

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, January 19, 2022, 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 (3 minutes per individual)

5. Consent Agenda (2 minutes)

Action Requested

A. Approval of Agenda

B. Approval of Minutes

i. Wednesday, December 1, 2021 Rescheduled Regular Meeting

ii. Wednesday, January 11, 2022 Special Meeting

C. Financial Reports

i. November/December, DDA Preliminary Itemized Expenditure Report FY 2021-2022

ii. December, DDA Revenue and Expenditure Report FY 2021-2022

6. New Business

A. TABLED ITEM: Work Plan Process for Fiscal Year 2022-2023 – Part II – Prioritization (20 min)

Discussion Only

7. Other Business

A. Purchase of One Over-the-Road Holiday Swag (5 min)

B. Work Plan Updates (5 min)

Action Requested

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 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, December 1, 2021
Council Chambers, Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:33a.m.

1. Roll Call

Present: Mayor Robert Clark, Deb Staelgraeve, Scott Kegerreis, William Slicker, Anthony Trujillo

Absent: Tiffany Harper, Mary Hastings, 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, October 20, 2021 Regular Meeting

C. Financial Reports:

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

❖ October, DDA Itemized Expenditure Report FY 2021-2022

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

6. New Business

A. Work Plan Process for Fiscal Year 2022-2023 – Part II – Prioritization

Motion by Kegerreis, seconded by Staelgraeve to table item until the next meeting.
Motion carried, all ayes.

7. Other Business

A. Downtown Reinvestment Grant Projects

Motion by Staelgraeve, seconded by Slicker to approve reimbursement to 44 West Front Street in the amount of \$15,058.20 under the former Downtown Reinvestment Grant Program, subject to the applicant meeting all other program requirements, funds to be derived from Account #751-65.691-818.080, Façade Improvements.

Motion carried, with Kegerreis abstaining.

B. 2022 Meeting Calendar

Motion by Clark, seconded by Kegerreis to approve the 2022 Meeting Calendar.

Motion carried, all ayes.

C. **Work Plan Update** – A written report was provided.

8. Communications - None

9. Board Member and Administrative Comments - None

10. Adjournment

Motion to adjourn at 8:38 am by Clark, seconded by Staelgraeve. *Motion carried, all ayes.*

Minutes

**Monroe Downtown Development Authority
Special Meeting
Wednesday, January 12, 2022
Council Chambers, Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 9:00a.m.

1. Roll Call

Present: Mayor Robert Clark, Mary Hastings, Scott Kegerreis, William Slicker, Anthony Trujillo

Absent: Tiffany Harper, Deb Staelgraeve, Mackenzie Swanson

Staff: Annette Knowles, Downtown/Economic Development Coordinator
Vincent Pastue, City Manager

2. Public Comments – None

3. Closed Session – Property Acquisition

Motion by Clark, seconded by Hastings, to enter a closed session at 9:02am to discuss property acquisition. Ayes: Clark, Hastings, Kegerreis, Slicker, Trujillo; Nays: None.

Motion carried.

Motion by Clark, seconded by Slicker, to reconvene in open session at 9:28a.m.
Motion carried, all ayes.

Motion by Clark, seconded by Slicker, to authorize staff to follow through with and take action on items discussed in closed session. Ayes: Clark, Hastings, Kegerreis, Slicker, Trujillo; Nays: None. **Motion carried.**

4. Adjournment

Motion to adjourn at 9:29 am by Clark, seconded by Slicker. ***Motion carried, all ayes.***

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
11/01/2021			751-00.000-003.000 CERTIFICATES OF DEPOSIT		BEG. BALANCE		240,000.00
11/18/2021	GJ	JE	INVESTING ACTIVITY FOR 11/18/21	25571	98,600.00		338,600.00
12/31/2021			751-00.000-003.000	END BALANCE	98,600.00	0.00	338,600.00
11/01/2021			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		526,888.19
11/04/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25523		200.00	526,688.19
11/12/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25541	5,000.00		531,688.19
11/18/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25577		500.00	531,188.19
11/26/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25595		98,000.00	433,188.19
11/30/2021	GJ	JE	MICHIGAN CLASS INTEREST - NOV 2021	25707	10.46		433,198.65
12/10/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25634		2,900.00	430,298.65
12/23/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25688		900.00	429,398.65
12/31/2021	GJ	JE	MICHIGAN CLASS INTEREST - DEC 2021	25723	13.45		429,412.10
12/31/2021			751-00.000-005.000	END BALANCE	5,023.91	102,500.00	429,412.10
11/01/2021			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		98.17
11/01/2021	GJ		MONTHLY P&L INSURANCE ALLOCATION	25485		167.83	(69.66)
11/02/2021	CD	CHK	NEW MOON VISIONS	61104		50.00	(119.66)
11/04/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25523	200.00		80.34
11/04/2021	CR	RCPT			4,958.11		5,038.45
SUMMARY CR POSTING: 11/04/2021 OTHER							
11/10/2021	GJ	JE	5/3 SERVICE FEES - OCT 2021	25544		28.28	5,010.17
11/12/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25541		5,000.00	10.17
11/16/2021	CD	CHK	SUMMARY CD 11/16/2021			228.47	(218.30)
11/18/2021	GJ	JE	INVESTING ACTIVITY FOR 11/18/21	25571		98,600.00	(98,818.30)
11/18/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25577	500.00		(98,318.30)
11/23/2021	CR	RCPT			350.00		(97,968.30)
SUMMARY CR POSTING: 11/23/2021 OTHER							
11/26/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25595	98,000.00		31.70
11/30/2021	GJ	JE	POSTAGE - NOV 2021	25679		3.88	27.82
12/01/2021	GJ		MONTHLY P&L INSURANCE ALLOCATION	25608		167.83	(140.01)
12/07/2021	CD	CHK	RUHLIG FARMS LLC	61240		2,700.00	(2,840.01)
12/10/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25634	2,900.00		59.99
12/10/2021	GJ	JE	5/3 SERVICE FEES - NOV 2021	25645		30.29	29.70
12/21/2021	CD	CHK	SUMMARY CD 12/21/2021			369.28	(339.58)
12/23/2021	CD	CHK	SUMMARY CD 12/23/2021			500.00	(839.58)
12/23/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25688	900.00		60.42
12/31/2021			751-00.000-007.000	END BALANCE	107,808.11	107,845.86	60.42
11/01/2021			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
11/01/2021	AP	INV	NEW MOON VISIONS	134463		50.00	(50.00)
ANNUAL REPORT GRAPHS							
11/02/2021	CD	CHK	NEW MOON VISIONS	61104	50.00		0.00
11/15/2021	AP	INV	FIFTH THIRD BANK	10/18/2021		26.49	(26.49)
ADOBE SUBSCRIPTION							
11/15/2021	AP	INV	FIFTH THIRD BANK	10/05/2021		189.98	(216.47)
SSL RENEWAL							
11/15/2021	AP	INV	FIFTH THIRD BANK	10/02/2021		12.00	(228.47)
EMAIL SUBSCRIPTION							
11/16/2021	CD	CHK	SUMMARY CD 11/16/2021		228.47		0.00
12/06/2021	AP	INV	RUHLIG FARMS LLC	514		2,700.00	(2,700.00)
CHRISTMAS PORCH POTS							
12/07/2021	CD	CHK	RUHLIG FARMS LLC	61240	2,700.00		0.00
12/20/2021	AP	INV	MOHR BUDDS LAW PLLC	7096		500.00	(500.00)
MONROE DDA FEES							
12/20/2021	AP	INV	FIFTH THIRD BANK	11/18/2021		26.49	(526.49)
ADOBE SUBSCRIPTION							
12/20/2021	AP	INV	FIFTH THIRD BANK	11/05/2021		18.00	(544.49)
CONF. PARKING NO RECEIPT W/APP							
12/20/2021	AP	INV	FIFTH THIRD BANK	11/04/2021		17.79	(562.28)
CONF. PARKING NO RECEIPT W/APP							
12/20/2021	AP	INV	FIFTH THIRD BANK	11/02/2021		295.00	(857.28)
MEMBERSHIP MAIN STREET AMERICA							
12/20/2021	AP	INV	FIFTH THIRD BANK	11/01/2021		12.00	(869.28)
EMAIL SUBSCRIPTION							
12/21/2021	CD	CHK	SUMMARY CD 12/21/2021		369.28		(500.00)
12/23/2021	CD	CHK	SUMMARY CD 12/23/2021		500.00		0.00
12/31/2021			751-00.000-202.000	END BALANCE	3,847.75	3,847.75	0.00
11/01/2021			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		307.47
11/15/2021	AP	INV	FIFTH THIRD BANK	10/18/2021	26.49		333.96
ADOBE SUBSCRIPTION							
11/15/2021	AP	INV	FIFTH THIRD BANK	10/02/2021	12.00		345.96
EMAIL SUBSCRIPTION							
12/20/2021	AP	INV	FIFTH THIRD BANK	11/18/2021	26.49		372.45
ADOBE SUBSCRIPTION							
12/20/2021	AP	INV	FIFTH THIRD BANK	11/01/2021	12.00		384.45
EMAIL SUBSCRIPTION							
12/31/2021			751-65.691-727.000	END BALANCE	76.98	0.00	384.45
11/01/2021			751-65.691-730.000 POSTAGE		BEG. BALANCE		3.65
11/30/2021	GJ	JE	POSTAGE - NOV 2021	25679	3.88		7.53
12/31/2021			751-65.691-730.000	END BALANCE	3.88	0.00	7.53
11/01/2021			751-65.691-750.075 SEASONAL DECORATIONS-DDA		BEG. BALANCE		10,965.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
751-65.691-750.075 SEASONAL DECORATIONS-DDA (Continued)							
11/23/2021	CR	RCPT	SUMMARY CR POSTING: 11/23/2021 OTHER			350.00	10,615.00
12/06/2021	AP	INV	RUHLIG FARMS LLC	514	2,700.00		13,315.00
12/31/2021			CHRISTMAS PORCH POTS				
			751-65.691-750.075	END BALANCE	2,700.00	350.00	13,315.00
751-65.691-818.005 LEGAL SERVICES							
11/01/2021			MOHR BUDDS LAW PLLC		BEG. BALANCE		0.00
12/20/2021	AP	INV	MONROE DDA FEES	7096	500.00		500.00
12/31/2021			751-65.691-818.005	END BALANCE	500.00	0.00	500.00
751-65.691-860.000 TRAINING & TRAVEL							
11/01/2021			FIFTH THIRD BANK		BEG. BALANCE		190.00
12/20/2021	AP	INV	CONF. PARKING NO RECEIPT W/APP	11/05/2021	18.00		208.00
12/20/2021	AP	INV	FIFTH THIRD BANK	11/04/2021	17.79		225.79
12/31/2021			CONF. PARKING NO RECEIPT W/APP				
			751-65.691-860.000	END BALANCE	35.79	0.00	225.79
751-65.691-880.000 COMMUNITY PROMOTION							
11/01/2021			NEW MOON VISIONS		BEG. BALANCE		9,513.34
11/01/2021	AP	INV	ANNUAL REPORT GRAPHS	134463	50.00		9,563.34
11/15/2021	AP	INV	FIFTH THIRD BANK	10/05/2021	189.98		9,753.32
12/31/2021			SSL RENEWAL				
			751-65.691-880.000	END BALANCE	239.98	0.00	9,753.32
751-65.691-910.000 INSURANCE PREMIUM							
11/01/2021			MONTHLY P&L INSURANCE ALLOCATION		BEG. BALANCE		671.32
11/01/2021	GJ		MONTHLY P&L INSURANCE ALLOCATION	25485	167.83		839.15
12/01/2021	GJ		MONTHLY P&L INSURANCE ALLOCATION	25608	167.83		1,006.98
12/31/2021			751-65.691-910.000	END BALANCE	335.66	0.00	1,006.98
751-65.691-958.000 MEMBERSHIPS & DUES							
11/01/2021			FIFTH THIRD BANK		BEG. BALANCE		200.00
12/20/2021	AP	INV	MEMBERSHIP MAIN STREET AMERICA	11/02/2021	295.00		495.00
12/31/2021			751-65.691-958.000	END BALANCE	295.00	0.00	495.00
751-80.100-665.005 INTEREST ON INVESTMENTS							
11/01/2021			5/3 SERVICE FEES - OCT 2021		BEG. BALANCE		52.21
11/10/2021	GJ	JE	MICHIGAN CLASS INTEREST - NOV 2021	25544	28.28		80.49
11/30/2021	GJ	JE	5/3 SERVICE FEES - NOV 2021	25707		10.46	70.03
12/10/2021	GJ	JE	MICHIGAN CLASS INTEREST - DEC 2021	25645	30.29		100.32
12/31/2021	GJ	JE	751-80.100-665.005	25723		13.45	86.87
				END BALANCE	58.57	23.91	86.87
751-80.600-573.000 LCSA APPROPRIATION/PPT EXEMI							
11/01/2021			SUMMARY CR POSTING: 11/04/2021 OTHER		BEG. BALANCE		0.00
11/04/2021	CR	RCPT	751-80.600-573.000			4,958.11	(4,958.11)
12/31/2021				END BALANCE	0.00	4,958.11	(4,958.11)
GRAND TOTALS:					219,525.63	219,525.63	788,889.35

Monroe Downtown Development Authority
2021-2022 Fiscal Year Expenditure Report

Office Supplies - 727.000	Budget	Expenditures	Balance
	\$500.00		
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Go To Meetings Business		\$192.00	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
			\$115.55
Postage	Budget	Expenditures	Balance
	\$500.00		
July		\$0.51	
August		\$1.02	
September		\$1.59	
October		\$0.53	
November		\$3.88	
			\$492.47
Uniforms/Clothing	Budget	Expenditures	Balance
	\$100.00		
			\$100.00
Seasonal Decorations - 750.075	Budget *	Expenditures	Balance
	\$15,000.00		
Dekra-Lite - overhead skyline décor		\$8,985.00	
Dekra-Lite - overhead skyline décor		\$1,980.00	
Ruhlig Farms LLC - Christmas pots		\$2,700.00	
Credit		-\$350.00	
			\$1,685.00
Legal Services - 818.005 ***	Budget ***	Expenditures	Balance
	\$500.00		
MOHR Budds Law PLLC - DDA Fees		\$500.00	

Monroe Downtown Development Authority
2021-2022 Fiscal Year Expenditure Report

			\$0.00
Audit Services	Budget	Expenditures	Balance
	\$1,500.00		
Plante & Moran PLLC		\$1,450.00	
			\$50.00
General Contract Services - 818.020	Budget** ***	Expenditures	Balance
	\$24,500.00		
			\$24,500.00
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	\$60,000.00		
Russell Design- Riverwalk connectors		\$3,645.36	
			\$56,354.64
Building Reinvestment Grant - 818.080	Budget * **	Expenditures	Balance
	\$28,300.00		
			\$28,300.00

Monroe Downtown Development Authority
2021-2022 Fiscal Year Expenditure Report

Training & Travel - 860.000	Budget	Expenditures	Balance
	\$1,400.00		
MDA Conference		\$190.00	
Conference Parking		\$18.00	
Conference Parking		\$17.79	
			\$1,174.21
Community & Promotion 880.000	Budget	Expenditures	Balance
	\$25,000.00		
Internet Hosting 1 year		\$375.00	
Revize LLC (new website)		\$9,100.00	
Domain renewal		\$38.34	
New Moon Visions - annual report graphs		\$50.00	
SSL Renewal		\$189.98	
			\$15,246.68
Publishing/Advertising 905.000	Budget	Expenditures	Balance
	\$300.00		
			\$300.00
Insurance Premium	Budget	Expenditures	Balance
	\$2,014.00		
July		\$167.83	
August		\$167.83	
September		\$167.83	
October		\$167.83	
November		\$167.83	
December		\$167.83	
			\$1,007.02
Rental - Equipment	Budget	Expenditures	Balance
	\$445.00		
Thru 6/30/2021		\$445.00	
			\$0.00

Monroe Downtown Development Authority
2021-2022 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		
MDA Membership		\$200.00	
Main Street America Membership		\$295.00	
			\$105.00
Land	Budget**	Expenditures	Balance
	\$255,700.00		
			\$255,700.00
Land Improvements 974.000	Budget**	Expenditures	Balance
	\$166,000.00		
			\$166,000.00
Transfer Out General 999.101	Budget	Expenditures	Balance
	\$10,000.00		
			\$10,000.00
Transfer Out Debt Services	Budget	Expenditures	Balance
	\$120,500.00		
Bond Refunding		\$24,250.00	
			\$96,250.00
Totals	\$763,859.00		\$708,380.57

* Amount changed 9-30-2021

**Amount changed 10-31-2021

*** Amount changed/added 12-31-2021

PERIOD ENDING 12/31/2021

		2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	12/31/2021 NTH (ABNORMAL) ASE	12/31/2021 (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	(86.87)	(16.84)	2,086.87
Total Dept 80.100 - GENERAL REVENUE		2,000.00	(86.87)	(16.84)	2,086.87
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	302,600.00	271,183.13	0.00	31,416.87
751-80.600-410.000	PERSONAL PROPERTY TAXES	(32,700.00)	(18,716.86)	0.00	(13,983.14)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	16,300.00	4,958.11	0.00	11,341.89
Total Dept 80.600 - GENERAL REVENUE		286,200.00	257,424.38	0.00	28,775.62
TOTAL REVENUES		288,200.00	257,337.51	(16.84)	30,862.49
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-727.000	OFFICE SUPPLIES	500.00	384.45	38.49	115.55
751-65.691-730.000	POSTAGE	500.00	7.53	0.00	492.47
751-65.691-750.015	UNIFORMS/CLOTHING	100.00	0.00	0.00	100.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	15,000.00	13,315.00	2,700.00	1,685.00
751-65.691-818.005	LEGAL SERVICES	500.00	500.00	500.00	0.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,450.00	0.00	50.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	24,500.00	0.00	0.00	24,500.00
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	60,000.00	3,645.36	0.00	56,354.64
751-65.691-818.080	FACADE IMPROVEMENTS	28,300.00	0.00	0.00	28,300.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	225.79	35.79	1,174.21
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	9,753.32	0.00	15,246.68
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	1,006.98	167.83	1,007.02
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	495.00	295.00	105.00
751-65.691-971.000	LAND	255,700.00	0.00	0.00	255,700.00
751-65.691-974.000	LAND IMPROVEMENTS	166,000.00	0.00	0.00	166,000.00
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	24,250.00	0.00	96,250.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		763,859.00	55,478.43	3,737.11	708,380.57
TOTAL EXPENDITURES		763,859.00	55,478.43	3,737.11	708,380.57
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		288,200.00	257,337.51	(16.84)	30,862.49
TOTAL EXPENDITURES		763,859.00	55,478.43	3,737.11	708,380.57
NET OF REVENUES & EXPENDITURES		(475,659.00)	201,859.08	(3,753.95)	(677,518.08)
BEG. FUND BALANCE		566,213.44	566,213.44		
END FUND BALANCE		90,554.44	768,072.52		

Monroe DDA FY22-23 Work Plan

PART I AND II – Project ID and Prioritization

Preserve and enhance downtown by facilitating development

IN PROGRESS

- RFP – Former Fire Station site
- RFP – Front/Macomb lot
- Riverwalk Connector Project
- Streetscape (site furnishings) Project
- In-fill projects
- Lighting on riverwalk and alleyscapes; bridge lighting on Monroe Street? Another project from riverwalk plan?
- Farmers Market enhancement
- Downtown Building Design Standards, repeat Façade Study (last done 1981)

Establish an environment that promotes ~~residential~~ growth downtown

- **Activate storefronts**
- Traffic-calming; one-way conversions. Spring 2022 is traffic analysis of Front/First/South Monroe Street (in budget)
- Improve café seating
- Upgrade streetscape
- Gateway enhancements
- Conversion of First/Front
- Monroe Street “Road Diet”
- Implement project from Heart of Monroe plan
- Enhance maintenance, improve garbage/litter

Support downtown business and property owners through financial support, advocacy and awareness

- Building Improvement Grant (BIG) Program

Market the downtown to encourage people to frequent local businesses and events

- Marketing plan
 - Seek opportunities with BDC, DMBN, CVB
 - Promote new web site, once complete

Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses

- Communications Plan

Serve as an ~~leader~~ intermediary of the organizations that connect to downtown and link to other community resources

- Paused during COVID, stakeholder meetings

Implement strategies to improve parking management and infrastructure

- DDA Parking Committee ON HIATUS

Memo

Date: Thursday, January 13, 2022

To: DDA Board of Directors

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

Re: **PURCHASE OF ONE OVER-THE-ROAD HOLIDAY SWAG**

BACKGROUND

Previously, the DDA Board authorized the purchase of three over-the-road swags as seasonal holiday decorations. Once received, two were placed together on South Monroe Street so they would expand most of the available space. This left one short, and no swag was installed on East Front. In order to prepare ahead of time for the winter 22-23 installation, we've ordered a fourth swag, which will be delivered well in time for next year's holiday season. See attached order confirmation.

ACTION

Ratify purchase of holiday swag, 22' x 4.5' LED Overhead Skyline Décor – Royal Snow Skyline, from Dekra-Lite, at a cost of \$2,995 plus freight to be determined, funds to be derived from DDA Account Number 751-65.691-750.075, Seasonal Decorations.



Dekra-Lite
3102 W. Alton Ave.
Santa Ana, CA, 92704
Phone: (714) 436-0705
Web: www.dekra-lite.com

Sales Order

Sales Order No.:	SO064514
Order Date:	11/30/2021
Ship Date:	10/3/2022
Customer ID:	MON054
Currency:	USD
Reference Quote:	QT095888

BILL TO:		SHIP TO:				
City of Monroe 120 E 1st St Monroe MI 48161 Attn: Annette Knowles		City of Monroe 222 Jones Ave Department of Public Works Monroe MI 48161 Attn: Annette Knowles				
CUSTOMER PO NUMBER		TERMS	SALES REP			
		Credit Card	George Livermore			
SALES TAX CODE		SHIPPING TERMS	SHIP VIA			
Out of State						
NO.	ITEM	DESCRIPTION	QTY	UOM	PRICE	EXTENDED PRICE
1	STEMRYLSF23	22' x 4.5' LED Overhead Skyline Décor - Royal Snow Skyline	1.00	EA	2,995.00	2,995.00

Will Issue PO for 2022 season

Sub Total:	2,995.00
Freight & Misc.:	0.00
Tax Total:	0.00
Total (USD):	2,995.00

Dekra-Lite Terms and Conditions

Prices: All Prices subject to change without notice. All minimums are per color/or size (solid pack). Mixing colors to meet minimums is not acceptable. All orders are F.O.B. Santa Ana, California.

Payment Terms:

Credit Card - We Accept: AMEX, Discover, MasterCard, Visa ACH, EFT and Wire Transfers.

Any order being paid for with a credit card is subject to a maximum limit of \$15,000.

Prepaid - please add estimated freight of 15% to order total.

Upon approved credit we will determine Net Terms and Credit Limit.

New Customers - Please furnish five (5) references, complete and sign our credit application. Credit approval may take 10 business days, so you may prefer your first order to be credit card or prepaid.

Warranty: We warranty to the original buyer that all of our displays and accessories will be free from manufacturer's defects. Under normal conditions of use and service, this protection is extended for six (6) seasons on all steel frames, five (5) seasons on garland, three (3) seasons on electrical wiring, and one (1) season on all computerized lighting modules. This warranty does not apply to light bulbs or light strands. Pole Mount displays are designed to withstand up to 40 mph winds with no ice load. Obligation under this warranty is limited to repairing or replacing any part that is found to be defective.

LED Light strands have a warranty for three (3) 60 day seasons or 25,000 hours, whichever comes first. Simply ship the product to us and we will replace the LED Light strand free of charge.

Frame Trees are covered by a ten (10) year warranty against defect under normal conditions and use.

All items not specifically listed are covered by a one (1) season (60 day) warranty.

Under this warranty, the company's obligation to repair or replace is on a non pro-rated basis.

Labor to install and the cost of shipping are not included in this warranty and are expressly in lieu of all other warranties expressed or implied. Bulb burnouts or electrical damage caused by the buyer or weather elements, or damage caused by rough handling in transit are not covered by this warranty. Therefore, units should be inspected and tested for bulb outage upon delivery and prior to installation. All merchandise is carefully inspected before packing and is packed in an approved manner in approved cartons when it leaves the warehouse.

For the purposes of this warranty one (1) season is defined as one installation and removal for a duration lasting no more than 60 days.

Return Policy: Any returned products under the following conditions will result in a 20% restocking fee and the customer will incur the freight charges: Customer ordered incorrect product. Never opened or used product for its intended purpose. No merchandise returns will be accepted without prior written authorization. Return requests will be accepted for credit if submitted and approved within 30 days of receipt of product.

Acceptance of Merchandise: Consignee/customer is responsible to notify Dekra-Lite of all impending claim(s) of merchandise delayed, lost or damaged in transit. When accepting shipment, consignee/customer must inspect all merchandise completely and any claims of any missing cartons or visible damage must be noted on delivery driver's bill of lading or the receipt of delivery. All claims must be filed with Dekra-Lite within 48 hours of delivery or in the case of concealed damage, within 48 hours of identifying the concealed damages. Customer/consignee is to provide required information and evidence of damage or loss according Dekra-Lite claims procedure. This may include preservation of evidence of damage/loss for future inspection. Failure to follow Dekra-Lite claims procedure may result in claim denial by the carrier.

General Terms: The parties agree to the following additional terms of this contract. This contract is governed by California law and is the entire contract between the parties, superseding all prior conversations and writings between the parties. In the event of a dispute arising out of this Contract, the parties shall arbitrate in Orange County, CA before a single arbitrator selected through J.A.M.S./ENDISPUTE. Any judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The prevailing party in arbitration shall be entitled to its reasonable attorney's fees and costs. A deposit of 50% plus any applicable sales tax is due upon execution of any contract with installation services, custom or special product. The balance is due on the installation date or upon shipping unless specified in payment terms on the proposal/order. Cancellation and reductions are subject to a 20% restocking fee. Any amount not paid when due, is subject to a late charge of 1.5% per month (18% per annum). All payments are due according to the terms of each individual proposal/order.

Installation: All requested changes to the described work on the proposal/order will be subject to additional charges. Installation dates are approximate and generally scheduled as a date range. All installation or ship dates specified are subject to change due to inclement weather, acts of God or unforeseen circumstances beyond our control. Changes may occur for reasons including but not limited to, weather conditions, property accessibility, early project completion, or acts of God.

Electrical Requirements: Owner is responsible for providing and maintaining adequate and functional electrical outlets adjacent to the proposed locations for lit decorations, tree lights and building lights. GFI receptacles can, will, and should interrupt power to decor or lighting in the presence of water or heavy moisture sometimes caused by rain, fog, dew, and sprinklers. Wet decor, lighting, outlets and surrounding areas may take several hours after exposure, and in some cases days, to completely dry before receptacles can be reset and power restored. Dekra-Lite is not responsible for outlets that will not reset due to the presence of moisture. Lighting or decor outages must be reported to our operations department. Dekra-Lite is not responsible for unreported outages that we have never been made aware of. Dekra-Lite is not responsible for any products damaged or lost due to vandalism, extreme weather conditions, or acts of God. This includes leased product. The owner accepts all responsibility while the decor is installed on their property. Dekra-Lite will make efforts when possible to replace such product for an additional charge.

Storage: Storage charges and dates begin upon removal of decor each year and end November 1st annually. Items not installed must be picked up or have a storage fee paid prior to November 1st of the current year. Unpaid storage or unclaimed items may be discarded without further notice.


Insurance: Our standard liability coverage limits are \$2,000,000.00 General Aggregate; 2,000,000.00 Products-Comp/Op Aggregate.; \$1,000,000.00 Personal & Adv. Injury; \$1,000,000.00 Each Occurrence; \$1,000,000.00 Automobile Liability; \$1,000,000.00 Workers' Compensation. Our excess liability coverage limits are \$2,000,000.00 General Aggregate; \$2,000,000.00 Products-Comp/Op Aggregate.; \$2,000,000.00 Each Occurrence. Other insurance requirements including special language, endorsements or additional coverage may be able to be obtained at the expense of the customer.

Section 301 Tariffs:

The US Government has taken action on Chinese-origin goods subject to additional tariffs under Section 301. While you will find slight increases throughout our product lines, our goal is to minimize the impact to our valued customers and partners. We will continue to monitor the developments of these tariffs and

**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	Slicker	\$ 40,000.00	None pending
Redevelopment of former Fire Station site	City/Staff	UNK	City rcvd proposals, future review
Front/Macomb parking lot redevelopment - market analysis/RFP/legal	Staff	\$ 30,000.00	RMA in progress
Project from Riverwalk Enhancement Plan	Swanson	\$ 50,000.00	Coordination of bidding
Streetscape Projects - Washington/Macomb/Second - Partner with City		\$ 120,000.00	Site furnishings on order, April delivery
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 or coord with City
Annual Marketing Plan		\$ 22,000.00	Web site - finalizing base pages, content promulgation; direct mail postcard completed
Annual Communications Plan, focus on master plan implementation	Mayor Clark	\$ 3,000.00	Info Mtg #2 attended by Mayor
Implement recommendations in Downtown Master Plan to activate storefronts.	Harper/Staelgra	\$ 10,000.00	

MONROE DDA
2021-2022 WORK PLAN

- 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

PARKING MANAGEMENT AND IMPROVEMENT

ON HIATUS

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