

MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
September 23, 2020 AT 9:00 AM

PLEASE TAKE NOTICE that a Regular Meeting of the Monroe Downtown Development Authority scheduled for August 19, 2020 starting at 8:30 a.m. will be conducted remotely via technological means (online and/or by phone) due to the COVID-19 public health emergency.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls and by soliciting comments during the public comment period for those participating via telephone only. Public comments may also be submitted via email to comments@monroemi.gov

To comply with the **Americans With Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the ADA Coordinator at (734) 243-0700 as soon as possible.

The meeting will be conducted using Zoom's video/teleconferencing software.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone phone.

Before a videoconference:

1. You will need a computer, tablet or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers and link to videoconference or conference call are provided below. The details include a link to **"Join via computer"** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on **"Test Computer Audio."** Once you are satisfied that your audio works, click on **"Join audio by computer."**

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone phone.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop video")
- Invite other participants
- View Participant List- opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during the public comment portion of the meeting
- Change your screen name that is seen in the Participant List and video window
- Share your screen

Somewhere (usually the upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

When: Aug 19, 2020 08:30 AM Eastern Time (US and Canada)

Topic: DDA Regular Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/94983053499>

Passcode: 583531

Or iPhone one-tap :

US: +13017158592,,94983053499#,,,,,0#,,583531# or +13126266799,,94983053499#,,,,,0#,,583531# Or

Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923 or +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 949 8305 3499

Passcode: 583531

International numbers available: <https://zoom.us/u/abPmfAifd>

If you have any further questions or concerns, please contact (734) 243-0700 or email comments@monroemi.gov A copy of this notice will be posted at City Hall, 120 East First Street, Monroe, MI 48161.

MONROE

DOWNTOWN
DEVELOPMENT AUTHORITY
RULES OF THE CHAMBER

Any person wishing to address the Board shall step up to the podium/front of room, 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/front of room, 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) 384-9140.

AGENDA
SPECIAL MEETING
Wednesday, September 23, 2020, 9:00a.m.
VIA ZOOM MEETING

1. Roll Call

2. Public Comment

3. Downtown Reinvestment Grant Program Application for 44 West Front

Action Requested

4. 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 Centre for the Arts.

Memo

Date: Thursday, September 17, 2020

To: DDA Board of Directors

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

Re: DOWNTOWN REINVESTMENT GRANT PROGRAM APPLICATION - 44 WEST FRONT

BACKGROUND

An application was received for funding assistance through the Downtown Reinvestment Program (DRiP) Grant for 44 West Front Street. The proposed work largely involves repair to the masonry and repainting of the east and north exterior walls of the building that have deteriorated; there is interest in reinstating an exterior window and installing a utility door in the rear of the property to allow for deliveries. At this time, the total projects cost is about \$50,000 and the maximum allowable by the program is thirty (30%) percent.

The DRiP Committee had the opportunity to review the application at its meeting on September 17 (the minutes are attached) and recommends approval in an amount not to exceed \$20,000 (to allow for contingencies) and subject to receipt of a color sample that is part of the approved color palette.

ACTION

Concur/do not concur with recommendation to approve grant for 44 West Front in an amount not to exceed \$20,000, subject to submittal of a color sample.



**DOWNTOWN REINVESTMENT GRANT COMMITTEE
MINUTES**

Wednesday, September 17, 2020
VIA GOTOMEETING.

- 1. Call to Order** - 10:14a.m.
- 2. Roll Call** - Present: Green, Greenhalgh, LaRoy; Excused: Jacobs, Swartout
Guests: Scott Kegerreis, Scally Wags; Anthony Trujillo, DDA Chair
Staff: Knowles
- 3. Review of Minutes from March 20, 2020** - No changes noted
- 4. New Business**
 - a) Application from 44 West Front Street: An application was received for improvements to 44 West Front Street, largely revolving around the repair and repainting of the east wall that has deteriorated and addition of access at rear of the property. Only one cost estimate was included due to the difficulty in finding alternate qualified masonry repair contractors. The cost of the work is estimated at over \$50,000; the maximum amount allowable for this project is \$15,000, not accounting for contingencies. The color shall be consistent with the city's approved color palette. Motion by Green, supported by LaRoy to recommend approval in an amount not to exceed \$20,000, subject to submission of color sample. Motion approved, all ayes.
 - b) Introduction of Program Review and Renaming: A draft of the proposed replacement to the DRiProgram was emailed. The committee shall be tasked with a review at its next meeting; please familiarize with the new program and evaluate based on its potential interaction with your area of experience.
- 5. Other Business** None
- 6. Communications** - None
- 7. Comments from the Chair** - Position is vacant
- 8. Adjournment** - Motion by Green, supported by LaRoy to adjourn at 10:31a.m. Motion approved, all ayes.

2019-2020 DOWNTOWN REINVESTMENT GRANT PROGRAM
APPLICATION

Deadline: Monday, August 12, 2019

Building Owner's Name (Applicant): Harold Weakly/Scott Kegerreis

Project Address: 44 W Front St.

Mailing Address: 40 W. Front St.

Phone Number: 734-625 3566 E-mail: Scott.Kegerreis5@gmail.com

Existing Use of Building: Sally Waggs Doggy Bakery

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

Type of Work: (Check all that apply)

Paint Only _____

Façade & Building Renovation X

Awning Only _____

Lead Abatement _____

Asbestos Testing _____

Roof Replacement _____

Project Description: (Please be specific) Replace brick, paint, clean
Power wash, Mortar joints, repair Windows, damp
proof. Add Man door & Window

*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?

Restoration of a historical Building Clean
Protect + beautify Downtown Area Along Riverwalk
and Frontst. WARM + welcoming retail space.

Estimated Project Cost (by project element):

Project Element	Contractor #1 Estimated Cost	Contractor #2 Estimated Cost
(Eg: 12 windows)_____	___\$554.00___	___\$532.00___
Cleaning, masonry, painting_____	44,000	_____
Main door_____	2,676	_____
Rear door_____	3,518	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Requested Rebate Amount: \$ 20,000 - NTE

Proposed Project Start Date: Sept 2020

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.

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):

Harold R. Weekly
[Signature]

DATE: 8/12/2020
DATE: 8/12/2020

**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: _____







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

Proposal

Date: 8/5/2020

Scally Wags Doggy Bakery & Pet Supplies
44 W Front St.
Monroe Michigan

Ohio Building Restoration Inc. will provide the labor, material, and equipment to complete the work as noted below.

Scope of work:

Cleaning

Power wash the three sides of the building.

The front of the building will rinsed to remove dirt and dust.

The rear and the side of the building will be blasted to remove loose masonry, paint, dirt, and dust.

Masonry

Replace up to 700 deteriorated brick from the two sides of the building.

Cut out deteriorated mortar, rinse, and install new mortar in the prepared joints as necessary.

Repair the perimeter of 5 windows.

Install new stone sills at each window opening and angle if needed.

Patch the holes in the bricks from the anchors with mortar or masonry patch material.

Lay brick on the side of the building near the rear to help match the existing. Small area

Remove/saw cut brick from the corners of the building and replace with new brick

Remove the metal flashing along the center of the wall on the side of the building. Install new rubber flashing and stone that matches the window sills along this wall.

Painting

Prime one full coat of primer to the side and rear of the building. We are not painting the new replaced brick.

Apply one full coat of Sherwin's Exterior Super Paint to the prepared two sides of the building.

Damp-proof

Damp-proof the exposed masonry on side and rear of the building with Siloxane Weather Seal.

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Date: 8/5/2020

Scally Wags Doggy Bakery & Pet Supplies
44 W Front St.
Monroe Michigan

Work price for page one.....\$44,000.00

Permits for the repairs are not included. I would help with the permit, but have the owner go up and pay for the permit

The work scope from page one has a total of 372 mason and painters hours.

I also gave you an allowance of \$9,000.00 for material and equipment.

The work will be completed on a time, material and equipment basis.

If the job is completed early we could start or finish the additional requested items.

Additional Work Requested.

Man door opening.....\$2,676.00 24 hours 300 material

Cut door opening.

Repair the brick at each side.

Install steel angles over door and install brick over the angle.

Rear double door..... \$3,518.00 32 hours \$350 material

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

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

Authorized Brian Taylor

Signature_____

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

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

Date of Acceptance:_____

Signature:_____

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