

MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
June 17, 2020 AT 8:30 AM

PLEASE TAKE NOTICE that a Regular Meeting of the Monroe Downtown Development Authority scheduled for June 17, 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.

Meeting Information:

You are invited to a Zoom webinar.

When: June 17, 2020 08:30 AM Eastern Time (US and Canada)

Topic: DDA Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/91272813376>

Password: 124171

Or iPhone one-tap :

US: +16468769923,,91272813376#,,1#,124171# or +13017158592,,91272813376#,,1#,124171#

Or Telephone:

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

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

Webinar ID: 912 7281 3376

Password: 124171

International numbers available: <https://zoom.us/j/91272813376>

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, June 17, 2020, 8:30-9:30 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, May 20, 2020 Regular Meeting
- C. Financial Reports
 - i. May, DDA Revenue and Expenditure Report FY 2019-2020
 - ii. May, DDA Itemized Expenditure Report FY 2019-2020

6. New Business

- A. Presentation about Upper Floor Conversion Technical Services Project – John Mouat, Mitchell + Mouat Architects (30 min)
- B. Beautification Grant Program Approval (5 min)
- C. Beautification Grant Application – Williams Insurance (5 min)

Action Requested

Action Requested

7. Other Business

- A. Work Plan Updates (10 minutes)

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, May 27, 2020
Electronic Meeting Held via ZOOM
Monroe City Hall**

Vice-Chairperson Chip Williams called the meeting to order at 8:32 a.m.

1. Roll Call

Present: Mayor Robert Clark, Tiffany Harper, Scott Kegerreis, Les Lukacs, Deb Staelgraeve, Mackenzie Swanson, Anthony Trujillo (8:55 a.m.) and Chip Williams

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

Guest: Chris Bica, McGeedy's

Knowles announced that member Peruski resigned effective May 1.

2. Vision Statement – Read by Mayor Clark

3. Additions/Deletions to the Meeting Agenda- None

4. Public Comments

Chris Bica asked if it was possible to close some of the streets downtown as businesses reopen to help maintain social distancing.

5. Consent Agenda

A.Approval of Agenda

B.Approval of Minutes:

❖ Wednesday, February 19, 2020 Regular Meeting

C.Financial Reports:

❖ Year to Date DDA Revenue and Expenditure Report FY 2019-2020

❖ February – April GL Activity Report FY 2019-2020

❖ Year to Date DDA Itemized Expenditure Report FY 2019-2020

Motion by Staelgraeve seconded by Kegerreis to approve items on the Consent Agenda as presented. ***Motion carried unanimously.***

6. New Business

A. Riverwalk Pedestrian Connectors/Alleyways – Accept Proposal for (A) Data Collection and Programming and (B) Schematic Design.

Motion by Kegerreis seconded by Mayor Clark to accept sections A and B of the proposal dated February 28, 2020 from Russell Design for professional design services for the Riverwalk Pedestrian Connectors/Alleyways project at a cost not to exceed \$2,500, funds to be derived from Account #751-65.691-818.020 General Contract Services. ***Motion carried unanimously.***

B. COVID-19 Recovery Plan/Partnership with MDA and issue Media Group.

Knowles presented a proposed COVID-19 recovery plan to support businesses and provide for additional marketing as downtown emerges from shelter-in-place measures. Tactics include marketing, beautification grants, a feature in Second Wave media, healthy downtown kits and more.

Motion by Swanson seconded by Mayor Clark to approve the COVID-19 Recovery Plan as presented and to authorize expenditures in the amount of \$14,500 to support the plan. ***Motion carried unanimously.***

Trujillo assumed the Chair.

C. Intergovernmental Agreement for Redevelopment Services & Professional Support Between City Monroe and Monroe Downtown Development Authority – Proposed One-Year Extension.

Motion by Williams and seconded by Swanson to consent to a one-year extension of the intergovernmental agreement with City of Monroe until June 30, 2021 under same terms and conditions with payment to the City of \$10,000 payable on or before December 31, 2020. ***Motion Carried unanimously.***

7. Other Business

A. Fiscal Year 2020-2021 Budget.

Motion by Williams and seconded by Staelgraeve to adopt the 2020-2021 budget. ***Motion Carried unanimously.***

B. Work Plan Updates – a written update was provided in the packet.

8. Communications–None

9. Board Member Comments/Administrative Comments - None

10. Adjournment

Motion to adjourn by Lukacs seconded by Staelgreave at 9:32 a.m. ***Motion carried unanimously.***

PERIOD ENDING 05/31/2020

		2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	05/31/2020 (ABNORMAL) ASE	05/31/2020 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	9,000.00	8,636.67	266.67	363.33
Total Dept 80.100 - GENERAL REVENUE		9,000.00	8,636.67	266.67	363.33
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	268,199.00	268,199.00	0.00	0.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(34,827.00)	(34,827.29)	0.00	0.29
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	17,620.00	17,619.76	0.00	0.24
751-80.600-692.090	MISCELLANEOUS REVENUE	1,500.00	300.00	0.00	1,200.00
Total Dept 80.600 - GENERAL REVENUE		252,492.00	251,291.47	0.00	1,200.53
TOTAL REVENUES		261,492.00	259,928.14	266.67	1,563.86
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,500.00	18,373.95	1,584.80	2,126.05
751-65.691-717.000	SOCIAL SECURITY	1,271.00	1,094.33	49.13	176.67
751-65.691-717.005	MEDICARE	297.00	267.41	22.98	29.59
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	18.57	1.56	1.43
751-65.691-727.000	OFFICE SUPPLIES	500.00	405.35	38.49	94.65
751-65.691-730.000	POSTAGE	500.00	22.00	0.00	478.00
751-65.691-750.015	UNIFORMS/CLOTHING	100.00	68.90	0.00	31.10
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	3,161.63	0.00	1,838.37
751-65.691-775.231	PARKING SIGNAGE	30,000.00	927.00	927.00	29,073.00
751-65.691-818.010	AUDIT SERVICES	1,400.00	1,390.00	0.00	10.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	15,000.00	6,626.40	0.00	8,373.60
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	1,213.74	0.00	186.26
751-65.691-880.000	COMMUNITY PROMOTION	13,000.00	5,791.00	0.00	7,209.00
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	1,159.00	1,067.00	97.00	92.00
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	50,000.00	43,771.45	34,675.00	6,228.55
751-65.691-943.000	RENTAL-EQUIPMENT	500.00	445.00	0.00	55.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	558.71	0.00	441.29
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	495.00	0.00	105.00
751-65.691-964.231	REIMBURSEMENTS-PARKING	5,000.00	0.00	0.00	5,000.00
751-65.691-999.101	TRANSFER OUT-GENERAL	30,000.00	0.00	0.00	30,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	122,200.00	122,193.75	0.00	6.25
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	20,000.00	0.00	0.00	20,000.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		319,747.00	207,891.19	37,395.96	111,855.81
TOTAL EXPENDITURES		319,747.00	207,891.19	37,395.96	111,855.81
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		261,492.00	259,928.14	266.67	1,563.86
TOTAL EXPENDITURES		319,747.00	207,891.19	37,395.96	111,855.81
NET OF REVENUES & EXPENDITURES		(58,255.00)	52,036.95	(37,129.29)	(110,291.95)
BEG. FUND BALANCE		463,234.14	463,234.14		
END FUND BALANCE		404,979.14	515,271.09		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
05/01/2020			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			551,421.64
05/08/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23013		33,800.00	517,621.64
05/22/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23075		1,800.00	515,821.64
05/31/2020	GJ	JE	MICHIGAN CLASS INTEREST - MAY 2020	23106	280.49		516,102.13
05/31/2020			751-00.000-005.000	END BALANCE	280.49	35,600.00	516,102.13
05/01/2020			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			978.74
05/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	22984		97.00	881.74
05/05/2020	CD	CHK	SUMMARY CD 05/05/2020			34,675.00	(33,793.26)
05/08/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23013	33,800.00		6.74
05/12/2020	GJ	JE	5/3 SERVICE FEES - APR 2020	23044		13.82	(7.08)
05/14/2020	PR	CHK	SUMMARY PR 05/14/2020			804.67	(811.75)
05/20/2020	CD	CHK	SUMMARY CD 05/20/2020			965.49	(1,777.24)
05/22/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23075	1,800.00		22.76
05/28/2020	PR	CHK	SUMMARY PR 05/28/2020			853.80	(831.04)
05/31/2020			751-00.000-007.000	END BALANCE	35,600.00	37,409.78	(831.04)
05/01/2020			751-00.000-202.000 ACCOUNTS PAYABLE	BEG. BALANCE			0.00
05/04/2020	AP	INV	GRAYBAR ELECTRIC	9315442904		34,675.00	(34,675.00)
			180 POLYCARBONATE ACORN-9" OD NECK L/				
05/05/2020	CD	CHK	SUMMARY CD 05/05/2020		34,675.00		0.00
05/18/2020	AP	INV	FIFTH THIRD BANK	04/23/2020		927.00	(927.00)
			PARKING METER COVERS				
05/18/2020	AP	INV	FIFTH THIRD BANK	04/18/2020		26.49	(953.49)
			SOFTWARE SUBSCRIPTION				
05/18/2020	AP	INV	FIFTH THIRD BANK	04/01/2020		12.00	(965.49)
			SOFTWARE SUBSCRIPTION				
05/20/2020	CD	CHK	SUMMARY CD 05/20/2020		965.49		0.00
05/31/2020			751-00.000-202.000	END BALANCE	35,640.49	35,640.49	0.00
05/01/2020			751-65.691-703.000 PART TIME SALARIES & WAGES	BEG. BALANCE			16,789.15
05/14/2020	PR	CHK	SUMMARY PR 05/14/2020		792.40		17,581.55
05/28/2020	PR	CHK	SUMMARY PR 05/28/2020		792.40		18,373.95
05/31/2020			751-65.691-703.000	END BALANCE	1,584.80	0.00	18,373.95
05/01/2020			751-65.691-717.000 SOCIAL SECURITY	BEG. BALANCE			1,045.20
05/28/2020	PR	CHK	SUMMARY PR 05/28/2020		49.13		1,094.33
05/31/2020			751-65.691-717.000	END BALANCE	49.13	0.00	1,094.33
05/01/2020			751-65.691-717.005 MEDICARE	BEG. BALANCE			244.43
05/14/2020	PR	CHK	SUMMARY PR 05/14/2020		11.49		255.92
05/28/2020	PR	CHK	SUMMARY PR 05/28/2020		11.49		267.41
05/31/2020			751-65.691-717.005	END BALANCE	22.98	0.00	267.41
05/01/2020			751-65.691-718.010 WORKERS' COMP INSURANCE	BEG. BALANCE			17.01
05/14/2020	PR	CHK	SUMMARY PR 05/14/2020		0.78		17.79
05/28/2020	PR	CHK	SUMMARY PR 05/28/2020		0.78		18.57
05/31/2020			751-65.691-718.010	END BALANCE	1.56	0.00	18.57
05/01/2020			751-65.691-727.000 OFFICE SUPPLIES	BEG. BALANCE			366.86
05/18/2020	AP	INV	FIFTH THIRD BANK	04/18/2020	26.49		393.35
			SOFTWARE SUBSCRIPTION				
05/18/2020	AP	INV	FIFTH THIRD BANK	04/01/2020	12.00		405.35
			SOFTWARE SUBSCRIPTION				
05/31/2020			751-65.691-727.000	END BALANCE	38.49	0.00	405.35
05/01/2020			751-65.691-775.231 PARKING SIGNAGE	BEG. BALANCE			0.00
05/18/2020	AP	INV	FIFTH THIRD BANK	04/23/2020	927.00		927.00
			PARKING METER COVERS				
05/31/2020			751-65.691-775.231	END BALANCE	927.00	0.00	927.00
05/01/2020			751-65.691-910.000 INSURANCE PREMIUM	BEG. BALANCE			970.00
05/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	22984	97.00		1,067.00
05/31/2020			751-65.691-910.000	END BALANCE	97.00	0.00	1,067.00
05/01/2020			751-65.691-934.751 REPAIR AND MAINTENANCE-DDA	BEG. BALANCE			9,096.45
05/04/2020	AP	INV	GRAYBAR ELECTRIC	9315442904	34,675.00		43,771.45
			180 POLYCARBONATE ACORN-9" OD NECK L/				
05/31/2020			751-65.691-934.751	END BALANCE	34,675.00	0.00	43,771.45
05/01/2020			751-80.100-665.005 INTEREST ON INVESTMENTS	BEG. BALANCE			(8,370.00)
05/12/2020	GJ	JE	5/3 SERVICE FEES - APR 2020	23044	13.82		(8,356.18)
05/31/2020	GJ	JE	MICHIGAN CLASS INTEREST - MAY 2020	23106		280.49	(8,636.67)
05/31/2020			751-80.100-665.005	END BALANCE	13.82	280.49	(8,636.67)
GRAND TOTALS:					108,930.76	108,930.76	572,559.48

Monroe Downtown Development Authority 2019-2020 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures		Balance
	\$20,500.00			
7/11/2019		\$391.41		
7/25/2019		\$792.40		
8/8/2019		\$792.40		
8/22/2019		\$792.40		
9/5/2019		\$792.40		
9/19/2019		\$792.40		
10/3/2019		\$594.30		
10/17/2019		\$792.40		
10/31/2019		\$792.40		
11/14/2019		\$792.40		
11/27/2019		\$792.40		
12/12/2019		\$792.40		
12/27/2019		\$980.60		
1/9/2020		\$604.21		
1/23/2020		\$792.40		
2/6/2020		\$792.40		
2/20/2020		\$980.60		
3/5/2020		\$515.06		
3/19/2020		\$836.97		
4/2/2020		\$792.40		
4/16/2020		\$792.40		
4/30/2020		\$792.40		
5/14/2020		\$792.40		
5/28/2020		\$792.40		
				\$2,126.05
Social Security	Budget	Expenditures		Balance
	\$1,271.00			
7/11/2019		\$24.26		
7/25/2019		\$49.13		
8/8/2019		\$53.40		
8/22/2019		\$49.13		
9/5/2019		\$49.13		
9/19/2019		\$49.13		
10/3/2019		\$36.85		
10/17/2019		\$49.13		
10/31/2019		\$49.12		
11/14/2019		\$49.13		
11/27/2019		\$49.13		
12/12/2019		\$49.13		
12/27/2019		\$60.80		
1/9/2020		\$37.46		
1/23/2020		\$49.13		
2/6/2020		\$49.13		

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

2/20/2020		\$60.80		
3/5/2020		\$31.93		
3/19/2020		\$51.89		
4/2/2020		\$49.13		
4/16/2020		\$49.13		
4/30/2020		\$49.13		
5/28/2020		\$49.13		
				\$176.67
Medicare	Budget	Expenditures		Balance
	\$297.00			
7/11/2019		\$5.67		
7/25/2019		\$11.49		
8/8/2019		\$12.49		
8/22/2019		\$11.49		
9/5/2019		\$11.49		
9/19/2019		\$11.49		
10/3/2019		\$8.62		
10/17/2019		\$11.49		
10/31/2019		\$11.49		
11/14/2019		\$11.49		
11/27/2019		\$11.49		
12/12/2019		\$11.49		
12/27/2019		\$14.21		
1/9/2020		\$8.76		
1/23/2020		\$11.49		
2/6/2020		\$11.49		
2/20/2020		\$14.22		
3/5/2020		\$7.47		
3/19/2020		\$12.13		
4/2/2020		\$11.49		
4/16/2020		\$11.49		
4/30/2020		\$11.49		
5/14/2020		\$11.49		
5/28/2020		\$11.49		
				\$29.59
Workers Comp Insurance	Budget	Expenditures		Balance
	\$20.00			
7/11/2019		\$0.77		
7/25/2019		\$0.78		
8/8/2019		\$0.85		
8/22/2019		\$0.78		
9/5/2019		\$0.78		

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

9/19/2019		\$0.78		
10/3/2019		\$0.59		
10/17/2019		\$0.78		
10/31/2019		\$0.78		
11/14/2019		\$0.78		
11/27/2019		\$0.78		
12/12/2019		\$0.78		
12/27/2019		\$0.97		
1/9/2020		\$0.60		
1/23/2020		\$0.78		
2/6/2020		\$0.78		
2/20/2020		\$0.97		
3/5/2020		\$0.51		
3/19/2020		\$0.83		
4/2/2020		\$0.78		
4/16/2020		\$0.78		
4/30/2020		\$0.78		
5/14/2020		\$0.78		
5/28/2020		\$0.78		
				\$1.43
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$500.00			
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Staples - card stock		\$20.45		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
				\$94.65

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

Postage	Budget	Expenditures		Balance
	\$500.00			
August		\$1.00		
November		\$0.50		
March		\$20.50		
				\$478.00
Uniforms/Clothing	Budget	Expenditures		Balance
	\$100.00			
City of Monroe Apparel		\$68.90		
				\$31.10
Seasonal Decorations - 750.075	Budget	Expenditures		Balance
	\$5,000.00			
Ruhlig Farms - Christmas pots		\$2,400.00		
Bronner's - replacement soldier		\$761.63		
				\$1,838.37
Parking/Signage	Budget	Expenditures		Balance
	\$30,000.00			
		\$927.00		
				\$29,073.00
Audit Services	Budget	Expenditures		Balance
	\$1,400.00			
Plante & Moran thru 9/30/2019		\$1,390.00		
				\$10.00
General Contract Services - 818.020	Budget	Expenditures		Balance
	\$15,000.00			
Mitchel & Mouat Arch - 113 E Front/12 W Front		\$6,626.40		
				\$8,373.60
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$0.00			

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

				\$0.00
Training & Travel - 860.000	Budget	Expenditures		Balance
	\$1,400.00			
MI Small Development Workshop		\$165.99		
MI Downtown Registration-Knowles		\$175.00		
Ind Dev Alliance Workshop		\$149.75		
Women's Leadership Workshop		\$30.00		
MI Downtown Conference lodging		\$333.90		
Knowles member registration		\$25.00		
MI Downtown Lansing Day		\$145.00		
MI Downtown Parking Fee		\$10.00		
MI Downtown Conference lodging		\$139.10		
MI Downtown Parking Fee		\$15.00		
WLI Build Up Meeting		\$25.00		
				\$186.26
Community & Promotion 880.000	Budget	Expenditures		Balance
	\$13,000.00			
Hadrou - add analytics		\$300.00		
Website Hosting		\$275.00		
Website updates		\$2,035.00		
Domain renewal		\$36.34		
New Moon - design Annual Report		\$381.25		
SSL Certificate install		\$125.00		
SSL Certificate purchase		\$127.98		
MPACT		\$365.00		
Monroe News Christmas Magic program		\$975.00		
Rack Brochures		\$170.43		
Community Promotions		\$1,000.00		
				\$7,209.00
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$300.00			
				\$300.00
Insurance Premium	Budget	Expenditures		Balance
	\$1,159.00			
July		\$97.00		
August		\$97.00		
September		\$97.00		
October		\$97.00		

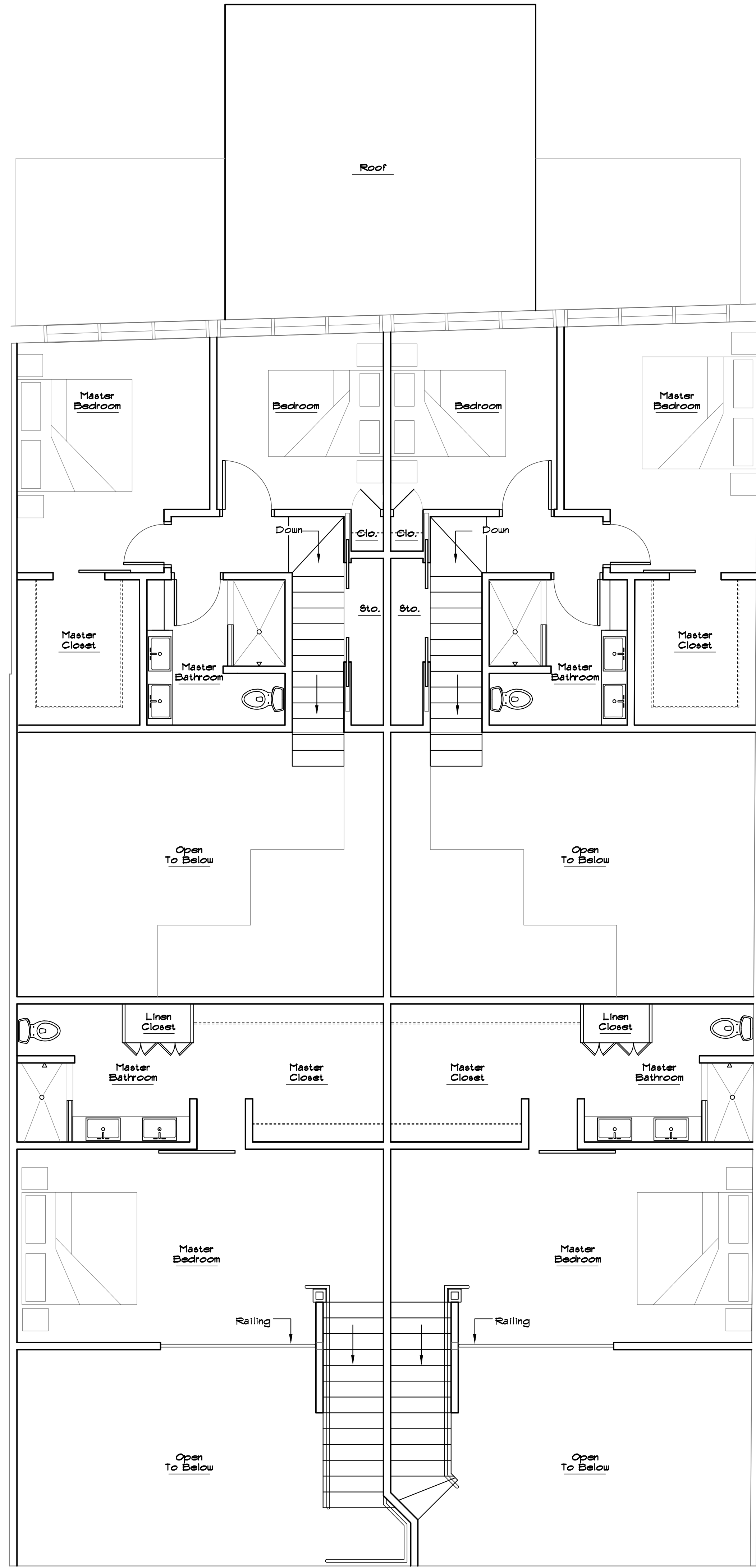
Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

November		\$97.00		
December		\$97.00		
January		\$97.00		
February		\$97.00		
March		\$97.00		
April		\$97.00		
May		\$97.00		
				\$92.00
Repair & Maintenance 934.751	Budget	Expenditures		Balance
	\$50,000.00			
Green Electrical Supply LED lumens		\$9,096.45		
Graybar Electric		\$34,675.00		
				\$6,228.55
Rental - Equipment	Budget	Expenditures		Balance
	\$500.00			
Computer rental through 6-30-2020		\$445.00		
				\$55.00
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$1,000.00			
Credit		-\$20.00		
Personal Expense City Reimbursed		\$20.00		
Place And Main Strategic Plan check in		\$500.00		
Knowles reimb refreshments DDA budget		\$58.71		
				\$441.29
Dues & Subscriptions - 958.000	Budget	Expenditures		Balance
	\$600.00			
MI Downtown Membership - Knowles		\$200.00		
Membership Renewal		\$295.00		
				\$105.00
Reimbursements - Parking	Budget	Expenditures		Balance
	\$5,000.00			

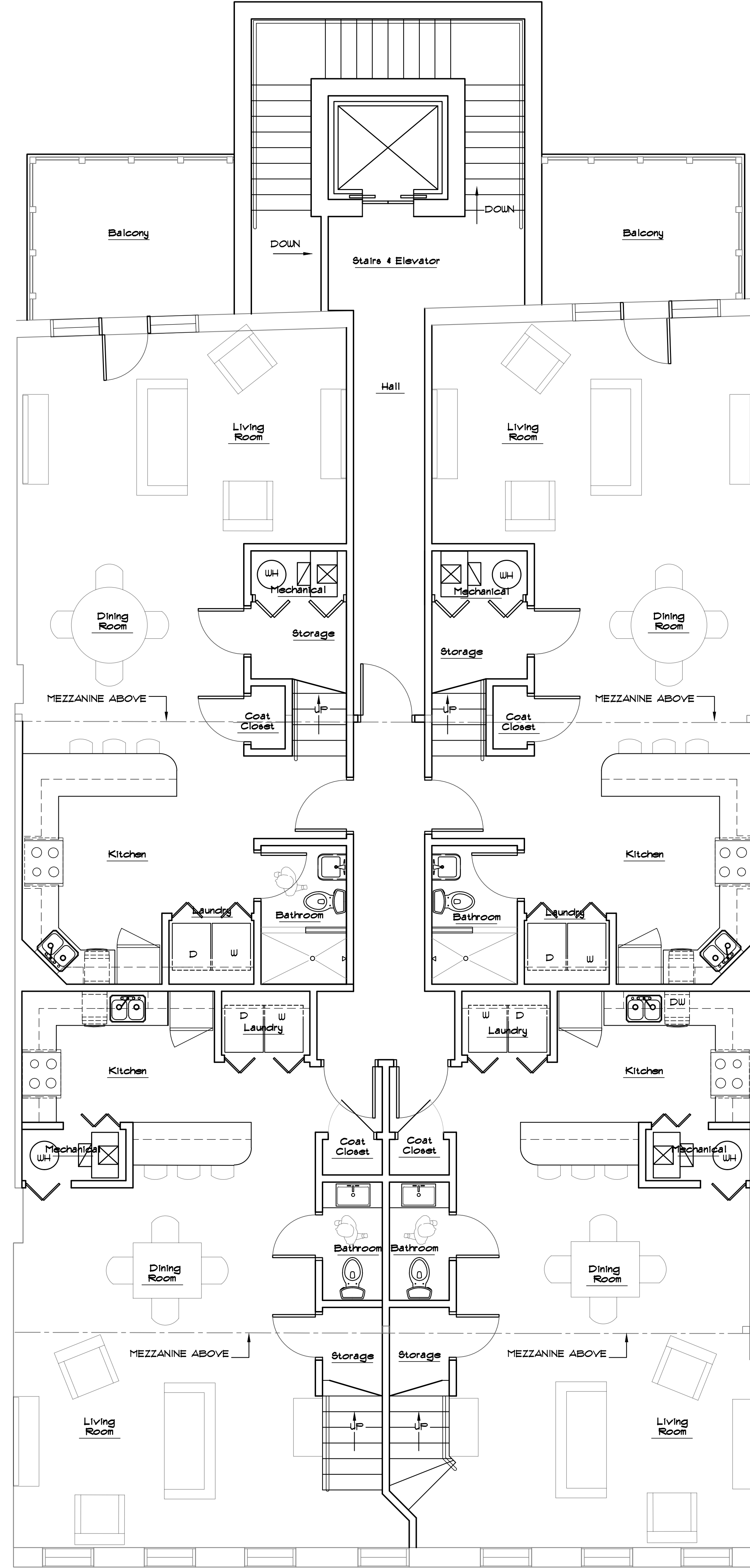
Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

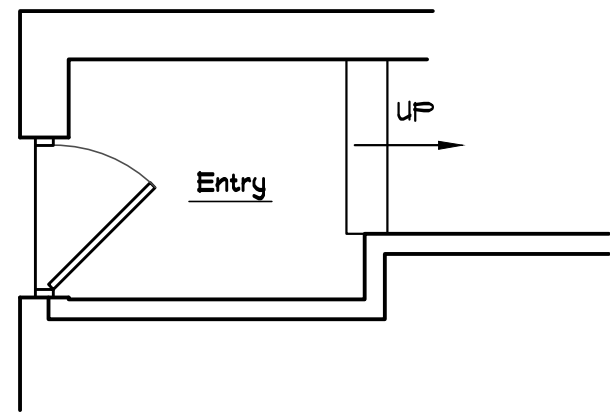
				\$5,000.00
Land	Budget	Expenditures		Balance
	\$50,000.00			
				\$50,000.00
Transfer Out General	Budget	Expenditures		Balance
	\$30,000.00			
				\$30,000.00
Transfer Out Debt Services	Budget	Expenditures		Balance
	\$122,200.00			
Bond payment		\$26,096.87		
Bond payment		\$96,096.88		
				\$6.25
Transfer Out - Capital Project	Budget	Expenditures		Balance
	\$20,000.00			
				\$20,000.00
Total	\$369,747.00	\$207,891.19		

2 Mezzanine
SCALE: 1/4"=1'-0"

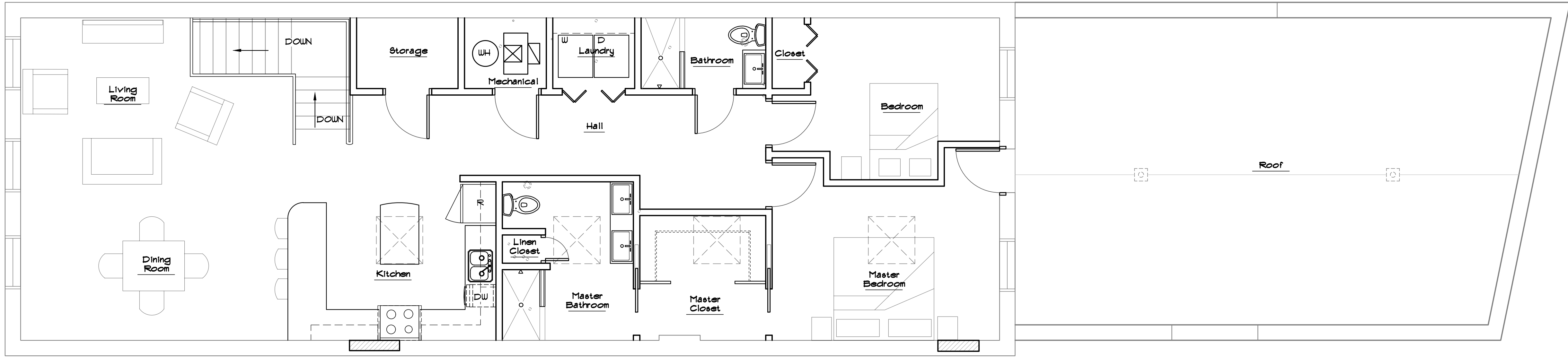


1 Third Floor Plan
SCALE: 1/4"=1'-0"

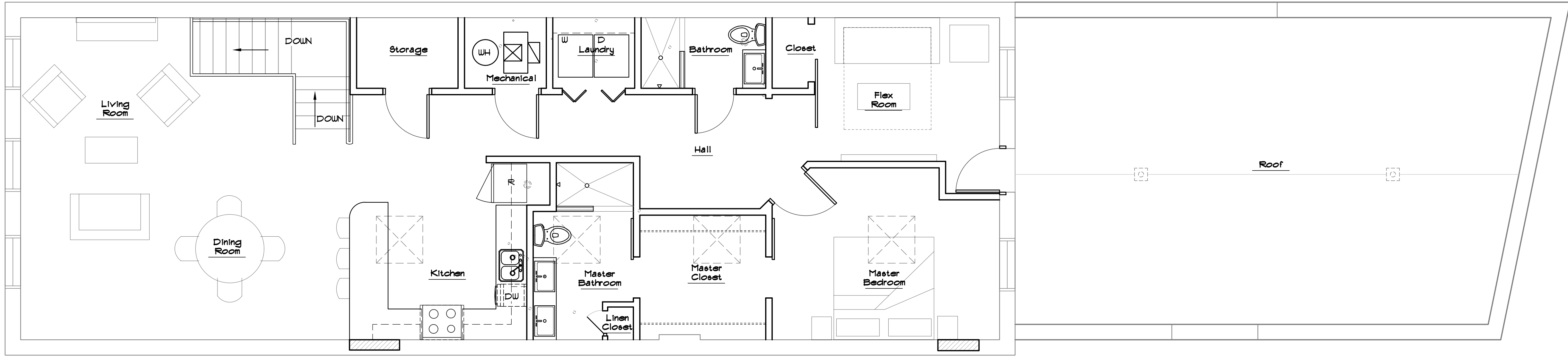




2 Entry First Floor Plan
SCALE: 1/4"=1'-0"



1 Second Floor Option 1
SCALE: 1/4"=1'-0"



3 Second Floor Option 2
SCALE: 1/4"=1'-0"

Memo

Date: Thursday, June 11, 2020

To: DDA Board of Directors

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

Re: **BEAUTIFICATION GRANT PROGRAM APPROVAL**

BACKGROUND

At the May meeting, the DDA board authorized through a COVID-19 Recovery Plan the creation of a microgrant program that will assist downtown businesses with small-scale beautification efforts that will enhance the visual appearance in the district. Based on a condensed schedule, the program description was written and disseminated to the board for comment; after receipt of comments, the program was distributed to the downtown businesses for which we have an email on file so that the program might launch in an expeditious manner.

At this time, the board is asked to ratify the creation of the program description, recognizing that flexibility might be necessary with some of the requirements, as the description was modified from an existing program in another community. Lastly, although the current description states an expiration date of September 30, 2020, I would suggest changing that statement to December 31, 2020 or while funds remain. That way, business or property owners that wish to enhance fall or winter decoration, for example, might qualify for funding.

The board approved \$2,000 for the microgrant program.

ACTION

Approve the Beautification Grant Program and fund through December 31, 2020 or while funds remain.

MONROE



TM

DOWNTOWN DEVELOPMENT AUTHORITY

Beautification Micro-Grant Program

INTRODUCTION & INSTRUCTIONS

The Monroe DDA will offer the Beautification Micro-Grant Program to downtown business and property owners who desire to make eligible small-scale improvements to the storefronts of their buildings. The Monroe DDA works to promote revitalization and offers technical, as well as financial assistance to assure our historical buildings and district are preserved, maintained and rehabilitated properly. These beautification efforts and improvements will enhance the physical image of the downtown as a quality place to shop, work, walk, invest in and live. Improvements result in a reinvestment of public and private dollars downtown.

A. Who is eligible?

1. Owner(s) of a business - Each business is eligible for up to 50% match of improvement costs to a maximum of \$100 total grant funds;
2. Owner(s) of a commercial building - Each building is eligible for up to 50% match of improvement costs to a maximum of \$100 total grant funds;
3. If a property is leased or purchased under contract, all parties to the lease or contract must agree in writing to the improvements.
4. Eligibility is based on property. A property owner with multiple properties may apply for funds to improve each property. A business owner with multiple storefront business facades may apply for funds to improve each business.
5. Businesses/buildings must be located within the Monroe DDA's [district](#) (follow link for map).

B. What is eligible?

Eligible expenses include landscaping (soil, flower pots, flowers), sandwich board signs (non-plastic, metal frame or chalkboard that meets city ordinance), art and window storefront display improvements that are visible from rights-of-way.

C. What grant funds are available?

1. The Monroe DDA has a total of \$2,000 available during the 2020 micro-grant round.

D. When will grants be available?

The application process will be open for as long as funding is available through September 30, 2020.

E. What are the limitations?

1. Funds are intended for improvements to exteriors of buildings only.
2. Improvements must be visible from right-of-way.
3. Funds are intended for future work **to be performed**, not work already completed. Only those costs for the project yet to be completed may be included in the budget submitted for the grant.

F. What is the Commitment & Project Schedule?

1. The applicant (building or business owner) must agree to complete the project in a timely manner. DDA Board approval of an application qualifies a project for reimbursement.
2. The applicant has 30 days from the date of acceptance to complete work on the project. If the work has not been completed by that time, the applicant must notify the DDA in writing of the delay and the intent to either:
 - a. Withdraw from participation in the program without reimbursement for any out-of-pocket expenses; or
 - b. Initiate work by a proposed date (if agreed to and accepted by Monroe DDA with a project completion date no later than 60 days from the original date of acceptance).
3. The project must be completed within 30 days of acceptance unless a time extension is approved.
4. A project started before the application is approved and grant awarded will not be approved, in which case the applicant must bear the full cost of the project or the cost of a redo that meets the design guidelines.
5. Changing the project without Monroe DDA approval voids the agreement and leaves the applicant(s) totally liable for any cost of the project.

G. What is the application process?

1. Applicants are encouraged to talk to the DDA prior to submitting an application to determine what, if any, City applications and permits are needed for their project (not needed for flower pots).
2. Submit application and materials to annette.knowles@monroemi.gov.
3. Staff reviews all applications for a recommendation. Staff presents recommendations to DDA Board.
4. The DDA Board makes final decision for award of grants. Staff notifies grant applicants of the grant awards.
6. If not already in hand, the applicant is required to obtain all approvals and permits from the City prior to the beginning of work. Failure to obtain City approvals or permits prior to beginning work will likely jeopardize some or all of the grant reimbursements for project costs.
7. Within 30 days of project completion, the applicant must submit photographs of the completed project and receipts showing payment for all project expenses to process reimbursement.
8. A reimbursement check equal to 50% of the approved project expenses (not to exceed \$100 per project) will be made payable in the name of the applicant(s) as stated on the grant application form.

H. What is included in the application?

Initial application submitted must include:

1. Micro-grant application completed,
2. A Micro-grant Agreement with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront

I. Program Administration

The DDA is responsible for overseeing review of all applications and is responsible for administration of the Micro-grant Improvement Program. The DDA Board awards grants and has final authority for the disbursement of funds.

J. PLEASE ADDRESS THE FOLLOWING IN YOUR GRANT APPLICATION

What are the criteria for rating grant applications?

Award of a grant is a discretionary decision by the DDA based on the criteria below. Award of grants may also be competitive should there be more quality projects than funds available.

1. **Consistent Design.** The applicant must demonstrate that the design is consistent with all grant applications associated with that building. A single building with more than one storefront business or facade is eligible for funds for only one design, but each independent tenant business' storefront (must have a separate mailing address and direct entrance off the street) is eligible for grant funding. A store with a front and a back door counts as just one storefront.
2. **Historic Character.** The project will rehabilitate a building or business storefront in keeping with the historic character of Monroe.
3. **Completed Application.** Those grant applications that are complete will have preference over those that do not; first-come, first-approved.
4. **Ready for Start.**
 - a. If a sign and/or building permit is required, a project that has received a sign and/or building permit approval or a determination that the project is exempt from a sign and/or building permit will have preference over those that do not yet have approval or exempt determination.
 - b. The project is shown to have a viable schedule for completion within 60 days of award of grant.
 - c. All signs should comply with the codes listed in Monroe [municipal code](#).

Need more information or resources?

- *Contact the Monroe DDA at 734-384-9146 or by e-mail at annette.knowles@monroemi.gov.*
- *Visit the Monroe DDA's [website](#) to download applicable forms.*

Monroe DDA Beautification Micro-Grant Program

Project Application

Date Received: _____

PROJECT NAME			
GRANT FUNDS REQUEST	\$		MAX. \$100 & 50% MAX. MATCH
PROJECT DESCRIPTION			
SITE ADDRESS			

APPLICANT	<input type="checkbox"/> BUILDING OWNER <input type="checkbox"/> BUSINESS OWNER/TENANT		
NAME:		DAY PH.	
MAILING ADDRESS:			
E-MAIL:		CELL PH.	

CONTACT PERSON	<input type="checkbox"/> APPLICANT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER: _____		
NAME:		DAY PH.	
MAILING ADDRESS:			
E-MAIL:		CELL PH.	

PROJECT INFO			
START DATE		ARCHITECT DESIGN FEES	\$
COMPLETION DATE		CONSTRUCTION & MATERIALS	\$
MATCH %	50%	*OTHER COSTS	\$
MATCH REQUEST	\$	TOTAL PROJECT COST	\$

*Clarify other costs in your application.

PLEASE INCLUDE THE FOLLOWING AS PART OF YOUR APPLICATION:

1. Micro-Grant Agreement with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront
2. Rendering of the design or other materials to portray the improvement(s) proposed; design boards and/or materials, sample paint chips or other samples; "before" photograph(s)

3. Explanation of how the proposed project meets the criteria for award of a grant. See Section J. of Introduction and Instructions
4. List of all participating building/business owners, if applicable.

Monroe DDA

Beautification Micro-Grant Agreement

The undersigned building owner(s) and business owners/tenants(s) acknowledge the applicant as

_____ and affirms that:

Applicant name(s)

1. The information submitted herein is true and accurate to the best of my (our) knowledge.
2. I (we) have read and understand the Monroe DDA's Beautification Microgrant Program: introduction, requirements and conditions.
3. I (we) agree to comply with all requirements and conditions.
4. Grant award may be promoted in social media and press releases by the Monroe DDA.

A. Printed Property Owner Name*: _____

B. Address: _____

Phone: _____ **Email:** _____

Property Owner Signature: _____ **Date:** _____

**Owner as determined by the City of Monroe Tax Assessor's Office*

C. Printed Business Owner/Tenant Name: _____

Address: _____

Phone: _____ **Email:** _____

Business Owner/Tenant Signature: _____ **Date:** _____

MI ST Business License #: _____

D. Printed Business Owner/Tenant Name: _____

Address: _____

Phone: _____ **Email:** _____

Business Owner/Tenant Signature: _____ **Date:** _____

MI ST Business License #: _____

Memo

Date: Thursday, June 11, 2020

To: DDA Board of Directors

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

Re: **BEAUTIFICATION GRANT APPLICATION - WILLIAMS INSURANCE**

BACKGROUND

Williams Insurance has applied for funding through the Beautification Microgrant Program for a replacement A-Frame sign as described in the attached application. The application meets all stated program requirements. Staff recommends board approval of the application in the amount of \$100.00.

Note: Member Williams has a conflict of interest and may only answer questions about the application.

ACTION

Approve the Beautification Grant Application for Williams Insurance in the amount of \$100.00.

Monroe DDA Beautification Micro-Grant Program

Project Application

Date Received: _____

PROJECT NAME	New A-Frame Reinforced Sign		
GRANT FUNDS REQUEST	\$ 62.50	MAX. \$100 & 50% MAX. MATCH	
PROJECT DESCRIPTION	Purchase of new A-Frame sign as our last one was damaged by wind. Project includes: Purchase of new sign plus materials to reinforce the sign. Total project cost estimated at \$125.00		
SITE ADDRESS	14 W. Front St, Monroe, MI 48161		

APPLICANT	<input type="checkbox"/> BUILDING OWNER <input checked="" type="checkbox"/> BUSINESS OWNER/TENANT		
NAME:	Kerri Williams - Williams Insurance Agency of Southeast MI	DAY PH.	734-244-0606
MAILING ADDRESS:	14 W. Front St., Monroe, MI 48161		
E-MAIL:	kerri.williams@meemic.com	CELL PH.	734-693-1187

CONTACT PERSON	<input checked="" type="checkbox"/> APPLICANT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER: _____		
NAME:	Kerri Williams	DAY PH.	734-244-0606
MAILING ADDRESS:	14 W. Front St, Monroe, MI 48161		
E-MAIL:	kerri.williams@meemic.com	CELL PH.	734-693-1187

PROJECT INFO			
START DATE	June 30, 2020	ARCHITECT DESIGN FEES	\$ -----
COMPLETION DATE	July 1, 2020	CONSTRUCTION & MATERIALS	\$ 125.00
MATCH %	50%	*OTHER COSTS	\$ -----
MATCH REQUEST	\$ 62.50	TOTAL PROJECT COST	\$ 125.00

*Clarify other costs in your application.

PLEASE INCLUDE THE FOLLOWING AS PART OF YOUR APPLICATION:

1. Micro-Grant Agreement with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront
2. Rendering of the design or other materials to portray the improvement(s) proposed; design boards and/or materials, sample paint chips or other samples; "before" photograph(s)

3. Explanation of how the proposed project meets the criteria for award of a grant. See Section J. of Introduction and Instructions
4. List of all participating building/business owners, if applicable.

Monroe DDA

Beautification Micro-Grant Agreement

The undersigned building owner(s) and business owners/tenants(s) acknowledge the applicant as

Kerri Williams - Williams Insurance Agency of Southeast Michigan and affirms that:

Applicant name(s)

1. The information submitted herein is true and accurate to the best of my (our) knowledge.
2. I (we) have read and understand the Monroe DDA's Beautification Microgrant Program: introduction, requirements and conditions.
3. I (we) agree to comply with all requirements and conditions.
4. Grant award may be promoted in social media and press releases by the Monroe DDA.

A. Printed Property Owner Name*: Frank Grzywacki (Application is for A Frame sign only)

B. Address: _____

Phone: _____ **Email:** _____

Property Owner Signature: _____ **Date:** _____

**Owner as determined by the City of Monroe Tax Assessor's Office*

C. Printed Business Owner/Tenant Name: Kerri Williams

Address: 14 W. Front St., Monroe, MI 48161

Phone: 734-244-0606 **Email:** kerri.williams@meemic.com

Business Owner/Tenant Signature:  **Date:** 06/03/2020

MI ST Business License #: _____

D. Printed Business Owner/Tenant Name: _____

Address: _____

Phone: _____ **Email:** _____

Business Owner/Tenant Signature: _____ **Date:** _____

MI ST Business License #: _____

Materials List:

- 1 A-Frame Sign
- 3 1x2x8
- 2 Pkg 1" Brass Hinges
- 1 Piano Hinge
- 1 Minwax Polyurethane



**MONROE DDA
2019-2020 WORK PLAN UPDATE**

June, 2020

PROJECT	CHAMPION(S)	NOTES
Goal: Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses		
1. Annual Communications Plan	Staff	
2. Address negative social media posts through issue-oriented public education		
Goal: Support downtown businesses and property owners with financial incentives, advocacy and awareness		
1. Implement recommendations in Downtown Master Plan that calm streets.	City Staff	
a. One way conversion on Cass/Harrison		Cass/Harrison under discussion
b. One way conversions on First/Front		
2. Implement recommendations in Downtown Master Plan to activate storefronts.	Sacco/Williams	Committee forming; first step is reversing mural prohibition
{ 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 through pop up events, food trucks and temporary art installations		
d. Establish building design standards/form-based code	City Staff	Form-based code going to CPC in early 2020
e. Enhance the Farmers Market experience	Sacco	Nothing to report to date
Goal: Preserve and enhance downtown by facilitating development; establish an environment that promotes residential growth		
1. Enhance the Riverwalk (in accordance with Riverwalk plan)	Swanson	Professional services proposal with Russell Design approved.
3. Help drive alleyway improvements	City Staff	On DPW work plan for 2020
Goal: Market the downtown to encourage people to frequent local businesses and events		
1. Annual Marketing Plan	Swanson	Focusing on COVID-19 recovery plan and marketing
2. Develop greater partnership with the MC Convention & Tourism Bureau	Staff	
Goal: Serve as an intermediary between the organizations that connect to downtown and link to other community resources		
1. Schedule quarterly stakeholder/partner meetings	Staelgraeve	No action taken yet
Goal: Implement strategies to improve parking management and infrastructure	NEEDS NEW CHAIR	

MONROE DDA
2019-2020 WORK PLAN UPDATE

June, 2020

1. Create employee and residential permits as recommended in Downtown Master Plan		Under discussion
2. Create visitor-priority parking lots that prohibit parking before 10am		In process
3. Cover meters/make parking free on street and in visitor lots until demand rises		Demonstration project in effect
4. Establish first-time forgiveness program; escalating fines		Under discussion
5. Establish new, simplified regulations for on-street parking		Portion of downtown in process
6. Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours		No action needed until one-way to two-way on Front
Carry Over from 2018-2019		
Tree and Lamp Post Maintenance (Year 2 of 3)	Staff	Supplies for lamp posts received; trees in selected area trimmed
Upper Floor Conversion Technical Services	Lukacs	On agenda for June
Streetscape Design Guidelines	Lukacs	Project complete
Downtown Reinvestment Program	Lukacs	Project approved, underway