

MONROE

DOWNTOWN
DEVELOPMENT AUTHORITY

AGENDA
REGULAR MEETING

Wednesday, February 20, 2019, 8:00 A.M.
CITY HALL, 3RD FLOOR CONFERENCE ROOM, 120 E. FIRST ST.

1. **Roll Call**
2. **Vision Statement** (2 minutes)
3. **Additions/Deletions to the Meeting Agenda** (1 minute)
4. **Public Comment** (2 minutes per individual)
5. **Consent Agenda** (2 minutes) **Action Requested**
 - A. Approval of Agenda
 - B. Approval of Minutes
 - i. Wednesday, January 16, 2019 Regular Meeting
 - ii. Wednesday, January 30, 2019 Work Session
 - C. Financial Reports
 - i. January, 2019, DDA Revenue and Expenditure Report FY 2018-2019
 - ii. January, 2019, DDA Itemized Expenditure Report FY 2018-2019
6. **New Business**
 - A. Arthur Lesow Community Center Update – Executive Director Felix Hill (10 min)
 - B. Establish Ad Hoc By-Law Revision Committee (5 min) **Action Requested**
 - C. Establish Parking Committee (5 min) **Action Requested**
 - D. Adopt Rules for Public Comment (5 min) **Action Requested**
7. **Other Business**
 - A. Fiscal Year 2019-2020 Proposed Budget – Approval for Submission (10 min) **Action Requested**
 - B. Façade Reinvestment Program Revision (15 min) **Action Requested**
 - C. Work Plan Updates (5 min)
8. **Communications**
9. **Board Member and Administrative Comments** (1 min each)
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, January 16, 2019
Third Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 8:03 a.m.

1. Roll Call

Present: Mayor Robert Clark, George Boyan, Scott Goocher, Scott Kegerreis, Joe Peruski, Mackenzie Swanson, Chip Williams and Les Lukacs (8:09)
Excused: Anthony Trujillo
Staff: Michelle LaVoy, Clerk-Treasurer
Annette Knowles, Downtown/Economic Development Coordinator

2. Vision Statement - Read by Chip Williams

3. Additions/Deletions to the Meeting Agenda - None

4. Public Comments - None

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, November 14, 2018 Regular Meeting
- C. Financial Reports:
 - ❖ November & December, DDA Revenue and Expenditure Report FY2018-2019
 - ❖ November & December, DDA Itemized Expenditure Report FY 2018-2019

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

6. New Business

A. Fiscal Year 2019-2020 Proposed Budget – Overview and Prep for Work Session

Chairman Peruski updated the Board on the work session and timeline for the budget.

Knowles presented the proposed budget, along with the corresponding work plan. No action was taken at this time. The item is to serve as an introduction. The Board will discuss the budget at a special work session on Wednesday, January 30, 2019 and will take action to submit the budget at its regular meeting on Wednesday, February 20, 2019.

B. Upper Floor Conversion Case Study – Selection of Architect and Applicants

Les Lukacs gave the Board an overview of the applicants and the projects. Chairman Peruski also updated the Board on the Upper Floor Conversions Program and the working with the Building Department. Discussion followed.

Motion by Mayor Clark, seconded by Williams to approve the selection of Mitchell and Mouat Architects as the consultant of record for the case study pilot program. ***Motion carried unanimously.***

Motion by Mayor Clark, seconded by Lukacs to approve the selection of 14 West Front Street and 113 ½ East Front Street to participate in the Upper Floor Conversion Case Study Pilot Program, with the stipulation that there is a compliance check to make sure the applicants have no outstanding debt obligations to the City. ***Motion carried. (Williams abstain)***

C. Increased Expenditure for Online Calendar

Knowles updated the Board on the online calendar. The calendar is now live, but additional graphics design was needed beyond the original scope of work. Staff is building content.

Motion by Mayor Clark, seconded by Kegerreis to approve payment in the amount of \$195.00 to Hadrout Advertising + Web for graphic design services associated with the addition of an online calendar, funds to be derived from account 751-65.691-880.000, Community Promotions. ***Motion carried unanimously.***

D. Event Calendar Strategy

Knowles outlined the Event Calendar Strategy. It is recommended so there are parameters under which downtown event planners will need to comply to be included.

Motion by Swanson, seconded by Williams to approve the Event Calendar Strategy. ***Motion carried unanimously.***

E. Tree Maintenance

Knowles updated the Board on her meeting with Anthony Abbott, Forestry and Grounds Supervisor regarding year one of a three-year plan to perform Tree Maintenance.

Motion by Lukacs, seconded by Boyan to approve ratify actions to collaborate with City Forestry on the tree maintenance program and reaffirm allocation of not to exceed \$5,000.00. ***Motion carried unanimously.***

7. Other Business

A. Work Plan Update – A written report was included in the board packet

B. Membership in National Main Street Center

Knowles informed the Board about benefits of membership in the National Main Street Center.

Motion by Mayor Clark, seconded by Williams to approve membership in the National Street Center at a cost of \$199.00. ***Motion carried unanimously.***

C. Approval of 2019 Meeting Schedule

Knowles updated the Board on the calendar; LaVoy recommended included the work session to be held on January 30, 2019.

Motion by Williams, seconded by Swanson to approve the 2019 meeting calendar, as amended. ***Motion carried unanimously.***

8. Communications – No communications.

9. Board Member Comments/Administrative Comments

Mackenzie Swanson wished everyone a Happy New Year and is happy with the direction that the Board is going.

Mayor Clark spoke of the constitution of different Boards and Commissions. If anyone is interested in serving on the Citizens Planning Commission as an “at large member,” let him know.

Les Lukacs wished everyone a Happy New Year.

10. Adjournment

Motion to adjourn by Kegerreis, seconded by Lukacs at 9:42 a.m. ***Motion carried unanimously.***

Minutes

**Monroe Downtown Development Authority
Work Session
Wednesday, January 30, 2019
Third Floor Conference Room
Monroe City Hall**

Chairman Peruski called the meeting to order at 8:06 a.m.

1. Roll Call

Present: Mayor Robert Clark, Scott Goocher, Scott Kegerreis, Joe Peruski, Anthony Trujillo, Chip Williams
Absent: George Boyan, Les Lukacs, Mackenzie Swanson
Staff: Annette Knowles

2. Vision Statement – Read by Chairman Peruski

3. Public Comments

None

4. Fiscal Year 2019-2020 Budget Discussion

A discussion was held concerning fund balance and the desired threshold. A generally-accepted principle is fifteen to twenty percent of the annual revenue stream, although the board may set a higher percentage based on its comfort level.

A discussion was held concerning existing obligations, totaling \$156,300.

A discussion was held concerning the ability of taxing jurisdictions to recapture from the DDA, especially if DTE Energy is successful in its appeal to the Michigan Tax Tribunal.

Williams commented upon movement on visible things; Knowles reiterated that the relevant studies are complete and it's now time to implement them, based on resources and capacity.

A discussion was held regarding priorities identified in the work plan and grant funding cycles.

Knowles reviewed the draft work plan to identify which projects would have ease in implementation versus high priority.

A discussion was held concerning the right time to study traffic patterns on Monroe Street, the most important goal in the master plan might take several years to implement.

General consensus was to reduce allocations to the city's alley way project, property acquisition and economic feasibility. And, to defer the issuance of a request for proposals for the development of the Macomb Street parking lot.

A discussion was held concerning implications of implementing the parking management tactics, especially the potential loss of revenue for the city if meters are removed.

Kegerreis departed the meeting at 9:50am.

A discussion was held concerning parking management and retaining a budget for signage and communication of any changes to be implemented. General consensus was to retain some gap funding to replace revenue lost if meters are removed.

General consensus was to retain tree and lamp post maintenance and seasonal planters at established levels.

Knowles will revise the draft work plan and proposed budget for distribution in advance of the February board meeting.

5. Board Member Comments/Administrative Guest Comments

None

6. Adjournment

Motion to adjourn by Goocher, seconded by Williams at 10:05am. ***Motion carried unanimously.***

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
01/01/2019			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		620,213.59
01/11/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21197		400.00	619,813.59
01/24/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21233		13,000.00	606,813.59
01/31/2019	GJ	JE	MICHIGAN CLASS INTEREST - JAN 2019	21255	1,334.98		608,148.57
01/31/2019			751-00.000-005.000	END BALANCE	1,334.98	13,400.00	608,148.57
01/01/2019			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		(29.04)
01/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	21156		83.75	(112.79)
01/10/2019	PR	CHK	SUMMARY PR 01/10/2019			350.49	(463.28)
01/11/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21197	400.00		(63.28)
01/11/2019	GJ	JE	5/3 SERVICE FEES - DEC 2018	21202		8.69	(71.97)
01/23/2019	CD	CHK	SUMMARY CD 01/23/2019			10,662.64	(10,734.61)
01/23/2019	CD	CHK	SUMMARY CD 01/23/2019			1,396.49	(12,131.10)
01/24/2019	PR	CHK	SUMMARY PR 01/24/2019			836.96	(12,968.06)
01/24/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21233	13,000.00		31.94
01/31/2019			751-00.000-007.000	END BALANCE	13,400.00	13,339.02	31.94
01/01/2019			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
01/22/2019	AP	INV	MONROE NEWS	12182319		975.00	(975.00)
01/22/2019	AP	INV	EVENT GUIDE				
01/22/2019	AP	INV	RUSSELL DESIGN INC	2429		9,052.64	(10,027.64)
01/22/2019	AP	INV	DATA COLLECTION & PROGRAMMING INV & I				
01/22/2019	AP	INV	COBB COMMUNICATIONS INC	196739		310.00	(10,337.64)
01/22/2019	AP	INV	ADVERTISING MICHIGAN STATE PARK MAPS				
01/22/2019	AP	INV	MPACT	I-18344-11		325.00	(10,662.64)
01/22/2019	AP	INV	SPONSORSHIP RENEWAL BASIC RADIO & TV				
01/22/2019	AP	INV	FIFTH THIRD BANK	12/18/2018		26.49	(10,689.13)
01/22/2019	AP	INV	ADOBE SUBSCRIPTION				
01/22/2019	AP	INV	FIFTH THIRD BANK	12/03/2018		1,360.00	(12,049.13)
01/22/2019	AP	INV	WEBSITE DESIGN FOR CALENDAR PAGE				
01/22/2019	AP	INV	FIFTH THIRD BANK	12/01/2018		10.00	(12,059.13)
01/22/2019	AP	INV	EMAIL SUBSCRIPTION				
01/23/2019	CD	CHK	SUMMARY CD 01/23/2019		10,662.64		(1,396.49)
01/23/2019	CD	CHK	SUMMARY CD 01/23/2019		1,396.49		0.00
01/31/2019			751-00.000-202.000	END BALANCE	12,059.13	12,059.13	0.00
01/01/2019			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		9,157.88
01/10/2019	PR	CHK	SUMMARY PR 01/10/2019		325.29		9,483.17
01/24/2019	PR	CHK	SUMMARY PR 01/24/2019		776.80		10,259.97
01/31/2019			751-65.691-703.000	END BALANCE	1,102.09	0.00	10,259.97
01/01/2019			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		567.79
01/10/2019	PR	CHK	SUMMARY PR 01/10/2019		20.17		587.96
01/24/2019	PR	CHK	SUMMARY PR 01/24/2019		48.16		636.12
01/31/2019			751-65.691-717.000	END BALANCE	68.33	0.00	636.12
01/01/2019			751-65.691-717.005 MEDICARE		BEG. BALANCE		132.79
01/10/2019	PR	CHK	SUMMARY PR 01/10/2019		4.72		137.51
01/24/2019	PR	CHK	SUMMARY PR 01/24/2019		11.26		148.77
01/31/2019			751-65.691-717.005	END BALANCE	15.98	0.00	148.77
01/01/2019			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		9.06
01/10/2019	PR	CHK	SUMMARY PR 01/10/2019		0.31		9.37
01/24/2019	PR	CHK	SUMMARY PR 01/24/2019		0.74		10.11
01/31/2019			751-65.691-718.010	END BALANCE	1.05	0.00	10.11
01/01/2019			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		264.89
01/22/2019	AP	INV	FIFTH THIRD BANK	12/18/2018	26.49		291.38
01/22/2019	AP	INV	ADOBE SUBSCRIPTION				
01/22/2019	AP	INV	FIFTH THIRD BANK	12/01/2018	10.00		301.38
01/22/2019	AP	INV	EMAIL SUBSCRIPTION				
01/31/2019			751-65.691-727.000	END BALANCE	36.49	0.00	301.38
01/01/2019			751-65.691-818.020 GENERAL CONTRACT SERVICES		BEG. BALANCE		0.00
01/22/2019	AP	INV	RUSSELL DESIGN INC	2429	9,052.64		9,052.64
01/22/2019	AP	INV	DATA COLLECTION & PROGRAMMING INV & I				
01/31/2019			751-65.691-818.020	END BALANCE	9,052.64	0.00	9,052.64
01/01/2019			751-65.691-880.000 COMMUNITY PROMOTION		BEG. BALANCE		2,708.26
01/22/2019	AP	INV	MONROE NEWS	12182319	975.00		3,683.26
01/22/2019	AP	INV	EVENT GUIDE				
01/22/2019	AP	INV	COBB COMMUNICATIONS INC	196739	310.00		3,993.26
01/22/2019	AP	INV	ADVERTISING MICHIGAN STATE PARK MAPS				
01/22/2019	AP	INV	MPACT	I-18344-11	325.00		4,318.26
01/22/2019	AP	INV	SPONSORSHIP RENEWAL BASIC RADIO & TV				
01/22/2019	AP	INV	FIFTH THIRD BANK	12/03/2018	1,360.00		5,678.26
01/22/2019	AP	INV	WEBSITE DESIGN FOR CALENDAR PAGE				
01/31/2019			751-65.691-880.000	END BALANCE	2,970.00	0.00	5,678.26
01/01/2019			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		502.50
01/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	21156	83.75		586.25
01/31/2019			751-65.691-910.000	END BALANCE	83.75	0.00	586.25

TRANSACTIONS FROM 01/01/2019 TO 01/31/2019

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
01/01/2019			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(6,200.62)
01/11/2019	GJ	JE	5/3 SERVICE FEES - DEC 2018	21202	8.69		(6,191.93)
01/31/2019	GJ	JE	MICHIGAN CLASS INTEREST - JAN 2019	21255		1,334.98	(7,526.91)
01/31/2019			751-80.100-665.005	END BALANCE	8.69	1,334.98	(7,526.91)
GRAND TOTALS:					40,133.13	40,133.13	627,327.10

PERIOD ENDING 01/31/2019

		2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	01/31/2019NTH (ABNORMAL) ASE	01/31/2019 (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	7,526.91	1,326.29	(26.91)
Total Dept 80.100 - GENERAL REVENUE		7,500.00	7,526.91	1,326.29	(26.91)
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	235,490.00	204,060.64	0.00	31,429.36
751-80.600-410.000	PERSONAL PROPERTY TAXES	(34,662.00)	(30,645.78)	0.00	(4,016.22)
751-80.600-441.000	LCSA APPROPRIATION/PPT EXEMPT RJ	0.00	20,604.84	0.00	(20,604.84)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RJ	19,500.00	0.00	0.00	19,500.00
751-80.600-692.090	MISCELLANEOUS REVENUE	3,000.00	85.00	0.00	2,915.00
Total Dept 80.600 - GENERAL REVENUE		223,328.00	194,104.70	0.00	29,223.30
TOTAL REVENUES		230,828.00	201,631.61	1,326.29	29,196.39
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	22,000.00	10,259.97	1,102.09	11,740.03
751-65.691-717.000	SOCIAL SECURITY	1,320.00	636.12	68.33	683.88
751-65.691-717.005	MEDICARE	320.00	148.77	15.98	171.23
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	10.11	1.05	10.89
751-65.691-727.000	OFFICE SUPPLIES	500.00	301.38	36.49	198.62
751-65.691-728.000	COPIES	100.00	0.04	0.00	99.96
751-65.691-730.000	POSTAGE	500.00	204.28	0.00	295.72
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	2,400.00	0.00	2,600.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,360.00	0.00	140.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	115,000.00	9,052.64	9,052.64	105,947.36
751-65.691-818.020-19R0100000	GENERAL CONTRACT SERVICES	45,000.00	19,402.48	0.00	25,597.52
751-65.691-818.080	FACADE IMPROVEMENTS	20,000.00	1,240.00	0.00	18,760.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	467.74	0.00	932.26
751-65.691-880.000	COMMUNITY PROMOTION	15,450.00	5,678.26	2,970.00	9,771.74
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	90.97	0.00	209.03
751-65.691-910.000	INSURANCE PREMIUM	500.00	586.25	83.75	(86.25)
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	205.93	0.00	594.07
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	0.00	86,997.13
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		379,305.00	79,241.81	13,330.33	300,063.19
TOTAL EXPENDITURES		379,305.00	79,241.81	13,330.33	300,063.19
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		230,828.00	201,631.61	1,326.29	29,196.39
TOTAL EXPENDITURES		379,305.00	79,241.81	13,330.33	300,063.19
NET OF REVENUES & EXPENDITURES		(148,477.00)	122,389.80	(12,004.04)	(270,866.80)
BEG. FUND BALANCE		485,790.71	485,790.71		
END FUND BALANCE		337,313.71	608,180.51		

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		
11/1/2018		\$776.80		
11/15/2018		\$776.80		
11/29/2018		\$776.80		
12/13/2018		\$776.80		
12/28/2018		\$776.80		
1/10/2019		\$325.29		
1/24/2019		\$776.80		
				\$11,740.03
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		
11/1/2018		\$48.16		
11/15/2018		\$48.16		
11/29/2018		\$48.16		
12/13/2018		\$48.17		
12/28/2018		\$48.16		
1/10/2019		\$20.17		
1/24/2019		\$48.16		
				\$683.88
Medicare	Budget	Expenditures		Balance
	\$320.00			
7/12/2018		\$4.93		
7/26/2018		\$9.86		
8/9/2018		\$9.86		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

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		
11/1/2018		\$11.27		
11/15/2018		\$11.26		
11/29/2018		\$11.26		
12/13/2018		\$11.27		
12/28/2018		\$11.26		
1/10/2019		\$4.72		
1/24/2019		\$11.26		
				\$171.23
Workers Comp Insurance	Budget	Expenditures		Balance
	\$21.00			
7/12/2018		\$0.65		
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		
11/1/2018		\$0.74		
11/15/2018		\$0.74		
11/29/2018		\$0.74		
12/13/2018		\$0.74		
12/28/2018		\$0.74		
1/10/2019		\$0.31		
1/24/2019		\$0.74		
				\$10.89
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		
Adobe		\$26.49		
Postcards/envelopes for gathering		\$25.84		
Envelopes for gathering		\$10.60		
DDA binder/file folders		\$44.80		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Supplies		\$1.20		
Adobe		\$26.49		
Email subscription		\$10.00		
				\$198.62
Copies	Budget	Expenditures		Balance
	\$100.00			
October		\$0.04		
				\$99.96
Postage	Budget	Expenditures		Balance
	\$500.00			
Façade mailing		\$46.20		
Postage - September 2018		\$0.47		
Mailing - October 2018		\$89.77		
November 2018 postage		\$0.47		
December 2018 postage		\$67.37		
				\$295.72
Seasonal Decorations - 750.075	Budget	Expenditures		Balance
	\$5,000.00			
Ruhlig 16 pots planted for winter		\$2,400.00		
				\$2,600.00
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			

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

Russell Design - Riverwalk		\$2,046.48		
Russell Design Data collection/programming		\$17,356.00		
Russell Design Data collection/programming		\$9,052.64		
				\$131,544.88
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$20,000.00			
Beneteau Properties (2017-2018 grant)		\$1,240.00		
				\$18,760.00
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		
MI Downtown Conf Hotel		\$20.22		
P. Stanifer - mileage/brochures		\$48.78		
				\$932.26
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 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		
Tree Lighting posters		\$17.12		
Porta john for Tree Lighting		\$95.00		
Candy Canes for Santa		\$48.00		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

New Moon - Up Close/Holiday		\$187.50		
Monroe News Event Guide		\$975.00		
Cobb Communication State Park ad		\$310.00		
MPACT		\$325.00		
Hadrou calendar page		\$1,360.00		
				\$9,771.74
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		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
				-\$86.25
Repair & Maintenance 934.751	Budget	Expenditures		Balance
	\$15,000.00			
				\$15,000.00
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
Façade postcards		\$93.72		
Funeral flowers		\$85.75		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

Coffee workshop		\$26.46		
				\$594.07
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	\$379,305.00	\$79,241.81		

Memo

Date: Wednesday, February 13, 2019

To: DDA Board of Directors

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

Re: **ESTABLISH AD HOC BY-LAW REVISION COMMITTEE**

BACKGROUND

The DDA board last updated its by-laws in October, 2017. At the time, Article 8, Committees, purposefully was passed over because the transition to project-based work teams from standing committees needed some practical experience before the areas requiring revision could become evident.

At this time, with the transition to project-based work teams completed, the by-laws are obsolete as they pertain to committees. We seek to establish an ad hoc revision committee to rewrite Article 8. The chairperson and the Mayor are suggested members, but one additional board member would round out the committee. Given the narrow focus, the work of the committee might be accomplished in one or two meetings.

It should be noted that the Façade Reinvestment Committee may be retained as standing committee. However, during the revision process, I would suggest renaming it to align with any program revisions adopted by the board in the near term.

A preliminary search and request to peer organizations revealed that none have revised their by-laws as such, so the ad hoc committee shall be charting new territory.

Lastly, any changes must be adopted by the honorable Mayor and City Council.

ACTION

Establish by resolution an ad hoc by-law revision committee



MONROE DOWNTOWN DEVELOPMENT AUTHORITY MONROE, MICHIGAN

BY-LAWS

Adopted by the Monroe DDA:

September 20, 2017

Reviewed by the City of Monroe:

October 16, 2017

ARTICLE 1

Name and Principal Office

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

ARTICLE 2

Statement of Mission and Purpose

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

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

in the Monroe DDA district.

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

ARTICLE 3

Monroe DDA District

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

ARTICLE 4

Board of Directors

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

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

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

Section 4: Compensation – All members of the Board shall serve without compensation, but

shall be reimbursed for actual and necessary expenses while conducting the business of the Board provided prior approval has been authorized by the Board.

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

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

ARTICLE 5

Officers

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

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

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

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

Section 5: Secretary – The Secretary or designee shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose and shall perform such other duties as may be prescribed by the Board. The Secretary shall, when authorized by the Board, attest by signature to actions of the Board.

Section 6: In the absence of any officer of the corporation, the Authority may delegate the powers and duties of any officer to any member provided a majority of the Authority then in office concurs therein.

Section 7: Election of Officers – Nominations shall be made from the floor at the Annual Meeting in July. Officers shall be elected by a majority vote of the members of the Board in office. The term of office shall be for one (1) year and begin at the close of the Annual Meeting at which they are elected. No member shall hold more than one (1) office at a time.

ARTICLE 6

Executive Director

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

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

ARTICLE 7

Meetings

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

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

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

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

Section 5: Agenda – The Chairperson shall cause to be prepared agendas for all meetings and he or his designee shall send them to the Board members at least forty-eight (48) hours prior to the meeting. Any member of the Board may request any item to be placed on the agenda.

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

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

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

ARTICLE 8

Committees

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

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

Section 3: Term of Office –A committee member may be removed at any time, with or without cause, by a vote of the Monroe DDA Board of Directors. Subject to the foregoing,

each member of each standing committee shall continue as such until the next annual meeting of the members of the Monroe DDA Board and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 4: Chairperson -- One (1) member of each standing committee shall be appointed Chairperson by the Monroe DDA Board and does have to be a Monroe DDA Board Member.

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

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

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

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

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

ARTICLE 9

Agreements and Contracts

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

ARTICLE 10

Assets and Liabilities

Section 1: Funds – All orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Authority shall be signed by the Executive Director and forwarded to the Finance Department of the City of Monroe for the issuance of payment. If for any reason the Board establishes a bank account outside of the City of Monroe's bank account, then all checks, drafts and orders for payment of money, notes or other evidences of indebtedness shall be executed by the Treasurer and countersigned by the Chairperson of the Authority. The Vice-Chairperson is authorized to execute documents in the absence of the Chairperson. All funds of the Authority shall be placed in such banks, trust companies, or other depositories as designated by the Board.

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

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

ARTICLE 11

Records

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

the Public Acts of 1976. An annual audit by an independent Certified Public Accountant will be conducted.

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

ARTICLE 12

Conflict of Interest

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

Section 2: No member, officer or employee of the Authority shall directly or indirectly solicit any contract between the Authority and (1) himself/herself; (2) any firm (meaning a co-partnership or other unincorporated association) of which he/she is a partner, member or employee; (3) any private corporation in which he/she is a stockholder owning more than one percent (1%) for the total outstanding stock of any class whether or not it is listed on a stock exchange, or of which he/she is a director, officer or employee; (4) any trust of which he/she is a beneficiary or trustee; nor shall he/she take any part in the negotiations for such a contract or the re-negotiation thereof or amendment thereto or in the approval thereof; nor shall he/she represent either party in the transaction, except as provided in **Section 3** hereof.

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

ARTICLE 13

Indemnification

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

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

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

Section 3: Insurance—The Board may purchase and maintain a professional Liability/Errors & Omissions Insurance Policy on behalf of any person who is or was a member or officer of the corporation against any liability asserted against the officer or employee and incurred by them in any such capacity or arising out of their status as such, whether or not the Board would have power to indemnify that person against such liability under **Sections 1** and **2** of this article. Any insurance policy purchased and maintained by the Authority shall list the City of Monroe as co-insured.

ARTICLE 14

Amendment of By-Laws

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

ARTICLE 15

Effect of Non-Compliance

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

Memo

Date: Thursday, February 14, 2019

To: DDA Board of Directors

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

Re: **ESTABLISH PARKING COMMITTEE**

BACKGROUND

In order to plan and execute recommendations concerned with parking management and improvement in the Downtown Master Plan, the board previously discussed the creation of a broad-based parking committee that would involve stakeholders from agencies and organizations that currently have a role in parking in Downtown Monroe. Currently, discussions about parking are conducting on an informal basis. Creation of a committee will improve communication and coordination across all levels as changes to the parking program are proposed and implemented.

It is suggested that a proposed parking committee may involve:

- a DDA board member
- a representative from the City of Monroe
- the City Clerk/Treasurer (handles permitting and collection of fees)
- the Department of Public Services (conducts parking maintenance)
- the Police Department (conducts parking enforcement)
- the Downtown Monroe Business Network (operates validation program)
- staff support
- others, to be determined by board

ACTION

Establish by resolution a parking committee [list assignments]

Memo

Date: Thursday, February 14, 2019

To: DDA Board of Directors

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

Re: **ADOPT RULES FOR PUBLIC COMMENT**

BACKGROUND

Board Chairman Peruski attended a recent meeting of the honorable Mayor and City Council. At this meeting, he noticed that they have instituted rules dealing with Public Comment. The Chair proposes that the DDA also adopt rules for public comment, as follows. Rules

RULES OF THE CHAMBER

Any person wishing to address the Board shall step up to the podium, state their name and address in an audible tone of voice for the record, and unless further time is granted by the Board, shall limit their address to three (3) minutes. A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Board. Any person who does not wish to address Board from the podium, may print their name, address and comment/question which he/she would like brought before Board on a card provided by a staff member and return the card to a staff member before the meeting begins. The staff member will address the presiding officer at the start of Public Comments on the Agenda, notifying him of the card comment, and read the card into the record for response. [The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon one weeks' notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9136.]

ACTION

Adopt rules for public comment

Memo

Date: Thursday, February 14, 2019

To: DDA Board of Directors

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

Re: **FISCAL YEAR 2019-2020 PROPOSED BUDGET - APPROVAL FOR SUBMISSION**

BACKGROUND

Attached is the proposed budget for Fiscal Year 2019-2020. Please pay particular attention to column 6, which represents the figures under consideration. You will note that I have ball-parked in columns 7 and 8 two additional fiscal years so that you might start thinking about the DDA short-term financial position.

Total revenue for FY2019-2020 is projected at \$238,800; total expenditures are projected for \$468,850 (I adjusted upwards by \$150 the insurance premium after the 1/30/19 work session).

The budget under consideration will draw \$230,050 from fund balance. It is expected that approximately \$120,000 will remain in fund balance at the conclusion of FY19-20 if actual revenue and expenditures are consistent with the budget.

ACTION

Approve for submission to the City Council the FY2019-20 proposed budget

GL Number	Description	02/28/2019 Amended Budget	YTD As Of 02/28/2019	2018-19 PROJECTED	2019-20 REQUESTED	2020-21 REQUESTED	2021-22 REQUESTED
--- Estimated Revenue ---							
751-80.100-665.005	INTEREST ON INVESTMENTS	7,500.00	7,526.91	9,600.00	7,200.00	2,400.00	2,000.00
751-80.600-402.000	REAL PROPERTY TAXES	235,490.00	204,060.64	245,200.00	250,100.00	255,100.00	260,200.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(34,662.00)	(30,645.78)	(37,120.00)	(38,000.00)	(38,000.00)	(38,000.00)
751-80.600-441.000	LCSA APPROPRIATION/PPT EXEMPT REIMB	0.00	20,604.84	20,605.00	19,500.00	19,500.00	19,500.00
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT REIMB	19,500.00	0.00	0.00	0.00	0.00	0.00
751-80.600-692.090	MISCELLANEOUS REVENUE	3,000.00	85.00	3,000.00	0.00	0.00	0.00
751-82.600-675.000	CONTRIB FROM PRIVATE SOURCE	0.00	0.00	0.00	0.00	0.00	0.00
751-82.600-675.000-07X0500000	CONTRIB FROM PRIVATE SOURCE	0.00	0.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		230,828.00	201,631.61	241,285.00	238,800.00	239,000.00	243,700.00
--- Appropriations ---							
751-65.691-702.000	FULL TIME SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-703.000	PART TIME SALARIES & WAGES	22,000.00	11,036.77	20,500.00	20,500.00	21,000.00	21,500.00
751-65.691-704.000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-704.703	OVERTIME-PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-707.000	LONGEVITY	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-708.000	SICK PAY BONUS	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-709.000	RETIREMENT TERMINATION PAY	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-716.000	WAIVER-HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-717.000	SOCIAL SECURITY	1,320.00	684.28	1,280.00	1,280.00	1,300.00	1,320.00
751-65.691-717.005	MEDICARE	320.00	160.03	300.00	300.00	305.00	310.00
751-65.691-718.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-718.005	DISABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	10.85	20.00	20.00	25.00	30.00
751-65.691-718.015	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-719.000	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-719.025	FLEXIBLE BENEFIT PLAN	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-719.050	PRESCRIPTION INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-719.075	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-720.000	POST RETIREMENT HEALTH CARE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-721.000	PENSION CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-727.000	OFFICE SUPPLIES	500.00	301.38	500.00	500.00	500.00	500.00
751-65.691-728.000	COPIES	100.00	0.04	20.00	0.00	0.00	0.00
751-65.691-730.000	POSTAGE	500.00	204.28	500.00	500.00	500.00	500.00
751-65.691-750.015	UNIFORMS/CLOTHING	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	2,400.00	5,000.00	5,000.00	5,000.00	5,000.00
751-65.691-775.231	PARKING SIGNAGE	0.00	0.00	0.00	50,000.00	0.00	0.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,360.00	1,500.00	1,500.00	1,500.00	1,500.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	115,000.00	9,052.64	115,000.00	15,000.00	0.00	0.00
751-65.691-818.020-08C1300000	GENERAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-818.020-18R0300000	GENERAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-818.020-19R0100000	GENERAL CONTRACT SERVICES	45,000.00	19,402.48	45,000.00	0.00	0.00	0.00

751-65.691-818.080	FACADE IMPROVEMENTS	20,000.00	1,240.00	21,300.00	40,000.00	40,000.00	40,000.00
751-65.691-818.110	SITE IMPROVEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-853.000	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	467.74	1,400.00	1,400.00	1,400.00	1,400.00
751-65.691-880.000	COMMUNITY PROMOTION	15,450.00	5,678.26	15,450.00	13,000.00	13,000.00	13,000.00
751-65.691-905.000	PUBLISHING /ADVERTISING	300.00	90.97	300.00	300.00	300.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	500.00	670.00	700.00	750.00	800.00	850.00
751-65.691-921.000	ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-922.000	GAS	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-923.000	WATER & WASTEWATER	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	15,000.00	0.00	15,000.00	15,000.00	15,000.00	0.00
751-65.691-942.000	RENTAL-BUILDING	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	205.93	800.00	1,000.00	800.00	800.00
751-65.691-955.030	DEVELOPMENT COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.035	DESIGN COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.040	PROMOTION COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.040-07X0500000	PROMOTION COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.045	ECONOMIC RESTRUCTURING COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-957.000	REFERENCE MATERIAL	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	200.00	600.00	600.00	600.00	600.00
751-65.691-964.231	REIMBURSEMENTS-PARKING	0.00	0.00	0.00	40,000.00	0.00	0.00
751-65.691-971.000	LAND	0.00	0.00	0.00	50,000.00	0.00	0.00
751-65.691-999.101	TRANSFER OUT-GENERAL	20,000.00	0.00	20,000.00	30,000.00	30,000.00	30,000.00
751-65.691-999.202-14M0700000	TRANSFER OUT-MAJOR STREET	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.202-15M0300000	TRANSFER OUT-MAJOR STREET	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	113,994.00	26,996.87	113,994.00	122,200.00	130,094.00	132,694.00
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	60,000.00	0.00	0.00
751-65.691-999.401-09C0700000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-11C0600000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-12C0300000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-12C1100000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-14C0700000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-14C1100000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total Appropriations:		379,305.00	80,162.52	379,164.00	468,850.00	262,124.00	250,304.00
Net of Revenues & Appropriations:		(148,477.00)	121,469.09	(137,879.00)	(230,050.00)	(23,124.00)	(6,604.00)

Memo

Date: Thursday, February 14, 2019

To: DDA Board of Directors

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

Re: **FAÇADE REINVESTMENT PROGRAM REVISION**

BACKGROUND

Attached are the proposed revisions to the Façade Reinvestment Program. Committee chair Goocher will be ready to present the proposed revisions.

ACTION

Approve the revisions to the Façade Reinvestment Program, and rename as the Downtown Reinvestment Grant Program, subject to review by legal counsel.

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.

Façade Grant Committee Meeting

February 6, 2019

Meeting: 8:04 a.m. – 9:11 a.m.

In Attendance: Scott Goocher, Janet Berns, Mary Gail Beneteau, Jim Jacobs

Office Manager: Paula Stanifer

Guest: Christopher

Review of requested Reinvestment Grant changes.

Added: “Participants must be current with the building department. No outstanding building code violations or permits.”

Motion by Mary Gail Beneteau, seconded by George Boyan, to accept the Reinvestment Grant Program with attachments as amended and present to the DDA Board for approval and implantation.

Motion Unanimous



2018-2019 Downtown Reinvestment Grant Program

I. GENERAL PURPOSE AND OBJECTIVES

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

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

II. GRANT GUIDELINES

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

- 6) Participants must be current with City of Monroe and Monroe County for all real or personal property taxes at time of application and at time of payment.
- 7) Participants must be current with the building department. No outstanding building code violations or permits.
- 8) Paint and fabric colors for exterior improvements shall be chosen from the *Downtown Façade Study* and *Historic Color Palette* available for review in the City of Monroe Planning Department/Historic Preservation Office.
- 9) All projects shall meet the Secretary of the Interior's *Standards for Rehabilitation* (<http://www.nps.gov/tps/standards/four-treatments/standguide/index.htm>)
- 10) Grants are awarded on a reimbursement basis once completed work has been verified by City and DDA staff as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant. Grants are awarded as a single payment to the applicant.
- 11) Reimbursements (up to \$20,000) are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.
- 12) Properties that have received funding through this program within the last five (5) years are not eligible.
- 13) A single owner of multiple properties may apply for grant funds for each property owned, but may not receive more than \$20,000 per property within a five (5) year period.
- 14) Applicant must sign a Building Exterior Easement Agreement which is attached hereto.

Section III – PROGRAM DETAILS

Reinvestment grants are available for the following types of projects:

Façade Rehabilitation and Building Renovation

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

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

Interior work, such as mechanical and electrical upgrades, and fire separation or suppression can be included along with façade rehabilitation work.

Lead Abatement

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

Asbestos Testing and Abatement

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

Roof

Complete roof removal, disposal and replacement.

Paint Only

Projects which require painting of the exterior building. No other improvements needed.

Awning Only

Awning replacement or addition of a new awning which does not require any other exterior building work.

Grant Limits:

Rehabilitation and building grants are limited to a 30% match of the eligible project costs, with a cap of \$20,000.

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

Awning-only grants are limited to a 50% grant with a cap of \$5,000 per grant. Only address graphics will be funded. Those awnings with additional graphics are not eligible to be funded.

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

SECTION IV – GRANT APPLICATION PROCESS

1. Contact the Downtown Development Authority and City of Monroe Economic and Community Development to discuss project eligibility.
2. Complete grant application form. Return the completed application form with all original itemized work estimates, color samples, and drawings of the proposed work to the DDA Office, 120 East First Street, Monroe, Michigan 48161 no later than 4:00 p.m. on Monday, August 13, 2018. Applications will continue to be accepted no later than 4:00 p.m. on the first Monday of each month for consideration of any unused funds.
 - a. Drawings of all proposed grant work to be done. Drawings may be prepared by the project architect or contractor.
 - b. Color samples of all final paint selections and/or final building material selections must be included with the application.

- c. Itemized work estimates on all project work from contractors or project architects must be included with the application.
- d. Photos of the building's exterior including all areas where work is to be performed.

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

- a. All projects must meet current State of Michigan building standards and codes, as well as building permit requirements.
- b. Applicants will be required to attend a predevelopment meeting and present their Reinvestment Grant project to the DDA Reinvestment Grant Committee.
- c. All grant applications that will change, modify or alter the exterior appearance of the building must be reviewed and approved by the Historic District Commission prior to approval by the DDA.
- d. Applications must be complete and contain all required information. Additional information requested by the DDA or Historic District Commission must be provided prior to approval of the grant.
- e. All construction bids submitted by an applicant must be current and must be dated no earlier than ninety (90) days prior to the application submittal. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the DDA and Historic District Commission to determine the bid components and authenticity of the bids.
- f. An applicant whose application has been denied by the DDA shall not be eligible to re-submit a grant application for six (6) months from the date the prior application was declined by the DDA.
- g. Applicants receiving approval shall commence construction described within the application within ninety (90) days from the date the grant is awarded. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved. If the applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the applicant may submit a written request for an extension for the

commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The DDA shall not be obligated to allow extensions, but may do so for good cause determined solely by the DDA Board, pursuant to a recommendation from the Reinvestment Grant Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the DDA. An extension denial cannot be appealed and shall be final.

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

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

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

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

4. Reimbursement:

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

Section V – PROJECT TIMEFRAME

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

Section VI – CRITERIA

Projects are reviewed with the following criteria in mind:

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

Section VII - APPLICATION

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

Application materials to be submitted include:

- Application form, completed and signed by the property owner;
- Rendering 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.
- Signed Building Exterior Easement Agreement.

2019-2020 DOWNTOWN REINVESTMENT GRANT PROGRAM
APPLICATION

Deadline: Monday, August 12, 2019

Building Owner's Name (Applicant): _____

Project Address: _____

Mailing Address: _____

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

Existing Use of Building: _____

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

Type of Work: (Check all that apply)

Paint Only _____

Façade & Building Renovation _____

Awning Only _____

Lead Abatement _____

Asbestos Testing _____

Roof Replacement _____

Project Description: (Please be specific) _____

*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?

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: _____

Proposed Project Start Date: _____

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;
- Rendering 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.
- Signed Building Exterior Easement Agreement.

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:** _____

_____ **DATE:** _____

**Please return all application materials by mail or hand delivery to the
DDA office, 120 East First Street, Monroe, Michigan 48161**

OFFICE USE ONLY

Submittal Date: _____

Committee Action: _____

Notes/Comments: _____

BUILDING EXTERIOR EASEMENT AGREEMENT

This Building Exterior Easement Agreement ("Agreement") is granted this ____ day of _____ 2019, between _____ ("Grantor") and the Monroe Downtown Development Authority (DDA), a Michigan Public Authority established under the laws of the State of Michigan, located at 120 East First Street, Monroe, Michigan 48161 ("Grantee").

RECITALS

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

TERMS AND CONDITIONS

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

1. BUILDING EXTERIOR IMPROVEMENTS. Easement is for the purposes of maintaining building exterior improvements provided by Program.
2. EASEMENT AREA. Easement encompasses the first twelve inches (12") of depth of any front, rear, side or top of Property where improvements listed in Program Application are installed or constructed.
3. MAINTENANCE AND MODIFICATION. Grantor shall, without cost to the Grantee, maintain and repair the building exterior improvements. Grantor may not allow the appearance or condition of Property to deviate from the representations in Program Application except for normal wear and tear and weathering as occurs for other well-maintained buildings.

4. TERM. Easement shall be temporary and shall terminate five (5) years from the date first written above or earlier upon dissolution of the DDA.
5. RIGHT OF ACCESS. Grantor agrees that representatives of the DDA may, with prior reasonable notice and at times reasonable acceptable to Grantor, inspect the Easement area. Inspections normally will occur outside the building, except if the DDA determines that interior access is reasonably necessary to establish compliance with Easement.
6. MAINTENANCE AND MODIFICATION. Any construction, installation or replacement of building exterior improvements must be performed in a good and workmanlike manner, on a lien-free basis, and subject to the approval of the DDA.
7. INDEMNIFICATION AND INSURANCE. Grantor shall hold the Grantee and City of Monroe, including its officers and employees, harmless from and indemnify them for any and all claims, judgments or losses arising out of injury to persons or damage to property caused by or in any way related to Property, including any building exterior improvements made pursuant to and in accordance with this Easement.
8. RECORDING; SUCCESSORS AND ASSIGNS. Grantee may record this Easement with the Monroe County Register of Deeds. The obligations imposed on the Grantor hereunder are binding not only upon Grantor but also upon Grantor's successors, heirs and assigns and all other successors in interest to Grantor, and shall continue as servitude running with the land throughout the term of this Easement. The rights of the DDA under this agreement shall run for the benefit of and may be exercised by its successors and assigns, or by its duly authorized designees.
9. RELEASE OF EASEMENT. If Grantee records this Easement, Grantee agrees to file a release with the Monroe County Register of Deeds five (5) years from the date first written above or earlier upon dissolution of the DDA.

Grantor:

By: _____

Its: _____

STATE OF MICHIGAN) ss:

COUNTY OF MONROE)

On the ____ day of _____ 2019, before me a notary public, personally appeared

_____.

Subscribed and sworn to before me

_____, Notary Public

Monroe County, Michigan

My Commission Expires _____

Acting in _____ County

Grantee: Monroe Downtown Development Authority

By: _____

Its: _____

STATE OF MICHIGAN) ss:

COUNTY OF MONROE)

On the ____ day of _____ 2019, before me a notary public, personally appeared

_____.

Subscribed and sworn to before me

_____, Notary Public

Monroe County, Michigan

My Commission Expires _____

Acting in _____ County

FULL UNCONDITIONAL WAIVER

My/our contract with _____

to provide _____

for the improvement to the property described as:

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

Printed Name of Lien Claimant

Signature

Address _____

Phone Number _____

STATE OF MICHIGAN) ss:

COUNTY OF MONROE)

On the ____ day of _____ 2019, before me a notary public, personally appeared

_____.

Subscribed and sworn to before me

_____, Notary Public

Monroe County, Michigan

My Commission Expires _____

Acting in _____ County

	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	
	2. Volunteer Management Program	Staff	No action taken at this time
Goal:	Support downtown businesses and property owners		
	1. Façade Improvement Program	Scott Goocher	Revisions 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	City may combine into Fire Sta redevelopment pkg
	2. Streetscape Improvements	Les Lukacs	In progress
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	Updated and ongoing
	2. Establish an Annual Marketing Plan	Mackenzie Swanson	Bus rec brochure in progress, radio ad series in progress
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	TBD
Goal:	Establish an environment that promotes residential growth downtown		
	1. Clean-Safe-Attractive Effort	Tony Trujillo/George Boyan	Tree trimming ongoing
	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	Committee met 2/13 to review initial ideas
	2. Upper Floor Conversion Case Study	Peruski/Lukacs	In progress