

MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
February 17, 2021 AT 8:30 AM

PLEASE TAKE NOTICE that a Regular Meeting of the Monroe Downtown Development Authority scheduled for February 17, 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: February 17, 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/83935901102>

Passcode: 185349

Or iPhone one-tap :

US: +13126266799,,83935901102#,,,,*185349# or +16468769923,,83935901102#,,,,*185349#

Or Telephone:

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

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

Webinar ID: 839 3590 1102

Passcode: 185349

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, February 17, 2021, 8:30-10:0A.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, January 20, 2021 Regular Meeting
 - C. Financial Reports
 - i. January, DDA Revenue and Expenditure Report FY 2020-2021
 - ii. January, DDA Itemized Expenditure Report FY 2020-2021
- 6. New Business**
 - A. Request for Extension to Start Date for 34 West Front (5 min)
 - B. Proposed Fiscal Year 2021-2022 Budget (15 min) **Action Requested Discussion**
- 7. Other Business**
 - A. Approval of Building Improvement Grant Program, Renaming of Committee, Appointment of Chair (15 min) **Action Requested Info Only**
 - B. Work Plan Updates (5 min)
 - C. Closed Session: Property Acquisition
- 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, January 20, 2021
Electronic Meeting Held via ZOOM
Monroe City Hall**

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

1. Roll Call

Present: Mayor Robert Clark (City of Monroe), Scott Kegerreis (City of Monroe), Mary Hastings (City of Monroe), Deb Staelgraeve (Frenchtown Township), Mackenzie Swanson (City of Monroe), William Slicker (City of Monroe), Anthony Trujillo (LaSalle Township), Tiffany Harper (arrived 9:06 am, City of Monroe)

Excused: None

Staff: Vince Pastue, City Manager; 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, December 16, 2020 Regular Meeting

C. Financial Reports:

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

❖ December, DDA Itemized Expenditure Report FY 2020-2021

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

6. New Business

A. **First Reading of Building Improvement Grant Program**
(Proposed Replacement of Downtown Reinvestment Program)

Annette Knowles outlined the program highlights. Board members are asked to review to be prepared to discuss or adopt at the February regular meeting.

B. DDA Tax Increment Financing and Development Plan Amendment

Annette Knowles presented and discussed the Amendments. Discussion followed.

Motion by Swanson, seconded by Staelgraeve to recommend that the City Council take action to amend the DDA Tax Increment Financing and Development Plan and to amend the City Ordinance, Chapter 22, Article III. *Motion carried, all ayes.*

7. Other Business

A. Temporary (One-Year) Suspension of Parking Committee

The board discussed the temporary suspension of the parking committee.

Motion by Swanson, seconded by Slicker to concur with recommendation of the Executive Committee to suspend the activity of the Parking Committee for a one-year period. *Motion carried, all ayes.*

B. Work Plan Updates

Annette Knowles updated the board. Discussion followed.

C. Closed Session: Property Acquisition

Motion to go into closed session at 9:32 am by Kegerreis, seconded by Staelgraeve. *Motion carried, all ayes.*

Motion to go back into open session by Mayor Clark, seconded by Staelgraeve at 10:29 am. *Motion carried, all ayes.*

9. Board Member Comments/Administrative Comments -

Mayor Clark stated we should reach out to Azia to let her know we went into closed session and appreciates the board moving forward. Also thanked the board for all their work.

Board Member Swanson stated that she feels strongly that the board is working towards the vision statement and appreciates everyone working together.

Chair Tony Trujillo appreciates everyone's hard work.

10. Adjournment

Motion to adjourn by Swanson, seconded by Kegerreis at 10:33 a.m. *Motion carried, all ayes.*

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		AMENDED BUDGET MAL	01/31/2021 MAL (ABNORMAL)	MONTH 01/31/2021 ASE (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	320.85	21.77	4,679.15
Total Dept 80.100 - GENERAL REVENUE		5,000.00	320.85	21.77	4,679.15
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	234,801.07	21.77	26,209.93
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	411.57	38.49	88.43
751-65.691-730.000	POSTAGE	500.00	1,514.52	0.00	(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	0.00	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	0.00	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	6,681.53	100.00	18,318.47
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	779.94	111.42	557.06
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	0.00	(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	49,594.32	249.91	546,009.68
TOTAL EXPENDITURES		595,604.00	49,594.32	249.91	546,009.68
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		261,011.00	234,801.07	21.77	26,209.93
TOTAL EXPENDITURES		595,604.00	49,594.32	249.91	546,009.68
NET OF REVENUES & EXPENDITURES		(334,593.00)	185,206.75	(228.14)	(519,799.75)
BEG. FUND BALANCE		476,139.87	476,139.87		
END FUND BALANCE		141,546.87	661,346.62		

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	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
			\$88.43
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 Vitrual 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 micro grant		\$100.00	
Basic radio and TV sponsorship		\$365.00	
Lotus Property Mngt - reimbursement micro grant		\$100.00	
			\$18,318.47
Publishing/Advertising 905.000	Budget	Expenditures	Balance
	\$300.00		
			\$300.00
Insurance Premium	Budget	Expenditures	Balance

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

	\$1,337.00		
July		\$111.42	
August		\$111.42	
September		\$111.42	
October		\$111.42	
November		\$111.42	
December		\$111.42	
January		\$111.42	
			\$557.06
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

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

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
	\$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		\$546,009.68

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
01/01/2021			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		661,495.51
01/08/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24060		200.00	661,295.51
01/31/2021	GJ	JE	MICHIGAN CLASS INTEREST - JAN 2021	24144	42.19		661,337.70
01/31/2021			751-00.000-005.000	END BALANCE	42.19	200.00	661,337.70
01/01/2021			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		79.25
01/01/2021	GJ		MONTHLY P&L INSURANCE PREMIUM	24045		111.42	(32.17)
01/05/2021	CD	CHK	SUMMARY CD 01/05/2021			100.00	(132.17)
01/08/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24060	200.00		67.83
01/14/2021	GJ	JE	5/3 SERVICE FEES - DEC 2020	24084		20.42	47.41
01/20/2021	CD	CHK	SUMMARY CD 01/20/2021			38.49	8.92
01/31/2021			751-00.000-007.000	END BALANCE	200.00	270.33	8.92
01/01/2021			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
01/04/2021	AP	INV	LOTUS PROPERTY MANAGEMENT	MINIGRANT		100.00	(100.00)
			REIMBURSEMENT MICRO GRANT				
01/05/2021	CD	CHK	SUMMARY CD 01/05/2021		100.00		0.00
01/19/2021	AP	INV	FIFTH THIRD BANK	12/18/2020		26.49	(26.49)
			ADOBE SUBSCRIPTION				
01/19/2021	AP	INV	FIFTH THIRD BANK	12/02/2020		12.00	(38.49)
			EMAIL SUBSCRIPTION				
01/20/2021	CD	CHK	SUMMARY CD 01/20/2021		38.49		0.00
01/31/2021			751-00.000-202.000	END BALANCE	138.49	138.49	0.00
01/01/2021			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		373.08
01/19/2021	AP	INV	FIFTH THIRD BANK	12/18/2020	26.49		399.57
			ADOBE SUBSCRIPTION				
01/19/2021	AP	INV	FIFTH THIRD BANK	12/02/2020	12.00		411.57
			EMAIL SUBSCRIPTION				
01/31/2021			751-65.691-727.000	END BALANCE	38.49	0.00	411.57
01/01/2021			751-65.691-880.000 COMMUNITY PROMOTION		BEG. BALANCE		6,581.53
01/04/2021	AP	INV	LOTUS PROPERTY MANAGEMENT	MINIGRANT	100.00		6,681.53
			REIMBURSEMENT MICRO GRANT				
01/31/2021			751-65.691-880.000	END BALANCE	100.00	0.00	6,681.53
01/01/2021			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		668.52
01/01/2021	GJ		MONTHLY P&L INSURANCE PREMIUM	24045	111.42		779.94
01/31/2021			751-65.691-910.000	END BALANCE	111.42	0.00	779.94
01/01/2021			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(299.08)
01/14/2021	GJ	JE	5/3 SERVICE FEES - DEC 2020	24084	20.42		(278.66)
01/31/2021	GJ	JE	MICHIGAN CLASS INTEREST - JAN 2021	24144		42.19	(320.85)
01/31/2021			751-80.100-665.005	END BALANCE	20.42	42.19	(320.85)
GRAND TOTALS:					651.01	651.01	668,898.81

Item 6A



Memo

Date: Thursday, February 11, 2021

To: DDA Board of Directors

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

Re: **REQUEST FOR EXTENSION TO START DATE FOR 34 WEST FRONT STREET**

BACKGROUND

A project at 34 West Front through the Downtown Reinvestment Program was approved by the board at the October regular meeting. Per program guidelines, projects are to commence within three months of board approval.

The applicant, John Castiglione, has requested an extension to the start date due to the pandemic and winter weather. The Program Committee has reviewed the request and recommends approval of the start date to June 1, 2021.

An amendment to the application for additional work is pending.

Please review the attached minutes from the Program Committee.

ACTION

Concur/do not concur with recommendation of the Downtown Reinvestment Program Grant Committee to extend the start date for improvements to 34 West Front Street to June 1, 2021.



**DOWNTOWN REINVESTMENT GRANT COMMITTEE
MINUTES**

Monday, February 1, 2021; 8:30am
VIA GOTOMEETING.

- 1. Call to Order** – 8:30AM
- 2. Roll Call** – Present: Green, Greenhalgh, Jacobs, Swartout; Absent: LaRoy; Staff – Knowles, Guest – Trujillo
- 3. Review of Minutes from October 5, 2020 and January 17, 2021** – No changes noted
- 4. New Business**
 - a) Request for Extention – 34 West Front Street – John Castiglione submitted a request to extend the start date due to COVID-19 and winter weather conditions. An amendment to the scope of work is pending. Motion by Jacobs, seconded by Swartout, to recommend extension of start date for 34 West Front to June 1, 2021. Motion carried, all ayes.
- 5. Other Business**
- 6. Communications** – None
- 7. Adjournment** – Motion by Greenhalgh, seconded by Jacobs to adjourn. Motion carried, all ayes. Meeting adjourned at 8:42am.

Item 6B



Memo

Date: Thursday, February 11, 2021

To: DDA Board of Directors

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

Re: **PROPOSED FISCAL YEAR 2021-2022 BUDGET**

BACKGROUND

Attached are the draft work plans and budget for the forthcoming fiscal year which begins on July 1, 2021.

The board may review and discuss both items at the February regular meeting. This provides an opportunity for the board to contemplate actions and make revisions before acting on the item in March.

ACTION

None; this item will appear on the March agenda for approval to submit to the honorable Mayor and Council.

**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	PRIORITY	GOALS MET	BUDGET
Building Improvement Grant Program		1	1, 4	\$ 40,000.00
Redevelopment of former Fire Station site	City/Staff	2	1, 2, 4	UNK
Front/Macomb parking lot redevelopment - market analysis/RFP/legal	Staff	3	2	\$ 30,000.00 Gen Cont
Project from Riverwalk Enhancement Plan	Swanson	1	1	\$ 50,000.00 Cap
Streetscape Projects - Washington/Macomb/Second - Partner with City		2	1	\$ 120,000.00 Cap
Implement recommendations in Downtown Master Plan that calm streets.	City	3	1	\$ 50,000.00 Gen Cont
a. One way conversion on Cass/Harrison				
c. Traffic analysis for First/Front and Monroe Streets				
Annual Marketing Plan		L	3	\$ 22,000.00
Annual Communications Plan, focus on master plan implementation		M	3, 5	\$ 3,000.00
Implement recommendations in Downtown Master Plan to activate storefronts.	Harper/Staelgra	H	4	\$ 10,000.00 Cap
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
2020-2021 WORK PLAN UPDATE**

2/11/2021

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	Pending council action; public hearing 3/15
Parking	Swanson	COMMITTEE WORK ON HOLD
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	

**MONROE DDA
2021-2022 WORK PLAN**

PARKING MANAGEMENT AND IMPROVEMENT

Swanson

Create employee and residential permits as recommended in Downtown Master Plan	7	\$ 10,000.00
Cover meters/make parking fee on street and in visitor lots until demand rises	7	
Establish first-time forgiveness program; escalating fines	7	
Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours	7	
Create visitor-priority parking lots that prohibit parking before 10am	7	
Establish new, simplified regulations for on-street parking	7	
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

02/02/2021

BUDGET REPORT FOR CITY OF MONROE PROPOSED DDA FY2021-2022
 Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET	2022-23 REQUESTED BUDGET	2023-24 REQUESTED BUDGET			
ESTIMATED REVENUES											
Dept 80.100 - GENERAL REVENUE											
751-80.100-665.005	INTEREST ON INVESTMENTS	8,791.89	5,000.00	320.85	600.00	2,000.00	1,500.00	1,000.00			
Totals for dept 80.100 - GENERAL REVENUE		8,791.89	5,000.00	320.85	600.00	2,000.00	1,500.00	1,000.00			
Dept 80.600 - GENERAL REVENUE											
751-80.600-402.000	REAL PROPERTY TAXES	268,199.00	273,563.00	246,327.48	296,745.00	302,600.00	308,600.00	315,800.00	50,408.17	246,337.40	296,745.57
751-80.600-410.000	PERSONAL PROPERTY TAXES	(34,827.29)	(35,524.00)	(23,727.90)	(28,582.00)	(32,700.00)	(34,800.00)	(36,400.00)	(4,853.50)	(23,727.90)	(28,581.40)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT REIMB	17,619.76	17,972.00	11,880.64	11,881.00	16,300.00	17,400.00	18,200.00			
751-80.600-692.090	MISCELLANEOUS REVENUE	2,100.00									
Totals for dept 80.600 - GENERAL REVENUE		253,091.47	256,011.00	234,480.22	280,044.00	286,200.00	291,200.00	297,600.00			
TOTAL ESTIMATED REVENUES		261,883.36	261,011.00	234,801.07	280,644.00	288,200.00	292,700.00	298,600.00			

APPROPRIATIONS

Dept 65.691 - DOWNTOWN DEVELOPMENT

751-65.691-703.000	PART TIME SALARIES & WAGES	20,517.60	21,000.00	7,615.90	7,616.00	0.00	0.00	0.00	
751-65.691-717.000	SOCIAL SECURITY	1,227.23	1,302.00	472.19	472.00	0.00	0.00	0.00	
751-65.691-717.005	MEDICARE	298.50	305.00	110.43	110.00	0.00	0.00	0.00	
751-65.691-718.010	WORKERS' COMP INSURANCE	20.13	21.00	8.26	8.00	0.00	0.00	0.00	
751-65.691-727.000	OFFICE SUPPLIES	494.33	500.00	411.57	500.00	500.00	500.00	500.00	
751-65.691-730.000	POSTAGE	22.43	500.00	1,514.52	2,500.00	500.00	500.00	500.00	
751-65.691-750.015	UNIFORMS/CLOTHING	68.90	100.00		100.00	100.00	100.00	100.00	
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,561.63	5,200.00	4,317.10	7,000.00	10,000.00	10,000.00	10,000.00	
751-65.691-775.231	PARKING SIGNAGE	927.00							
751-65.691-818.010	AUDIT SERVICES	1,390.00	1,500.00	1,420.00	1,500.00	1,500.00	1,500.00	1,500.00	
751-65.691-818.020	GENERAL CONTRACT SERVICES	9,446.40	85,362.00		5,000.00	30,000.00			Prof services for redevelopment project
751-65.691-818.020-21R0100	GEN CONT SERVICES - ONE WAY TO TWO WAY					50,000.00			Traffic analysis - S Monroe, First, Front
751-65.691-818.080	BUILDING IMPROVEMENT GRANT		50,000.00	20,000.00	50,000.00	40,000.00	40,000.00	40,000.00	New Name
751-65.691-860.000	TRAINING & TRAVEL	1,263.74	1,400.00	390.53	1,400.00	1,400.00	1,400.00	1,400.00	
751-65.691-880.000	COMMUNITY PROMOTION	9,111.83	25,000.00	6,681.53	10,000.00	25,000.00	25,000.00	25,000.00	
751-65.691-905.000	PUBLISHING/ADVERTISING		300.00		300.00	300.00	300.00	300.00	
751-65.691-910.000	INSURANCE PREMIUM	1,164.00	1,337.00	891.36	1,337.00	1,364.00	1,391.00	1,400.00	
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	43,771.45	5,000.00		5,000.00				
751-65.691-943.000	RENTAL-EQUIPMENT	445.00	445.00	445.00	445.00	445.00	445.00	445.00	
751-65.691-955.000	MISCELLANEOUS EXPENSE	558.71	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00	
751-65.691-958.000	MEMBERSHIPS & DUES	495.00	600.00	790.00	600.00	600.00	600.00	600.00	
751-65.691-971.000	LAND		100,000.00		100,000.00				
751-65.691-974.000	LAND IMPROVEMENTS		4,638.00	4,637.35	4,638.00				
751-65.691-999.101	TRANSFER OUT-GENERAL	30,000.00	20,000.00		10,000.00	10,000.00	10,000.00	10,000.00	
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	122,193.75	130,094.00		121,500.00	120,500.00	125,060.00	130,940.00	
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT		140,000.00		140,000.00	180,000.00			Riverwalk project, streetscape improvements, public art
Totals for dept 65.691 - DOWNTOWN DEVELOPMENT		248,977.63	595,604.00	49,705.74	471,026.00	473,209.00	217,796.00	223,685.00	
TOTAL APPROPRIATIONS		248,977.63	595,604.00	49,705.74	471,026.00	473,209.00	217,796.00	223,685.00	

NET OF REVENUES/APPROPRIATIONS - FUND 751
 BEGINNING FUND BALANCE
 ENDING FUND BALANCE

	12,905.73	(354,593.00)	185,095.33	(320,171.00)	(185,009.00)	74,904.00	74,915.00
BEGINNING FUND BALANCE	463,234.14	476,139.87	476,139.87	476,139.87	155,968.87	(29,040.13)	45,863.87
ENDING FUND BALANCE	476,139.87	141,546.87	661,235.20	155,968.87	(29,040.13)	45,863.87	120,778.87

Memo

Date: Thursday, February 11, 2021

To: DDA Board of Directors

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

Re: **APPROVAL OF BUILDING IMPROVEMENT GRANT PROGRAM, RENAMING OF COMMITTEE AND APPOINTMENT OF CHAIR**

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, add professional services as an eligible expense and more. Note, the DRiP Committee recommended approval of the program at its meeting held Monday, January 11, 2021; the board had a first reading of sorts for the program at its January meeting.

At this time, the board is asked to consider approval of the program.

Coincidentally, the name of the Downtown Reinvestment Program Grant Committee should be changed to the Building Improvement Grant Committee.

Lastly, a chair for the Committee is needed from the board membership. The Committee meets as needed on the first Monday of each month.

If approved, communications regarding the program will be distributed to property owners in the DDA district.

ACTION

Approve the Building Improvement Grant Program
Rename the Committee
Appoint a chair from board membership

**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.

- o Application form, completed and signed by the property owner;
- o Rendering of the proposed façade or exterior improvements;
- o Samples and product info from any proposed paint, awning fabric, or building material
- o Pictures of the existing façade and proposed improvement areas;
- o 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: _____



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 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 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 grants are for existing commercial buildings only. Buildings may have upper floor residential component, but the first floor must have a 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>)
- 9) Grants are 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.
- 10) Reimbursements (up to \$20,000) are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.
- 11) Properties that have received funding through this program within the last five (5) years are not eligible.
- 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.
- 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, 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 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 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.

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

2/11/2021

- 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		Pending council action
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	Second Wave article released
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	