

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, August 18, 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, July 21, 2021 Annual Meeting
- C. Financial Reports
 - i. July, DDA Preliminary Revenue and Expenditure Report FY 2021-2022
 - ii. July, DDA Preliminary Itemized Expenditure Report FY 2021-2022
 - iii. June, DDA Final Revenue and Expenditure Report FY 2020-2021
 - iv. June, DDA Final Itemized Expenditure Report FY 2021-2021

6. New Business

7. Other Business

- A. Replacement of Site Furnishings (5 min)
- B. Work Plan Updates (10 min)

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
Annual Meeting
Wednesday, July 21, 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, Scott Kegerreis, Mary Hastings, Deb Staelgraeve, William Slicker, Anthony Trujillo

Absent: Tiffany Harper, Mackenzie Swanson

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

2. Vision Statement – Read by Deb Staelgraeve

3. Additions/Deletions to the Meeting Agenda – None

4. Public Comments – None

5. Consent Agenda

A. Approval of Agenda

B. Approval of Minutes

❖ Wednesday, June 19, 2021 Regular Meeting

C. Financial Reports:

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

❖ June, DDA Itemized Expenditure Report FY 2020-2021

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

6. New Business

A. Presentation regarding Electric Vehicle Charging Station – Advocates Tom Harrill and Darrick Whitaker

Presenters asked board to consider a location in Riverfront parking lot. The cost for installation is around \$3,000, but grant funding may be available. Knowles to research rate models for other units.

B. Revised 2021 meeting calendar

Motion by Clark, seconded by Kegerreis to approve the revised 2021 meeting calendar. *Motion carried, all ayes.*

7. Other Business

A. Fee Proposal for Riverwalk Connector Project

Motion by Staelgraeve, seconded by Clark to accept the proposal from Russell Design for professional services for the Riverwalk connector project, Sections C through E, at a cost not to exceed \$7,000.00, funds to be derived from Account Number 751-65.691-818.020, General Contract Services. *Motion carried, all ayes.*

B. Selection of Contractor for Web Site Redesign

Motion by Staelgraeve, seconded by Clark, to accept the proposal from Revize in the amount of \$12,520 for the redevelopment of the web site and the annual fee for year one, and concur with an initial five-year agreement, the funds to be derived from Account Number 751-65.691-880.000, Community Promotion. *Motion carried, all ayes.*

C. Replacement of site furnishings

The board was presented with a total inventory of existing furnishings with a projection of replacement costs. A plan for implementation will be developed and placed on a future agenda.

D. Bridge Underlighting Project Concept – Set Budget

The board took no action on this item; the idea of paving the alley west of Monroe Street, between First and Front, was offered as another option for funding.

E. Robert Seldon Duncanson Plein Air Paint Out Sponsorship

The board discussed the opportunity for the paint outs; it would prefer to consider a sponsorship of the event in 2022. Knowles to contact organizer to inform of preference and ask for information when available.

F. Work Plan Updates

Annette Knowles provided written update.

G. Election Officers

Trujillo relinquished chair to Knowles.

Clark nominated Trujillo for Chair, supported by Staelgraeve. No other nominations for Chair were received.

Hastings nominated Staelgraeve for Vice-Chair, supported by Clark. No other nominations for Vice-Chair were received.

Trujillo nominated Hastings for Secretary, supported by Staelgraeve. No other nominations for Secretary were received.

Motion by Clark, seconded by Kegerreis to close nominations and elect those nominated by acclamation. *Motion carried, all ayes.*

Trujillo resumed the Chair.

8. Board Member Comments/Administrative Comments

9. Adjournment

Motion to adjourn by Staelgraeve, seconded by Kegerreis at 10:38 a.m. *Motion carried, all ayes.*

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

General Contract Services - 818.020	Budget	Expenditures	Balance
First and Front	\$25,000.00		
			\$25,000.00
General Contract Services - 818.020	Budget	Expenditures	Balance
Monroe Street	\$25,000.00		
			\$25,000.00
General Contract Services - 818.020	Budget	Expenditures	Balance
Riverwalk Enhancement	\$50,000.00		
			\$50,000.00
Building Reinvestment Grant - 818.080	Budget	Expenditures	Balance
	\$50,000.00		
			\$50,000.00
Training & Travel - 860.000	Budget	Expenditures	Balance
	\$1,400.00		
			\$1,400.00
Community & Promotion 880.000	Budget	Expenditures	Balance
	\$25,000.00		
			\$25,000.00

Monroe Downtown Development Authority
2021-2022 Fiscal Year Expenditure Report

Publishing/Advertising 905.000	Budget	Expenditures	Balance
	\$300.00		
			\$300.00
Insurance Premium	Budget	Expenditures	Balance
	\$2,014.00		
July		\$167.83	
			\$1,846.17
Rental - Equipment	Budget	Expenditures	Balance
	\$445.00		
Thru 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		
			\$600.00
Land	Budget	Expenditures	Balance
	\$300,000.00		
			\$300,000.00
Land Improvements 974.000	Budget	Expenditures	Balance
	\$110,000.00		

Monroe Downtown Development Authority
2021-2022 Fiscal Year Expenditure Report

			\$110,000.00
Transfer Out General 999.101	Budget	Expenditures	Balance
	\$10,000.00		
			\$10,000.00
Transfer Out Debt Services	Budget	Expenditures	Balance
	\$120,500.00		
			\$120,500.00
Totals	\$763,859.00		\$763,246.17

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2021			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		562,449.04
07/02/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24821	4,800.00		567,249.04
07/31/2021	GJ	JE	MICHIGAN CLASS INTEREST - JULY 2021	24961	7.47		567,256.51
07/31/2021			751-00.000-005.000	END BALANCE	4,807.47	0.00	567,256.51
07/01/2021			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		5,452.41
07/01/2021	GJ		COMPUTER RENT THROUGH 6/30/21	24810		445.00	5,007.41
07/01/2021	GJ		MONTHLY P&L INSURANCE ALLOCATION	24813		167.83	4,839.58
07/02/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24821		4,800.00	39.58
07/13/2021	GJ	JE	5/3 SERVICE FEES - JUNE 2021	24875		19.25	20.33
07/20/2021	CD	CHK	SUMMARY CD 07/20/2021			38.49	(18.16)
07/31/2021			751-00.000-007.000	END BALANCE	0.00	5,470.57	(18.16)
07/01/2021			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		(1,300.94)
07/20/2021	CD	CHK	SUMMARY CD 07/20/2021		38.49		(1,262.45)
07/31/2021			751-00.000-202.000	END BALANCE	38.49	0.00	(1,262.45)
07/01/2021			751-00.000-202.010 ACCOUNTS PAYABLE - VIA GJ		BEG. BALANCE		(19.25)
07/13/2021	GJ	JE	5/3 SERVICE FEES - JUNE 2021	24875	19.25		0.00
07/31/2021			751-00.000-202.010	END BALANCE	19.25	0.00	0.00
07/01/2021			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		0.00
07/01/2021	GJ		MONTHLY P&L INSURANCE ALLOCATION	24813	167.83		167.83
07/31/2021			751-65.691-910.000	END BALANCE	167.83	0.00	167.83
07/01/2021			751-65.691-943.000 RENTAL-EQUIPMENT		BEG. BALANCE		0.00
07/01/2021	GJ		COMPUTER RENT THROUGH 6/30/21	24810	445.00		445.00
07/31/2021			751-65.691-943.000	END BALANCE	445.00	0.00	445.00
07/01/2021			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		0.00
07/31/2021	GJ	JE	MICHIGAN CLASS INTEREST - JULY 2021	24961		7.47	(7.47)
07/31/2021			751-80.100-665.005	END BALANCE	0.00	7.47	(7.47)
GRAND TOTALS:					5,478.04	5,478.04	566,581.26

PERIOD ENDING 07/31/2021

		2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	07/31/2021 NTH (ABNORMAL) ASE	07/31/2021 (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	7.47	7.47	1,992.53
Total Dept 80.100 - GENERAL REVENUE		2,000.00	7.47	7.47	1,992.53
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	7.47	7.47	288,192.53
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-727.000	OFFICE SUPPLIES	500.00	0.00	0.00	500.00
751-65.691-730.000	POSTAGE	500.00	0.00	0.00	500.00
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	0.00	0.00	1,400.00
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	0.00	0.00	25,000.00
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	167.83	167.83	1,846.17
751-65.691-943.000	RENTAL-EQUIPMENT	445.00	445.00	445.00	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	612.83	612.83	763,246.17
TOTAL EXPENDITURES		763,859.00	612.83	612.83	763,246.17
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		288,200.00	7.47	7.47	288,192.53
TOTAL EXPENDITURES		763,859.00	612.83	612.83	763,246.17
NET OF REVENUES & EXPENDITURES		(475,659.00)	(605.36)	(605.36)	(475,053.64)
BEG. FUND BALANCE		476,139.87	476,139.87		
NET OF REVENUES/EXPENDITURES - 2020-21			90,441.39		90,441.39
END FUND BALANCE		480.87	565,975.90		

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Part Time Salaries	Budget*	Expenditures	Balance
	\$7,616.00		
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	
			\$0.10
Social Security	Budget*	Expenditures	Balance
	\$472.00		
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	
			-\$0.19
Medicare	Budget*	Expenditures	Balance
	\$110.00		
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	
			-\$0.43

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Workers Comp Insurance	Budget*	Expenditures	Balance
	\$8.00		
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	
			-\$0.26
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	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
			-\$142.51

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Postage	Budget*	Expenditures	Balance
	\$2,500.00		
The Print House INC. - postage		\$1,490.32	
September 2020		\$2.00	
October 2020		\$7.50	
December 2020		\$14.70	
February 2021		\$85.68	
March 2021 public hearing		\$35.00	
March 2021		\$66.30	
June 2021		\$2.04	
Postage maching supplies		\$38.55	
			\$757.91
Uniforms/Clothing	Budget	Expenditures	Balance
	\$100.00		
			\$100.00
Seasonal Decorations - 750.075	Budget*	Expenditures	Balance
	\$7,000.00		
Ruhlig Farms - 16 porch pots		\$2,600.00	
Decoration - Deer		\$1,717.10	
Ruhlig Farms - seasonal decorations June 2021		\$2,600.00	
			\$82.90
Parking Signage - 775-231	Budget	Expenditures	Balance
	\$0.00		
RJS Parking Products -Kelly Green Hoods Signage		\$378.00	
Zip ties for parking meter covers		\$35.99	
			-\$413.99
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
	\$5,000.00		
Russell Desgn - Riverwalk connectors		\$2,558.72	
			\$2,441.28

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

General Contract Services - 818.020	Budget*	Expenditures	Balance
	\$0.00		
			\$0.00
General Contract Services - 818.020	Budget*	Expenditures	Balance
	\$0.00		
			\$0.00
Façade Improvements - 818.080	Budget*	Expenditures	Balance
	\$40,000.00		
Peruski Holdings LLC - Reimbursement		\$20,000.00	
			\$20,000.00
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	
MDA Spring Workshop registration		\$50.00	
Main Street Conference - Knowles, Trujillo		\$198.00	
MI Downtown Summer Workshop 6/4/21 - Knowles		\$50.00	
Platform Tour Webinar - Knowles		\$15.00	
Main Street Conference - refund		-\$99.00	
			\$795.47
Community & Promotion 880.000	Budget*	Expenditures	Balance
	\$10,000.00		
The Print House Inc. - mailer		\$276.85	
Postcards, static cling decal		\$680.00	
Williams Ins beautification grant		\$84.68	
Website hosting		\$375.00	

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

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 micro grant		\$100.00	
Basic radio and TV sponsorship		\$365.00	
Lotus Property Mngt - reimbursement micro grant		\$100.00	
Great Lakes Publishing - Visitors Guide ad		\$550.00	
			\$2,768.47
Publishing/Advertising 905.000	Budget	Expenditures	Balance
	\$300.00		
Monroe News February notices		\$273.53	
			\$26.47
Insurance Premium	Budget	Expenditures	Balance
	\$1,337.00		
July		\$111.42	
August		\$111.42	
September		\$111.42	
October		\$111.42	
November		\$111.42	
December		\$111.42	
January		\$111.42	
February		\$111.42	
March		\$111.42	
April		\$111.42	
May		\$111.42	
June		\$111.42	
			-\$0.04
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

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

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	
Refund of membership fee		-\$295.00	
Associate Membership		\$240.00	
			-\$135.00
Land	Budget*	Expenditures	Balance
	\$0.00		
			\$0.00
Land Improvements 974.000	Budget	Expenditures	Balance
	\$4,638.00		
Smooth wood tiles - pedestals and braces		\$4,637.35	
			\$0.65
Transfer Out General 999.101	Budget*	Expenditures	Balance
	\$10,000.00		
DDA staffing funding 2020-2021		\$10,000.00	
			\$0.00
Transfer Out Debt Services	Budget*	Expenditures	Balance
	\$121,500.00		
Bond Payment		\$121,490.11	
			\$9.89
Transfer Out - Capital Project 999.401	Budget*	Expenditures	Balance
	\$0.00		
			\$0.00

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Transfer Out - Capital Project 999.401	Budget*	Expenditures	Balance
	\$0.00		
			\$0.00
Totals	\$221,026.00		\$32,370.72

*Budget Amended 5/1/2021

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
06/01/2021			751-00.000-003.000 CERTIFICATES OF DEPOSIT		BEG. BALANCE		245,500.00
06/24/2021	GJ	JE	INVESTING ACTIVITY FOR 06/24/21	24773		245,500.00	0.00
06/30/2021			751-00.000-003.000	END BALANCE	0.00	245,500.00	0.00
06/01/2021			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		338,140.13
06/11/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24711		5,700.00	332,440.13
06/18/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24736		10,000.00	322,440.13
06/25/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24782	240,000.00		562,440.13
06/30/2021	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2021	24832	8.91		562,449.04
06/30/2021			751-00.000-005.000	END BALANCE	240,008.91	15,700.00	562,449.04
06/01/2021			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		64.80
06/09/2021	CD	CHK	SUMMARY CD 06/09/2021			5,708.72	(5,643.92)
06/10/2021	GJ	JE	5/3 SERVICE FEES - MAY 2021	24720		21.66	(5,665.58)
06/11/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24711	5,700.00		34.42
06/17/2021	GJ	JE	DDA STAFFING FUNDING- FY20/21	24724		10,000.00	(9,965.58)
06/18/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24736	10,000.00		34.42
06/22/2021	CD	CHK	SUMMARY CD 06/22/2021			74.48	(40.06)
06/24/2021	GJ	JE	INVESTING ACTIVITY FOR 06/24/21	24773	245,533.06		245,493.00
06/25/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24782		240,000.00	5,493.00
06/30/2021	GJ	JE	POSTAGE - JUNE 2021	24851		2.04	5,490.96
06/30/2021	GJ	JE	ALLOCATE POSTAGE MACHINE SUPPLIES CO	25005		38.55	5,452.41
06/30/2021			751-00.000-007.000	END BALANCE	261,233.06	255,845.45	5,452.41
06/01/2021			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
06/01/2021	AP	INV	FIFTH THIRD BANK	06/01/2021		12.00	(12.00)
			EMAIL SUBSCRIPTION				
06/07/2021	AP	INV	RUHLIG FARMS LLC	501		2,600.00	(2,612.00)
			SEASONAL DECORATIONS				
06/07/2021	AP	INV	RUSSELL DESIGN INC	2653		2,558.72	(5,170.72)
			M25-202 RIVERWALK CONNECTORS				
06/07/2021	AP	INV	GREAT LAKES PUBLISHING COMPANY	21782		550.00	(5,720.72)
			MONROE COUNTY VISITORS GUIDE ADVERTIS				
06/09/2021	CD	CHK	SUMMARY CD 06/09/2021		5,708.72		(12.00)
06/18/2021	AP	INV	FIFTH THIRD BANK	06/18/2021		26.49	(38.49)
			ADOBE SUBSCRIPTION				
06/21/2021	AP	INV	FIFTH THIRD BANK	05/18/2021		26.49	(64.98)
			ADOBE SUBSCRIPTION				
06/21/2021	AP	INV	FIFTH THIRD BANK	05/05/2021		35.99	(100.97)
			ZIP TIES FOR PARKING METER COVERS				
06/21/2021	AP	INV	FIFTH THIRD BANK	05/02/2021		12.00	(112.97)
			GMAIL				
06/22/2021	CD	CHK	SUMMARY CD 06/22/2021		74.48		(38.49)
06/30/2021	AP	INV	MONROE COUNTY TREASURER	CCIA2021-06		1,262.45	(1,300.94)
			DUE TO / FROM REPORT				
06/30/2021			751-00.000-202.000	END BALANCE	5,783.20	7,084.14	(1,300.94)
06/01/2021			751-00.000-202.010 ACCOUNTS PAYABLE - VIA GJ		BEG. BALANCE		0.00
06/30/2021	GJ	JE	5/3 SERVICE FEES - JUNE 2021	24874		19.25	(19.25)
06/30/2021			751-00.000-202.010	END BALANCE	0.00	19.25	(19.25)
06/01/2021			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		565.53
06/01/2021	AP	INV	FIFTH THIRD BANK	06/01/2021	12.00		577.53
			EMAIL SUBSCRIPTION				
06/18/2021	AP	INV	FIFTH THIRD BANK	06/18/2021	26.49		604.02
			ADOBE SUBSCRIPTION				
06/21/2021	AP	INV	FIFTH THIRD BANK	05/18/2021	26.49		630.51
			ADOBE SUBSCRIPTION				
06/21/2021	AP	INV	FIFTH THIRD BANK	05/02/2021	12.00		642.51
			GMAIL				
06/30/2021			751-65.691-727.000	END BALANCE	76.98	0.00	642.51
06/01/2021			751-65.691-730.000 POSTAGE		BEG. BALANCE		1,701.50
06/30/2021	GJ	JE	POSTAGE - JUNE 2021	24851	2.04		1,703.54
06/30/2021	GJ	JE	ALLOCATE POSTAGE MACHINE SUPPLIES CO	25005	38.55		1,742.09
06/30/2021			751-65.691-730.000	END BALANCE	40.59	0.00	1,742.09
06/01/2021			751-65.691-750.075 SEASONAL DECORATIONS-DDA		BEG. BALANCE		4,317.10
06/07/2021	AP	INV	RUHLIG FARMS LLC	501	2,600.00		6,917.10
			SEASONAL DECORATIONS				
06/30/2021			751-65.691-750.075	END BALANCE	2,600.00	0.00	6,917.10
06/01/2021			751-65.691-775.231 PARKING SIGNAGE		BEG. BALANCE		378.00
06/21/2021	AP	INV	FIFTH THIRD BANK	05/05/2021	35.99		413.99
			ZIP TIES FOR PARKING METER COVERS				
06/30/2021			751-65.691-775.231	END BALANCE	35.99	0.00	413.99
06/01/2021			751-65.691-818.020 GENERAL CONTRACT SERVICES		BEG. BALANCE		0.00
06/07/2021	AP	INV	RUSSELL DESIGN INC	2653	2,558.72		2,558.72
			M25-202 RIVERWALK CONNECTORS				
06/30/2021			751-65.691-818.020	END BALANCE	2,558.72	0.00	2,558.72
06/01/2021			751-65.691-880.000 COMMUNITY PROMOTION		BEG. BALANCE		6,681.53

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GL ACTIVITY REPORT FOR CITY OF MONROE
TRANSACTIONS FROM 06/01/2021 TO 06/30/2021

Page: 2/2

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
751-65.691-880.000 COMMUNITY PROMOTION					(Continued)		
06/07/2021	AP	INV	GREAT LAKES PUBLISHING COMPANY	21782	550.00		7,231.53
06/30/2021			MONROE COUNTY VISITORS GUIDE ADVERTIS				
			751-65.691-880.000	END BALANCE	550.00	0.00	7,231.53
751-65.691-999.101 TRANSFER OUT-GENERAL					BEG. BALANCE		
06/01/2021							0.00
06/17/2021	GJ	JE	DDA STAFFING FUNDING- FY20/21	24724	10,000.00		10,000.00
06/30/2021			751-65.691-999.101	END BALANCE	10,000.00	0.00	10,000.00
751-80.100-665.005 INTEREST ON INVESTMENTS					BEG. BALANCE		
06/01/2021							(338.93)
06/10/2021	GJ	JE	5/3 SERVICE FEES - MAY 2021	24720	21.66		(317.27)
06/24/2021	GJ	JE	INVESTING ACTIVITY FOR 06/24/21	24773		33.06	(350.33)
06/30/2021	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2021	24832		8.91	(359.24)
06/30/2021	GJ	JE	5/3 SERVICE FEES - JUNE 2021	24874	19.25		(339.99)
06/30/2021			751-80.100-665.005	END BALANCE	40.91	41.97	(339.99)
751-95.260-961.005 REFUND - BOR SETTLEMENT					BEG. BALANCE		
06/01/2021							0.00
06/30/2021	AP	INV	MONROE COUNTY TREASURER	CCIA2021-06	1,262.45		1,262.45
			DUE TO / FROM REPORT				
06/30/2021			751-95.260-961.005	END BALANCE	1,262.45	0.00	1,262.45
GRAND TOTALS:					524,190.81	524,190.81	597,009.66

PERIOD ENDING 06/30/2021

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	06/30/2021 NTH (ABNORMAL) ASE	06/30/2021 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	600.00	339.99	1.06	260.01
Total Dept 80.100 - GENERAL REVENUE		600.00	339.99	1.06	260.01
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	296,745.00	296,727.70	0.00	17.30
751-80.600-410.000	PERSONAL PROPERTY TAXES	(28,582.00)	(28,589.21)	0.00	7.21
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	11,881.00	11,880.64	0.00	0.36
Total Dept 80.600 - GENERAL REVENUE		280,044.00	280,019.13	0.00	24.87
TOTAL REVENUES		280,644.00	280,359.12	1.06	284.88
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	7,616.00	7,615.90	0.00	0.10
751-65.691-717.000	SOCIAL SECURITY	472.00	472.19	0.00	(0.19)
751-65.691-717.005	MEDICARE	110.00	110.43	0.00	(0.43)
751-65.691-718.010	WORKERS' COMP INSURANCE	8.00	8.26	0.00	(0.26)
751-65.691-727.000	OFFICE SUPPLIES	500.00	642.51	76.98	(142.51)
751-65.691-730.000	POSTAGE	2,500.00	1,742.09	40.59	757.91
751-65.691-750.015	UNIFORMS/CLOTHING	100.00	0.00	0.00	100.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	7,000.00	6,917.10	2,600.00	82.90
751-65.691-775.231	PARKING SIGNAGE	0.00	413.99	35.99	(413.99)
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	5,000.00	2,558.72	2,558.72	2,441.28
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	20,000.00	0.00	20,000.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	604.53	0.00	795.47
751-65.691-880.000	COMMUNITY PROMOTION	10,000.00	7,231.53	550.00	2,768.47
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	273.53	0.00	26.47
751-65.691-910.000	INSURANCE PREMIUM	1,337.00	1,337.04	0.00	(0.04)
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	735.00	0.00	(135.00)
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	10,000.00	10,000.00	10,000.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	121,500.00	121,490.11	0.00	9.89
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		221,026.00	188,655.28	15,862.28	32,370.72
Dept 95.260 - CLERK/TREASURER					
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	1,262.45	1,262.45	(1,262.45)
Total Dept 95.260 - CLERK/TREASURER		0.00	1,262.45	1,262.45	(1,262.45)
TOTAL EXPENDITURES		221,026.00	189,917.73	17,124.73	31,108.27
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		280,644.00	280,359.12	1.06	284.88
TOTAL EXPENDITURES		221,026.00	189,917.73	17,124.73	31,108.27
NET OF REVENUES & EXPENDITURES		59,618.00	90,441.39	(17,123.67)	(30,823.39)
BEG. FUND BALANCE		476,139.87	476,139.87		
END FUND BALANCE		535,757.87	566,581.26		

Memo

Date: Monday, August 16, 2021

To: DDA Board of Directors

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

Re: **REPLACEMENT OF SITE FURNISHINGS**

BACKGROUND

At its July meeting, the board discussed the opportunity to purchase replacement site furnishings (planters, benches, garbage cans and bike racks) in the downtown district. An inventory of quantities and projected costs was distributed with instructions given that board members should contemplate an approach, whether it be to purchase in quantities for the entire downtown district with some room for expansion or by dividing the downtown district into sections and purchasing items in phases. You will recall that some of the items are available at discounted prices through a purchasing program in which the City of Monroe participates.

At the August meeting, board members should be prepared to discuss the replacement of site furnishings. If purchased in total, the cost would be approximately \$140,000, with shipping costs to be added, if applicable.

ACTION

The board may plan for replacement of site furnishings to be implemented all at once or in increments beginning in the 2022 season.

SITE FURNISHING REPLACEMENT COSTS

UNIT	EXISTING NUMBER	REPLACEMENT	COST EA	TOTAL COST	WITH 10 EXTRA QTY	W/DISCOUNT
	<i>Rounded to nearest 5</i>		<i>2021 Pricing</i>			
BIKE RACK	10	LandscapeForms Loop	\$ 420	\$ 4,200	\$ 8,400	\$ 7,392
PLANTER	20	Landscape Forms Sorella	\$ 1,200	\$ 24,000	\$ 36,000	\$ 31,680
BENCH	20	Dumor Bench 165	\$ 1,395	\$ 27,900	\$ 41,850	\$ 41,850
TRASH CAN	40	Landscape Form, Scarborough	\$ 1,300	\$ 52,000	\$ 65,000	\$ 57,200
		TOTAL		\$ 108,100	\$ 151,250	\$ 138,122

**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	No current applications
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	Connector project design
Streetscape Projects - Washington/Macomb/Second - Partner with City		\$120,000.00	Changed to site furnishings
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 redesign 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			
e. Enhance the Farmers Market experience			

MONROE DDA 2021-2022 WORK PLAN

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