State Park Ad		\$310.00		
Website Refresh		\$720.00		
RV advertising		\$509.00		
				\$368.29

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

Insurance Premium	Budget	Expenditures		Balance
	\$700.00			
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
				\$34.00
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
Ink, card stock		\$198.83		
A. Knowles; refreshments DDA Meeting		\$18.27		
Petty cash reimbursement		\$6.18		
				\$576.72
Development Committee - 955.030	Budget	Expenditures		Balance
	\$0.00			
				\$0.00
Design Committee - 955.035	Budget	Expenditures		Balance
	\$5,750.00			
Aqua Dulce - Fall Decoration reimb.		\$474.47		
Four Star Greenhouse - fall decorations		\$333.74		
Four Star Greenhouse - fall decorations		\$43.53		
Bronners - 4 soldiers		\$2,479.00		
Ruhlig Farms - spring flower planting		\$2,400.00		
				\$19.26
Promotion Committee - 955.040	Budget	Expenditures		Balance
	\$2,700.00			
Hohman Promotions		\$731.25		
Lamour Printing		\$85.00		
Lamour Printing brochures		\$40.00		
Balloons		\$42.15		

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

Balloons		\$8.48		
P. Stanifer mileage brochures		\$69.55		
Lamour Printing - EDD		\$1,500.00		
Monroe News Ad		\$195.00		
				\$28.57
Dues & Subscriptions - 958.000	Budget	Expenditures		Balance
	\$600.00			
Membership fee for ICSC Knowles		\$100.00		
DDA Memberships/Subscriptions		\$220.00		
				\$280.00
Transfer Out Debt Service	Budget	Expenditures		Balance
	\$105,494.00			
Bond Payment		\$27,746.88		
Bond Payment		\$77,746.87		
				\$0.25
Transfer Out General	Budget	Expenditures		Balance
	\$10,000.00			
Economic Development Funding		\$10,000.00		
				\$0.00
Total	\$287,254.00	\$281,869.22		

Memo

Date: Monday, July 16, 2018

To: DDA Board of Directors

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

Re: FAÇADE REINVESTMENT PROGRAM REVISIONS

BACKGROUND

Please find attached for your review and action items received from the Façade Grant Committee, including a draft of the program revision and minutes from its meeting on July 10, 2018 meeting.

The proposed changes are included in red on the attachment. In summary, the committee proposes to change the name of the program to Reinvestment Grant; to increase the maximum from \$10,000 to \$20,000 while reducing the match from 50% to 30%; and to add ADA compliance, lead abatement, asbestos testing and abatement and roof replacement to the list of eligible work. The paperwork requirement for an executed Full Unconditional Waiver of Lien from any contractor is also included.

Furthermore, the committee recommends reinstating funding at the level of \$40,000 in the fiscal year 2018-2019 budget. The current approved funding for the program is \$10,000. Any increase in funds would be derived from fund balance and would need to be included in a budget amendment submitted to the City Council for approval. The current projected fund balance at the end of fiscal year 2018-2019 is slightly over \$350,000.

Lastly, you will note in the minutes that the committee discussed and ultimately rejected the inclusion of a requirement to execute an easement agreement for program recipients. Please be aware that the DDA may not legally expend public dollars on private property; an easement agreement is the instrument that grants the DDA an interest in the property, giving it the legal ability to expend its funding for the purpose of improvements.

Any actions taken to approve the program revisions or the easement should be conditioned upon satisfactory review by legal counsel.

ACTION

1. Approve or deny the recommendation to accept revisions to the façade grant program as presented, subject to satisfactory review and revision by legal counsel
2. Approve or deny the inclusion of an easement agreement as a requirement of the program, subject to satisfactory review and revision by legal counsel
3. Approve or deny the recommendation to reinstate funding for the Reinvestment Grant Program from fund balance to \$40,000

ATTACHMENTS

1. Revised program description
2. Minutes from Façade Grant Committee from July 10, 2018
3. Sample Full Unconditional Waiver of Lien
4. Sample Building Exterior Easement Agreement

~~Monroe Downtown Development Authority~~



2018-2019 *Downtown Reinvestment Grant Program*

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I. GENERAL PURPOSE AND OBJECTIVES

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The Monroe Downtown Development Authority (DDA) created the Downtown Reinvestment Grant Program (Program) to encourage private investment in the City's downtown. The Program has made a significant impact in the area by encouraging redevelopment, revitalization and rehabilitation of buildings in Downtown Monroe.

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Each fiscal year, the DDA considers allocation of funds in their budget for the Program. The Program seeks to provide funding for projects that will enhance the aesthetics and historical character in the DDA District and assist property owners in rehabilitating and upgrading the facades and exterior features of their buildings.

II. GRANT GUIDELINES

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- 1) ~~Façade rehabilitation grant~~ Reinvestment Grant funds are available for exterior work on buildings located in the DDA District.
- 2) The entire façade must be included in all work to be completed.
- 3) The ~~Façade~~ Reinvestment Grant Program application must be completed and submitted by the building owner.
- 4) No grant applications will be accepted for work that has already been started or completed or for work that is covered by insurance.
- 5) ~~Façade~~ Reinvestment Grants are for existing commercial buildings only. Buildings may have upper floor residential component, but first floor must be commercial use.

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- 6) Participants must be current with City of Monroe and Monroe County for all real or personal property taxes at time of application and at time of payment.
- 7) Paint and fabric colors for exterior improvements shall be chosen from the *Downtown Façade Study* and *Historic Color Palette* available for review in the City of Monroe Planning Department/Historic Preservation Office.
- 8) All projects shall meet the Secretary of the Interior's *Standards for Rehabilitation* (<http://www.nps.gov/tps/standards/four-treatments/standguide/index.htm>)
- 9) Grants are awarded on a reimbursement basis once completed work has been verified by City and DDA staff as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant. Grants are awarded as a single payment to the applicant.
- 10) Reimbursements (up to ~~\$1020,000~~) are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.
- 11) Properties that have received funding through this program within the last five (5) years are not eligible.
- 12) A single owner of multiple properties may apply for grant funds for each property owned, but may not receive more than ~~\$1020,000~~ per property within a five (5) year period.
- 13) If an applicant is awarded a ~~reinvestment grant~~ **Reinvestment Grant** for façade or awning, and the façade or awning is altered in a manner that is not consistent with the program guidelines within one (1) year from receipt of façade funds, the applicant may be required to reimburse the DDA immediately for the full amount of the grant.

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Section III – PROGRAM DETAILS

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Reinvestment grants are available for the following types of projects:

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Façade Rehabilitation and Building Renovation

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Removing slipcovers or non-historic/added facades, repointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, repairing/replacing windows, restoring transom windows, and painting.

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Covering cost for ADA Compliance (Americans with Disabilities Act). This is for doors, approaches, and ramps.

Lead Abatement

Covering cost of removal of lead base paint or other materials that contain lead.

Asbestos Testing and Abatement

Covering cost of asbestos testing and abatement of all materials that contain asbestos.

Roof

Complete roof removal, disposal and replacement.

Grant Limits:

~~Façade rehabilitation~~Rehabilitation and building grants are limited to a 5030% match of the eligible project costs, with a cap of \$1020,000.00 per grant for façade work.

Paint-only grants are limited to a 20% grant with a cap of \$5,000.00 per grant.

Awning grants are limited to a 50% grant with a cap of \$5,000 per grant.

- All proposed improvements must be approved before work begins.
- An Administrative Site Plan Review Application must be submitted for any work that will change, modify, or alter the exterior appearance of a building. (Contact the Planning Department - Jeff Green 734-384-9106 or Jeffrey.green@monroemi.gov). There is a cost of \$500 and drawings must be prepared or reviewed by a design professional (ex: architect or engineer).
- Reimbursement will occur after project completion, inspection, and submittal of final paid invoices and Full Unconditional Waiver of Lien from contractor.
- Should final payment be lower than approved bid, the DDA will reimburse based on the applicable percentage of the final paid invoice amount.
- Project approval does not replace City of Monroe Site Plan Review or other Building or Planning Department reviews and procedures.

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SECTION IV – GRANT APPLICATION PROCESS

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1. Contact the Downtown Development Authority and City of Monroe Economic and Community Development to discuss project eligibility.

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2. Complete grant application form. Return the completed application form with all original itemized work estimates, color samples, and drawings of the proposed work to the DDA Office, 120 East First Street, Monroe, Michigan 48161 no later than 4:00 p.m. on Monday, ~~March 6, 2017~~ August 13, 2018. Applications will continue to be accepted no later than 4:00 p.m. on the first Monday of each month for consideration of any unused funds.

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a. Drawings of all proposed grant work to be done. Drawings may be prepared by the project architect or contractor.

b. Color samples of all final paint selections and/or final building material selections must be included with the application.

c. Itemized work estimates on all project work from contractors or project architects must be included with the application.

d. Photos of the building's exterior including all areas where work is to be performed.

3. The approval process will include without limitation the following:

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a. All projects must meet current State of Michigan building standards and codes, as well as building permit requirements.

b. Applicants may be required to attend and present their ~~grant reinvestment~~ Reinvestment Grant project to the DDA.

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c. All grant applications that will change, modify or alter the exterior appearance of the building must be reviewed and approved by the Historic District Commission prior to approval by the DDA.

d. Applications must be complete and contain all required information. Additional information requested by the DDA or Historic District Commission must be provided prior to approval of the grant.

e. All construction bids submitted by an applicant must be current and must be dated no earlier than ninety (90) days prior to the application submittal. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the DDA and Historic District Commission to determine the bid components and authenticity of the bids.

f. An applicant whose application has been denied by the DDA shall not be eligible to re-submit a grant application for six (6) months from the date the prior application was declined by the DDA.

g. Applicants receiving approval shall commence construction described within the application within ninety (90) days from the date the grant is awarded. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved. If the applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The DDA shall not be obligated to allow extensions, but may do so for good cause determined solely by the DDA Board, pursuant to a recommendation from the ~~Façade~~Reinvestment Grant Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the DDA. An extension denial cannot be appealed and shall be final.

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h. As a condition of this grant application, the applicant consents and shall allow the DDA and Economic Development staff to request City of Monroe inspections to determine that the grant, if awarded, will not be used for construction on any building that is not in compliance with the City of Monroe building codes and Ordinances that are applicable to the construction contemplated in the application.

i. No applicant has a proprietary right to receive grant funds. Each request will be considered on a case-by-case basis.

j. The applicant shall be required to furnish photographs of the building's exterior after the construction is completed, as a condition of final grant reimbursement.

k. The applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.

4. Reimbursement:

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When the ~~grant~~Reinvestment Grant, project has been satisfactorily completed and reviewed, the applicant shall present the DDA office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, and Full Unconditional Waiver of Lien from contractors, for a single payment reimbursement of the approved funding.

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Section V – PROJECT TIMEFRAME

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This approval process typically takes between six (6) and eight (8) weeks, but may, in some circumstances, take longer. Applicants may be contacted to schedule a meeting with the DDA ~~Façade~~Reinvestment Grant Committee to review the project.

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Section VI – CRITERIA

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Projects are reviewed with the following criteria in mind:

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- Project results in an increase in property valuation and generates sales tax revenue.
- Project rehabilitation reflects historic accuracy.
- Project results in a significant increase in downtown population (retail, residence on second floor, night life, etc.)
- Total investment dollars as provided in the grant application.
- Investment in structure construction or renovation (excluding purchase price).
- Complements existing buildings and improves aesthetic appearance.
- Increases consumer traffic and vitality in Downtown Monroe.
- Promotes redevelopment of Monroe Downtown Development Authority District.
- Property owners that are property tax exempt will not qualify. However, other funds may be available. Please contact the DDA Office for further details.

Section VII - APPLICATION

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All application materials must be submitted by the deadline to be considered. Only completed applications will be accepted.

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Application materials to be submitted include:

- Application form, completed and signed by the property owner;
- ~~Rendering Sketch~~ of the proposed façade or exterior improvements;

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- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.

~~2017~~2018-2019 DOWNTOWN REINVESTMENT GRANT PROGRAM
APPLICATION

Deadline: Monday, ~~March 6, 2017~~September 1, 2018,

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Building Owner's Name (Applicant): _____

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Project Address: _____

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Mailing Address: _____

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Telephone~~Phone~~ Number: _____ **E-mail:** _____

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Existing Use of Building: _____

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Will project result in a new use? If so, please explain. _____

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Type of Work: (Check all that apply)

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Paint Only _____ **Façade & Building Renovation** _____

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Awnings

Lead Abatement

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Asbestos Testing

Roof Replacement

Project Description: (Please be specific)

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*Please include information on any product manufacturer, color (awning fabric swatches and/or paint chips), etc., and a drawing of the proposed improvements. Attach additional sheets if necessary.

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How will this project benefit Downtown Monroe?

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Estimated Project Cost (by project element):

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Project Element	Contractor #1 Estimated Cost	Contractor #2 Estimated Cost
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(Eg: 12 windows)	\$554.00	
\$532.00		

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*Attach copies of quotes from licensed contractors for each project element.

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Requested Rebate Amount: _____

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Proposed Project Start Date: _____

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Did you receive any tax abatement from the City of Monroe? ~~Yes~~ No (circle one)

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If yes, please provide tax abatement form.

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Did you receive a DDA Façade Grant in the last five years on this property? Yes No

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Application materials checklist to be submitted:

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- Application form, completed and signed by the property owner;
- ~~Rendering~~ **Sketch** of the proposed façade or exterior improvements;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.

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▲ The undersigned applicant affirms that:

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- A. The information submitted is true and accurate to the best of my (our) knowledge.
- B. I (We) have read and understand the conditions of the Façade Program and agree to abide by its conditions and guidelines.
- C. The decision of the Façade Committee/DDA is final.

▲ SIGNATURE OF APPLICANT(S):

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DATE: _____

DATE: _____

**Please return all application materials by mail to the
DDA office, 120 East First Street**

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▲ OFFICE USE ONLY

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Submittal Date: _____

Committee Action: _____

Notes/Comments: _____

FULL UNCONDITIONAL WAIVER OF LIEN

My/our contract with _____ to provide
(other contracting party)
_____ for the improvement of the property described as

_____ having been
fully paid and satisfied, by signing this waiver, all my/our construction lien rights
against such property are hereby waived and released.

If the improvement is provided to property that is a residential structure and if the
owner or lessee of the property or the owner's or lessee's designee has received
a notice of furnishing from me/one of us or if I/we are not required to provide one,
and the owner, lessee, or designee has not received this waiver directly from
me/one of us, the owner, lessee, or designee may not rely upon it without
contacting me/one of us, either in writing, by telephone, or personally, to verify
that it is authentic.

(Printed Name of Lien Claimant)

(Signature of lien claimant)

Signed on: _____

Address: _____

Telephone: _____

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.

Façade Grant Committee Meeting

July 10, 2018

Meeting: 8:05 a.m. – 9:05 a.m.

In Attendance: Janet Berns, Scott Goocher, George Boyan, Jake LaRoy

Office Manager: Paula Stanifer

Excused: Mary Gail Beneteau

Review of previous Reinvestment Grant changes.

Committee reviewed items presented from Annette Knowles.

Recommendation to change the word “sketch” to rendering.

Motion Unanimous

Discussion regarding Building Exterior Easement Agreement. Committee does not feel this is something that needs to be added.

What is the purpose of this document?

Does this agreement protect the City in some way?

Is there a legal need to have this document?

Concerns about selling the property with an easement was discussed.

Concerns about another hoop to jump through.

Building codes are in place to take care of blight or unmaintained property.

Appears to be more cumbersome for an applicant.

Motion by Janet Berns, seconded by Scott Goocher, to not include the Building Exterior Easement Agreement in the Reinvestment Grant Program.

Motion Unanimous

Full Unconditional Waiver was discussed.

This would be required of the general contractor on a job and not each individual subcontractor. Jake LaRoy stated that this is normal procedure for contractors.

Motion by Janet Berns, seconded by Jake LaRoy, to include the Full Unconditional Waiver in the Reinvestment Grant Program.

Motion Unanimous

Recommendation to accept the new Downtown Reinvestment Grant Program for 2018-2019.

Motion Unanimous

Recommendation to reinstate the previous Reinvestment Grant Program funds from reserves to \$40,000.

Motion Unanimous

Current Façade Grants

6 East Front:

Contractor has pushed the time back to September 2018.

Motion by Janet Berns, seconded by Scott Goocher, to extend the grant six (6) months to December 31, 2018.

FULL UNCONDITIONAL WAIVER

My/our contract with _____ to provide
(other contracting party)
_____ for the improvement of the property described as

_____ having been

fully paid and satisfied, by signing this waiver, all my/our construction lien rights against such property are hereby waived and released.

If the improvement is provided to property that is a residential structure and if the owner or lessee of the property or the owner's or lessee's designee has received a notice of furnishing from me/one or us or if I/we are not required to provide one, and the owner, lessee, or designee has not received this waiver directly from me/one of us, the owner, lessee, or designee may not rely upon it without contacting me/one of us, either in writing, by telephone, or personally, to verify that it is authentic.

(Printed Name of Lien Claimant)

(Signature of lien claimant)

Signed on: _____

Address: _____

Telephone: _____

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.

BUILDING EXTERIOR EASEMENT AGREEMENT

This Building Exterior Easement Agreement ("Agreement") is granted this _____ day of _____, 20____, between the [insert applicant/entity name], (the "Grantor") and the Monroe Downtown Development Authority (DDA), a Michigan Public Authority established under the laws of the State of Michigan, located at 120 East First Street, Monroe, Michigan 48161 (the "Grantee").

RECITALS

1. The Grantor is the owner of the real property in the City of Monroe, Michigan, commonly known as _____, tax identification number _____, and as more particularly described on the attached **Exhibit A** (the "Property").
2. The Grantee is offering a Downtown Reinvestment Grant Program (the "Program"), pursuant to its Tax Increment Financing Plan and Development Plan, to encourage private investment in the downtown district as authorized by Act 197 of the Public Acts of 1975, as amended.
3. The Grantor intends to make improvements to the Property in accordance with its Program application and as listed on **Exhibit B**, at an estimated cost of \$_____.
4. The use of DDA funds for the Program requires that the DDA have a legal interest in the Property which will benefit from the Program and which will be obtained in the form of a Building Exterior Easement (the "Easement").
5. The Grantor wishes to grant an Easement to Grantee in accordance with the terms and conditions herein.

TERMS AND CONDITIONS

Now, therefore, the Grantor, for and in consideration of the sum of \$_____, (\$_____), receipt of which is acknowledged, the Grantor acknowledges, gives, grants, releases, transfers, warrants and conveys to the Grantee, its successors and assigns, an easement to preserve the building exterior improvements on the Property.

1. **BUILDING EXTERIOR IMPROVEMENTS.** The Easement is for the purposes of designing, constructing, installing, repairing, replacing and maintaining building exterior improvements, including but not limited to:

2. **EASEMENT AREA.** The Easement encompasses the first twelve inches (12") of depth of any front, rear, side or top of the Property where improvements listed in Exhibit B are

DRAFT

installed or constructed.

3. **MAINTENANCE AND MODIFICATION.** The Grantor shall, without cost to the Grantee, maintain and repair the building exterior improvements. The Grantor may not allow the appearance or condition of the Property to deviate from the representations in Exhibit B, except for normal wear and tear and weathering as occurs for other well-maintained buildings.
4. **TERM.** The Easement shall be temporary and shall terminate five (5) years from the date first above written or earlier upon dissolution of the DDA.
5. **RIGHT OF ACCESS.** Grantor agrees that representatives of the DDA may, with prior reasonable notice and at times reasonably acceptable to the Grantor, inspect the Easement area. Inspections normally will occur outside the building, except if the DDA determines that interior access is reasonably necessary to establish compliance with the Easement.
6. **MAINTENANCE AND MODIFICATION.** Any construction, installation or replacement of building exterior improvements must be performed in a good and workmanlike manner, on a lien-free basis and subject to the approval of the DDA.
7. **INDEMNIFICATION AND INSURANCE.** Grantor shall hold the Grantee and the City of Monroe, including its officers and employees, harmless from and indemnify them for any and all claims, judgments or losses arising out of injury to persons or damage to property caused by or in any way related to the Property, including any building exterior improvements made pursuant to and in accordance with this Easement.
8. **RECORDING; SUCCESSORS AND ASSIGNS.** Grantee may record this Easement with the Monroe County Register of Deeds. The obligations imposed on the Grantor hereunder are binding not only upon the Grantor but also upon Grantor's successors, heirs and assigns and all other successors in interest to the Grantor, and shall continue as servitude running with the land throughout the term of this Easement. The rights of the DDA under this agreement shall run for the benefit of and may be exercised by its successors and assigns, or by its duly authorized designees.

The parties have signed this Agreement as of the date first above written.

Grantor:

By: _____

Its: _____

State of Michigan

County of Monroe

On, _____, 20____, _____, who is either personally
known to me or whose photo identification I reviewed, signed this document in my
presence of behalf of _____.

Notary Public, _____ County, Michigan

Acting in Monroe County, Michigan

My commission expires: _____

Grantee: Monroe Downtown Development Authority

By: _____

Its: _____

State of Michigan

County of Monroe

On, _____, 20____, _____, who is either personally
known to me or whose photo identification I reviewed, signed this document in my
presence of behalf of _____.

Notary Public, _____ County, Michigan

Acting in Monroe County, Michigan

My commission expires: _____

Memo

Date: Monday, July 16, 2018

To: DDA Board of Directors

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

Re: RECOMMENDATION TO APPROVE EXTENSION AT 6 E FRONT

BACKGROUND

The property at 6 East Front has been approved for a painting-only façade improvement. The owner has requested an extension, with the improvement anticipated to occur in early fall.

Note that the project was approved as part of the FY2017-2018 budget year and was not carried over into the current budget; when reimbursed, the funding will be derived from the current budget of \$10,000 unless an amendment is made.

ACTION

Approve or deny the extension for 6 East Front to December 31, 2018.

MONROE DDA
2018-2019 WORK PLAN

	PROJECT	CHAMPION(S)	BUDGET
Goal:	Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses		
	1. Annual Communications Plan	Staff	
	2. Volunteer Management Program	Staff	
Goal:	Support downtown businesses and property owners		
	1. Façade Improvement Program	Goocher	
	2. Maintain online list of available properties	Staff	
Goal:	Preserve and enhance downtown by facilitating development		
	1. Riverfront Parking Lot Redevelopment	Staff	
	2. Streetscape Improvements	Lukacs	
Goal:	Market the downtown to encourage people to frequent local businesses and events		
	1. Establish and update a coordinated event calendar on the web site	Staff	
	2. Establish an Annual Marketing Plan	Swanson	
Goal:	Serve as an intermediary between the organizations that connect to downtown and link to other community resources		
	1. Schedule quarterly stakeholder/partner meetings	Staff	
Goal:	Establish an environment that promotes residential growth downtown		
	1. Clean-Safe-Attractive Effort	Trujillo/Boyan	
	2. Implement opportunities included in the Residential TMA	Clark/Peruski	
NOTES:	CARRYOVER FROM 17-18		
	1. Riverwalk Enhancement and Expansion	Swanson/Trujillo	
	2. Upper Floor Conversion Case Study	Peruski/Lukacs	