

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, May 17, 2023, 8:30 A.M.
CITY HALL, COUNCIL CHAMBER, 120 E. FIRST ST.

- 1. Call to Order**
- 2. Roll Call**
- 3. Vision Statement** (1 minute)
- 4. Additions/Deletions to the Meeting Agenda** (1 minute)
- 5. Public Comment** (3 minutes per individual)
- 6. Consent Agenda** (2 minutes) **Action Requested**
 - A. Approval of Agenda
 - B. Approval of Minutes
 - i. Minutes of April 19, 2023
 - C. Financial Reports
 - i. April, 2023 DDA Preliminary Itemized Expenditure Report FY 2022-23
 - ii. April, 2023 DDA Revenue and Expenditure Report FY 2022-23
- 7. Project/Work Plan Updates** (15 minutes)
- 8. New/Other Business**
 - A. Introduction of Amy Zarend (10 minutes) **Information Only**
 - B. Update on Property Purchase and Next Steps (15 minutes) **Action Requested**
- 9. Board Member and Administrative Comments**
- 10. Adjournment** **Action Requested**

Vision Statement

In 2027, downtown Monroe will be a vibrant and walkable destination where retailers, restaurants, and residential spaces combine into a lively shopping and entertainment district. All historic buildings have made improvements from façade renovations to new signage to outdoor seating. The downtown is united by an attractive, functional streetscape that is welcoming and accessible to all.

Minutes

Monroe Downtown Development Authority Regular Meeting April 19, 2023 Council Chambers, Monroe City Hall

1. Call to Order

Chairperson William Slicker called the meeting to order at 8:30 a.m.

2. Roll Call

Present: Mayor Robert, Andy Clark, Erik Drummonds, William Slicker, Stuart Eastman

Absent: Scott Kegerreis, Mary Hastings, Robert Copp

Staff: Vincent Pastue, City Manager
Annette Knowles, Downtown/Economic Development Coordinator
Mark Cochran, Community and Economic Development Director

2. Vision Statement – Read by Mayor Clark

3. Additions/Deletions to the Meeting Agenda – None

5. Public Comment

Mark Cochran introduced Matt Vanisacker and gave his title and explained the new coordinator that will be offering support to the DDA

6. Consent Agenda

A. Approval of Agenda

B. Approval of Minutes

❖ Minutes of March 15, 2023

C. Financial Reports:

❖ March, 2023 DDA Preliminary Itemized Expenditure Report FY 2022-23

❖ March, 2023, DDA Revenue and Expenditure Report FY 2022-23

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

7. Project/Work Plan Updates

William Slicker reviewed the Monroe Optical building and reported that a BEA is not required as part of the Phase 2 environmental. The Phase 1 report will be available shortly.

Matt Budds, City Attorney, came forward to explain he is assisting DDA in acquisition of the purchase of the building. Discussion of the property and status of the agreement followed. The closing date is scheduled for May and it will be prior to the next DDA meeting. Mr. Budds indicated that a special meeting will not be necessary for authorization to sign agreement that has already been given by the Board. Discussion followed.

William Slicker gave an update on the EV Station. The installation is nearly complete. Discussion surrounding enforcement followed.

8. New/Other Business

A. Fiscal Year 2023-2024 Budget Adoption

Annette discussed changes made to budget and action will be needed to adopt 23-24 budget.

Motion by Eastman, seconded by Clark to adopt the Fiscal Year 23-24 budget as approved by City Council. *Motion carried, all ayes.*

B. Acceptance of Proposal for Property Survey

William informed it was included on page 10 in the packet they were handed. He also gave updates on properties within downtown and surveys needed. Discussion followed.

Motion by Eastman, seconded by Mayor Clark to approve the acceptance of the Proposal from Mannick and Smith for a Property Survey in the amount of \$5,250.00. *Motion carried, all ayes.*

C. Renewal of Sponsorship for Monroe County Fair

Annette gave an update on sponsoring \$500.00 to the Monroe County Fair to help promote the Downtown Monroe for visitors who come to the fair each year. Discussion followed.

Motion by Clark, seconded by Drummonds to renew the sponsorship of the Monroe County Fair at the \$500.00 level. *Motion carried, all ayes.*

9. Board Member and Administrative Comments

Mark Cochran gave an update on the Social District. He notified DDA that 3 business have applied so far. An update was given on "Walk Your Wheels" program in the downtown area. Mark also gave an update on concert series including sponsorship that has quadrupled. Altrusa Park will host concerts on 4th Friday of the month is the tentative schedule. Another update Mark gave was the 1st mural painted on Monroe Ambulance

building. Program will expand to murals in the downtown in partnership with the Planting Seeds program. Discussion followed.

Matt Budds, City Attorney, reported on the Phase 2 which came in during the meeting. Report prepares way to schedule closing date. Discussion followed.

Mayor Clark gave an update on Monroe Evening News talking to him about the EV Station.

10. Adjournment

Motion to adjourn at 9:25 a.m. by Mayor Clark, seconded by Drummonds. *Motion carried, all ayes.*

DRAFT

User: aknowles

TRANSACTIONS FROM 04/01/2023 TO 04/30/2023

DB: Monroe

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Department 80.100 GENERAL REVENUE							
04/01/2023			248-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(15,738.68)
04/12/2023	GJ	JE	5/3 SERVICE FEES - MAR 2023	27797	20.73		(15,717.95)
04/21/2023	GJ	JE	5/3 SERVICE FEES REVERSAL-LOCK BOX	27849		2.46	(15,720.41)
04/30/2023	GJ	JE	MICHIGAN CLASS EDGE INT - APR 2023	27909		985.96	(16,706.37)
04/30/2023	GJ	JE	MICHIGAN CLASS INTEREST - APR 2023	27910		1,811.00	(18,517.37)
04/30/2023			248-80.100-665.005	END BALANCE	20.73	2,799.42	(18,517.37)
TOTAL FOR DEPARTMENT 80.100 GENERAL REVENUE					20.73	2,799.42	
TOTAL Revenues					20.73	2,799.42	(18,517.37)
Expenditures							
Department 65.736 DOWNTOWN DEVELOPMENT							
04/01/2023			248-65.736-727.000 OFFICE SUPPLIES		BEG. BALANCE		526.59
04/17/2023	AP	INV	GMAIL ACCOUNT	03/01/2023	12.00		538.59
04/30/2023			248-65.736-727.000	END BALANCE	12.00	0.00	538.59
04/01/2023			248-65.736-818.005 LEGAL SERVICES		BEG. BALANCE		1,475.00
04/17/2023	AP	INV	DDA LEGAL FEES MARCH	15541	300.00		1,775.00
04/30/2023			248-65.736-818.005	END BALANCE	300.00	0.00	1,775.00
04/01/2023			248-65.736-942.000 RENTAL-BUILDING		BEG. BALANCE		2,691.00
04/03/2023	AP	INV	RENT AT 9 WASHINGTON APRIL - JUNE 202	DDA RENT 4QTR	897.00		3,588.00
04/30/2023			248-65.736-942.000	END BALANCE	897.00	0.00	3,588.00
04/01/2023			248-65.736-969.000 INSURANCE PREMIUM		BEG. BALANCE		1,993.50
04/01/2023	GJ		MONTHLY P&L INSURANCE ALLOCATION	27761	221.50		2,215.00
04/30/2023			248-65.736-969.000	END BALANCE	221.50	0.00	2,215.00
04/01/2023			248-65.736-995.301 TRANSFER OUT-DEBT SERVICE		BEG. BALANCE		23,530.00
04/28/2023	GJ		DDA DEBT FUNDING 20 REFUNDING	27887	101,530.00		125,060.00
04/30/2023			248-65.736-995.301	END BALANCE	101,530.00	0.00	125,060.00
TOTAL FOR DEPARTMENT 65.736 DOWNTOWN DEVELOPMENT					102,960.50	0.00	
TOTAL Expenditures					102,960.50		133,176.59
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					102,981.23	2,799.42	114,659.22
GRAND TOTALS:					102,981.23	2,799.42	114,659.22

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE
		2022-23	04/30/2023	MONTH	04/30/2023	
		AMENDED BUDGET MAL	(ABNORMAL) ASE	(DECREASE) MAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 80.100 - GENERAL REVENUE						
248-80.100-665.005	INTEREST ON INVESTMENTS	6,000.00	18,517.37	2,778.69		(12,517.37)
248-80.100-669.000	ASSET APPRECIATION	0.00	242.68	0.00		(242.68)
Total Dept 80.100 - GENERAL REVENUE		6,000.00	18,760.05	2,778.69		(12,760.05)
Dept 80.600 - GENERAL REVENUE						
248-80.600-402.000	REAL PROPERTY TAXES	312,446.00	312,625.35	0.00		(179.35)
248-80.600-410.000	PERSONAL PROPERTY TAXES	(24,615.00)	(24,602.69)	0.00		(12.31)
248-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	7,000.00	6,960.24	0.00		39.76
248-80.600-684.090	MISCELLANEOUS REVENUE	20,000.00	0.00	0.00		20,000.00
Total Dept 80.600 - GENERAL REVENUE		314,831.00	294,982.90	0.00		19,848.10
TOTAL REVENUES		320,831.00	313,742.95	2,778.69		7,088.05
Expenditures						
Dept 65.736 - DOWNTOWN DEVELOPMENT						
248-65.736-727.000	OFFICE SUPPLIES	500.00	538.59	12.00		(38.59)
248-65.736-730.000	POSTAGE	50.00	39.52	0.00		10.48
248-65.736-750.075	SEASONAL DECORATIONS-DDA	22,000.00	16,464.66	0.00		5,535.34
248-65.736-818.005	LEGAL SERVICES	2,000.00	1,775.00	300.00		225.00
248-65.736-818.010	AUDIT SERVICES	1,480.00	1,480.00	0.00		0.00
248-65.736-818.020	GENERAL CONTRACT SERVICES	147,200.00	70,816.72	0.00		76,383.28
248-65.736-853.000	TELEPHONE	400.00	217.00	0.00		183.00
248-65.736-860.000	TRAINING & TRAVEL	205.00	288.19	0.00		(83.19)
248-65.736-880.000	COMMUNITY PROMOTION	5,000.00	3,460.91	0.00		1,539.09
248-65.736-942.000	RENTAL-BUILDING	3,600.00	3,588.00	897.00		12.00
248-65.736-943.000	RENTAL-EQUIPMENT	445.00	445.00	0.00		0.00
248-65.736-958.000	MEMBERSHIPS & DUES	600.00	495.00	0.00		105.00
248-65.736-964.700	FACADE IMPROVEMENTS	3,200.00	3,191.00	0.00		9.00
248-65.736-969.000	INSURANCE PREMIUM	2,658.00	2,215.00	221.50		443.00
248-65.736-971.000	LAND	100,000.00	0.00	0.00		100,000.00
248-65.736-974.000	LAND IMPROVEMENTS	122,500.00	0.00	0.00		122,500.00
248-65.736-995.101	TRANSFER OUT-GENERAL	10,000.00	0.00	0.00		10,000.00
248-65.736-995.301	TRANSFER OUT-DEBT SERVICE	125,060.00	125,060.00	101,530.00		0.00
Total Dept 65.736 - DOWNTOWN DEVELOPMENT		546,898.00	230,074.59	102,960.50		316,823.41
TOTAL EXPENDITURES		546,898.00	230,074.59	102,960.50		316,823.41
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		320,831.00	313,742.95	2,778.69		7,088.05
TOTAL EXPENDITURES		546,898.00	230,074.59	102,960.50		316,823.41
NET OF REVENUES & EXPENDITURES		(226,067.00)	83,668.36	(100,181.81)		(309,735.36)

2022-2023 WORK PLAN

GOALS FROM STRATEGIC 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: Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses
- Goal 5: Support downtown businesses and property owners through financial incentives, advocacy and awareness
- Goal 6: Serve as an intermediary between the organizations that connect to downtown and link to other community

	PROJECT	TASKS	CHAMPION	TEAM MEMBER(s)	BUDGET	STATUS UPDATE
A.0	Front/Macomb parking lot redevelopment - RFP/legal				\$ 100,000.00	On hold per property availability
A.1		Property Acquisitions				
B.0	Develop Design Standards for downtown buildings/repeat 1981 Façade Study		Drummonds		\$ 50,000.00	Seeking Certified Local Government Grant due Feb. 2023
C.0	Project from Riverwalk Enhancement Plan		Kegerreis/Whited		\$ 50,000.00	Installation of lighting week of 5.15.23
C.1						
C.2		MLK Foot Bridge Enhancements		R. Clark		\$100,000 commitment for FY22-23 to be included in budget
D.0	Identify locations for infill development				\$ -	
D.1		Property Acquisitions				All enviro complete, property closed
D.2		DTE EV Charging Stations	Slicker	R. Clark		Completed week of 5.8.23
E.0	Building Improvement Grant Program		Slicker	Copp	\$ 40,000.00	
E.1		39 S. Monroe - McGeady's				Closed out
E.2		52 S. Monroe - Noble's/Residential				
E.3		8 N. Monroe - River Raisin Banquet Center				Not eligible
E.4		34 W. Front - Castiglione				Expired
F.0	Enhance maintenance; improve garbage/litter clean up				\$ 25,000.00	
F.1		Garbage Off Streets				
G.0	Upgrade the streetscape				\$ 100,000.00	
G.1		Seasonal Pole Banners		A. Clark		DONE (winter)
G.2		Sidewalk Exhibits/Historical		A. Clark		
G.3		Art Event/Galleries				
G.4		Murals/Rewrite Ordinance				
H.0	Implement a Project from Heart of Monroe Plan		Slicker	R. Clark, A. Clark	\$ 100,000.00	Survey complete, next steps under discussion
H.1		Preserve Alley's Functionality				
H.2		Make Alley Inviting				
H.3		Connect Alley to Community				
H.4		Incorporate Monore's Unique Identity				
H.5		Incorporate Green Features				

H.6	Manage and Care				
I.0	Install gateway enhancements		Slicker	Copp	\$ 50,000.00
I.1		Permanent Placards on Entrance Buildings			
I.2		Murals			
J.0	Conversion of First/Front Streets		Slicker		\$ 100,000.00 Traffic analysis underway, due by mid-summer
J.1		Traffic Conversion			
K.0	Annual Marketing Plan		Whited/Eastman		\$ 20,000.00
K.1		Billboards			
K.2		National Park Service			
K.3		Social Media			
K.4		Flyers			
K.5		Monroe County Fair			Committed for '23
K.6		DDA Building Markers			
L.0	Annual Communications Plan		Mayor Clark		\$ 4,000.00
M.0	Stakeholder/Informational Meetings				\$ 1,000.00
					<u>\$ 640,000.00</u>