

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, January 15, 2020, 8:00 A.M.
CITY HALL, 3RD FLOOR CONFERENCE ROOM, 120 E. FIRST ST.

1. Roll Call

2. Vision Statement (2 minutes)

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

4. Public Comment (3 minutes per individual)

5. Consent Agenda (2 minutes)

Action Requested

A. Approval of Agenda

B. Approval of Minutes

i. Wednesday, December 18, 2019 Regular Meeting

C. Financial Reports

i. December, DDA Revenue and Expenditure Report FY 2019-2020

ii. December, DDA Itemized Expenditure Report FY 2019-2020

6. New Business

A. Committee Appointments (10 minutes)

Action Requested

B. Budget Work Session – Tentative Date of Wednesday, February 5, 2020, 6-8pm

7. Other Business

A. TABLED: Reconsideration of Downtown Lighting Project (10 minutes)

Action Requested

B. Work Plan Updates (10 minutes)

8. Communications – None

9. Board Member and Administrative Comments

10. Adjournment

Action Requested

Vision Statement

In 2027, Downtown Monroe will be a state- and nationally-recognized vibrant and walkable downtown. The storefronts and upper floors are occupied and attract residents to shop and dine locally. It is the preferred downtown in the region for young and successful professionals and retired baby boomers to reside.

The Downtown Monroe retailers and restaurants combine into a lively shopping and entertainment district with an active nightlife. They leverage technology to augment their storefront sales online and to promote their businesses to the community and others in the region.

All historic downtown buildings have made improvements from facade renovations, new signage, and outdoor seating. Empty lots and underused properties are revitalized with productive real estate contributing to the tax base, creating jobs and places to live.

The downtown is connected by an attractive, functional streetscape that is welcoming to pedestrians and non-motorized modes of transportation. The downtown has created greater connection to major employers, education institute and other attractions in the area such as the River Raisin, National and State Parks, and the Centre for the Arts.

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, December 18, 2019
Third Floor Conference Room
Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:00 a.m.

1. Roll Call

Present: Mayor Robert Clark, Scott Kegerreis, Les Lukacs, Joe Peruski, Tiffany Harper, Deb Staelgraeve, Anthony Trujillo, Mackenzie Swanson and Chip Williams
Staff: Michelle LaVoy, Clerk-Treasurer
Vince Pastue, City Manager

2. Vision Statement – Read by Les Lukacs

3. Additions/Deletions to the Meeting Agenda – None

4. Public Comments –

Guests: David Swartout

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, November 20, 2019 Regular Meeting
- C. Financial Reports:
 - ❖ November, DDA Revenue and Expenditure Report FY2019-2020
 - ❖ November, DDA Itemized Expenditure Report FY 2019-2020

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

6. New Business

A. Budget Review Committee Discussion

Presentation by Vince Pastue, discussion of budget alternatives. Vince's recommendation is to focus on Downtown Development.

B. Replacement Seasonal Decorations

Motion by Williams seconded by Peruski to approve the purchase of one toy soldier lamp post decoration from Bronner's at a cost not to exceed \$800, funds to be derived from Account #751-65.691.750.075, Seasonal Decorations – DDA

Motion carried.

7. Other Business

A. Downtown Reinvestment Grant Program Application -102 W Front

Motion by Lukacs seconded by Staelgraeve to approve grant for 102 West Front in an amount not to exceed \$20,000.

Motion carried.

B. Rescind Façade Reinvestment Grant – 13 W Front

Motion by Mayor Clark seconded by Swanson to rescind the grant in the amount of \$10,000 under the former Façade Reinvestment Program for improvements to 13 West Front Street.

Motion carried unanimously

C. Final Review of Draft Work Plan

D. Reconsideration of Downtown Lighting Project

Discussion of completing this project in less time, board would like budget numbers.

Motion by Mayor Clark seconded by Williams to table this item and be brought back to the January meeting.

Motion carried unanimously.

E. Work Plan Updates

Mackenzie gave updates on the Riverwalk, they are moving forward

Joe gave an update from the Parking Committee, there are no changes to the parking ticket validation program.

8. Communications – None

9. Board Member Comments/Administrative Comments-

Mayor thanked everyone for the participation in the parade.

10. Adjournment

Motion to adjourn 9:24 a.m.

Motion carried unanimously.

PERIOD ENDING 12/31/2019

		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		2019-20	12/31/2019	12/31/2019	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	7,200.00	5,316.04	954.44	1,883.96
Total Dept 80.100 - GENERAL REVENUE		7,200.00	5,316.04	954.44	1,883.96
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	250,100.00	220,966.43	0.00	29,133.57
751-80.600-410.000	PERSONAL PROPERTY TAXES	(38,000.00)	(28,688.58)	0.00	(9,311.42)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	19,500.00	17,619.76	0.00	1,880.24
751-80.600-692.090	MISCELLANEOUS REVENUE	0.00	300.00	0.00	(300.00)
Total Dept 80.600 - GENERAL REVENUE		231,600.00	210,197.61	0.00	21,402.39
TOTAL REVENUES		238,800.00	215,513.65	954.44	23,286.35
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,500.00	9,890.31	1,773.00	10,609.69
751-65.691-717.000	SOCIAL SECURITY	1,271.00	617.47	109.93	653.53
751-65.691-717.005	MEDICARE	297.00	144.40	25.70	152.60
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	10.20	1.75	9.80
751-65.691-727.000	OFFICE SUPPLIES	500.00	192.45	38.49	307.55
751-65.691-730.000	POSTAGE	500.00	1.00	0.00	499.00
751-65.691-750.015	UNIFORMS/CLOTHING	0.00	68.90	0.00	(68.90)
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	2,400.00	2,400.00	2,600.00
751-65.691-775.231	PARKING SIGNAGE	50,000.00	0.00	0.00	50,000.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,390.00	0.00	110.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	15,000.00	6,626.40	0.00	8,373.60
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	0.00	0.00	40,000.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	854.64	333.90	545.36
751-65.691-880.000	COMMUNITY PROMOTION	13,000.00	3,027.59	381.25	9,972.41
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	1,159.00	582.00	97.00	577.00
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	15,000.00	0.00	0.00	15,000.00
751-65.691-943.000	RENTAL-EQUIPMENT	0.00	445.00	0.00	(445.00)
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	500.00	0.00	500.00
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	495.00	295.00	105.00
751-65.691-964.231	REIMBURSEMENTS-PARKING	40,000.00	0.00	0.00	40,000.00
751-65.691-971.000	LAND	50,000.00	0.00	0.00	50,000.00
751-65.691-999.101	TRANSFER OUT-GENERAL	30,000.00	0.00	0.00	30,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	122,200.00	26,096.87	0.00	96,103.13
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	60,000.00	0.00	0.00	60,000.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		469,247.00	53,342.23	5,456.02	415,904.77
TOTAL EXPENDITURES		469,247.00	53,342.23	5,456.02	415,904.77
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		238,800.00	215,513.65	954.44	23,286.35
TOTAL EXPENDITURES		469,247.00	53,342.23	5,456.02	415,904.77
NET OF REVENUES & EXPENDITURES		(230,447.00)	162,171.42	(4,501.58)	(392,618.42)
BEG. FUND BALANCE		463,234.14	463,234.14		
END FUND BALANCE		232,787.14	625,405.56		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
12/01/2019			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		629,829.12
12/06/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22498		2,500.00	627,329.12
12/13/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22510		800.00	626,529.12
12/19/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22538		1,000.00	625,529.12
12/27/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22541		1,100.00	624,429.12
12/31/2019	GJ	JE	MICHIGAN CLASS INTEREST - DEC 2019	22579	970.63		625,399.75
12/31/2019			751-00.000-005.000	END BALANCE	970.63	5,400.00	625,399.75
12/01/2019			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		78.02
12/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	22475		97.00	(18.98)
12/03/2019	CD	CHK	SUMMARY CD 12/03/2019			2,400.00	(2,418.98)
12/06/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22498	2,500.00		81.02
12/12/2019	PR	CHK	SUMMARY PR 12/12/2019			853.80	(772.78)
12/12/2019	GJ	JE	5/3 SERVICE FEES - NOV 2019	22512		16.19	(788.97)
12/13/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22510	800.00		11.03
12/17/2019	CD	CHK	NEW MOON VISIONS	58381		381.25	(370.22)
12/17/2019	CD	CHK	SUMMARY CD 12/17/2019			667.39	(1,037.61)
12/19/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22538	1,000.00		(37.61)
12/27/2019	PR	CHK	SUMMARY PR 12/27/2019			1,056.58	(1,094.19)
12/27/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22541	1,100.00		5.81
12/31/2019			751-00.000-007.000	END BALANCE	5,400.00	5,472.21	5.81
12/01/2019			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
12/02/2019	AP	INV	RUHLIG FARMS LLC	424		2,400.00	(2,400.00)
12/03/2019	CD	CHK	CHRISTMAS PORCH POTS				0.00
12/16/2019	AP	INV	SUMMARY CD 12/03/2019		2,400.00		0.00
12/16/2019	AP	INV	NEW MOON VISIONS	134353		381.25	(381.25)
12/16/2019	AP	INV	DESIGN MONROE DDA ANNUAL REPORT POWEI				
12/16/2019	AP	INV	FIFTH THIRD BANK	11/18/2019		26.49	(407.74)
12/16/2019	AP	INV	ADOBE SUBSCRIPTION				
12/16/2019	AP	INV	FIFTH THIRD BANK	11/09/2019		333.90	(741.64)
12/16/2019	AP	INV	MI DOWNTOWN CONFERENCE LODGING				
12/16/2019	AP	INV	FIFTH THIRD BANK	11/04/2019		295.00	(1,036.64)
12/16/2019	AP	INV	MEMBERSHIP RENEWAL				
12/16/2019	AP	INV	FIFTH THIRD BANK	11/02/2019		12.00	(1,048.64)
12/17/2019	CD	CHK	EMAIL SUBSCRIPTION				
12/17/2019	CD	CHK	NEW MOON VISIONS	58381	381.25		(667.39)
12/17/2019	CD	CHK	SUMMARY CD 12/17/2019		667.39		0.00
12/31/2019			751-00.000-202.000	END BALANCE	3,448.64	3,448.64	0.00
12/01/2019			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		8,117.31
12/12/2019	PR	CHK	SUMMARY PR 12/12/2019		792.40		8,909.71
12/27/2019	PR	CHK	SUMMARY PR 12/27/2019		980.60		9,890.31
12/31/2019			751-65.691-703.000	END BALANCE	1,773.00	0.00	9,890.31
12/01/2019			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		507.54
12/12/2019	PR	CHK	SUMMARY PR 12/12/2019		49.13		556.67
12/27/2019	PR	CHK	SUMMARY PR 12/27/2019		60.80		617.47
12/31/2019			751-65.691-717.000	END BALANCE	109.93	0.00	617.47
12/01/2019			751-65.691-717.005 MEDICARE		BEG. BALANCE		118.70
12/12/2019	PR	CHK	SUMMARY PR 12/12/2019		11.49		130.19
12/27/2019	PR	CHK	SUMMARY PR 12/27/2019		14.21		144.40
12/31/2019			751-65.691-717.005	END BALANCE	25.70	0.00	144.40
12/01/2019			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		8.45
12/12/2019	PR	CHK	SUMMARY PR 12/12/2019		0.78		9.23
12/27/2019	PR	CHK	SUMMARY PR 12/27/2019		0.97		10.20
12/31/2019			751-65.691-718.010	END BALANCE	1.75	0.00	10.20
12/01/2019			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		153.96
12/16/2019	AP	INV	FIFTH THIRD BANK	11/18/2019	26.49		180.45
12/16/2019	AP	INV	ADOBE SUBSCRIPTION				
12/16/2019	AP	INV	FIFTH THIRD BANK	11/02/2019	12.00		192.45
12/31/2019			751-65.691-727.000	END BALANCE	38.49	0.00	192.45
12/01/2019			751-65.691-750.075 SEASONAL DECORATIONS-DDA		BEG. BALANCE		0.00
12/02/2019	AP	INV	RUHLIG FARMS LLC	424	2,400.00		2,400.00
12/31/2019			751-65.691-750.075	END BALANCE	2,400.00	0.00	2,400.00
12/01/2019			751-65.691-860.000 TRAINING & TRAVEL		BEG. BALANCE		520.74
12/16/2019	AP	INV	FIFTH THIRD BANK	11/09/2019	333.90		854.64
12/31/2019			751-65.691-860.000	END BALANCE	333.90	0.00	854.64
12/01/2019			751-65.691-880.000 COMMUNITY PROMOTION		BEG. BALANCE		2,646.34
12/16/2019	AP	INV	NEW MOON VISIONS	134353	381.25		3,027.59
12/31/2019			751-65.691-880.000	END BALANCE	381.25	0.00	3,027.59

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GL ACTIVITY REPORT FOR CITY OF MONROE
TRANSACTIONS FROM 12/01/2019 TO 12/31/2019

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
12/01/2019			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		485.00
12/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	22475	97.00		582.00
12/31/2019			751-65.691-910.000	END BALANCE	97.00	0.00	582.00
12/01/2019			751-65.691-958.000 MEMBERSHIPS & DUES		BEG. BALANCE		200.00
12/16/2019	AP	INV	FIFTH THIRD BANK	11/04/2019	295.00		495.00
			MEMBERSHIP RENEWAL				
12/31/2019			751-65.691-958.000	END BALANCE	295.00	0.00	495.00
12/01/2019			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(4,361.60)
12/12/2019	GJ	JE	5/3 SERVICE FEES - NOV 2019	22512	16.19		(4,345.41)
12/31/2019	GJ	JE	MICHIGAN CLASS INTEREST - DEC 2019	22579		970.63	(5,316.04)
12/31/2019			751-80.100-665.005	END BALANCE	16.19	970.63	(5,316.04)
GRAND TOTALS:					15,291.48	15,291.48	638,303.58

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures		Balance
	\$20,500.00			
7/11/2019		\$391.41		
7/25/2019		\$792.40		
8/8/2019		\$792.40		
8/22/2019		\$792.40		
9/5/2019		\$792.40		
9/19/2019		\$792.40		
10/3/2019		\$594.30		
10/17/2019		\$792.40		
10/31/2019		\$792.40		
11/14/2019		\$792.40		
11/27/2019		\$792.40		
12/12/2019		\$792.40		
12/27/2019		\$980.60		
				\$10,609.69
Social Security	Budget	Expenditures		Balance
	\$1,271.00			
7/11/2019		\$24.26		
7/25/2019		\$49.13		
8/8/2019		\$53.40		
8/22/2019		\$49.13		
9/5/2019		\$49.13		
9/19/2019		\$49.13		
10/3/2019		\$36.85		
10/17/2019		\$49.13		
10/31/2019		\$49.12		
11/14/2019		\$49.13		
11/27/2019		\$49.13		
12/12/2019		\$49.13		
12/27/2019		\$60.80		
				\$653.53
Medicare	Budget	Expenditures		Balance
	\$297.00			
7/11/2019		\$5.67		
7/25/2019		\$11.49		
8/8/2019		\$12.49		
8/22/2019		\$11.49		
9/5/2019		\$11.49		
9/19/2019		\$11.49		

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

10/3/2019		\$8.62		
10/17/2019		\$11.49		
10/31/2019		\$11.49		
11/14/2019		\$11.49		
11/27/2019		\$11.49		
12/12/2019		\$11.49		
12/27/2019		\$14.21		
				\$152.60
Workers Comp Insurance	Budget	Expenditures		Balance
	\$20.00			
7/11/2019		\$0.77		
7/25/2019		\$0.78		
8/8/2019		\$0.85		
8/22/2019		\$0.78		
9/5/2019		\$0.78		
9/19/2019		\$0.78		
10/3/2019		\$0.59		
10/17/2019		\$0.78		
10/31/2019		\$0.78		
11/14/2019		\$0.78		
11/27/2019		\$0.78		
12/12/2019		\$0.78		
12/27/2019		\$0.97		
				\$9.80
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$500.00			
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
Adobe Subscription		\$26.49		
Email Subscription		\$12.00		
				\$307.55

Monroe Downtown Development Authority 2019-2020 Fiscal Year Expenditure Report

Postage	Budget	Expenditures		Balance
	\$500.00			
August		\$1.00		
				\$499.00
Uniforms/Clothing	Budget	Expenditures		Balance
	\$0.00			
City of Monroe Apparel		\$68.90		
				-\$68.90
Seasonal Decorations - 750.075	Budget	Expenditures		Balance
	\$5,000.00			
Ruhlig Farms - Christmas pots		\$2,400.00		
				\$2,600.00
Parking/Signage	Budget	Expenditures		Balance
	\$50,000.00			
				\$50,000.00
Audit Services	Budget	Expenditures		Balance
	\$1,500.00			
Plante & Moran thru 9/30/2019		\$1,390.00		
				\$110.00
General Contract Services - 818.020	Budget	Expenditures		Balance
	\$15,000.00			

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

Mitchel & Mouat Arch - 113 E Front/12 W Front		\$6,626.40		
				\$8,373.60
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$40,000.00			
				\$40,000.00
Training & Travel - 860.000	Budget	Expenditures		Balance
	\$1,400.00			
MI Small Development Workshop		\$165.99		
MI Downtown Registration-Knowles		\$175.00		
Ind Dev Alliance Workshop		\$149.75		
Women's Leadership Workshop		\$30.00		
MI Downtown Conference lodging		\$333.90		
				\$545.36
Community & Promotion 880.000	Budget	Expenditures		Balance
	\$13,000.00			
Hadrou - add analytics		\$300.00		
Website Hosting		\$275.00		
Website updates		\$2,035.00		
Domain renewal		\$36.34		
New Moon - design Annual Report		\$381.25		
				\$9,972.41
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$300.00			

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

				\$300.00
Insurance Premium	Budget	Expenditures		Balance
	\$1,159.00			
July		\$97.00		
August		\$97.00		
September		\$97.00		
October		\$97.00		
November		\$97.00		
December		\$97.00		
				\$577.00
Repair & Maintenance 934.751	Budget	Expenditures		Balance
	\$15,000.00			
				\$15,000.00
Rental - Equipment	Budget	Expenditures		Balance
	\$0.00			
Computer rental through 6-30-2020		\$445.00		
				-\$445.00
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$1,000.00			
Credit		-\$20.00		
Personal Expense City Reimbursed		\$20.00		
Place And Main Strategic Plan check in		\$500.00		
				\$500.00
Dues & Subscriptions - 958.000	Budget	Expenditures		Balance
	\$600.00			
MI Downtown Membership - Knowles		\$200.00		
Membership Renewal		\$295.00		

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

				\$105.00
Reimbursements - Parking	Budget	Expenditures		Balance
	\$40,000.00			
				\$40,000.00
Land	Budget	Expenditures		Balance
	\$50,000.00			
				\$50,000.00
Transfer Out General	Budget	Expenditures		Balance
	\$30,000.00			
				\$30,000.00
Transfer Out Debt Services	Budget	Expenditures		Balance
	\$122,200.00			
Bond payment		\$26,096.87		
				\$96,103.13
Transfer Out - Capital Project	Budget	Expenditures		Balance
	\$60,000.00			
				\$60,000.00
Total	\$469,247.00	\$53,342.23		

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

Memo

Date: Thursday, January 9, 2020

To: DDA Board of Directors

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

Re: COMMITTEE APPOINTMENTS

BACKGROUND

In accordance with the DDA By-Laws, members of each standing committee and project-based work teams must be appointed by the board. The following appointments are submitted for your consideration by the team leads:

Riverwalk Project Team – Adding two members to complete team: Ashley O'Dwyer, and Jack McDonough (to be confirmed)

Downtown Investment Grant Committee – Adding one member to complete committee: Joe Peruski, board member representative

Members serve as follows: subject to the foregoing, each member of each committee shall continue as such until the next annual meeting of the members of the Monroe DDA Board and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof

ACTION

Appoint committees as submitted.

Memo

Date: Thursday, January 9, 2020

To: DDA Board of Directors

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

Re: **BUDGET WORK SESSION – TENTATIVE DATE OF WEDNESDAY,
FEBRUARY 5, 2020, 6-8PM**

BACKGROUND

City Manager Vince Pastue presented at the December regular meeting a presentation regarding the DDA budget and alternative approaches to budget development. The presentation featured the results of the work of the board's ad hoc budget committee that met on several occasions throughout the fall months. The presentation was forwarded to all board members for review after the meeting. If you did not receive the presentation, please advise as soon as possible and I will ensure that you are sent a copy.

Board chair Trujillo would like to schedule a **work session** as the next step in the process to set parameters under which the 2020-21 budget will be prepared. He is proposing to accomplish this during an evening meeting on the tentative date of Wednesday, February 5, 2020, 6-8pm. Snacks will be provided.

So that all items may be supplied in advance for review before the work session, please submit your questions ahead of time so a response may be included in the work session meeting materials. To give you adequate time to prepare, we would hope to issue the meeting materials on Friday, January 31.

ACTION

Submit any questions for which you would like a prepared response at the February 6 meeting *NO LATER THAN* Friday, January 24, 2020.

Memo

Date: Thursday, January 9, 2020

To: DDA Board of Directors

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

Re: TABLED: RECONSIDERATION OF DOWNTOWN LIGHTING PROJECT

BACKGROUND

Board Chairman Trujillo would like to reconsider the phased approach to the lighting project. Instead of the phased upgrades, he would like to purchase all items at one time, allowing the Department of Public Services to proceed with installations at a schedule that is most opportune for its operation.

The cost to purchase the globes and a small supply of replacement finials would be about \$34,000. The cost for LED bulbs would be about \$9,400. The total project cost then would be about \$45,000. Please see below for alternatives. All previous attachments are included.

OPTIONS

1. Proceed with initial plan approved at November meeting; no new resolutions are necessary. Project will be completed in three phases over three fiscal years. Prices are not guaranteed to remain constant. Ten thousand dollars was included in the budget for FY2019-2020.
2. Purchase all materials (globes, finials, LED bulbs) for a total cost of about \$45,000. There is no freight charge for globes and finials with the quantity purchased. This action will likely trigger a budget amendment to release funds from balance to cover the added expenditure. Staff will monitor and process, if necessary.
3. Defer project to 2020-2021 and fully account for anticipated expenditure in forthcoming budget. Prices are not guaranteed to remain constant.
4. Condense purchase into two seasons; purchase half at this time and half after July 1. At this quantity, freight charges may apply (the supplier will confirm).

ACTION

Remove item from table. See options above for authorization actions.



Quote: CLC19-69258-4

Quote

Project CITY OF MONROE - Sternberg
Replacement Globes - Revised Bid 11/
4/19

Location Monroe MI

Quote CLC19-69258-4

From: RICK QUIMBY

GRAYBAR ELECTRIC TOO

1333 EAST MANHATTAN BOULEVARD

TOLEDO OH 43608-1523

Phone: 4197291641

Fax: (419) 729-9657

EMail: RICK.QUIMBY@GRAYBAR.COM

For

Bid Date 6-Nov-19

Expires Feb 2, 2020

Type	QTY	MFG	Part	Price	UQ	ExtPrice
8"NECK	40	STE	A850F: POLYCARBONATE ACORN 8" NECK WITH FINIAL HOLE(FINIAL NOT INCLUDED) Line Note: Factory is assuming we only need the globes and no finials for replacement parts only. Please verify size and it might be a good idea to order a few of these first before the 180pcs.	\$185.00		\$7,400.00
9"NECK		STE	A850F9:POLYCARBONATE ACORN-9" OD NECK, 8.25" ID WITH FINIAL HOLE(FINIAL NOT INCLUDED) Line Note: Factory is assuming we only need the globes and no finials for replacement parts only. Please verify size and it might be a good idea to order a few of these first before the 180pcs.	\$185.00		
FINIAL		STE	GFF/STD FINISH.(VERIFY COLOR) Line Note: Based on last order years ago the finial was a custom Loam Brown color which will require a set up fee see below.	\$90.00		
SET UP		STE	CUSTOM COLOR SET UP FEE FOR PAINTING THE FINIAL LOAM BROWN IF REQ,	\$750.00		

Note ABOVE IS BASED ON INFORMATION FACTORY FOUND IN THEIR SYSTEM FROM THEIR ORDER# 38812
Note DATED 4/13/2001. SEE ATTACHED FACTORY DRAWING OF FIXTURES AND POLES
Note SHIPPED TO THE CITY BACK IN 2001 AND THERE WAS ONLY 32 PCS INVOLVED.
Note WE HIGHLY RECOMMEND ORDERING SAMPLES TO ENSURE FIT BEFORE THE BULK ORDERS ARE PLACED

Terms and conditions of sale: Graybar Electric's Standard Terms and Conditions of Sale Apply

Mfg Terms:

STE Sternberg Lighting
PLUS FREIGHT UNLESS OTHERWISE NOTED.

Allowance
Freight
Plus Freight

Order
Minimum
\$50.00

Date: Apr 8, 2019

Quote: CLC19-61774-2

Quote



Graybar

works to your advantage.

Betterville
734-957-5500
Larry

Rick
419-727-6419
Graybar TOLEDO OH

Project CITY OF MONROE - Sternberg

Replacement Globes

Location Monroe MI

Quote CLC19-61774-2

To: DAVID TUBBS

CITY OF MONROE

Type	QTY	MFG	Part	Price	UQ	ExtPrice
	180	STE	A850FAG;POLYCARBONATE ACORN-9" OD NECK, 8.25" ID WITH FINAL HOLE(FINAL NOT INCLUDED)	\$185.00		\$33,300.00

Line Note: Factory is assuming we only need the globes and no finials for replacement parts only. Please verify size and it might be a good idea to order a few of these first before the 180pcs.

FREIGHT IS ALLOWED BASED ON ONE COMPLETE SHIPMENT. DELIVERY IS 3-5 WEEKS

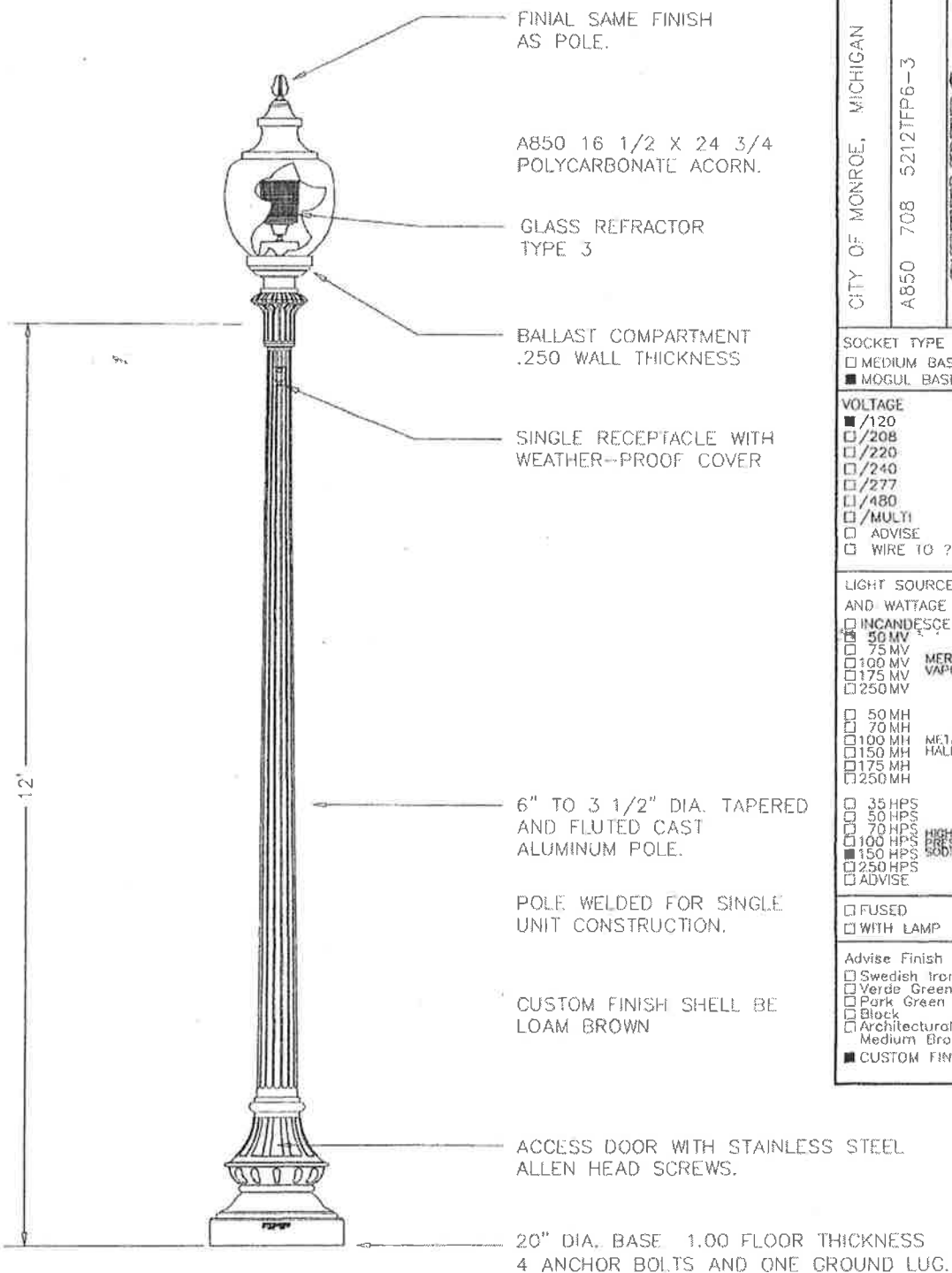
ABOVE IS BASED ON INFORMATION FACTORY FOUND IN THEIR SYSTEM FROM THEIR ORDER# 38812 DATED 4/13/2001. SEE ATTACHED FACTORY DRAWING OF FIXTURES AND POLES SHIPPED TO THE CITY BACK IN 2001 AND THERE WAS ONLY 32 PCS INVOLVED.

Total: \$33,300.00

Terms and conditions of sale:

FREIGHT ALLOWED WITH 1 RELEASE AT THE QUANTITY QUOTED ABOVE.

Local Area Rep
Clarus
248-477-0850



CITY OF MONROE, MICHIGAN	POLE HEIGHTS HAVE A TOLERANCE OF + OR - 2"	
	FEB9 2001	
	3/4" = 1'	DRAWING NUMBER JW4
A850 708 5212FP6-3	DRAWN MJC	SINCE 1923
STERNBURG		
SOCKET TYPE <input type="checkbox"/> MEDIUM BASE <input checked="" type="checkbox"/> MOGUL BASE		
VOLTAGE <input checked="" type="checkbox"/> /120 <input type="checkbox"/> /208 <input type="checkbox"/> /220 <input type="checkbox"/> /240 <input type="checkbox"/> /277 <input type="checkbox"/> /480 <input type="checkbox"/> /MULTI <input type="checkbox"/> ADVISE <input type="checkbox"/> WIRE TO ?		
LIGHT SOURCE AND WATTAGE <input type="checkbox"/> INCANDESCENT <input checked="" type="checkbox"/> 50 MV <input type="checkbox"/> 75 MV <input type="checkbox"/> 100 MV <input type="checkbox"/> 175 MV <input type="checkbox"/> 250 MV MERCURY VAPOR <input type="checkbox"/> 50 MH <input type="checkbox"/> 70 MH <input type="checkbox"/> 100 MH <input type="checkbox"/> 150 MH <input type="checkbox"/> 175 MH <input type="checkbox"/> 250 MH METAL HALIDE <input type="checkbox"/> 35 HPS <input type="checkbox"/> 50 HPS <input type="checkbox"/> 70 HPS <input type="checkbox"/> 100 HPS <input checked="" type="checkbox"/> 150 HPS <input type="checkbox"/> 250 HPS HIGH PRESSURE SODIUM <input type="checkbox"/> ADVISE		
<input type="checkbox"/> FUSED <input type="checkbox"/> WITH LAMP		
Advise Finish <input type="checkbox"/> Swedish Iron <input type="checkbox"/> Verde Green <input type="checkbox"/> Park Green <input type="checkbox"/> Black <input type="checkbox"/> Architectural Medium Bronze <input checked="" type="checkbox"/> CUSTOM FINISH		



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LED C6 Christmas Lights

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LED Mini Christmas Lights

LED Christmas Light Accessories

Clearance LED Christmas Lights

LED HID Retrofit Bulbs

Corn Cob LED Retrofit

Wall Pack ShoeBox LED Retrofit

High Bay Low Bay LED Retrofit

Adjustable LED Retrofit Bulbs

HPS Match LED Retrofits

Ballast Compatible LED Retrofit

Low Voltage LED HID Retrofit Bulbs

LED Light Bulbs

LED A19 Bulbs

LED Tube Lights

LED Filament Bulbs

LED Globe Bulbs

LED PAR Bulbs

LED PL Lamps

LED Circline Bulbs

LED Reflector Bulbs

Fixture LED Retrofit Kits

Circular LED Retrofit Light Engines

Rectangular LED Retrofit Light Engines

LED Linear Retrofit Strip Kits

LED Retrofit Plate Kits

LED Commercial Fixtures

480 Volt LED Lighting

LED Area Lights/Parking Lot Fixtures

LED Emergency Backup

LED Flexible Ribbon

LED Flood Lights

Home > [LED HID Retrofit Bulbs](#) > [Corn Cob LED Retrofit](#) > [2200-5000 Lumens \(100-150W HID Equal\)](#) > [Mogul Base \(E39/EX39\)](#) > [4000K Cool White](#) > 36 Watt 5000 Lumen EX39 Mogul Base 120-277V LED Corn Cob Retrofit Light Bulb 4000K

Eiko

36 Watt 5000 Lumen EX39 Mogul Base 120-277V LED Corn Cob Retrofit Light Bulb 4000K



Our price (Before qty discounts*): \$55.38

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Quantity	Amount
1 to 3	\$55.38
4 to 6	\$53.53
7 or more	\$52.21

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Item Number: 10239

Manufacturer: Eiko

Manufacturer Part No: LED36WPT40KMOG-G8 - Eik

Operating Voltage: [120-277 Universal Voltage](#)LED for HID Replacement: [150W HID](#)

UPC: 031293102393

Technology: [LED](#)Application: [By-Pass LED](#)Fixture Type: [LED Retrofit](#)

Watts: 36

Lumens: 5000

Shape: [Corn Cob LED Retrofit](#)Color Temp: [4000K](#)CRI (Color Rendering Index): [80](#)Benefit: [Enclosed Fixture Rated](#), [Omni Directional](#), [DLC QPL Listed](#), [Damp Location Rated](#)Base Type: [Mogul EX39](#)Common Name of Color: [Cool White](#)Dimmable: [No](#)Beam Angle Range: [130-360](#)

Product Specifications - Quick Reference

Input Voltage: Dimmable:	120-277 Volt AC NOT Dimmable	Dimensions: Bulb Base:	3,34" Diameter x 7.95" Long EX39 Mogul Base
LED Color:	4000K Cool White	Rated Life Span:	Up To 50,000 Hours
Initial Lumens: Lumens per Watt:	5,000 Lumens 138 Lumens/Watt	Beam Angle: Rated Locations:	360 Degrees, Omnidirectional Dry or Damp



Available in either an E26 medium or EX39 mogul screw base, Eiko's LiteSpanLED HID Replacement Lamps are a convenient and energy-efficient solution for replacing traditional compact fluorescent, high-pressure sodium and metal halide sources in enclosed lighting fixtures. The 27 and 36 watt models are designed with a smaller size and shape for easy installation in bollards and globes, while the larger 45, and 54 watt versions are ideal for acorn fixtures and outdoor security lighting where a higher lumen output is required. For an even higher light output, they also offer this product in 80W, 100W and 120W.

This item is the Eiko LiteSpanLED LED36WPT40KMOG-G8 (10239), the replacement for the LED36WPT40KMOG-G7 (09379). These corn cob light bulbs are now smaller than ever but producing equivalent or greater light output! DLC QPL Listed (DLC Product Code PLWHQCZX2L36), suitable for totally enclosed post tops and other typical HID fixtures, these LED retrofit bulbs (also called out as an LED corn light or corn bulb) offer an omnidirectional 360 degree beam angle. They consume up to 75% less energy than conventional HID systems at just 36 watts of 120 to 277 volt energy and generate 5,000 initial lumens of light output. An excellent energy saving bulb to replace your 150 watt Metal Halide (MH) or High Pressure Sodium (HPS) lamp. The LED36WPT40KMOG-G8 is a non-dimmable LED light bulb. This LED Site, Roadway or Post Top lighting retrofit option

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These LED bulbs may be short in stature, but, they pack a powerful light output that provides instant full brightness. Designed with Solid State Technology which requires no fans or moving parts, these LED retrofit bulbs give outstanding reliability without any noise. They have an [EX39 exclusionary mogul base](#) that easily integrates energy saving LED technology into even your tightest site lighting, roadway or post top lighting format. Adding to their retrofit flexibility, they can be operated in either the base up, base down or horizontal position. The physical dimensions of the Eiko 4000K Cool White LED retrofit are just 7.95 [MO](#) by 3.34 in diameter. These LED retrofit bulbs carry a [5 Year Warranty](#).

The Eiko 10239, 36 watt LED lamp, which is UL Listed for either Dry or Damp locations (IP64 Rated), has been designed to retrofit existing HID installations, thereby reducing maintenance and energy expenditures in residential, commercial, retail displays, hotel, motel and resort applications and as an energy saving light source for new fixtures and installations. Please NOTE: When retrofitting LED to an HID fixture, the ballast must be by-passed or removed from the fixture. Additionally, by-passing the ballast will insure no RFI interference.

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Related Products



Eiko
36 Watt 5000 Lumen E26 Medium Base 120-277V
LED Corn Cob Retrofit Light Bulb 4000K

In stock

Our price (Before qty discounts*): \$52.29

Quantity:
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Eiko LED36WPT40KMOG-G8 (10238) - 36 Watt 100-277V - LiteSpan LED HID Replacement Lamps - E26 Medium Base - 4000K - 360 Degree Beam - 5000 Lumen - LED Retrofit Corn Light Bulbs For HID Fixtures - LED Replacement for Up To 150W HPS or Metal Halide Bulbs



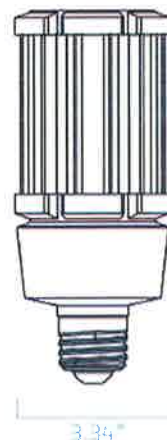
Eiko
45 Watt 6300 Lumen EX39 Mogul Base 120-277V
LED Corn Cob Retrofit Light Bulb 4000K

In stock

Our price (Before qty discounts*): \$63.07

Quantity:
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Eiko LED45WPT40KMOG-G8 (10245) - 45 Watt - 120-277V - LiteSpan LED HID Replacement Lamps - EX39 Mogul Base - 4000K Cool White - 6300 Lumen - LED Retrofit Corn Light Bulbs - LED Replacement for 175W HPS or Metal Halide Bulbs - Replacement for



E26: 7.95"
 EX39: 8.7"

3.34"

Eiko
36 Watt 5200 Lumen EX39 Mogul Base 120-277V
LED Corn Cob Retrofit Light Bulb 5000K

In stock

Our price (Before qty discounts*): \$55.38

Quantity:
[Add To Cart](#) [View Product](#)

Eiko LED36WPT50KMOG-G8 (10241) - 36 Watt 120-277V - DLC Listed LED HID Replacement Lamps - EX39 Mogul Base - 5000K - 360 Degree Beam - 5200 Lumen - LED Retrofit Corn Light Bulbs For HID Fixtures - LED Replacement for 100-125W HPS or Metal Halide Bulbs



Eiko
80 Watt 10560 Lumen EX39 Mogul Base 120-277V
LED Corn Cob Retrofit Light Bulb 5000K

In stock

Our price (Before qty discounts*): \$129.87

Quantity:
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Eiko LED80WPT50KMOG-G8 (10261) - 80 Watt - 120-277V - LiteSpan LED HID Replacement Lamp - EX39 Mogul Base - 5000K Daylight - 10560 Lumen - LED Retrofit Corn Light Bulbs - LED Replacement for 320W HPS or Metal Halide Bulbs - Replacement for



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

January, 2019

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

MONROE DDA
2019-2020 WORK PLAN UPDATE

January, 2019

- | | |
|--|---|
| 1. Create employee and residential permits as recommended in Downtown Master Plan | Under discussion |
| 2. Create visitor-priority parking lots that prohibit parking before 10am | Under discussion |
| 3. Cover meters/make parking free on street and in visitor lots until demand rises | Demonstration project approved, to start about 3/1/20 |
| 4. Establish first-time forgiveness program; escalating fines | Under discussion |
| 5. Establish new, simplified regulations for on-street parking | |
| 6. Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours | |

Carry Over from 2018-2019

Tree and Lamp Post Maintenance (Year 2 of 3)	Staff	Planning stage
Upper Floor Conversion Technical Services	Lukacs	Results to be presented at February meeting
Streetscape Design Guidelines	Lukacs	Project complete
Downtown Reinvestment Program	Lukacs	Project approved, underway