

MONROE

DOWNTOWN
DEVELOPMENT AUTHORITY

AGENDA
REGULAR MEETING

Wednesday, January 16, 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, November 14, 2018 Regular Meeting
 - C. Financial Reports
 - i. November & December, DDA Revenue and Expenditure Report FY 2018-2019
 - ii. November & December, DDA Itemized Expenditure Report FY 2018-2019
6. **New Business**
 - A. Fiscal Year 2019-2020 Proposed Budget - Overview and Prep for Work Session (15 min)
 - B. Upper Floor Conversion Case Study - Selection of Architect and Applicants (10) **Action Requested**
 - C. Increased Expenditure for Online Calendar (5 min) **Action Requested**
 - D. Event Calendar Strategy (5 min) **Action Requested**
 - E. Tree Maintenance - Phase I of III (5 min) **Action Requested**
7. **Other Business**
 - A. Work Plan Updates (5 minutes)
 - B. Membership in National Main Street Center (5 minutes) **Action Requested**
 - C. Approval of 2019 Meeting Schedule (1 min) **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, November 14, 2018
Third Floor Conference Room
Monroe City Hall**

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

1. Roll Call

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

2. Vision Statement - Read by Les Lukacs

3. Additions/Deletions to the Meeting Agenda

4. Public Comments - None

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, September 19, 2018 Regular Meeting
- C. Approval of Minutes of Wednesday, October 17, 2018 Regular Meeting
- D. Financial Reports:
 - ❖ October, DDA Revenue and Expenditure Report FY2018-2019
 - ❖ October, DDA Itemized Expenditure Report FY 2018-2019

Motion by Trujillo, seconded by Lukacs to approve items on the Consent Agenda as presented. ***Motion carried unanimously.***

6. New Business

- A. Streetscape Design Guidelines - Acceptance of Proposal. Annette updated the board on the Streetscape Design Guidelines. Russell Design has submitted a proposal. Work is expected to be complete by May, 2019.

Motion by Trujillo, seconded by Mayor Clark to accept the proposal from Russell Design for Downtown Streetscape Guidelines in an amount of \$35,000.00, funds to be derived from General Contract Services, Account #751-65.691-818.020. ***Motion carried unanimously.***

B. Façade Reinvestment Program – Recommendations for Approval of Projects for 2018–2019

Goocher updated the board on the status of the application process and the recommendation from the Façade Grant Committee. They focused on two (2) projects out of four applications that will make the most impact on the downtown. Goocher proposed to allocate \$10,000.00 from reserves to fund both projects. Discussion followed regarding the opportunity to stay within budget.

Motion by Williams, seconded by Trujillo to approve applications for 34 West Front Street and 13 West Front Street for a maximum of \$10,000 each, conditioned upon council approval of an amendment increasing the DDA budget by \$10,000. **Motion carried. Ayes: Boyan, Clark, Goocher, Kegerreis, Williams. Nays: Lukacs, Peruski, Trujillo**

Chairperson Peruski also recommended that the Façade Reinvestment Grant Program changes come before the DDA Board before they are sent for legal review.

1. Reimbursement for 6 East Front Street – The paint-only improvement project at 6 East Front Street has been completed and requires the board to approve reimbursement.

Motion by Goocher, seconded by Trujillo to reimburse Beneteau Properties, LLC in the amount of \$1,240.00 for the completed façade work at 6 East Front Street. **Motion carried unanimously.**

C. Fiscal Year 2019–2020 Work Planning – Part 2

The purpose for this work planning effort is to brainstorm and prioritize work plan projects for the upcoming fiscal year based on goals and objectives. Knowles prepared for this effort by creating a sheet with each goal and current-year projects listed, followed by suggested projects that were included in the Downtown Master Plan action matrix as immediate or short-term.

Under the goal of communications, a proposed 2019–2020 communications plan was presented. A large component of the plan is compliance with State Act 57 which becomes effective on January 1, 2019. Board members added countering negative social media posts.

Under support for businesses and property owners, projects that best fit the category are calming the downtown streets and activating storefronts. Projects may include one-way street conversions, further study of Monroe Street for traffic calming, including art on blank building facades (sides), streamlining approvals for sidewalk shopping and outdoor dining, adding pop ups or food trucks, creating building design standards/form-based code and enhancing the farmers market.

Under development, projects including enhancing the Riverwalk, acting on development opportunities at the fire department site (outside the DDA boundary) and the Macomb riverfront site. The board added helping to drive proposed alleyway improvements.

Under marketing, Knowles distributed a proposed 2019-2020 marketing plan. Board members added the development of a greater partnership with the Monroe County Convention and Tourism Bureau.

Under acting as an intermediary, the board would like to continue hosting stakeholder gatherings.

For promoting residential development, Knowles suggested combining the goal with facilitating development and creating a new goal of implementing parking management and enhancement strategies. Under parking, the board would like to see a stakeholder group created with members from the police department, clerk's office, public works and the Downtown Monroe Business Network as members, along with board representation. Tactics include adding employee permits and visitor priority lots, making parking free, creating a first-time forgiveness program, simplifying regulations and creating loading zones.

Board members were given the opportunity to place indicators by projects that should receive high and secondary priority. Knowles will prepare a final draft plan and corresponding proposed budget for the January board meeting.

7. Other Business -

A. Work Plan Updates – provided in written format with meeting materials.

B. Lamp Post Garland – Prompted by an email inquiry from member Williams, Mayor Clark provided an update to the installation of lamp post garland. General consensus is that the garland does not add value to the downtown decorations and should be eliminated. The lamp posts are decorated with lighted figures and the planters will have greenery placed in them instead.

8. Communications – none

Lukacs departed the meeting at 9:32.

9. Board Member Comments/Administrative Comments

Anthony Trujillo thanked the board for all their help with their recent business move.

Mayor Clark reminded about the tree lighting. He also thanked Mackenzie and Paula for their help.

George Boyan congratulated Anthony, Cheryl and Fallon on the business relocation.

10. Adjournment

Motion to adjourn by Mayor Clark, seconded by Kegerreis at 9:49a.m. ***Motion carried unanimously.***

DRAFT

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
11/01/2018			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		623,130.06
11/09/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20982	2,500.00		625,630.06
11/16/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21012		900.00	624,730.06
11/23/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21032		300.00	624,430.06
11/29/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21045		800.00	623,630.06
11/30/2018	GJ	JE	MICHIGAN CLASS INTEREST - NOV 2018	21059	1,208.04		624,838.10
11/30/2018			751-00.000-005.000	END BALANCE	3,708.04	2,000.00	624,838.10
11/01/2018			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		83.19
11/01/2018	PR	CHK	SUMMARY PR 11/01/2018			836.97	(753.78)
11/01/2018	GJ		MONTHLY P&L INSURANCE PREMIUM	20961		83.75	(837.53)
11/01/2018	CR	RCPT			20,604.84		19,767.31
11/06/2018	CD	CHK	SUMMARY CR POSTING: 11/01/2018 OTHER				
11/09/2018	GJ	JE	SUMMARY CD 11/06/2018			17,356.00	2,411.31
11/13/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	20982	2,500.00		(88.69)
11/15/2018	PR	CHK	5/3 SERVICE FEES OCTOBER 18	21030		8.27	(96.96)
11/16/2018	GJ	JE	SUMMARY PR 11/15/2018			836.96	(933.92)
11/20/2018	CD	CHK	CLASS INVESTMENT AND WITHDRAWALS	21012	900.00		(33.92)
11/23/2018	GJ	JE	SUMMARY CD 11/20/2018			223.70	(257.62)
11/29/2018	PR	CHK	CLASS INVESTMENT AND WITHDRAWALS	21032	300.00		42.38
11/29/2018	GJ	JE	SUMMARY PR 11/29/2018			836.96	(794.58)
11/30/2018			CLASS INVESTMENT AND WITHDRAWALS	21045	800.00		5.42
11/30/2018			751-00.000-007.000	END BALANCE	22,604.84	22,682.61	5.42
11/01/2018			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
11/05/2018	AP	INV	RUSSELL DESIGN INC	2409		17,356.00	(17,356.00)
11/06/2018	CD	CHK	DATA COLLECTION & PROGRAMMING				
11/19/2018	AP	INV	SUMMARY CD 11/06/2018		17,356.00		0.00
11/19/2018	AP	INV	FIFTH THIRD BANK	10/18/2018		26.49	(26.49)
11/19/2018	AP	INV	ADOBE SUBSCRIPTION				
11/19/2018	AP	INV	FIFTH THIRD BANK	10/17/2018		25.84	(52.33)
11/19/2018	AP	INV	POSTCARDS AND ENVELOPES FOR GATHERIN				
11/19/2018	AP	INV	FIFTH THIRD BANK	10/16/2018		10.60	(62.93)
11/19/2018	AP	INV	ENVELOPES FOR DDA GATHERING				
11/19/2018	AP	INV	FIFTH THIRD BANK	10/12/2018		20.22	(83.15)
11/19/2018	AP	INV	MI DOWNTOWN CONF HOTEL				
11/19/2018	AP	INV	FIFTH THIRD BANK	10/09/2018		44.80	(127.95)
11/19/2018	AP	INV	SPLIT - DDA BINDER, FILE FOLDERS (42.				
11/19/2018	AP	INV	FIFTH THIRD BANK	10/03/2018		85.75	(213.70)
11/19/2018	AP	INV	FUNERAL FLOWERS				
11/19/2018	AP	INV	FIFTH THIRD BANK	10/01/2018		10.00	(223.70)
11/20/2018	CD	CHK	EMAIL SUBSCRIPTION				
11/20/2018			SUMMARY CD 11/20/2018		223.70		0.00
11/30/2018			751-00.000-202.000	END BALANCE	17,579.70	17,579.70	0.00
11/01/2018			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		5,273.88
11/01/2018	PR	CHK	SUMMARY PR 11/01/2018		776.80		6,050.68
11/15/2018	PR	CHK	SUMMARY PR 11/15/2018		776.80		6,827.48
11/29/2018	PR	CHK	SUMMARY PR 11/29/2018		776.80		7,604.28
11/30/2018			751-65.691-703.000	END BALANCE	2,330.40	0.00	7,604.28
11/01/2018			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		326.98
11/01/2018	PR	CHK	SUMMARY PR 11/01/2018		48.16		375.14
11/15/2018	PR	CHK	SUMMARY PR 11/15/2018		48.16		423.30
11/29/2018	PR	CHK	SUMMARY PR 11/29/2018		48.16		471.46
11/30/2018			751-65.691-717.000	END BALANCE	144.48	0.00	471.46
11/01/2018			751-65.691-717.005 MEDICARE		BEG. BALANCE		76.47
11/01/2018	PR	CHK	SUMMARY PR 11/01/2018		11.27		87.74
11/15/2018	PR	CHK	SUMMARY PR 11/15/2018		11.26		99.00
11/29/2018	PR	CHK	SUMMARY PR 11/29/2018		11.26		110.26
11/30/2018			751-65.691-717.005	END BALANCE	33.79	0.00	110.26
11/01/2018			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		5.36
11/01/2018	PR	CHK	SUMMARY PR 11/01/2018		0.74		6.10
11/15/2018	PR	CHK	SUMMARY PR 11/15/2018		0.74		6.84
11/29/2018	PR	CHK	SUMMARY PR 11/29/2018		0.74		7.58
11/30/2018			751-65.691-718.010	END BALANCE	2.22	0.00	7.58
11/01/2018			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		109.47
11/19/2018	AP	INV	FIFTH THIRD BANK	10/18/2018	26.49		135.96
11/19/2018	AP	INV	ADOBE SUBSCRIPTION				
11/19/2018	AP	INV	FIFTH THIRD BANK	10/17/2018	25.84		161.80
11/19/2018	AP	INV	POSTCARDS AND ENVELOPES FOR GATHERIN				
11/19/2018	AP	INV	FIFTH THIRD BANK	10/16/2018	10.60		172.40
11/19/2018	AP	INV	ENVELOPES FOR DDA GATHERING				
11/19/2018	AP	INV	FIFTH THIRD BANK	10/09/2018	44.80		217.20
11/19/2018	AP	INV	SPLIT - DDA BINDER, FILE FOLDERS (42.				
11/19/2018	AP	INV	FIFTH THIRD BANK	10/01/2018	10.00		227.20
11/30/2018			EMAIL SUBSCRIPTION				
11/30/2018			751-65.691-727.000	END BALANCE	117.73	0.00	227.20
11/01/2018			751-65.691-818.020 GENERAL CONTRACT SERVICES		BEG. BALANCE		2,046.48

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
751-65.691-818.020 GENERAL CONTRACT SERVICES (Continued)							
11/05/2018	AP	INV	RUSSELL DESIGN INC	2409	17,356.00		19,402.48
			DATA COLLECTION & PROGRAMMING				
11/30/2018			751-65.691-818.020	END BALANCE	17,356.00	0.00	19,402.48
751-65.691-860.000 TRAINING & TRAVEL							
11/01/2018					BEG. BALANCE		398.74
11/19/2018	AP	INV	FIFTH THIRD BANK	10/12/2018	20.22		418.96
			MI DOWNTOWN CONF HOTEL				
11/30/2018			751-65.691-860.000	END BALANCE	20.22	0.00	418.96
751-65.691-910.000 INSURANCE PREMIUM							
11/01/2018					BEG. BALANCE		335.00
11/01/2018	GJ		MONTHLY P&L INSURANCE PREMIUM	20961	83.75		418.75
11/30/2018			751-65.691-910.000	END BALANCE	83.75	0.00	418.75
751-65.691-955.000 MISCELLANEOUS EXPENSE							
11/01/2018					BEG. BALANCE		93.72
11/19/2018	AP	INV	FIFTH THIRD BANK	10/03/2018	85.75		179.47
			FUNERAL FLOWERS				
11/30/2018			751-65.691-955.000	END BALANCE	85.75	0.00	179.47
751-80.100-665.005 INTEREST ON INVESTMENTS							
11/01/2018					BEG. BALANCE		(3,733.74)
11/13/2018	GJ		5/3 SERVICE FEES OCTOBER 18	21030	8.27		(3,725.47)
11/30/2018	GJ	JE	MICHIGAN CLASS INTEREST - NOV 2018	21059		1,208.04	(4,933.51)
11/30/2018			751-80.100-665.005	END BALANCE	8.27	1,208.04	(4,933.51)
751-80.600-441.000 LCSA APPROPRIATION/PPT EXEMI							
11/01/2018					BEG. BALANCE		0.00
11/01/2018	CR	RCPT	SUMMARY CR POSTING: 11/01/2018 OTHER			20,604.84	(20,604.84)
11/30/2018			751-80.600-441.000	END BALANCE	0.00	20,604.84	(20,604.84)
GRAND TOTALS:					64,075.19	64,075.19	628,145.61

PERIOD ENDING 11/30/2018

		2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	11/30/2018 (ABNORMAL) ASE	11/30/2018 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	7,500.00	4,933.51	1,199.77	2,566.49
Total Dept 80.100 - GENERAL REVENUE		7,500.00	4,933.51	1,199.77	2,566.49
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	20,604.84	(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	20,604.84	29,223.30
TOTAL REVENUES		230,828.00	199,038.21	21,804.61	31,789.79
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	22,000.00	7,604.28	2,330.40	14,395.72
751-65.691-717.000	SOCIAL SECURITY	1,320.00	471.46	144.48	848.54
751-65.691-717.005	MEDICARE	320.00	110.26	33.79	209.74
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	7.58	2.22	13.42
751-65.691-727.000	OFFICE SUPPLIES	500.00	227.20	117.73	272.80
751-65.691-728.000	COPIES	100.00	0.04	0.00	99.96
751-65.691-730.000	POSTAGE	500.00	136.44	0.00	363.56
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	0.00	0.00	5,000.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,360.00	0.00	140.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	115,000.00	0.00	0.00	115,000.00
751-65.691-818.020-19R0100000	GENERAL CONTRACT SERVICES	45,000.00	19,402.48	17,356.00	25,597.52
751-65.691-818.080	FACADE IMPROVEMENTS	20,000.00	0.00	0.00	20,000.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	418.96	20.22	981.04
751-65.691-880.000	COMMUNITY PROMOTION	15,450.00	2,360.64	0.00	13,089.36
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	90.97	0.00	209.03
751-65.691-910.000	INSURANCE PREMIUM	500.00	418.75	83.75	81.25
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	179.47	85.75	620.53
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	59,985.40	20,174.34	319,319.60
TOTAL EXPENDITURES		379,305.00	59,985.40	20,174.34	319,319.60
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		230,828.00	199,038.21	21,804.61	31,789.79
TOTAL EXPENDITURES		379,305.00	59,985.40	20,174.34	319,319.60
NET OF REVENUES & EXPENDITURES		(148,477.00)	139,052.81	1,630.27	(287,529.81)
BEG. FUND BALANCE		485,790.71	485,790.71		
END FUND BALANCE		337,313.71	624,843.52		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
12/01/2018			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		624,838.10
12/07/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21072		1,400.00	623,438.10
12/14/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21109		800.00	622,638.10
12/21/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21131		2,900.00	619,738.10
12/28/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21147		800.00	618,938.10
12/31/2018	GJ	JE	MICHIGAN CLASS INTEREST - DECEMBER 2018	21164	1,275.49		620,213.59
12/31/2018			751-00.000-005.000	END BALANCE	1,275.49	5,900.00	620,213.59
12/01/2018			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		5.42
12/01/2018	GJ		MONTHLY P&L INSURANCE PREMIUM	21057		83.75	(78.33)
12/04/2018	CD	CHK	SUMMARY CD 12/04/2018			1,240.00	(1,318.33)
12/07/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21072	1,400.00		81.67
12/12/2018	GJ	JE	5/3 SERVICE FEES - NOV 2018	21103		8.38	73.29
12/13/2018	PR	CHK	SUMMARY PR 12/13/2018			836.98	(763.69)
12/14/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21109	800.00		36.31
12/18/2018	CD	CHK	NEW MOON VISIONS	56506		187.50	(151.19)
12/18/2018	CD	CHK	RUHLIG FARMS LLC	56515		2,400.00	(2,551.19)
12/18/2018	CD	CHK	STANIFER, PAULA	56519		48.78	(2,599.97)
12/18/2018	CD	CHK	SUMMARY CD 12/18/2018			223.07	(2,823.04)
12/21/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21131	2,900.00		76.96
12/28/2018	PR	CHK	SUMMARY PR 12/28/2018			836.96	(760.00)
12/28/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21147	800.00		40.00
12/31/2018			751-00.000-007.000	END BALANCE	5,900.00	5,865.42	40.00
12/01/2018			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
12/03/2018	AP	INV	BENETEAU PROPERTIES LLC	2018-11		1,240.00	(1,240.00)
12/04/2018	CD	CHK	FACADE IMPROVEMENT REIMBURSEMENT				
12/17/2018	AP	INV	SUMMARY CD 12/04/2018		1,240.00		0.00
			FIFTH THIRD BANK	11/18/2018		26.49	(26.49)
			ADOBE SUBSCRIPTION				
12/17/2018	AP	INV	FIFTH THIRD BANK	11/13/2018		26.46	(52.95)
			COFFEE WORKSHOP DDA				
12/17/2018	AP	INV	FIFTH THIRD BANK	11/07/2018		17.12	(70.07)
			DDA TREE LIGHTING POSTERS				
12/17/2018	AP	INV	FIFTH THIRD BANK	11/08/2018		95.00	(165.07)
			PORTA JOHN FOR TREE LIGHTING				
12/17/2018	AP	INV	FIFTH THIRD BANK	11/07/2018		48.00	(213.07)
			CANDY CANES FOR SANTA				
12/17/2018	AP	INV	FIFTH THIRD BANK	11/01/2018		10.00	(223.07)
			EMAIL SUBSCRIPTION				
12/17/2018	AP	INV	NEW MOON VISIONS	134315		187.50	(410.57)
			DOWNTOWN MONROE UP CLOSE & HOLIDAY AT				
12/17/2018	AP	INV	STANIFER, PAULA	STANIFER 2018 12		48.78	(459.35)
			MILEAGE TO VARIOUS PLACES DELIVERING				
12/17/2018	AP	INV	RUHLIG FARMS LLC	387		2,400.00	(2,859.35)
			16 PORCH POT PLANTERS				
12/18/2018	CD	CHK	NEW MOON VISIONS	56506	187.50		(2,671.85)
12/18/2018	CD	CHK	RUHLIG FARMS LLC	56515	2,400.00		(271.85)
12/18/2018	CD	CHK	STANIFER, PAULA	56519	48.78		(223.07)
12/18/2018	CD	CHK	SUMMARY CD 12/18/2018		223.07		0.00
12/31/2018			751-00.000-202.000	END BALANCE	4,099.35	4,099.35	0.00
12/01/2018			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		7,604.28
12/13/2018	PR	CHK	SUMMARY PR 12/13/2018		776.80		8,381.08
12/28/2018	PR	CHK	SUMMARY PR 12/28/2018		776.80		9,157.88
12/31/2018			751-65.691-703.000	END BALANCE	1,553.60	0.00	9,157.88
12/01/2018			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		471.46
12/13/2018	PR	CHK	SUMMARY PR 12/13/2018		48.17		519.63
12/28/2018	PR	CHK	SUMMARY PR 12/28/2018		48.16		567.79
12/31/2018			751-65.691-717.000	END BALANCE	96.33	0.00	567.79
12/01/2018			751-65.691-717.005 MEDICARE		BEG. BALANCE		110.26
12/13/2018	PR	CHK	SUMMARY PR 12/13/2018		11.27		121.53
12/28/2018	PR	CHK	SUMMARY PR 12/28/2018		11.26		132.79
12/31/2018			751-65.691-717.005	END BALANCE	22.53	0.00	132.79
12/01/2018			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		7.58
12/13/2018	PR	CHK	SUMMARY PR 12/13/2018		0.74		8.32
12/28/2018	PR	CHK	SUMMARY PR 12/28/2018		0.74		9.06
12/31/2018			751-65.691-718.010	END BALANCE	1.48	0.00	9.06
12/01/2018			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		227.20
12/17/2018	AP	INV	FIFTH THIRD BANK	11/18/2018	26.49		253.69
			ADOBE SUBSCRIPTION				
12/17/2018	AP	INV	FIFTH THIRD BANK	11/01/2018	10.00		263.69
			EMAIL SUBSCRIPTION				
12/31/2018			751-65.691-727.000	END BALANCE	36.49	0.00	263.69
12/01/2018			751-65.691-750.075 SEASONAL DECORATIONS-DDA		BEG. BALANCE		0.00
12/17/2018	AP	INV	RUHLIG FARMS LLC	387	2,400.00		2,400.00
			16 PORCH POT PLANTERS				
12/31/2018			751-65.691-750.075	END BALANCE	2,400.00	0.00	2,400.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
12/01/2018			751-65.691-818.080 FACADE IMPROVEMENTS		BEG. BALANCE		0.00
12/03/2018	AP	INV	BENETEAU PROPERTIES LLC	2018-11	1,240.00		1,240.00
			FACADE IMPROVEMENT REIMBURSEMENT				
12/31/2018			751-65.691-818.080	END BALANCE	1,240.00	0.00	1,240.00
12/01/2018			751-65.691-860.000 TRAINING & TRAVEL		BEG. BALANCE		418.96
12/17/2018	AP	INV	STANIFER, PAULA	STANIFER 2018 12	48.78		467.74
			MILEAGE TO VARIOUS PLACES DELIVERING				
12/31/2018			751-65.691-860.000	END BALANCE	48.78	0.00	467.74
12/01/2018			751-65.691-880.000 COMMUNITY PROMOTION		BEG. BALANCE		2,360.64
12/17/2018	AP	INV	FIFTH THIRD BANK	11/07/2018	17.12		2,377.76
			DDA TREE LIGHTING POSTERS				
12/17/2018	AP	INV	FIFTH THIRD BANK	11/08/2018	95.00		2,472.76
			PORTA JOHN FOR TREE LIGHTING				
12/17/2018	AP	INV	FIFTH THIRD BANK	11/07/2018	48.00		2,520.76
			CANDY CANES FOR SANTA				
12/17/2018	AP	INV	NEW MOON VISIONS	134315	187.50		2,708.26
			DOWNTOWN MONROE UP CLOSE & HOLIDAY AI				
12/31/2018			751-65.691-880.000	END BALANCE	347.62	0.00	2,708.26
12/01/2018			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		418.75
12/01/2018	GJ		MONTHLY P&L INSURANCE PREMIUM	21057	83.75		502.50
12/31/2018			751-65.691-910.000	END BALANCE	83.75	0.00	502.50
12/01/2018			751-65.691-955.000 MISCELLANEOUS EXPENSE		BEG. BALANCE		179.47
12/17/2018	AP	INV	FIFTH THIRD BANK	11/13/2018	26.46		205.93
			COFFEE WORKSHOP DDA				
12/31/2018			751-65.691-955.000	END BALANCE	26.46	0.00	205.93
12/01/2018			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(4,933.51)
12/12/2018	GJ	JE	5/3 SERVICE FEES - NOV 2018	21103	8.38		(4,925.13)
12/31/2018	GJ	JE	MICHIGAN CLASS INTEREST - DECEMBER 20	21164		1,275.49	(6,200.62)
12/31/2018			751-80.100-665.005	END BALANCE	8.38	1,275.49	(6,200.62)
GRAND TOTALS:					17,140.26	17,140.26	631,708.61

PERIOD ENDING 12/31/2018

		YTD BALANCE	ACTIVITY FOR	AVAILABLE
		2018-19	12/31/2018	12/31/2018
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	(ABNORMAL) ASE	(DECREASE) MAL
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 80.100 - GENERAL REVENUE				
751-80.100-665.005	INTEREST ON INVESTMENTS	7,500.00	6,200.62	1,267.11
				1,299.38
Total Dept 80.100 - GENERAL REVENUE		7,500.00	6,200.62	1,267.11
				1,299.38
Dept 80.600 - GENERAL REVENUE				
751-80.600-402.000	REAL PROPERTY TAXES	235,490.00	204,060.64	0.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(34,662.00)	(30,645.78)	0.00
751-80.600-441.000	LCSA APPROPRIATION/PPT EXEMPT RJ	0.00	20,604.84	0.00
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RJ	19,500.00	0.00	0.00
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	200,305.32	1,267.11
				30,522.68
Expenditures				
Dept 65.691 - DOWNTOWN DEVELOPMENT				
751-65.691-703.000	PART TIME SALARIES & WAGES	22,000.00	9,157.88	1,553.60
751-65.691-717.000	SOCIAL SECURITY	1,320.00	567.79	96.33
751-65.691-717.005	MEDICARE	320.00	132.79	22.53
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	9.06	1.48
751-65.691-727.000	OFFICE SUPPLIES	500.00	263.69	36.49
751-65.691-728.000	COPIES	100.00	0.04	0.00
751-65.691-730.000	POSTAGE	500.00	136.44	0.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	2,400.00	2,400.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,360.00	0.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	115,000.00	0.00	0.00
751-65.691-818.020-19R0100000	GENERAL CONTRACT SERVICES	45,000.00	19,402.48	0.00
751-65.691-818.080	FACADE IMPROVEMENTS	20,000.00	1,240.00	1,240.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	467.74	48.78
751-65.691-880.000	COMMUNITY PROMOTION	15,450.00	2,708.26	347.62
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	90.97	0.00
751-65.691-910.000	INSURANCE PREMIUM	500.00	502.50	83.75
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	15,000.00	0.00	0.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	205.93	26.46
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	200.00	0.00
751-65.691-999.101	TRANSFER OUT-GENERAL	20,000.00	0.00	0.00
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	65,842.44	5,857.04
				313,462.56
TOTAL EXPENDITURES		379,305.00	65,842.44	5,857.04
				313,462.56
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		230,828.00	200,305.32	1,267.11
TOTAL EXPENDITURES		379,305.00	65,842.44	5,857.04
NET OF REVENUES & EXPENDITURES		(148,477.00)	134,462.88	(4,589.93)
BEG. FUND BALANCE		485,790.71	485,790.71	
END FUND BALANCE		337,313.71	620,253.59	

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		
				\$12,842.12
Social Security	Budget	Expenditures		Balance
	\$1,320.00			
7/12/2018		\$21.08		
7/26/2018		\$42.16		
8/9/2018		\$42.16		
8/23/2018		\$42.16		
9/6/2018		\$42.16		
9/20/2018		\$48.16		
10/4/201/		\$48.16		
10/18/2018		\$40.94		
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		
				\$752.21
Medicare	Budget	Expenditures		Balance
	\$320.00			
7/12/2018		\$4.93		
7/26/2018		\$9.86		
8/9/2018		\$9.86		
8/23/2018		\$9.86		
9/6/2018		\$9.86		
9/20/2018		\$11.27		
10/4/2018		\$11.26		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

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		
				\$187.21
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		
				\$11.94
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		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
				\$236.31
Copies	Budget	Expenditures		Balance

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

	\$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		
				\$363.56
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			
Russell Design - Riverwalk		\$2,046.48		
Russell Design Data collection/programming		\$17,356.00		
				\$140,597.52
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$20,000.00			
Beneteau Properties (2017-2018 grant)		\$1,240.00		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

				\$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		
New Moon - Up Close/Holiday		\$187.50		
				\$12,741.74
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$300.00			
Monroe News DDA Publishing		\$90.97		
				\$209.03
Insurance Premium	Budget	Expenditures		Balance

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

	\$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		
				-\$2.50
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		
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		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

				\$86,997.13
Transfer Out General	Budget	Expenditures		Balance
	\$20,000.00			
				\$20,000.00
Total	\$379,305.00	\$65,842.44		

Memo

Date: Wednesday, January 9, 2019

To: DDA Board of Directors

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

Re: **FISCAL YEAR 2019-2020 PROPOSED BUDGET – OVERVIEW AND PREP FOR WORK SESSION**

BACKGROUND

Please find for your review the fiscal year 2019-2020 proposed DDA budget, which aligns with the work planning exercises that the board conducted during its October and November meetings. I have supplied both the draft budget and work plan. At your meeting this month, we will review the budget in preparation for a special work session scheduled on Wednesday, January 30, 2019.

The first document is the proposed 2019-2020 work plan, based on discussion from previous board meetings. I applied a rough estimate for each of the projects listed. Of course, until bids or proposals are received, the estimates are best guesses.

The second document is the proposed budget. The wish list is longer than the resources available. There is no possible way to fund the entire work plan without identifying a supplemental revenue stream, such as a grant, for some projects. An alternative is to reduce the expenditures to a level that the board deems acceptable. Some of the assumptions include a 2% increase in real property (land and building) values, with a decrease in personal property (equipment) values. I also anticipated that all current work plan projects would be completed before June 30, 2019 and not carried over.

ACTION

None at this time; the item is on the agenda strictly for introduction. The Board will discuss the budget at a special work session on Wednesday, January 30, 2019 and take action to submit it at its regular meeting on Wednesday, February 13, 2019. **Board members are asked to submit any questions or requests for clarification to Annette Knowles by Tuesday, January 22, 2019 for a response that will be distributed to all board members in advance of the work session. Do not discuss or deliberate via email.**

Column1	Column2	Column3	Column4	Column7	Column8	Column82	Column9
2/9/2018	BUDGET REPORT FOR CITY OF MONROE						
	Calculations as of 01/31/2018						
		2016-17	2017-18	2018-19	2019-20	2020-21	
		ACTIVITY	AMENDED	REQUESTED	REQUESTED	FORECAST	
GL NUMBER	DESCRIPTION		BUDGET	BUDGET	BUDGET		NOTES
	ESTIMATED REVENUES						
	Dept 80.100-GENERAL REVENUE						
751-80.100-665.005	INTEREST ON INVESTMENTS	4,731.34	4,500.00	9,600.00	7,200.00	500.00	If fund balance is reduced
	Totals for dept 80.100-GENERAL REVENUE	4,731.34	4,500.00	9,600.00	7,200.00	500.00	
	Dept 80.600-GENERAL REVENUE						
751-80.600-402.000	REAL PROPERTY TAXES	214,728.01	216,893.00	245,200.00	250,100.00	255,100.00	Increase of 2% annually
751-80.600-410.000	PERSONAL PROPERTY TAXES	(30,188.28)	(30,500.00)	(37,120.00)	(38,000.00)	(38,000.00)	Hold annually
751-80.600-441.000	LCSA APPROPRIATION/PPT EXEMPT REIMB		16,212.00				
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT REIMB	16,211.53		19,500.00	19,500.00	19,500.00	Hold annually
751-80.600-692.090	MISCELLANEOUS REVENUE	5,194.37	5,000.00	3,000.00			
	Totals for dept 80.600-GENERAL REVENUE	205,945.63	207,605.00	230,580.00	231,600.00	236,600.00	
	TOTAL ESTIMATED REVENUES	210,676.97	212,105.00	240,180.00	238,800.00	237,100.00	
	APPROPRIATIONS						
	Dept 65.691-DOWNTOWN DEVELOPMENT						
751-65.691-703.000	PART TIME SALARIES & WAGES	17,066.52	24,000.00	22,000.00	20,500.00	21,000.00	1,000 hours/\$20.49 hr eff 7/1
751-65.691-717.000	SOCIAL SECURITY	1,058.13	1,400.00	1,320.00	1,280.00	1,300.00	6.2% of wage
751-65.691-717.005	MEDICARE	247.47	319.00	320.00	300.00	305.00	1.45% of wage
751-65.691-718.010	WORKERS' COMP INSURANCE	30.00	20.00	21.00	20.00	25.00	.97% of wage
751-65.691-727.000	OFFICE SUPPLIES	400.23	500.00	500.00	500.00	500.00	
751-65.691-728.000	COPIES		100.00	100.00			no use per city
751-65.691-730.000	POSTAGE	104.07	500.00	500.00	500.00	500.00	
751-65.691-750.075	SEASONAL DECORATIONS	0.00	0.00	5,000.00	5,000.00	5,000.00	Planters - Spr and Win
751-65.691-818.010	AUDIT SERVICES	1,320.00	1,500.00	1,500.00	1,500.00	1,500.00	
751-65.691-818.020	GENERAL CONTRACT SERVICES	29,760.00	89,000.00	140,000.00	65,000.00		Traffic Analysis, Econ Feas for Prop Acq, RFP for Macomb lot, Case Study
	TBD - Parking Implementation				75,000.00		Rev replacement and communications
	TBD- Parking Signage				50,000.00		

[illegible]

MONROE DDA
2019-2020 WORK PLAN

	PROJECT	CHAMPION(S)	PRIORITY	BUDGET REQUEST	NOTES
Goal:	Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses				
	1. Annual Communications Plan 2. Address negative social media posts through issue-oriented public education	Staff	Medium	\$ 3,000	Per Plan
Goal:	Support downtown businesses and property owners				
	1. Implement recommendations in Downtown Master Plan that calm streets. a. One way conversion on Cass/Harrison b. One way conversions on First/Front c. Traffic analysis on Monroe Street (following one way conversions)		Med/High		*City is funding
	2. Implement recommendations in Downtown Master Plan to activate storefronts. a. Activate blank facades with arts-focused treatments and installations b. Promote sidewalk shopping and outdoor seating with streamlined approval process c. Animate empty spaces thorough pop up events, food trucks and temporary art installations d. Establish building design standards/form-based code e. Enhance the Farmers Market experience		Low	\$ 30,000 \$ 10,000 \$ 175,000	Monroe St Traffic Analysis Change sign ordinance to permit "murals" *In City zoning code update Possible property acq \$150K and economic feasibility study \$25K; potential grant funding?
Goal:	Preserve and enhance downtown by facilitating development; establish an environment that promotes residential growth				
	1. Enhance the Riverwalk (in accordance with Riverwalk plan) 2. Release RFP for Macomb St riverfront site 3. Help drive alleyway improvements		Med/High Low Low	\$ 25,000 \$ 5,000 \$ 50,000	Set aside for potential grant match Contribution for enhancement of city alley paving
Goal:	Market the downtown to encourage people to frequent local businesses and events				
	1. Annual Marketing Plan 2. Develop greater partnership with the MC Convention & Tourism Bureau	Swanson/Staff	Medium	\$ 10,000	Per plan

MONROE DDA
2019-2020 WORK PLAN

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	Low	\$	500	
Goal:	Implement strategies to improve parking management and infrastructure	Peruski/	High	\$	50,000	Signage Allowance
	0. Establish steering team: DDA/Police/DPW/Clerk/DMBN reps			\$	70,000	Loss of Revenue Offset
	1. Create employee and residential permits as recommended in Downtown Master Plan			\$	5,000	Communications/Printed Materials
	2. Create visitor-priority parking lots that prohibit parking before 10am					
	3. Cover meters/make parking fee on street and in visitor lots until demand rises					
	4. Establish first-time forgiveness program; escalating fines					
	5. Establish new, simplified regulations for on-street parking					
	6. Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours					
	Carry Over from 2018-2019					
	Tree and Lamp Post Maintenance (Year 2 of 3)			\$	15,000	
	Upper Floor Conversion Case Study (1 per year?)			\$	5,000	
	TOTAL			\$	453,500	

Memo

Date: Wednesday, January 9, 2019

To: DDA Board of Directors

From: Upper Floor Conversion Case Study Project Team

Re: **UPPER FLOOR CONVERSION CASE STUDY:
SELECTION OF ARCHITECT AND APPLICANTS**

BACKGROUND

Included in the DDA's 2017-2022 Strategic Plan and in the 2018-2019 work plan is a project to provide consultative services to building owners on converting under-used upper floors into residential or office use. At its October meeting, the DDA Board concurred to pilot such a program as a case study, so that it may evaluate the effectiveness and interest in providing the service, or a variation thereof, regularly to property owners. The amount budgeted for this project is \$10,000. The project champions are Joe Peruski and Les Lukacs.

Subsequent to the meeting, two processes occurred. The first was the issuance of the approved request for proposals for architectural services. The RFP was posted on the Michigan Intergovernmental Trade Network (MITN) and it was direct-mailed to area firms providing architectural services. Concurrently, property owners were informed through direct-mail of the opportunity to participate in the pilot program and interested owners submitted applications. The project team evaluated the proposals received from architectural firms and the applications from property owners, with the support of the City of Monroe Planning and Building Departments.

At this time, there are two recommendations for the board to consider:

SELECTION OF ARCHITECT

BACKGROUND

Three proposals were received from architectural design firms as a response to the request. The three respondents were Thomas Porter Architects, Diclemente Siegel Design, and Mitchell and Mouat. All three proposals were excellent and all respondents would be able to perform the scope of work as described in the request. However, after careful consideration and a get-to-know-you meeting, the team recommends the selection of Mitchell and Mouat for the case study pilot program. The proposal they submitted is

attached, and the reasons for the recommendation are as such:

- Mitchell and Mouat referenced the most experience with projects in a downtown setting
- The firm had completed work in the past for a downtown development authority
- Its representative meshed well with the team member from the City's Building Department
- The firm renovated and occupies its own historic building in Ann Arbor
- The firm's rates were the most affordable, allowing the team to recommend two case studies

ACTION

Approve the selection of Mitchell and Mouat Architects as the consultant of record for the case study pilot program

SELECTION OF APPLICANTS

BACKGROUND

In response to solicitation of applicants, there were three responses, which were evaluated based on the criteria described in the application. The three properties were: 14 West Front Street (10 points), 113 1/2 East Front Street (7.5 points) and 23 West First Street (7 points). All three properties are well-qualified and representative of the unique architecture in the downtown district. All three are attached for your review.

Based on the applications received, the point system and the response from the architect, the project team recommends the selection of 14 West Front Street and 113 ½ East Front Street for the pilot project. Both the building and planning departments and the proposed architectural firm had a chance to review the proposed projects and concurred with the proposed recommendation.

Based on the fee schedule, the cost for both would amount to \$9,500.00, below the budget allocated for this project. If approved, the projects will commence and will be concluded with a thorough evaluation to determine if the program met expectations.

ACTION

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.

Proposal for Architectural Assessment Services



Monroe Downtown Development Authority
120 East First Street – Monroe, Michigan

December 3, 2018

Mitchell
and Mouat
architects
113 South Fourth Avenue Ann Arbor, Michigan 48104
734-662-6070 FAX 734-662-3802 MaMA@MitchellandMouat.com



Mitchell and Mouat architects

December 3, 2018

Ms. Annette Knowles
Monroe Downtown Development Authority
120 East First Street
Monroe, Michigan 48161

Dear Ms. Knowles,

Mitchell and Mouat Architects would like to thank the Monroe Downtown Development Authority for the opportunity to provide our proposal in response to the Request for Proposals for Architectural Assessment Services. The follow up addendum was helpful to our understanding of the status of the project.

Our offices have been located in downtown Ann Arbor for over thirty years so we have seen and been a part of the transformation and re-invigoration of this downtown. We appreciate the work that you are undertaking and hope to aid the effort with our abilities to evaluate existing buildings within the context of safety, code, budget, urban design, and overall function. A large percentage of our work has been in remodeling and adaptive re-use of existing buildings and we have a particular affinity for older downtown buildings.

We believe that there are three reasons why Mitchell and Mouat is a good fit for this project:

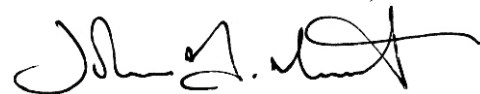
Experience working on relevant projects - Our firm has extensive experience in assessing existing buildings for re-development. Projects have spanned the spectrum of downtown uses including retail, restaurants, offices, and residential.

Stable and experienced staff - The principals of the firm lead up every project. Our key staff people have been with us for between fifteen and twenty five years. We feel that this continuity has been key to the success of our projects.

Satisfied Clients - A high percentage of our work is for repeat clients. Among those clients for whom we have done multiple projects are the Ann Arbor Public Schools, the City of Ann Arbor Parks and Recreation, the City of Ann Arbor DDA, Washtenaw County, the City of Albion, the University of Michigan, the Girl Scouts of Southeastern Michigan, and the Cranbrook Educational Community.

Additional information can be provided as requested. Thank you for considering Mitchell and Mouat.

Sincerely,
Mitchell and Mouat Architects, Inc.



John H. Mouat

TABLE OF CONTENTS

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Section 6	Fee Structure

Section 1: Firm Overview



Year Established

1984

Address

113 S. Fourth Avenue
Ann Arbor, Michigan 48104

Telephone

(734) 662-6070

Fax

(734) 662-3802

Email

rMitchell@MitchellandMouat.com

jMouat@MitchellandMouat.com

Partners

Richard W. Mitchell, AIA

Michigan Registration
NCARB Registration

John H. Mouat, LEED AP

Michigan Registration
Michigan Historic Architect

Associate Architects

Mark Borys, Registered Architect
Craig Spiegel, Registered Architect
Kevin Stansbury, Registered Architect

Corporate Structure

Michigan S Corporation

Insurance

\$1,000,000 professional liability coverage plus general liability coverage. Certificate available upon request.

Litigation

Mitchell and Mouat has not had any litigation in the last five years and has never been dismissed or terminated from a project.

Mission

We refer to our area of specialization as Community Architecture. Mitchell and Mouat clients are typically from the public or non-profit sector and, as such, projects require the wise use of available funds and resources. Projects that are embraced by the community and can stand the test of time are our measure of success.

Specialization

Areas of specialization include educational, historic preservation and restoration, municipal, performing arts, transportation, library, religious, and recreation facilities.

In addition to full service architectural design and construction administration services, Mitchell and Mouat Architects, Inc. provides specialized services in:

Master Planning	Interior Design
Site Planning	Space Planning
Site Evaluations	Programming
Zoning and Code Analysis	Adaptive Reuse
Historic Preservation	Feasibility Assessments
ADA Compliance Assessments	Green Building Design

Staff

Our staff of 8 people includes 5 registered architects licensed to practice in Michigan. The core staff at Mitchell and Mouat Architects has worked together for over 16 years. They share similar values, enabling a high degree of integrity in the design of projects and the relationships developed with our clients.

- We maintain strong lines of **communication**.
- We maintain defined **standards** for quality, cost and schedule.
- We maintain the **flexibility** to adapt to the conditions of the project.

Section 2: Design Team

Mitchell and Mouat Personnel

4.21 Staff



Richard



John



Cassandra



Adriana



Mark



Kevin



Craig



Greg

Organizational Chart

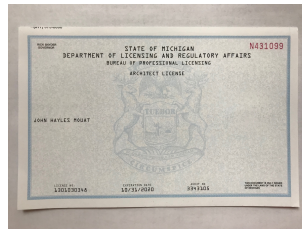
As lead architect, John Mouat will be the primary contact and site investigator for the project. The in-field work will include meeting with Monroe DDA representatives, property owners, and other stakeholders.

Mark Borys will be responsible for project technical issues such as code compliance, occupancy requirements, and fire protection.

Adriana Bailey will develop appropriate graphics of floor plans, elevations, and sections of the building.

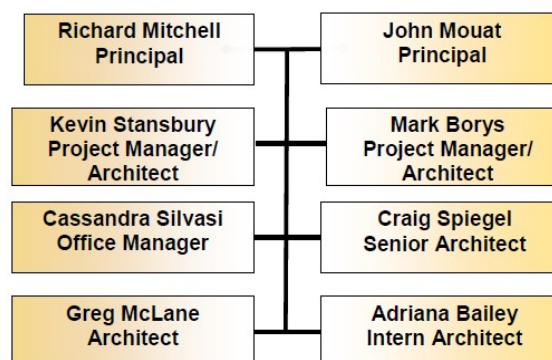
As a team we will collaborate to develop plan options for the development of upper floors as well as consider special steps that may be required such as Building Board of Appeals, Zoning Board of Appeals, etc.

John and Mark have been licensed architects in the State of Michigan for over thirty years. John is LEED certified and registered with the State of Michigan as a "Historic Architect". In addition he has sat on the board of directors of the Ann Arbor Downtown Development Authority for ten years.



Possibly the most valuable background we bring to this project is John's experience as a co owner in two mixed use buildings in downtown Ann Arbor. Our office at 113 South Fourth Avenue is a condo association which includes residential and office. The second is the Schwaben Building at 215 South Ashley which includes offices, retail, and a cocktail bar.

Mitchell and Mouat Architects, Inc. Organizational Chart



Section 3: Project Experience

Adaptive Reuse Projects

Hannah Community Center



Riverside Arts Center



Over the years Mitchell and Mouat has worked on a number of projects that relate to Upper Floor Conversions in a multi story downtown setting; including residential, retail, and office space. These types of mixed use buildings are often referred to as Adaptive Reuse projects. The structural, code, and design challenges of these projects can be daunting but they have the tremendous potential to revitalize and activate not only a building but also a block or neighborhood. Maintaining the fabric of the past while invigorating the built environment with new life creates varied and lasting community benefits.

The City of East Lansing had purchased a recently abandoned school with significant historic roots in the city with the vision of repurposing the facility as a Community Center. The assets of the old building – a classic Auditorium, a small Natatorium, two gymnasiums and a central neighborhood location all offered strong components for success.

The repurposed facility now provides event and meeting spaces, classrooms, offices, recreation opportunities, and serves as a senior center.

Timothy McCaffrey, Recreation Director
Office Ph: 517-337-1731, email tmccaff@Cl.east-Lansing.mi.us

The Riverside Arts Center was born of vision for a downtown Ypsilanti facility that could feature performances, visual arts, and act as an arts community center. Historic preservation recommendations for the former Masonic Lodge led to the restoration of the façade and building shell, while a master plan for developing the four storey building was developed.

The Lower Level became the Club Level with a catering kitchen and the flexibility to host multiple events such as comedy shows, receptions and small performances.

The Main Level houses the community theater, a lobby and support spaces, while the upper two floors provide space for an art gallery and arts offices.

Reference: William (Bill) Kinley, Former chair of Ypsi DDA
Office Ph.: 734-971-6850, Email bill@praxisproperties.com

The Pardon Block



The Pardon Block is a downtown, three story commercial structure in Ann Arbor, built in 1880. The façade of the building was renovated and the interior extensively remodeled to provide new spaces and improve access, including a new elevator.

Building uses include a grade level restaurant and upper level offices.

Reference: Duane Renken, Developer (Deceased)

Schwaben Building



The Schwaben Building is a multi story 25,000sf historic building in downtown Ann Arbor which was originally constructed by one of the area's German Societies. Past uses included a social club, restaurant and department store annex. Developers purchased the building from the German Society with the intent to upgrade the building and provide mixed use space while resurrecting the historic character of the building per Department of the Interior standards. The exterior shell was renovated including a new façade, entries, windows and masonry repairs. Related interior changes included new code compliant lobby, elevator, stairs and ADA upgrades.

The upper three floors are tenant spaces for offices while the lower two floors provide two different kinds of commercial space. The grade level is a popular furniture store which required careful attention in lighting and finishes. The basement level was renovated into a tremendously successful bar which is often used for receptions, fund raisers, etc.

Reference: William (Bill) Kinley, Developer / Contractor
Office Ph.: 734-971-6850, Email bill@praxisproperties.com

Mitchell and Mouat Offices(Grade Level)



The 111/113 South Fourth Avenue Condominium Association building is located one block east of Main Street in Ann Arbor. It was one of the first Adaptive Reuse projects in the city to create upper level residential condos with grade/basement level commercial. The building contains two commercial spaces and four residential units including the offices of Mitchell and Mouat.

The exterior remains true to its historic routes while the interior was extensively remodeled to provide for code compliant access, floor loading, mechanical systems, etc.

Section 4: References

City of Ann Arbor

Susan Pollay, Director
Downtown Development Authority
150 S. Fifth Avenue
Ann Arbor, Michigan 48104
(734) 994-6697
SPollay@A2DDA.org

City of Ann Arbor

Hillary Hanzel, Project Director
Parks and Recreation Department
150 S. Fifth Avenue
Ann Arbor, Michigan 48104
(734) 794-6230 ext. 42548
HHanzel@A2gov.org

Washtenaw Intermediate School District

Diane Sevigny, Operations and Facilities Manager
1819 South Wagner Road
Ann Arbor, Michigan 48106
(734) 994-8100 x1403
dsevigny@wash.k12.mi.us

Girls Scouts of Southeastern Michigan

Bill Sengstock, Director of Facilities
1333 Brewery Park Blvd., Suite 500
Detroit, Michigan 48207
(313) 870-2587
bsengstock@GSSEM.org

Washtenaw County

Dave Shirley, Director Office of Infrastructure Management
202 E. Huron Street, Suite 200
Ann Arbor, Michigan 48107
(734) 222-3793
Shirleyd@ewashtenaw.org

Section 5: Approach to Scope of Services

General

It is our understanding that a particular building has not been selected for the pilot project. At the start of the project it would be helpful to collect as much information as is available including:

- Site Survey
- Any Existing or Historic Drawings
- Any Historic Photographs
- Appraisal Report

Documentation and information about a building is certainly a benefit and provides a good head start on evaluating a facility. The City Assessor's office can also be a resource for basic information about the site and building.

Site Analysis

Activities that would take place at the site / building include:

- Photographs
- General research of the site including parking, pedestrian access, fire hydrant coverage, utilities, etc.
- General research of mechanical, electrical and plumbing (MEP) systems
- General research of the structure of the building
- Condition assessment of exterior and interior
- Inspection for hazardous materials, insulation, and building shell integrity
- General research of access and egress elements including doors, windows, stairs, ramps, corridors, elevators, fire escapes, barrier free, etc.
- General research of building safety elements including door / wall ratings, fire alarms, smoke detectors, egress and exit lighting, fire suppression system, etc.
- Conversation with the property owner and possibly local building official

We would write a Preliminary Site Analysis Report based on our findings. The Site Analysis will provide us an initial indication of the challenges and opportunities presented by a specific building. We would anticipate meeting with DDA representatives to present preliminary findings and to define the scope of the work moving forward.

Feasibility

Once we understand the existing conditions, and are in alignment on goals with the DDA and the building owner, we will develop graphic documents and explore options.

In the case that insufficient or no drawings are available of the building, staff from our office will need to field measure the building which, depending on the size and complexity, can be a time consuming task.

Work done at our office would include research, drawing existing plans/elevations/sections as appropriate, performing code and zoning searches specific to the building, considering what elements of the building need to be remodeled, and developing plan options.

The options will be governed by how well the building can perform for various types of uses while meeting constraints of code, market, and budget. It is likely that options will be presented primarily in graphic form with supporting information as appropriate.

We would suggest that the DDA have us team with a local contractor / developer, of their choice, to establish budget costs. Local residential and commercial realtors would likely be the best source for projected rental rates or unit values. The local realtor could also advise on what vacancy rate over a period of time one might expect for the cash flow analysis.

A significant aspect of our work will be to attempt to foresee major challenges as soon as possible. These constraints could include zoning, code, structure, building condition, daylighting, MEP systems, etc. In the case that a building presents particular structural, mechanical, electrical, and/or plumbing issues we may advise the DDA to have us enlist the services of the appropriate engineers. We have a number of qualified consultants that we work with who could provide these services as needed.

The final Case Study Report will outline the findings to date including written information, photographs, existing condition drawings, concept drawings, and budget scenarios. This product will be a natural starting point for a property owner to have detailed design and construction documents produced for the re-development of the property.

Section 6: Fee Structure

Site Analysis

We propose the following fixed fee schedule based on gross building size:

Up to 10,000 square feet	\$4,000
10,001 – 20,000 square feet	\$5,500
20,001 – 30,000 square feet	\$7,000
30,001 – 40,000 square feet	\$8,500
40,001 – 50,000 square feet	\$10,000

Feasibility

Once a building is chosen, existing documentation identified, and the Site Analysis is completed we will be able to define a scope of work and provide a proposal for work to complete the process.



Upper-Floor Conversion Pilot Program/Case Study Application for Technical Assistance

Applicant/Property Owner

Name: Frank Grzywacki

Address: 116 Hollywood drive, Monroe, Michigan 48162

Phone/Email: (734) 625-4433 / fgrzywacki@gmail.com

Subject Property

Address: 14 West Front Street, Monroe, Michigan 48161

Checklist/Score: **9**

Building upper floor(s) is vacant	Y (1) X	N (0)	
Building upper floor(s) is not up to code	Y (1) X	N (0)	
Building may qualify as contributing to National Register historic district	Y (1) X	N (0)	
Building size (square feet)	Over 10,000 (2)	5,000-10,000 (1) X 12,168	Under 5,000 (0)
Building façade is preserved or maintained	Y (1) X	N (0)	
Location within downtown district	Visible (2) X	Secondary (1)	Hidden (0)
Owner committed to green building techniques	Y (1) X	N (0)	
Owner committed to energy efficient design	Y (1) X	N (0)	

Please submit 8-10 photographs of building interior and exterior with this application.

Owners Goals for Building

The owner's goal for the building is to renovate the upper floors to create eight (8) separate units for apartments or office space use.
The primary purpose of the renovated units would be to enhance the quality of Downtown Monroe for residents, businesses and visitors.
The owner believes the development of attractive and comfortable housing and office space will project and promote a positive image
bringing economic and cultural growth to Downtown Monroe. In addition, the renovations would use green building techniques that are
energy efficient in the restoration plans.

Owners Explanation of Commitment to Completion

The owner's commitment to completion begins with his steadfast proactive approach to participate in the evaluative timelines agreed
upon in the initial project plan. The owner has the resources to address the risk factors that could impede the execution of the project.
In addition, the owner will research matching funds that would offset financial cost portions of the renovations. Having owned the
property for more than 30 years, the owner has, over the years, strongly expressed his support and promotion of the campaign to
renovate Downtown Monroe. The owner is excited and highly motivated to commit to participating and completing such a worthy
advancement for the city of Monroe.

Signature

I hereby submit my application for the Monroe DDA's Upper-Floor Conversion Pilot Program/Case Study Technical Assistance. I understand that the program is competitive and that my application does not entitle me to technical assistance unless my building is selected. I certify that I am not an elected or appointed official or an employee of the City of Monroe and/or the Monroe Downtown Development Authority, nor are any of my affiliates, associates, partners or family members. I have read and understand the program description. I will provide the Monroe DDA's preapproved architect with access to my building during the course of the case study as needed.

Applicant: Frank Grzywacki

Signature: 

Date: 12/28/18

Return completed application to: Monroe DDA - Case Study, 120 East First Street, Monroe, MI 48161

For Office Use Only

Mixed Use: Possible

First Floor Retail: N

No obligations: Winter tax due 2/14/18

Score: 10

Ranking: 1

To the City of Monroe

New Directions Peer Recovery Center (NDPRC) is proud to endorse the City of Monroe's pilot project to renovate the upper floors of the buildings located in the Monroe downtown area. NDPRC is presently renting the lower floor owned by Mr. Frank Grzywacki.

NDPRC is a newly formed not-for-profit that caters to people of Monroe County that need a helping hand to straighten out and make a better life for themselves. Recently NDPRC has teamed up with a newly formed Veterans organization, "No 1 Left Behind." Vietnam Veteran, James Elswick, has created No 1 Left Behind (NO1LB) to see that Veterans are given the housing opportunities they deserve for serving their country. Sargent Elswick has teamed up with James Rye the Executive Director of NDPRC, to see to it, that all people in Monroe County have equal opportunity to affordable housing.

Mr. Grzywacki has supported each of these initiatives and has committed to two of the eight units of the renovation pilot project be designated for the housing of Veterans or be used as office space for both of the two organizations.

The Executive Director would like to see that all people in Monroe are given equal opportunity to become contributing members of our great city. Mr. Rye has deep roots and commitment to Monroe. His grandfather, W.L. Rye owed the first large equipment construction company in Monroe County. At his funeral it was said that W.L. literally moved Monroe from the "mud" to concrete. In his grandfather's spirit James Rye and his organization are very motivated and obligated to support any improvement to be made by the City of Monroe, especially when the renovations would positively affect Veterans of Monroe.

Since renting Mr. Grzywacki's property NDPRC has assisted many of Monroe residents to get back on their feet and carry on pursuing a productive and fulfilling life. Mr. Grzywacki, NDPRC and NO1LB have developed a positive relationships helping present and future people of our great city.



James J. Rye MA, CPSS
12 West Front Street
Monroe, Michigan 48161



SHAMUS P. GILLILAND
BAIL-BONDS

BAIL-BONDS
734-244-5547

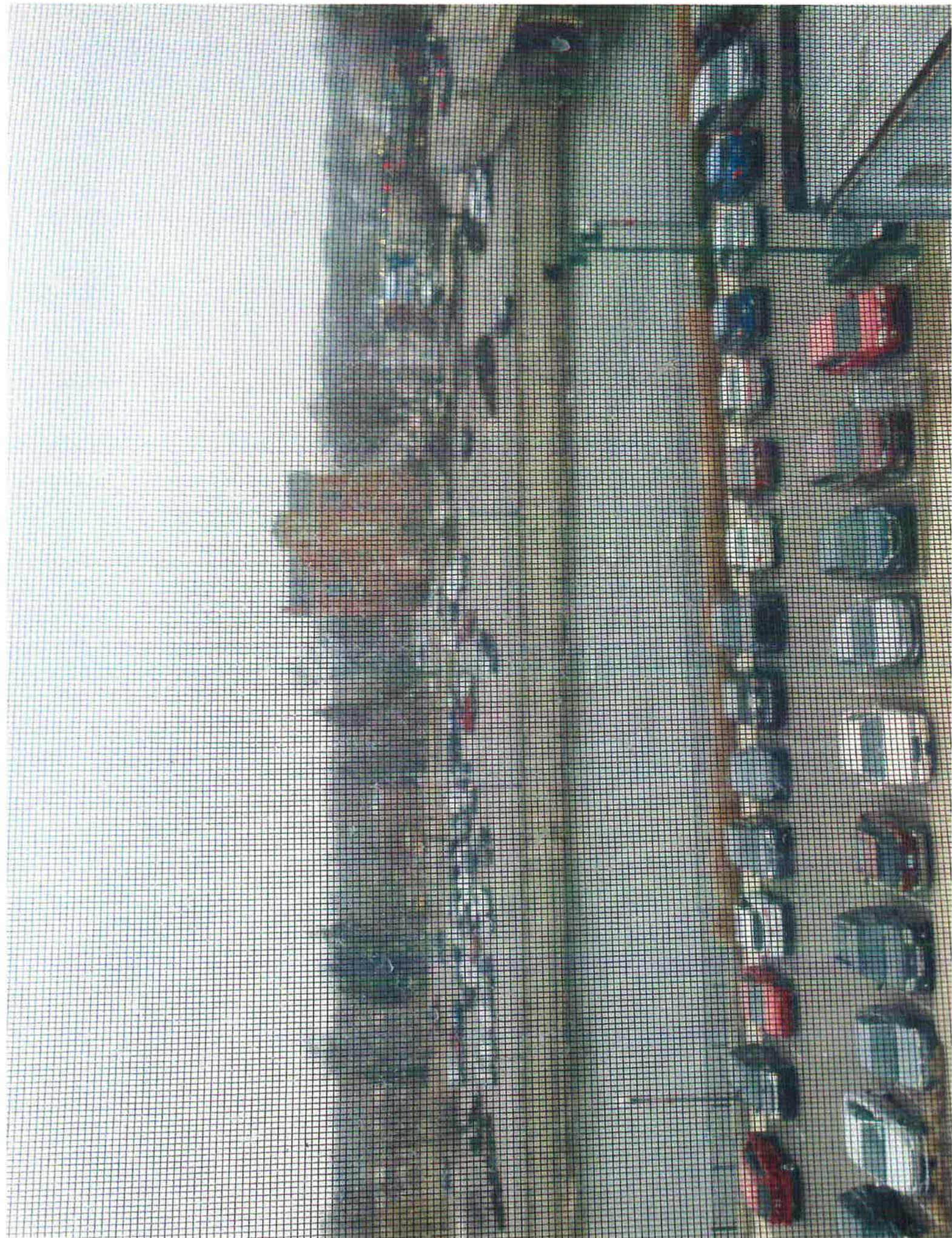
BAIL-BONDS
734-244-5547

Meemic
Williams Insurance Agency
A Meemic Company





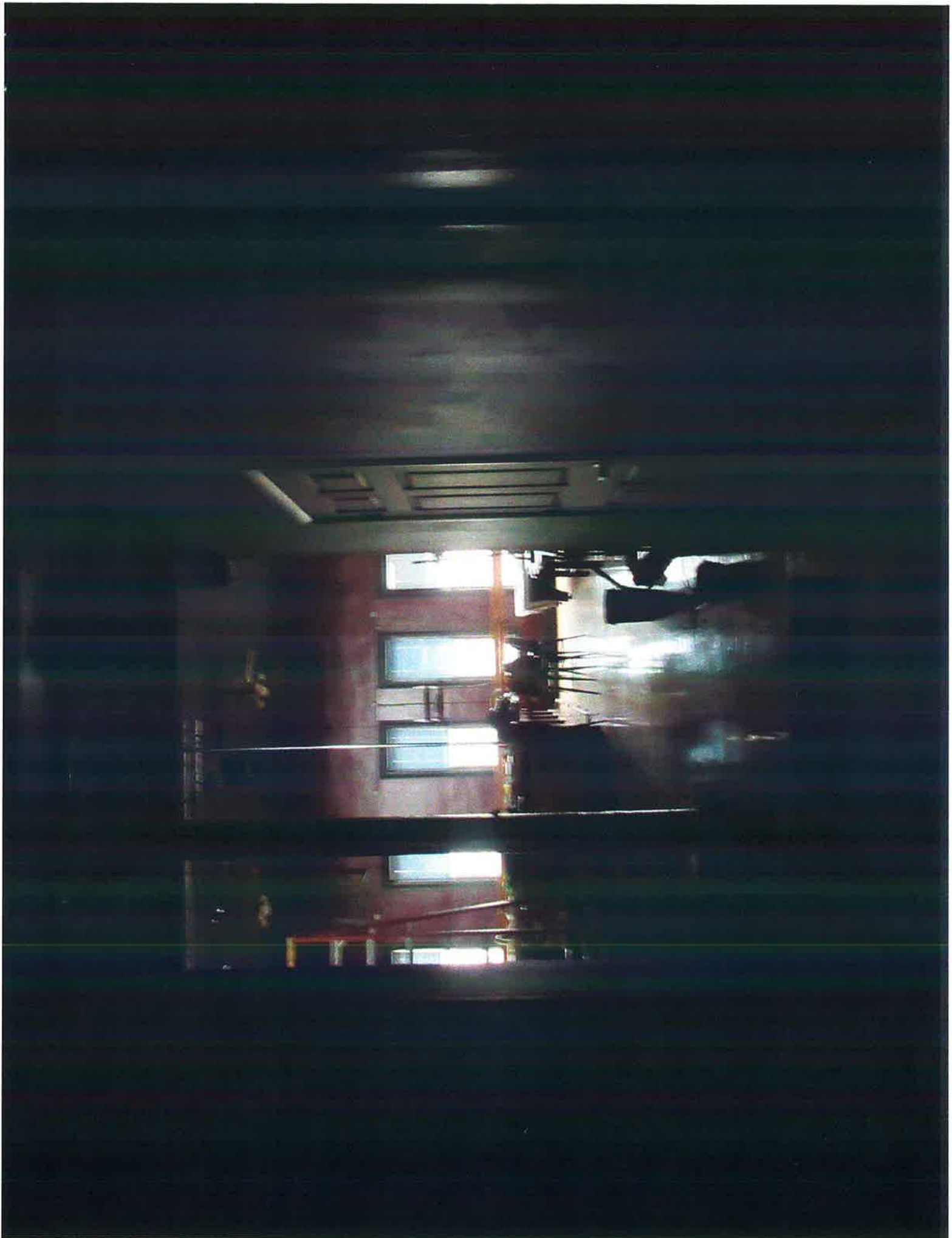


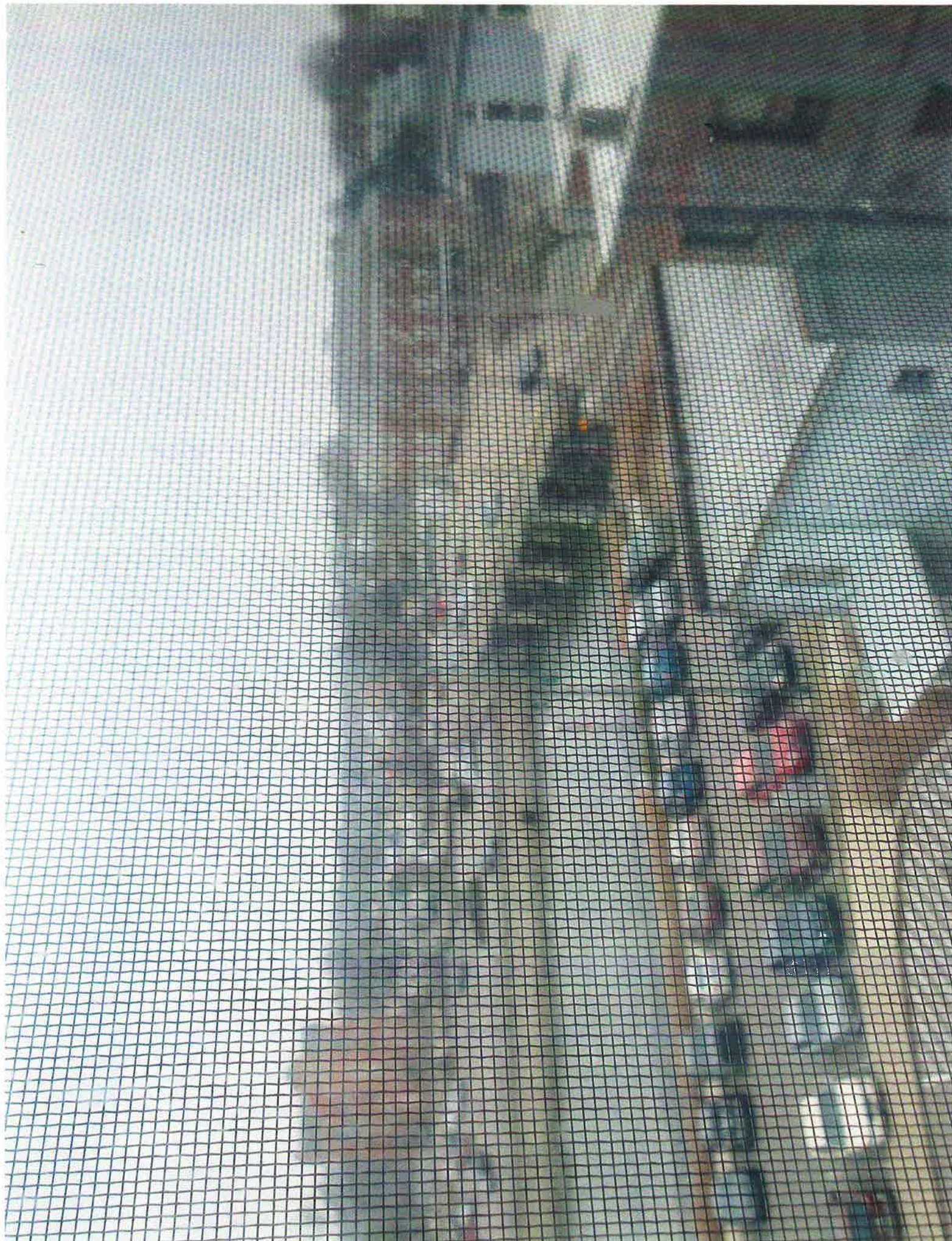


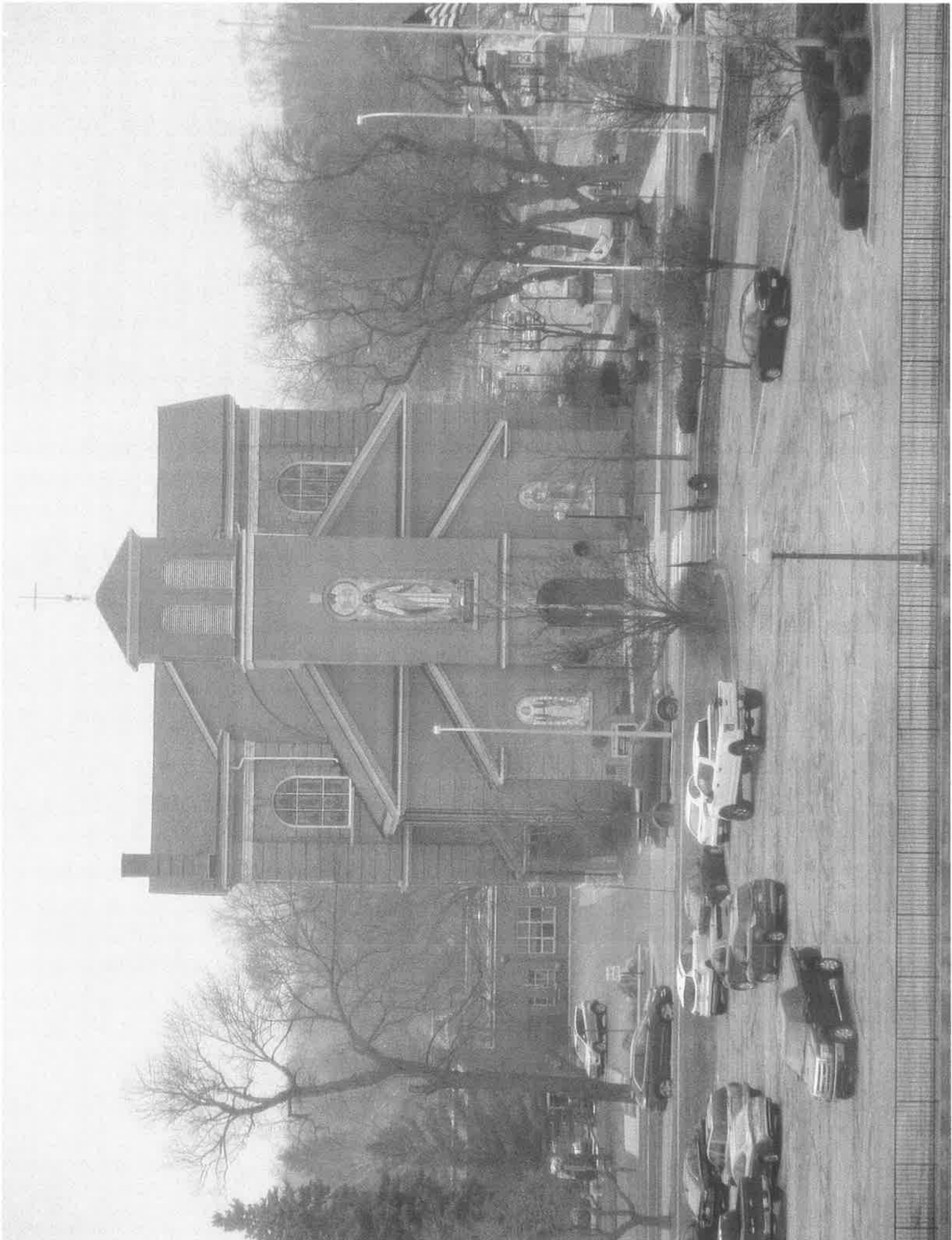












FOX

FOX CLUB
ENTRANCE





Upper-Floor Conversion Pilot Program/Case Study Application for Technical Assistance

Applicant/Property Owner

Name: TEC Holding
 Address: PO Box 2001 MONROE MI 48161
 Phone/Email: 313-300-8162 TECHolding@aol.com

Subject Property

Address: 113 1/2 EAST FRONT STREET MONROE MI 48161

Checklist/Score:

Building upper floor(s) is vacant	<u>Y (1)</u>	N (0)	
Building upper floor(s) is not up to code	<u>Y (1)</u>	N (0)	
Building may qualify as contributing to National Register historic district	<u>Y (1)</u> ^{1/2}	N (0)	
Building size (square feet)	Over 10,000 (2)	5,000-10,000 (1)	Under 5,000 <u>(0)</u> 3736
Building façade is preserved or maintained	<u>Y (1)</u>	N (0)	
Location within downtown district	Visible <u>(2)</u>	Secondary (1)	Hidden (0)
Owner committed to green building techniques	<u>Y (1)</u>	N (0)	
Owner committed to energy efficient design	<u>Y (1)</u>	N (0)	

Please submit 8-10 photographs of building interior and exterior with this application.

Owners Goals for Building

TO repurpose space that would be beneficial to
the downtown long-term plans

Owners Explanation of Commitment to Completion

TEC Holdings is committed to use pilot survey and
make financial investment.

Signature

I hereby submit my application for the Monroe DDA's Upper-Floor Conversion Pilot Program/Case Study Technical Assistance. I understand that the program is competitive and that my application does not entitle me to technical assistance unless my building is selected. I certify that I am not an elected or appointed official or an employee of the City of Monroe and/or the Monroe Downtown Development Authority, nor are any of my affiliates, associates, partners or family members. I have read and understand the program description. I will provide the Monroe DDA's preapproved architect with access to my building during the course of the case study as needed.

Applicant: TEC Holdings

Signature: Joe Bates

Date: 12/10/18 Joe Bates

Return completed application to: Monroe DDA - Case Study, 120 East First Street, Monroe, MI 48161

For Office Use Only

Mixed Use: Possible

First Floor Retail: N

No obligations: Winter Tax due 2/14/19

Score: 7.5

Ranking: 2



Annette Knowles <annette.knowles@monroemi.gov>

Incomplete Application for Upper Floor Conversion Case Study

1 message

Annette Knowles <annette.knowles@monroemi.gov>

Thu, Dec 27, 2018 at 4:01 PM

To: techolding@aol.com

Good afternoon,

We are in receipt of your application for the upper floor conversion case study. To be included with the application were 8-10 photographs of the interior and exterior of the subject building. Please submit photos as soon as possible as a reply to this email. Additionally, it would be helpful to understand more about your intention for the property - are you looking at residential or office use, for example? Applications will be discussed next week, so it would be helpful to receive materials no later than Wednesday, January 2, 2019.

Thank you,
Annette Knowles

--



Annette M. Knowles

Downtown/Economic Development Coordinator at the City of
Monroe

Address 120 East First St. Monroe MI 48161

Direct 734-384-9146 **Phone** 734.243.0700

Mobile 734-639-7880

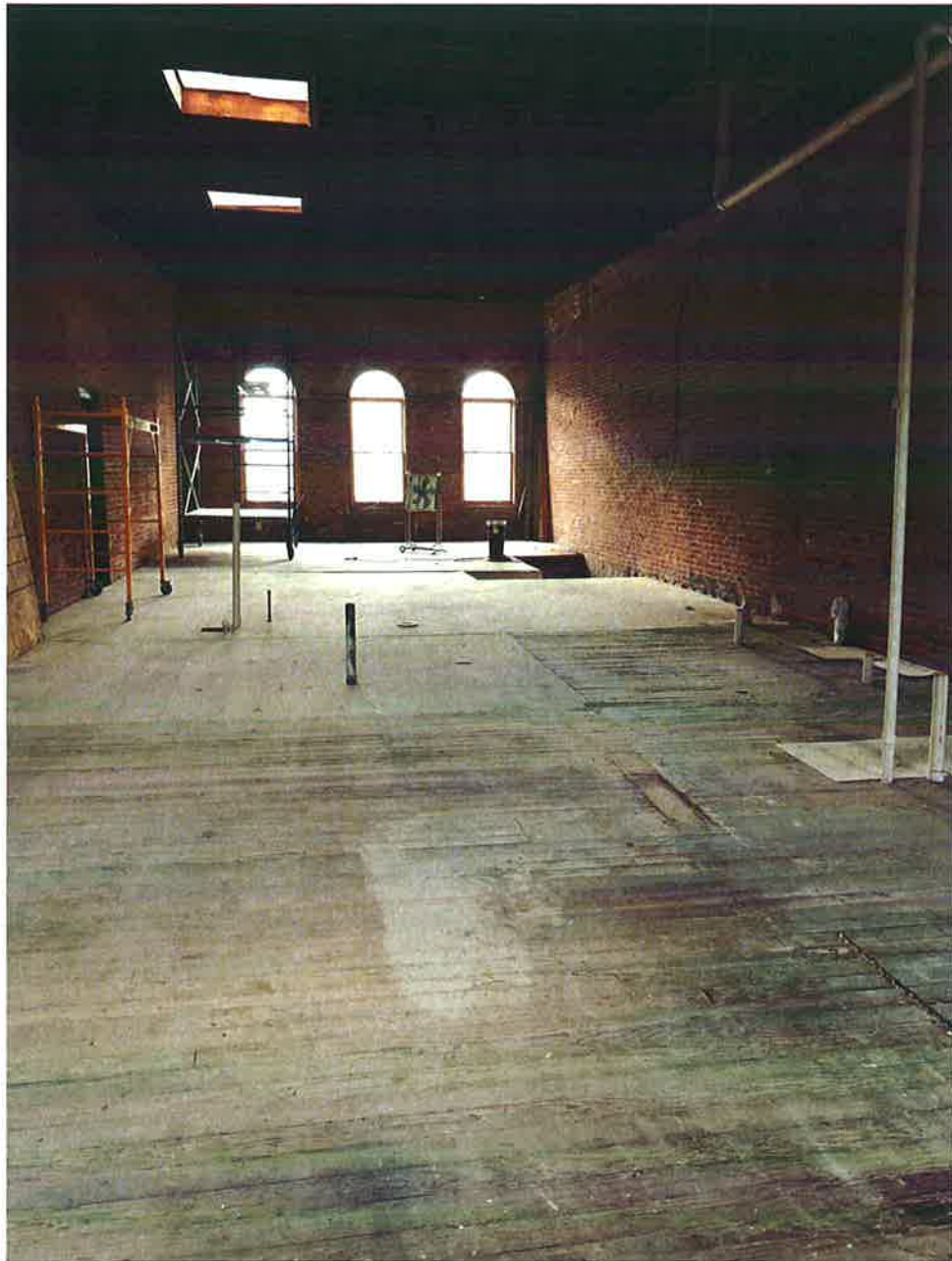
Email annette.knowles@monroemi.gov

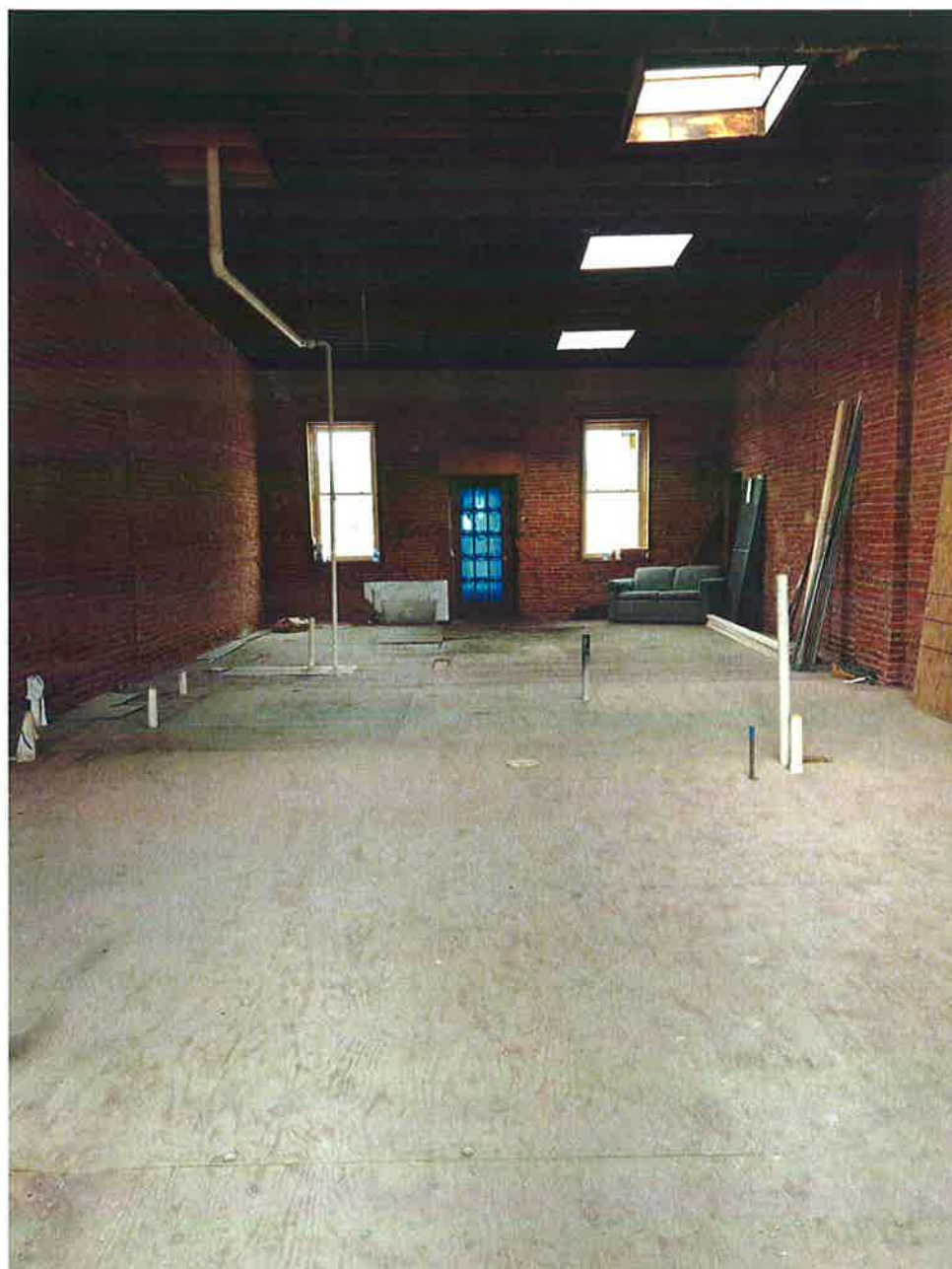
Website monroemi.gov

Download Our App - MyMonroe On The Go

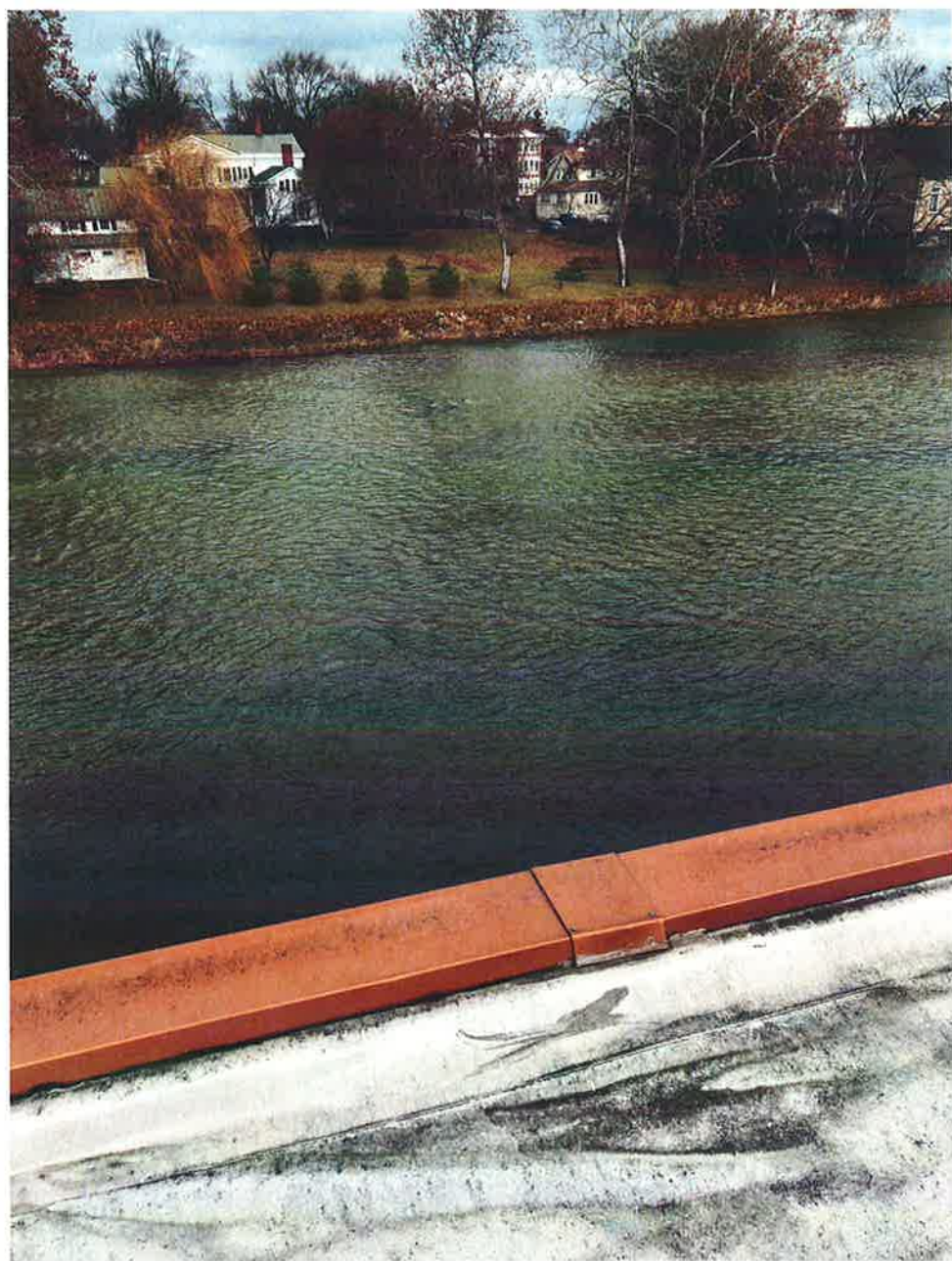












Upper-Floor Conversion Pilot Program/Case Study Application for Technical Assistance

Applicant/Property Owner

Name: Nancy M. Feick
 Address: 23 West First Street Monroe, Mi
 Phone/Email: (734) 735-2620 nfeicklaw@comcast.net

Subject Property

Address: 23 West First Street (third floor)

Checklist/Score:

Building upper floor(s) is vacant	<u>Y</u> (1)	N (0)
Building upper floor(s) is not up to code	<u>Y</u> (1)	N (0)
Building may qualify as contributing to National Register historic district	<u>Y</u> (1)	N (0)
Building size (square feet)	Over 10,000 (2)	<u>5,000-10,000</u> (1) Under 5,000 (0)
Building façade is preserved or maintained	<u>Y</u> (1)	N (0)
Location within downtown district	Visible <u>(2)</u>	Secondary (1) Hidden (0)
Owner committed to green building techniques	<u>Y</u> (1)	<u>N</u> (0) <i>(one block from Monroe St.)</i>
Owner committed to energy efficient design	<u>Y</u> (1)	N (0) <i>unsure due to lack of knowledge.</i>

Please submit 8-10 photographs of building interior and exterior with this application.

December 28, 2018

Dear Board Members:

Enclosed is my application for your pilot case study.

I have extensive information about my building from when John Kohler did architectural/engineering work when the building was restored before the Guardian Newspaper took residence. If my building would be chosen for your pilot program, all of this information would, of course, be made available for the project.

Thank you for your consideration.

Nancy M. Feick



nfeicklaw@comcast.net

12/27/2018 2:06 PM

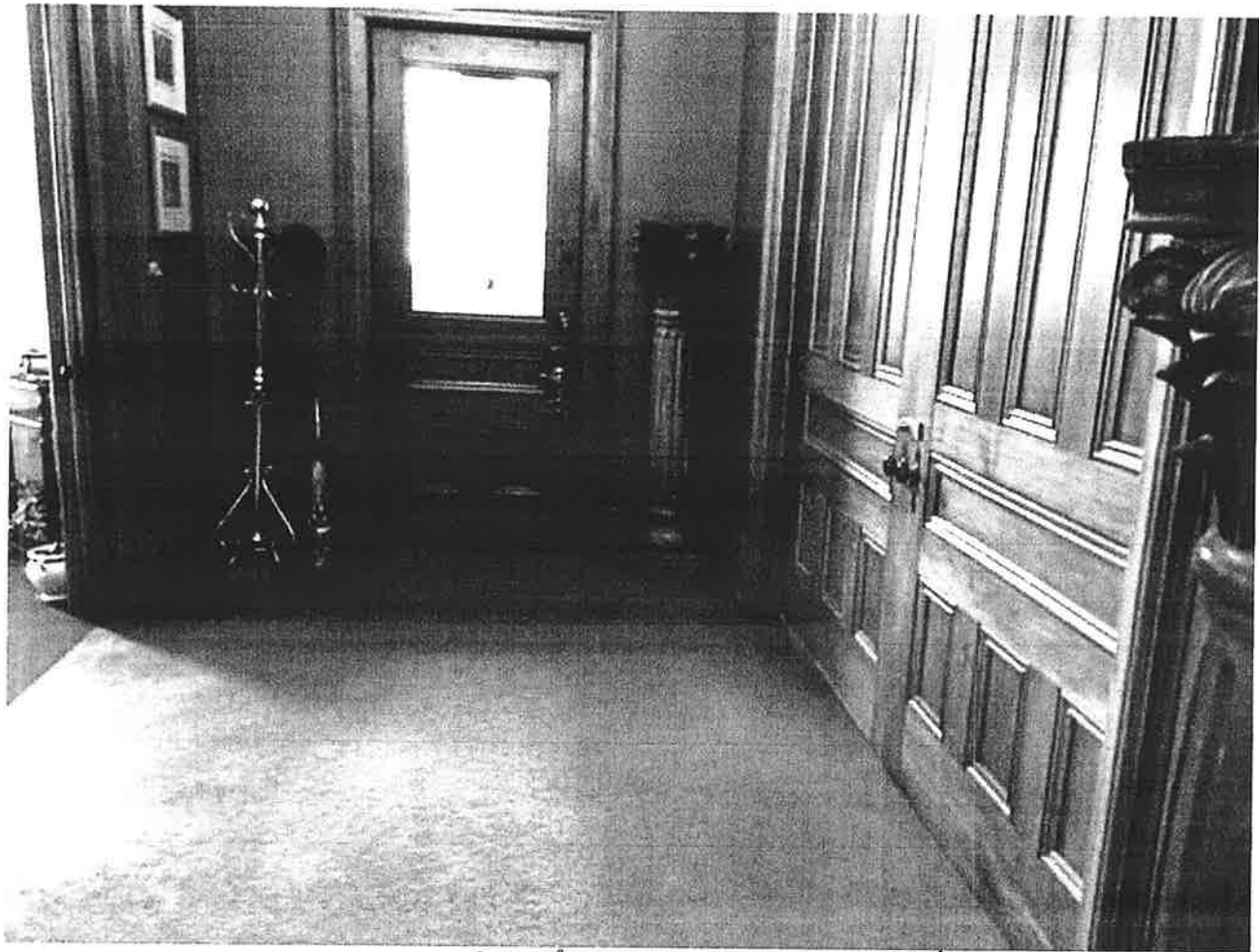
Office pix

To nfeicklaw@comcast.net

Sent from my iPhone



main hall - south end



main hall - north end

- IMG_0145.JPG (121 KB)
- IMG_0146.JPG (124 KB)
- IMG_0147.JPG (134 KB)
- IMG_0149.JPG (125 KB)
- IMG_0150.JPG (142 KB)
- IMG_0151.JPG (151 KB)
- IMG_0152.JPG (129 KB)



1 office on 1st floor

nfeicklaw@comcast.net

12/27/2018 2:09 PM

Office pix

To nfeicklaw@comcast.net

Sent from my iPhone



- IMG_0146.JPG (702 KB)

Conference room

nfeicklaw@comcast.net

12/27/2018 5:03 PM

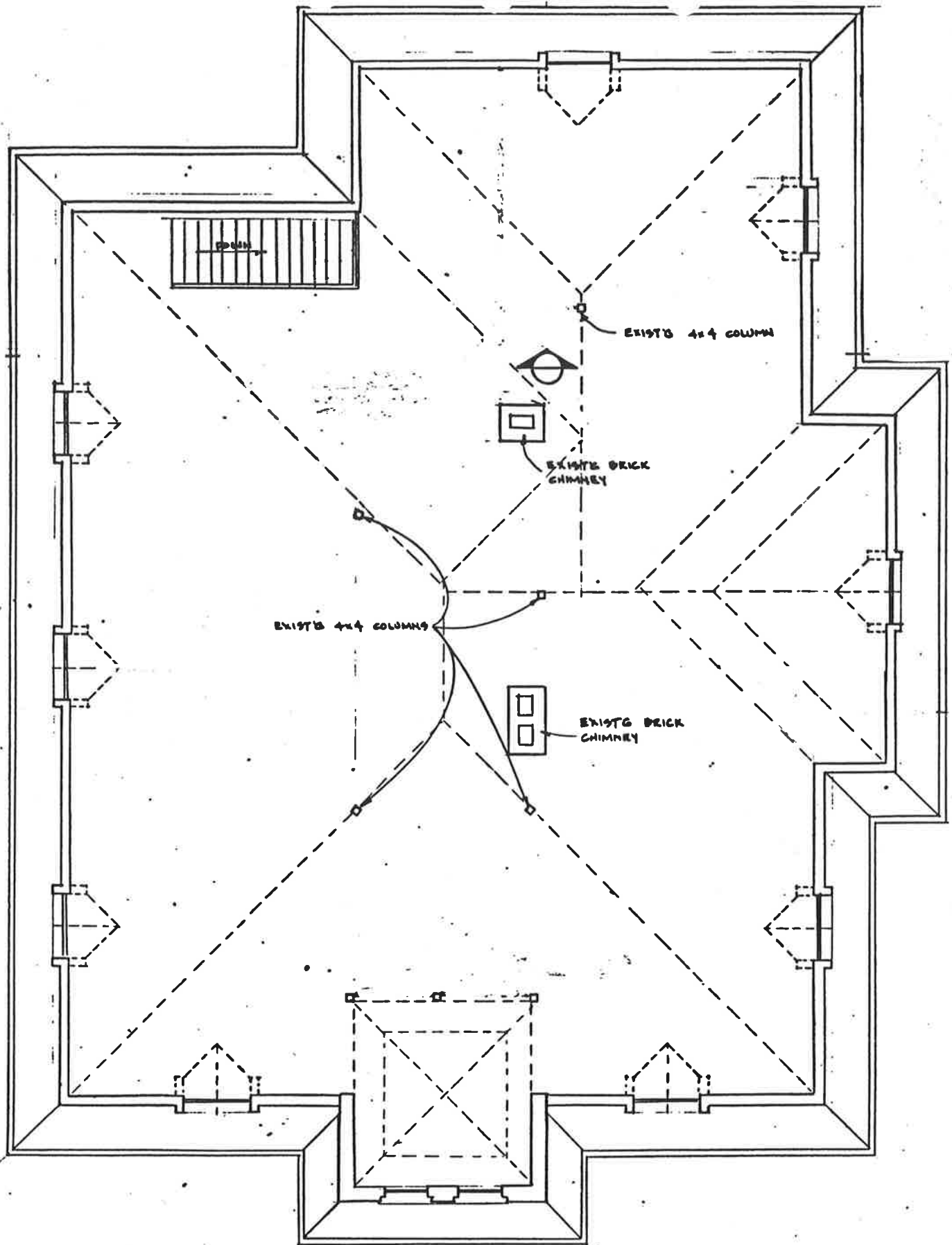
Stairs

To nfeicklaw@comcast.net

Sent from my iPhone

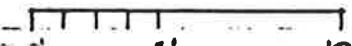


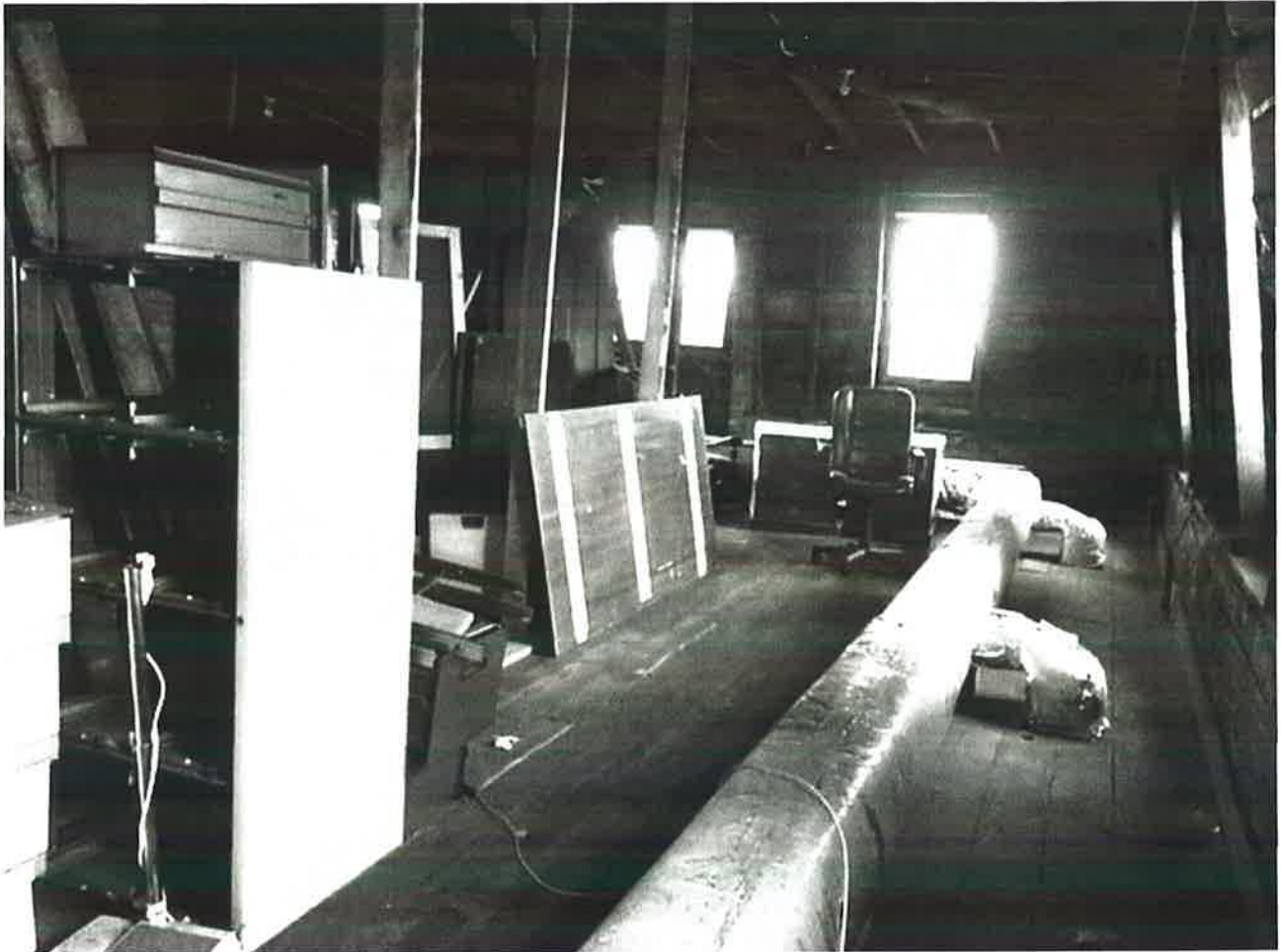
stairs - 1 of 2 sets - from 1st to 2nd floor



ATTIC FLOOR PLAN

SCALE



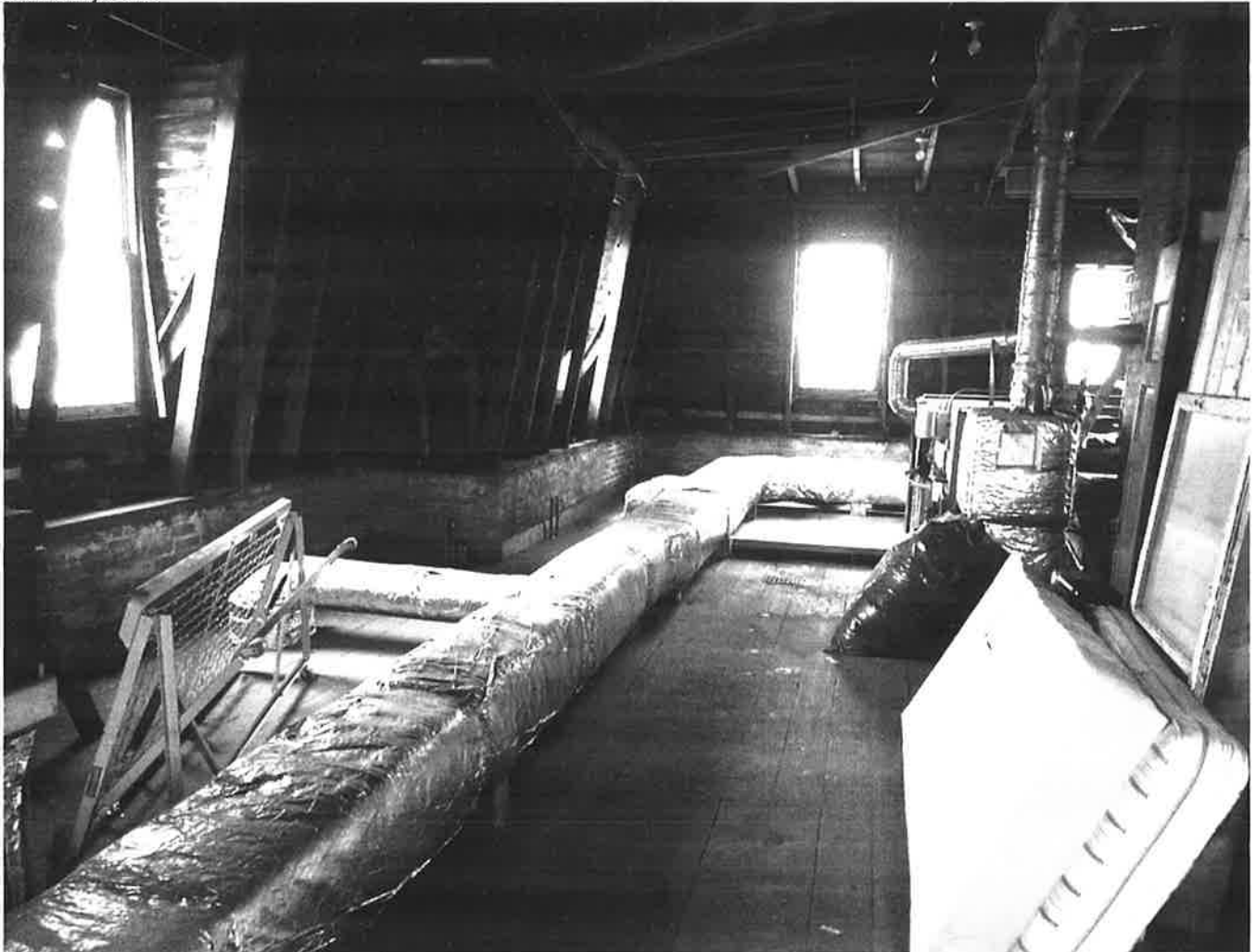


attic - east side

nfeicklaw@comcast.net
To nfeicklaw@comcast.net

12/27/2018 5:00 PM

Sent from my iPhone



attic - west side

- IMG_0151.JPG (808 KB)

Memo

Date: Wednesday, January 9, 2019

To: DDA Board of Directors

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

Re: **INCREASED EXPENDITURE FOR ONLINE CALENDAR**

BACKGROUND

Previously, the board approved an amount not to exceed \$1,360 for the development of an online calendar for the Downtown Monroe web site. Due to unprojected, necessary graphic design work to create the mock ups, the total cost for this project exceeded the not to exceed amount by \$195.00.

We have processed payment for the amount noted in the project quote, but are asking for the difference to be approved, funds to be derived from community promotions. See the invoice as attached.

ACTION

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.

Hadrout Advertising + Web

195 West 9 Mile Rd
Suite 102
Ferndale, MI 48220
(313)444-9323
maria@hadrout.com
www.hadrout.com



INVOICE

BILL TO

Paula Stanifer
Monroe DDA
120 E. First St. (City Hall)
Monroe, MI 48161
United States

INVOICE # 2927**DATE 11/29/2018****DUE DATE 12/06/2018****TERMS Due on receipt**

ACTIVITY	QTY	RATE	AMOUNT
11/29/2018			
Services	1	1,555.00	1,555.00
Designing + Programming for new website CALENDAR page (instead of previous Events)			
>3 hours of page mock ups (graphic design), discounted at \$65/hour = \$195			
>Programming / Cutting / Coding / CMS hook up = \$1,360			
PAYMENT			1,360.00
BALANCE DUE			\$195.00

Memo

Date: Wednesday, January 9, 2019

To: DDA Board of Directors

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

Re: **EVENT CALENDAR STRATEGY**

BACKGROUND

Previously, the board approved the inclusion of an online calendar to be used to inform the community about special events happening in the downtown district. The calendar is now live and we are building content. Similar to the Facebook Content Strategy, I have developed a proposed strategy that will help to clarify what is appropriate for inclusion on the web event calendar. I contacted peer organizations to inquire what they permit and exclude while preparing the attached draft.

The inclusion of the online event calendar will add to the workload for the Operations Coordinator, so management of the time element will be essential so that updates to the calendar do not become burdensome.

If approved, organizations that typically host downtown events will be informed of the opportunity and will be provided the requirements.

ACTION

Approve the Event Calendar Strategy

Event Calendar Strategy - Monroe DDA

Sharing information about events happening within the downtown district on the Monroe DDA's event calendar is an effective way to communicate with the community. The consolidation of information at one resource provides a reliable central repository for public inquiry. The Monroe DDA strives to be an effective partner in promoting what is planned to attract visitors to the downtown district and welcomes submittals from organizations that are hosting special events. The Monroe DDA retains editorial and other control over content and may decide whether submitted content is appropriate. The Monroe DDA retains the right to decline a request to include any special event for any reason.

GOALS

1. Promote special events happening in the defined downtown district.
2. Serve as a reliable clearinghouse for event-related information supplied by organizers.
3. Portray Downtown Monroe in a positive manner using professional-grade photographs and imagery.

Event Criteria

- Events held within district boundaries that are open to the public, with or without a fee
- Activities happening in the downtown that may attract visitors, 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
- Events hosted by the Monroe DDA
- Ineligible events include political events and/or sales or specials (with the exception of a sidewalk shopping event)

Submittal Requirements

Organizations hosting events in the downtown district at a minimum should supply the following information for a complete special event listing:

- Name of event
- Date and time of event
- Web site or Facebook event listing URL
- Location of event
- Sponsoring organization
- Event narrative
- Photograph or logo (300-600KB recommended)
- Contact person for follow up

The Monroe DDA will not be responsible for incomplete or inaccurate information. Information may be submitted to the DDA Operations Coordinator at paula.stanifer@monroemi.gov.

Memo

Date: Wednesday, January 9, 2019

To: DDA Board of Directors

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

Re: **TREE MAINTENANCE – PHASE I OF III**

BACKGROUND

In the current approved work plan and budget, the board approved \$5,000 to be applied to tree maintenance in a portion of the downtown district. As originally conceived, the program would take three years to complete, with the downtown area divided into three sections. Tree maintenance is not intended to take the place of routine replacement of trees that are injured or damaged. The trees would receive pruning that normally is not completed and/or would have the tree canopies raised to permit improved pedestrian passageway and first floor visibility.

I inquired with Anthony Abbott, City Forestry and Grounds Supervisor, about the opportunity to collaborate on the endeavor utilizing the city tree maintenance crew to perform the work; during the winter months, they are normally less busy city-wide which happens to coincide with the right time to conduct pruning.

We established a trial program for this winter whereby the labor and equipment rates on the attached email would apply for pruning in the area bounded by Harrison to the west, the river to the north, Macomb to the east and Second to the south. The crew would selectively prune trees, with the exception of those that are currently unhealthy and under watch, until such a time that the budget is exhausted. The DDA would then be invoiced for the work. The area was selected based on maturity and condition of the trees, along with previous tree care.

After this phase is complete, we can then evaluate if the program is successful; if positive results are realized and funds are budgeted in the forthcoming fiscal year, then efforts could be repeated in a different section of the downtown district.

ACTION

Ratify actions to collaborate with city forestry on the tree maintenance program and reaffirm allocation of not to exceed \$5,000.00



Annette Knowles <annette.knowles@monroemi.gov>

Equipment & labor rates

Anthony Abbott <anthony.abbott@monroemi.gov>
To: Annette Knowles <annette.knowles@monroemi.gov>

Wed, Jan 2, 2019 at 2:26 PM

Hi Annette,

Per your request, I have listed the City's labor and equipment rates below.

Forestry Crew Leader \$45.81/hr
Forestry Worker 44.06/hr
Forestry Supervisor 55.06/hr

Lift Truck \$57.54/hr
Chipper Truck \$49.19/hr
Log Lifter Truck \$69.45/hr
Utility Truck \$19.76/hr
Pick up truck \$9.09/hr
Dump Truck \$14.32/hr

If you have any questions then feel free to contact me. Have a great day.

--

Tony Abbott
Forestry and Grounds Supervisor
City of Monroe
734-777-5671
anthony.abbott@monroemi.gov



	PROJECT	CHAMPION(S)	STATUS
Goal:	Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses		
	1. Annual Communications Plan	Staff	Newsletter template complete, next is annual report template
	2. Volunteer Management Program	Staff	No action taken at this time
Goal:	Support downtown businesses and property owners		
	1. Façade Improvement Program	Scott Goocher	Revised program will be on February agenda; draft submitted
	2. Maintain online list of available properties	Staff	Updated and ongoing
Goal:	Preserve and enhance downtown by facilitating development		
	1. Riverfront Parking Lot Redevelopment	Staff	No action taken at this time
	2. Streetscape Improvements	Les Lukacs	In progress, did walking audit with project team and collected feedback
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	Online, strategy and requirements on agenda
	2. Establish an Annual Marketing Plan	Mackenzie Swanson	Ad in Monroe News (sorry, Mackenzie!), tree lighting complete (plan ahead for 2019 – find new host or rebrand event), next up is bus rec brochure (project team has met)
Goal:	Serve as an intermediary between the organizations that connect to downtown and link to other community resources		
	1. Schedule quarterly stakeholder/partner meetings	Staff	Next meet up TBD, the November event had 10–12 attendees
Goal:	Establish an environment that promotes residential growth downtown		
	1. Clean-Safe-Attractive Effort	Tony Trujillo/George Boyan	Tree maint on agenda
	2. Implement opportunities included in the Residential TMA	Mayor Clark/Joe Peruski	No action taken at this time; city to pursue firehouse redev

MONROE DDA
2018-2019 WORK PLAN UPDATE

- 1. Riverwalk Enhancement/Expansion
- 2. Upper Floor Conversion Case Study

Swanson/Trujillo
Peruski/Lukacs

In progress, in design phase
On January agenda for approvals

Memo

Date: Wednesday, January 9, 2019

To: DDA Board of Directors

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

Re: **MEMBERSHIP IN NATIONAL MAIN STREET CENTER**

BACKGROUND

The Monroe DDA has been invited to rejoin the National Main Street Center at a reduced rate of \$199 for the first year. This would be a great time to reintroduce you to a program that has helped reshape the economic viability of over 2,000 communities nationally.

Please see the attached description of the benefits of joining the National Main Street Center. You may also visit <https://www.mainstreet.org/home>.

For your information, the City of Monroe partners with the DDA for memberships; the DDA contribution for memberships will not exceed \$600. Other memberships include the Urban Land Institute (for connections to the development community), International Council of Shopping Centers (for connections to the real estate and retail communities), and the Michigan Downtown Association (for connections to peer organizations).

Becoming a member of the NMSC does not obligate the board to participating in the State of Michigan's Main Street Program.

ACTION

Approve membership in the National Main Street Center at a cost of \$199.00.



**National Main Street
Center**

a subsidiary of the
National Trust *for* Historic Preservation



**MAIN STREET
AMERICA™**

Nationally recognized.
Locally powered.™

Monroe Downtown Development Authority
120 E. First St.
Monroe, MI 48161-2288

November 28, 2018

Dear Monroe Downtown Development Authority,

At the National Main Street Center, we believe everyone deserves access to a vibrant neighborhood – a place that has a thriving local economy and is rich in character. Since 1977, we've helped 2,000+ communities across the country bring economic vitality back downtown and revitalize their communities. Now we want to invite you to join our movement. Since you were last a member, we've strengthened our program, finetuned our approach, and extended our reach to support more communities across the country. In just the last five years, we:

- Became an independent subsidiary of the National Trust for Historic Preservation, allowing us to bring new leadership and focus to our mission;
- Refreshed the Main Street Approach, creating a more practical framework for downtown transformation;
- Relaunched our professional development program, Main Street America Institute;
- Awarded over \$4 million in grants and special programs to Main Street America Members;

As a past member of ours, we're inviting you to rejoin our network at a discounted rate of \$199. **That's over 40% off** our regular dues in celebration of our 40+ years supporting communities like yours! You'll gain access to a full year of membership benefits including:

- The Point, a brand-new member networking platform that allows you to interact and share resources with your peers — any place and any time;
- Main Street News, a weekly newsletter on new trends, stories from the field, and need-to-know information for those in the commercial district revitalization field;
- Discounts at the annual Main Street Now Conference and the Main Street America Institute;
- State of Main, our annual printed publication;
- The Main Street Resource Center, our digital library of must-read revitalization publications and resource guides, including exclusive training materials on the Main Street Approach;
- Complimentary membership with the National Trust for Historic Preservation, including a quarterly subscription to *Preservation* magazine.
- And more! Visit mainstreet.org/join for a full list.

We think you'll find incredible value in your membership renewal, and we hope you'll take advantage of this exclusive offer. See reverse for details. If you have any questions, don't hesitate to reach out.

Best regards,

Patrice Frey, President & CEO, National Main Street Center

Memo

Date: Wednesday, January 9, 2019

To: DDA Board of Directors

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

Re: **2019 CALENDAR**

BACKGROUND

Attached you will find the proposed calendar of regular meetings for 2019. All are the third Wednesday of each month at 8:00am. Unless posted otherwise, all meetings are to be held in the third floor conference room at city hall.

ACTION

Approve 2019 calendar.



Public Board Meeting List
All meetings in the 3rd Floor Conference Room
Monroe City Hall
8:00 a.m.

January 16, 2019

February 20, 2019

March 20, 2019

April 17, 2019

May 15, 2019

June 19, 2019

July 17, 2019

August 21, 2019

September 18, 2019

October 16, 2019

November 20, 2019

December 18, 2019