

MONROE

DOWNTOWN
DEVELOPMENT AUTHORITY

AGENDA
REGULAR MEETING

Wednesday, November 14, 2018, 8:00 A.M.
CITY HALL, 2ND 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, September 19, 2018 Regular Meeting
 - ii. Wednesday, October 17, 2018 Regular Meeting
 - C. Financial Reports
 - i. October, DDA Revenue and Expenditure Report FY 2018-2019
 - ii. October, DDA Itemized Expenditure Report FY 2018-2019
6. **New Business**
 - A. Streetscape Design Guidelines – Acceptance of Proposal – Lukacs/Knowles **Action Requested**
 - B. Façade Reinvestment Program – Recommendation for Approval of Projects for 2018-2019 **Action Requested**
 - C. Fiscal Year 2019-2020 Work Planning – Part 2 – Brainstorm and Prioritization (30 minutes) – No Handouts
7. **Other Business**
 - A. Work Plan Updates (5 minutes)
 - B. Lamp Post Garland (5 minutes)
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, September 19, 2018
Third Floor Conference Room
Monroe City Hall

Chairperson Joe Peruski called the meeting to order at 8:00 a.m.

1. Roll Call

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

2. Vision Statement - Read by Chip Williams

3. Additions/Deletions to the Meeting Agenda

Motion by Williams, seconded by Mayor Clark to remove item C, Fiscal Year 2019-2020 Work Planning Part I, under new business, ***Motion carried unanimously.***

4. Public Comments - None

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, August 15, 2018 Regular Meeting
- C. Financial Reports:
 - ❖ August, DDA Revenue and Expenditure Report FY2018-2019
 - ❖ DDA Revenue and Expenditure Report Fy2017-2018 Final
 - ❖ August, DDA Itemized Expenditure Report FY 2018-2019
- D. Publication of Annual Report

Motion by Mayor Clark, seconded by Kegerreis to accept the Consent Agenda as presented. ***Motion carried unanimously.***

6. New Business

- A. Graphic Design Services - Current provider 20Creative is no longer in business, coinciding with the expiration of its trial period. Another provider

submitted credentials with the initial issuance, New Moon Visions. The board may select the alternate respondent or reissue the request for qualifications.

Motion by Swanson, seconded by Kegerreis to accept and file the proposal received from New Moon Visions and to instruct DDA/Econ Dir Coordinator Knowles to provide a recommendation to the board. ***Motion carried unanimously.***

- B. Community from City Manager re: Consideration of New Incentive Program
– Fire Suppression System Reimbursement – City Manager Pastue provided an overview and discussion followed.

7. Other Business

8. Communications – No communications.

9. Board Member Comments/Administrative Comments

Williams provided an update about activities of the Downtown Monroe Business Network.

10. Adjournment

Motion to adjourn by Mayor Clark, seconded by Swanson at 8:38 a.m. ***Motion carried unanimously.***

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, October 17, 2018
Third Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 8:02 a.m.

1. Roll Call

Present: Mayor Robert Clark, Scott Goocher, Scott Kegerreis, Les Lukacs, Joe Peruski, Mackenzie Swanson, Chip Williams
Absent: George Boyan
Excused: Anthony Trujillo
Staff: Annette Knowles - DDA/Economic Dev Coord; Michelle LaVoy Clerk-Treasurer

2. Vision Statement - Read by Mayor Clark

3. Additions/Deletions to the Meeting Agenda

Motion by Mayor Clark, seconded by Lukacs to add item E, Proposal to add Calendar Module to Web Site, under New Business, ***Motion carried unanimously.***

4. Public Comments - None

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, August 29, 2018 Work Session
- C. Financial Reports:
 - ❖ September, DDA Revenue and Expenditure Report FY2018-2019
 - ❖ September, DDA Itemized Expenditure Report FY 2018-2019
- D. Graphic Design Services - Acceptance of Proposal from New Moon Visions

Motion by Williams, seconded by Swanson to accept the Consent Agenda as presented. ***Motion carried unanimously.***

Williams inquired about the absence of minutes from September 19, 2018.

6. New Business

- A. Holiday Decorations – Ruhlig Farms, LLC provided a proposal to install winter decorations in sixteen planters at a cost not to exceed \$150 per planter. If approved, staff will work with representatives from Ruhlig Farms to ensure an outstanding display.

Motion by Swanson, seconded by Mayor Clark to consent to contract with Ruhlig Farms for winter decorations in sixteen planters at a cost not to exceed \$150 per planter. **Motion carried unanimously.**

- B. Upper Floor Conversion Case Study Program Description and Request for Proposals – Included in this year's work plan and the Strategic Plan is a project to supply consultative services to building owners to convert under-used upper-floor into residential or office use. At this time, the board is asked to approve the program description and authorize the acceptance of proposals. The budget for this project is \$10,000.00.

Motion by Williams, seconded by Kegerreis to approve the Upper Floor Conversion Case Study Program Description and authorize acceptance of proposals for professional architectural services, subject to legal review of the program description. **Motion carried unanimously.**

- C. Streetscape Design Guidelines – the goal of this project is to develop a set of guidelines that will set a design tone for future streetscape projects; such a project was included in the recently-adopted Downtown Master Plan. A scope of services was prepared; it is our recommendation to approach Russell Design, the firm that the City is using for landscape architecture and other design services.

Motion by Swanson, seconded by Goocher to approach the team led by Russell Design to request a proposal for the Streetscape Design Standards project. **Motion carried unanimously.**

- D. Fiscal Year 2019-2020 Work Planning, Part I – Knowles distributed and reviewed several documents, including a long-term projection for income and debt, the current budget, the current work plan and the action matrix from the Downtown Master Plan in preparation for Part 2 of work planning which will occur at the November meeting of the board. No action was taken on this item.

- E. Proposal to Add Calendar Module to Web Site – the board identified as a priority in its goals and objectives to add a calendar module. The project was included in the Marketing Plan. The current web hosting company supplied a proposal of \$1,360 to accomplish the work, although \$1,000 were dedicated in the budget. Savings from other projects will make this project affordable.

Motion by Lukacs, seconded by Swanson, to accept proposal from Hadrout Design for the addition of a calendar module in an amount not to exceed \$1,360.00, funds to be derived from Community Promotion, Account #751-65.691-880.000. **Motion carried unanimously.**

7. Other Business – a written work plan update was included with the board packet.

8. Communications

A. Downtown Monroe Business Network Announcements – Williams discussed the Ladies Night Out and Small Business Saturday efforts

B. Correspondence from DMBN – a letter regarding the tree lighting was submitted. The DMBN is not taking a lead role in planning the tree lighting this year. Discussion was held concerning the tree lighting; Mayor Clark is hopeful this event can continue, in subsequent years another organization may take on the tree lighting.

Lukacs departed the meeting.

Motion by Mayor Clark, seconded by Kegerreis, that the DDA will support the City in planning the tree lighting on Saturday, November 17 by providing twenty hours of staff time from the Operations Coordinator and funds not to exceed \$500 from Community Promotions. Ayes: Clark, Goocher, Kegerreis, Swanson, Williams; Nays: Peruski. ***Motion carried.***

9. Board Member Comments/Administrative Comments

Kegerreis would like to see bike paths or other non-motorized improvements to improve sidewalk safety.

Peruski called for a moment of silent reflection in memory of Bernard Beneteau.

10. Adjournment

Motion to adjourn by Mayor Clark, seconded by Williams at 9:51a.m. ***Motion carried unanimously.***

PERIOD ENDING 10/31/2018

| | | 2018-19 | YTD BALANCE | ACTIVITY FOR | AVAILABLE |
|--|----------------------------------|--------------------|------------------------------|------------------------------|-----------------------|
| GL NUMBER | DESCRIPTION | AMENDED BUDGET MAL | 10/31/2018 (ABNORMAL) ASE | 10/31/2018 (DECREASE) MAL | BALANCE (ABNORMAL) |
| Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | |
| Revenues | | | | | |
| Dept 80.100 - GENERAL REVENUE | | | | | |
| 751-80.100-665.005 | INTEREST ON INVESTMENTS | 7,500.00 | 3,733.74 | 1,110.93 | 3,766.26 |
| Total Dept 80.100 - GENERAL REVENUE | | 7,500.00 | 3,733.74 | 1,110.93 | 3,766.26 |
| Dept 80.600 - GENERAL REVENUE | | | | | |
| 751-80.600-402.000 | REAL PROPERTY TAXES | 235,490.00 | 204,060.64 | 204,060.64 | 31,429.36 |
| 751-80.600-410.000 | PERSONAL PROPERTY TAXES | (34,662.00) | (30,645.78) | (30,645.78) | (4,016.22) |
| 751-80.600-573.000 | LCSA APPROPRIATION/PPT EXEMPT RI | 19,500.00 | 0.00 | 0.00 | 19,500.00 |
| 751-80.600-692.090 | MISCELLANEOUS REVENUE | 3,000.00 | 85.00 | 85.00 | 2,915.00 |
| Total Dept 80.600 - GENERAL REVENUE | | 223,328.00 | 173,499.86 | 173,499.86 | 49,828.14 |
| TOTAL REVENUES | | 230,828.00 | 177,233.60 | 174,610.79 | 53,594.40 |
| Expenditures | | | | | |
| Dept 65.691 - DOWNTOWN DEVELOPMENT | | | | | |
| 751-65.691-703.000 | PART TIME SALARIES & WAGES | 22,000.00 | 5,273.88 | 1,437.08 | 16,726.12 |
| 751-65.691-717.000 | SOCIAL SECURITY | 1,320.00 | 326.98 | 89.10 | 993.02 |
| 751-65.691-717.005 | MEDICARE | 320.00 | 76.47 | 20.83 | 243.53 |
| 751-65.691-718.010 | WORKERS' COMP INSURANCE | 21.00 | 5.36 | 1.37 | 15.64 |
| 751-65.691-727.000 | OFFICE SUPPLIES | 500.00 | 109.47 | 36.49 | 390.53 |
| 751-65.691-728.000 | COPIES | 100.00 | 0.04 | 0.04 | 99.96 |
| 751-65.691-730.000 | POSTAGE | 500.00 | 46.20 | 46.20 | 453.80 |
| 751-65.691-750.075 | SEASONAL DECORATIONS-DDA | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| 751-65.691-818.010 | AUDIT SERVICES | 1,500.00 | 1,360.00 | 1,360.00 | 140.00 |
| 751-65.691-818.020 | GENERAL CONTRACT SERVICES | 115,000.00 | 0.00 | 0.00 | 115,000.00 |
| 751-65.691-818.020-19R0100000 | GENERAL CONTRACT SERVICES | 45,000.00 | 2,046.48 | 0.00 | 42,953.52 |
| 751-65.691-818.080 | FACADE IMPROVEMENTS | 10,000.00 | 0.00 | 0.00 | 10,000.00 |
| 751-65.691-860.000 | TRAINING & TRAVEL | 1,400.00 | 398.74 | 223.74 | 1,001.26 |
| 751-65.691-880.000 | COMMUNITY PROMOTION | 15,450.00 | 2,360.64 | 470.00 | 13,089.36 |
| 751-65.691-905.000 | PUBLISHING/ADVERTISING | 300.00 | 90.97 | 90.97 | 209.03 |
| 751-65.691-910.000 | INSURANCE PREMIUM | 500.00 | 335.00 | 83.75 | 165.00 |
| 751-65.691-934.751 | REPAIR AND MAINTENANCE-DDA | 15,000.00 | 0.00 | 0.00 | 15,000.00 |
| 751-65.691-955.000 | MISCELLANEOUS EXPENSE | 800.00 | 93.72 | 93.72 | 706.28 |
| 751-65.691-958.000 | MEMBERSHIPS & DUES | 600.00 | 200.00 | 0.00 | 400.00 |
| 751-65.691-999.101 | TRANSFER OUT-GENERAL | 20,000.00 | 0.00 | 0.00 | 20,000.00 |
| 751-65.691-999.301 | TRANSFER OUT-DEBT SERVICE | 113,994.00 | 26,996.87 | 26,996.87 | 86,997.13 |
| Total Dept 65.691 - DOWNTOWN DEVELOPMENT | | 369,305.00 | 39,720.82 | 30,950.16 | 329,584.18 |
| TOTAL EXPENDITURES | | 369,305.00 | 39,720.82 | 30,950.16 | 329,584.18 |
| Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY: | | | | | |
| TOTAL REVENUES | | 230,828.00 | 177,233.60 | 174,610.79 | 53,594.40 |
| TOTAL EXPENDITURES | | 369,305.00 | 39,720.82 | 30,950.16 | 329,584.18 |
| NET OF REVENUES & EXPENDITURES | | (138,477.00) | 137,512.78 | 143,660.63 | (275,989.78) |
| BEG. FUND BALANCE | | 521,660.71 | 521,660.71 | | |
| NET OF REVENUES/EXPENDITURES - 2017-18 | | | (35,870.00) | | (35,870.00) |
| END FUND BALANCE | | 383,183.71 | 623,303.49 | | |

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TRANSACTIONS FROM 10/01/2018 TO 10/31/2018

| Date | JNL | Type | Description | Reference # | Debits | Credits | Balance |
|---|-----|------|--|-------------|--------------|------------|-------------|
| Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| 10/01/2018 | | | 751-00.000-005.000 COOP LIQUID ASSET SEC SYS | | BEG. BALANCE | | 479,110.69 |
| 10/05/2018 | GJ | JE | CLASS INVESTMENT AND WITHDRAWALS | 20833 | | 400.00 | 478,710.69 |
| 10/12/2018 | GJ | JE | CLASS INVESTMENT AND WITHDRAWALS | 20852 | 173,400.00 | | 652,110.69 |
| 10/18/2018 | GJ | JE | CLASS INVESTMENT AND WITHDRAWALS | 20881 | | 3,100.00 | 649,010.69 |
| 10/26/2018 | GJ | JE | CLASS INVESTMENT AND WITHDRAWALS | 20941 | | 27,000.00 | 622,010.69 |
| 10/31/2018 | GJ | JE | MICHIGAN CLASS INTEREST - OCT 2018 | 20970 | 1,119.37 | | 623,130.06 |
| 10/31/2018 | | | 751-00.000-005.000 | END BALANCE | 174,519.37 | 30,500.00 | 623,130.06 |
| | | | | | | | |
| 10/01/2018 | | | 751-00.000-007.000 AUTOMATED PUBLIC FUNDS | | BEG. BALANCE | | 532.17 |
| 10/01/2018 | GJ | | MONTHLY P&L INSURANCE PREMIUM | 20806 | | 83.75 | 448.42 |
| 10/04/2018 | PR | CHK | SUMMARY PR 10/04/2018 | | | 836.96 | (388.54) |
| 10/05/2018 | GJ | JE | CLASS INVESTMENT AND WITHDRAWALS | 20833 | 400.00 | | 11.46 |
| 10/10/2018 | GJ | JE | DDA/BRA CAPTURE-SUMMER 2018 | 20840 | 173,414.86 | | 173,426.32 |
| 10/11/2018 | GJ | JE | 5/3 SERVICE FEES - SEPT 2018 | 20859 | | 8.44 | 173,417.88 |
| 10/12/2018 | GJ | JE | CLASS INVESTMENT AND WITHDRAWALS | 20852 | | 173,400.00 | 17.88 |
| 10/16/2018 | CD | CHK | SUMMARY CD 10/16/2018 | | | 165.97 | (148.09) |
| 10/16/2018 | CD | CHK | SUMMARY CD 10/16/2018 | | | 795.15 | (943.24) |
| 10/18/2018 | CD | CHK | SUMMARY CD 10/18/2018 | | | 1,360.00 | (2,303.24) |
| 10/18/2018 | PR | CHK | SUMMARY PR 10/18/2018 | | | 711.42 | (3,014.66) |
| 10/18/2018 | GJ | JE | CLASS INVESTMENT AND WITHDRAWALS | 20881 | 3,100.00 | | 85.34 |
| 10/25/2018 | GJ | | FUNDS TRANSFER FOR BOND PAYMENT | 20908 | | 26,996.87 | (26,911.53) |
| 10/25/2018 | CR | RCPT | | | 85.00 | | (26,826.53) |
| | | | SUMMARY CR POSTING: 10/25/2018 OTHER | | | | |
| 10/26/2018 | GJ | JE | CLASS INVESTMENT AND WITHDRAWALS | 20941 | 27,000.00 | | 173.47 |
| 10/31/2018 | GJ | JE | COPIES - October 2018 | 20979 | | 0.04 | 173.43 |
| 10/31/2018 | | | 751-00.000-007.000 | END BALANCE | 203,999.86 | 204,358.60 | 173.43 |
| | | | | | | | |
| 10/01/2018 | | | 751-00.000-202.000 ACCOUNTS PAYABLE | | BEG. BALANCE | | 0.00 |
| 10/15/2018 | AP | INV | MONROE NEWS | 09182319 | | 165.97 | (165.97) |
| | | | DDA PUBLISHING | | | | |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 09/25/2018 | | 395.00 | (560.97) |
| | | | DOWNTOWN TRAVEL CARDS | | | | |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 09/18/2018 | | 26.49 | (587.46) |
| | | | ADOBE SUBSCRIPTION | | | | |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 09/10/2018 | | 93.72 | (681.18) |
| | | | SPLIT - FACADE POSTCARDS | | | | |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 09/10/2018 | | 46.20 | (727.38) |
| | | | SPLIT - FACADE MAILING | | | | |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 09/01/2018 | | 10.00 | (737.38) |
| | | | EMAIL ACCOUNT | | | | |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 08/28/2018 | | 223.74 | (961.12) |
| | | | MI DOWNTOWN CONF HOTEL | | | | |
| 10/15/2018 | AP | INV | PLANTE & MORAN PLLC | 1590356 | | 1,360.00 | (2,321.12) |
| | | | PROGRESS BILLING JUNE 30 AUDIT FINAN | | | | |
| 10/16/2018 | CD | CHK | SUMMARY CD 10/16/2018 | | 165.97 | | (2,155.15) |
| 10/16/2018 | CD | CHK | SUMMARY CD 10/16/2018 | | 795.15 | | (1,360.00) |
| 10/18/2018 | CD | CHK | SUMMARY CD 10/18/2018 | | 1,360.00 | | 0.00 |
| 10/31/2018 | | | 751-00.000-202.000 | END BALANCE | 2,321.12 | 2,321.12 | 0.00 |
| | | | | | | | |
| 10/01/2018 | | | 751-65.691-703.000 PART TIME SALARIES & WAGES | | BEG. BALANCE | | 3,836.80 |
| 10/04/2018 | PR | CHK | SUMMARY PR 10/04/2018 | | 776.80 | | 4,613.60 |
| 10/18/2018 | PR | CHK | SUMMARY PR 10/18/2018 | | 660.28 | | 5,273.88 |
| 10/31/2018 | | | 751-65.691-703.000 | END BALANCE | 1,437.08 | 0.00 | 5,273.88 |
| | | | | | | | |
| 10/01/2018 | | | 751-65.691-717.000 SOCIAL SECURITY | | BEG. BALANCE | | 237.88 |
| 10/04/2018 | PR | CHK | SUMMARY PR 10/04/2018 | | 48.16 | | 286.04 |
| 10/18/2018 | PR | CHK | SUMMARY PR 10/18/2018 | | 40.94 | | 326.98 |
| 10/31/2018 | | | 751-65.691-717.000 | END BALANCE | 89.10 | 0.00 | 326.98 |
| | | | | | | | |
| 10/01/2018 | | | 751-65.691-717.005 MEDICARE | | BEG. BALANCE | | 55.64 |
| 10/04/2018 | PR | CHK | SUMMARY PR 10/04/2018 | | 11.26 | | 66.90 |
| 10/18/2018 | PR | CHK | SUMMARY PR 10/18/2018 | | 9.57 | | 76.47 |
| 10/31/2018 | | | 751-65.691-717.005 | END BALANCE | 20.83 | 0.00 | 76.47 |

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TRANSACTIONS FROM 10/01/2018 TO 10/31/2018

| Date | JNL | Type | Description | Reference # | Debits | Credits | Balance |
|------------|-----|------|---|-------------|--------------|----------|------------|
| 10/01/2018 | | | 751-65.691-718.010 WORKERS' COMP INSURANCE | | BEG. BALANCE | | 3.99 |
| 10/04/2018 | PR | CHK | SUMMARY PR 10/04/2018 | | 0.74 | | 4.73 |
| 10/18/2018 | PR | CHK | SUMMARY PR 10/18/2018 | | 0.63 | | 5.36 |
| 10/31/2018 | | | 751-65.691-718.010 | END BALANCE | 1.37 | 0.00 | 5.36 |
| 10/01/2018 | | | 751-65.691-727.000 OFFICE SUPPLIES | | BEG. BALANCE | | 72.98 |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 09/18/2018 | 26.49 | | 99.47 |
| | | | ADOBE SUBSCRIPTION | | | | |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 09/01/2018 | 10.00 | | 109.47 |
| | | | EMAIL ACCOUNT | | | | |
| 10/31/2018 | | | 751-65.691-727.000 | END BALANCE | 36.49 | 0.00 | 109.47 |
| 10/01/2018 | | | 751-65.691-728.000 COPIES | | BEG. BALANCE | | 0.00 |
| 10/31/2018 | GJ | JE | COPIES - October 2018 | 20979 | 0.04 | | 0.04 |
| 10/31/2018 | | | 751-65.691-728.000 | END BALANCE | 0.04 | 0.00 | 0.04 |
| 10/01/2018 | | | 751-65.691-730.000 POSTAGE | | BEG. BALANCE | | 0.00 |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 09/10/2018 | 46.20 | | 46.20 |
| | | | SPLIT - FACADE MAILING | | | | |
| 10/31/2018 | | | 751-65.691-730.000 | END BALANCE | 46.20 | 0.00 | 46.20 |
| 10/01/2018 | | | 751-65.691-818.010 AUDIT SERVICES | | BEG. BALANCE | | 0.00 |
| 10/15/2018 | AP | INV | PLANTE & MORAN PLLC | 1590356 | 1,360.00 | | 1,360.00 |
| | | | PROGRESS BILLING JUNE 30 AUDIT FINAN | | | | |
| 10/31/2018 | | | 751-65.691-818.010 | END BALANCE | 1,360.00 | 0.00 | 1,360.00 |
| 10/01/2018 | | | 751-65.691-860.000 TRAINING & TRAVEL | | BEG. BALANCE | | 175.00 |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 08/28/2018 | 223.74 | | 398.74 |
| | | | MI DOWNTOWN CONF HOTEL | | | | |
| 10/31/2018 | | | 751-65.691-860.000 | END BALANCE | 223.74 | 0.00 | 398.74 |
| 10/01/2018 | | | 751-65.691-880.000 COMMUNITY PROMOTION | | BEG. BALANCE | | 1,890.64 |
| 10/15/2018 | AP | INV | MONROE NEWS | 09182319 | 75.00 | | 1,965.64 |
| | | | DDA PUBLISHING | | | | |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 09/25/2018 | 395.00 | | 2,360.64 |
| | | | DOWNTOWN TRAVEL CARDS | | | | |
| 10/31/2018 | | | 751-65.691-880.000 | END BALANCE | 470.00 | 0.00 | 2,360.64 |
| 10/01/2018 | | | 751-65.691-905.000 PUBLISHING/ADVERTISING | | BEG. BALANCE | | 0.00 |
| 10/15/2018 | AP | INV | MONROE NEWS | 09182319 | 90.97 | | 90.97 |
| | | | DDA PUBLISHING | | | | |
| 10/31/2018 | | | 751-65.691-905.000 | END BALANCE | 90.97 | 0.00 | 90.97 |
| 10/01/2018 | | | 751-65.691-910.000 INSURANCE PREMIUM | | BEG. BALANCE | | 251.25 |
| 10/01/2018 | GJ | | MONTHLY P&L INSURANCE PREMIUM | 20806 | 83.75 | | 335.00 |
| 10/31/2018 | | | 751-65.691-910.000 | END BALANCE | 83.75 | 0.00 | 335.00 |
| 10/01/2018 | | | 751-65.691-955.000 MISCELLANEOUS EXPENSE | | BEG. BALANCE | | 0.00 |
| 10/15/2018 | AP | INV | FIFTH THIRD BANK | 09/10/2018 | 93.72 | | 93.72 |
| | | | SPLIT - FACADE POSTCARDS | | | | |
| 10/31/2018 | | | 751-65.691-955.000 | END BALANCE | 93.72 | 0.00 | 93.72 |
| 10/01/2018 | | | 751-65.691-999.301 TRANSFER OUT-DEBT SERVICE | | BEG. BALANCE | | 0.00 |
| 10/25/2018 | GJ | | FUNDS TRANSFER FOR BOND PAYMENT | 20908 | 26,996.87 | | 26,996.87 |
| 10/31/2018 | | | 751-65.691-999.301 | END BALANCE | 26,996.87 | 0.00 | 26,996.87 |
| 10/01/2018 | | | 751-80.100-665.005 INTEREST ON INVESTMENTS | | BEG. BALANCE | | (2,622.81) |
| 10/11/2018 | GJ | JE | 5/3 SERVICE FEES - SEPT 2018 | 20859 | 8.44 | | (2,614.37) |
| 10/31/2018 | GJ | JE | MICHIGAN CLASS INTEREST - OCT 2018 | 20970 | | 1,119.37 | (3,733.74) |
| 10/31/2018 | | | 751-80.100-665.005 | END BALANCE | 8.44 | 1,119.37 | (3,733.74) |

11/09/2018 11:21 AM

User: esell

DB: Monroe

GL ACTIVITY REPORT FOR CITY OF MONROE

Page: 3/3

TRANSACTIONS FROM 10/01/2018 TO 10/31/2018

| Date | JNL | Type | Description | Reference # | Debits | Credits | Balance |
|---------------|-----|------|---|-------------|--------------|------------|--------------|
| 10/01/2018 | | | 751-80.600-402.000 REAL PROPERTY TAXES | | BEG. BALANCE | | 0.00 |
| 10/10/2018 | GJ | JE | DDA/BRA CAPTURE-SUMMER 2018 | 20840 | | 204,060.64 | (204,060.64) |
| 10/31/2018 | | | 751-80.600-402.000 | END BALANCE | 0.00 | 204,060.64 | (204,060.64) |
| 10/01/2018 | | | 751-80.600-410.000 PERSONAL PROPERTY TAXES | | BEG. BALANCE | | 0.00 |
| 10/10/2018 | GJ | JE | DDA/BRA CAPTURE-SUMMER 2018 | 20840 | 30,645.78 | | 30,645.78 |
| 10/31/2018 | | | 751-80.600-410.000 | END BALANCE | 30,645.78 | 0.00 | 30,645.78 |
| 10/01/2018 | | | 751-80.600-692.090 MISCELLANEOUS REVENUE | | BEG. BALANCE | | 0.00 |
| 10/25/2018 | CR | RCPT | SUMMARY CR POSTING: 10/25/2018 OTHER | | | 85.00 | (85.00) |
| 10/31/2018 | | | 751-80.600-692.090 | END BALANCE | 0.00 | 85.00 | (85.00) |
| GRAND TOTALS: | | | | | 442,444.73 | 442,444.73 | 483,544.23 |

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

| Part Time Salaries | Budget | Expenditures | | Balance |
|-------------------------------|---------------|---------------------|--|--------------------|
| | \$22,000.00 | | | |
| 7/12/2018 | | \$340.00 | | |
| 7/26/2018 | | \$680.00 | | |
| 8/9/2018 | | \$680.00 | | |
| 8/23/2018 | | \$680.00 | | |
| 9/6/2018 | | \$680.00 | | |
| 9/20/2018 | | \$776.80 | | |
| 10/4/2018 | | \$776.80 | | |
| 10/18/2018 | | \$660.28 | | |
| | | | | |
| | | | | |
| | | | | \$16,726.12 |
| | | | | |
| | | | | |
| Social Security | Budget | Expenditures | | Balance |
| | \$1,320.00 | | | |
| 7/12/2018 | | \$21.08 | | |
| 7/26/2018 | | \$42.16 | | |
| 8/9/2018 | | \$42.16 | | |
| 8/23/2018 | | \$42.16 | | |
| 9/6/2018 | | \$42.16 | | |
| 9/20/2018 | | \$48.16 | | |
| 10/4/201/ | | \$48.16 | | |
| 10/18/2018 | | \$40.94 | | |
| | | | | |
| | | | | |
| | | | | \$993.02 |
| | | | | |
| | | | | |
| Medicare | Budget | Expenditures | | Balance |
| | \$320.00 | | | |
| 7/12/2018 | | \$4.93 | | |
| 7/26/2018 | | \$9.86 | | |
| 8/9/2018 | | \$9.86 | | |
| 8/23/2018 | | \$9.86 | | |
| 9/6/2018 | | \$9.86 | | |
| 9/20/2018 | | \$11.27 | | |
| 10/4/2018 | | \$11.26 | | |
| 10/18/2018 | | \$9.57 | | |
| | | | | |
| | | | | |
| | | | | \$243.53 |
| | | | | |
| Workers Comp Insurance | Budget | Expenditures | | Balance |
| | \$21.00 | | | |
| 7/12/2018 | | \$0.65 | | |

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

| | | | | |
|---------------------------------------|---------------|---------------------|--|----------------|
| 7/26/2018 | | \$0.65 | | |
| 8/9/2018 | | \$0.65 | | |
| 8/23/2018 | | \$0.65 | | |
| 9/6/2018 | | \$0.65 | | |
| 9/20/2018 | | \$0.74 | | |
| 10/4/2018 | | \$0.74 | | |
| 10/18/2018 | | \$0.63 | | |
| | | | | |
| | | | | |
| | | | | \$15.64 |
| | | | | |
| Office Supplies - 727.000 | Budget | Expenditures | | Balance |
| | \$500.00 | | | |
| Adobe | | \$26.49 | | |
| Email subscription | | \$10.00 | | |
| Adobe | | \$26.49 | | |
| Email subscription | | \$10.00 | | |
| Adobe | | \$26.49 | | |
| Email subscription | | \$10.00 | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | \$390.53 |
| | | | | |
| | | | | |
| Copies | Budget | Expenditures | | Balance |
| | \$100.00 | | | |
| October | | \$0.04 | | |
| | | | | |
| | | | | \$99.96 |
| | | | | |
| | | | | |
| | | | | |
| Postage | Budget | Expenditures | | Balance |
| | \$500.00 | | | |
| Façade mailing | | \$46.20 | | |
| | | | | |
| | | | | |
| | | | | \$453.80 |
| | | | | |
| | | | | |
| | | | | |
| Seasonal Decorations - 750.075 | Budget | Expenditures | | Balance |
| | \$5,000.00 | | | |
| | | | | |
| | | | | |
| | | | | \$5,000.00 |

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

| | | | | |
|--|---------------|---------------------|--|---------------------|
| | | | | |
| | | | | |
| | | | | |
| Audit Services | Budget | Expenditures | | Balance |
| | \$1,500.00 | | | |
| Plante & Moran progress billing June 30 | | \$1,360.00 | | |
| | | | | |
| | | | | |
| | | | | \$140.00 |
| | | | | |
| General Contract Services - 818.020 | Budget | Expenditures | | Balance |
| | \$160,000.00 | | | |
| Russell Design - Riverwalk | | \$2,046.48 | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | \$157,953.52 |
| | | | | |
| Façade Improvements - 818.080 | Budget | Expenditures | | Balance |
| | \$10,000.00 | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | \$10,000.00 |
| | | | | |
| Training & Travel - 860.000 | Budget | Expenditures | | Balance |
| | \$1,400.00 | | | |
| Parking Fee | | \$15.00 | | |
| MI Downtown Assoc Statewide Conference | | \$160.00 | | |
| Downtown Conference Hotel | | \$223.74 | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | \$1,001.26 |
| | | | | |
| Community & Promotion 880.000 | Budget | Expenditures | | Balance |
| | \$15,450.00 | | | |
| RR Nat'l Guidebook | | \$300.00 | | |
| MPACT | | \$162.50 | | |
| Monroe News design for brochure | | \$75.00 | | |

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

| | | | | |
|---|---------------|---------------------|--|----------------|
| Monroe News - Master Plan cards | | \$508.19 | | |
| Web Hosting | | \$275.00 | | |
| Marking Chalk | | \$85.24 | | |
| DMP Gathering Coffee | | \$22.37 | | |
| Master Plan Brochures | | \$395.00 | | |
| Mailing supplies, labels, envelopes | | \$67.34 | | |
| Monroe News DDA Publishing | | \$75.00 | | |
| Downtown Travel cards | | \$395.00 | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | \$13,089.36 |
| | | | | |
| Publishing/Advertising 905.000 | Budget | Expenditures | | Balance |
| | \$300.00 | | | |
| Monroe News DDA Publishing | | \$90.97 | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | \$209.03 |
| | | | | |
| Insurance Premium | Budget | Expenditures | | Balance |
| | \$500.00 | | | |
| Monthly P&L | | \$83.75 | | |
| Monthly P&L | | \$83.75 | | |
| Monthly P&L | | \$83.75 | | |
| Monthly P&L | | \$83.75 | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | \$165.00 |
| | | | | |
| Repair & Maintenance 934.751 | Budget | Expenditures | | Balance |
| | \$15,000.00 | | | |
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| | | | | \$15,000.00 |
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Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

| | | | | |
|---|---------------------|---------------------|--|--------------------|
| Miscellaneous Expense - 955.000 | Budget | Expenditures | | Balance |
| | \$800.00 | | | |
| Façade postcards | | \$93.72 | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | \$706.28 |
| | | | | |
| | | | | |
| Dues & Subscriptions - 958.000 | Budget | Expenditures | | Balance |
| | \$600.00 | | | |
| Michigan Downtown Knowles Annual | | \$200.00 | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | \$400.00 |
| | | | | |
| Transfer Out Debt Service | Budget | Expenditures | | Balance |
| | \$113,994.00 | | | |
| Bond Payment | | \$26,996.87 | | |
| | | | | |
| | | | | |
| | | | | \$86,997.13 |
| | | | | |
| | | | | |
| Transfer Out General | Budget | Expenditures | | Balance |
| | \$20,000.00 | | | |
| | | | | |
| | | | | |
| | | | | \$20,000.00 |
| Total | \$369,305.00 | \$39,720.82 | | |
| | | | | |

Memo

Date: Wednesday, November 9, 2018

To: DDA Board of Directors

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

Re: STREETScape DESIGN GUIDELINES – ACCEPTANCE OF PROPOSAL

BACKGROUND

At its October meeting, the Board of Directors authorized staff to approach Russell Design to submit a proposal to develop a set of guidelines that will set a design tone for future streetscape projects. Such a project was included as a next step in the recently-completed Downtown Master Plan. The project champion is Les Lukacs.

As conceived, the project would have two parts – the development of the guidelines, followed by the creation of a ranking system and a list for project implementation.

Russell Design submitted its proposal based on the supplied scope of work, but included enhanced data collection, citizen engagement and additional sketches and elevations not asked for initially. The proposal lump sum fee is \$35,000.

The budget for both phases of the project is \$40,000; we believe that that second phase of the project can be completed with the remaining funds if this proposal were to be accepted.

Additionally, we are seeking team members for this project, specifically those with knowledge of place-making, urban design or design in general.

ACTION

Accept the proposal from Russell Design for Downtown Streetscape Guidelines in an amount of \$35,000, funds to be derived from General Contract Services, Account #751-65.691-818.020.



Request for Proposal for Downtown Streetscape Guidelines

**Monroe Downtown Development Authority
Monroe, Michigan**

October 29, 2018



October 29, 2018

Ms. Annette Knowles
Downtown / Economic Development Coordinator
120 East First Street
Monroe, Michigan 48161

RE: **Monroe Downtown DDA Streetscape Guidelines**
Monroe, Michigan

Dear Annette:

Russell Design teamed with Anderson Eckstein and Westrick, McKenna Associates, Access Recreation Group and Liquid Assets are extremely excited to assist you, the streetscape design work group and the DDA with the preparation and adoption of the Downtown DDA Streetscape Guidelines.

Our team members bring complementary strengths and experiences to this project. Our Team is currently working with your community to design Labor Park and the Riverwalk. Collectively, our Team has a great deal of experience working with multiple municipalities. We are committed to providing our expertise and assisting the DDA toward developing streetscape design standards that will enhance the pedestrian experience and address the goals and objectives of the business community and property owners.

Russell Design will be the lead design consultant and the primary point of contact. Working in concert with McKenna we have most recently completed streetscape guidelines for Delhi Township and the City of Grosse Pointe. We are currently working on streetscape guidelines for Grosse Pointe Farms.

AEW, McKenna, Access Recreation Group and Liquid Assets round out our Team and will be available to provide their expertise should the need arise during the development of the streetscape guidelines.

Russell Design and Team members have conducted visionary workshops and focus groups for many municipalities throughout southeastern Michigan. The overarching goal of these meetings is to gather positive and negative comments and programmatic direction. Each program component is evaluated comprehensively to ensure the goals and objectives of the DDA are fulfilled.

We also have an intimate working knowledge of the Americans with Disabilities Act (ADA), the ADA Accessibility Guidelines (ADAAAG), Universal Design Principles, the Architectural Barriers Act (ABA), and the accessibility guidelines for the proposed rule for Outdoor Developed Areas.

We welcome the opportunity to meet with you to discuss how the Russell Design Team can contribute to developing comprehensive streetscape design standards.

Sincerely,
RUSSELL DESIGN, INC.

Marc R. Russell, RLA
Principal
Email: marcr@russelldesign.net



October 29, 2018

Ms. Annette Knowles
Downtown / Economic Development Coordinator
120 East First Street
Monroe, Michigan 48161

RE: **Monroe Downtown DDA Streetscape Guidelines**
Monroe, Michigan

Dear Annette:

Russell Design, teamed with Anderson Eckstein and Westrick, McKenna Associates, Access Recreation Group and Liquid Assets is extremely excited to assist you, the streetscape design work group and the DDA with the preparation and adoption of the Downtown DDA Streetscape Guidelines. It is not clear to what extent our consultants will be needed for this project. We have allocated time in this proposal for their services.

We understand our scope of work will include; but not be limited to, developing guidelines that elevates the pedestrian realm by promoting safety and walkability, cohesiveness and compatibility. The guidelines will strive to celebrate and complement the unique historic character of the urban district and the city of Monroe. Our solutions will also consider affordability, durability and maintenance.

We also understand that site plan approvals will not be required for this project.

A. Data Collection and Base Development

1. A project kick-off meeting shall be arranged to fully ascertain project scope, communication procedures, budget and scheduling. Following the kick-off meeting, and on the same day, our team we will conduct a walking audit with the streetscape design group to familiarize ourselves with the existing streetscape and to document positive and negative attributes.
2. We will review the 2018 Downtown Master Plan, 2017 Strategic Plan and the 2015 Heart of Monroe publications. Our review of these documents will determine the implications of the design efforts and will ensure the strategies and concepts are expressed in the Downtown DDA Streetscape Guidelines.
3. We will work with the city engineering department and the DDA to collect available pertinent information for the project area. We assume this information will come from the city GIS data base and existing records. We have not included a topographic survey in this proposal, however our team has surveying capabilities and can provide you with a proposal to include these services.

4. We will re-visit the project area to review and document existing conditions within the project area including pavements, site furniture, lighting, signage and landscape treatments and evaluate the feasibility of our findings with the proposed streetscape guidelines.
5. From the collected data we will prepare a base map for use in developing our work.

B. Downtown DDA Analysis

1. From our walking audit, site visit and inventory we will prepare a graphic and photographic analysis of the project area that will be presented to the streetscape design work group that will contemplate:
 - Proposed Gateway locations
 - Pedestrian Circulation Patterns and Accessibility
 - Pedestrian Pavement and Crossings
 - Site Furniture
 - Street and Pedestrian Lighting
 - Signage (district, business and wayfinding)
 - Landscape Treatments
 - Pedestrian Amenities
 - Walkability (within the project area and connectivity)
 - Historic and Visually Important sites and buildings
 - Parking Meters and Bus Stops
2. We will present the findings of the walking audit and site visit inventory to the streetscape design work group prior to initiating the focus group meetings.

C. Focus Group Meetings

The Russell Design Team will organize and facilitate a one-day focus group meetings with strategic stakeholders. This may be our best opportunity to reach out to and engage stakeholder groups like those with disabilities, the elderly or youth (as prioritized by the city). We will work with the city to determine the best attendees for these focus groups either as those being engaged or as observers, to gain their support and increase interest in the proposed projects. We would ask for the city to be responsible to invite attendees and make arrangements for the meeting space.

1. Results Reporting

The Russell Design Team will attend a meeting with the streetscape design work group team to discuss the results (provided in advance in written report) of the Focus Group meetings, as well as to discuss how the results should influence project “next steps”.

D. Preliminary Downtown DDA Streetscape Guidelines

1. The Russell Design Team will prepare representative images that will illustrate the proposed streetscape components and present to the streetscape design work group for review and approval. The representative images will provide several options for each category and will facilitate discussion while working toward a consensus.
2. The approved streetscape components will be further defined and will identify placement of the components. We will provide supplemented sketches, dimensions and text outlining the characteristics of the pedestrian amenities, such as:
 - Site furnishings, including, but not limited to benches, trash receptacles and drinking fountains
 - Wayfinding/Interpretive signage and kiosks (We will work with your branding consultant)
 - Bike Racks and Facilities
 - Lighting, Sound and Banners
 - Signage (district, businesses) (We will work with your branding consultant)
 - Pedestrian Paving Type and Patterns
 - Bump Outs and Crosswalks
 - Landscape Treatments (Tree grates, raised planters, suggested plant species)
 - Irrigation and Drainage Treatments
 - Pedestrian Amenities
 - Outdoor Dining Fencing Recommendations
 - Art Installations (Placement only. Art installation design is not included in this proposal. If desired, we can provide a separate agreement to provide design services)
3. We will prepare and deliver one black and white hard copy and one electronic version of the preliminary streetscape guidelines.
4. We will meet with the streetscape design work group to present preliminary streetscape guidelines.
5. We will incorporate review comments from the presentation into the final the preliminary streetscape guidelines as required to reflect comments.

E. Final Downtown DDA Streetscape Guidelines and Publication

1. The Final Downtown DDA Streetscape Guidelines will be provided in color and will be produced, compiled and organized into a three-ring binder. We like this format as it provides a flexible and workable document that can be edited easily should any changes to the proposed guidelines need to change in the future.
2. Supplementary graphics including plans, sketches and elevations necessary to portray the design intent and character will be included in the final document.

3. We will also provide an electronic copy of the Final Downtown DDA Streetscape Guidelines in a .PDF format suitable for reproduction and publication on the DDA's website.

F. Next Steps

1. The Russell Design Team is available to assist the City of Monroe and the DDA to implement the streetscape guidelines and provide design development through construction administration services.

G. Compensation

1. Our proposed fee to provide services outlined in Item A through E shall be billed as a lump sum fee of \$35,000.00.
2. Payment for services would be invoiced monthly as a percent of our total fee as follows:

| | |
|-------------------------------------|-------------|
| Data Collection through Analysis | \$12,000.00 |
| Focus Group Meetings | \$ 5,000.00 |
| Preliminary Downtown DDA Guidelines | \$10,500.00 |
| Final Downtown DDA Guidelines | \$ 7,500.00 |

3. Additional Public Presentations during City Council, Planning Commission, or other appointed / elected board meetings shall be billed at \$750.00 per meeting.
4. We have not included the following items in our proposal:
 - a. Geotechnical Borings
 - b. Core Samples and Testing
 - c. Coordination with utility companies for the relocation of existing utilities
 - d. Construction Inspections
 - e. Construction Staking

We thank you for this invitation to be involved with this project and hope that this proposal meets with your approval.

Sincerely,
RUSSELL DESIGN, INC.



Marc R. Russell, RLA
Principal

HOURLY RATE SCHEDULE FOR PROFESSIONAL SERVICES
(Valid through December 31, 2019)

Personnel

| | |
|----------------------------|--------|
| Principal..... | 160.00 |
| Landscape Architect I... | 100.00 |
| Landscape Architect II.... | 85.00 |
| Clerical..... | 45.00 |

Billing rates are to remain constant through December 31st of each year. Services covered by this agreement that are incomplete, through no fault of the Landscape Architect, as of December 31st in the year of the date of the agreement, shall be compensated at new rates and the amounts of compensation shall be equitably adjusted.

Reimbursable Expenses

Reimbursable expenses will be invoiced in addition to professional services and are expenses incurred as a necessary part of producing the work and shall include:

All outside reproduction will be billed at cost plus a 10% mark-up, all other items (i.e. postage, express mail, deliveries and in-house reproduction) will be billed at cost as necessary to perform the services listed herein.

Local automobile travel necessary to perform the work specified herein is included in this proposal.

Any other long-distance travel expenses necessary to complete the project as approved by Owner will be billed at actual cost or the current federal tax rate, whichever is applicable.

Reimbursable expenses would be invoiced per the attached rate schedule. We have estimated our total reimbursable expenses at approximately \$1,500.00 and will bill reimbursable expenses against this amount for all project related expenses.

Additional Services

Additional services beyond those outlined in this proposal would be invoiced hourly per the attached rate schedule.

STATEMENTS

Fees for Professional Services shall be billed the 1st of each month. Reimbursable Costs (if applicable) shall be billed with fee invoices.

ACCOUNTS

Accounts are due and payable net 30 days from two business days following the date of invoice at our office.

A 1.5% late charge shall be added to all balances over 30 days past due and increased by every 30 days thereafter on the remaining balance until the total amount is paid in full.

OWNERSHIP OF DOCUMENTS

Drawings and other documents prepared by Russell Design, Inc. (RDI and/or RDI's subcontractor) pursuant to this Agreement shall become the property of the Client upon completion or termination of this Agreement and shall be delivered to Client within 30 days of any request for same by Client. However, none of these shall be used on other projects except by written agreement with RDI. One copy of all plans and specifications will be provided to the Client in both graphic and digital format.

CREDITS / ACKNOWLEDGMENTS

RDI shall be given proper credit and acknowledgments for all services including, but not limited to: planning, design, and implementation. Proper credit shall be defined as being named by the Client or their agent in such circumstances as construction identification boards, and, if appropriate, promotional materials and brochures. Such credit is not meant to infer that RDI need be identified on park signage or referred to in future publications.

INDEMNIFICATION

Landscape Architect accepts all risks associated with and shall be liable for any injury to the Landscape Architect and/or others, as well as for any property damage incurred by the Landscape Architect and/or others, occurring on account of the negligent acts, errors or omissions of the Landscape Architect in rendering professional services under this agreement. Consistent with this liability, Landscape Architect agrees to indemnify, pay on behalf of, and hold harmless the Client, its elected and appointed officials and employees, and all others working on its behalf from and against any claims, demands, suits, losses and settlements, including reasonable attorney fees, to the extent caused by the negligent acts, errors or omissions of the Landscape Architect. The Landscape Architect shall not be obligated to indemnify the Client for the Client's own negligence.

ARBITRATION

All claims, disputes and other matters in question between the parties to this Agreement shall be subject to and decided by arbitration in accordance with the rules of the Commercial American Arbitration Association currently in effect, unless the parties mutually agree otherwise.

Demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for arbitration shall be made within

a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statutes of limitations.

No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a signing party to this Agreement, except by written consent containing a specific reference to this Agreement signed by Client, RDI, and any other person or entity sought

to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreement to arbitrate with an additional person or entity duly consented to by the parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Client and RDI agree that any disputes, claims, or other matters arising out of or relating to this Agreement shall first be submitted in writing to the other party in an attempt to settle these matters before pursuing other legal actions. The communication shall clearly state the problem or concern, allow sufficient time (7 calendar days) for a written response, and culminate in a face-to-face meeting to determine if a course of remedial action is possible. In no event shall this process take more than 30 days. The communications shall indicate whether the party is willing to submit the dispute to non-binding mediation with the cost of same to be equally shared, and, if so, the identity and cost of the parties' proposed mediator. Upon the parties agreeing to such mediation, including the mediator and a timetable for completion, pursuit of other legal actions shall be deferred until the mediation has been completed.

ATTORNEY'S FEES

Should any legal proceeding be commenced between the parties to this Agreement seeking to enforce and of its provisions, including, but not limited to, fee provisions, the predominantly prevailing in such proceeding shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for attorney's and expert witnesses' fees, which shall be determined by the court of forum in such a proceeding or in a separate action brought for that purpose. For purposes of this provision, "prevailing party" shall include a party which dismisses an action for recovery hereunder in exchange for payment of the sum allegedly due, performance of covenants allegedly breached, or consideration substantially equal to the relief sought in the action or proceeding.

TERMINATION

This Agreement may be terminated by either party upon not less than thirty days written notice should the other party fail substantially to perform in accordance with the terms of

this Agreement through no fault of the party initiating the termination or should project funding be withdrawn or not awarded. Accordingly, in the event such funding is not available to client or is withdrawn, RDI shall be compensated for such work as has been duly performed pursuant to this Agreement prior to the date of notification of termination for such reasons.

PARTIAL SERVICES

In the event that the Client contracts with RDI for partial professional services or that this Agreement is terminated prior to the completion of full professional services by RDI, and/or assigned sub-consultants, including design development, construction documents and construction phase, the Client agrees to hold harmless, indemnify and defend RDI and/or assigned sub-consultants, from and against any and all claims, liabilities, losses, damages and costs, including but not limited to costs of defense, arising out of the modification, misinterpretation and misuse of the plans and specifications in the completion of this project by others or arising out of any reuse of the plans and specifications on any other project, excepting only those liabilities, losses, damages and costs caused by the negligence of RDI and/or assigned sub-consultants.

SUCCESSORS, ASSIGNS AND SUBCONTRACTORS

It is mutually understood and agreed that this Agreement shall be binding upon the Client and its successors and assigns and upon RDI, its successors and assigns. Neither party shall assign nor transfer its interest in this Agreement or any part thereof without the written consent of the other party.

RDI is responsible for all work and services required under this Agreement, including any work and services described in this Agreement as being provided by or through any assigned sub-consultant. If sub-consultant fails to perform any of the work or services described herein, RDI remains obligated to perform such work and services, or hire another qualified subcontractor to perform subject to written notice to the Client and consent of the Client to such assignment of work to a new subcontractor. In all events, the Client is not in any way obligated in law or equity to pay any sums to assigned sub-consultants under this Agreement or otherwise. The obligation to pay for any work or services performed by assigned sub-consultants benefiting the Client shall be solely that of RDI. RDI agrees to indemnify and pay for the defense of the Client in the event of any claims made by assigned sub-consultants of RDI, which include the Client as a named defendant.

SCHEDULE

The Client shall approve time limits established by the schedule. RDI or the Client shall not, except for reasonable cause and causes beyond the control of RDI and the Client, exceed time limits established by the schedule approved by the client.

COMMUNICATIONS

Except as may otherwise be provided in the construction contract documents, or when the Client and contractor have authorized direct communications shall primarily communicate through RDI. Communications by and with RDI's consultants shall be through RDI.

Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run as provided by law.

This Agreement represents the entire and integrated agreement between Client and RDI and supersedes all prior negotiations, representations and agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and RDI.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third-party against either the Client or RDI.

For purposes of this Agreement, the following words and phrases shall have the meanings indicated. Terms, Words and phrases not separately defined shall have the meaning customarily assigned to them in the context of public works and improvement contracts by local units of government.

"Assist" shall mean RDI preparing, providing and revising documents as necessary for Client reviews and approvals.

"Contract documents" shall mean all plans, specifications, bid documents, contracts, contract conditions, bonds, insurance certificates and policies and other writings relate to the actual construction of the project which is the subject of this Agreement. The parties acknowledge that as of this Agreement, the identity, terms and conditions of the contract document have not been determined.

This Agreement has been accepted and signed by RDI below. If this Agreement meets with your approval, please sign below and return one copy for our files.

Russell Design, Inc.



Marc R. Russell, RLA
Principal

Approved and Accepted

By: _____

Title: _____

Date _____

Façade Grant Committee Meeting

November 7, 2018

Meeting: 8:05 a.m. – 9:08 a.m.,

In Attendance: Janet Berns, Scott Goocher, George Boyan, Mary Gail Beneteau, Jim Jacobs (8:15 a.m.)

Office Manager: Paula Stanifer

Four Façade Reinvestment Grant applications were received:

747 South Monroe Street – tuck pointing, new awning with logo

23 East Front Street – tuck pointing, paint, varnish exterior

34 West Front Street – remove existing façade and replaced with historically correct design, remove second floor front windows and replace with historically correct arched windows

13 West Front Street – remove non-historic façade, tuck pointing, repair/replace windows, renovation of outside of building and return to historical façade

Committee discussed the four projects. Two projects are maintenance and two projects are complete renovations.

The committee discussed the nature of the two complete façade applications, the buildings, the location of the buildings, and the plans of the current property owners to bring these buildings into use within the next 6-12 months as new businesses to Downtown Monroe. Both projects have equal commitment and both have property owners who are interested in making these changes immediately. Both projects would highly impact the Downtown. Both projects are estimated to have a property owner investment of over \$500,000 each.

Motion by Mary Gail Beneteau, seconded by George Boyan, to recommend the DDA board take an extra \$10,000 from reserves to fund both projects in the amount of \$10,000.

Motion Unanimous

If the DDA board does not agree to use funds from the reserves to fund both projects for \$10,000 each, the committee recommends the Reinvestment Grant Committee meet in December to discuss disbursement of the \$10,000 followed by a special DDA meeting in December.

6 East Front Street – project completed

Motion by Janet Berns, seconded by George Boyan, to reimburse Beneteau Properties, LLC in the amount of \$1,240.00 for the completed façade work at 6 East Front pending final receipt of the invoice.

3 in favor/Mary Gail Beneteau abstained. Motion carried.

Committee discussed additional changes to the Façade Reinvestment Grant Program. Recommended sending this to legal for review of the additional items. The committee would like to review after the legal review before submitting to the DDA board for final approval.

2018-2019 DOWNTOWN REINVESTMENT GRANT PROGRAM
APPLICATION

Deadline: Friday, October 19, 2018

Building Owner's Name (Applicant): Vasil Muhaj & Salih Mehmeti

Project Address: 13 WEST FRON ST.

Mailing Address: 2770 N. Dixie Hwy, Monroe, MI 48162

Phone Number: 734-444-8674 E-mail: salih.mehmeti@hotmail.com

Existing Use of Building: Nothing. The building is empty (obsolete)

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

Prospective sandwich shop & apartments

Type of Work: (Check all that apply)

Paint Only _____

Façade & Building Renovation X

Awnings _____

Project Description: (Please be specific) Removing non-historic / added facades, repointing brick or replacing mortar joints, replacing / restoring cornices, removing paint from brick, repairing / replacing windows, restoring windows and painting.
- Renovation of the outside building to bring it back to it's historical appearance in compliance with the city.

*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.

How will this project benefit Downtown Monroe?

The new business will bring an increase in consumer traffic and vitality in downtown Monroe. ~~It~~ It will bring more revenue and will generate more sales tax revenue. Also, project rehabilitation will reflect historic accuracy.

Estimated Project Cost (by project element):

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

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

Requested Rebate Amount: \$10,000

Proposed Project Start Date: ASAP

Did you receive any tax abatement from the City of Monroe? Yes No (circle one)
If yes, please provide tax abatement form.

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

Application materials checklist to be submitted:

- Application form, completed and signed by the property owner;
- 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.

The undersigned applicant affirms that:

- 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):

Salih Mehmet
KASIM NUHAZ

DATE: 10/14/2018

DATE: 10/14/2018

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

OFFICE USE ONLY

Submittal Date: 10/15/2018 410 estimates pgs will submit later

Committee Action: quote rec'd 10/18/2018

Notes/Comments: _____



Ohio Building Restoration, Inc.
830 Mill, Street
Toledo, Ohio 43609

37 S. Monroe Street Proposal
Façade

Date: 10/17/2018

37 S. Monroe Street
Monroe Michigan

Ohio Building Restoration Inc. will provide the labor, material, and equipment to complete the repairs mentioned below. The building façade is covered along the bottom two floors with various construction materials, so the extent of the total repair cannot be completely determined fully at this time. Below I have provided an allowance for the masonry portion of the proposal, and once the covering is removed a bill can be provided or this work can be completed on a time and material basis. We will attempt to just repair and clean the masonry on this elevation but once the covering is removed it may need to be painted. We will discuss this also once the coving is removed.

Façade wall covering.....\$5,415.00

Man lift will be used to reach the work, the wall covering and anchors will be cut from the building, and the material will be removed from the site.

Four lintel replacement over third floor windows.....\$4,531.00

Remove three to four courses of brick above each window. Replace the lintel, prime/paint the lintel, rubber flashing will be installed, and relay the salvaged brick to match the existing. The masonry will be installed as plum as possible. The new lintels will make this area strong again but by only removing the veneer we may not be able to totally remove the bulge.

Masonry repairs and tuck-pointing.....\$8,650.00

Cut out loose or missing mortar, repair or replace brick, and tuck-point with matching mortar as close as possible.

This cost is budgeted at this time. The cost above included 80 man hours, lift, and miscellaneous material.

Power washing.....\$2,072.00

Light chemical clean the façade utilizing our hot water pressure unit.



Ohio Building Restoration, Inc.
830 Mill, Street
Toledo, Ohio 43609

*37 S. Monroe Street Proposal
Façade*

Date: 10/17/2018

37 S. Monroe Street
Monroe Michigan

Frame and Sash Painting.....\$1,500 per window and sash. 8 windows.....\$12,000

Scrape, sand, prime, and apply two coats of finish to the window frames.

I have included above \$150 per window to remove the paint from the glass. Once one window has been cleaned it will have to be determined whether or not to replace the glass or keep cleaning.

Wood repair will be completed on a time and material basis.....\$3,956.00

24 hour plus \$500 for material included in the above allowance.

Total cost from items mentioned on page one and two.....\$36,624.00

No cost or work included at the first floor store front.

We propose hereby to furnish material, equipment, and labor – complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. O.B.R. workers are fully covered by Workmen's Compensation Insurance.

Authorized Brian Taylor
Signature _____

Note: This proposal may be withdrawn if not accepted within 30 days.
The net due 15 days upon completion.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as described above.

Date of Acceptance: _____

Signature: _____

Brian Taylor
Project Manager / Estimator
Ohio Building Restoration, Inc.
Email: btaylor.obr@att.net
Cell: 419.290.7637 Phone: 419.244.7372 Fax: 419.244.0627



Ohio Building Restoration, Inc.
830 Mill, Street
Toledo, Ohio 43609

34 West Front Street Proposal
Façade

Date: 10/17/2018

34 West Front Street
Monroe Michigan

Ohio Building Restoration Inc. will provide the labor, material, and equipment to complete the repairs mentioned below. The building façade is covered along the bottom two floors with various construction materials, so the extent of the total repair cannot be completely determined fully at this time. Below I have provided an allowance for the masonry portion of the proposal, and once the covering is removed a bill can be provided or this work can be completed on a time and material basis. The façade on the store front will be power washed to remove the loose paint, primed, and two coats of finish applied.

Façade wall covering removal.....\$5,415.00

Man lift will be used to reach the work, the wall covering and anchors will be cut from the building, and the material will be removed from the site.

Masonry repairs, stone sills, brick work over windows, and tuck-pointing.....\$8,800.00

Cut out loose or missing mortar, remove broken brick and replace the brick over the windows, tuck-point the prepared mortar joints as need for new paint, and replace the lower three sills .

This cost is budgeted at this time. The cost above included 80 man hours, lift, and miscellaneous material.

Power wash, scrape, prime, and apply two coats of finish to the masonry.....\$5,932.00

Power wash and scrape the loose paint. Contain all loose paint chips and properly remove from the site.

Prime all bare masonry and apply two full coats of Sherwin Williams Super paint.

Our painters are trained for lead removal and will be blood tested to remove the loose paint chips.

Assuming that lead is in the paint.

Page 2 of 2

Ohio Building Restoration, Inc.
830 Mill, Street
Toledo, Ohio 43609

*34 West Front Street Proposal
Façade*

Date: 10/17/2018

34 W. Front Street
Monroe Michigan

Frame and Sash Painting.....\$1,200 per window 6 windows.....\$7,200.00

Scrape, sand, prime, and apply two coats of finish to the window frames.

I have included above \$150 per widow to remove the paint from the glass. Once one window has been cleaned it will have to be determined whether or not to replace the glass or keep removing the paint.

Wood repair will be completed on a time and material basis.....\$3,956.00

24 hour plus \$500 for material included in the above allowance.

Total cost from items mentioned on page one and two.....\$31,303.00

No cost or work was included at the first floor store front.

We propose hereby to furnish material, equipment, and labor – complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. O.B.R. workers are fully covered by Workmen's Compensation Insurance.

Authorized Brian Taylor

Signature _____

Note: This proposal may be withdrawn if not accepted within 30 days.
The net due 15 days upon completion.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as described above.

Date of Acceptance: _____

Signature: _____

Brian Taylor
Project Manager / Estimator
Ohio Building Restoration, Inc.
Email: btaylor.obr@att.net
Cell: 419.290.7637 Phone: 419.244.7372 Fax: 419.244.0627

2018-2019 DOWNTOWN REINVESTMENT GRANT PROGRAM
APPLICATION

Deadline: Friday, October 19, 2018

Building Owner's Name (Applicant): 34 W. Front LLC

Project Address: 34 W Front St.

Mailing Address: 72 W Front St. Monroe 48161

Phone Number: 734-652-8889 E-mail: _____

Existing Use of Building: dustine@riverbankwa.com

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

Yes - Restaurant - upscale

Type of Work: (Check all that apply)

Paint Only _____

Façade & Building Renovation ☒

Awnings _____

Project Description: (Please be specific) _____

Remove existing first floor facade
and replace with historically
correct design. Remove 2nd floor
front windows and replace with
historically correct arch-top
windows. Final design being completed now.

*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.

How will this project benefit Downtown Monroe?

The entire building will be renovated and converted to an up scale restaurant. Rear (North) patios and decks will be added to take advantage of the river. The goal is to create a destination in Downtown Monroe to compliment Hotel Sterling and other businesses.

Estimated Project Cost (by project element):

| Project Element | Contractor #1 Estimated Cost | Contractor #2 Estimated Cost |
|-----------------------|---------------------------------|---------------------------------|
| (Eg: 12 windows)_____ | \$554.00_____ | \$532.00_____ |
| Demolition New Facade | \$23,785 | \$29,100 |
| Floor Two Windows | \$10,750 | \$5,900 |
| Brick Repair Painting | \$4,125 | \$5,750 |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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

Requested Rebate Amount: \$10,000

Proposed Project Start Date: 12, 1, 8

Did you receive any tax abatement from the City of Monroe? Yes No (circle one)
If yes, please provide tax abatement form.

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

Application materials checklist to be submitted:

- Application form, completed and signed by the property owner;
- 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.

The undersigned applicant affirms that:

- 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):



DATE: 10/18/19

DATE: _____

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

OFFICE USE ONLY

Submittal Date: 10/19/2018 

Committee Action: _____

Notes/Comments: _____

Wickenheiser Home Supply

2375 W. Labo Rd. Carleton MI 48117

Project Estimate

Date: 10/10/2018

To: 34 W Front LLC
C/O Dustin Leach
72 W. Front St
Monroe, MI 48161

Project Address: 34 W. Front St.
Monroe, MI 48161

Description Of Work:

Remove existing façade in its entirety and dispose of material. Verify sound foundation. Provide material and construct new raised panel façade. Final specifications to be provided by customer.

\$23,785

Replace three 2nd story windows with Jeld Wen arch-top windows to match existing opening

\$6,750

Clean and repair front (south) brick as necessary. Prepare and paint new façade and brick according to customer supplied 3-color scheme.

\$4,125

Project Total:

\$34,660

Zochowski Constuction

Bob Zochowski



8484 S. Stoney Creek Rd
Monroe, MI 48162
734-242-8234

Construction Estimate

Estimate Presented To: Dustin Leach
72 W. Front St
Monroe, MI 48161

Proposed Scope of Work:

- | | |
|--|----------|
| 1) Disassemble and discard front, floor one façade. | \$2,100 |
| 2) Construct new façade with environmentally stable material. Final, raised panel design yet to be determined by customer. Provide and install tempered glass and 36" commercial entry door. | \$27,000 |
| 3) Install three 2 nd story windows to fit existing arched openings. | \$5,900 |
| 4) Tuck point south elevation brick and prime. Paint new façade, windows and brick on south elevation. Paint colors selected by client. | \$5,750 |

Date of Estimate: 10/8/18 Estimate Valid Until: 4/01/19

Customer Acceptance / Date

\$35,000





PAID
11-6-2018
OBR Inc.
Duff

Ohio Building Restoration, Inc.
830 Mill, Street
Toledo, Ohio 43609

Invoice No.969278

INVOICE

Customer:

| | |
|---------------------|--------------------|
| Wise Guys | Date: 11/1/2018 |
| 6 East Front Street | Job Name: Wise Guy |
| Monroe, Michigan | Job Number: 18-093 |
| | PO Number: |

Estimator: Brian Taylor

Completed: 10/29/2018

Terms: 15 days

Description:

Work completed from proposal dated 5/10/2017

Above the canopy only.

| | |
|--|--|
| BENETEAU PROPERTIES LLC 15 E FRONT STREET MONROE, MI 48161-2228 | 1743 74-215/724 90 |
| Date <u>11-1-18</u> | |
| Pay to the Order of <u>Ohio Building Restoration, Inc.</u> | \$ <u>4900.00</u> |
| <u>four thousand nine hundred</u> | <u>60</u> Dollars |
| MBT Monroe Bank & Trust | Photo Safe Deposit® Details on back |
| For <u>Inv. # 969278 - 6E. Front St.</u> | <u>Mary Bait Benetean</u> |
| ⑆072402157⑆ 100054842⑆ 1743 | |

Total Amount Due

\$4,900.00

A FINANCE CHARGE of 1 ½ per month (18% ANNUAL PERCENTAGE RATE) will be charged on all invoices over 30 days old.

| | PROJECT | CHAMPION(S) | STATUS |
|-----------|---|----------------------------|---|
| Goal: | Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses | | |
| | 1. Annual Communications Plan | Staff | Newsletter template complete, next is annual report template |
| | 2. Volunteer Management Program | Staff | No action taken at this time |
| Goal: | Support downtown businesses and property owners | | |
| | 1. Façade Improvement Program | Scott Goocher | Program under revision; apps for 18-19 funds on agenda |
| | 2. Maintain online list of available properties | Staff | Updated and ongoing |
| Goal: | Preserve and enhance downtown by facilitating development | | |
| | 1. Riverfront Parking Lot Redevelopment | Staff | No action taken at this time |
| | 2. Streetscape Improvements | Les Lukacs | Proposal on agenda for approval |
| 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 | Draft templates received |
| | 2. Establish an Annual Marketing Plan | Mackenzie Swanson | Direct mail piece in process; focus group met for bus rec packet; Tree Light 11/17; new plan for FY2019-20 under development |
| 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 | Next meeting is for bus owners on 11/13 at MNX Solutions |
| Goal: | Establish an environment that promotes residential growth downtown | | |
| | 1. Clean-Safe-Attractive Effort | Tony Trujillo/George Boyan | Winter planters installation by EOM; tree and lighting survey TBD |
| | 2. Implement opportunities included in the Residential TMA | Mayor Clark/Joe Peruski | No action taken at this time; city to pursue firehouse redev |
| Carryover | | | |
| | 1. Riverwalk Enhancement/Expansion | Swanson/Trujillo | Public engagement was September 12; waiting for summary |
| | 2. Upper Floor Conversion Case Study | Peruski/Lukacs | Proposals issued, due 12/3; next step is appl from property owners |