

**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) 384-9136.

**AGENDA**  
**REGULAR MEETING**  
**Wednesday, September 15, 2021, 8:30 A.M.**  
**CITY HALL, COUNCIL CHAMBER, 120 E. FIRST ST.**

**1. Roll Call**

**2. Vision Statement** (2 minutes)

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

**4. Public Comment** (2 minutes per individual)

**5. Consent Agenda** (2 minutes)

**Action Requested**

- A. Approval of Agenda
- B. Approval of Minutes
  - i. Wednesday, September 1, 2021 Regular Meeting
- C. Financial Reports
  - i. August, DDA Preliminary Revenue and Expenditure Report FY 2021-2022
  - ii. August, DDA Preliminary Itemized Expenditure Report FY 2021-2022

**6. New Business**

- A. Purchase of Holiday Decorations (5 min)
- B. Downtown Monroe Historical Street Exhibits - Introduction (5 min)

**Action Requested**

**7. Other Business**

- A. Purchase of Site Furnishings (5 min)
- B. Review of Riverwalk Connector Specs & Authorization to Seek Bids (10 min)
- C. Work Plan Updates (10 min)

**Action Requested**

**Action Requested**

**8. Communications**

**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 and 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 Center for the Arts.

# Minutes

**Monroe Downtown Development Authority  
Rescheduled Regular Meeting  
Wednesday, September 1, 2021  
Council Chambers, Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:30 a.m.

## **1. Roll Call**

Present: Mayor Robert Clark, Mary Hastings, Deb Staelgraeve, William Slicker, Anthony Trujillo

Absent: Tiffany Harper, Scott Kegerreis, Mackenzie Swanson

Staff: Annette Knowles, Downtown/Economic Development Coordinator

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

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

## **4. Public Comments** – None

## **5. Consent Agenda**

A. Approval of Agenda

B. Approval of Minutes

❖ Wednesday, July 21, 2021 Regular Meeting

C. Financial Reports:

❖ July, DDA Revenue and Expenditure Report FY 2021-2022

❖ July, DDA Itemized Expenditure Report FY 2021-2022

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

❖ June, DDA Final Itemized Expenditure Report FY 2020-2021

Motion by Staelgraeve, seconded by Hastings to approve items on the Consent Agenda. *Motion carried, all ayes.*

## **6. New Business** – None

## **7. Other Business**

### **A. Replacement of Site Furnishings**

A discussion was held pertaining to site furnishings based on the introduction at the July meeting. Board members prefer to purchase all site furnishings in a single purchase rather than spreading out over a number of years. If the approach is

approved, official quotes will be obtained from suppliers and placed on the agenda for the next regular meeting on September 15, 2021.

Motion by Clark, seconded by Staelgraeve approve the plan to replace all site furnishings (benches, bike racks, planters, trash cans) in a single purchase with the intended installation in 2022. ***Motion carried, all ayes.***

## **B. Work Plan Updates**

The construction drawings for the west riverwalk connector are complete. Plans are pending for the east riverwalk connector. The project is likely to be split into two contracts, one for lighting/electrical (both connectors) and one for landscaping (one connector). Also, the Mayor and Knowles participated in a virtual meeting with representatives from DTE Energy regarding grants for EV charging stations.

## **8. Board Member Comments/Administrative Comments**

Mayor Clark inquired about the status of the former You and I Bar. Some supplies have been delivered but the applicant at last communication was waiting on permits. Mayor Clark is considering new board members and would like to bring the membership back to nine with those who add value on the development side. City management may bring some partnership opportunities to the board, pending. Lastly, congratulations are in order for member Harper on the addition of twins to her family.

## **9. Adjournment**

Motion to adjourn by Staelgraeve, seconded by Hastings at 9:05 a.m. ***Motion carried, all ayes.***

PERIOD ENDING 08/31/2021

		2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	08/31/2021 NTH (ABNORMAL) ASE	08/31/2021 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	2,000.00	(16.59)	(24.06)	2,016.59
Total Dept 80.100 - GENERAL REVENUE		2,000.00	(16.59)	(24.06)	2,016.59
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	302,600.00	0.00	0.00	302,600.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(32,700.00)	0.00	0.00	(32,700.00)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	16,300.00	0.00	0.00	16,300.00
Total Dept 80.600 - GENERAL REVENUE		286,200.00	0.00	0.00	286,200.00
TOTAL REVENUES		288,200.00	(16.59)	(24.06)	288,216.59
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-727.000	OFFICE SUPPLIES	500.00	38.49	0.00	461.51
751-65.691-730.000	POSTAGE	500.00	0.51	0.00	499.49
751-65.691-750.015	UNIFORMS/CLOTHING	100.00	0.00	0.00	100.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	10,000.00	0.00	0.00	10,000.00
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	30,000.00	0.00	0.00	30,000.00
751-65.691-818.020-22R0100000	GENERAL CONTRACT SERVICES	25,000.00	0.00	0.00	25,000.00
751-65.691-818.020-22R0200000	GENERAL CONTRACT SERVICES	25,000.00	0.00	0.00	25,000.00
751-65.691-818.020-22R0300000	GENERAL CONTRACT SERVICES	50,000.00	0.00	0.00	50,000.00
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	190.00	190.00	1,210.00
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	9,475.00	9,100.00	15,525.00
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	2,014.00	335.66	167.83	1,678.34
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	300,000.00	0.00	0.00	300,000.00
751-65.691-974.000	LAND IMPROVEMENTS	110,000.00	0.00	0.00	110,000.00
751-65.691-999.101	TRANSFER OUT-GENERAL	10,000.00	0.00	0.00	10,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	120,500.00	0.00	0.00	120,500.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		763,859.00	10,484.66	9,457.83	753,374.34
TOTAL EXPENDITURES		763,859.00	10,484.66	9,457.83	753,374.34
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		288,200.00	(16.59)	(24.06)	288,216.59
TOTAL EXPENDITURES		763,859.00	10,484.66	9,457.83	753,374.34
NET OF REVENUES & EXPENDITURES		(475,659.00)	(10,501.25)	(9,481.89)	(465,157.75)
BEG. FUND BALANCE		476,139.87	476,139.87		
NET OF REVENUES/EXPENDITURES - 2020-21			90,073.57		90,073.57
END FUND BALANCE		480.87	555,712.19		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
08/01/2021			<b>751-00.000-005.000 COOP LIQUID ASSET SEC SYS</b>		BEG. BALANCE		567,256.51
08/12/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25048		10,600.00	556,656.51
08/27/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25172		1,000.00	555,656.51
08/31/2021	GJ	JE	MICHIGAN CLASS INTEREST - AUG 2021	25215	8.50		555,665.01
08/31/2021			751-00.000-005.000	END BALANCE	8.50	11,600.00	555,665.01
08/01/2021			<b>751-00.000-007.000 AUTOMATED PUBLIC FUNDS</b>		BEG. BALANCE		(36.49)
08/01/2021	GJ		MONTHLY P&L INSURANCE ALLOCATION	24956		167.83	(204.32)
08/03/2021	CD	CHK	REVIZE LLC	60779		9,100.00	(9,304.32)
08/05/2021	CD	CHK	SUMMARY CD 08/05/2021			1,262.45	(10,566.77)
08/11/2021	GJ	JE	5/3 SERVICE FEES - JULY 2021	25042		36.31	(10,603.08)
08/12/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25048	10,600.00		(3.08)
08/17/2021	CD	CHK	SUMMARY CD 08/17/2021			190.00	(193.08)
08/17/2021	CD	CHK	SUMMARY CD 08/17/2021			763.49	(956.57)
08/23/2021	GJ	JE	5/3 SERVICE FEES REVERSAL- JULY 2021	25128	3.75		(952.82)
08/27/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25172	1,000.00		47.18
08/31/2021			751-00.000-007.000	END BALANCE	11,603.75	11,520.08	47.18
08/01/2021			<b>751-00.000-202.000 ACCOUNTS PAYABLE</b>		BEG. BALANCE		(2,025.94)
08/02/2021	AP	INV	REVIZE LLC	12109		9,100.00	(11,125.94)
			WEB SITE REDESIGN				
08/03/2021	CD	CHK	REVIZE LLC	60779	9,100.00		(2,025.94)
08/05/2021	CD	CHK	SUMMARY CD 08/05/2021		1,262.45		(763.49)
08/16/2021	AP	INV	MICHIGAN DOWNTOWN ASSOCIATION	E2263		190.00	(953.49)
			MDA ANNUAL STATEWIDE CONFERENCE				
08/17/2021	CD	CHK	SUMMARY CD 08/17/2021		190.00		(763.49)
08/17/2021	CD	CHK	SUMMARY CD 08/17/2021		763.49		0.00
08/31/2021			751-00.000-202.000	END BALANCE	11,315.94	9,290.00	0.00
08/01/2021			<b>751-65.691-860.000 TRAINING &amp; TRAVEL</b>		BEG. BALANCE		0.00
08/16/2021	AP	INV	MICHIGAN DOWNTOWN ASSOCIATION	E2263	190.00		190.00
			MDA ANNUAL STATEWIDE CONFERENCE				
08/31/2021			751-65.691-860.000	END BALANCE	190.00	0.00	190.00
08/01/2021			<b>751-65.691-880.000 COMMUNITY PROMOTION</b>		BEG. BALANCE		375.00
08/02/2021	AP	INV	REVIZE LLC	12109	9,100.00		9,475.00
			WEB SITE REDESIGN				
08/31/2021			751-65.691-880.000	END BALANCE	9,100.00	0.00	9,475.00
08/01/2021			<b>751-65.691-910.000 INSURANCE PREMIUM</b>		BEG. BALANCE		167.83
08/01/2021	GJ		MONTHLY P&L INSURANCE ALLOCATION	24956	167.83		335.66
08/31/2021			751-65.691-910.000	END BALANCE	167.83	0.00	335.66
08/01/2021			<b>751-80.100-665.005 INTEREST ON INVESTMENTS</b>		BEG. BALANCE		(7.47)
08/11/2021	GJ	JE	5/3 SERVICE FEES - JULY 2021	25042	36.31		28.84
08/23/2021	GJ	JE	5/3 SERVICE FEES REVERSAL- JULY 2021	25128		3.75	25.09
08/31/2021	GJ	JE	MICHIGAN CLASS INTEREST - AUG 2021	25215		8.50	16.59
08/31/2021			751-80.100-665.005	END BALANCE	36.31	12.25	16.59

GRAND TOTALS:

32,422.33

32,422.33

565,729.44

Monroe Downtown Development Authority  
2021-2022 Fiscal Year Expenditure Report

Office Supplies - 727.000	Budget	Expenditures	Balance
	\$500.00		
			\$500.00
Postage	Budget	Expenditures	Balance
	\$500.00		
			\$500.00
Uniforms/Clothing	Budget	Expenditures	Balance
	\$100.00		
			\$100.00
Seasonal Decorations - 750.075	Budget	Expenditures	Balance
	\$10,000.00		
			\$10,000.00
Audit Services	Budget	Expenditures	Balance
	\$1,500.00		
			\$1,500.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$30,000.00		
			\$30,000.00

Monroe Downtown Development Authority  
2021-2022 Fiscal Year Expenditure Report

<b>General Contract Services - 818.020</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
First and Front	\$25,000.00		
			\$25,000.00
<b>General Contract Services - 818.020</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
Monroe Street	\$25,000.00		
			\$25,000.00
<b>General Contract Services - 818.020</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
Riverwalk Enhancement	\$50,000.00		
			\$50,000.00
<b>Building Reinvestment Grant - 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		
MDA Conference		\$190.00	
			\$1,210.00
<b>Community &amp; Promotion 880.000</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$25,000.00		
Revize LLC (new website)		\$9,100.00	
			\$15,900.00



Monroe Downtown Development Authority  
2021-2022 Fiscal Year Expenditure Report

<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>
	\$2,014.00		
July		\$167.83	
August		\$167.83	
			\$1,678.34
<b>Rental - Equipment</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$445.00		
Thru 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		
			\$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>
	\$300,000.00		
			\$300,000.00
<b>Land Improvements 974.000</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$110,000.00		

Monroe Downtown Development Authority  
2021-2022 Fiscal Year Expenditure Report

			\$110,000.00
<b>Transfer Out General 999.101</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$10,000.00		
			\$10,000.00
<b>Transfer Out Debt Services</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
	\$120,500.00		
			\$120,500.00
<b>Totals</b>	<b>\$763,859.00</b>		<b>\$753,788.34</b>

## Memo

Date: Monday, September 13, 2021

To: DDA Board of Directors

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

Re: **PURCHASE OF HOLIDAY DECORATIONS**

### BACKGROUND

Previously, the DDA board of directors included in its 2021-2022 budget funds to be utilized toward holiday decorations in the downtown district. Since then, an ad hoc city committee has been working to develop a plan to incorporate additional lighted fixtures. A representative from the DDA (Deb Staelgraeve) has been involved in some of the discussions.

At this time, please see attached product info from Barcana/The Décor Group; it has been discussed that the DDA will be approached to purchase replacement over-the-road swags. There are two options that will align with the city's overall approach for best consistency. A total of three replacement swags are needed; therefore, the expenditure should arrive at approximately \$9,000.00; this would allow the DDA to purchase all quantities at once in lieu of spreading the purchase out over three years as originally conceived. Prices do not reflect shipping costs; that will be in addition to the purchase.

### ACTION

Authorize the purchase of holiday decorations (specify) from Barcana/The Décor Group at a cost not to exceed \$10,000, funds to be derived from DDA Account Number 751-65.691-750.075, Seasonal Decorations - DDA.

om/Low\_labor\_decor)

# Dripping Stars Cross Street

om/Decorating\_basics)

om/Decor)

om/Fds)

om/Trees)

om/Landscape-



SKU: FDS-12537.A2

**\$2,269.47** Each  
om/Decor\_smart\_rgb)

QUANTITY

om/Permanent) +

Add to Cart

Add to Wishlist

Add to Quote

## Description

Seen in FDS Catalog C

## Details

H: 6.6', L: 23.6', 144W, 230V

---

[Back to Top \(https://store.thedecorgroup.com/FDS-12537.A2#\)](https://store.thedecorgroup.com/FDS-12537.A2#)

---



**DALLAS-FORT WORTH**  
**2301 Crown Court, Irving, TX 75038**

**Customer Service Hours Monday - Friday: 8am-5pm CST**  
**806-722-1225**

© 2019 The Decor Group

## HERE TO HELP

Frequently Asked Questions (FAQs) (<https://store.thedecorgroup.com/faq>)

## SHOPPING WITH US

Shipping Policy (<https://store.thedecorgroup.com/shipping-policy>)

Returns & Refunds ([https://store.thedecorgroup.com/terms-and-conditions#refund\\_policy](https://store.thedecorgroup.com/terms-and-conditions#refund_policy))

## SHOPPING WITH US

Shipping Policy (<https://store.thedecorgroup.com/shipping-policy>)

Returns & Refunds ([https://store.thedecorgroup.com/terms-and-conditions#refund\\_policy](https://store.thedecorgroup.com/terms-and-conditions#refund_policy))

## LEGAL

Privacy Policy ([https://store.thedecorgroup.com/privacy\\_policy\\_tdg](https://store.thedecorgroup.com/privacy_policy_tdg))

Terms & Conditions (<https://store.thedecorgroup.com/terms-and-conditions>)

### **Javascript is disabled on your browser.**

To view this site, you must enable JavaScript or upgrade to a JavaScript-capable browser.



# Swoop with Snowflakes Cross Street



SKU: FDS-123367.A2

**\$2,821.29** Each

QUANTITY

- 1 +

Add to Cart

Add to Wishlist

Add to Quote

Description



Seen in FDS Catalog C

Details



H: 4.9', L: 16.4', 148W, 230V



Back to Top



**DALLAS-FORT WORTH**  
**2301 Crown Court, Irving, TX 75038**

**Customer Service Hours Monday - Friday: 8am-5pm CST**  
**806-722-1225**

© 2019 The Decor Group

#### HERE TO HELP

Frequently Asked Questions (FAQs) (/faq)

#### SHOPPING WITH US

Shipping Policy (/shipping-policy)

Returns & Refunds (/terms-and-conditions#refund\_policy)

#### SHOPPING WITH US

Shipping Policy (/shipping-policy)

Returns & Refunds (/terms-and-conditions#refund\_policy)



## **LEGAL**

[Privacy Policy \(/privacy\\_policy\\_tdg\)](#)

[Terms & Conditions \(/terms-and-conditions\)](#)

Item 6B



## Memo

Date: Monday, September 13, 2021

To: DDA Board of Directors

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

Re: **DOWNTOWN MONROE HISTORICAL STREET EXHIBITS - INTRODUCTION**

### **BACKGROUND**

Please see attached proposal from the Chair.

### **ACTION**

None proposed at this time.

## The Downtown Monroe Historical Street Exhibits

*Proposed by Anthony Trujillo, Chairman, Monroe Downtown Development Authority*

The purpose of this proposal is to launch planning of the Downtown Monroe Historical Street Exhibit. We want to bring a team of professionals that can perform and execute the necessary steps to install unique pieces of art in our historic Downtown, while telling the story of its rich historical and cultural past.

The exhibits would consist of glass panel that is designed and sited so that viewers look through a historic image of what used to be in place in the line of sight through the panel. The panels are seven feet tall and three feet wide. I would like to establish \$60,000 as our starting budget for this project. In hopes that the cost could be split up between the DDA and other relevant organizations. Split four ways, it would be a pledge of \$15,000 each to make this project ago.



This exhibit is a unique way for our local community to get an insight of what our forefathers had lived with and the ability to bring the past to life visually portraying our city's history. A similar project was executed in the City of Ann Arbor, which is depicted in the photograph above.

As Chairperson for the Monroe Downtown Development Authority (DDA), I am immensely proud of our community and its local government agencies for working to make our downtown a better place. I am reaching out to a few of our historical and city agencies to collaborate with the DDA in the Downtown Monroe Historical Street Exhibits project. With your professional help I trust that the research, design and work to bring this exhibit to life could be completed in high standard and exceed our expectations by the help of the following;

- Monroe County Historical Society
- Monroe County Museum System
- City of Monroe

Please don't hesitate to get in touch if you would like any more information. Thank you for your consideration.

## Memo

Date: Monday, September 13, 2021

To: DDA Board of Directors

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

Re: **PURCHASE OF SITE FURNISHINGS**

### BACKGROUND

Previously, the DDA board established a consensus to replace the site furnishings in the downtown district to those contained in the adopted design standards, with an additional quantity of ten each to add to the inventory.

Pricing was obtained for the site furnishings as described above and is attached for your review. At this time, the board is asked to authorize the purchase; given long lead times, it is the intention to install the site furnishings in the spring of 2022. As an added step, the crew from the department of public works was afforded an opportunity to examine the installation instructions to ensure there would be no issues; the response was favorable.

Note, ultimately, this purchase will require a budget amendment as this purchase was not represented as such when the budget was approved. However, funds are available for the purchase and will be appropriately documented in the financial reports. Lastly, current site furnishings will be retired and recycled, disposed of or sold.

### ACTION

Authorize the purchase of site furnishings in the following quantities and pricing from the suppliers noted, at a total cost of \$160,780.00;

1. Benches, 25 each at \$1,521 for a total of \$38,025 plus \$1,695 in freight from Penchura
2. Receptacles, 50 each at \$1,380 for a total of \$69,000, from Landscape Forms
3. Bike racks, 20 each at \$450 for a total of \$9,000, from Landscape Forms
4. Planters, 30 each at \$1,280 for a total of \$38,400, from Landscape Forms
5. Freight for Landscape Forms, \$4,660



# Quote

Date: 09/02/2021

LF Quote#: 0000340311

PO#:

Project:

Bill To: City of Monroe DDA  
ATTN: Annette Knowles  
118 E. Front St.  
Monroe, MI 48161

## CORPORATE

7800 E. Michigan Avenue  
Kalamazoo, MI 49048-9543  
P: 800.521.2546 F: 269.381.3455  
www.landscapeforms.com  
Federal I.D.# 38-1897577  
FSC# RA-COC-001261

Ship To: City of Monroe DDA  
ATTN: Annette Knowles  
118 E. Front St.  
Monroe, MI 48161

Ship To Contact Phone:(734)240-2458

Ship Via: Common Carrier

F.O.B.: Destination

Qty	Description	Unit Price	Total Price
-----	-------------	------------	-------------

### When ordering please confirm:

- Shipping address and contact information (name and ph#)
- Billing address and contact information
- Is your firm or the project tax exempt? If so, exemption certificate must accompany order
- Delivery schedule:

\_\_\_\_ Ship immediately upon completion

OR Ship On/After the date:\_\_\_\_\_

50	Scarborough Litter Style: <i>Side Opening, 30 gal. capacity</i> Side Panel: <i>Vertical Strap</i> Powdercoat Color: <i>Stormcloud</i> Liner Color: <i>Stormcloud</i> Standard Features: <i>Freestanding/Surface Mountable</i> Standard Liner: <i>30 gallon Polyethylene Liner</i>	\$ 1,380.00	\$ 69,000.00
20	Loop Bike Rack Mounting: <i>Embedded</i> Finish: <i>Powdercoated</i> Options: <i>No Options</i> Powdercoat Color: <i>Stormcloud</i>	\$ 450.00	\$ 9,000.00
30	Sorella Planter Height: <i>18in</i> Size: <i>30SQ x 18H</i> Mounting: <i>Freestanding</i> Material: <i>Powdercoated Metal</i> Drain Hole: <i>2 - 0.50" Drain Holes</i> Powdercoat Color: <i>Stormcloud</i>	\$ 1,280.00	\$ 38,400.00

Page: 1 of 3

Cust #: NFDIR  
SSR: Mary Vanderberg  
Rep: Kyle Verseman, MI5

*Landscape Forms Customer Service*

Purchaser

Seller

landscapeforms®

# Quote

Date: 09/02/2021

LF Quote#: 0000340311

PO#:

Project:

Bill To: City of Monroe DDA  
ATTN: Annette Knowles  
118 E. Front St.  
Monroe, MI 48161

## CORPORATE

7800 E. Michigan Avenue  
Kalamazoo, MI 49048-9543  
P: 800.521.2546 F: 269.381.3455  
www.landscapeforms.com  
Federal I.D.# 38-1897577  
FSC# RA-COC-001261

Ship To: City of Monroe DDA  
ATTN: Annette Knowles  
118 E. Front St.  
Monroe, MI 48161

Ship To Contact Phone:(734)240-2458

Ship Via: Common Carrier

F.O.B.: Destination

Qty	Description	Unit Price	Total Price
Item Total			\$ 116,400.00
Shipping & Handling			\$ 4,660.00
Sub Total			\$ 121,060.00
Estimated Tax			\$ 7,263.60
Document Total			\$ 128,323.60

### Payment Terms: NET 30 - PENDING CRED APPROVAL

Landscape Forms, Inc. reserves the right to change payment terms based on payment history as well as information obtained from commercial credit reporting agencies.

- Purchaser is responsible for confirming options, materials, quantities, etc., for completeness and conformity to plans and specifications.
- Changes to or cancellations of orders may incur a penalty charge of 30% or more. Special orders may not be changed or cancelled.
- Studio 431 (custom) orders cannot be cancelled once purchase order is received and approved.
- Studio 431 orders are subject to price increase after engineering/product development is complete and approved by designer, end user and purchaser. Modifications in price will be handled via Change Order.
- No merchandise can be returned without authorization from Landscape Forms. Returns may be subject to a disposition fee of 30-100%.
- Prices based on quantities shown and quantity changes may affect price.
- QUOTED prices are held for 60 days. After receipt of a written ORDER, prices will be held for up to one year from receipt of the order. Changes in quantity or specification may affect pricing.
- **Lighting Poles only**-QUOTED prices are held for up to 30 days. ORDERS received on valid quotes for immediate release will be accepted at quoted. Orders received for a future dated release are subject to current pricing at the time of order release.
- Pricing includes selection from our standard color palette. Optional colors and custom color matches are available for an additional fee and will extend lead-time. Please contact our corporate office for more information.
- Fixtures for custom products are the property of Landscape Forms, Inc., and are not available for sale.

Page: 2 of 3

Cust #: NFDIR  
SSR: Mary Vanderberg  
Rep: Kyle Verseman, MI5

*Landscape Forms Customer Service*

Purchaser

Seller

landscapeforms®



# Quote

Date: 09/02/2021

LF Quote#: 0000340311

PO#:

Project:

Bill To: City of Monroe DDA  
ATTN: Annette Knowles  
118 E. Front St.  
Monroe, MI 48161

## CORPORATE

7800 E. Michigan Avenue  
Kalamazoo, MI 49048-9543  
P: 800.521.2546 F: 269.381.3455  
www.landscapeforms.com  
Federal I.D.# 38-1897577  
FSC# RA-COC-001261

Ship To: City of Monroe DDA  
ATTN: Annette Knowles  
118 E. Front St.  
Monroe, MI 48161

Ship To Contact Phone:(734)240-2458

Ship Via: Common Carrier

F.O.B.: Destination

- Landscape Forms is a supplier only and ships via common carrier. Customer is responsible for offloading and installing unless otherwise indicated above.
- Handling fees alone will apply on third party and customer pick-up orders.
- Mounting hardware is only available on a limited number of products. Please consult the installation recommendations or contact our corporate office to confirm. In the event hardware is provided, it MUST be used for proper installation.
- Refer to Care and Maintenance guidelines for more detailed information and instructions.
- All orders ship upon completion of fabrication. A one-week grace period may be available, after which storage fees will apply.
- This Agreement contains the entire understanding between the parties. All prior communications are merged into this Agreement. The terms of this Agreement shall control any conflict between documents.
- This Agreement may be signed by the parties separately and by facsimile, and together they shall be deemed one binding, original Agreement.
- Purchaser shall pay all costs and expenses paid or incurred by Landscape Forms, Inc. in collecting any amounts due for goods purchased by Purchaser, including without limitation, reasonable attorneys' fees and collection costs. Balances on invoices not paid within 30 days of date of invoice, or within an alternate period of time as determined and indicated by Landscape Forms, shall incur interest at a rate of 18% per annum. Cash discounts are not offered.
- Tax is estimated. Actual tax will be charged on final invoice and shall be payable by the Purchaser. U.S. customers must provide a valid sales tax exemption or resale certificate to remove liability.
- To the extent purchaser supplies or modifies the standard specifications for any products, Landscape Forms, Inc. expressly disclaims all representations and warranties related to such products or their design whether express or implied except that the products shall be manufactured in accordance with purchaser's specifications.
- **REMITTANCE OPTIONS:** For information on paying via credit card, ACH, direct bank transfer, or wire please email us at [AR@landscapeforms.com](mailto:AR@landscapeforms.com). Please note all credit card charges will be subject to a 3% surcharge. Mail payments to:

### USD Checks

Landscape Forms, Inc.  
Dept 78073  
PO Box 78000  
Detroit, MI 48278-0073  
USA

### CAD Cheques

Landscape Forms, Inc.  
PO Box 2408  
Station A  
Toronto, Ontario M5W 2K6  
CAN

Page: 3 of 3

Cust #: NFDIR  
SSR: Mary Vanderberg  
Rep: Kyle Verseman, MI5

*Landscape Forms Customer Service*

Purchaser

Seller

landscapeforms®

## Memo

Date: Monday, September 13, 2021

To: DDA Board of Directors

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

Re: **REVIEW OF RIVERWALK CONNECTOR SPECS AND AUTHORIZATION TO SEEK BIDS**

### BACKGROUND

Plans for improvements to two connectors from West Front Street to the Riverwalk have been in process for the past twelve+ months. The team is at a place where the western connector plans have been finalized; the east connector, per board resolution, will consist only of string lighting between the subject properties. The final plans for the west connector are attached; the east connector lighting plan is in preparation.

With board approval, staff and the consultant can solicit bids to accomplish the installation of the improvements. It is expected that there will be two bid packages: one for the lighting and one for the landscaping and other surface improvements.

Note, staff has approached the city attorney to draft a legal document between the DDA and building owners regarding the string lighting.

### ACTION

Authorize the acceptance of bids for the riverwalk connector project.

# Riverwalk Connection

West Front Street & Cass Street

Owner Review: August 30, 2021

## Placemaking Improvements

Project Number: M25-202

Project Sponsor

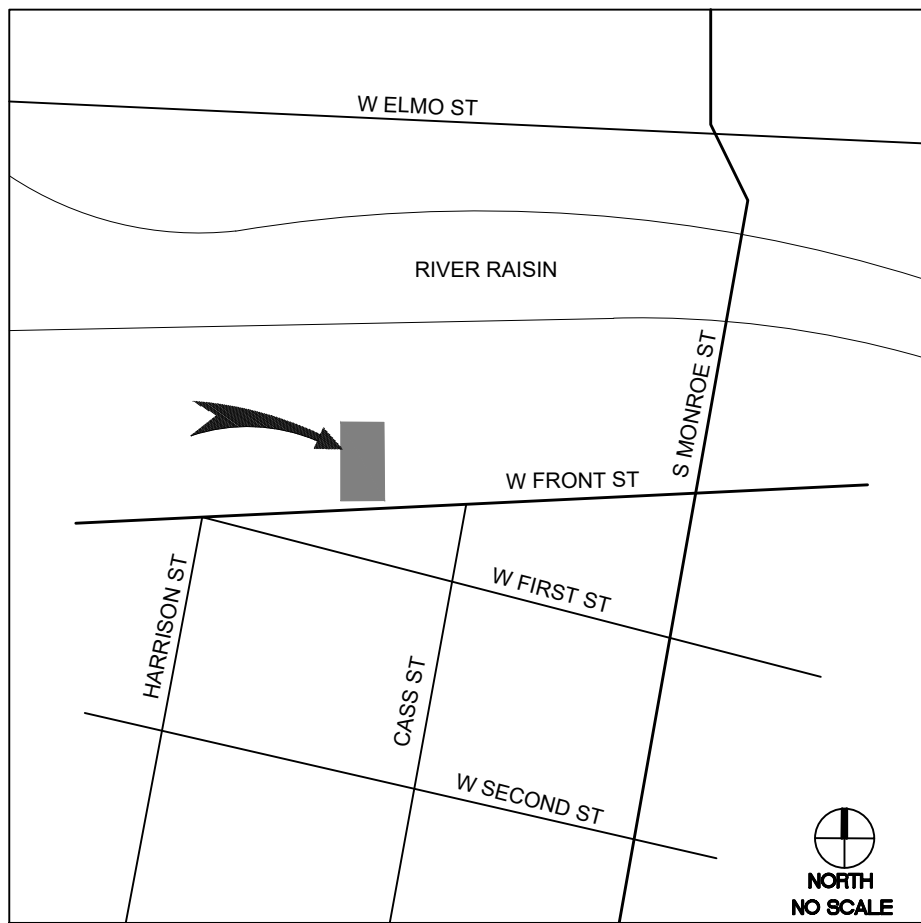
City of Monroe  
120 East First Street  
Monroe, Michigan 48161

Landscape Architect



List of Drawings

- COVER
- L-1 LANDSCAPE PLAN
- L-2 LIGHTING LAYOUT
- L-3 LANDSCAPE DETAILS
- IR-1 IRRIGATION





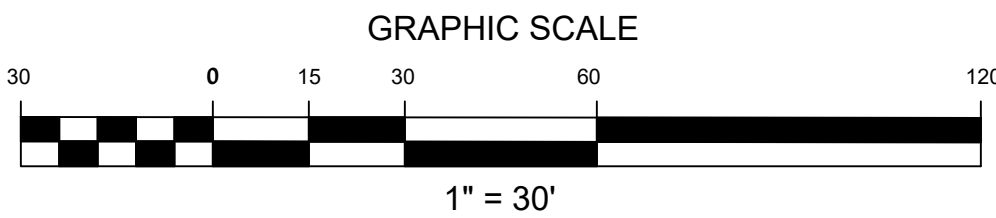
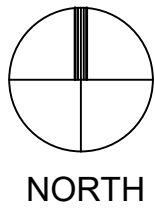


- ① SHRUB PLANTINGS, SEE TYP. DETAIL.
- ② PERENNIAL PLANTINGS, SEE TYP. DETAIL.
- ③ OVERHEAD STRING LIGHTS, SEE LIGHTING LAYOUT, SHEET L-2.
- ④ EXISTING CONCRETE WALK.

NOTES:

1. DOUBLE SHREDDED BARK MULCH IN PLANTING BEDS AND EVERGREEN TREE BEDS, SEE TYPICAL PLANTING DETAILS FOR REQUIRED DEPTH.

PLANT LIST							
sym.	qty.	botanical name	common name	size	spacing	root	comments
Shrubs							
TO	26	Thuja occidentalis 'Emerald Green'	Emerald Green Arborvitae	8' ht.	as shown	B&B	
HP	13	Hydrangea paniculata 'Bobo'	Bobo Hydrangea	3 gal.	as shown	cont.	
Perennials							
CA	29	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	1 gal.	as shown	cont.	
NW	27	Nepeta 'Walker's Low'	Walker's Low Catmint	1 gal.	24" o.c.	cont.	
PV	21	Panicum virgatum 'Shenandoah'	Shenandoah Switch Grass	1 gal.	as shown	cont.	



**3 FULL WORKING DAYS  
BEFORE YOU DIG CALL**



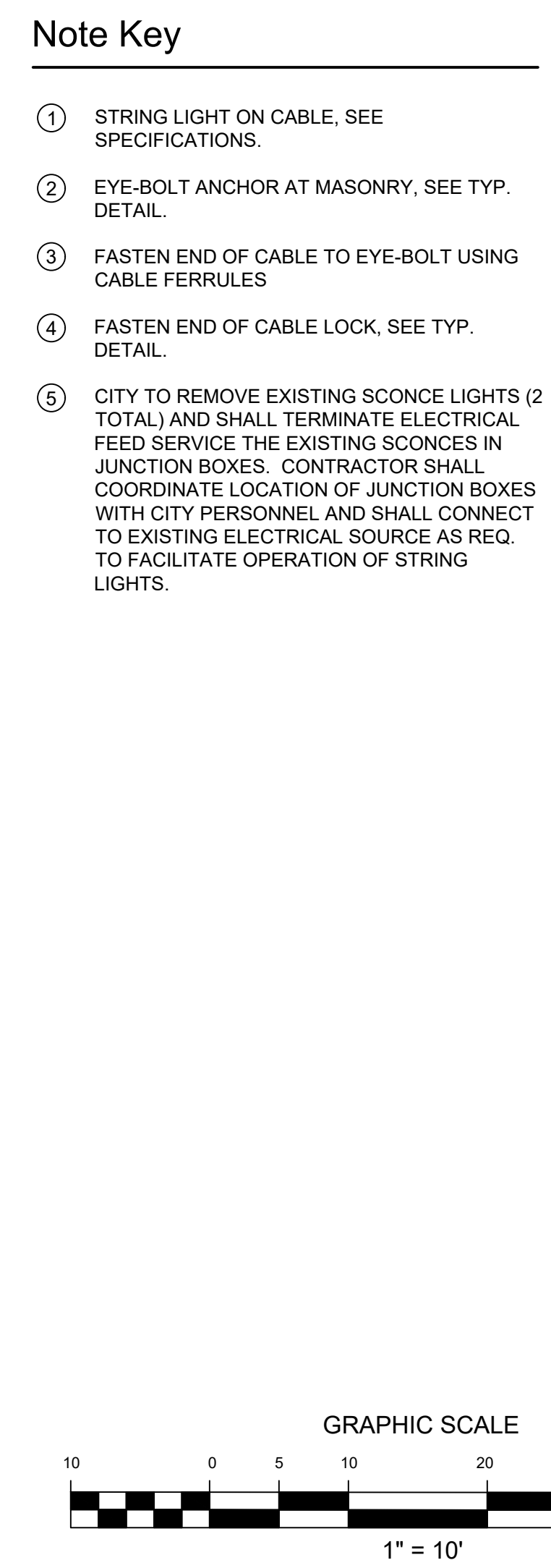
Know what's below.  
Call before you dig.

PRELIMINARY  
NOT FOR CONSTRUCTION

Sheet: Landscape Plan

Sheet Number: **L-1**  
© 2020 Russell Design, Inc.





Know what's **below**.  
Call before you dig.

© 2020 Russell Design, Inc.

## Planting Notes:

The Contractor shall verify all rights of way, easements, property lines and limits of work, etc. prior to commencing work.

The Contractor shall be responsible for contacting and coordinating with all pertinent utility companies 72 hours in advance of any digging to make himself familiar with all underground utilities, pipes and structures. The Contractor shall take sole responsibility for any cost incurred due to damage of said utilities.

The Contractor shall not willfully proceed with construction as designed when it is obvious that unknown obstructions and/or grade differences exist. Such conditions shall be immediately brought to the attention of the owner's representative and/or Landscape Architect. The Contractor shall assume full responsibility for all necessary revisions due to failure to give such notification.

Any discrepancies between dimensioned layout and actual field conditions shall be reported to the Owner's representative and Landscape Architect. Failure to make such discrepancies known will result in Contractor's responsibility and liability for any changes and associated cost.

The Contractor shall be responsible for any coordination with subcontractors as required to accomplish construction installation operations.

Do not scale drawings. Refer to written dimensions only.

The Contractor shall provide and maintain positive surface drainage.

The Contractor shall be responsible for any existing materials that are damaged during construction.

See specifications, plant list and planting details for planting requirements, materials and execution.

All trees to have clay loam or clay balls - trees with sand balls shall not be accepted.

All trees to be approved by Owner's Representative and/or Landscape Architect prior to delivery to the site. Any trees delivered to the site not previously approved may be rejected and are the sole responsibility of the Contractor.

Final location of all plant material shall be subject to the approval of the Landscape Architect.

The Contractor to verify percolation of all planting pits prior to installation of plant material.

The Contractor shall place 3" depth of shredded bark mulch in all planting beds, unless otherwise indicated.

## Construction Notes:

It shall be the Contractor's responsibility to verify all existing survey information including the utility systems before any demolition or construction work occurs. Any discrepancies with the survey information shall be reported to the architect and owner's representative immediately.

Contractor shall be responsible for making himself familiar with all underground utilities, pipes and structures. Contractor shall take sole responsibility for cost incurred due to damage and replacement of said utilities.

Contractor shall not willfully proceed with construction as designed when it is obvious that unknown obstructions and / or grade differences exist that may not have been known during the design. Such conditions shall be immediately brought to the attention of the City Engineer. The contractor shall assume full responsibility for all necessary revisions due to lack of such notification.

Contractor shall be responsible for any coordination with subcontractors as required to accomplish operations.

Contractor is responsible for replacement of any existing materials that are damaged during construction.

See specifications for construction requirements, materials, and execution.

All property lines and lot lines shall be verified prior to commencing work.

Contractor shall submit all samples per specifications. All samples shall be approved by the architect or owner's representative prior to construction.

Dimensional flexibility shall be within plant beds only.

Contractor shall coordinate all site layout with the Landscape Architect and report any dimensional discrepancies prior to construction.

Handicapped ramps shall meet all current barrier free design codes.

## Demolition Notes:

It shall be the Contractor's responsibility to verify all existing survey information including the utility systems before any demolition or construction work occurs. Any discrepancies with the survey information shall be reported to the architect and owner's representative immediately.

Contractor shall be responsible for making himself familiar with all underground utilities, pipes and structures. Contractor shall take sole responsibility for cost incurred due to damage and replacement of said utilities.

All existing improvements, materials and plant material to remain within the new construction area shall be properly and adequately protected from damage during the demolition operations. It shall be the responsibility of the Contractor to restore to the original condition any of these existing items that are damaged or disturbed in any way.

All materials to be reused or salvaged shall be stored in an area designated by the Owner or Owners Representative for that purpose. All salvaged materials shall remain the property of the Owner.

Streets, sidewalks and adjacent properties shall be protected throughout the work as required by local codes and regulations and approved by the owner.

All material specified to be removed shall be disposed of off-site per local codes and regulations. Contractor shall coordinate method of disposal with Municipality prior to commencement of work.

During demolition operations every effort shall be made to control dust, per Municipal requirements.

Trees and shrubs to be removed within the limits of work shall be clearly identified with brightly colored ribbon. All removals shall be approved prior to commencing work.

Grubbing shall include all weeds, shrubs, stumps and root systems of removed plant material, irrigation piping and any other irrigation materials within the limits of demolition. Grubbing shall be to the depths below proposed improvements indicated below:

\*Concrete paving and walkways-Total depth of paving and sub-base.  
\*Lawn and other plantings areas-Remove depth required of stumps and roots over two (2) inches in diameter and turf.

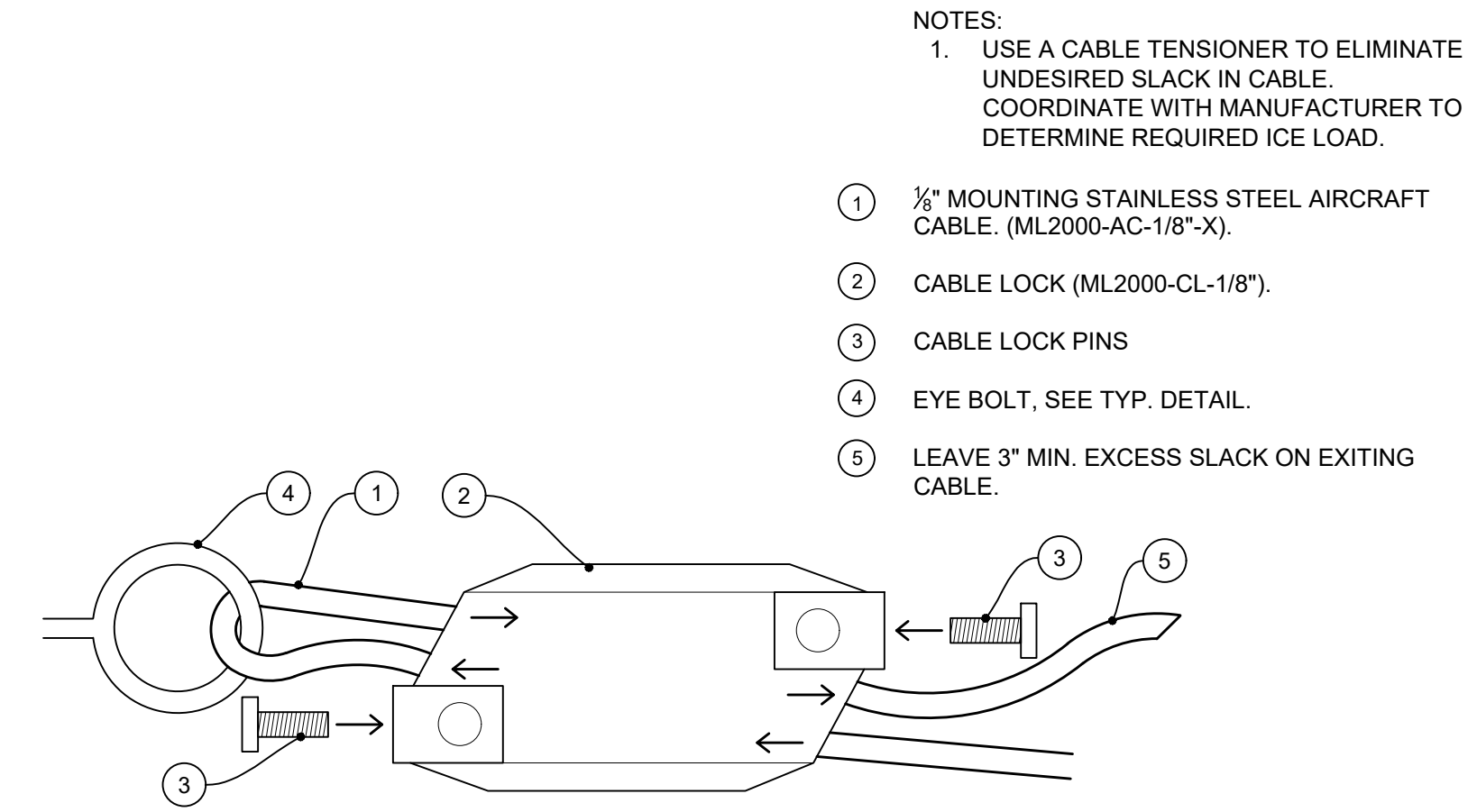
Protect existing trees to remain per typical tree protection detail.

Stockpiled topsoil shall be stored on site and remain protected from contamination prior to redistribution. Coordinate stockpile location with owner.

Sawcut and remove existing asphalt as required to install new site improvements and adjust grades.

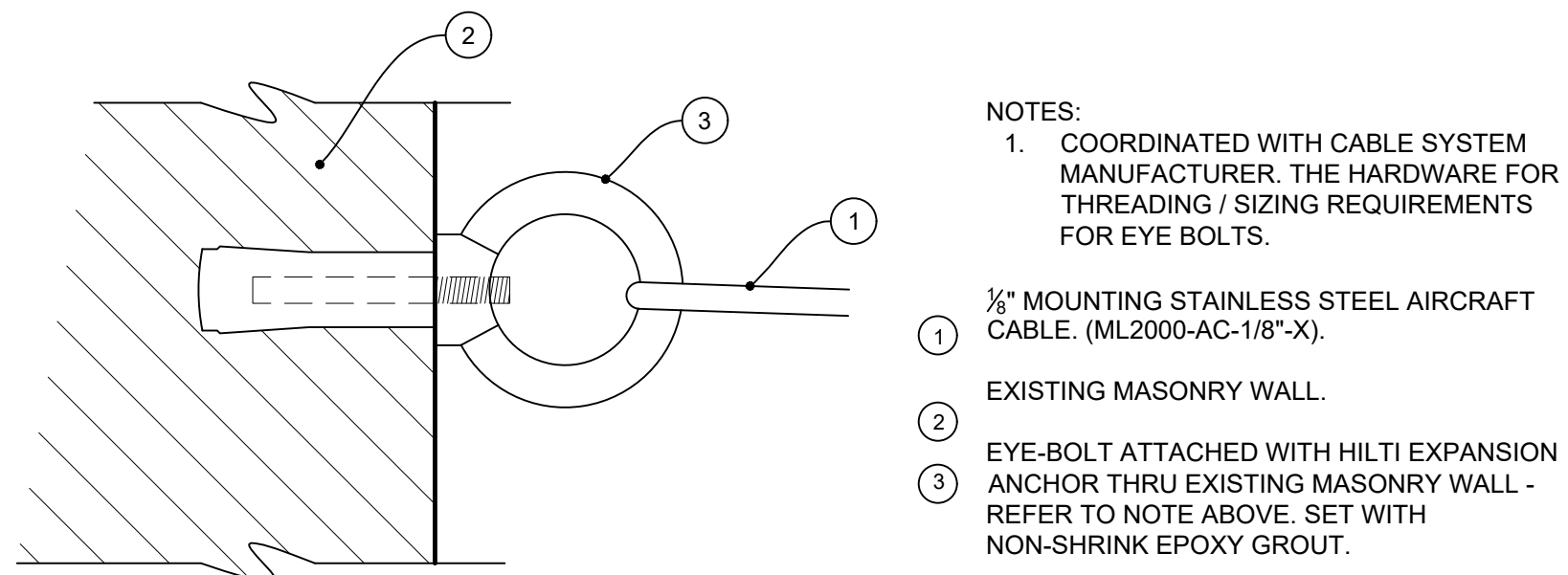
Arrange for applicable utility company to relocate existing cables, wires, phone lines, etc. along with DTE power lines if required.

Applicable permits and fees necessary for the complete construction of the project will be provided by the Municipality. The contractor shall pull actual permit.



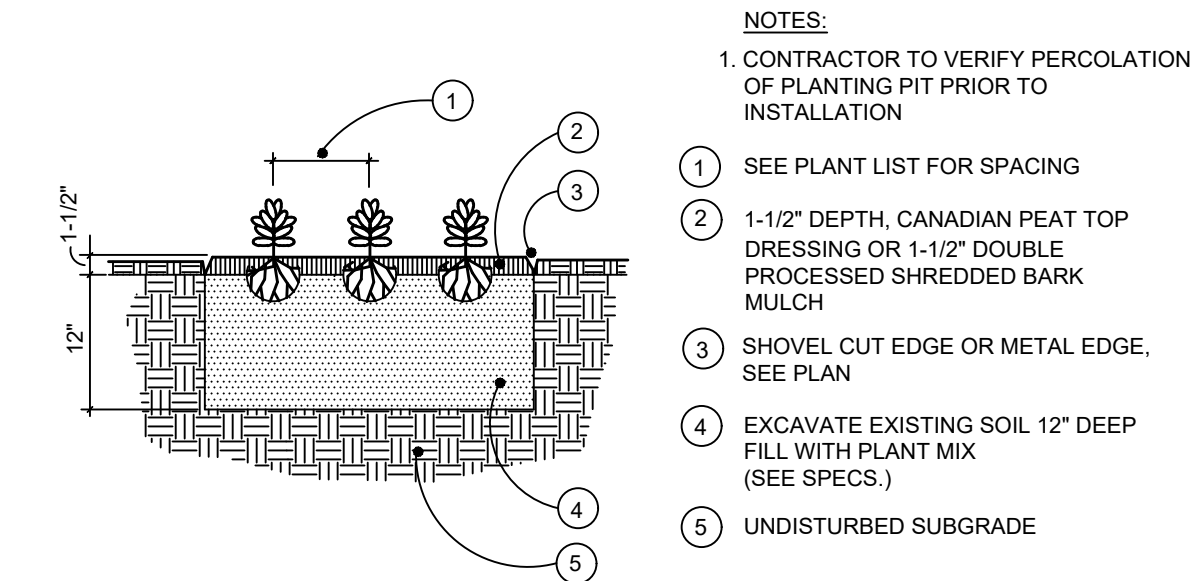
### 4 L-2 CABLE LOCK

NOT TO SCALE



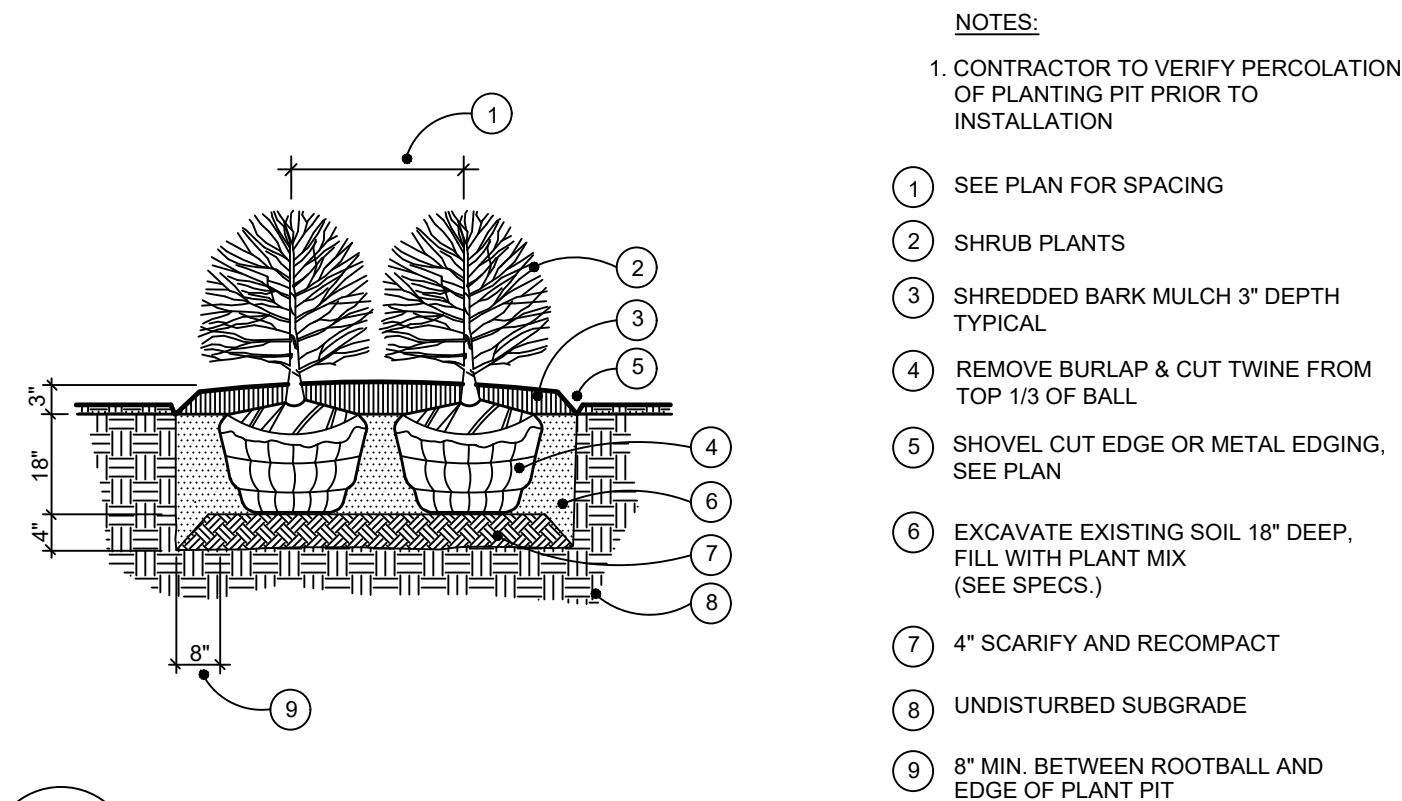
### 3 L-2 EYE-BOLT ANCHOR AT MASONRY WALL

NOT TO SCALE



### 2 L-1 PERENNIAL/GROUNDCOVER PLANTING DETAIL

NOT TO SCALE



### 1 L-1 SHRUB PLANTING DETAIL

NOT TO SCALE



Project:  
**Riverwalk Connections**  
W Front Street & Cass Street  
Monroe, Michigan

Client:  
**City of Monroe**  
120 East First Street  
Monroe, MI 48161

Job Number: **M25-202**  
Drawn: **JBG**  
Checked: **MRR**  
Date: **08.19.2020**  
Scale: **As Shown**

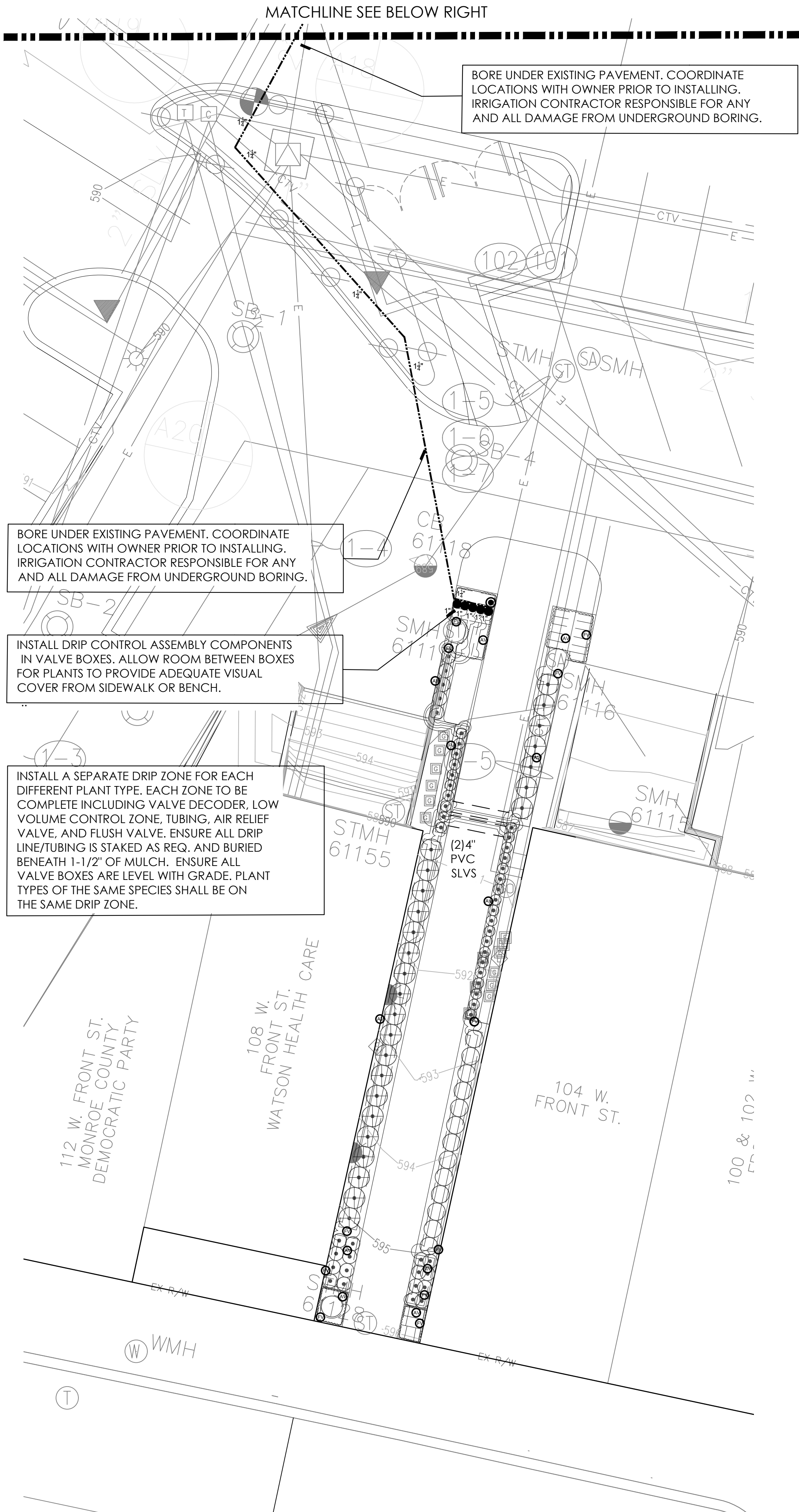
Issued:  
**05.12.21 Owner Review**  
**08.30.21 Owner Review**

**PRELIMINARY  
NOT FOR CONSTRUCTION**

Sheet:  
**Landscape Details**

Sheet Number: **L-3**  
© 2020 Russell Design, Inc.





**MONROE DDA  
2021-2022 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	BUDGET	STATUS
Building Improvement Grant Program		\$ 40,000.00	One app pending to comm in Oct.
Redevelopment of former Fire Station site	City/Staff	UNK	
Front/Macomb parking lot redevelopment - market analysis/RFP/legal	Staff	\$ 30,000.00	
Project from Riverwalk Enhancement Plan	Swanson	\$ 50,000.00	On agenda for action
Streetscape Projects - Washington/Macomb/Second - Partner with City		\$ 120,000.00	Changed to site furnishings; on agenda for action
Implement recommendations in Downtown Master Plan that calm streets.	City	\$ 50,000.00	
a. One way conversion on Cass/Harrison			Implemented
c. Traffic analysis for First/Front and Monroe Streets			Spring, 2022
Annual Marketing Plan		\$ 22,000.00	Web site project underway
Annual Communications Plan, focus on master plan implementation		\$ 3,000.00	
Implement recommendations in Downtown Master Plan to activate storefronts.	Harper/Staelgra	\$ 10,000.00	
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			



MONROE DDA  
2021-2022 WORK PLAN

e. Enhance the Farmers Market experience

PARKING MANAGEMENT AND IMPROVEMENT

	Swanson	
Create employee and residential permits as recommended in Downtown Master Plan		\$ 10,000.00
Cover meters/make parking fee on street and in visitor lots until demand rises		
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		
Establish new, simplified regulations for on-street parking		

TOTAL \$295,000.00

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