



**AGENDA**  
**REGULAR MEETING**  
**Wednesday, May 16, 2018, 8:00 A.M.**  
**CITY HALL, 3rd FLOOR CONFERENCE ROOM, 120 E. FIRST ST.**

**1. Roll Call**

**2. Vision Statement** – Chip Williams, Welcome! (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, April 18, 2018 Regular Meeting
- C. Financial Reports
  - i. April, DDA Revenue and Expenditure Report FY 2017-2018
  - ii. April, DDA Itemized Expenditure Report FY 2017-2018

**6. New Business**

- A. Update from Monroe County Business Development Corporation/Monroe County Link Plan – Tim Lake (15 minutes)
- B. Facebook Content Strategy (5 minutes)

**Action Requested**

**7. Other Business**

- A. Work Plan Updates (20 minutes)
- B. Acceptance of Proposal – Riverwalk Enhancement and Expansion Conceptual Plan (5 minutes)
- C. Tabled Item: Spring Flower Plantings (10 minutes)
- D. Reappropriate Funds for Downtown Master Plan (5 minutes)
- E. July Annual Meeting – Board Elections (5 minutes)

**Action Requested**  
**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, April 18, 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: Chairperson Joe Peruski, George Boyan, Scott Goocher, Les Lukacs (8:11),  
Anthony Trujillo, Mayor Robert Clark, Shaun McGowan  
Excused: Scott Kegerreis, MacKenzie Swanson  
Guests: Chip Williams, Williams Insurance  
Staff: Annette Knowles, Michelle LaVoy Clerk-Treasurer

## **2. Vision Statement**

Read by Joe Peruski

## **3. Additions/Deletions to the Meeting Agenda - None**

## **4. Public Comments**

Chip Williams - Williams Insurance wanted to let the board know about some upcoming events, Art in April and the Road Rally.

## **5. Consent Agenda**

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, March 21, 2018 Regular Meeting
- C. Financial Reports:
  - ❖ March, DDA Revenue and Expenditure Report FY2017-2018
  - ❖ March, DDA Itemized Expenditure Report FY 2017-2018

Motion by Anthony Trujillo, seconded by Shaun McGowan to approve items on the Consent Agenda as presented.

***Motion carried unanimously.***

## 6. New Business

### A. Preparation for Election of Officers at Annual Meeting in July

After a brief discussion, the Chair reminded the board about the July election.

## 7. Other Business

### A. Monroe County Community College Sculpture Project

The board wants to move forward with the next phase of the project with one sculpture, and it would like to receive a rendering to review prior to implementation. The installation location may be on the Riverwalk for a Public Art project. Shaun and MacKenzie as leads for the Riverwalk project will be brought into the discussion.

### B. Riverwalk Enhancement and Expansion Conceptual Plan

Shaun McGowan updated the board that the City is taking the lead on this project; Annette spoke of the City's goal for a Riverwalk expansion and its inclusion in the forthcoming Downtown Master Plan. She will bring a proposal back to the board at the next meeting.

Motion by Les Lukacs, seconded by Shaun McGowan to approach the team led by Russell Design to request a proposal for the Riverwalk Enhancement and Expansion Conceptual Plan. ***Motion carried unanimously.***

### C. Spring Flower Planting

Anthony Trujillo updated the board on the planters and Spring Flower plantings.

Motion by Les Lukacs, seconded by Shaun McGowan to table the topic until the May meeting pending proposed watering cost for the season. ***Motion carried unanimously.***

### D. Work Plan Updates

**Upper Floor Conversion Case Study:** Joe Peruski updated the Board where they are with their plan. Annette stated that she put together a draft of the program and when it is completed, she will bring it back to the Board for approval and issuance of an RFP for an Architectural Consultant at that time.

**Streetscape Design Standards:** Les Lukacs updated the board on the Street Scape standards and the features that will be included. When ready, we can ask Russell Design for a proposal to complete the design standards.

**Retail Expansion and Recruitment:** Anthony Trujillo updated the board on the recruitment of business for the downtown. He spoke of having an outreach for the downtown businesses.

**Façade Grant Program Update:** Scott Goocher spoke of the Façade Grant Program. He will have a rough draft at the next meeting.

## **8. Communications**

No communications.

## **9. Board Member Comments/Administrative Comments**

Annette spoke of the Downtown Master Plan Presentation during the June 4, 2018 Council Work session. Annette also spoke of the success of Downtown Master Plan public open house. Annette reminded the board of the renovations to the Council Chambers. Council meetings will be moved to the County Commissioners Chambers located inside of the County Courthouse during the renovations.

Mayor Clark reminded the board of appointments; he is reviewing applications to propose new members. He added that our sister City of HOFU Japan is visiting Monroe from Saturday thru Tuesday. Mayor Clark suggested that Mark Cochran could attend a future meeting to review some of items going on from an Economic Development standpoint for the downtown area.

Shaun McGowan stated that Cravings is not closed, they are repainting and rebranding.

George Boyan asked if the DDA was still putting on the Wine Crawl and the Downtown Flea Market. The Downtown Monroe Business Network is now hosting both events. The flea market has been rebranded as the Open Air Market.

Tony stated that there is an upcoming award ceremony at the Museum as well as a dedication to Mr. Sieb and his wife.

Les Lukacs spoke on his excitement for the spring.

Joe Peruski asked for a moment of silence for John Patterson who recently passed away.

## **10. Adjournment**

Motion to adjourn by Scott Goocher, seconded by Les Lukacs at 9:06 a.m.

***Motion carried unanimously***

TRANSACTIONS FROM 04/01/2018 TO 04/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
04/01/2018			<b>751-00.000-005.000 COOP LIQUID ASSET SEC SYS</b>	BEG. BALANCE			591,209.60
04/13/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	19995		10,800.00	580,409.60
04/20/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20033		11,000.00	569,409.60
04/30/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20063		77,800.00	491,609.60
04/30/2018	GJ	JE	MICHIGAN CLASS INTEREST - APR 2018	20091	888.70		492,498.30
04/30/2018			751-00.000-005.000	END BALANCE	888.70	99,600.00	492,498.30
04/01/2018			<b>751-00.000-007.000 AUTOMATED PUBLIC FUNDS</b>	BEG. BALANCE			80.97
04/01/2018	GJ		MONTHLY P&L INSURANCE PREMIUM	19962		55.50	25.47
04/03/2018	CD	CHK	SUMMARY CD 04/03/2018			10,000.00	(9,974.53)
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018			732.65	(10,707.18)
04/11/2018	GJ	JE	5/3 SERVICE FEES - MAR 2018	19992		6.81	(10,713.99)
04/13/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	19995	10,800.00		86.01
04/17/2018	CD	CHK	SUMMARY CD 04/17/2018			10,000.00	(9,913.99)
04/17/2018	CD	CHK	SUMMARY CD 04/17/2018			317.62	(10,231.61)
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018			732.65	(10,964.26)
04/20/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20033	11,000.00		35.74
04/26/2018	GJ		FUNDS TRANSFER FOR BOND PAYMENT	20057		77,746.87	(77,711.13)
04/30/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20063	77,800.00		88.87
04/30/2018			751-00.000-007.000	END BALANCE	99,600.00	99,592.10	88.87
04/01/2018			<b>751-00.000-202.000 ACCOUNTS PAYABLE</b>	BEG. BALANCE			0.00
04/02/2018	AP	INV	GTAK PROPERTIES LLC	15 W FRONT		10,000.00	(10,000.00)
			FACADE REINVESTMENT GRANT IMPROVEMENT				
04/03/2018	CD	CHK	SUMMARY CD 04/03/2018		10,000.00		0.00
04/16/2018	AP	INV	17 E SECOND LLC	3/7/2018		10,000.00	(10,000.00)
			FACADE REIMBURSEMENT 15 E 2ND ST				
04/16/2018	AP	INV	FIFTH THIRD BANK	03/20/2018		26.49	(10,026.49)
			ADOBE SUBSCRIPTION				
04/16/2018	AP	INV	FIFTH THIRD BANK	03/19/2018		100.00	(10,126.49)
			A. KNOWLES TRAINING WEBSITE				
04/16/2018	AP	INV	FIFTH THIRD BANK	03/08/2018		80.25	(10,206.74)
			MI DOWNTOWN ASSOC WORKSHOP LODGING				
04/16/2018	AP	INV	FIFTH THIRD BANK	03/02/2018		10.88	(10,217.62)
			EMAIL SUBSCRIPTION				
04/16/2018	AP	INV	FIFTH THIRD BANK	02/27/2018		100.00	(10,317.62)
			MEMBERSHIP FEE FOR ICSC KNOWLES				
04/17/2018	CD	CHK	SUMMARY CD 04/17/2018		10,000.00		(317.62)
04/17/2018	CD	CHK	SUMMARY CD 04/17/2018		317.62		0.00
04/30/2018			751-00.000-202.000	END BALANCE	20,317.62	20,317.62	0.00
04/01/2018			<b>751-65.691-703.000 PART TIME SALARIES &amp; WAGES</b>	BEG. BALANCE			13,026.24
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		680.00		13,706.24
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018		680.00		14,386.24
04/30/2018			751-65.691-703.000	END BALANCE	1,360.00	0.00	14,386.24
04/01/2018			<b>751-65.691-717.000 SOCIAL SECURITY</b>	BEG. BALANCE			807.63
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		42.16		849.79
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018		42.16		891.95
04/30/2018			751-65.691-717.000	END BALANCE	84.32	0.00	891.95
04/01/2018			<b>751-65.691-717.005 MEDICARE</b>	BEG. BALANCE			188.88
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		9.86		198.74
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018		9.86		208.60
04/30/2018			751-65.691-717.005	END BALANCE	19.72	0.00	208.60
04/01/2018			<b>751-65.691-718.010 WORKERS' COMP INSURANCE</b>	BEG. BALANCE			12.08
04/05/2018	PR	CHK	SUMMARY PR 04/05/2018		0.63		12.71
04/19/2018	PR	CHK	SUMMARY PR 04/19/2018		0.63		13.34
04/30/2018			751-65.691-718.010	END BALANCE	1.26	0.00	13.34
04/01/2018			<b>751-65.691-727.000 OFFICE SUPPLIES</b>	BEG. BALANCE			565.27

TRANSACTIONS FROM 04/01/2018 TO 04/30/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>751-65.691-727.000 OFFICE SUPPLIES</b>					(Continued)		
04/16/2018	AP	INV	FIFTH THIRD BANK	03/20/2018	26.49		591.76
			ADOBE SUBSCRIPTION				
04/16/2018	AP	INV	FIFTH THIRD BANK	03/02/2018	10.88		602.64
			EMAIL SUBSCRIPTION				
04/30/2018			751-65.691-727.000	END BALANCE	37.37	0.00	602.64
<b>751-65.691-818.080 FACADE IMPROVEMENTS</b>							
04/01/2018			GTAK PROPERTIES LLC	15 W FRONT	BEG. BALANCE		63,900.00
04/02/2018	AP	INV	FACADE REINVESTMENT GRANT IMPROVEMENT		10,000.00		73,900.00
			17 E SECOND LLC	3/7/2018	10,000.00		83,900.00
04/16/2018	AP	INV	FACADE REIMBURSEMENT 15 E 2ND ST				
04/30/2018			751-65.691-818.080	END BALANCE	20,000.00	0.00	83,900.00
<b>751-65.691-860.000 TRAINING &amp; TRAVEL</b>							
04/01/2018			FIFTH THIRD BANK	03/19/2018	BEG. BALANCE		776.59
04/16/2018	AP	INV	A. KNOWLES TRAINING WEBSITE		100.00		876.59
			FIFTH THIRD BANK	03/08/2018	80.25		956.84
04/16/2018	AP	INV	MI DOWNTOWN ASSOC WORKSHOP LODGING				
04/30/2018			751-65.691-860.000	END BALANCE	180.25	0.00	956.84
<b>751-65.691-910.000 INSURANCE PREMIUM</b>							
04/01/2018			MONTHLY P&L INSURANCE PREMIUM	19962	BEG. BALANCE		499.50
04/01/2018	GJ				55.50		555.00
04/30/2018			751-65.691-910.000	END BALANCE	55.50	0.00	555.00
<b>751-65.691-958.000 MEMBERSHIPS &amp; DUES</b>							
04/01/2018			FIFTH THIRD BANK	02/27/2018	BEG. BALANCE		0.00
04/16/2018	AP	INV	MEMBERSHIP FEE FOR ICSC KNOWLES		100.00		100.00
04/30/2018			751-65.691-958.000	END BALANCE	100.00	0.00	100.00
<b>751-65.691-999.301 TRANSFER OUT-DEBT SERVICE</b>							
04/01/2018			FUNDS TRANSFER FOR BOND PAYMENT	20057	BEG. BALANCE		27,746.88
04/26/2018	GJ				77,746.87		105,493.75
04/30/2018			751-65.691-999.301	END BALANCE	77,746.87	0.00	105,493.75
<b>751-80.100-665.005 INTEREST ON INVESTMENTS</b>							
04/01/2018			5/3 SERVICE FEES - MAR 2018	19992	BEG. BALANCE		(5,613.49)
04/11/2018	GJ	JE			6.81		(5,606.68)
04/30/2018	GJ	JE	MICHIGAN CLASS INTEREST - APR 2018	20091		888.70	(6,495.38)
04/30/2018			751-80.100-665.005	END BALANCE	6.81	888.70	(6,495.38)
GRAND TOTALS:					220,398.42	220,398.42	693,200.15

05/10/2018 11:09 AM  
 User: esell  
 DB: Monroe

REVENUE AND EXPENDITURE REPORT FOR CITY OF MONROE

Pag

1/1

PERIOD ENDING 04/30/2018

		2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	04/30/2018 (ABNORMAL) ASE	04/30/2018 (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	6,495.38	881.89	504.62
Total Dept 80.100 - GENERAL REVENUE		7,000.00	6,495.38	881.89	504.62
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
TOTAL REVENUES		225,839.00	225,298.59	881.89	540.41
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,000.00	14,386.24	1,360.00	5,613.76
751-65.691-717.000	SOCIAL SECURITY	1,200.00	891.95	84.32	308.05
751-65.691-717.005	MEDICARE	280.00	208.60	19.72	71.40
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	13.34	1.26	6.66
751-65.691-727.000	OFFICE SUPPLIES	500.00	602.64	37.37	(102.64)
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	600.00	0.00	0.00
751-65.691-818.020-18R0300000	GENERAL CONTRACT SERVICES	35,000.00	35,000.00	0.00	0.00
751-65.691-818.080	FACADE IMPROVEMENTS	85,000.00	83,900.00	20,000.00	1,100.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	956.84	180.25	443.16
751-65.691-905.000	PUBLISHING/ADVERTISING	3,400.00	3,972.71	0.00	(572.71)
751-65.691-910.000	INSURANCE PREMIUM	500.00	555.00	55.50	(55.00)
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	217.10	0.00	582.90
751-65.691-955.035	DESIGN COMMITTEE	5,500.00	3,330.74	0.00	2,169.26
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	100.00	100.00	500.00
751-65.691-999.101	TRANSFER OUT-GENERAL	10,000.00	0.00	0.00	10,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	105,494.00	105,493.75	77,746.87	0.25
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		274,454.00	254,271.81	99,585.29	20,182.19
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		274,454.00	254,372.13	99,585.29	20,081.87
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		225,839.00	225,298.59	881.89	540.41
TOTAL EXPENDITURES		274,454.00	254,372.13	99,585.29	20,081.87
NET OF REVENUES & EXPENDITURES		(48,615.00)	(29,073.54)	(98,703.40)	(19,541.46)
BEG. FUND BALANCE		521,660.71	521,660.71		
END FUND BALANCE		473,045.71	492,587.17		

Monroe Downtown Development Authority  
2017-2018 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures		Balance
	\$24,000.00			
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		
				\$9,613.76
Social Security	Budget	Expenditures		Balance
	\$1,400.00			
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		
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		

Monroe Downtown Development Authority  
2017-2018 Fiscal Year Expenditure Report

4/5/2018		\$42.16		
4/19/2018		\$42.16		
				<b>\$508.05</b>
<b>Medicare</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$319.00			
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		
				<b>\$110.40</b>
<b>Workers Comp Insurance</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		

Monroe Downtown Development Authority  
2017-2018 Fiscal Year Expenditure Report

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		
				\$6.66
<b>Office Supplies - 727.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$500.00			
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		
Adobe subscription		\$26.49		
Email Subscription		\$14.50		
Adobe subscription		\$26.49		
Email Subscription		\$10.88		
				-\$102.64
<b>Copies</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$100.00			
				\$100.00
<b>Postage</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$500.00			
August		\$0.46		
Postage for return of banner		\$10.54		
January		\$0.47		

Monroe Downtown Development Authority  
2017-2018 Fiscal Year Expenditure Report

				<b>\$488.53</b>
<b>Audit Services</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,500.00			
Plante & Moran PLLC		\$1,360.00		
				<b>\$140.00</b>
<b>General Contract Services - 818.020</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$90,000.00			
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		
				<b>\$54,400.00</b>
<b>Façade Improvements - 818.080</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$85,000.00			
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		
				<b>\$1,100.00</b>
<b>Training &amp; Travel - 860.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		
				<b>\$443.16</b>

Monroe Downtown Development Authority  
2017-2018 Fiscal Year Expenditure Report

<b>Publishing/Advertising 905.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$4,000.00			
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		
				<b>\$27.29</b>
<b>Insurance Premium</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,500.00			
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		
				<b>\$945.00</b>
<b>Miscellaneous Expense - 955.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$800.00			
Ink, card stock		\$198.83		
A. Knowles; refreshments DDA Meeting		\$18.27		
				<b>\$582.90</b>
<b>Development Committee - 955.030</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$0.00			
				<b>\$0.00</b>
<b>Design Committee - 955.035</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$5,500.00			
Aqua Dulce - Fall Decoration reimb.		\$474.47		

Monroe Downtown Development Authority  
2017-2018 Fiscal Year Expenditure Report

Four Star Greenhouse - fall decorations		\$333.74		
Four Star Greenhouse - fall decorations		\$43.53		
Bronners - 4 soldiers		\$2,479.00		
				\$2,169.26
<b>Promotion Committee - 955.040</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$2,500.00			
Hohman Promotions		\$731.25		
Lamour Printing		\$85.00		
Lamour Printing brochures		\$40.00		
Balloons		\$42.15		
Balloons		\$8.48		
P. Stanifer mileage brochures		\$69.55		
Lamour Printing - EDD		\$1,500.00		
Monroe News Ad		\$195.00		
				-\$171.43
<b>Dues &amp; Subscriptions - 958.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$600.00			
Membership fee for ICSC Knowles		\$100.00		
				\$500.00
<b>Transfer Out Debt Service</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$105,494.00			
Bond Payment		\$27,746.88		
Bond Payment		\$77,746.87		
				\$0.25
<b>Transfer Out General</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$10,000.00			
				\$10,000.00
<b>Total</b>	<b>\$335,133.00</b>	<b>\$254,271.81</b>		

## Memo

Date: Friday, May 11, 2018

To: DDA Board of Directors

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

Re: FACEBOOK CONTENT STRATEGY

---

### BACKGROUND

Please find attached for your review and adoption a proposed content strategy that describes a protocol for posting on the Downtown Monroe page on Facebook. The strategy supports the dissemination of information about promotions, events, development, buildings, businesses, the DDA and other content, while limiting the number of posts about an activity (to keep the information relevant and engaging) and some content (to maintain privacy and focus). Nearly all information about downtown happenings is subject to inclusion, except for multiple posts, out-of-district posts, and posts about sales (which are best placed on an individual business's page). This strategy is intended to align with and support the Communications Plan, as we start using Facebook for broader information sharing.

If approved, the content strategy may take immediate effect. It would be ideal to seek out and post content daily, so as to encourage the use of the Downtown Monroe page as THE best resource for factual and fun information.

### ACTION

Adopt Facebook content strategy, with immediate implementation.

# Facebook Content Strategy - Monroe DDA

---

Sharing information about the Monroe DDA and Downtown Monroe programs, news and activities through Facebook is an effective way to communicate with the community. Facebook may be used by the Monroe DDA to disseminate information and to promote organizational and downtown-related events and accomplishments. Posts about the activities of the Monroe Downtown Development Authority take precedence over other submitted posts. The Monroe DDA retains editorial and other control over content and may decide whether submitted content is appropriate for posting. The Monroe DDA shall not guarantee if or when submitted content will be posted.

## GOALS

1. Post relevant information on a daily basis.
2. Create a call to action, when possible and appropriate. Invite views to attend, see, visit, meet, welcome, etc.
3. Reinforce the Monroe brand; creatively use the word “expect” when warranted. Study the branding guidelines to look for ways to align posts to the brand.
4. Portray Downtown Monroe in a positive manner using professional-grade photographs and imagery.

## APPROPRIATE CONTENT

### *Posts About District Businesses*

- New business openings and ribbon-cuttings
- Existing business milestones, honors, new owners or management, expansions, renovations, philanthropic events
- Posts aligned with a specific DDA marketing strategy, i.e. Mother’s Day virtual shopping guide

### *Posts About DDA Activities*

- Notices of DDA meetings with main agenda items
- Calls for volunteers or volunteer gatherings
- Did you knows?
- Board member news
- Staff recognitions, i.e. certifications, awards, etc.
- Changes to rules and regulations, i.e. parking
- Key statistics about downtown
- Surveys
- Planning efforts
- Public Information Meetings
- Marketing initiatives, branding

### ***Posts About Downtown Events***

- Events held within district boundaries that are open to the public, with or without a fee; one post only, prefer to share the event, if created
- Activities happening in the downtown that may draw a large amount of people/patrons, such as performances at the River Raisin Center for the Arts, concerts in St. Mary's Park, selected Parks and Recreation activities, selected Monroe County Museum activities, selected Dorsch Library activities; reinforce the concept of downtown as a destination

### ***Posts About Downtown Partners***

- Selected posts relevant to sponsors/donors; recognition
- Public service announcements
- Partner organization efforts
- Training workshops for entrepreneurship

### ***Posts About Properties***

- Before and After photographs of facades and other substantial improvements
- Feature about a vacant parcel; list address, contact, 1-2 photos; one time only each property

### ***Posts About Projects***

- Public space improvements
- Road closures
- Public art installations
- Construction updates

### **INAPPROPRIATE CONTENT**

- Sales or specials at individual businesses (as distinguished from special events)
- Personal information
- Posts related to out-of-district activities or topics
- Multiple posts for non-DDA activities

## Memo

Date: Friday, May 11, 2018

To: DDA Board of Directors

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

Re: ACCEPTANCE OF PROPOSAL – RIVERWALK ENHANCEMENT AND EXPANSION  
CONCEPTUAL PLAN

---

### BACKGROUND

Please find attached for your review and acceptance a proposal received from Russell Design and other team members to develop a conceptual master plan for enhancement of the existing Riverwalk and expansion into Soldiers and Sailors Park. The proposal was obtained in accordance with the scope of services that was discussed at the April meeting of the Board.

The cost to complete the Plan \$44,300, with estimated reimbursable expenses not to exceed \$5,000, for a total of \$49,300. Given that a portion of this work happens outside the DDA district, the City has committed \$XXX to offset the portion of costs applicable to Soldiers and Sailors Park. When complete, the plan will serve as the blueprint for future improvements and as evidence and documented support for grant applications.

This design project was included in the forthcoming fiscal year 2018-2019 budget; the work shall commence after July 1, with board members Swanson and McGowan leading the charge of a steering team, which will include the Director of Parks and Recreation Loretta LaPointe and others by invitation.

### ACTION

Accept the proposal from Russell Design for landscape architectural conceptual design services for Riverwalk Enhancement and Expansion, funds to be derived from Account #751-65.691-818.020 from the fiscal year 2018-2019 budget.



May 9, 2018

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

**RE: Landscape Architectural Conceptual Design Services  
for the Riverwalk Enhancement and Expansion**  
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, committee members and the City of Monroe with the schematic master plan for the enhancement of the existing Riverwalk, improved access from Front Street and its expansion through Soldiers and Sailors Park to the Water Treatment Plant property line. We also understand our scope of work will include the preparation of an estimate of probable construction costs and a projected maintenance costs for the approved improvements.

We are pleased to submit the following proposal for the schematic design through construction administration services.

We also understand that site plan approval is not required for the project.

If required, we will attend meetings with the planning commission and the city council to present the committee approved project design for informational purposes only.

#### **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 committee members to familiarize ourselves with the existing Riverwalk and the development opportunities and constraints.
2. We will review existing as-built documents to better determine the extent of any additional data requirements.
3. We will review the City's Master Plan, 2017 Strategic Plan, City Council Goals and Objectives, and the forthcoming Downtown Master Plan. We will also review the River Raisin Heritage Corridor-East Plan. Our review of these documents will ensure the strategies and concepts are expressed in the master plan.

#### **B. Charrette Style Open House Public Workshop**

1. We have included an open house workshop in this proposal. We will assist our sub-consultant, McKenna, who will be lead facilitator of a half-day Open House at a location to be determined. During this Open House, residents of the surrounding neighborhood – along with other interested stakeholders – will have an opportunity to provide input on the designed improvements to the Riverwalk.

The Open House format encourages fun / face-to-face engagement with residents and builds an authentic sense of trust because there's an opportunity for more specific and personal interactions.

## 2. Potential Exercises

Open Houses between concept and design phases often have a component of testing alternatives, whether it's providing choices of site furnishings, access opportunities, landscaping amenities, programming, or other. During the preparation phase for the Open House, we will work with the design team and the committee to determine the most appropriate exercises; options, to name a few, are:

- a. Visual Preference Survey on any design element.
- b. Graphic display boards with park excellence best practices to facilitate discussion on Labor Park components (contextualize "why" concept is as it is).
- c. Asset mapping exercise to determine needed / best case connections from park to other assets within walking distance (.25-mile radius) and a bit beyond (.50-mile radius).
- d. Open-ended question facilitation, where participants would put their answers on a dry erase board (then be photographed, with their permission), or on a post-it note onto a large board – a nice question based on our experience is "What does your ideal day at the park involve?".

Program design, mapping, and graphics will be prepared and submitted to the City in writing well in advance of the Open House, for City approval; we will also prepare graphics and content to publicize the event using the City's established "channels".

## 3. Results Reporting

Russell Design, and McKenna will attend a Public Engagement Results meeting with the City's administrative team to discuss the results (provided in advance in written report) of the Open House, as well as to discuss how the results should influence project "next steps".

## C. Topographic Survey and Boundary Survey

1. We will provide a topographic survey for the Soldiers and Sailors Park river frontage and Altrusa Park. The topographic survey will include the existing building frontages and we will locate all visual features within this area and provide grades at a maximum 25' grid. We will contact the DPW and acquire cad files of phase one of the Riverwalk.
2. From the approved survey, we will prepare our base drawings for the preparation of our schematic master plan.
3. Please note, surveying the two private green spaces east and west of Altrusa Park is not included in this proposal. Surveying these areas will require an additional day to complete. Please reference the compensation section.

## D. Conceptual Master Plan

Following the design charrette, we will develop a hybrid conceptual master plan that will attempt to blend the stakeholder's designs into an overall master plan for the Riverwalk. The conceptual master plan will illustrate the physical design elements discussed during our meetings.

The overall park image improvements will be universally accessible and may also include; but not be limited to, expansion through Soldiers and Sailors Park, improved access from Altura Park, additional access opportunities from Front Street, art installations, historic and interpretative signage, wayfinding, suggested building improvements and connection opportunities and pedestrian amenities.

1. Attendance at a Downtown Development Authority (DDA) meeting to present the conceptual master plan alternative.
2. Revise the conceptual master plan as required for approval prior to the development of the preliminary master plan.
3. Attendance at a follow-up meeting with stakeholders to present revised conceptual master plan for approval prior to development of the preliminary master plan.

#### **E. Preliminary Master Plan**

The Preliminary Master Plan will be a mounted illustrative graphic refinement of the approved Conceptual Design and will summarize in greater detail the proposed physical site elements. Elements may include; but not be limited to, enhancing the existing park entry locations, accessible pedestrian circulation, interpretive and wayfinding signage, landscape treatments, site and pedestrian amenities and suggested lighting and surveillance improvements.

The following tasks will be completed:

1. Prepare supplementary graphics including plans, sketches and elevations necessary to portray the design intent and character.
2. Provide representative images of the proposed design that illustrate the design concept.
3. We will prepare a statement of probable construction costs based upon the approved design.
4. We will work with you and city staff to prepare maintenance costs for the proposed improvements.
5. Attendance at a meeting with committee to present the schematic design and estimate.
6. If necessary we will attend a follow-up meeting with the committee to present the revised preliminary master plan for approval.
7. Attendance at a joint meeting with the City Council and the Downtown Development Authority to present final preliminary master plan and probable construction costs.
8. We will provide one complete set of preliminary master plan documents (.pdf format) to you for distribution to committee members.

#### **F. Compensation**

1. Our proposed fee to provide services outlined in Item A through E shall be billed as a lump sum fee of \$44,300.00.
2. Payment for services would be invoiced monthly as a percent of our total fee as follows

Data Collection through Charrette	\$12,000.00
Topographic Survey	\$ 5,300.00
Conceptual Master Plan	\$12,000.00
Preliminary Master Plan	\$15,000.00

3. Additional City administration meetings shall be billed at \$500.00 per meeting.
4. Additional Public Presentation during City Council, Planning Commission, or other appointed / elected board meeting shall be billed at \$750.00 per meeting.
3. Our proposed fee to provide a topographic survey for the two private parcels east and west of Altrusa Park and west of Macomb Street shall be billed as a lump sum of \$3,600.00.
5. We have not included the following items in our proposal:
  - a. Geotechnical Borings, Core Samples and Testing
  - b. Coordination with utility companies for the relocation of existing utilities within the Second Street right-of-way
  - c. Construction Inspections
  - d. Construction Staking

We thank you for this invitation to be involved with this project and hope that this proposal meets with your approval. Our firm will provide you with the highest quality of professional services and we look forward to working with you on this project.

If we can provide you with any additional information or answer any questions regarding our proposed services, please do not hesitate to contact us.

Sincerely,  
RUSSELL DESIGN, INC.

A handwritten signature in black ink, appearing to read "MR. RUSSELL", with a stylized flourish extending to the right.

Marc R. Russell, RLA  
Principal

**HOURLY RATE SCHEDULE FOR PROFESSIONAL SERVICES**  
(Valid through December 31, 2018)

**Personnel**

Principal.....	150.00
Landscape Architect I....	100.00
Landscape Architect II....	85.00
Clerical.....	45.00

Billing rates are to remain constant through December 31<sup>st</sup> of each year. Services covered by this agreement that are incomplete, through no fault of the Landscape Architect, as of December 31<sup>st</sup> 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 \$5,000.00 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 \_\_\_\_\_

## Memo

Date: Friday, May 11, 2018

To: DDA Board of Directors

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

Re: REAPPROPRIATE FUNDS FOR DOWNTOWN MASTER PLAN

---

### BACKGROUND

Work to complete the Downtown Master Plan is ahead of schedule! At the time of launch, it was expected that the project would wind down in late summer; however, the presentation to city and board leaders, which largely marks project completion, happens on June 4.

This presents a budgetary issue that needs resolution. When awarded, it was planned that the DDA would contribute \$35,000 from the current fiscal year, and an additional \$10,000 from the forthcoming fiscal year, supplemented with funds from the City of Monroe for a total project cost of about \$89,000. The original allocation of \$35,000 has been paid; and, we project that the remainder of the project will be invoiced prior to the end of June, 2018.

For this reason, the board is asked to consider a transfer of funds from unexpended contract services funds from the current fiscal year to the source expenditure account for the Master Plan. If approved, the funds will not be drawn in the forthcoming fiscal year, which commences on July 1, 2018. I do not foresee that any other funds from those remaining in contract services will be used this fiscal year.

I have attached a spreadsheet which documents expenditures to date.

Please reach me in the event you have questions or concerns.

### ACTION

Approve transfer of funds in the amount of \$10,000 from Account #751-65.691-818.20 General Contract Services to Account #751-65.691-818.20-1R0300000 General Contract Services – Downtown Master Plan.

Downtown Master Plan Payment Record      PO 180094  
FY2017-2018

Project Budget = \$89,750

City - Gen Fund	City - Parking	DDA 818.020
\$ 10,000.00	\$ 25,000.00	\$ 35,000.00

Invoice Number	Date	Amount	Payment	Payment	Payment
#2171152	10/25/2017	\$ 1,055.12			\$ 1,055.12
#2171316	12/1/2017	\$ 15,710.86			\$ 15,710.86
#2171427	12/28/2017	\$ 8,563.64			\$ 8,563.64
#2171597	1/19/2018	\$ 6,390.38			\$ 6,390.38
#2180024	2/14/2018	\$ 20,782.00		\$ 17,502.00	\$ 3,280.00
#2180175	3/27/2018	\$13,833.00	\$ 6,335.00	\$ 7,498.00	
#2180256	4/24/2018	\$15,435.00	\$ 3,665.00		
Total			\$ 10,000.00	\$ 25,000.00	\$ 35,000.00

-18R03 List by Account # on Invoice

Balance	\$ -	\$ -	\$ -
---------	------	------	------

FY 2018-2019	City - Gen Fund	DDA
	\$ 9,750.00	\$ 10,000.00

Balance	\$ 9,750.00	\$ 10,000.00
---------	-------------	--------------