

MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
January 20, 2021 AT 8:30 AM

PLEASE TAKE NOTICE that a Regular Meeting of the Monroe Downtown Development Authority scheduled for January 20, 2021 starting at 8:30 a.m. will be conducted remotely via technological means (online and/or by phone) due to the COVID-19 public health emergency.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls and by soliciting comments during the public comment period for those participating via telephone only. Public comments may also be submitted via email to comments@monroemi.gov

To comply with the **Americans With Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the ADA Coordinator at (734) 243-0700 as soon as possible.

The meeting will be conducted using Zoom's video/teleconferencing software.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone phone.

Before a videoconference:

1. You will need a computer, tablet or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers and link to videoconference or conference call are provided below. The details include a link to **"Join via computer"** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on **"Test Computer Audio."** Once you are satisfied that your audio works, click on **"Join audio by computer."**

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone phone.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop video")
- Invite other participants
- View Participant List- opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during the public comment portion of the meeting
- Change your screen name that is seen in the Participant List and video window
- Share your screen

Somewhere (usually the upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

When: January 20, 2021 08:30 AM Eastern Time (US and Canada)

Topic: DDA Regular Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85694392366>

Passcode: 789249

Or iPhone one-tap :

US: +16468769923,,85694392366#,,,,*789249# or +13017158592,,85694392366#,,,,*789249#

Or Telephone:

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

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

Webinar ID: 856 9439 2366

Passcode: 789249

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

If you have any further questions or concerns, please contact (734) 243-0700 or email comments@monroemi.gov A copy of this notice will be posted at City Hall, 120 East First Street, Monroe, MI 48161.

MONROE
DOWNTOWN
DEVELOPMENT AUTHORITY
RULES OF THE CHAMBER

Any person wishing to address the Board shall step up to the podium/front of room, state their name and address in an audible tone of voice for the record, and unless further time is granted by the Board, shall limit their address to three (3) minutes. A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Board.

Any person who does not wish to address Board from the podium/front of room, may print their name, address and comment/question which he/she would like brought before Board on a card provided by a staff member and return the card to a staff member before the meeting begins. The staff member will address the presiding officer at the start of Public Comments on the Agenda, notifying him of the card comment, and read the card into the record for response.

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon one weeks' notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9140.

AGENDA
REGULAR MEETING
Wednesday, January 20, 2021, 8:30-9:45A.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, December 16, 2020 Regular Meeting
- C. Financial Reports
 - i. December, DDA Revenue and Expenditure Report FY 2020-2021
 - ii. December, DDA Itemized Expenditure Report FY 2020-2021

6. New Business

- A. First Reading of Building Improvement Grant Program (15 min)
(Proposed Replacement of Downtown Reinvestment Program)
- B. DDA Tax Increment Financing and Development Plan Amendment (15 min)

Discussion

Action Requested

7. Other Business

- A. Temporary (One-Year) Suspension of Parking Committee (5 min)
- B. Work Plan Updates (5 min)
- C. Closed Session: Property Acquisition

**Action Requested
Info Only**

8. Board Member and Administrative Comments

9. 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 16, 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 (City of Monroe), Tiffany Harper (Arrived 8:35 am, City of Monroe), Mackenzie Swanson (City of Monroe), Mary Hastings (City of Monroe), William Slicker (City of Monroe), Anthony Trujillo (City of Monroe), and Deb Staelgraeve (Arrived 8:36- Frenchtown Township)

Excused: Scott Kegerreis

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

Guests: Dr. Kojo Quartey, Monroe County Community College; David Swartout, County of Monroe

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, October 28, 2020 Regular Meeting

Wednesday, November 18, 2020 Regular Meeting

C. Financial Reports:

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

❖ October, DDA Itemized Expenditure Report FY 2020-2021

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

❖ November, DDA Itemized Expenditure Report FY 2020-2021

Motion by Mayor Clark, seconded by Slicker to approve items on the Consent Agenda.
Motion carried, all ayes.

6. New Business

- A. **DDA Information Session #2** – Knowles presented a review of financial information and activities completed during fiscal year 2019-2020. The session was held in accordance with Act 57 of 2018. Representatives from Monroe County Community College and the County of Monroe were present during the virtual meeting.

7. Other Business

A. Downtown Investment Grant Reimbursement for 104 West Front

Motion by Staelgraeve, seconded by Harper to authorize reimbursement in the amount of \$20,000 in accordance with program requirements to Peruski Holdings for improvements to 104 West Front Street, funds to be derived from Account #751-65.691-818.020, Façade Improvements. ***Motion carried, all ayes.***

B. Work Plan Updates

Annette Knowles updated the board. Discussion followed.

8. Communications – None

9. Board Member Comments/Administrative Comments

10. Adjournment

Motion to adjourn by Mayor Clark, seconded by Slicker at 9:17 a.m. ***Motion carried, all ayes.***

PERIOD ENDING 12/31/2020

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	12/31/2020 NTH 12/31/2020 (ABNORMAL) ASE	12/31/2020 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	5,000.00	299.08	24.50	4,700.92
Total Dept 80.100 - GENERAL REVENUE		5,000.00	299.08	24.50	4,700.92
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	273,563.00	246,327.48	0.00	27,235.52
751-80.600-410.000	PERSONAL PROPERTY TAXES	(35,524.00)	(23,727.90)	0.00	(11,796.10)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	17,972.00	11,880.64	0.00	6,091.36
Total Dept 80.600 - GENERAL REVENUE		256,011.00	234,480.22	0.00	21,530.78
TOTAL REVENUES		261,011.00	234,779.30	24.50	26,231.70
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	21,000.00	7,615.90	0.00	13,384.10
751-65.691-717.000	SOCIAL SECURITY	1,302.00	472.19	0.00	829.81
751-65.691-717.005	MEDICARE	305.00	110.43	0.00	194.57
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	8.26	0.00	12.74
751-65.691-727.000	OFFICE SUPPLIES	500.00	373.08	38.49	126.92
751-65.691-730.000	POSTAGE	500.00	1,514.52	14.70	(1,014.52)
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	4,317.10	4,317.10	882.90
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,420.00	0.00	80.00
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	20,000.00	20,000.00	30,000.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	390.53	0.00	1,009.47
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	6,581.53	465.00	18,418.47
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	1,337.00	668.52	111.42	668.48
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	790.00	590.00	(190.00)
751-65.691-971.000	LAND	100,000.00	0.00	0.00	100,000.00
751-65.691-974.000	LAND IMPROVEMENTS	4,638.00	4,637.35	0.00	0.65
751-65.691-999.101	TRANSFER OUT-GENERAL	20,000.00	0.00	0.00	20,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	130,094.00	0.00	0.00	130,094.00
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	115,000.00	0.00	0.00	115,000.00
751-65.691-999.401-13C0900000	TRANSFER OUT-CAPITAL PROJECT	25,000.00	0.00	0.00	25,000.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		595,604.00	49,344.41	25,536.71	546,259.59
TOTAL EXPENDITURES		595,604.00	49,344.41	25,536.71	546,259.59
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		261,011.00	234,779.30	24.50	26,231.70
TOTAL EXPENDITURES		595,604.00	49,344.41	25,536.71	546,259.59
NET OF REVENUES & EXPENDITURES		(334,593.00)	185,434.89	(25,512.21)	(520,027.89)
BEG. FUND BALANCE		476,139.87	476,139.87		
END FUND BALANCE		141,546.87	661,574.76		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
12/01/2020			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		687,049.82
12/11/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23980		200.00	686,849.82
12/31/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24040		25,400.00	661,449.82
12/31/2020	GJ	JE	MICHIGAN CLASS INTEREST - DEC 2020	24047	45.69		661,495.51
12/31/2020			751-00.000-005.000	END BALANCE	45.69	25,600.00	661,495.51
12/01/2020			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		37.15
12/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23949		111.42	(74.27)
12/08/2020	CD	CHK	SUMMARY CD 12/08/2020			100.00	(174.27)
12/10/2020	GJ	JE	5/3 SERVICE FEES - NOV 2020	23984		21.19	(195.46)
12/11/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23980	200.00		4.54
12/22/2020	CD	CHK	MPACT	59953		365.00	(360.46)
12/22/2020	CD	CHK	PERUSKI HOLDINGS LLC	59955		20,000.00	(20,360.46)
12/22/2020	CD	CHK	RUHLIG FARMS LLC	59960		2,600.00	(22,960.46)
12/22/2020	CD	CHK	SUMMARY CD 12/22/2020			2,345.59	(25,306.05)
12/31/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24040	25,400.00		93.95
12/31/2020	GJ	JE	POSTAGE - DEC 2020	24052		14.70	79.25
12/31/2020			751-00.000-007.000	END BALANCE	25,600.00	25,557.90	79.25
12/01/2020			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
12/07/2020	AP	INV	LOTUS FINANCIAL SERVICES	11/10/2020		100.00	(100.00)
			REIMBURSEMENT LOTUS FOR PURCHASES				
12/08/2020	CD	CHK	SUMMARY CD 12/08/2020		100.00		0.00
12/21/2020	AP	INV	MPACT	I-20318-23		365.00	(365.00)
			BASIC RADIO & TV SPONSORSHIP				
12/21/2020	AP	INV	PERUSKI HOLDINGS LLC	12/16/2020		20,000.00	(20,365.00)
			FACADE IMPROVEMENTS REIMBURSEMENT 104				
12/21/2020	AP	INV	RUHLIG FARMS LLC	492		2,600.00	(22,965.00)
			16 CHRISTMAS PORCH POTS				
12/21/2020	AP	INV	FIFTH THIRD BANK	11/19/2020		295.00	(23,260.00)
			MAIN STREET MEMBERSHIP RENEWAL EXP 2020				
12/21/2020	AP	INV	FIFTH THIRD BANK	11/19/2020		1,717.10	(24,977.10)
			DDA SEASONAL DECORATIONS DEER				
12/21/2020	AP	INV	FIFTH THIRD BANK	11/18/2020		26.49	(25,003.59)
			ADOBE SUBSCRIPTION				
12/21/2020	AP	INV	FIFTH THIRD BANK	11/03/2020		295.00	(25,298.59)
			MAIN STREET MEMBERSHIP RENEWAL EXP 2020				
12/21/2020	AP	INV	FIFTH THIRD BANK	11/01/2020		12.00	(25,310.59)
			EMAIL SUBSCRIPTION				
12/22/2020	CD	CHK	MPACT	59953	365.00		(24,945.59)
12/22/2020	CD	CHK	PERUSKI HOLDINGS LLC	59955	20,000.00		(4,945.59)
12/22/2020	CD	CHK	RUHLIG FARMS LLC	59960	2,600.00		(2,345.59)
12/22/2020	CD	CHK	SUMMARY CD 12/22/2020		2,345.59		0.00
12/31/2020			751-00.000-202.000	END BALANCE	25,410.59	25,410.59	0.00
12/01/2020			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		334.59
12/21/2020	AP	INV	FIFTH THIRD BANK	11/18/2020	26.49		361.08
			ADOBE SUBSCRIPTION				
12/21/2020	AP	INV	FIFTH THIRD BANK	11/01/2020	12.00		373.08
			EMAIL SUBSCRIPTION				
12/31/2020			751-65.691-727.000	END BALANCE	38.49	0.00	373.08
12/01/2020			751-65.691-730.000 POSTAGE		BEG. BALANCE		1,499.82
12/31/2020	GJ	JE	POSTAGE - DEC 2020	24052	14.70		1,514.52
12/31/2020			751-65.691-730.000	END BALANCE	14.70	0.00	1,514.52
12/01/2020			751-65.691-750.075 SEASONAL DECORATIONS-DDA		BEG. BALANCE		0.00
12/21/2020	AP	INV	RUHLIG FARMS LLC	492	2,600.00		2,600.00
			16 CHRISTMAS PORCH POTS				
12/21/2020	AP	INV	FIFTH THIRD BANK	11/19/2020	1,717.10		4,317.10
			DDA SEASONAL DECORATIONS DEER				
12/31/2020			751-65.691-750.075	END BALANCE	4,317.10	0.00	4,317.10
12/01/2020			751-65.691-818.080 FACADE IMPROVEMENTS		BEG. BALANCE		0.00
12/21/2020	AP	INV	PERUSKI HOLDINGS LLC	12/16/2020	20,000.00		20,000.00
			FACADE IMPROVEMENTS REIMBURSEMENT 104				
12/31/2020			751-65.691-818.080	END BALANCE	20,000.00	0.00	20,000.00
12/01/2020			751-65.691-880.000 COMMUNITY PROMOTION		BEG. BALANCE		6,116.53
12/07/2020	AP	INV	LOTUS FINANCIAL SERVICES	11/10/2020	100.00		6,216.53
			REIMBURSEMENT LOTUS FOR PURCHASES				
12/21/2020	AP	INV	MPACT	I-20318-23	365.00		6,581.53
			BASIC RADIO & TV SPONSORSHIP				
12/31/2020			751-65.691-880.000	END BALANCE	465.00	0.00	6,581.53
12/01/2020			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		557.10
12/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23949	111.42		668.52
12/31/2020			751-65.691-910.000	END BALANCE	111.42	0.00	668.52
12/01/2020			751-65.691-958.000 MEMBERSHIPS & DUES		BEG. BALANCE		200.00
12/21/2020	AP	INV	FIFTH THIRD BANK	11/19/2020	295.00		495.00
			MAIN STREET MEMBERSHIP RENEWAL EXP 2020				

01/15/2021 09:41 AM
User: pstanifer
DB: Monroe

GL ACTIVITY REPORT FOR CITY OF MONROE
TRANSACTIONS FROM 12/01/2020 TO 12/31/2020

Page: 2/2

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
751-65.691-958.000 MEMBERSHIPS & DUES					(Continued)		
12/21/2020	AP	INV	FIFTH THIRD BANK MAIN STREET MEMBERSHIP RENEWAL EXP 20	11/03/2020	295.00		790.00
12/31/2020			751-65.691-958.000 END BALANCE		590.00	0.00	790.00
751-80.100-665.005 INTEREST ON INVESTMENTS					BEG. BALANCE		
12/01/2020							(274.58)
12/10/2020	GJ	JE	5/3 SERVICE FEES - NOV 2020	23984	21.19		(253.39)
12/31/2020	GJ	JE	MICHIGAN CLASS INTEREST - DEC 2020	24047		45.69	(299.08)
12/31/2020			751-80.100-665.005 END BALANCE		21.19	45.69	(299.08)
GRAND TOTALS:					76,614.18	76,614.18	695,520.43

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures	Balance
	\$21,000.00		
7/9/2020		\$239.50	
7/23/2020		\$819.60	
8/6/2020		\$819.60	
8/20/2020		\$819.60	
9/3/2020		\$819.60	
9/17/2020		\$819.60	
10/1/2020		\$819.60	
10/15/2020		\$881.07	
10/29/2020		\$758.13	
11/12/2020		\$819.60	
			\$13,384.10
Social Security	Budget	Expenditures	Balance
	\$1,302.00		
7/9/2020		\$14.85	
7/23/2020		\$50.82	
8/6/2020		\$50.81	
8/20/2020		\$50.82	
9/3/2020		\$50.81	
9/17/2020		\$50.82	
10/1/2020		\$50.81	
10/15/2020		\$54.63	
10/29/2020		\$47.00	
11/12/2020		\$50.82	
			\$829.81
Medicare	Budget	Expenditures	Balance
	\$305.00		
7/9/2020		\$3.47	
7/23/2020		\$11.88	
8/6/2020		\$11.89	
8/20/2020		\$11.88	
9/3/2020		\$11.89	
9/17/2020		\$11.88	
10/1/2020		\$11.88	
10/15/2020		\$12.78	
10/29/2020		\$10.99	
11/12/2020		\$11.89	
			\$194.57

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Workers Comp Insurance	Budget	Expenditures	Balance
	\$21.00		
7/9/2020		\$0.80	
7/23/2020		\$0.83	
8/6/2020		\$0.83	
8/20/2020		\$0.83	
9/3/2020		\$0.83	
9/17/2020		\$0.83	
10/1/2020		\$0.83	
10/15/2020		\$0.89	
10/29/2020		\$0.76	
11/12/2020		\$0.83	
			\$12.74
Office Supplies - 727.000	Budget	Expenditures	Balance
	\$500.00		
Computer protection		\$63.59	
Adobe subscription		\$26.49	
Go To Meeting Subscription		\$192.00	
Adobe subscription		\$26.49	
Cancel computer protection		-\$63.59	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
November office supplies		\$0.63	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
			\$126.92
Postage	Budget	Expenditures	Balance
	\$500.00		
The Print House INC. - postage		\$1,490.32	
September 2020		\$2.00	
October 2020		\$7.50	
December 2020		\$14.70	
			-\$1,014.52

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Uniforms/Clothing	Budget	Expenditures	Balance
	\$100.00		
			\$100.00
Seasonal Decorations - 750.075	Budget	Expenditures	Balance
	\$5,200.00		
Ruhlig Farms - 16 porch pots		\$2,600.00	
Decoration - Deer		\$1,717.10	
			\$882.90
Audit Services	Budget	Expenditures	Balance
	\$1,500.00		
Plante & Moran - progress bill 6-20-2020 Audit		\$1,420.00	
			\$80.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$45,362.00		
			\$45,362.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$30,000.00		
			\$30,000.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$10,000.00		
			\$10,000.00

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Façade Improvements - 818.080	Budget	Expenditures	Balance
	\$50,000.00		
Peruski Holdings LLC - Reimbursement		\$20,000.00	
			\$30,000.00
Training & Travel - 860.000	Budget	Expenditures	Balance
	\$1,400.00		
DDA Webinar		\$25.00	
2020 Vitruvial vMeeting		\$100.00	
MCCC Excel training		\$99.00	
Trujillo AM Soc Landscp Archt Webinar		\$30.00	
P. Stanifer mileage reimb brochure distribution		\$61.53	
MI Downtown Conference Nov 5-6 virtual		\$75.00	
			\$1,009.47
Community & Promotion 880.000	Budget	Expenditures	Balance
	\$25,000.00		
The Print House Inc. - mailer		\$276.85	
Postcards, static cling decal		\$680.00	
Williams Ins beautification grant		\$84.68	
Website hosting		\$375.00	
Monroe News August web		\$500.00	
Issue Media Group - sponsorship		\$2,500.00	
New Moon Visions-Raisincation postcard design		\$700.00	
Monroe News September web		\$500.00	
Monroe News October web		\$500.00	
Lotus Financial - reimbursement		\$100.00	
Basic radio and TV sponsorship		\$365.00	
			\$18,418.47
Publishing/Advertising 905.000	Budget	Expenditures	Balance
	\$300.00		
			\$300.00
Insurance Premium	Budget	Expenditures	Balance
	\$1,337.00		

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

July		\$111.42	
August		\$111.42	
September		\$111.42	
October		\$111.42	
November		\$111.42	
December		\$111.42	
			\$668.48
Repair & Maintenance 934.751	Budget	Expenditures	Balance
	\$5,000.00		
			\$5,000.00
Rental - Equipment	Budget	Expenditures	Balance
	\$445.00		
Computer rental through 6-30-2021		\$445.00	
			\$0.00
Miscellaneous Expense - 955.000	Budget	Expenditures	Balance
	\$1,000.00		
			\$1,000.00
Dues & Subscriptions - 958.000	Budget	Expenditures	Balance
	\$600.00		
MI Downtown Assoc Membership in MDA		\$200.00	
Main Street Membership renewal		\$295.00	
Main Street Membership renewal		\$295.00	
			-\$190.00
Land	Budget	Expenditures	Balance
	\$100,000.00		
			\$100,000.00
Land Improvements 974.000	Budget	Expenditures	Balance
	\$4,638.00		
Smooth wood tiles - pedestals and braces		\$4,637.35	

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

			\$0.65
Transfer Out General 999.101	Budget	Expenditures	Balance
	\$20,000.00		
			\$20,000.00
Transfer Out Debt Services	Budget	Expenditures	Balance
	\$130,094.00		
			\$130,094.00
Transfer Out - Capital Project 999.401	Budget	Expenditures	Balance
	\$115,000.00		
			\$115,000.00
Transfer Out - Capital Project 999.401	Budget	Expenditures	Balance
	\$25,000.00		
			\$25,000.00
Totals	\$595,604.00		\$546,259.59

Memo

Date: Thursday, January 14, 2021

To: DDA Board of Directors

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

Re: **FIRST READING OF BUILDING IMPROVEMENT GRANT PROGRAM**

BACKGROUND

Attached are a program description and an application for the Building Improvement Grant Program, intended to replace the Downtown Reinvestment Program. The current DRiP Team spent several months reviewing the former program description, making recommended changes to streamline the program, clarify eligible projects, eliminate maintenance-only related expenses such as paint-only or awning-only grants, added professional services as an eligible expense and more. Included are the minutes from the most recent meetings of the team. We will review the program in its entirety during the next board meeting.

Note, the DRiP Committee recommended approval of the program at its meeting held Monday, January 11, 2021.

ACTION

None, this is intended to be a first reading, as such, of the proposed new program. The item will appear on the February agenda for action, including changing the name of the committee and seeking a new leader from the board for the team.



Building Investment Grant Program

I. GENERAL PURPOSE AND OBJECTIVES

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

Each fiscal year, the DDA will consider an allocation of funds in ~~their~~^{its} 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 ~~exterior~~^{interior} features of their buildings.

Funds will be available on a first-come, first-served and rotating basis until fully awarded for that fiscal year.

II. GRANT GUIDELINES

- 1) Program funds are available for exterior and interior work caused by exterior work on buildings located in the DDA District.
- 2) The Program application must be completed and submitted by the building owner.
- 3) No program applications will be accepted for work that has already been started or completed or for work that is covered by insurance.
- 4) Program ~~g~~Grants are for existing commercial buildings only. Buildings may have upper floor residential component, but ~~the~~^{the} first floor must ~~have a~~^{be} commercial use.

- 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.
- 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.
- 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.
- 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>)

Grants are ~~awarded-processed~~ as a reimbursement in a single payment once 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. ~~Grants are reimbursed as a single payment to the applicant.~~

9)

9)10) Reimbursements (up to \$20,000) are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.

10)11) Properties that have received funding through this program within the last five (5) years are not eligible.

11)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.

12)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. 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.

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

2. Lead and/or Asbestos Abatement

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

3. Roof

Complete roof removal, disposal and replacement.

4. Awnings and Signage

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

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

Grant Limits:

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

- 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. 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. The applicant's architect is encouraged to attend the predevelopment meeting, which shall be held at the project location if building conditions are suitable.
3. 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, 120 East First Street, Monroe, Michigan 48161.
 - 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.

e. A site plan and/or building elevation(s), if required by the City of Monroe

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. 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.

c. 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.

d. 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.

e. An applicant whose application has been denied by the DDA for a deficient application shall be eligible to re-submit a grant application with corrections for that property within six (6) months from the date the prior application was declined by the DDA.

f. 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 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.

g. 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.

h. 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.

i. 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.

j. 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 the 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 Building Investment Grant Committee to review the project.

Section VI – CRITERIA

Projects are reviewed with the following criteria in mind:

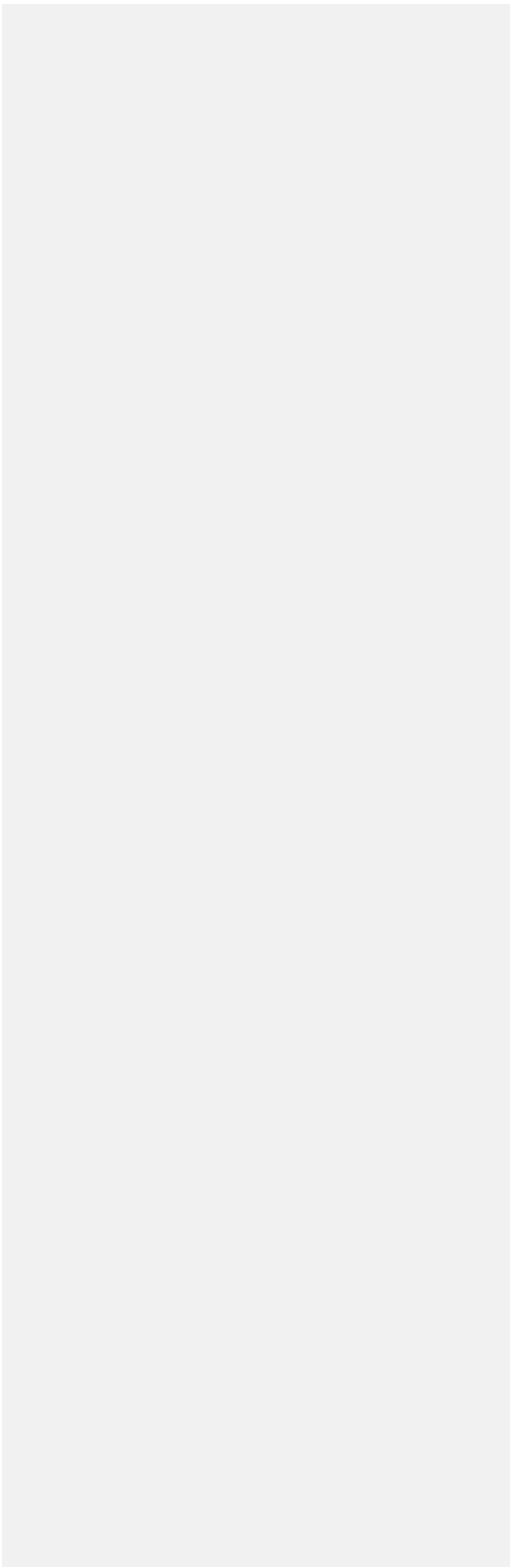
- Project results in an increase in property valuation and generates sales tax revenue.
- Project ~~rehabilitation~~ meets the Secretary of the Interior's *Standards for Rehabilitation*
- Total investment dollars as provided in the grant application.
- Investment in structure construction or renovation (excluding purchase price).
- Complements existing buildings and improves aesthetic appearance.
- Increases consumer traffic and vitality in Downtown Monroe.
- 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

Only completed applications will be accepted.

Application materials to be submitted include:

1. Application form, completed and signed by the property owner;
2. Rendering of any proposed improvements;
3. Any proposed paint, awning, etc. samples;
4. Pictures of the existing façade and proposed improvement areas;
5. Historic photos of building;
6. 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.
7. A site plan and/or building elevation(s), if required by the City of Monroe.



2020-21 BUILDING INVESTMENT GRANT PROGRAM APPLICATION

Building Owner's Name (Applicant): _____

Project Address: _____

Mailing Address: _____

Phone Number: _____ **E-mail:** _____

Existing Uses in Building: _____

Proposed Use(s) (Provide detail): _____

Project Description: (Please be specific) _____

How will this project benefit Downtown Monroe?

Type of Work: (Check all that apply)

Façade & Building Renovation _____

Awning or Signage _____

Lead or Asbestos Abatement _____

Roof Replacement _____

Professional Services _____

Estimated Project Cost (by project element) (Attach copies of quotes from licensed contractors for each project element):

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

Requested Grant 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 (circle one)

Application materials checklist to be submitted. Attach additional sheets if necessary.

- Application form, completed and signed by the property owner;
- Rendering of the proposed façade or exterior improvements;
- Samples and product info from any proposed paint, awning fabric, or building material
- 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 and/or building elevation(s), 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 Building Investment 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, 120 East First Street, Monroe, Michigan 48161**

OFFICE USE ONLY

Submittal Date: _____

Committee Action: _____

Notes/Comments: _____



**DOWNTOWN REINVESTMENT GRANT COMMITTEE
MINUTES**

Wednesday, September 17, 2020
VIA GOTOMEETING.

- 1. Call to Order** - 10:14a.m.
- 2. Roll Call** - Present: Green, Greenhalgh, LaRoy; Excused: Jacobs, Swartout
Guests: Scott Kegerreis, Scally Wags; Anthony Trujillo, DDA Chair
Staff: Knowles
- 3. Review of Minutes from March 20, 2020** - No changes noted
- 4. New Business**
 - a) Application from 44 West Front Street: An application was received for improvements to 44 West Front Street, largely revolving around the repair and repainting of the east wall that has deteriorated and addition of access at rear of the property. Only one cost estimate was included due to the difficulty in finding alternate qualified masonry repair contractors. The cost of the work is estimated at over \$50,000; the maximum amount allowable for this project is \$15,000, not accounting for contingencies. The color shall be consistent with the city's approved color palette. Motion by Green, supported by LaRoy to recommend approval in an amount not to exceed \$20,000, subject to submission of color sample. Motion approved, all ayes.
 - b) Introduction of Program Review and Renaming: A draft of the proposed replacement to the DRiProgram was emailed. The committee shall be tasked with a review at its next meeting; please familiarize with the new program and evaluate based on its potential interaction with your area of experience.
- 5. Other Business** None
- 6. Communications** - None
- 7. Comments from the Chair** - Position is vacant
- 8. Adjournment** - Motion by Green, supported by LaRoy to adjourn at 10:31a.m. Motion approved, all ayes.



**DOWNTOWN REINVESTMENT GRANT COMMITTEE
MINUTES**

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

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

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



DOWNTOWN REINVESTMENT GRANT COMMITTEE MINUTES

Monday, January 11, 2021; 8:30am
VIA GOTOMEETING.

- 1. Call to Order** – 9:03am
- 2. Roll Call** – Present: Green, Greenhalgh, Jacobs, Swartout; Absent: LaRoy; Staff: Knowles; Also Present: Trujillo, DDA Chairman
- 3. New Business**
 - a) Second Reading of Building Improvement Grant Program – the Committee reviewed the proposed application and recommended some changes to streamline the document; the Committee reviewed the program description and recommended changes to clarify steps in the proposed process and the approach toward supporting historic preservation standards. The Committee agreed that application process should be open rather than having a specific annual deadline, depending upon funds being available.

Motion by Swartout, seconded by Greenhalgh to recommend that the DDA board approve the Building Improvement Program. Motion carried, all ayes.
- 4. Other Business** – Member Swartout inquired about additional promotion of the program through a video/testimonial.
- 5. Communications** – None
- 6. Adjournment** – Motion by Jacobs, seconded by Swartout to adjourn. Motion carried, all ayes. The meeting adjourned at 9:52am.

Memo

Date: Thursday, January 14, 2021

To: DDA Board of Directors

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

Re: **DDA TAX INCREMENT FINANCING AND DEVELOPMENT PLAN
AMENDMENT**

BACKGROUND

Attached are maps of the current and proposed downtown development district, as discussed at previous meetings. City administration has recommended changes to the boundaries to remove parcels that have negative tax growth from the DDA base year and to add properties that have growth or development potential in the future. This will focus the DDA's attention to a more central core of the downtown area as well as stabilize the DDA financial outlook.

Currently, I am preparing an Amended and Restated Tax Increment Financing and Development Plan to present to the honorable Mayor and Council in the case that the board wishes to recommend the plan adoption. The Amended and Restated Plan will be ready in time for the board meeting. Basically, I am updating the financial projections, boundary references, changes to the enabling legislation, legal description and potential project list. With this amendment, there is no intention to seek an extension to the expiration date of the plan, which is tax year 2037.

Finally, in the ordinance that created the DDA in 1977, the references to the enabling legislation and the nomenclature for board members, as well as the number of board members, may be changed to reflect current state law and practices. The proposed clarifications are included with this packet.

ACTION

The DDA Board may recommend that the City Council take action to amend the DDA Tax Increment Financing and Development Plan and to amend City Ordinance, Chapter 22, Article III.

ARTICLE III
Downtown Development Authority
[Adopted 3-14-1977 by Ord. No. 77-003]

§ 22-4. Definitions. [Amended 3-1-2004 by Ord. No. 04-002]

The terms used in this article shall have the same meaning given to them in Act 197 57 or as hereafter provided in this section, unless the context clearly indicates to the contrary. As used in this article:

ACT 197 57 — Act 197 57 of the Public Acts of 1975 2018, as amended.

AUTHORITY — The Monroe Downtown Development Authority established by this article.

BOARD AND BOARD OF TRUSTEES Directors — The Board of Trustees Directors of the Authority, the governing body of the Authority.

CHIEF EXECUTIVE OFFICER — The Mayor.

CITY — The City of Monroe, Michigan.

COUNCIL and CITY COUNCIL — The City Council of Monroe.

DOWNTOWN DEVELOPMENT TAX — The tax authorized by this article pursuant to Act 197 57 to be imposed by the Authority in the downtown area.

DOWNTOWN DISTRICT — The Downtown District referred to in this article as now existing or hereafter amended.

§ 22-5. Determination of necessity.

The City Council hereby determines that it is necessary for the best interests of the City to halt property value deterioration and increase property tax valuation where possible in the business district of the City, to eliminate the causes of that deterioration and to promote economic growth by establishing a Downtown Development Authority pursuant to Act 197 57.

§ 22-6. Establishment of authority.

There is hereby established, pursuant to Act 197 57, a Downtown Development Authority in and for the City. The Authority shall be a public body corporate and shall be known and exercise its powers under the title of "Monroe Downtown Development Authority." The Authority may adopt a seal, may sue and be sued in any court of this state and shall possess all of the powers necessary to carry out the purposes of its incorporation as provided in this article and Act 197 57.

The enumeration of a power in this article or in Act 197 57 shall not be construed as a limitation upon the general powers of the Authority.

§ 22-7. Board of Trustees Directors. [Added 2-5-1990 by Ord. No. 90-002; amended 3-1-2004 by Ord. No. 04-002]

The Authority shall be under supervision and control of a Board of Trustees consisting of the chief executive officer of the City and 12^{up to 11} members as provided in Act 197 57. The members shall be appointed by the chief executive officer subject to approval by the Council and shall hold office for the terms provided in Act 197 57. Every member shall hold office until the member's successor is appointed.

§ 22-8. Powers of authority.

Except as specifically otherwise provided in this article, the Authority shall have all powers provided by law subject to the limitations established by law and herein contained.

§ 22-9. Fiscal year; adoption of budget.

- A. The fiscal year of the Authority shall begin on July 1 of each year and end on June 30 of the following year, or such other fiscal year as may hereafter be adopted by the City.
- B. The Board of Trustees Directors shall annually prepare a budget and shall submit it to the Council on the same date that the proposed budget for the City is required by the City Charter to be submitted to the Council. The Board shall not finally adopt a budget for any fiscal year until the budget has been approved by the City Council. The Board may, however, temporarily adopt a budget in connection with the operation of any improvements which have been financed by revenue bonds where required to do so by the ordinance authorizing the revenue bonds.
- C. The Authority shall submit financial reports to the Council at the same time and on the same basis as departments of the City are required to submit reports. The Authority shall be audited annually by the same independent auditors auditing the City, and copies of the audit report shall be filed with the Council.

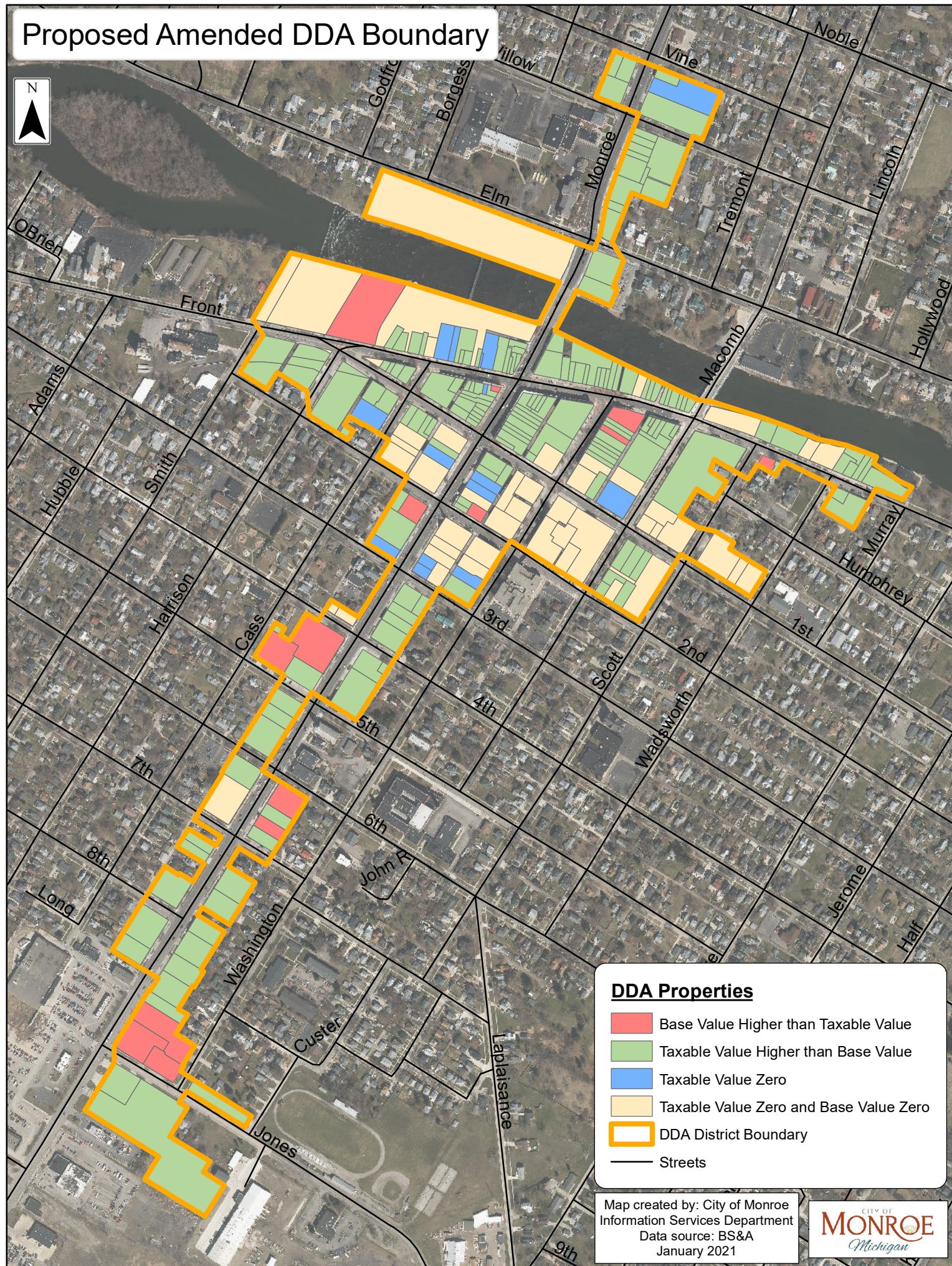
§ 22-10. Downtown development ad valorem tax authorized.

- A. The Authority is hereby authorized by the City to impose an ad valorem tax on all taxable property in the Downtown District for the purposes provided in Act 197 57. The tax shall not exceed two

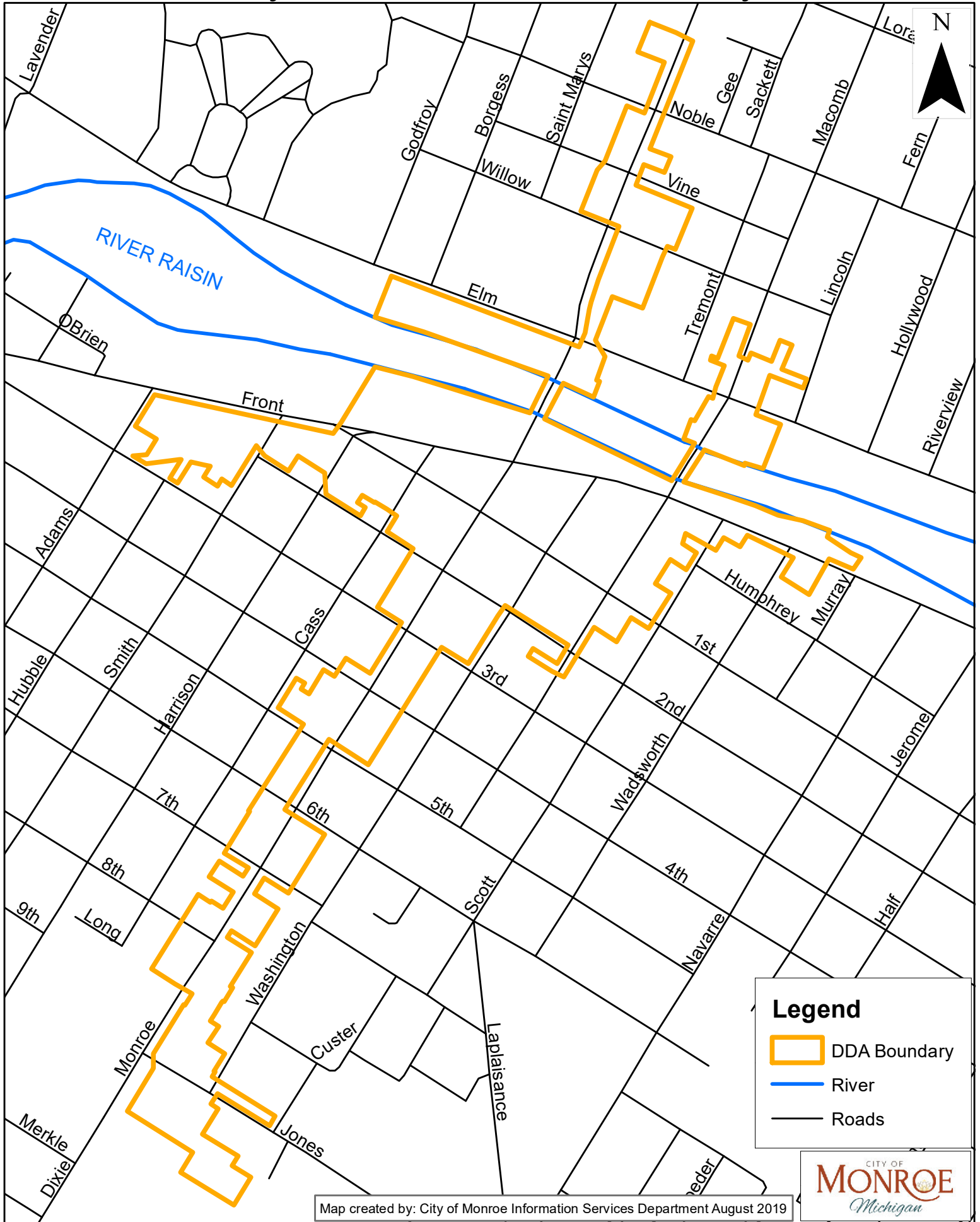
mills on the value of taxable property in the Downtown District as finally equalized.

- B. In order to impose the tax, the Board of Trustees **Directors** shall include in its budget each year an estimate of the amount necessary to be raised from the downtown development tax. The amount of tax imposed shall not exceed the amount necessary as estimated in the budget and approved by the City Council. The Board shall certify to the proper tax assessing official of the City the amount so determined in the same manner and at the same time as general City taxes are certified for collection.
- C. The City shall collect the downtown development tax at the same time and in the same manner as other City taxes are collected. The tax shall be paid to the Treasurer of the Authority and credited to the general fund of the Authority for the purposes provided in Act 197 **57**.

Proposed Amended DDA Boundary



City of Monroe DDA Boundary



Memo

Date: Thursday, January 14, 2021

To: DDA Board of Directors

From: DDA Executive Committee

Re: **TEMPORARY (ONE-YEAR) SUSPENSION OF PARKING COMMITTEE**

BACKGROUND

Two of the unexpected effects of the COVID-19 pandemic have been the reduction in utilization in public parking spaces and lots, as well as the elimination of the parking enforcement officers. Parking enforcement is being performed by cadets in the police department on a sporadic schedule.

Additionally, the opportunity to evaluate recommended changes to the parking system are challenged as current conditions do not represent what the downtown may experience during a period of normalcy. That is, if changes are made, there is no reliable method to measure desired effects.

Lastly, current chair Mackenzie Swanson wishes to focus her time and talent on the Riverwalk team and would seek a replacement from the board.

For these reasons, the Executive Committee recommends that the Parking Committee activities be suspended for a one-year period commencing immediately. The board may reinstate the Parking Committee if and when circumstances warrant. Routine issues with parking in the downtown may be resolved within the appropriate departments, including the City Clerk and the Police Department.

The Executive Committee wishes to express its gratitude to the membership of the Parking Committee for their time, effort and input.

ACTION

Concur with recommendation of the Executive Committee to suspend the activity of the Parking Committee for a one-year period.

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

1/14/2021

- 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	DRAFT concept received for connector; mtg held with LA and Scally Waggs, waiting still on architect coordination
Riverfront parking lot redevelopment - market analysis/RFP/legal	/Staff	
Schedule quarterly stakeholder/partner meetings	Staelgraeve	No progress; no in-person gatherings due to pandemic
Implement recommendations in Downtown Master Plan that calm streets.	City	
a. One way conversion on Cass/Harrison		On council agenda during January
c. Traffic analysis for First/Front and Monroe Streets		Plan to Carry over to 2021-2022
b. One way conversions on First/Front		
Annual Marketing Plan	Swanson/Staff	Article for Second Wave to be released very soon!
Annual Communications Plan, focus on master plan implementation	Clark	
Implement recommendations in Downtown Master Plan to activate storefronts.	Harper/Clark	
a. Activate blank facades with arts-focused treatments and installations		Research best practices
b. Promote sidewalk shopping and outdoor seating with streamlined approval process		
c. Animate empty spaces thorough pop up events, food trucks and temporary art installations		
e. Enhance the Farmers Market experience	Harper/Staelgraeve	

MONROE DDA
2020-2021 WORK PLAN UPDATE

1/14/2021

Streetscape Projects – Washington/Macomb/Second	Trujillo/Staff	Carry over to 2021-2022; Knowles and Lewis did a walk through, could concentrate on replacing site amenities?
Help drive alleyway improvements	Staff	
Tree Maintenance – Year 3	Staff	Spring, 2021 project – on schedule for March
Infill development – RFP/legal	Staff	201 W Front undergoing Phase I environmental courtesy of brownfield from DCC
Rewrite Downtown Reinvestment Grant Program, targeted approach when done		ON AGENDA
Informed Buyers Education		
Potential DDA Boundary Change	Staff	ON AGENDA
Parking	Swanson	
Create employee and residential permits as recommended in Downtown Master Plan		
Cover meters/make parking fee on street and in visitor lots until demand rises		Demonstration project underway
Establish first-time forgiveness program; escalating fines		
Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours		
Create visitor-priority parking lots that prohibit parking before 10am		City staff needs to review On-street recommendations east of Washington were approved; committee to meet in November to discuss next set of steps
Establish new, simplified regulations for on-street parking		
Mind Sets		
Focus on development	Be more informative and informed	
Work with partners, not in isolation	Be transparent	
Be proactive	Raise the bar	
Be active	Seek funding solutions	
Drive plan implementation		