

MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
October 28, 2020 AT 8:30 AM

PLEASE TAKE NOTICE that a Regular Meeting of the Monroe Downtown Development Authority scheduled for October 28, 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: October 28, 2020 08:30 AM Eastern Time (US and Canada)

Topic: DDA Regular Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87938800941>

Passcode: 104285

Or iPhone one-tap :

US: +13017158592,,87938800941#,,,,,0#,,104285# or +13126266799,,87938800941#,,,,,0#,,104285# Or

Telephone:

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

US: +1 301 715 8592 or +1 323 626 6799 or +1 646 876 9923 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833

Webinar ID: 879 3880 0941

Passcode: 104285

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

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
REGULAR MEETING
Wednesday, October 28, 2020, 8:30-10:00 A.M.
ZOOM MEETING

1. Roll Call

2. Vision Statement (2 minutes)

3. Additions/Deletions to the Meeting Agenda (1 minute)

4. Public Comment (3 minutes per individual)

5. Consent Agenda (2 minutes)

Action Requested

- A. Approval of Agenda
- B. Approval of Minutes
 - i. Wednesday, September 17, 2020 Regular Meeting
 - ii. Wednesday, September 23, 2020 Special Meeting
- C. Financial Reports
 - i. September, DDA Revenue and Expenditure Report FY 2020-2021
 - ii. September, DDA Itemized Expenditure Report FY 2020-2021
- D. Microgrant Application – Lotus Financial – Submittal of Proposed Materials

6. New Business

- A. Refunding Bond Issue (10 min)
- B. Proposed DDA Boundary Changes (5 min)
- C. Web Site Redevelopment (10 min)
- D. Work Planning for FY2021-2022 – Part I Work Plan Review and Brainstorm (20 min)

Info Only
Action Required
Action Required
Discussion

7. Other Business

- A. Downtown Reinvestment Program – Application for 34 West Front (5 min)
- B. Work Plan Updates (10 minutes)

Action Required
Info Only

8. Communications – None

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 Centre for the Arts.

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, September 16, 2020
Electronic Meeting Held via ZOOM
Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:34 a.m.

1. Roll Call

Present: Mayor Robert Clark, Tiffany Harper, Scott Kegerreis, Deb Staelgraeve, Mary Hastings, William Slicker and Anthony Trujillo

Excused: Mackenzie Swanson

Staff: Michelle LaVoy, Clerk-Treasurer;
Annette Knowles, Downtown/Economic Development Coordinator

Guests: William Waltz

2. Vision Statement – Read by Deb Staelgraeve

3. Additions/Deletions to the Meeting Agenda – None

4. Public Comments –

5. Consent Agenda

A. Approval of Agenda

B. Approval of Minutes:

❖ Wednesday, August 19, 2020 Regular Meeting

C. Financial Reports:

❖ August, DDA Revenue and Expenditure Report FY 2020-2021

❖ August, DDA Itemized Expenditure Report FY 2020-2021

Motion by Staelgraeve seconded by Mayor Clark to approve items on the Consent Agenda.

Motion carried.

6. New Business

A. Refunding Bond Issue

City Council entertained the preliminary step to refinance multiple bonds, including one of the DDA's. There will be a bond sale October 6; there will be more information for the October meeting.

B. Work Planning for FY2021-2022

Anthony and Annette discussed the process and timeline of setting up a work plan and budget for the upcoming year. Annette encouraged everyone to look at the current year work plan in order to be ready to discuss the goals and projects set.

C. Proposed DDA Boundary Changes

Annette explain why there is interest in pursuing boundary changes to the DDA district, as introduced last month. Some properties have a negative growth and do not add value to the DDA district.

7. Other Business

A. Downtown Reinvestment Program – Application for 44 West Front

DDA received an application for improvements from 44 West Front. The Committee has not had the chance to meet to provide a recommendation, but will do so on September 17. Annette recommends that the board have a Special Meeting to review application. Meeting is set for September 23, 2020 at 9:00am.

B. Building Investment Grant (BIG) Program Introduction

A draft program revision was included with the board packet for familiarization. This item will appear on a future board agenda, after the Committee conducts its review.

C. Work Plan Update

Annette updated on a couple projects. DDA still working with Russell Design team to enhance the two connectors on the Riverwalk; the design work is in a holding stage now due to project at Scally Waggs that will interact with the DDA project.

Annette will check on the status of the conversion of Cass and Harrison to two-way traffic, it will impact the timing of other traffic studies.

Marketing is focused on COVID-19 relief and recovery. Annette has post cards left to distribute. Monroe will be featured by Issue Media Group in October.

8. Communications – None

9. Board Member Comments/Administrative Comments –

Scott Kegerreis welcomed new board members, looking forward to getting new ideas.

Mayor Clark welcomed Mary and William.

Deb Staelgraeve welcomed new members.

Michelle LaVoy introduced herself, welcomed new members.

William Slicker appreciates the opportunity to serve on the board. Owns the building at 54 South.

Mary Hastings thanked everyone for having her, co-owner of the Brown Bag Boutique.

10. Adjournment

Motion to adjourn by Mayor Clark seconded by Staelgraeve at 9:24 a.m.

Motion carried.

Minutes

**Monroe Downtown Development Authority
Special Meeting
Wednesday, September 23, 2020
Electronic Meeting Held via ZOOM
Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 9:03 a.m.

1. Roll Call

Present: Mayor Robert Clark, Tiffany Harper, Scott Kegerreis (9:10am), Deb Staelgraeve (9:11am), Mary Hastings, William Slicker and Anthony Trujillo

Excused: Mackenzie Swanson

Staff: Michelle LaVoy, Clerk-Treasurer;
Annette Knowles, Downtown/Economic Development Coordinator

2. Public Comments – None

3. Downtown Reinvestment Grant Program Application for 44 West Front

Motion by Mayor Clark seconded by Harper to 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. ***Motion carried.***

4. Adjournment

Motion to adjourn by Staelgraeve seconded by Kegerreis at 9:14 a.m.
Motion carried.

PERIOD ENDING 09/30/2020

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	09/30/2020 (ABNORMAL) ASE	09/30/2020 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	5,000.00	210.91	20.36	4,789.09
Total Dept 80.100 - GENERAL REVENUE		5,000.00	210.91	20.36	4,789.09
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	273,563.00	246,327.48	246,327.48	27,235.52
751-80.600-410.000	PERSONAL PROPERTY TAXES	(35,524.00)	(23,727.90)	(23,727.90)	(11,796.10)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	17,972.00	0.00	0.00	17,972.00
Total Dept 80.600 - GENERAL REVENUE		256,011.00	222,599.58	222,599.58	33,411.42
TOTAL REVENUES		261,011.00	222,810.49	222,619.94	38,200.51
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	21,000.00	4,337.50	1,639.20	16,662.50
751-65.691-717.000	SOCIAL SECURITY	1,302.00	268.93	101.63	1,033.07
751-65.691-717.005	MEDICARE	305.00	62.89	23.77	242.11
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	4.95	1.66	16.05
751-65.691-727.000	OFFICE SUPPLIES	500.00	256.98	166.90	243.02
751-65.691-730.000	POSTAGE	500.00	1,490.32	0.00	(990.32)
751-65.691-750.015	UNIFORMS/CLOTHING	100.00	0.00	0.00	100.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,200.00	0.00	0.00	5,200.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	0.00	0.00	1,500.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	45,362.00	0.00	0.00	45,362.00
751-65.691-818.020-21R0100000	GENERAL CONTRACT SERVICES	30,000.00	0.00	0.00	30,000.00
751-65.691-818.020-21R0200000	GENERAL CONTRACT SERVICES	10,000.00	0.00	0.00	10,000.00
751-65.691-818.080	FACADE IMPROVEMENTS	50,000.00	0.00	0.00	50,000.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	224.00	199.00	1,176.00
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	4,416.53	3,459.68	20,583.47
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	1,337.00	334.26	111.42	1,002.74
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	5,000.00	0.00	0.00	5,000.00
751-65.691-943.000	RENTAL-EQUIPMENT	445.00	445.00	0.00	0.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	0.00	0.00	1,000.00
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	200.00	200.00	400.00
751-65.691-971.000	LAND	100,000.00	0.00	0.00	100,000.00
751-65.691-974.000	LAND IMPROVEMENTS	4,638.00	4,637.35	0.00	0.65
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	130,094.00	0.00	0.00	130,094.00
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	115,000.00	0.00	0.00	115,000.00
751-65.691-999.401-13C0900000	TRANSFER OUT-CAPITAL PROJECT	25,000.00	0.00	0.00	25,000.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		595,604.00	16,678.71	5,903.26	578,925.29
TOTAL EXPENDITURES		595,604.00	16,678.71	5,903.26	578,925.29
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		261,011.00	222,810.49	222,619.94	38,200.51
TOTAL EXPENDITURES		595,604.00	16,678.71	5,903.26	578,925.29
NET OF REVENUES & EXPENDITURES		(334,593.00)	206,131.78	216,716.68	(540,724.78)
BEG. FUND BALANCE		463,234.14	463,234.14		
NET OF REVENUES/EXPENDITURES - 2019-20			12,905.73		12,905.73
END FUND BALANCE		128,641.14	682,271.65		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
09/01/2020			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			465,503.13
09/04/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23643		1,000.00	464,503.13
09/11/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23668		500.00	464,003.13
09/18/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23684	1,000.00		465,003.13
09/24/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23712		5,400.00	459,603.13
09/30/2020	GJ	JE	MICHIGAN CLASS INTEREST - SEPT 2020	23746	41.96		459,645.09
09/30/2020			751-00.000-005.000	END BALANCE	1,041.96	6,900.00	459,645.09
09/01/2020			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			51.84
09/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23594		111.42	(59.58)
09/03/2020	PR	CHK	SUMMARY PR 09/03/2020			883.13	(942.71)
09/04/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23643	1,000.00		57.29
09/09/2020	CD	CHK	SUMMARY CD 09/09/2020			284.68	(227.39)
09/11/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23668	500.00		272.61
09/11/2020	GJ	JE	5/3 SERVICE FEES - AUG 2020	23677		21.60	251.01
09/17/2020	PR	CHK	SUMMARY PR 09/17/2020			883.13	(632.12)
09/18/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23684		1,000.00	(1,632.12)
09/22/2020	CD	CHK	MONROE COUNTY COMMUNITY COLLEGE	59565		99.00	(1,731.12)
09/22/2020	CD	CHK	SUMMARY CD 09/22/2020			641.90	(2,373.02)
09/24/2020	CD	CHK	SUMMARY CD 09/24/2020			3,000.00	(5,373.02)
09/24/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23712	5,400.00		26.98
09/30/2020	GJ	JE	DDA CAPTURE-SUMMER 2020	23750	222,599.58		222,626.56
09/30/2020	GJ	JE	CIA CAPTURE-SUMMER 2020	23752	2,628.14		225,254.70
09/30/2020	GJ		TO REVERSE MANUAL JOURNAL ENTRY: 2375	23754		2,628.14	222,626.56
09/30/2020			751-00.000-007.000	END BALANCE	232,127.72	9,553.00	222,626.56
09/01/2020			751-00.000-202.000 ACCOUNTS PAYABLE	BEG. BALANCE			0.00
09/08/2020	AP	INV	MICHIGAN DOWNTOWN ASSOCIATION	#2668		200.00	(200.00)
09/08/2020	AP	INV	MEMBERSHIP IN MDA				
09/08/2020	AP	INV	WILLIAMS INSURANCE AGENCY OF	8/19/2020		84.68	(284.68)
09/09/2020	CD	CHK	BEAUTIFICATION GRANT REIMBURSEMENT				
09/21/2020	AP	INV	SUMMARY CD 09/09/2020		284.68		0.00
09/21/2020	AP	INV	FIFTH THIRD BANK	08/20/2020		192.00	(192.00)
09/21/2020	AP	INV	GOTOMEETING BUSINESS SUBSCRIPTION				
09/21/2020	AP	INV	FIFTH THIRD BANK	08/18/2020		26.49	(218.49)
09/21/2020	AP	INV	AADOBE SUBSCRIPTION				
09/21/2020	AP	INV	FIFTH THIRD BANK	08/11/2020	63.59		(154.90)
09/21/2020	AP	INV	AVAST - CANCELLATION CREDIT				
09/21/2020	AP	INV	FIFTH THIRD BANK	08/11/2020		63.59	(218.49)
09/21/2020	AP	INV	COMPUTER PROTECTION/CANCELLATION				
09/21/2020	AP	INV	FIFTH THIRD BANK	08/11/2020		63.59	(282.08)
09/21/2020	AP	INV	COMPUTER PROTECTION/CANCELLATION				
09/21/2020	AP	INV	FIFTH THIRD BANK	08/11/2020	63.59		(218.49)
09/21/2020	AP	INV	COMPUTER PROTECTION/CANCELLATION				
09/21/2020	AP	INV	FIFTH THIRD BANK	08/11/2020	63.59		(154.90)
09/21/2020	AP	INV	COMPUTER PROTECTION/CANCELLATION				
09/21/2020	AP	INV	FIFTH THIRD BANK	08/04/2020		100.00	(254.90)
09/21/2020	AP	INV	2020 VIRTUAL FALL MEETING				
09/21/2020	AP	INV	FIFTH THIRD BANK	08/02/2020		12.00	(266.90)
09/21/2020	AP	INV	EMAIL SUBSCRIPTION				
09/21/2020	AP	INV	FIFTH THIRD BANK	07/27/2020		375.00	(641.90)
09/21/2020	AP	INV	WEBSITE HOSTING				
09/21/2020	AP	INV	MONROE NEWS	092077211		500.00	(1,141.90)
09/21/2020	AP	INV	AUGUST WEB MWEB				
09/21/2020	AP	INV	ISSUE MEDIA GROUP LLC	4756		2,500.00	(3,641.90)
09/21/2020	AP	INV	SPONSORSHIP - COMMUNITY PROMOTION				
09/21/2020	AP	INV	MONROE COUNTY COMMUNITY COLLEGE	7312		99.00	(3,740.90)
09/22/2020	CD	CHK	MICRO-802-41 INTERMEDIATE EXCEL STAN				
09/22/2020	CD	CHK	MONROE COUNTY COMMUNITY COLLEGE	59565	99.00		(3,641.90)
09/22/2020	CD	CHK	SUMMARY CD 09/22/2020			641.90	(3,000.00)
09/24/2020	CD	CHK	SUMMARY CD 09/24/2020			3,000.00	0.00
09/30/2020			751-00.000-202.000	END BALANCE	4,216.35	4,216.35	0.00
09/01/2020			751-65.691-703.000 PART TIME SALARIES & WAGES	BEG. BALANCE			2,698.30
09/03/2020	PR	CHK	SUMMARY PR 09/03/2020		819.60		3,517.90
09/17/2020	PR	CHK	SUMMARY PR 09/17/2020		819.60		4,337.50
09/30/2020			751-65.691-703.000	END BALANCE	1,639.20	0.00	4,337.50
09/01/2020			751-65.691-717.000 SOCIAL SECURITY	BEG. BALANCE			167.30
09/03/2020	PR	CHK	SUMMARY PR 09/03/2020		50.81		218.11
09/17/2020	PR	CHK	SUMMARY PR 09/17/2020		50.82		268.93
09/30/2020			751-65.691-717.000	END BALANCE	101.63	0.00	268.93
09/01/2020			751-65.691-717.005 MEDICARE	BEG. BALANCE			39.12
09/03/2020	PR	CHK	SUMMARY PR 09/03/2020		11.89		51.01
09/17/2020	PR	CHK	SUMMARY PR 09/17/2020		11.88		62.89
09/30/2020			751-65.691-717.005	END BALANCE	23.77	0.00	62.89
09/01/2020			751-65.691-718.010 WORKERS' COMP INSURANCE	BEG. BALANCE			3.29
09/03/2020	PR	CHK	SUMMARY PR 09/03/2020		0.83		4.12
09/17/2020	PR	CHK	SUMMARY PR 09/17/2020		0.83		4.95
09/30/2020			751-65.691-718.010	END BALANCE	1.66	0.00	4.95
09/01/2020			751-65.691-727.000 OFFICE SUPPLIES	BEG. BALANCE			90.08

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
751-65.691-727.000 OFFICE SUPPLIES					(Continued)		
09/21/2020	AP	INV	FIFTH THIRD BANK	08/20/2020	192.00		282.08
09/21/2020	AP	INV	GOTOMEETING BUSINESS SUBSCRIPTION	08/18/2020	26.49		308.57
09/21/2020	AP	INV	FIFTH THIRD BANK	08/11/2020		63.59	244.98
09/21/2020	AP	INV	AVAST - CANCELLATION CREDIT	08/11/2020	63.59		308.57
09/21/2020	AP	INV	FIFTH THIRD BANK	08/11/2020	63.59		372.16
09/21/2020	AP	INV	COMPUTER PROTECTION/CANCELLATION	08/11/2020		63.59	308.57
09/21/2020	AP	INV	FIFTH THIRD BANK	08/11/2020		63.59	244.98
09/21/2020	AP	INV	COMPUTER PROTECTION/CANCELLATION	08/11/2020		63.59	244.98
09/21/2020	AP	INV	FIFTH THIRD BANK	08/02/2020	12.00		256.98
09/30/2020			751-65.691-727.000	END BALANCE	357.67	190.77	256.98
751-65.691-860.000 TRAINING & TRAVEL					BEG. BALANCE		
09/01/2020							25.00
09/21/2020	AP	INV	FIFTH THIRD BANK	08/04/2020	100.00		125.00
09/21/2020	AP	INV	2020 VIRTUAL FALL MEETING				
09/21/2020	AP	INV	MONROE COUNTY COMMUNITY COLLEGE	7312	99.00		224.00
09/30/2020			751-65.691-860.000	END BALANCE	199.00	0.00	224.00
751-65.691-880.000 COMMUNITY PROMOTION					BEG. BALANCE		
09/01/2020							956.85
09/08/2020	AP	INV	WILLIAMS INSURANCE AGENCY OF	8/19/2020	84.68		1,041.53
09/21/2020	AP	INV	BEAUTIFICATION GRANT REIMBURSEMENT	07/27/2020	375.00		1,416.53
09/21/2020	AP	INV	FIFTH THIRD BANK				
09/21/2020	AP	INV	WEBSITE HOSTING	092077211	500.00		1,916.53
09/21/2020	AP	INV	MONROE NEWS				
09/21/2020	AP	INV	AUGUST WEB MWEB	4756	2,500.00		4,416.53
09/30/2020			751-65.691-880.000	END BALANCE	3,459.68	0.00	4,416.53
751-65.691-910.000 INSURANCE PREMIUM					BEG. BALANCE		
09/01/2020							222.84
09/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23594	111.42		334.26
09/30/2020			751-65.691-910.000	END BALANCE	111.42	0.00	334.26
751-65.691-958.000 MEMBERSHIPS & DUES					BEG. BALANCE		
09/01/2020							0.00
09/08/2020	AP	INV	MICHIGAN DOWNTOWN ASSOCIATION	#2668	200.00		200.00
09/30/2020			751-65.691-958.000	END BALANCE	200.00	0.00	200.00
751-80.100-665.005 INTEREST ON INVESTMENTS					BEG. BALANCE		
09/01/2020							(190.55)
09/11/2020	GJ	JE	5/3 SERVICE FEES - AUG 2020	23677	21.60		(168.95)
09/30/2020	GJ	JE	MICHIGAN CLASS INTEREST - SEPT 2020	23746		41.96	(210.91)
09/30/2020			751-80.100-665.005	END BALANCE	21.60	41.96	(210.91)
751-80.600-402.000 REAL PROPERTY TAXES					BEG. BALANCE		
09/01/2020							0.00
09/30/2020	GJ	JE	DDA CAPTURE-SUMMER 2020	23750		246,327.48	(246,327.48)
09/30/2020	GJ	JE	CIA CAPTURE-SUMMER 2020	23752		1,840.37	(248,167.85)
09/30/2020	GJ		TO REVERSE MANUAL JOURNAL ENTRY: 2375	23754	1,840.37		(246,327.48)
09/30/2020			751-80.600-402.000	END BALANCE	1,840.37	248,167.85	(246,327.48)
751-80.600-410.000 PERSONAL PROPERTY TAXES					BEG. BALANCE		
09/01/2020							0.00
09/30/2020	GJ	JE	DDA CAPTURE-SUMMER 2020	23750	23,727.90		23,727.90
09/30/2020	GJ	JE	CIA CAPTURE-SUMMER 2020	23752		787.77	22,940.13
09/30/2020	GJ		TO REVERSE MANUAL JOURNAL ENTRY: 2375	23754	787.77		23,727.90
09/30/2020			751-80.600-410.000	END BALANCE	24,515.67	787.77	23,727.90
GRAND TOTALS:					269,857.70	269,857.70	469,567.20

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures	Balance
	\$21,000.00		
7/9/2020		\$239.50	
7/23/2020		\$819.60	
8/6/2020		\$819.60	
8/20/2020		\$819.60	
9/3/2020		\$819.60	
9/17/2020		\$819.60	
			\$16,662.50
Social Security	Budget	Expenditures	Balance
	\$1,302.00		
7/9/2020		\$14.85	
7/23/2020		\$50.82	
8/6/2020		\$50.81	
8/20/2020		\$50.82	
9/3/2020		\$50.81	
9/17/2020		\$50.82	
			\$1,033.07
Medicare	Budget	Expenditures	Balance
	\$305.00		
7/9/2020		\$3.47	
7/23/2020		\$11.88	
8/6/2020		\$11.89	
8/20/2020		\$11.88	
9/3/2020		\$11.89	
9/17/2020		\$11.88	
			\$242.11
Workers Comp Insurance	Budget	Expenditures	Balance
	\$21.00		
7/9/2020		\$0.80	
7/23/2020		\$0.83	
8/6/2020		\$0.83	
8/20/2020		\$0.83	
9/3/2020		\$0.83	
9/17/2020		\$0.83	
			\$16.05

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Office Supplies - 727.000	Budget	Expenditures	Balance
	\$500.00		
Computer protection		\$63.59	
Adobe subscription		\$26.49	
Go To Meeting Subscription		\$192.00	
Adobe subscription		\$26.49	
Cancel computer protection		-\$63.59	
Email subscription		\$12.00	
			\$243.02
Postage	Budget	Expenditures	Balance
	\$500.00		
The Print House INC. - postage		\$1,490.32	
			-\$990.32
Uniforms/Clothing	Budget	Expenditures	Balance
	\$100.00		
			\$100.00
Seasonal Decorations - 750.075	Budget	Expenditures	Balance
	\$5,200.00		
			\$5,200.00
Audit Services	Budget	Expenditures	Balance
	\$1,500.00		
			\$1,500.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$45,362.00		
			\$45,362.00

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

General Contract Services - 818.020	Budget	Expenditures	Balance
	\$30,000.00		
			\$30,000.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$10,000.00		
			\$10,000.00
Façade Improvements - 818.080	Budget	Expenditures	Balance
	\$50,000.00		
			\$50,000.00
Training & Travel - 860.000	Budget	Expenditures	Balance
	\$1,400.00		
DDA Webinar		\$25.00	
2020 Vitruval vMeeting		\$100.00	
MCCC Excel training		\$99.00	
			\$1,176.00
Community & Promotion 880.000	Budget	Expenditures	Balance
	\$25,000.00		
The Print House Inc. - mailer		\$276.85	
Postcards, static cling decal		\$680.00	
Williams Ins beautification grant		\$84.68	
Website hosting		\$375.00	
Monroe News August web		\$500.00	
Issue Media Group - sponsorship		\$2,500.00	
			\$20,583.47

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Publishing/Advertising 905.000	Budget	Expenditures	Balance
	\$300.00		
			\$300.00
Insurance Premium	Budget	Expenditures	Balance
	\$1,337.00		
July		\$111.42	
August		\$111.42	
September		\$111.42	
			\$1,002.74
Repair & Maintenance 934.751	Budget	Expenditures	Balance
	\$5,000.00		
			\$5,000.00
Rental - Equipment	Budget	Expenditures	Balance
	\$445.00		
Computer rental through 6-30-2021		\$445.00	
			\$0.00
Miscellaneous Expense - 955.000	Budget	Expenditures	Balance
	\$1,000.00		
			\$1,000.00
Dues & Subscriptions - 958.000	Budget	Expenditures	Balance
	\$600.00		
MI Downtown Assoc Membership in MDA		\$200.00	
			\$400.00
Land	Budget	Expenditures	Balance
	\$100,000.00		
			\$100,000.00

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Land Improvements 974.000	Budget	Expenditures	Balance
	\$4,638.00		
Smooth wood tiles - pedestals and braces		\$4,637.35	
			\$0.65
Transfer Out General 999.101	Budget	Expenditures	Balance
	\$20,000.00		
			\$20,000.00
Transfer Out Debt Services	Budget	Expenditures	Balance
	\$130,094.00		
			\$130,094.00
Transfer Out - Capital Project 999.401	Budget	Expenditures	Balance
	\$115,000.00		
			\$115,000.00
Transfer Out - Capital Project 999.401	Budget	Expenditures	Balance
	\$25,000.00		
			\$25,000.00
Totals	\$595,604.00		\$578,925.29

Memo

Date: Wednesday, October 21, 2020

To: DDA Board of Directors

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

Re: **MICROGRANT APPLICATION – LOTUS FINANCIAL – SUBMITTAL OF MATERIALS**

BACKGROUND

At its July 15, 2020 meeting, the Monroe DDA approved an application from Lotus Financial, 11 Scott Street, through the Beautification Microgrant Program for seasonal decorations, which was contingent upon submittal of proposed sample materials. Attached is a further communication from Gary Nowitze, owner, which supplies the required samples. If the board regards the samples positively, then this item can be approved as part of the Consent Agenda.

This item will appear on the Consent Agenda for approval.

If the board wishes to discuss the material samples, the item should be removed from the Consent Agenda by resolution and added as an item under Other Business.

ACTION

Approve as part of the Consent Agenda OR

Remove from Consent Agenda for further discussion and action



5135498

\$149.99
Fall

FALL
32 IN
81.28 CM

FW171

5135498

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Item 6A



Memo

Date: Wednesday, October 21, 2020

To: DDA Board of Directors

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

Re: **REFUNDING BOND ISSUE**

BACKGROUND

Please find attached for your information only a memo from Ed Sell, Assistant City Manager/Finance Director, regarding the outcome of the refinancing of municipal bonds, along with a new payment schedule. The sale closes on Thursday, October 29. The savings realized by the Monroe DDA over the repayment period of 2032 amounts to nearly \$200,000. This number will be impactful as budgets are prepared; you will note that the savings is greater in the later years of repayment period.

ACTION

For information only.



Date: October 16, 2020

To: Mayor and City Council
Vince Pastue, City Manager

Cc: City Directors

From: Edward Sell, Assistant City Manager/Finance Director

Subject: 2020 Refunding Bond Pricing Results

The refunding bond issue that was authorized by the City Council was priced on October 8, 2020 and will officially close on October 29, 2020. The sale was a success in that it generated a savings percentage of 11.118% over the previously issued bonds and will generate cash flow savings of approximately \$950,000 over the remaining life of the bonds. Three different bond issues were refunded/refinanced with this bond issue. Following is a summary of the results of the refunding by prior bond issue.

2020 REFUNDING BOND DETAILS					
	2012 Refunding Bonds - Water	2012 Capital Imp. Bonds - Bridge	2012 Capital Imp. Bonds - DDA	2013 Capital Imp. Bonds-Water	Total
Original Interest Cost	2.6750%	3.3036%	3.3036%	3.6840%	
Refunding Bond Interest Cost	1.1751%	1.2605%	1.4935%	1.6072%	1.5068%
Percentage savings for refunding	5.1789%	9.3021%	11.5306%	12.7143%	11.1180%
Refunding bond final maturity date	5/1/2025	5/1/2030	5/1/2032	5/1/2033	
Total savings to maturity	\$ 38,749.17	\$ 145,757.97	\$ 193,959.97	\$ 571,642.78	\$ 950,109.89
Savings to the Water System	\$ 610,391.95				
Savings to the DDA	193,959.97				
Savings to the Bridge Millage	145,757.97				
Total Savings	\$ 950,109.89				

Please contact me with any questions.

SAVINGS

CITY OF MONROE COUNTY OF MONROE, STATE OF MICHIGAN PROPOSED 2020 REFUNDING BONDS (LIMITED TAX GENERAL OBLIGATION) FINAL - PRICED OCTOBER 8, 2020 Refunds 2012 Capital Improvement Bonds - DDA Component

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 10/29/2020 @ 1.1027417%
11/01/2020	25,046.88		25,046.88		25,045.35
05/01/2021	105,046.88	121,490.11	(16,443.23)	8,603.65	(16,352.06)
11/01/2021	23,846.88	24,250.00	(403.12)		(398.69)
05/01/2022	108,846.88	96,250.00	12,596.88	12,193.76	12,390.03
11/01/2022	22,571.88	23,530.00	(958.12)		(937.22)
05/01/2023	117,571.88	101,530.00	16,041.88	15,083.76	15,605.90
11/01/2023	21,146.88	21,970.00	(823.12)		(796.36)
05/01/2024	126,146.88	108,970.00	17,176.88	16,353.76	16,527.29
11/01/2024	19,571.88	21,100.00	(1,528.12)		(1,462.27)
05/01/2025	134,571.88	120,100.00	14,471.88	12,943.76	13,772.30
11/01/2025	17,846.88	19,120.00	(1,273.12)		(1,204.93)
05/01/2026	142,846.88	128,120.00	14,726.88	13,453.76	13,861.69
11/01/2026	15,971.88	16,940.00	(968.12)		(906.25)
05/01/2027	150,971.88	134,940.00	16,031.88	15,063.76	14,924.99
11/01/2027	13,946.88	14,580.00	(633.12)		(586.18)
05/01/2028	158,946.88	146,580.00	12,366.88	11,733.76	11,387.11
11/01/2028	11,681.25	11,940.00	(258.75)		(236.94)
05/01/2029	171,681.25	157,940.00	13,741.25	13,482.50	12,514.22
11/01/2029	9,081.25	9,020.00	61.25		55.47
05/01/2030	179,081.25	165,020.00	14,061.25	14,122.50	12,665.59
11/01/2030	6,212.50	5,900.00	312.50		279.94
05/01/2031	181,212.50	150,900.00	30,312.50	30,625.00	27,005.19
11/01/2031	3,150.00	3,000.00	150.00		132.90
05/01/2032	183,150.00	153,000.00	30,150.00	30,300.00	26,566.66
	1,950,150.08	1,756,190.11	193,959.97	193,959.97	179,853.75

Savings Summary

PV of savings from cash flow	179,853.75
Plus: Refunding funds on hand	1,176.14
Net PV Savings	181,029.89

Memo

Date: Wednesday, October 21, 2020

To: DDA Board of Directors

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

Re: **PROPOSED DDA BOUNDARY CHANGE**

BACKGROUND

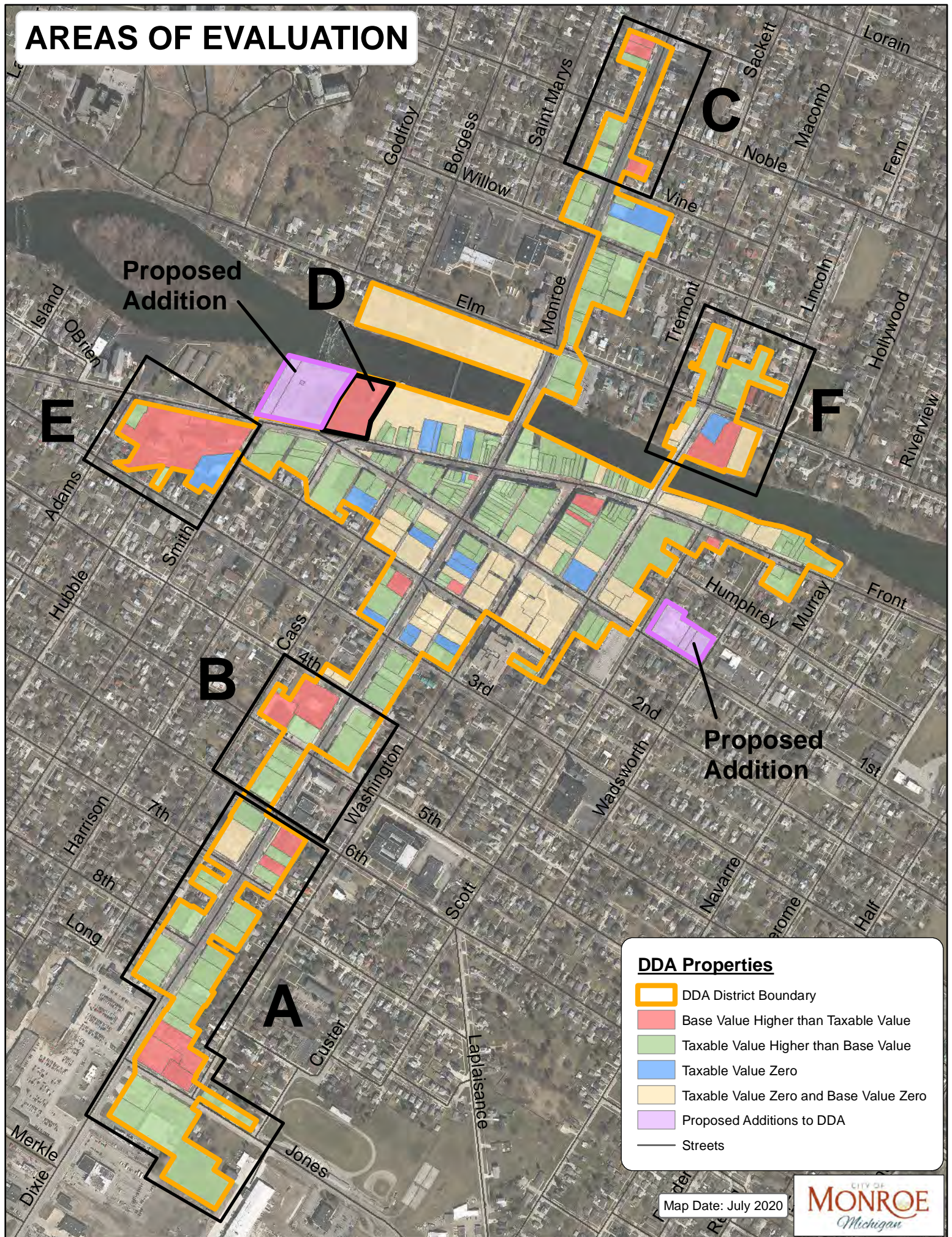
In September, the Board was familiarized with the idea of amending the DDA district boundary to subtract properties that are yielding negative growth of the tax increment financing mechanism and to add several properties that are ripe for potential redevelopment. Doing so will position the DDA to capture revenue based on growth and, in turn, provide the opportunity to use utilize funds to incentivize development that meets the DDA's goals.

At this time, we are seeking to gauge the DDA board's level of interest to move forward with further study and to initiate the amendment process. These actions will take significant time and effort from city staff; therefore, it is important to better define the DDA's interest.

ACTION

Concur/do not concur with taking further steps to initiate the process to amend the DDA district boundary.

AREAS OF EVALUATION



Memo

Date: Thursday, October 22, 2020

To: DDA Board of Directors

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

Re: **WEB SITE REDEVELOPMENT**

BACKGROUND

Please review the current Monroe DDA web site at www.DowntownMonroeMI.com.

The current site has been in operation for nearly a decade and has served the DDA fairly during that time. The site was refreshed with the new branding for the Monroe DDA in 2018. Last year, some work was done to reorganize some of the pages and to incorporate information now required legislatively.

However, the web site is now looking dated and is in need of a refresh with new photography, page alignments and removal of redundant content. Relatedly, the current host and supplier of the content management system (CMS) (Hadrout) has a proprietary system that is not user-friendly. For example, new page origination cannot be accomplished locally; Hadrout staff must complete the task at significant cost. A CMS system that is more simple to use is highly desired.

Chairman Trujillo has requested this item to be placed on the agenda with the intent of forming a study committee to review the web site and form a plan for its future. An ad hoc committee is suggested, with two board members serving.

ACTION

Form an ad hoc web site committee, which will have the tasks to: evaluate the current web site, establish the requirements of a new site, request proposals from a selected list of developers and/or hosts, and recommend to the board an alternate supplier, if determined to be necessary.

Memo

Date: Thursday, October 22, 2020

To: DDA Board of Directors

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

Re: **WORK PLANNING FOR FY2021-2022 – PART I
WORK PLAN REVIEW AND BRAINSTORM**

BACKGROUND

Last year, when the work planning process launched, the board was very optimistic about its opportunity to champion the implementation of the downtown master plan to achieve incremental improvements that are visible to the public. The work plan was robust, yet, achievable under normal circumstances. However, 2020 has caused an upheaval in what defines normal; the pandemic has necessitated a pivot in the goals of the board, not to mention the types of work to be completed. As an example, marketing efforts changed from promoting the downtown's assets to providing information about downtown's readiness to reopen.

So, the board is now embarking on its work planning effort for the fiscal year which begins July 1, 2020 with a great deal of uncertainty. Attached you will find the work plan for FY2020-21, along with the implementation matrix from the downtown master plan. At the October meeting, we will review progress made on the tasks selected and assess the board's interest in moving forward with other projected derived from the plan.

At the November meeting, the board will reexamine the results of this month's conversation and prioritize the projects it would like to accomplish beginning next July.

ACTION

None needed at this time; during this meeting, there will be discussion only.

MONROE DDA
2020-2021 WORK PLAN

- Goal 1: Preserve and enhance downtown by facilitating development
- Goal 2: Establish an environment that promotes residential growth
- Goal 3: Market the downtown to encourage people to frequent local businesses and events
- Goal 4: Support downtown businesses and property owners through financial incentives, advocacy and awareness
- Goal 5: Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses
- Goal 6: Serve as an intermediary between the organizations that connect to downtown and link to other community
- Goal 7: Implement strategies to improve parking management and infrastructure

PROJECT	CHAMPION	PRIORITY	GOALS MET	BUDGET
Enhance the Riverwalk	Swanson	High	1	\$ 25,000.00 Cap
Riverfront parking lot redevelopment – market analysis/RFP/legal	Staff	High	2	\$ 30,000.00 Gen Cont
Schedule quarterly stakeholder/partner meetings	Staelgraeve	Med/High	6	\$ 800.00
Implement recommendations in Downtown Master Plan that calm streets. <div>a. One way conversion on Cass/Harrison</div> <div>c. Traffic analysis for First/Front and Monroe Streets</div> <div>b. One way conversions on First/Front</div>	City	Med/High	1	\$ 50,000.00 Gen Cont
Annual Marketing Plan	Staff	Medium	3	\$ 22,000.00
Annual Communications Plan, focus on master plan implementation	Staff	Low/Med	3	\$ 3,000.00
Implement recommendations in Downtown Master Plan to activate storefronts. <div>a. Activate blank facades with arts-focused treatments and installations</div> <div>b. Promote sidewalk shopping and outdoor seating with streamlined approval process</div> <div>c. Animate empty spaces thorough pop up events, food trucks and temporary art installations</div> <div>e. Enhance the Farmers Market experience</div>	Harper/Williams	Low	4	\$ 10,000.00 Cap
Streetscape Projects – Washington/Macomb/Second	Lukacs	Low	1	\$ 60,000.00 Cap
Help drive alleyway improvements	Staff	Low	1,4	\$ 20,000.00 Cap
Tree Maintenance – Year 3	Staff	Low		\$ 5,000.00

MONROE DDA
2020-2021 WORK PLAN

Infill development - RFP/legal	Staff	1,2	\$ 10,000.00	Gen Cont
Rewrite Downtown Reinvestment Grant Program, targeted approach when done	Lukacs	4	\$ -	
Informed Buyers Education		2		

Create employee and residential permits as recommended in Downtown Master Plan	Peruski	High	7	\$ -
Cover meters/make parking fee on street and in visitor lots until demand rises		High	7	
Establish first-time forgiveness program; escalating fines		Hlgh	7	
Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours		Low	7	
Create visitor-priority parking lots that prohibit parking before 10am			7	
Establish new, simplified regulations for on-street parking			7	

TOTAL \$235,800.00

Mind Sets

- Focus on development
- Work with partners, not in isolation
- Be proactive
- Be active
- Drive plan implementation
- Be more informative and informed
- Be transparent
- Raise the bar
- Seek funding solutions

Action Matrix

ID	RECOMMENDATIONS	POTENTIAL ACTORS	TIMEFRAME (YEARS)	0 - 1	1 - 3	3 - 5	5+
STREETS AND CIRCULATION							
S1	Study feasibility of one-way conversions and Monroe road diet	DDA, MDOT, City of Monroe	Immediate				
S2	Highlight and improve key intersections as gateways into Downtown	DDA, MDOT, City of Monroe, adjacent property owners	Immediate to Medium				
S3	Convert identified one-ways to two-way	DDA, MDOT, City of Monroe	Medium				
S4	Implement Monroe road diet or feasible alternative	DDA, MDOT, City of Monroe, Monroe County	Medium				
PARKING STRATEGIES							
P1	Create employee permits for downtown employees to use underutilized blocks of on-street parking; create residential permits that allow downtown residents to use underutilized off-street parking <i>overnight</i>	DDA, City of Monroe, Monroe Police Department	Immediate				
P2	Create visitor-priority parking lots that prohibit parking before 10am	DDA, City of Monroe, Monroe Police Department	Immediate				
P3	Cover/remove parking meters on-street and in visitor lots, and make all parking free until demand rises	DDA, City of Monroe, Monroe Police Department	Immediate				
P4	Establish first-time forgiveness program to issue informational warning tickets, and establish an escalating fine beginning with 2nd violation	DDA, City of Monroe, Monroe Police Department	Immediate				
P5	Establish new, simplified regulations for on-street parking downtown	DDA, City of Monroe, Monroe Police Department	Immediate				
P6	Establish loading zones in on-street parking spaces for commercial deliveries in key retail zones during off-peak hours	DDA, City of Monroe, Monroe Police Department	Immediate				
P7	Reconfigure, or phase out parking validation, program over time	DDA, City of Monroe, Downtown Monroe Business Network	Medium				
P8	Implement wayfinding downtown that includes parking information	DDA, City of Monroe	Medium				
P9	Conduct regular parking occupancy counts to track any changes in parking demand over time	DDA, City of Monroe	Medium				
P10	Install modern parking meters as demand necessitates use (include pay by phone option)	DDA, City of Monroe	Long				

Action Matrix

ID	RECOMMENDATIONS	POTENTIAL ACTORS	TIMEFRAME (YEARS)	0 - 1	1 - 3	3 - 5	5 +
DOWNTOWN CHARACTER & PLACEMAKING							
C1	Activate blank facades with arts-focused treatments and installations	DDA, property owners, local artists	Immediate				
C2	Work with existing businesses to activate storefronts; promote sidewalk shopping and outdoor seating with streamlined approval process	DDA, City of Monroe, business owners	Immediate				
C3	Coordinate with Farmer's Market to enhance market experience	DDA, Farmer's Market	Immediate				
C4	Install attractive and effective lighting along the Riverwalk	DDA, City of Monroe	Immediate				
C5	Activate the Riverwalk with artistic bridge lighting and other art installations; enhance access points (like Altrusa Park)	DDA, City of Monroe, local artists	Immediate				
C6	Animate empty spaces through pop-up events, food trucks, and temporary art installations in the short term	DDA, City of Monroe, local artists	Immediate				
C7	Establish streetscape design standards to improve pedestrian realm	DDA, City of Monroe	Immediate to Medium				
C8	Establish storefront design standards to enhance street environment; work with property owners to implement	DDA, City of Monroe, property owners	Immediate to Medium				
C9	Coordinate with adjacent properties to expand Farmer's Market	DDA, City of Monroe, Farmer's Market, property owners	Medium				
C10	Implement alley improvements recommended in Heart of Monroe Plan	DDA, City of Monroe	Medium				
C11	Extend the Riverwalk through Soldier & Sailor's Park	DDA, City of Monroe	Medium				
C12	Implement wayfinding downtown that highlights walk times to popular destinations (and parking)	DDA, City of Monroe	Medium				
C13	Develop a tenancing (incubator) strategy for vacant storefronts	DDA, property owners	Medium to Long				
C14	Experiment with downtown Market location/pop-ups	DDA, City of Monroe, Farmer's Market	Medium to Long				
C15	Animate empty spaces as pocket parks or plazas in the medium-term, or infill development in the long term	DDA, City of Monroe, developers, local artists	Long				
C16	Explore reconstruction of Riverwalk with redevelopment to improve access and appeal of the riverfront	DDA, City of Monroe	Long				

Action Matrix

ID	RECOMMENDATIONS	POTENTIAL ACTORS	TIMEFRAME (YEARS)	0 - 1	1 - 3	3 - 5	5 +
DOWNTOWN REDEVELOPMENT							
D1	Establish a Form-Based Code / Design Standards for Downtown Monroe	DDA, City of Monroe	Immediate				
D2	Conduct Economic Feasibility Assessment	DDA, City of Monroe	Immediate				
D3	Release RFP for development on Fire Department site	DDA, City of Monroe	Immediate				
D4	Release RFP for development on Macomb Street Riverfront site	DDA, City of Monroe	Medium				
D5	Release RFP for development on Monroe Street Riverfront site	DDA, City of Monroe	Medium				
D6	Release RFP for development on Monroe and First Street site	DDA, City of Monroe	Medium				

Memo

Date: Wednesday, October 21, 2020

To: DDA Board of Directors

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

Re: **DOWNTOWN REINVESTMENT PROGRAM
APPLICATION FOR 34 WEST FRONT**

BACKGROUND

An application was received for funding assistance through the Downtown Reinvestment Program (DRiP) Grant for 34 West Front Street. This project was previously approved and extended under the former Façade Investment Program with a different applicant/owner.

The proposed work largely is concentrated on the front of the building only and is consistent with the former application. The applicant, John Castiglione, intends to remove degraded materials, replace windows, trim and doors, and repair and paint the brick.

According to program requirements, any funding is based on the lower of the bids that are included with the application. Based on that, the maximum allowable grant for this project is \$8,300 [or thirty (30%) of \$27,512, rounded up].

The DRiP Committee had the opportunity to review the application at its meeting on October 5, 2020 and recommends approval (minutes attached).

ACTION

Concur/do not concur with recommendation to approve grant for 34 West Front in an amount not to exceed

2019-2020 DOWNTOWN REINVESTMENT GRANT PROGRAM
APPLICATION

Deadline: Monday, August 12, 2019

Building Owner's Name (Applicant): John Castiglione

Project Address: 34 W Front ST

Mailing Address: 7255 Reinhardt Rd Monroe MI

Phone Number: (734) 777-4322 E-mail: JohnJcaz@gmail.com

Existing Use of Building: Residential on 2nd floor, Vacant on 1st

Will project result in a new use? If so, please explain. I would
like to rebuild the 1st floor for a brewery/eatery

Type of Work: (Check all that apply)

Paint Only ☒

Façade & Building Renovation ☒

Awning Only ☐

Lead Abatement ☐

Asbestos Testing ☐

Roof Replacement ☐

Project Description: (Please be specific) Remove existing first
floor facade and replace with new AZEK Trim, New
Front Doors, New fixed glass windows. Repair old
Mortar joints, add new flashing over brick, Repair
Stucco on east side of building. Re-install arch top
glass on 2nd story windows

*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?

West Front has taken over The Place to be downtown. This is a stand alone building with parking on 2 sides. It will be a great spot for people to gather. My goal is to create a space that people will use on their way to more shopping downtown or on their way to the river

Estimated Project Cost (by project element):

Project Element	Contractor #1 Estimated Cost	Contractor #2 Estimated Cost
(Eg: 12 windows)_____	___\$554.00___	___\$532.00___
2 New Street entrance doors, new glass, hardware, paint, iron painting	\$23,785	\$19,650.00
2nd floor Arch Top glass	\$6,750.00	\$2,965.00
Painting, Brick repair	\$4,125.00	\$4,896.90
Total	\$34,660	Total \$27,511.90
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Requested Rebate Amount: \$10,000.00

Proposed Project Start Date: 10/20/20

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

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

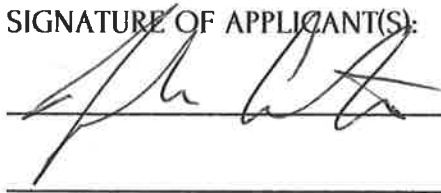
Application materials checklist to be submitted:

- Application form, completed and signed by the property owner;
- Rendering of the proposed façade or exterior improvements;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.
- Signed Building Exterior Easement Agreement.

The undersigned applicant affirms that:

- A. The information submitted is true and accurate to the best of my (our) knowledge.
- B. I (We) have read and understand the conditions of the Façade Program and agree to abide by its conditions and guidelines.
- C. The decision of the Façade Committee/DDA is final.

SIGNATURE OF APPLICANT(S):



DATE: 9/30/20

DATE: _____

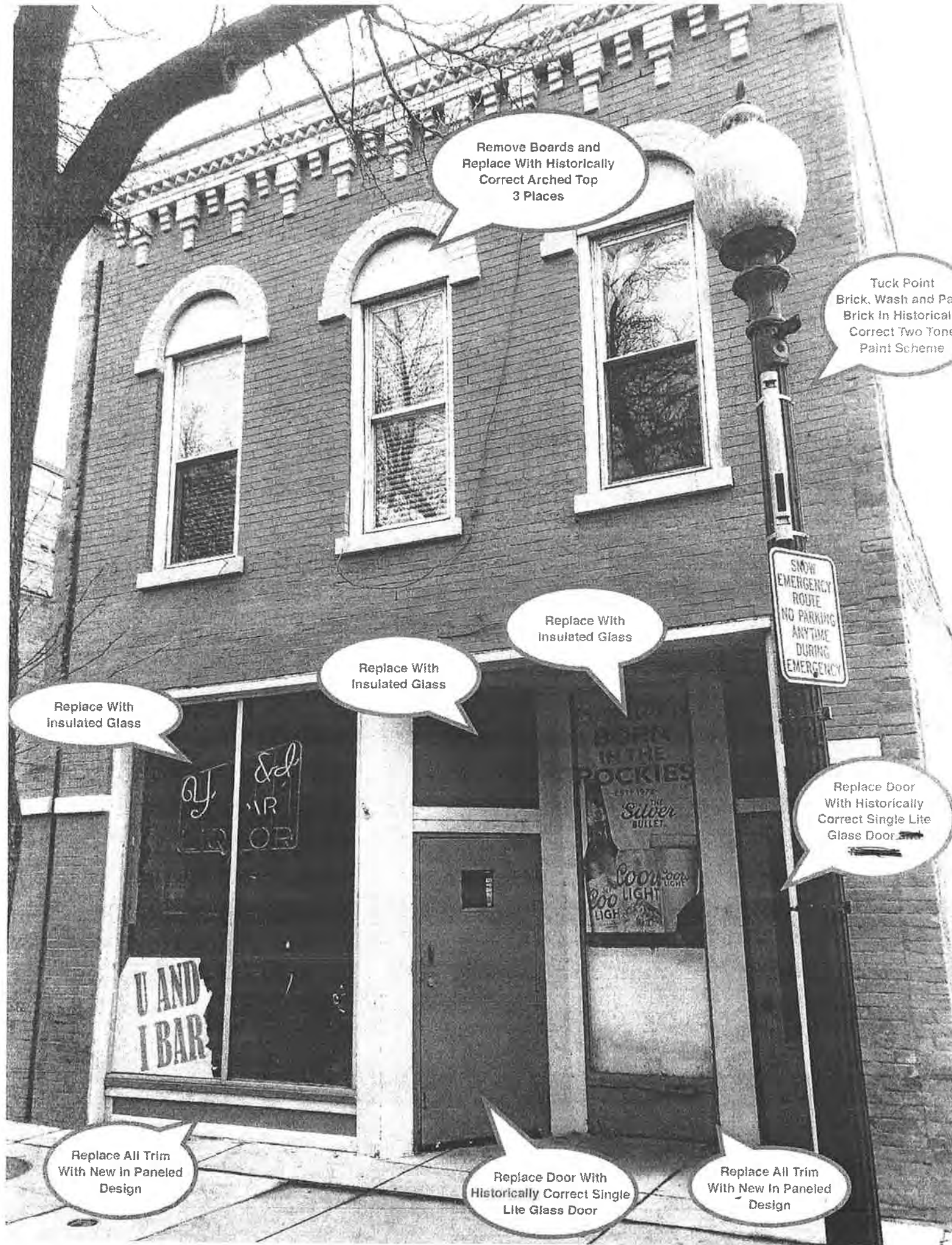
**Please return all application materials by mail or hand delivery to the
DDA office, 120 East First Street, Monroe, Michigan 48161**

OFFICE USE ONLY

Submittal Date: _____

Committee Action: _____

Notes/Comments: _____



Remove Boards and
Replace With Historically
Correct Arched Top
3 Places

Tuck Point
Brick. Wash and Paint
Brick In Historically
Correct Two Tone
Paint Scheme

Replace With
Insulated Glass

Replace With
Insulated Glass

Replace With
Insulated Glass

Replace Door
With Historically
Correct Single Lite
Glass Door

Replace All Trim
With New In Paneled
Design

Replace Door With
Historically Correct Single
Lite Glass Door

Replace All Trim
With New In Paneled
Design

Wickenheiser Home Supply

2375 W. Labo Rd. Carleton MI 48117

Project Estimate

Date: 10/10/2018

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

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

Description Of Work:

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

\$23,785

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

\$6,750

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

\$4,125

Project Total:

\$34,660

Proposal

Page 1

3/16/2020 3:47:18 PM

Finishers Unlimited of Monroe, Inc
757 S. Telegraph Road
Monroe MI 48161
734-243-3502
734-243-4328



Proposal #: 3230
SaleDate: 2/28/2020
Next Install:
Sales Rep: John Ciacelli

SOLD TO:

CASTIGLIONE PROPERTIES
7255 REINHARDT ROAD
MONROE, MI 48162

SHIPPED TO

MATERIALS	COMMENTS	QUANTITY
1 Ext DOOR	HISTORICAL DOOR W/SINGLE LITE GLASS AND TRANSOME	2 Each
2 Cedar Shim Bundle	NONE	2 Each
3 Door Saver, Hinge Stop	Nickel	2 Each
4 Door HARDWARE	T.B.D.	2 Each
5 INTERIOR TRIM	T.B.D.	2 LnFt
7	INSULATED GLASS WINDOW - TRIMMED IN NEW PANEL DESIGN	1 Each
8 Glass Between doors	INSULATED GLASS WINDOW BETWEEN DOORS	2 Each
9 Windows	REMOVE & REPLACE BOARDS WITH ARCHED WINDOWS	3 Each
Materials Subtotal:		\$16,331.98

LABOR	COMMENTS	QUANTITY
1 EXTERIOR DOOR	HISTORICAL DOOR W/SINGLE LITE GLASS AND TRANSOME	1 Each
6 TEAR OUT AND DISPOSAL	ADJUST AMOUNT ACCORDINGLY	1 Each
9 LABOR TO INSTALL	REMOVE & REPLACE BOARDS WITH ARCHED WINDOWS	1 Each
10 LABOR TO INSTALL	WASH AND PAINT BRICK IN HISTORICALLY CORRECT 2 TONE PAINT SCHEME	1 Each
Labor Subtotal:		\$10,200.00

Comments:

>> NO INTERIOR TRIM FIGURED, ESTIMATED TO REUSE EXISTING IF
POSSIBLE. IF NOT IT WILL BE QUOTED AS TIME & MATERIAL AT THAT TIME.
>> REUSE EXISTING HARDWARE

SubTotal: \$26,531.98
Sales Tax: \$979.92
Total: \$27,511.90
Payments: \$0.00
Balance: \$27,511.90

JOB SCOPE:
FINISHERS/SUBS WILL:

Proposal

Page 2

3/16/2020 3:47:18 PM

>> DELIVER ALL MATERIALS LISTED TO THE JOBSITE.
>> REMOVE & REINSTALL DOOR HARDWARE (LOCKSET & DEADBOLT).**USE EXISTING**
>> REMOVE & TRY TO REINSTALL INTERIOR TRIM.
>> NO INTERIOR TRIM FIGURED, ESTIMATED TO REUSE EXISTING IF POSSIBLE. IF NOT IT WILL BE QUOTED AS TIME & MATERIAL AT THAT TIME.
>> REMOVE & DISPOSE OF EXISTING DOOR.
>> REMOVE AND DISPOSE OF ALL JOB RELATED WASTE.
>> INSTALL ALL MATERIALS LISTED.

(NOTE: DUE TO UNFORESEEN ISSUES THAT MAY OCCUR ONCE PROJECT BEGINS, THERE MAY BE ADDITIONAL COST THAT WILL BE ADDRESSED AT THAT TIME ADDITIONS WILL BE QUOTED AS TIME & MATERIALS BEFORE WORK CONTINUES. CUSTOMER APPROVAL & SIGNATURE WILL BE REQUIRED AT THAT TIME.)

CUSTOMER WILL BE RESPONSIBLE FOR:

>> PROVIDE FOR CLEAR ACCESS TO JOBSITE.
>> SUPPLY PAINT & DO ALL PAINTING & TOUCH UP IF NEEDED.

NOTE - CUSTOMER TO PROVIDE CLEAR ACCESS TO ALL AREAS WHERE JOB DUTIES ARE TO BE COMPLETED (PER QUOTED JOB).

(ATTENTION PET OWNERS PLEASE NOTE) --- FOR LIABILITY REASONS ALL PETS MUST BE CONTAINED AT ALL TIMES DURING THE REMODELING PROCESS , THANK YOU FOR YOUR UNDERSTANDING .

DURING YOUR REMODEL THERE WILL BE DUST FROM THE FLOORS BEING TORN OUT. AS IT IS IMPOSSIBLE TO DO THIS DUST FREE, OUR CONTRACTORS DO THEIR BEST TO KEEP IT TO A MINIMUM. THANK YOU FOR YOUR PATIENCE AND UNDERSTANDING DURING YOUR REMODELING.

PAYMENT SCH. INSTALLED JOB:

ALL MATERIAL INCLUDING TAX TO BE PAID IN FULL @ TIME OF SALE - BALANCE ON COMPLETION.

*****THIS QUOTE IS VALID FOR 30 DAYS***** (PLEASE NOTE: QUOTE SUBJECT TO CHANGE + PLUS OR - MINUS, UPON FINAL FIELD MEASURE AND CUSTOMERS FINAL APPROVAL OF DESIGN AND MATERIALS SELECTED.

PLEASE LOOK OVER ESTIMATE AND MAKE ANY CHANGES THAT YOU DEEM NECESSARY. WHEN EVERYTHING IS TO YOUR SATISFACTION PLEASE SIGN AND RETURN TO THE STORE OR FAX BACK TO 734-243-4328. THEN WE WILL PROCESS. THANK YOU FOR THE OPPORTUNITY TO QUOTE YOUR PROJECT.

Signature _____



**DOWNTOWN REINVESTMENT GRANT COMMITTEE
MINUTES**

Wednesday, October 5, 2020; 9:00am
VIA GOTOMEETING.

- 1. Call to Order** – 9:03am
- 2. Roll Call** – Present: Green, Greenhalgh, Jacobs (9:20am), Swartout; Absent: LaRoy; Staff: Knowles
- 3. Review of Minutes from September 17, 2020** – no changes noted
- 4. New Business**
 - a) Re-Application from 34 West Front Street – discussion regarding application for 34 West Front; appears to be consistent with project approved with prior owner as applicant, applicant will need to coordinate with planning department for historical review; based on proposals, maximum amount is \$8,300; motion to recommend/support by Greenhalgh, Green, all ayes

Jacobs entered meeting.
 - b) First Reading of Building Improvement Grant Program – topic to be discussed at November meeting, please familiarize for that discussion. Jacobs asked about adding elevators to approved list; this is still primarily an exterior building program with some enhancements; elevators would use maximum amount with no exterior work.
- 5. Other Business** – None
- 6. Communications** – None
- 7. Adjournment** – 9:43am.

**MONROE DDA
2020-2021 WORK PLAN UPDATE**

10/21/2020

- Goal 1: Preserve and enhance downtown by facilitating development**
Goal 2: Establish an environment that promotes residential growth
Goal 3: Market the downtown to encourage people to frequent local businesses and events
Goal 4: Support downtown businesses and property owners through financial incentives, advocacy and
Goal 5: Inform and educate building owners and public of the actions and accomplishments of the DDA and
Goal 6: Serve as an intermediary between the organizations that connect to downtown and link to other
Goal 7: Implement strategies to improve parking management and infrastructure

PROJECT	CHAMPION	STATUS
Enhance the Riverwalk	Swanson	Design in progress, delay to coordinate w/plan for Scally Waggs
Riverfront parking lot redevelopment - market analysis/RFP/legal	/Staff	
Schedule quarterly stakeholder/partner meetings	Staelgraeve	No progress; no in-person gatherings due to pandemic
Implement recommendations in Downtown Master Plan that calm streets.	City	
a. One way conversion on Cass/Harrison		In process at this time at city level
c. Traffic analysis for First/Front and Monroe Streets		
b. One way conversions on First/Front		
Annual Marketing Plan	Swanson/Staff	Focus on COVID-19 Recovery Plan
Annual Communications Plan, focus on master plan implementation	Clark	
Implement recommendations in Downtown Master Plan to activate storefronts.	Harper/Clark	
a. Activate blank facades with arts-focused treatments and installations		Research best practices
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		
e. Enhance the Farmers Market experience	Harper/Staelgraeve	
Streetscape Projects - Washington/Macomb/Second	Trujillo/Staff	

MONROE DDA
2020-2021 WORK PLAN UPDATE

10/21/2020

Help drive alleyway improvements	Staff	City did not include in project specs after all
Tree Maintenance - Year 3	Staff	Spring, 2021 project
Infill development - RFP/legal	Staff	DDA secured option for 201 W Front
Rewrite Downtown Reinvestment Grant Program, targeted approach when done		Introduction; to be evaluated by team in November
Informed Buyers Education		

Potential DDA Boundary Change??	Staff	On agenda for discussion/pulse check
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Parking	Swanson	
Create employee and residential permits as recommended in Downtown Master Plan		
Cover meters/make parking fee on street and in visitor lots until demand rises		Demonstration project underway
Establish first-time forgiveness program; escalating fines		
Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours		
Create visitor-priority parking lots that prohibit parking before 10am		City staff needs to review On-street recommendations east of Washington were approved; committee to meet in November to discuss next set of steps
Establish new, simplified regulations for on-street parking		

TOTAL

Mind Sets

- Focus on development
- Work with partners, not in isolation
- Be proactive
- Be active
- Drive plan implementation
- Be more informative and informed

MONROE DDA
2020-2021 WORK PLAN UPDATE

10/21/2020

- Be transparent
- Raise the bar
- Seek funding solutions