

**MONROE DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
SEPTEMBER 16, 2020 AT 8:30 AM**

PLEASE TAKE NOTICE that a Regular Meeting of the Monroe Downtown Development Authority scheduled for September 16, 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](mailto: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](https://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: September 16, 2020 08:30 AM Eastern Time (US and Canada)**

**Topic: DDA Regular Meeting**

**Please click the link below to join the webinar:**

**<https://zoom.us/j/94877070252>**

**Passcode: 653178**

**Or iPhone one-tap :**

**US: +13017158592,,94877070252#,,,,,0#,,653178# or +13126266799,,94877070252#,,,,,0#,,653178# 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: 948 7707 0252**

**Passcode: 653178**

**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](mailto: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, September 16, 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, August 19, 2020 Regular Meeting
- C. Financial Reports
  - i. August, DDA Revenue and Expenditure Report FY 2020-2021
  - ii. August, DDA Itemized Expenditure Report FY 2020-2021

**6. New Business**

- |   |          |                  |
|---|----------|------------------|
| <b>A.</b> Refunding Bond Issue          | (10 min) | <b>Info Only</b> |
| <b>B.</b> Work Planning for FY2021-2022 | (5 min)  | <b>Info Only</b> |
| <b>C.</b> Proposed DDA Boundary Changes | (5 min)  | <b>Info Only</b> |

**7. Other Business**

- |  |              |                  |
|--|--------------|------------------|
| A. Downtown Reinvestment Program – Application for 44 West Front | (5 min)      | <b>Info Only</b> |
| B. Building Investment Grant (BIG) Program Introduction          | (5 min)      | <b>Info Only</b> |
| C. Work Plan Updates   | (10 minutes) | <b>Info Only</b> |

**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, August 19, 2020**  
**Electronic Meeting Held via ZOOM**  
**Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:32 a.m.

## **1. Roll Call**

Present: Mayor Robert Clark, Tiffany Harper, Scott Kegerreis, Deb Staelgraeve, Mackenzie Swanson and Anthony Trujillo

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

Guests: Vince Pastue

## **2. Vision Statement** – Read by Mayor Clark

## **3. Additions/Deletions to the Meeting Agenda** – None

## **4. Public Comments** – Azia Hawthorne offered photography services to the DDA

## **5. Consent Agenda**

A. Approval of Agenda

B. Approval of Minutes:

- ❖ Wednesday, June 17, 2020 Regular Meeting
- ❖ Wednesday, July 15, 2020 Annual Meeting
- ❖ Wednesday, July 22, 2020 Special Meeting

C. Financial Reports:

- ❖ 2019-2020 Itemized Expenditure Report Final
- ❖ June, DDA Revenue and Expenditure Report FY 2019-2020
- ❖ July, DDA Revenue and Expenditure Report FY 2020-2021
- ❖ July, DDA Itemized Expenditure Report FY 2020-2021

Motion by Mayor Clark seconded by Kegerreis to approve items on the Consent Agenda.  
***Motion carried.***

## **6. New Business**

### **A. One-Year Subscription for Online Meeting Software**

Motion by Staelgraeve seconded by Mayor Clark to authorize the expenditure of an amount not to exceed \$200, for an annual subscription to GoToMeeting, the cost to be derived from account #751-65.691-727.000, Office Supplies. ***Motion carried unanimously.***

### **B. Administrative Expenses.**

Motion by Staelgraeve seconded by Swanson, effective November 1, 2020, the DDA will relinquish the Operations Coordinator, and funding of the position, to the City of Monroe. ***Motion carried unanimously.***

## **7. Other Business**

### **A. Work Plan Update.**

Knowles supplied a written work plan update for the period beginning July 1, 2020. Note, the alley improvements were not included in the specifications; therefore, this item will be removed.

### **B. Closed Session**

Motion by Mayor Clark seconded by Swanson to adjourn to closed session at 9:03 a.m. to discuss land acquisition. ***Motion carried unanimously.***

Motion by Mayor Clark seconded by Trujillo return to open session at 9:28 a.m.. ***Motion carried unanimously.***

Motion by Kegerreis seconded by Staelgraeve to approve the option to purchase 201 W Front St. with purchase not to exceed \$300,000.00, subject to completion of due diligence of phase 1 and phase 2 environmental site assessments, with the purpose of making the property available for redevelopment. ***Motion carried unanimously.***

## **8. Communications – None**

## **9. Board Member Comments/Administrative Comments –**

Tiffany excited for this project.

Mayor Clark agrees and would like to thank the board. This is a great step forward

Kegerreis excited to take steps to acquire property and development downtown.

Swanson agrees; she feels very accomplished with this meeting.

Staelgraeve excited that things are getting done.

Annette advised the board that there was discussion at the last City Council meeting about re-examining the boundaries of DDA district. There is also early-stage discussion about the creation of a principal shopping district.

Vince discussed the DDA boundaries. He would like to add the old fire station property to the DDA district. Additionally, the City Financial Advisor is recommending the refinancing of the DDA bonds from 2012.

Trujillo agrees it would be good to look at boundaries.

## **10. Adjournment**

Motion to adjourn by Swanson seconded by Staelgraeve at 9:40 a.m.

***Motion carried.***

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
08/01/2020			<b>751-00.000-005.000 COOP LIQUID ASSET SEC SYS</b>		BEG. BALANCE		502,725.92
08/06/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23437		30,900.00	471,825.92
08/20/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23529		6,400.00	465,425.92
08/31/2020	GJ	JE	MICHIGAN CLASS INTEREST - AUG 2020	23599	77.21		465,503.13
08/31/2020			751-00.000-005.000	END BALANCE	77.21	37,300.00	465,503.13
08/01/2020			<b>751-00.000-007.000 AUTOMATED PUBLIC FUNDS</b>		BEG. BALANCE		(29,904.17)
08/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23377		111.42	(30,015.59)
08/06/2020	PR	CHK	SUMMARY PR 08/06/2020			883.13	(30,898.72)
08/06/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23437	30,900.00		1.28
08/12/2020	GJ	JE	5/3 SERVICE FEES - JULY 2020	23507		21.38	(20.10)
08/18/2020	CD	CHK	SUMMARY CD 08/18/2020			807.08	(827.18)
08/20/2020	CD	CHK	SUMMARY CD 08/20/2020			4,637.35	(5,464.53)
08/20/2020	PR	CHK	SUMMARY PR 08/20/2020			883.13	(6,347.66)
08/20/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23529	6,400.00		52.34
08/31/2020			751-00.000-007.000	END BALANCE	37,300.00	7,343.49	52.34
08/01/2020			<b>751-00.000-202.000 ACCOUNTS PAYABLE</b>		BEG. BALANCE		(807.08)
08/17/2020	AP	INV	UNILOCK MICHIGAN INC	SIN191950		4,637.35	(5,444.43)
08/18/2020	CD	CHK	SMOOTH WOOD TILES - PEDESTALS AND BR/		807.08		(4,637.35)
08/20/2020	CD	CHK	SUMMARY CD 08/20/2020		4,637.35		0.00
08/31/2020			751-00.000-202.000	END BALANCE	5,444.43	4,637.35	0.00
08/01/2020			<b>751-65.691-703.000 PART TIME SALARIES &amp; WAGES</b>		BEG. BALANCE		1,059.10
08/06/2020	PR	CHK	SUMMARY PR 08/06/2020		819.60		1,878.70
08/20/2020	PR	CHK	SUMMARY PR 08/20/2020		819.60		2,698.30
08/31/2020			751-65.691-703.000	END BALANCE	1,639.20	0.00	2,698.30
08/01/2020			<b>751-65.691-717.000 SOCIAL SECURITY</b>		BEG. BALANCE		65.67
08/06/2020	PR	CHK	SUMMARY PR 08/06/2020		50.81		116.48
08/20/2020	PR	CHK	SUMMARY PR 08/20/2020		50.82		167.30
08/31/2020			751-65.691-717.000	END BALANCE	101.63	0.00	167.30
08/01/2020			<b>751-65.691-717.005 MEDICARE</b>		BEG. BALANCE		15.35
08/06/2020	PR	CHK	SUMMARY PR 08/06/2020		11.89		27.24
08/20/2020	PR	CHK	SUMMARY PR 08/20/2020		11.88		39.12
08/31/2020			751-65.691-717.005	END BALANCE	23.77	0.00	39.12
08/01/2020			<b>751-65.691-718.010 WORKERS' COMP INSURANCE</b>		BEG. BALANCE		1.63
08/06/2020	PR	CHK	SUMMARY PR 08/06/2020		0.83		2.46
08/20/2020	PR	CHK	SUMMARY PR 08/20/2020		0.83		3.29
08/31/2020			751-65.691-718.010	END BALANCE	1.66	0.00	3.29
08/01/2020			<b>751-65.691-910.000 INSURANCE PREMIUM</b>		BEG. BALANCE		111.42
08/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23377	111.42		222.84
08/31/2020			751-65.691-910.000	END BALANCE	111.42	0.00	222.84
08/01/2020			<b>751-65.691-974.000 LAND IMPROVEMENTS</b>		BEG. BALANCE		0.00
08/17/2020	AP	INV	UNILOCK MICHIGAN INC	SIN191950	4,637.35		4,637.35
08/31/2020			751-65.691-974.000	END BALANCE	4,637.35	0.00	4,637.35
08/01/2020			<b>751-80.100-665.005 INTEREST ON INVESTMENTS</b>		BEG. BALANCE		(134.72)
08/12/2020	GJ	JE	5/3 SERVICE FEES - JULY 2020	23507	21.38		(113.34)
08/31/2020	GJ	JE	MICHIGAN CLASS INTEREST - AUG 2020	23599		77.21	(190.55)
08/31/2020			751-80.100-665.005	END BALANCE	21.38	77.21	(190.55)
GRAND TOTALS:					49,358.05	49,358.05	473,133.12



PERIOD ENDING 08/31/2020

		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		2020-21	08/31/2020	08/31/2020	BALANCE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	(ABNORMAL) ASE	(DECREASE) MAL	(ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	5,000.00	190.55	55.83	4,809.45
Total Dept 80.100 - GENERAL REVENUE		5,000.00	190.55	55.83	4,809.45
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	273,563.00	0.00	0.00	273,563.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(35,524.00)	0.00	0.00	(35,524.00)
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	0.00	0.00	256,011.00
TOTAL REVENUES		261,011.00	190.55	55.83	260,820.45
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	21,000.00	2,698.30	1,639.20	18,301.70
751-65.691-717.000	SOCIAL SECURITY	1,302.00	167.30	101.63	1,134.70
751-65.691-717.005	MEDICARE	305.00	39.12	23.77	265.88
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	3.29	1.66	17.71
751-65.691-727.000	OFFICE SUPPLIES	500.00	90.08	0.00	409.92
751-65.691-730.000	POSTAGE	500.00	1,489.82	0.00	(989.82)
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	25.00	0.00	1,375.00
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	956.85	0.00	24,043.15
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	222.84	111.42	1,114.16
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	0.00	0.00	600.00
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	4,637.35	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	10,774.95	6,515.03	584,829.05
TOTAL EXPENDITURES		595,604.00	10,774.95	6,515.03	584,829.05
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		261,011.00	190.55	55.83	260,820.45
TOTAL EXPENDITURES		595,604.00	10,774.95	6,515.03	584,829.05
NET OF REVENUES & EXPENDITURES		(334,593.00)	(10,584.40)	(6,459.20)	(324,008.60)
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	465,555.47		

Monroe Downtown Development Authority  
2020-2021 Fiscal Year Expenditure Report

<b>Part Time Salaries</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$21,000.00		
7/9/2020		\$239.50	
7/23/2020		\$819.60	
8/6/2020		\$819.60	
8/20/2020		\$819.60	
			\$18,301.70
<b>Social Security</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$1,302.00		
7/9/2020		\$14.85	
7/23/2020		\$50.82	
8/6/2020		\$50.81	
8/20/2020		\$50.82	
			\$1,134.70
<b>Medicare</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$305.00		
7/9/2020		\$3.47	
7/23/2020		\$11.88	
8/6/2020		\$11.89	
8/20/2020		\$11.88	
			\$265.88
<b>Workers Comp Insurance</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$21.00		
7/9/2020		\$0.80	
7/23/2020		\$0.83	
8/6/2020		\$0.83	
8/20/2020		\$0.83	
			\$17.71

Monroe Downtown Development Authority  
2020-2021 Fiscal Year Expenditure Report

<b>Office Supplies - 727.000</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$500.00		
Computer protection		\$63.59	
Adobe subscription		\$26.49	
			\$409.92
<b>Postage</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$500.00		
The Print House INC. - postage		\$1,489.32	
			-\$989.32
<b>Uniforms/Clothing</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$100.00		
			\$100.00
<b>Seasonal Decorations - 750.075</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$5,200.00		
			\$5,200.00
<b>Audit Services</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$1,500.00		
			\$1,500.00
<b>General Contract Services - 818.020</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$45,365.00		

Monroe Downtown Development Authority  
2020-2021 Fiscal Year Expenditure Report

			\$45,365.00
<b>General Contract Services - 818.020</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$30,000.00		
			\$30,000.00
<b>General Contract Services - 818.020</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$10,000.00		
			\$10,000.00
<b>Façade Improvements - 818.080</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$50,000.00		
			\$50,000.00
<b>Training &amp; Travel - 860.000</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$1,400.00		
DDA Webinar		\$25.00	
			\$1,375.00
<b>Community &amp; Promotion 880.000</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$25,000.00		
The Print House Inc. - mailer		\$276.85	
Postcards, static cling decal		\$680.00	

Monroe Downtown Development Authority  
2020-2021 Fiscal Year Expenditure Report

			\$24,043.15
<b>Publishing/Advertising 905.000</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$300.00		
			\$300.00
<b>Insurance Premium</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$1,337.00		
July		\$111.42	
August		\$111.42	
			\$1,114.16
<b>Repair &amp; Maintenance 934.751</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$5,000.00		
			\$5,000.00
<b>Rental - Equipment</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$445.00		
Computer rental through 6-30-2021		\$445.00	
			\$0.00
<b>Miscellaneous Expense - 955.000</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$1,000.00		

Monroe Downtown Development Authority  
2020-2021 Fiscal Year Expenditure Report

			\$1,000.00
<b>Dues &amp; Subscriptions - 958.000</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$600.00		
			\$600.00
<b>Land</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$100,000.00		
			\$100,000.00
<b>Land Improvements 974.000</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$4,638.00		
Smooth wood tiles - pedestals and braces		\$4,637.35	
			\$0.65
<b>Transfer Out General 999.101</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$20,000.00		
			\$20,000.00
<b>Transfer Out Debt Services</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$130,094.00		
			\$130,094.00
<b>Transfer Out - Capital Project 999.401</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$115,000.00		
			\$115,000.00

Monroe Downtown Development Authority  
2020-2021 Fiscal Year Expenditure Report

<b>Transfer Out - Capital Project 999.401</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$25,000.00		
			\$25,000.00
<b>Totals</b>	\$595,607.00		\$584,832.55

## Memo

Date: Monday, September 14, 2020

To: DDA Board of Directors

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

Re: **REFUNDING BOND ISSUE**

### **BACKGROUND**

The City of Monroe is considering a refunding of the 2012 capital improvement bond issue, which includes the DDA's financial commitment to the portion related to the riverfront parking lot. See the attachments from the September 8 council meeting and the current bond debt schedule.

The bond sale is set for Tuesday, October 6; after that time, we will be able to share what savings in interest payments may be realized by the sale, if any. Beginning fiscal year 2021, the principal owed will stand at \$1,490,000.

### **ACTION**

No action necessary; this item is for information only at this time.





## CITY COUNCIL AGENDA FACT SHEET

### RELATING TO: 2020 Refunding Bond Authorizing Resolution

#### DISCUSSION:

City administration is recommending approval of a resolution authorizing the issuance of 2020 refunding bonds. The bonds would be issued in an amount not to exceed \$8.5 million. The purpose of the bond issue is to refund/refinance three bond issues that are now eligible for a current refunding to generate interest cost savings on the already issued bonds. A summary of the estimated savings is attached for your review. The total savings is estimated at just over \$1.0 million. The bonds to be refunded originally included funding from the bridge millage, downtown development authority, and the water fund. A letter from the City's bond counsel is attached further describing the refunding and the resolution.

**Therefore, it is recommended, that the Mayor and City Council approve the Resolution Authorizing Issuance of 2020 Refunding Bonds.**

#### CITY MANAGER RECOMMENDATION:

  
Vincent Pastore, City Manager 9/2/2020

**APPROVAL DEADLINE:** 9/8/2020

**REASON FOR DEADLINE:** Bond sale schedule

**STAFF RECOMMENDATION:** For

**REASON AGAINST:**

**INITIATED BY:** Edward Sell

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Finance, Engineering & Public Services Department, Manager's Office, Water Department

**Financial Impact:**

**COST AND REVENUE PROJECTIONS**

Cost of Total Project

Cost of This Project Approval

Related Annual Operating Cost

Increased Revenue Expected/Year

**Source of Funds**

  
Vincent Pastore, City Manager 9/2/2020

**FACT SHEET PREPARED BY:** Finance

**DATE** 09/1/20

**REVIEWED BY:** Edward Sell

  
Edward Sell, City Manager 9/1/2020

**COUNCIL MEETING DATE:** 09/8/20

	Tax-Exempt Current Refunding of 2012 Bonds	Tax-Exempt Current Refunding of 2012 Ref Bonds	Tax-Exempt Current Refunding of 2013 Bonds	Tax-Exempt Current Refunding of 2012 & 2013 Bonds
Assumed Pricing Date:	Sep 2020	Sep 2020	Sep 2020	Sep 2020
Assumed Dated Date:	Nov 2020	Nov 2020	Nov 2020	Nov 2020
Total Savings (net of issuance cost):	\$363,381	\$43,934	\$639,813	\$1,003,194
Net Present Value (NPV) Savings:	\$345,187	\$40,182	\$604,849	\$950,036
NPV Savings as % of Refunded Bonds:	11.41%	5.12%	14.50%	13.08%
True Interest Cost (TIC):	1.09%	0.79%	1.21%	1.16%
Average Coupon of Refunded Bonds:	3.22%	3.29%	3.55%	3.42%

- Estimated interest rates assume market conditions as August 14, 2020
- Assumes the 2012 Refunded Bonds 2013 Refunded Bonds are called December 1, 2020
- NPV savings discounted to November 2020

Founded in 1852  
by Sidney Davy Miller



PATRICK F. McGOW  
TEL (313) 496-7684  
FAX (313) 496-8450  
E-MAIL [mcgow@millercanfield.com](mailto:mcgow@millercanfield.com)

Miller, Canfield, Paddock and Stone, P.L.C.  
150 West Jefferson, Suite 2500  
Detroit, Michigan 48226  
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[www.millercanfield.com](http://www.millercanfield.com)

8.b

MICHIGAN  
ILLINOIS  
NEW YORK  
OHIO  
WASHINGTON, D.C.  
CANADA  
CHINA  
MEXICO  
POLAND  
QATAR

August 31, 2020

Mr. Edward J. Sell, Jr.  
Assistant City Manager/Finance Director  
City of Monroe  
120 East First Street  
Monroe MI 48161-2169

Re: City of Monroe 2020 Refunding Bonds (Limited Tax General Obligation)

Dear Ed:

I have enclosed a revised Resolution Authorizing Issuance of 2020 Refunding Bonds (Limited Tax General Obligation) (the "Refunding Bonds") for consideration for approval by the City Council at its meeting on September 8th. The Resolution has been prepared based on the bond specifications prepared by Public Financial Management, as the City's financial advisor.

The Resolution relates to the refunding of three prior issues of bonds which were issued by the City for various capital projects. The City has the ability to achieve interest cost savings by issuing the refunding bonds to refinance the prior bonds to take advantage of lower interest rates in today's bond market. The prior bonds of the City which are being refinanced include: a) its 2012 Capital Improvement Bonds (Limited Tax General Obligation), in the original principal amount of \$4,050,000, dated as of February 14, 2012 (the "2012 Bonds"), for the purposes of acquiring, constructing, furnishing and equipping (i) bridge improvements, including rehabilitation of the Macomb Street and Roessler Street bridges, together with all appurtenances and attachments; and ii) parking improvements, including all related land acquisition, landscaping, retaining wall improvements, utilities and all appurtenances and attachments; b) its 2012 General Obligation Limited Tax Refunding Bonds, in the original principal amount of \$1,850,000, dated as of March 27, 2012, for the purposes of paying the cost of refunding all or a portion of the City's callable outstanding 2005 General Obligation Capital Improvement Bonds which financed improvements to the City's DPS Facility and Meter Shop Facility; and c) its 2013 Capital Improvement Bonds (Limited Tax General Obligation), in the original principal amount of \$5,615,000, dated as of December 23, 2013, for the purposes of paying part of the costs of acquiring, constructing, furnishing and equipping water supply system improvements, including water treatment plant facilities, rehabilitation, replacement and looping of water mains, together with all appurtenances and attachments (together, the "Prior Bonds").

Attachment: Transmittal Letter from Bond Counsel (2020 Refunding Bond Authorizing Resolution)



## MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Edward Sell

-2-

August 31, 2020

The enclosed Resolution authorizes the issuance of Refunding Bonds in an amount not to exceed \$8,500,000 to refund the Prior Bonds. The Refunding Bonds will be secured by the City's limited tax full faith and credit pledge and will be paid from a variety of sources. The debt service payments for the portion of the Refunding Bonds relating to the bridge projects are expected to be paid from the special bridge millage; the debt service payments for the portion of the Refunding Bonds relating to the parking improvements are expected to be paid from tax increment revenues from the Monroe Downtown Development Authority, and the debt service payments for the portion of the Refunding Bonds relating to the water supply system projects are expected to be paid from water system revenues.

The Resolution sets forth the terms of the Refunding Bonds, the form of Refunding Bonds, and provides for a negotiated bond sale to Huntington Securities, Inc. as the Underwriter. The Resolution also authorizes various City officials (City Manager, Assistant City Manager and City Clerk) to take the necessary actions to issue, sell and deliver the Bonds. There are various blanks in the Resolution in the form of bond that are intended to be in blank, those items will be completed in the final forms of those documents.

The Authorized Officers are authorized to proceed with the sale of the Refunding Bonds so long as the City achieves at least a 3% net present value savings through the refunding. The City can only issue the Refunding Bonds if it results in at least a 3% net savings to the City.

I would appreciate it if you could send me three certified copies each of the enclosed documents after their adoption.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: 

Patrick F. McGow

Enclosure

cc: Vince Pastue  
Kari Blanchett  
Sean Rucker

36465116.2\061967-00065

Attachment: Transmittal Letter from Bond Counsel (2020 Refunding Bond Authorizing Resolution)

**RESOLUTION AUTHORIZING ISSUANCE OF  
2020 REFUNDING BONDS  
(LIMITED TAX GENERAL OBLIGATION)**

**CITY OF MONROE**  
County of Monroe, State of Michigan

Minutes of a regular meeting of the City Council of the City of Monroe, County of Monroe, Michigan, conducted electronically in conformity with Governor Whitmer's Executive Order No. 2020-154 (COVID-19), on the 8th day of September, 2020 at 7:30 p.m., prevailing Eastern Time.

PRESENT: Members: \_\_\_\_\_

ABSENT: Members: \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the City of Monroe, County of Monroe, State of Michigan (the "City"), has previously issued: a) its 2012 Capital Improvement Bonds (Limited Tax General Obligation), in the original principal amount of \$4,050,000, dated as of February 14, 2012 (the "2012 Bonds"), for the purposes of acquiring, constructing, furnishing and equipping (i) bridge improvements, including rehabilitation of the Macomb Street and Roessler Street bridges, together with all appurtenances and attachments; and ii) parking improvements, including all related land acquisition, landscaping, retaining wall improvements, utilities and all appurtenances and attachments; b) its 2012 General Obligation Limited Tax Refunding Bonds, in the original principal amount of \$1,850,000, dated as of March 27, 2012 (the "2012 Refunding Bonds"), for the purposes of paying the cost of refunding all or a portion of the City's callable outstanding 2005 General Obligation Capital Improvement Bonds which financed improvements to the City's DPS Facility and Meter Shop Facility; and c) its 2013 Capital Improvement Bonds (Limited Tax General Obligation), in the original principal amount of \$5,615,000, dated as of December 23, 2013 (the "2013 Bonds," together with the "2012 Bonds" and the "2012 Refunding Bonds," the "Prior Bonds"), for the purposes of paying part of the costs of acquiring, constructing, furnishing and equipping water supply system improvements, including water treatment plant facilities, rehabilitation, replacement and looping of water mains, together with all appurtenances and attachments; and

WHEREAS, Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), authorizes the City to refund or advance refund all or any part of its outstanding securities; and

WHEREAS, the City has been advised that it may achieve interest costs savings through the refunding of all or a portion of the callable Prior Bonds (the portion of the Prior Bonds to be refunded are hereinafter referred to as the "Prior Bonds To Be Refunded"); and

WHEREAS, the City desires to issue refunding bonds pursuant to Act 34, in an aggregate principal amount of not to exceed Eight Million Five Hundred Thousand Dollars (\$8,500,000) for

the purpose of paying all or part of the cost of refunding the Prior Bonds To Be Refunded in order to achieve interest cost savings for the benefit of the City and its taxpayers; and

WHEREAS, the City desires to negotiate the sale of the Bonds to Huntington Securities, Inc. (the "Underwriter") within the parameters established by this Resolution.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Authorization of Bonds; Bond Details. Bonds of the City shall be issued in the aggregate principal amount of not to exceed Eight Million Five Hundred Thousand Dollars (\$8,500,000), as finally determined upon sale thereof, to be designated 2020 REFUNDING BONDS (LIMITED TAX GENERAL OBLIGATION) (the "Bonds"), for the purpose of paying the cost of refunding the Prior Bonds To Be Refunded and issuance costs of the Bonds.

The Bonds shall consist of bonds registered as to principal and interest of the denomination of \$5,000 or multiples of \$5,000 not exceeding for each maturity the aggregate principal amount of such maturity, dated as of the date of delivery, or such other date as determined by the City Manager or Assistant City Manager (each an "Authorized Officer"), numbered as determined by the Transfer Agent (hereinafter defined), and maturing or subject to mandatory redemption on such dates as shall be determined at the time of sale and in the amounts as determined by an Authorized Officer. The Bonds shall bear interest at a rate or rates to be determined at the time of sale thereof, first payable on such date as determined at the time of sale thereof, and semi-annually thereafter by check or draft mailed by the Transfer Agent to the registered owner of record as of the 15th day of the month prior to the payment date for each interest payment. The record date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the City to conform to market practice in the future. The principal of the Bonds shall be payable at a bank or trust company as a registrar and transfer agent for the Bonds to be selected by an Authorized Officer (the "Transfer Agent"). The Bonds may be subject to optional or mandatory redemption prior to maturity as determined at the time of sale.

2. Execution of Bonds; Book-Entry Only Form. The Bonds shall be signed by the facsimile signatures of the Mayor and the City Clerk and shall have the facsimile seal of the City printed on the Bonds. No Bond shall be valid until authenticated by an authorized representative of the Transfer Agent. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by it to the purchaser in accordance with instructions from the Finance Director upon payment of the purchase price for the Bonds in accordance with the offer therefor when accepted. Executed blank certificates for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

The Bonds may be issued in book entry only form through the Depository Trust Company in New York, New York ("DTC") and the Authorized Officers are authorized to execute such custodial or other agreements with DTC as may be necessary to accomplish the issuance of the Bonds in book entry only form and to make such change in the Bond Form within the parameters of this Resolution as may be required to accomplish the foregoing.

Unless waived by any registered owner of Bonds to be redeemed, official notice of redemption shall be given by the Transfer Agent on behalf of the City. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates;

interest rates; CUSIP numbers, if any; certificate numbers (and in the case of partial redemption) the called amounts of each certificate; the redemption date; the redemption price or premium; the place where Bonds called for redemption are to be surrendered for payment; and that interest on Bonds or portions thereof called for redemption shall cease to accrue from and after the redemption date.

In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

3. Transfer of Bonds. The Transfer Agent shall keep the books of registration for this issue on behalf of the City. Any Bond may be transferred upon such registration books by the registered owner of record, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the City shall execute and the Transfer Agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require the payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer.

4. Security for Bonds; Limited Tax Pledge; Defeasance of Bonds. The City hereby pledges its limited tax full faith and credit for the prompt payment of the principal and interest on the Bonds. The City shall, each year budget the amount of the debt service coming due in the next fiscal year on the principal of and interest on the Bonds and shall advance as a first budget obligation from its general funds available therefor, or, if necessary levy taxes upon all taxable property in the City subject to applicable constitutional, statutory and charter tax rate limitations, such sums as may be necessary to pay such debt service in said fiscal year. The City Treasurer is authorized and directed to open a separate fund with a bank or trust company designated by the City Council to be known as the 2020 REFUNDING BONDS (LIMITED TAX GENERAL OBLIGATION) DEBT RETIREMENT FUND (the "Debt Retirement Fund"), the moneys to be deposited into the Debt Retirement Fund to be specifically earmarked and used solely for the purpose of paying principal of and interest on the Bonds as they mature. Into said fund there shall be placed the accrued interest, if any, received at the time of delivery of the Bonds.

In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay the principal of and interest on the Bonds when due, shall be deposited in trust, this Resolution shall be defeased and the owners of the Bonds shall have no further rights under this Resolution except to receive payment of the principal of and interest on the Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

5. Issuance Fund; Escrow Account; Proceeds of Bond Sale. Proceeds of the Bonds shall be used to pay the costs of issuance of the Bonds and to secure payment of the Prior Bonds To Be Refunded as provided in this paragraph. Upon receipt of the proceeds of sale of the Bonds, the accrued interest and premium, if any, shall be deposited in the Debt Retirement Fund for the Bonds. From the proceeds of the Bonds there shall next be set aside a sum sufficient to pay the costs of issuance of the Bonds in a fund designated 2020 REFUNDING BONDS (LIMITED TAX



GENERAL OBLIGATION) BOND ISSUANCE FUND (the "Bond Issuance Fund"), which may be established by the City or an escrow agent. The moneys in the Bond Issuance Fund shall be used solely to pay the costs of issuance of the Bonds. Any amounts remaining in the Bond Issuance Fund after payment of issuance expenses shall be transferred to the Debt Retirement Fund for the Bonds. The balance of the proceeds of the Bonds, together with other available funds of the City, if any, shall be deposited in an escrow fund (the "Escrow Fund") consisting of cash or cash and investments in direct obligations of or obligations the principal of and interest on where are unconditionally guaranteed by the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing (the "Escrow Securities") and used to pay the principal of and interest on all or a portion of the Refunded Bonds as determined by an Authorized Officer at the time of sale. The Escrow Fund shall be held by an escrow agent (the "Escrow Agent") pursuant to an escrow agreement (the "Escrow Agreement") which shall irrevocably direct the Escrow Agent to take all necessary steps to call the Prior Bonds To Be Refunded Bonds for redemption on the first date such Prior Bonds To Be Refunded Bonds may be called for redemption. Each Authorized Officer is authorized and directed to appoint an Escrow Agent and execute the Escrow Agreement on behalf of the City. The amounts held in the Escrow Fund shall be such that the cash and investments and income received thereon will be sufficient without reinvestment to pay the principal of and interest on the Prior Bonds To Be Refunded Bonds when due at maturity or call for redemption as required by this section. Each Authorized Officer is authorized and directed to purchase or cause to be purchased, Escrow Securities, including but not limited to, United States Treasury Obligations – State and Local Government Series (SLGS), in an amount sufficient to fund the Escrow Fund.

6. Bond Form. The Bonds shall be in substantially the following form with such changes as may be required to conform to the final terms of the Bonds established by the Sale Order:

UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF MONROE

**CITY OF MONROE**

2020 REFUNDING BOND  
(LIMITED TAX GENERAL OBLIGATION)

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
	May 1, 20__	_____, 2020	

Registered Owner:

Principal Amount: \_\_\_\_\_ Dollars

The City of Monroe, County of Monroe, State of Michigan (the "City"), acknowledges itself to owe and for value received hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Maturity Date specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360 day year consisting of twelve 30-day months) from the Date of Original Issue specified above or such later date to which interest has been paid, at the Interest Rate per annum specified above, payable on May 1, 2021 and semiannually thereafter. Principal of this bond is payable upon presentation and surrender of this bond at the designated corporate trust office of \_\_\_\_\_, Michigan, or such other transfer agent as the City may hereafter designate (the "Transfer Agent") by notice mailed to the registered owner not less than sixty (60) days prior to an interest payment date. Interest on this bond is payable to the person or entity which is the registered owner of record as of the 15th day of the month preceding the interest payment date as shown on the registration books of the City kept by the Transfer Agent, by check or draft mailed by the Transfer Agent to the registered owner of record at the registered address.

This bond, including the interest thereon, is payable as a first budget obligation from the general funds of the City, and the City is required, if necessary, to levy ad valorem taxes on all taxable property in the City for the payment thereof, subject to applicable constitutional, statutory and charter tax rate limitations.

This bond is one of a series of bonds aggregating the principal sum of \$\_\_\_\_\_, issued pursuant to Act 34, Public Acts of Michigan, 2001, as amended, and a resolution duly adopted by the City Council of the City for the purpose of paying all or part of the cost of refunding certain prior bond issues of the City.

[Insert term bond provisions, if applicable]

Bonds maturing in the years 20\_\_ to 20\_\_, inclusive, shall not be subject to redemption prior to maturity. Bonds or portions of bonds in multiples of \$5,000 maturing in the year 20\_\_ and thereafter shall be subject to redemption prior to maturity, at the option of the City, in any order of maturity and by lot within any maturity, on any date on or after \_\_\_\_\_, 20\_\_, at par and accrued interest to the date fixed for

redemption.

In case less than the full amount of an outstanding bond is called for redemption, the Transfer Agent, upon presentation of the bond called for redemption, shall register, authenticate and deliver to the registered owner of record a new bond in the principal amount of the portion of the original bond not called for redemption.

Notice of redemption shall be given to the registered owner of any bond or portion thereof called for redemption by mailing of such notice not less than thirty (30) days prior to the date fixed for redemption to the registered address of the registered owner of record. A bond or portion thereof so called for redemption shall not bear interest after the date fixed for redemption provided funds are on hand with the Transfer Agent to redeem said bond or portion thereof.

This bond is transferable only upon the registration books of the City kept by the Transfer Agent by the registered owner of record in person, or by the registered owner's attorney duly authorized in writing. Upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the registered owner or the registered owner's attorney duly authorized in writing and upon the payment of the charges, if any, prescribed in the resolution authorizing this bond, a new registered bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolution authorizing this bond. Neither the City nor the Transfer Agent shall be required to transfer or exchange this bond or portion of this bond either during the period of fifteen (15) days immediately preceding the date of the mailing of any notice of redemption or (except as to the unredeemed portion, if any, of this bond) after this bond or any portion of this bond has been selected for redemption.

It is hereby certified and recited that all acts, conditions and things required by law to be done, precedent to and in the issuance of this bond and the series of bonds of which this is one, exist and have been done and performed in regular and due form and time as required by law, and that the total indebtedness of the City, including this bond and the series of bonds of which this is one, does not exceed any constitutional, statutory or charter debt limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City of Monroe, County of Monroe, State of Michigan, by its City Council, has caused this bond to be signed in the name of the City by the facsimile signatures of its Mayor and City Clerk and a facsimile of its corporate seal to be printed hereon, all as of the Date of Original Issue.

CITY OF MONROE  
County of Monroe  
State of Michigan

By: \_\_\_\_\_  
Its Mayor

(SEAL)

By: \_\_\_\_\_  
Its City Clerk

7. Negotiated Sale. The City Council has considered the option of selling the Bonds through a competitive sale and a negotiated sale, and pursuant to the requirements of Act 34, based on the advice of its financial advisor, determines that a negotiated sale of the Bonds will allow more flexibility in accessing the municipal bond market, and to price and sell the Bonds at the time that is expected to best achieve the most advantageous interest rates and costs to the City, and will provide the City with greater flexibility in structuring bond maturities and adjusting terms for the Bonds.

8. Bond Purchase Agreement; Delegation to Authorized Officer; Sale Order. The Authorized Officers are each hereby authorized to negotiate the sale of the Bonds with the Underwriter, negotiate and execute a Bond Purchase Agreement, execute a Sale Order specifying the final terms of the Bonds and take all other necessary actions required to effectuate the sale, issuance and delivery of the Bonds within the parameters authorized in this resolution.

9. Adjustment of Bond Terms. The Authorized Officers are each hereby authorized to adjust the final bond details as set forth herein to the extent necessary or convenient to complete the sale of the Bonds and in pursuance of the foregoing is each authorized to exercise the authority and make the determinations pursuant to Section 315(1)(d) of Act 34, including but not limited to determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, date of issuance, interest payment dates, redemption rights and other matters within the parameters established by this resolution; *provided* that the true interest cost on the Bonds shall not exceed 2.50% per annum, the Underwriter's discount on the Bonds shall not exceed 1.00% of the par amount of the Bonds, and the refunding of the Prior Bonds To Be Refunded shall result in a net present value savings to the City of not less than 3.00%.

10. Tax Covenant; Qualified Tax-Exempt Obligations. The City shall, to the extent permitted by law, take all actions within its control necessary to maintain the exclusion of the interest on each issue of the Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"), including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditures and investment of Bond proceeds and moneys deemed to be Bond proceeds. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions pursuant to Section 265(b)(3) of the Code.

11. Continuing Disclosure Undertaking. The City covenants to enter into a continuing disclosure undertaking for the benefit of the holders and beneficial owners of the Bonds in accordance with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission, and the Authorized Officers are each hereby authorized to execute such undertaking prior to delivery of the Bonds.

12. Bond Counsel. The appointment of the law firm of Miller, Canfield, Paddock and Stone, P.L.C. of Detroit, Michigan, as Bond Counsel for the Bonds is hereby confirmed, notwithstanding the periodic representation by Miller, Canfield, Paddock and Stone, P.L.C., in unrelated matters of the Underwriter and other parties and potential parties to the issuance of the Bonds.

13. Financial Advisor. Public Financial Management, Inc., is retained as the registered municipal advisor to the City in connection with the issuance of the Bonds.

14. Authorization of Other Actions. The Authorized Officers are each authorized and directed to (a) approve the circulation of a preliminary official statement describing the Bonds and to deem the preliminary official statement "final" for purposes of Rule 15c2-12 of the SEC; (b) approve the circulation of a final official statement describing the Bonds and to execute the same on behalf of the City; (c) solicit bids for and approve the purchase of a municipal bond insurance policy for the Bonds; (d) obtain ratings for the Bonds; (e) pay costs of issuance including but not limited to transfer agent fees, escrow agent fees, verification agent fees, municipal advisor fees, bond counsel fees, rating agency fees, costs of printing the Bonds and the preliminary and final official statements, publication of notices, and any other costs necessary to accomplish sale and delivery of the Bonds; and (f) do all other acts, take all other necessary procedures, and make such filings with any parties, including the Michigan Department of Treasury, necessary or desirable to effectuate the sale, issuance and delivery of the Bonds.

15. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.

RESOLUTION DECLARED ADOPTED.

YEAS:

\_\_\_\_\_  
\_\_\_\_\_

NAYS:

\_\_\_\_\_

ABSTAIN:

\_\_\_\_\_

\_\_\_\_\_  
Michelle LaVoy  
City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Monroe, County of Monroe, State of Michigan, at a regular meeting held on September 8, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, as temporarily modified by Governor Whitmer's Executive Order No. 2020-154 (COVID-19), and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Michelle LaVoy  
City Clerk

36446002.3\061967-00065


**The PFM Group**

Public Financial Management, Inc.  
PFM Asset Management LLC  
PFM Advisors

305 E. Eisenhower Parkway  
Suite 112  
Ann Arbor, MI 48108

734-994-9700  
734-994-9710 fax  
www.pfm.com

**SCHEDULE OF PRINCIPAL AND INTEREST REQUIREMENTS**

CITY OF MONROE  
COUNTY OF MONROE, STATE OF MICHIGAN  
2012 CAPITAL IMPROVEMENT BONDS  
(LIMITED TAX GENERAL OBLIGATION)  
DDA/ PARKING PROJECT PORTION

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
11/01/2012			42,025.75	42,025.75	
05/01/2013	20,000.00	2.250%	29,434.38	49,434.38	91,460.13
11/01/2013			29,209.38	29,209.38	
05/01/2014	25,000.00	2.250%	29,209.38	54,209.38	83,418.76
11/01/2014			28,928.13	28,928.13	
05/01/2015	30,000.00	2.250%	28,928.13	58,928.13	87,856.26
11/01/2015			28,590.63	28,590.63	
05/01/2016	35,000.00	2.250%	28,590.63	63,590.63	92,181.26
11/01/2016			28,196.88	28,196.88	
05/01/2017	40,000.00	2.250%	28,196.88	68,196.88	96,393.76
11/01/2017			27,746.88	27,746.88	
05/01/2018	50,000.00	3.000%	27,746.88	77,746.88	105,493.76
11/01/2018			26,996.88	26,996.88	
05/01/2019	60,000.00	3.000%	26,996.88	86,996.88	113,993.76
11/01/2019			26,096.88	26,096.88	
05/01/2020	70,000.00	3.000%	26,096.88	96,096.88	122,193.76
11/01/2020			25,046.88	25,046.88	
05/01/2021	80,000.00	3.000%	25,046.88	105,046.88	130,093.76
11/01/2021			23,846.88	23,846.88	
05/01/2022	85,000.00	3.000%	23,846.88	108,846.88	132,693.76
11/01/2022			22,571.88	22,571.88	
05/01/2023	95,000.00	3.000%	22,571.88	117,571.88	140,143.76
11/01/2023			21,146.88	21,146.88	
05/01/2024	105,000.00	3.000%	21,146.88	126,146.88	147,293.76
11/01/2024			19,571.88	19,571.88	
05/01/2025	115,000.00	3.000%	19,571.88	134,571.88	154,143.76
11/01/2025			17,846.88	17,846.88	
05/01/2026	125,000.00	3.000%	17,846.88	142,846.88	160,693.76
11/01/2026			15,971.88	15,971.88	
05/01/2027	135,000.00	3.000%	15,971.88	150,971.88	166,943.76
11/01/2027			13,946.88	13,946.88	
05/01/2028	145,000.00	3.125%	13,946.88	158,946.88	172,893.76
11/01/2028			11,681.25	11,681.25	
05/01/2029	160,000.00	3.250%	11,681.25	171,681.25	183,362.50
11/01/2029			9,081.25	9,081.25	
05/01/2030	170,000.00	3.375%	9,081.25	179,081.25	188,162.50
11/01/2030			6,212.50	6,212.50	
05/01/2031	175,000.00	3.500%	6,212.50	181,212.50	187,425.00
11/01/2031			3,150.00	3,150.00	
05/01/2032	180,000.00	3.500%	3,150.00	183,150.00	186,300.00
	1,900,000.00		843,141.53	2,743,141.53	2,743,141.53

## Memo

Date: Monday, September 14, 2020

To: DDA Board of Directors

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

Re: **WORK PLANNING FOR FY2021-2022**

### **BACKGROUND**

As in prior years, the Monroe DDA will conduct its annual work planning process at its October and November meetings. This will allow new members to attend an orientation to become familiar with current work plans and progress made toward implementing the downtown master plan. The current work plan is attached herein, as is the implementation matrix from the downtown master plan.

### **ACTION**

No action necessary; this item is for information only at this time.



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 +
<b>DOWNTOWN CHARACTER &amp; PLACEMAKING</b>							
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				
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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+
<b>DOWNTOWN REDEVELOPMENT</b>							
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: Monday, September 14, 2020

To: DDA Board of Directors

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

Re: **PROPOSED DDA BOUNDARY CHANGES**

### **BACKGROUND**

City administration has introduced the idea of making minor boundary changes to the DDA district in order to remove properties that have a negative effect on the DDA's tax increment financing resources, while adding those properties that are ripe for redevelopment that may yield additional revenue to the DDA once developed.

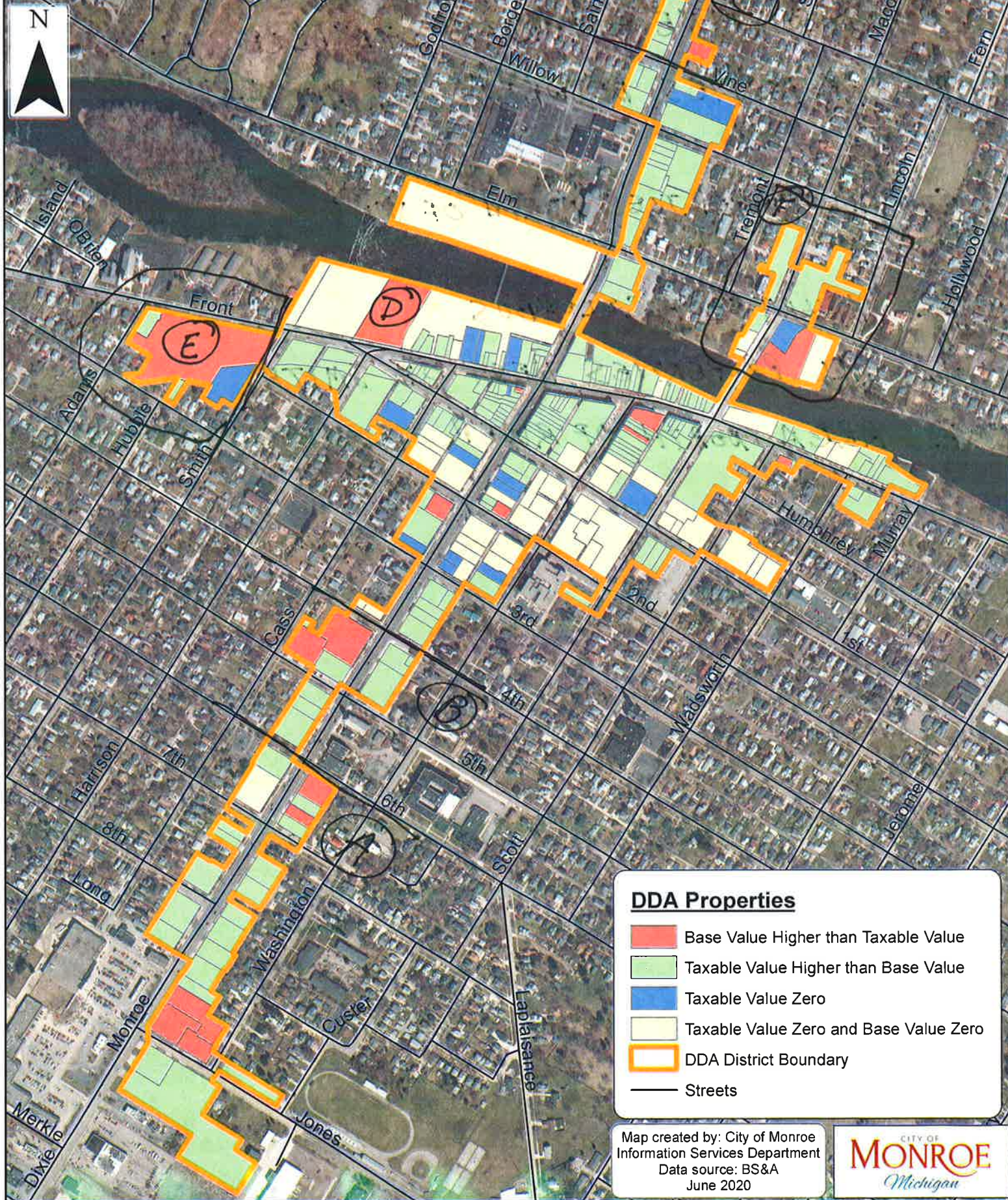
A map of the proposed changes to the DDA boundary is attached for discussion. There is a process to complete the boundary change described in Act 57 of 2018, the DDA-enabling legislation.

### **ACTION**

No action necessary; this item is for information only at this time.



# DDA Properties Base Values vs Taxable Values



**DDA Properties**

- Base Value Higher than Taxable Value
- Taxable Value Higher than Base Value
- Taxable Value Zero
- Taxable Value Zero and Base Value Zero
- DDA District Boundary
- Streets

Map created by: City of Monroe  
Information Services Department  
Data source: BS&A  
June 2020





A- ALL SOUTH OF 6TH STREET

\* BASE VALUE - CURRENT TAXABLE VALUE

B - PROPERTIES BETWEEN 4th AND 6th

\*

C. ALL PROPERTIES NORTH OF VINE

\*

D. KNIGHTS OF COLUMBUS

E. ALL PROPERTIES WEST OF SMITH

F. AREA NORTH OF RIVER

## Memo

Date: Monday, September 14, 2020

To: DDA Board of Directors

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

Re: **DOWNTOWN REINVESTMENT PROGRAM – APPLICATION FOR 44 WEST FRONT**

### BACKGROUND

Attached is the application for funding through the DDA's Downtown Reinvestment Grant Program for improvements to 44 West Front Street. Unfortunately, the DRiP Committee has not had the opportunity to evaluate the application; a meeting is now scheduled for Thursday, September 17, 2020.

We will likely schedule a special meeting of the DDA board to take action on this item once the recommendation is received from the DRiP Committee. The application appears on the agenda as an introduction only.

### ACTION

No action necessary; this item is for information only at this time.

2019-2020 DOWNTOWN REINVESTMENT GRANT PROGRAM  
APPLICATION

Deadline: Monday, August 12, 2019

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

Project Address: 44 W Front St.

Mailing Address: 40 W. Front St.

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

Existing Use of Building: Sally Waggs Doggy Bakery

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

Type of Work: (Check all that apply)

Paint Only \_\_\_\_\_

Façade & Building Renovation X

Awning Only \_\_\_\_\_

Lead Abatement \_\_\_\_\_

Asbestos Testing \_\_\_\_\_

Roof Replacement \_\_\_\_\_

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

\*Please include information on any product manufacturer, color (awning fabric swatches and/or paint chips), etc., and a drawing of the proposed improvements. Attach additional sheets if necessary.

**How will this project benefit Downtown Monroe?**

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

**Estimated Project Cost (by project element):**

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

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

**Requested Rebate Amount:** \$ 20,000 - NTE

**Proposed Project Start Date:** Sept 2020



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

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

Application materials checklist to be submitted:

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

The undersigned applicant affirms that:

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

SIGNATURE OF APPLICANT(S):

Harold R. Weekly  
[Signature]

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

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

OFFICE USE ONLY

Submittal Date: \_\_\_\_\_

Committee Action: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_



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

### *Proposal*

Date: 8/5/2020

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

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

#### Scope of work:

##### Cleaning

Power wash the three sides of the building.

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

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

##### Masonry

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

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

Repair the perimeter of 5 windows.

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

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

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

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

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

##### Painting

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

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

##### Damp-proof

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

Page 2

Date: 8/5/2020

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

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

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

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

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

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

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

**Additional Work Requested.**

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

Cut door opening.

Repair the brick at each side.

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

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

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

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

Authorized Brian Taylor

Signature\_\_\_\_\_

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

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

Date of Acceptance:\_\_\_\_\_

Signature:\_\_\_\_\_

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

## Memo

Date: Monday, September 14, 2020

To: DDA Board of Directors

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

Re: **BUILDING IMPROVEMENT GRANT (BIG) PROGRAM INTRODUCTION**

### **BACKGROUND**

You will recall that there has been interest to modify the existing Downtown Reinvestment Grant Program to remove inconsistencies and to improve the communication and efficiency of the application process. Attached is the draft replacement program, now entitled the Building Improvement Grant Program. The current Downtown Reinvestment Program Committee has not formally reviewed the draft at this time, but will do so in the near term. The item appears on the agenda as an introduction; however, the board may be asked to adopt the replacement program, when ready, at a forthcoming board meeting.

### **ACTION**

No action necessary; this item is for information only at this time.



## ~~2019-2020 Downtown Building Reinvestment~~ Grant Program

### I. GENERAL PURPOSE AND OBJECTIVES

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

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

### II. GRANT GUIDELINES

- 1) Program funds are available for exterior and ~~limited~~ interior work caused by exterior work on buildings located in the DDA District.

~~The entire façade must be included in all work to be completed pursuant to the program~~

- ~~3~~2) The Program application must be completed and submitted by the building owner.

- ~~4~~3) No program applications will be accepted for work that has already been started or completed or for work that is covered by insurance.

- ~~5~~4) Program Grants are for existing commercial buildings only. Buildings may have upper floor residential component, but first floor must be commercial use.

~~6)~~5) Participants must be current with City of Monroe and Monroe County for all real or personal property taxes at time of application, at time of payment, and at all other times relevant to the Program

~~7)~~6) Participants must be current with all obligations to the City building department. No Program funds shall be approved for or distributed to properties or owners with outstanding building code violations, permits, infractions, or other failures to comply with federal, state or local legal obligations, unless such violations, permits, infractions or other failures are to be included in the scope of work.

~~8)~~7) Paint and fabric colors for exterior improvements shall be chosen from the *Downtown Façade Study* and *Historic Color Palette* available for review in the City of Monroe Planning Department/Historic Preservation Office.

~~9)~~8) All projects shall meet the Secretary of the Interior's *Standards for Rehabilitation* (<http://www.nps.gov/tps/standards/four-treatments/standguide/index.htm>)

~~10)~~9) Grants are awarded ~~on as~~ a reimbursement ~~basis~~ once ~~completed the~~ work has been completed and—verified by City and DDA staff as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial denial of a grant ~~or denial of participation in the Program.~~ Grants are awarded-reimbursed as a single payment to the applicant.

~~11)~~10) Reimbursements (up to \$20,000) are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.

~~12)~~11) Properties that have received funding through this program within the last five (5) years are not eligible.

~~13)~~12) A single owner of multiple properties may apply for grant funds for each property owned, but may not receive more than \$20,000 per property within a five (5) year period.

~~14)~~13) Applicant must sign a Building Exterior Easement Agreement, or similar document acceptable to the DDA, which may be in a form substantially similar to the form attached hereto at the time of reimbursement.

## Section III – PROGRAM DETAILS

Program grants are available for the following types of projects:

### 1. ~~Rehabilitation and~~ Building Exterior Renovation

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

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

~~Interior work~~Work, such as ~~mechanical heating, ventilation and air conditioning systems~~ and electrical ~~service upgrades to the building~~, and fire separation or suppression can be included along with ~~façade-building exterior~~ rehabilitation work.

### 2. Lead ~~and/or Aesbestos~~ Abatement

Covering cost of removal of lead~~-based~~ paint or other materials that contain lead~~and/or all materials that contain asbestos-~~

#### ~~Asbestos Abatement~~

~~Covering cost of asbestos abatement of all materials that contain asbestos.~~

### 3. Roof

Complete roof removal, disposal and replacement.

#### ~~Paint Only~~

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

### 4. Awnings and Signage Only

Awning replacement or addition of a new awning which does not require any other exterior building work, with no signage on the awning other than address graphic on the return, and/or projecting signs-

### 5. Professional Design Services

a. Costs for architectural or other design, up to ten(10%) percent of total project cost

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Grant Limits:

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

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

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

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

## SECTION IV – GRANT APPLICATION PROCESS

1. ~~1.~~ Contact the Downtown Development Authority and City of Monroe Economic and Community Development to discuss project eligibility.

2. ~~Applicants will be required to attend a predevelopment meeting with the Grant Committee to discuss the proposed project and develop mutual concurrence with approach and to identify additional available resources~~

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2. Complete grant application form. Return the completed application form with all original itemized work estimates, color samples, and drawings of the proposed work to the DDA Office, 120 East First Street, Monroe, Michigan 48161 ~~no later than 4:00 p.m. on Monday, August 12, 2019~~ by the annual due date(s) established by the DDA board. ~~Applications will continue to be accepted no later than 12:00 p.m. on the first Monday of each month for consideration of any unused funds.~~

- a. Drawings of all proposed grant work to be done. Drawings may be prepared by the project architect or contractor.
- b. Color samples of all final paint selections and/or final building material selections must be included with the application.
- c. Itemized work estimates on all project work from contractors or project architects must be included with the application.
- d. Photos of the building including all areas where work is to be performed.

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

- a. All projects must meet current State of Michigan building standards and codes, as well as building permit requirements.
- ~~b. Applicants will be required to attend a predevelopment meeting and present their Program project to the DDA Reinvestment~~ Building Investment Grant Committee.
- c. All grant applications that will change, modify or alter the exterior appearance of the building must be reviewed and approved by the Historic District Commission prior to approval by the DDA.
- d. Applications must be complete and contain all required information. Additional information requested by the DDA or Historic District Commission must be provided prior to approval of the grant.
- e. All construction bids submitted by an applicant must be current and must be dated no earlier than ninety (90) days prior to the application submittal. Bids shall

be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the DDA and Historic District Commission to determine the bid components and authenticity of the bids.

f. An applicant whose application has been denied by the DDA for a deficient application shall ~~not~~ be eligible to re-submit a grant application with corrections for that property within ~~for~~ six (6) months from the date the prior application was declined by the DDA.

g. Applicants receiving approval shall commence construction described within the application within ninety (90) days from the date the grant is awarded. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved. If the applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The DDA shall not be obligated to allow extensions, but may do so for good cause determined solely by the DDA Board, pursuant to a recommendation from the ~~Reinvestment~~ Grant Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the DDA. An extension denial cannot be appealed and shall be final.

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

i. No applicant has a proprietary right to receive grant funds. Each request will be considered on a case-by-case basis at the sole and absolute discretion of the DDA.

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

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

#### 4. Reimbursement:

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

Building Exterior Easement Agreement or similar document is executed at the time of reimbursement.

### Section V – PROJECT TIMEFRAME

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

### Section VI – CRITERIA

Projects are reviewed with the following criteria in mind:

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

### Section VII - APPLICATION

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

Application materials to be submitted include:

- Application form, completed and signed by the property owner;
- Rendering of any proposed 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.
- A site plan, if one is required by the City of Monroe

2019-2020 DOWNTOWN REINVESTMENT GRANT PROGRAM  
APPLICATION

Deadline: Monday, August 12, 2019

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Building Owner's Name (Applicant): \_\_\_\_\_

Project Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Existing Use of Building: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Work: (Check all that apply)

\_\_\_\_\_ Paint Only \_\_\_\_\_ Façade & Building Renovation \_\_\_\_\_

\_\_\_\_\_ Awning Only \_\_\_\_\_ Lead Abatement \_\_\_\_\_

\_\_\_\_\_ Asbestos Testing \_\_\_\_\_ Roof Replacement \_\_\_\_\_

Project Description: (Please be specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>2</sup>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?

[illegible]

~~Estimated Project Cost (by project element):~~

[illegible]

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

**Requested Rebate Amount:** \_\_\_\_\_

Proposed Project Start Date: \_\_\_\_\_

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

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

Application materials checklist to be submitted:

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

The undersigned applicant affirms that:

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

SIGNATURE OF APPLICANT(S):

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

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

OFFICE USE ONLY

Submittal Date: \_\_\_\_\_

Committee Action: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

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2020-21 BUILDING INVESTMENT GRANT PROGRAM  
APPLICATION  
*Deadline: TBD*

**Building Owner's Name (Applicant):** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Existing Use of Building:** \_\_\_\_\_

**Will project result in a new use? If so, please explain.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Type of Work: (Check all that apply)**

**Façade & Building Renovation** \_\_\_\_\_

**Awning or Signage** \_\_\_\_\_

**Lead or Asbestos Abatement** \_\_\_\_\_

**Roof Replacement** \_\_\_\_\_

**Professional Services** \_\_\_\_\_

**Project Description: (Please be specific)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please include information on any product manufacturer, color (awning fabric swatches and/or paint chips), etc., and a drawing of the proposed improvements. Attach additional sheets if necessary.



**How will this project benefit Downtown Monroe?**

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**Estimated Project Cost** (by project element):

<b>Project Element</b>	<b>Contractor #1 Estimated Cost</b>	<b>Contractor #2 Estimated Cost</b>
(Eg: 12 windows)_____	__\$554.00____	__\$532.00____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**Requested Rebate Amount:** \_\_\_\_\_

**Proposed Project Start Date:** \_\_\_\_\_

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

**Did you receive a Grant, in any form, from the DDA 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.
- A site plan, if required by the City of Monroe

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 Program and agree to abide by its conditions and guidelines.
- C. The decision of the Grant Committee/DDA is final.

SIGNATURE OF APPLICANT(S):

\_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

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

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OFFICE USE ONLY

Submittal Date: \_\_\_\_\_

Committee Action: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

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

9/14/2020

- 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	Connector Project Underway
Riverfront parking lot redevelopment – market analysis/RFP/legal	/Staff	
Schedule quarterly stakeholder/partner meetings	Staelgraeve	
Implement recommendations in Downtown Master Plan that calm streets.	City	In process at this time
a. One way conversion on Cass/Harrison		
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		
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	
<del>Help drive alleyway improvements</del>	Staff	City did not include in project specs after all

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

9/14/2020

Tree Maintenance – Year 3	Staff	
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 October
Informed Buyers Education		

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 City staff met to discuss implementing last set of recommendations east of Washington; most are in place
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
  - Be transparent

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

9/14/2020

Raise the bar  
Seek funding solutions

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