

## 2011-2012 Proposed Committee Appointments

### Promotion Committee Members

<b>Name</b>	<b>Title</b>
Janet Berns	Chairperson
Mike Trapp	
Mary Gail Beneteau	
Steve Hounshell	
Amanda Phebus	

### Grant Committee Members

<b>Name</b>	<b>Title</b>
Rick Floraday	Chairperson
Kim Daniels	
Mary Gail Beneteau	
Scott Goocher	

### Design Committee Members

<b>Name</b>	<b>Title</b>
Rick Floraday	Chairperson
Cheri Weakly	
Greg Koesel	
Shaun McGowan	

### Development Committee Members

<b>Name</b>	<b>Title</b>
Ken Wickenheiser	Chairperson
Jack Marcero	
Gayle Lawson	
Kenyon Calender	
Barry Kinsey	

Project	Details	Board Action	Recent Action Taken	Next Steps	Status
Riverwalk Plan	<p>Prioritized Improvements to the Riverwalk: Lighting, Entry Signs, Cameras, Seating Enhancement, Landscaping, Art. Lighting and Entry Signs are currently receiving action.</p>	<p>May 20, 2009-allow the Design Committee to provide a recommendation for Riverwalk Improvements.                      May 19, 2010-allow the Design Committee to move forward with the presentation of the Riverwalk as given.                      July 21, 2010-allow the Design Committee to move forward with Riverwalk Improvements up to \$20,000.</p>	<p>City Council approved the design and location of entry signs on 8/16/10. City Staff determined that I didn't need City Council approval for the Monroe Street bridge lighting. Committee approved design changes. Final drawings for Sign Application approval are under development. Monroe St. bridge lighting is completed. All lights on buildings are privately owned. The City only owns and maintains the bench and bridge lights. Andrea met with City Staff and sign design company to discuss any issues. Sign application has been submitted to the City. Sign permit obtained. Drawings being developed for wall mounted sign. Two free standing signs are being fabricated. 1 wall mounted sign has been installed.</p>	<p>install 2 free-standing signs</p>	<p>Finalizing</p>
Winter Décor	<p>Purchase and maintenance of winter décor</p>	<p>August 19, 2009-Purchase 100 bows (with ties) at the cost of \$1,800.00 plus freight; in addition to replacing three strands of twinkle lights.                      September 15, 2010-Allow the Design Committee to use \$2,000 for seasonal décor. June 15, 2011-Approve up to \$2,000.00 for a viable storage option for seasonal decorations.</p>	<p>30 replacement bows were purchased. Inventory completed prior to move to DPS.</p>		<p>On-going</p>

Project	Details	Board Action	Recent Action Taken	Next Steps	Status
Fall Décor	Purchase and maintenance of fall decorations	September 15, 2010-Allow the Design Committee to use \$2,000 for seasonal décor. June 15, 2011-Approve up to \$2,000.00 for a viable storage option for seasonal decorations.	Inventory completed prior to move to DPS.		On-going
Seasonal Flowers	Flowers for hanging baskets, planters and Monroe sign	September 16, 2009-Approve the requested budget of \$10,000 for 2010 flowers. November 17, 2010-Recommend the Design Committee be able to expend their budget of up to \$10,000.00 for the purchase of 2011 seasonal flowers with \$1,000.00 allocated to Kentucky Park Monument. April 20, 2011-Award the contract as submitted and request that the Design Committee to come up with optimal locations for the planters, trash cans, and benches.	Design Committee agreed to continue using hanging baskets but remove them in locations that are underperforming. The purchase of additional planters is not currently budgeted. Flower order was placed on hold until DDA Board determines funding. Committee will review locations for new planters at the Board's request. Flowers have been ordered for 28 planters. DDA approved contract watering bid and requested report from Committee on optimal planter locations. Current location map has been updated. New locations of existing planters have been determined.	Have planters moved. Determine optimal locations for potential new planters.	In process
Benches Inventory	determine optimal locations	April 20, 2011-Award the contract as submitted and request that the Design Committee to come up with optimal locations for the planters, trash cans, and benches. June 15, 2011-Follow the recommendation to move the existing benches to other locations, but don't purchase a new bench.	Existing locations have been mapped, optimal locations for existing benches have been determined.	Have benches moved.	Finalizing

<b>Project</b>	<b>Details</b>	<b>Board Action</b>	<b>Recent Action Taken</b>	<b>Next Steps</b>	<b>Status</b>
Trash Can Inventory	determine optimal locations	April 20, 2011-Award the contract as submitted and request that the Design Committee to come up with optimal locations for the planters, trash cans, and benches.	Existing locations have been mapped, optimal locations for existing trash cans have been determined.	Have existing trash cans moved. Determine replacement needs	Under Committee Development

## Grant Committee Project Status Report

7/12/2011

<b>Project</b>	<b>Details</b>	<b>Board Action</b>	<b>Recent Action Taken</b>	<b>Next Steps</b>	<b>Status</b>
Façade Grant Application and Contract	Annual revision of the program documents.	November 18, 2009-Accept the grant application as amended. December 22, 2010-Accept the changes to the Façade Contract as proposed by the Façade Grant Committee	2010 Revision were made. 2011 revisions were discussed. Application post cards were sent out and application was posted to the website.	Review program for 2012	Future Review
101 S. Monroe St.	Façade Grant Application due to remaining funds	October 20, 2010-Accept the recommendation up to \$1,750.00 for limestone repair, washing and sealing the building at 101 S. Monroe St.	Approval documents were sent out.	Await HDC agreement with property owner for the remainder of the project reiew. Awaiting project completion; deadline 10/28/11	On-going
105 E. Front St.	Façade Grant Application due to remaining funds	October 20, 2010-Accept the recommendation up to \$4,230.50 for stucco repair, tuckpointing and painting on the east side of the building at 105 E. Front St.	Approval documents were sent out. Contract was returned. Project is estimated to begin late June or early July.	Awaiting project completion; deadline 10/28/11	On-going
2011 Façade Grant Projects		May 18, 2011-Accept the 2011 Façade Grant Committee recommendations as presented.	Approval/denial documents were sent out.		In process
Event Grant Program	Program set up for review of sponsorship requests received by the MSM/DDA	February 20, 2008-Approve the original policy with two changes: 1. The application deadline should be extended to 60 days and 2. The form should be routed through the Promotions Committee prior to approval by the DDA Board.	Last revised: 3/2010	Program is not funded in 2011-2012 FY budget.	On Hold

Project	Details	Board Action	Recent Action Taken	Next Steps	Status
Site Improvement Program	Grant program for: <ul style="list-style-type: none"> <li>• Adding or improving parking (integrated landscaping is preferred), rebate up to 50% of project cost.</li> <li>• Demolition/removal of blight and dilapidated buildings, rebate up to 50% of project cost.</li> <li>• Creation of greenspace or landscaping, rebate up to 50% of project cost.</li> </ul>	June 16, 2010-Accept the Site Improvement Program draft and allocate a \$19,500.00 budget for the program.	Information about the program was sent to all DDA Property Owners, listed on the DDA website & Facebook page, mentioned at a City Council meeting and an article was written in the Monroe Evening News. DDA put program on hold for 2011-2012.	Process application for 78-84 W. Front St. Program is not funded in 2011-2012 FY budget.	Under Committee Review
311 N. Monroe St. Site Improvement	Parking Lot Renovation	May 18, 2011-Accept the Economic Restructuring Committee recommendation to approve the Site Improvement application for 311 N. Monroe St. up to \$8,375.00 plus up to \$300.00 architectural assistance.	Approval letter and contract was sent out.		In Process

Promotion Committee Project Status Report

7/12/2011

Project	Details	Board Action	Recent Action Taken	Next Steps	Status
Website	Maintenance of "www.downtownmonroemi.com"	May 21, 2008-approve \$12,325.00 for redesign of the website with Monroe Publishing Company. September 17, 2008-allow the Promotion Committee to spend up to \$5,000 to promote the website.	Event calendar errors are being addressed by Monroe Publishing. www.monroemainstreet.com has been forwarded to www.downtownmonroemi.com. I met with Amanda Phebus to explain maintenance.	Update website content	On-going
Facebook	Maintenance of "Downtown Monroe, MI"	March 18, 2009-set up a Facebook account for the DDA	Facebook ad was purchased and ran for 20 days (end of June 2010). 406 new fans were added during that time. I met with Amanda Phebus to explain maintenance of the Facebook page.	Continued maintenance of the page and future ads when appropriate. Investigate a customized web address for easier access.	On-going
Video Marketing Campaign	Develop videos that market downtown in the following categories: Entertainment, Events, Historical, Business and Compilation.	March 17, 2010-Accept the recommendation to develop a contract with TK Productions and budget for the video marketing campaign, with both items coming back before the Board for final approval once developed. April 21, 2010- Approve the TK Productions Contract June 16, 2010-Approve \$4,000 budget for the video marketing campaign.	Gaining feedback from businesses on what makes them unique. Concept has been developed for the business video. History video is completed and ready for viewing. History video is in hand and posted on videographer's YouTube page and our website. Event video is completed and uploaded to our website. Businesses to be featured in video have been sent to Casey. Business video was viewed by Committee and changes were requested.	receive revised business video	Finalizing
Tourism Brochure	Informational brochure geared towards tourists and visitors.	November 18, 2009-Accept the recommendation to spend up to \$1,000 for printing the Tourism Brochure. April 20, 2011-Approve the \$1,000.00 budget for the tourism brochure.	brochure was printed, revision is underway, changes have been sent to the graphic designer, brochure has been sent to the printer, 2011 brochures were received.	distribute brochures	In process

Promotion Committee Project Status Report

7/12/2011

Project	Details	Board Action	Recent Action Taken	Next Steps	Status
Kiosk Poster	Seasonal informational poster for the kiosk to include: business guide, buy local, map, parking, events, etc.	March 17, 2010-Allow the Promotion Committee to move forward with producing kiosk posters with a budget of \$500.00	Information was sent to graphic designer. Summer 2011 printed and hung.	Print a new summer 2011 poster once old number is disconnected and poster is faded	Future Review
Holiday Kick-Off Weekend	Weekend before Thanksgiving activities.	February 18, 2009-proceed with accepting the responsibility for the Tree-Lighting event in Loranger Square. September 16, 2009-Allow up to \$2,500.00 for the Holiday Season Kick-Off Weekend. September 15, 2010-Approve a \$2,500.00 budget for the Holiday Kick-Off Weekend. June 15, 2011-Have Andrea plan the tree-lighting event.			Under Committee Development
Tear-off Map	11x17 map of the City and County of Monroe including tourism information	April 16, 2008-accept the map and print the first 10,000 at the cost of \$743.00, making sure the DDA logo is on the document and the Promotion Committee reviews the final draft.	The Promotion Committee recommended printing 1 run of the maps per year. Last printed 3/2009.	Find additional resources for funding (other organizations to partner with)	Future Review
Public Relations Plan	Process for promoting the DDA organization. An outline was taken from a National Main Streets Conference session which asks the key questions for developing the plan.	September 15, 2010-Change the organization name to what is listed on our charter.	I met with marketing staff at MBT to ensure that the outline we are using is the right path to take; the Committee is working through the outline to develop the plan.	Promotion Committee will review draft and make changes.	Under Committee Development

Project	Details	Board Action	Recent Action Taken	Next Steps	Status
Parking Permit	The annual permit can be used to park in most downtown public parking lots (some exclusions and not for on-street parking) and negates the need to feed meters or adhere to parking lot time limits.	<p>May 20, 2009-Accept the recommendation to the Traffic Committee to further discuss a parking permit system in City parking lots.</p> <p>October 21, 2009-Accept the recommendation for the parking permit program excluding the City Hall Employee, City Hall and First and Monroe Street parking lots.</p> <p>June 16, 2010-Accept the recommendation of the Economic Restructuring Committee to:</p> <ul style="list-style-type: none"> <li>• Continue the parking permit program;</li> <li>• Add permit parking to the south side (along the building) of the First and Monroe Street parking lot;</li> <li>• Keep the price at \$20/month (\$240/ year);</li> <li>• Have an annual permit that will expire on June 30, 2011; and</li> <li>• Have the Economic Restructuring Committee review the parking permit program every six months.</li> </ul> <p>May 18, 2011-Approve the Rules &amp; Regulations and Application as submitted in the packet and to continue the current DDA administration responsibilities.</p>	<p>City Council renewed parking permit for July 1, 2010-June 30, 2011</p> <p>24 permits were sold as of 9-10-10</p> <p>25 permits were sold as of 10-15-10</p> <p>41 permits were sold as of 3-10-11</p> <p>44 permits were sold as of 4-20-11</p> <p>City Council approved on 6-6-11. Sent new documents to Clerk's office and requested that new permits be ordered. Posted new documents on website. New permits were made available for sale.</p>		Future Review

Project	Details	Board Action	Recent Action Taken	Next Steps	Status
Downtown Monroe Handbook	Guide for current and potential businesses, property owners and residents	<p>April 15, 2009-move forward with final corrections and formatting of the handbook and allocate \$500.00 for printing costs.</p> <p>August 19, 2009-spend \$500 for printing extra copies of the handbook as needed.</p> <p>March 16, 2011-Expend \$500.00 for the Downtown Monroe Handbook revision</p>	<p>Organization Committee reviewed final draft on 6-2-11, sent to printer. Handbook was uploaded to website and printed copies were received.</p>	<p>Distribute handbooks as necessary.</p>	<p>Future Review</p>

Miscellaneous Project Status Report

7/12/2011

Project	Details	Board Action	Recent Action Taken	Next Steps	Status
Freedom of Information Act Policy	Reviewing the need for a policy to offset costs for specific requests for records information from the DDA office.	not yet reviewed	Contacted the City of Monroe for a copy of their draft policy (still being revised).	Review the City's draft and determine if there is a need to adopt a similar policy for the DDA.	Awaiting Further Information
Wayfinding	Signs located throughout the City that will help visitors and residents alike find their way to listed destinations.	February 18, 2009-proceed in speaking with City staff on producing signs internally. March 18, 2009-proceed with the proposal for signage and spend up to \$2,000 for preliminary signage. September 15, 2010-Allocate \$20,000.00 as a budget to purchase wayfinding signage.	Changes were requested to the sample design. I met with City Staff to work on finalizing the wording on each sign. Design was finalized and a quote was obtained. Revised the sign map. Sent the number of signs and poles needed to Kelly at DPS for ordering to ensure he has the proper supplies for installation. Kelly ordered the signs. Sign blanks and supplies have been delivered. City Staff will begin making the signs.	Finalize font and signage with Kelly. DDA financial responsibility is completed.	Under Staff Development
West Front Street Kiosk	Construct a simplified, one or two sided kiosk by the Weipert parking lot on West Front Street	March 17, 2010-Move forward with the research and development of a kiosk on West Front Street	none	Research a design, pricing, options for construction, etc. Look into putting a similar kiosk on the River Raisin Heritage Trail to direct people downtown.	Under Staff Development

Project	Details	Board Action	Recent Action Taken	Next Steps	Status
Parking Lot and Greenspace along the River Raisin	Develop a conceptual design for the Lauer Finzel, former Stepping Stone and United Way parking lot areas.	<p>February 17, 2010-Set aside up to \$20,000 for study and design of the complete Lauer Finzel, United Way and Stepping Stone properties.</p> <p>March 17, 2010- Have Ms. Jones create an RFP including elements listed by the Capital Improvements Committee.</p> <p>April 21, 2010- Send out the RFP with the corrections discussed.</p> <p>June 16, 2010-Accept Mannik &amp; Smith Group for the design concept plan based on the cost, location of business and qualifications of team.</p> <p>January 19, 2011-Pay up to \$92,800.00 and have the DDA enter into a contract with Mannik &amp; Smith to proceed with the engineering drawings for the parking lot.</p> <p>March 16, 2011-Draft a letter of support for the Michigan Natural Resources Trust Fund Grant</p>	<p>Held informational meetings and sent out surveys for feedback to DDA Businesses, DDA Property Owners, City Council and DDA Board Members. Went over conceptual design with consultant based on survey results and clarified deliverables. Items were delivered by consultant. Consultant presented conceptual design to DDA Board. No changes were requested. DTE quote was obtained and totaled \$400,000. Met with DTE staff to discuss lighting options. Grant application was submitted for park portion of the project. I spoke with attorney Pat McGow regarding legal details that still need to be worked out and bonding. City Council approved closing the the Monroe Street entrance to vehicular traffic.</p>	Meet with adjacent property owners; finalize engineering drawings; determine lighting options; negotiate with Monroe Club;	In process

Project	Details	Board Action	Recent Action Taken	Next Steps	Status
		<p>April 20, 2011-Enter into negotiations with Monroe Club about purchasing their alley.</p> <p>May 18, 2011-Go with dead end parking on the east side of the pedestrian bridge entrance.</p> <p>May 18, 2011-Have the architect and engineer look at additional options, as discussed, for the fishing pier.</p> <p>May 18, 2011-Eliminate the extra two spaces on the northeast side of the parking lot for greenspace.</p> <p>May 18, 2011-Make a formal proposal to Monroe Club for \$10,000.00 plus miscellaneous costs.</p> <p>May 18, 2011-Accept the agreement amendment from Mannik &amp; Smith for \$27,600.00.</p> <p>May 25, 2011-Proceed with High Pressure Sodium lighting and look at additional design options for the cobra light poles</p> <p>June 15, 2011-Approve the traditional open trellis design for the fishing pier.</p> <p>June 15, 2011-Use the new style lighting pole and don't add another light pole to the Weipert lot.</p>			
Street Tree Replacement	The replacement of trees throughout downtown	October 20, 2010-Expend \$2,000.00 for tree removal and planting.	Due to lack of availability of trees at the greenhouse, trees will be removed and planted in Spring 2011. A few trees were removed due to rotting. Old were removed May 7-8. New trees were planted and invoice paid.	Continue if budget allows.	On-going

Monroe Downtown Development Authority  
Board Action Status Report

7/12/2011

<b>Date</b>	<b>Subject</b>	<b>Action Taken</b>	<b>Status</b>
7/21/2010	Consent Agenda	Approve the Consent Agenda as presented	completed
7/21/2010	Officer Elections	Accept the nominations given	completed
7/21/2010	Sub-Committee Appointments	Accept the 2010-2011 proposed committee appointments as presented	completed
7/21/2010	Monroe Magazine Ads	Accept the recommendation of the Promo. Comm. to spend \$1,480 for four ads in four issues (fall 2010-summer 2011) in Monroe Magazine and the expenditure be made	completed
7/21/2010	Summer Banners	Accept the recommendation of the Design Comm. to purchase 50 banners up to \$5,000.00	completed
7/21/2010	Riverwalk Improvements	Allow the Design Comm. to move forward with Riverwalk Improvements up to \$20,000.00	in process
7/21/2010	Fine Art Fair Event Grant Application	post pone the Art Fair item to the August Board meeting	completed
8/18/2010	Consent Agenda Including: KCI Graphics Invoice	Approve the Consent Agenda as presented	completed
8/18/2010	Downtown Monroe Fine Art Fair Event Grant	Approve the \$1,000 sponsorship of the Downtown Monroe Fine Art Fair.	completed
8/18/2010	Bed Race Event Grant	Accept the recommendation of the Promotion Committee to sponsor \$200.00 towards sponsorship of the event and an additional \$200.00 in downtown gift certificates to be raffled off at the event as long as the compliance requirements for sponsorship recognition are met.	completed
8/18/2010	Bike Night Event Grant	Accept the recommendation of the Promotion Committee to donate \$100 in downtown gift certificates (4 total @ \$25.00 each) to be raffled off at the event.	motion failed
9/15/2010	Consent Agenda Including: 113 E. Front St. Façade Grant Reimbursement	Approve the Consent Agenda as presented	completed
9/15/2010	Main Street Monroe/DDA Name	Change the organization name to what is listed on our charter.	in process
9/15/2010	Holiday Kick-Off Weekend Budget Request	Approve a \$2,500.00 budget for the Holiday Kick-Off Weekend.	completed
9/15/2010	Seasonal Décor	Allow the Design Committee to use \$2,000 for seasonal décor.	completed
9/15/2010	Wayfinding Signage	Allocate \$20,000.00 as a budget to purchase wayfinding signage.	in process
9/15/2010	Sidewalk Replacement	Expend \$38,000.00 for the sidewalk replacement invoice.	completed
9/15/2010	Sidewalk Replacement	Allow the \$15,000.00 already expended to be used to pay the balance of the sidewalk replacement invoice with the remaining funds being left in the project account.	completed
10/20/2010	Consent Agenda Including: 86 W. Front St. Façade Grant Reimbursement	Approve the Consent Agenda as presented	completed
10/20/2010	13 abc Advertising and Commercial Revision	Allow the Promotion Committee to spend up to \$2,700.00 for the 13abc advertising campaign including the voiceover changes.	completed
10/20/2010	101 S. Monroe St. Façade Grant Recommendation	Accept the recommendation up to \$1,750.00 for limestone repair, washing and sealing the building at 101 S. Monroe St.	in process
10/20/2010	8 N. Monroe St. Façade Grant Recommendation	Accept the recommendation up to \$10,000.00 for window replacement for 8 N. Monroe St.	completed

Monroe Downtown Development Authority  
Board Action Status Report

7/12/2011

<b>Date</b>	<b>Subject</b>	<b>Action Taken</b>	<b>Status</b>
10/20/2010	105 E. Front St. Façade Grant Recommendation	Accept the recommendation up to \$4,230.50 for stucco repair, tuckpointing and painting on the east side of the building at 105 E. Front St.	in process
10/20/2010	Street Tree Replacement	Expend \$2,000.00 for tree removal and planting.	completed
11/17/2010	Consent Agenda	Approve the Consent Agenda as presented	completed
11/17/2010	RRCA Event Grant Recommendation	Accept the Promotion Committee recommendation to support the RRCA Event Grant application of \$10,000.00 as presented with \$5,000.00 from the general budget and \$5,000.00 out of the promotion budget.	completed
11/17/2010	2011 Seasonal Flowers Budget	Recommend the Design Committee be able to expend their budget of up to \$10,000.00 for the purchase of 2011 seasonal flowers with \$1,000.00 allocated to Kentucky Park Monument.	in process
11/17/2010	Snow Removal Budget	Approve Director of Engineering and President of the DDA to make the decision on snow removal with a budgeted amount of \$15,000.00	completed
12/22/2010	Consent Agenda (minutes were amended)	Approve the Consent Agenda as presented	completed
12/22/2010	Appointment	Appoint Ken Calender to the Economic Restructuring Committee	completed
12/22/2010	2011 Façade Grant Application	Accept the changes to the Façade Contract as proposed by the Façade Grant Committee	completed
12/22/2010	Façade Grant Reimbursement-8 N. Monroe St.	Reimburse Bernard Beneteau for 8 North Monroe Street façade improvements.	completed
12/22/2010	Shopping/Tote Bags	Distribute shopping bags that the DDA purchased to any DDA businesses that would like to use them.	completed
12/22/2010	Downtown Idea Exchange and Downtown Promotion Reporter	Stop the copying of the monthly magazines included in the DDA member's packages and have the DDA manager review the magazines and copy any article that they felt would benefit the DDA Board.	completed
1/19/2011	Consent Agenda	Approve the Consent Agenda as presented	completed
1/19/2011	Façade Grant Reimbursement-41 W. Front St.	Reimburse the Labor Museum \$5,009.24 for the façade improvements located at 41 W. Front St.	completed
1/19/2011	Parking Lot Engineering Contract Proposals	Pay up to \$92,800.00 and have the DDA enter into a contract with Mannik & Smith to proceed with the engineering drawings for the parking lot.	in process
2/16/2011	Consent Agenda including: June 30, 2010 Financial Report	Approve the Consent Agenda as presented	completed
2/16/2011	2011-2012 Budget	Approve the 2011-2012 budget as amended.	completed
2/16/2011	2011-2012 Budget	Accept the 2010-2011 Estimated Activity as amended with \$10,950 as the Rental-building budget.	motion failed
2/16/2011	2011-2012 Budget	Accept the 2010-2011 Estimated Activity as amended with \$10,950 as the Rental-building budget and \$19,500 as the Economic Restructuring Committee budget.	completed
2/16/2011	Community & Economic Development Director Funding Distribution	Give Ed Sell permission to transfer \$10,000 for the Community & Economic Development Director Funding.	completed
2/16/2011	DMBN Membership	Approve DMBN membership for \$30.	completed

Monroe Downtown Development Authority  
Board Action Status Report

7/12/2011

<b>Date</b>	<b>Subject</b>	<b>Action Taken</b>	<b>Status</b>
2/16/2011	Downtown Promotion Reporter & Downtown Idea Exchange Subscription	Cancel the subscriptions to Downtown Idea Exchange and Downtown Promotion Reporter.	completed
3/16/2011	Consent Agenda Including: City of Monroe Snow Removal Invoice	Approve the Consent Agenda as presented.	completed
3/16/2011	Parking Lot	Draft a letter of support for the Michigan Natural Resources Trust Fund Grant application.	completed
3/16/2011	Downtown Monroe Handbook Revision Budget	Expend \$500.00 for the Downtown Monroe Handbook revision	in process
3/16/2011	Spring Banners	Expend \$5,000.00 for the Spring Banners.	completed
3/16/2011	43 S. Monroe St. Façade Grant Reimbursement	Approve \$10,000.00 for reimbursement for 43 S. Monroe St.	completed
3/16/2011	118 E. Front St. Rent Payment	Pay rent for \$8,800.00 and allow Ms. Jones make rent payments moving forward.	completed
3/16/2011	118 E. Front St. Lease	Not sign the lease and give notice to vacate for June 30, 2011.	completed
3/16/2011	Executive Director Contract & Job Description	Set up a committee to review the Executive Directors Job Description and Contract.	completed
3/16/2011	Community Creations-Hometown Montage	Accept 200 prints for distribution.	in process
4/20/2011	Consent Agenda Including: Tapco Invoice	Approve the Consent Agenda as presented.	completed
4/20/2011	Parking Lot Update	Change the Monroe Street entrance to pedestrian only.	completed
4/20/2011	Parking Lot Update	Enter into negotiations with Monroe Club about purchasing their alley.	completed
4/20/2011	2011 Planter Watering and Rivewalk Trash Can Emptying Contract	Award the contract as submitted and request that the Design Committee to come up with optimal locations for the planters, trash cans, and benches.	in process
4/20/2011	Pure Monroe Campaign	Support the Pure Monroe Campaign for a total of \$5,000.00.	completed
4/20/2011	Tourism Brochure Budget Request	Approve the \$1,000.00 budget for the tourism brochure.	completed
4/20/2011	Summary of Proposed Sub-Committee Structure and Projects	accept the committee names as amended.	completed
5/18/2011	Consent Agenda	Approve the Consent Agenda as presented.	completed
5/18/2011	Parking Lot Update	Go with dead end parking on the east side of the pedestrian bridge entrance.	completed
5/18/2011	Parking Lot Update	Have the architect and engineer look at additional options, as discussed, for the fishing pier.	completed
5/18/2011	Parking Lot Update	Eliminate the extra two spaces on the northeast side of the parking lot for greenspace.	completed
5/18/2011	Monroe Club Property	Make a formal proposal to Monroe Club for \$10,000.00 plus miscellaneous costs.	completed
5/18/2011	Mannik & Smith Agreement Amendments	Accept the agreement amendment from Mannik & Smith for \$27,600.00.	completed
5/18/2011	Parking Permit	Approve the Rules & Regulations and Application as submitted in the packet and to continue the current DDA administration responsibilities.	completed

Monroe Downtown Development Authority  
Board Action Status Report

7/12/2011

<b>Date</b>	<b>Subject</b>	<b>Action Taken</b>	<b>Status</b>
5/18/2011	311 N. Monroe St. Site Improvement Program Application	Accept the Economic Restructuring Committee recommendation to approve the Site Improvement application for 311 N. Monroe St. up to \$8,375.00 plus up to \$300.00 architectural assistance.	in process
5/18/2011	Monroe Business Assistance Team	Accept the Economic Restructuring Committee recommendation to not be involved in the development or administration of the Monroe Business Assistance Team program.	completed
5/18/2011	2011 Façade Grant Applications	Accept the 2011 Façade Grant Committee recommendations as presented.	in process
5/18/2011	S. Monroe St. On-Street Parking Time Limits	Recommend to the Traffic Committee that the time limit remain 2-hour parking and not be changed.	completed
5/25/2011	Parking Lot Update	Proceed with High Pressure Sodium lighting and look at additional design options for the cobra light poles	completed
6/15/2011	Consent Agenda	Approve the Consent Agenda as presented.	completed
6/15/2011	Parking Lot Update	Approve the traditional open trellis design for the fishing pier.	completed
6/15/2011	Parking Lot Update	Name the park and place a fixed sign on the wall at the end of the pedestrian bridge.	motion failed
6/15/2011	Parking Lot Update	Use the new style lighting pole and don't add another light pole to the Weipert lot.	completed
6/15/2011	By-Laws Revision	Approve all recommended changes to the By-Laws except the last sentence of Article 8 Section 2 which shall remain as originally written.	completed
6/15/2011	Seasonal Decoration Storage	Approve up to \$2,000.00 for a viable storage option for seasonal decorations.	in process
6/15/2011	Bench Purchase	Follow the recommendation to move the existing benches to other locations, but don't purchase a new bench.	in process
6/15/2011	Director Job Contract	Accept the contract as presented.	completed
6/15/2011	Holiday Kick-Off Weekend	Have Andrea plan the tree-lighting event.	in process

# Minutes

Promotion Committee

Date: 7/12/11 Time: 8:00 AM Location: City Hall 2<sup>nd</sup> Floor Conf. Room

## Attendance:

P Janet Berns, Chairperson  
P Mary Gail Beneteau  
P Amanda Phebus  
E Mike Trapp  
~~Sharon McGowan~~  
P Andrea Jones, Staff

## Key:

P - Present  
E - Excused  
A - Absent (Unexcused)

Guest (s): \_\_\_\_\_

Meeting was called to order at 8:00 a.m. by Janet

### 1) Previous Meeting Minutes

Mary Gail made a motion to accept the May meeting minutes. Janet seconded.

Ayes 3 Nays \_\_\_\_\_ Action: None Taken Carried Defeated

### 2) Project Status and Financial Reports/Promotion Opportunities

New Yr. Amanda motion to request 3K for the Tree Lighting Ceremony.  
Mary Gail seconded  
motion passed

### 3) Project Status

In August review public relations Plan.

Tourism brochures are in.

\_\_\_\_\_ made a motion to recommend \_\_\_\_\_

\_\_\_\_\_ seconded.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Action: None Taken Carried Defeated

### 4) Jazz Festival Brochure Ad

Amanda re-do. Andrea email Amanda dimensions & new logo

Mary Gail made a motion to recommend Ad in Jazz Brochure 1/2 pg #110  
spot color included

Janet seconded.

Ayes 3 Nays \_\_\_\_\_ Action: None Taken Carried Defeated

5) Nov. 19 Holiday Kickoff Sat. night

*Amanda see at MBR will buy candy cones*

tree lighting start time 6:30 - tree light @ 8:30 - parade 4<sup>30</sup> / 5<sup>00</sup>  
Amanda review Spreadsheet  
Santa ~~Gifts~~ Involve Great Start

Amanda made a motion to recommend move the tree lighting to Saturday  
and combine with the Chamber parade.

\_\_\_\_\_ seconded.  
Ayes 3 Nays \_\_\_\_\_ Action: None Taken Carried Defeated

6) Website Update

Review by next mtg.

\_\_\_\_\_ made a motion to recommend \_\_\_\_\_

\_\_\_\_\_ seconded.  
Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Action: None Taken Carried Defeated

7) Review Business Video

Made suggestions

\_\_\_\_\_ made a motion to recommend \_\_\_\_\_

\_\_\_\_\_ seconded.  
Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Action: None Taken Carried Defeated

**Additional Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A motion to adjourn by 8048 May Coit was seconded by Jonest  
and carried. The meeting was adjourned at 8:45 a.m.

Respectfully Submitted,

Amanda Prebus  
Name of Recording Secretary

# Memorandum

---

**Date:** July 12, 2011  
**To:** Members of the Monroe Downtown Development Authority  
**From:** Andrea Jones, Executive Director  
**Re:** Holiday Kick-Off Weekend Budget and Scheduling Request

---

As mentioned at the June DDA Board Meeting I am in discussions with Michelle Dugan from the Monroe County Chamber of Commerce regarding the combination of the Friday night Tree-Lighting event and the Sunday afternoon Holiday Parade. We met with Mayor Clark to discuss pros and cons and are now conducting further research and gaining feedback for the change. The Promotion Committee discussed the idea at their July 12<sup>th</sup> meeting and **recommend moving the tree-lighting to Saturday to combine with the Holiday parade.** In addition, the Promotion Committee would like to **request a budget of \$3,000.00 for the tree-lighting event.** Last year's event cost just over \$2,700.00. We will be requesting sponsorship from the DMBN again this year which they have approved in the past for \$1,000.00. The DMBN sponsorship amount has already been factored into the budget request so that a Promotion Committee budget amendment will not be needed during next year's budget discussions which has been past practice.

Thank you.

# Memorandum

---

**Date:** July 12, 2011  
**To:** Members of the Monroe Downtown Development Authority  
**From:** Andrea Jones, Executive Director  
**Re:** July Executive Director Report

---

Excerpts of projects listed in Patrick Lewis' Engineering Status Report dated July 5th that are within the DDA district:

**2010-11 WATER MAIN REPLACEMENT PROGRAM:**

As a part of the ARRA Recovery Zone Bond program, the Water Department has received \$5.7 million in funding to complete the components of the reliability study, and is undertaking a few other needs funded through the 2011-12 and earlier Capital Improvements Programs projects. The list of 2010-11 project locations includes the following: .

- Division F: South Monroe Street – River Raisin to Jones Avenue  
... change orders were awarded to the Group 2 contractor (C & D Hughes) for Divisions F  
.... Work on Division F will start once the required MDOT permit is secured, which we are having some difficulty obtaining due to their strict traffic control requirements....

**EAST ELM RESURFACING – MONROE TO DIXIE:**

This project will be our main 2011 Federal Aid project, and will include 3" milling and resurfacing, plus minor spot curb / driveway replacement. The contractor has started work on structure adjustments and spot curb replacements this week. The completion date is August 15, but it is likely that work will be completed near the end of this month.

**MACOMB STREET BRIDGE SUPERSTRUCTURE REPLACEMENT:**

This project was funded through the 2009 voter-approved 20-year, 0.52-mil bond issue. The design contract was awarded at the February 22 Council meeting, and the kickoff meeting was held February 28. The conceptual design has essentially been completed, and was presented to City Council on May 16. The final completion date for the design is July 31, but the project cannot be bid until all regulatory permits have been issued. Due to some accelerated deterioration in the deck surface, the bridge has been restricted to one lane in each direction.

**WEST FRONT STREET RECONSTRUCTION - HARRISON TO MONROE:**

This project will be our second 2011 Federal Aid project. Since the East Elm Avenue project came in substantially under budget, we will be able to use the remaining 2011 Federal funding to completely rebuild the existing brick paver base with new concrete. The bid package should be submitted to MDOT this week, and the work will occur in Spring 2012.

**FISH PASSAGE GRANT PROJECT - RIVER RAISIN:**

This project, which is being largely funded through the Great Lakes Restoration Initiative, is designed to remediate up to four of the low-head dams on the River Raisin by constructing rock ramps or notches at each one to allow for fish migration upstream. The Engineering Department is working with the Water and Wastewater Director and consultant (JFNew) on the design; and the Engineering Department will administer the construction contract, with construction this Fall, provided required permits can be obtained in time. An MDEQ pre-application meeting was held May 4.

**DOWNTOWN BRICK PAVER REPLACEMENT:**

As in 2010, the Engineering Department plans to replace some sidewalk corners in the downtown area where the brick pavers have reached the end of their life span. These areas will be replaced with a mixture of stamped concrete and standard grey along the building faces. There are five locations that will be considered this year, three corners at Front/Monroe and two locations south of the Monroe Street Bridge. All will be delayed until after water main replacement in the area is completed, but should be undertaken in 2011. Depending on the results of bidding on the other concrete projects, to streamline the number of different contracts we may recommend awarding this work as a change order to either the 2011 Concrete Paving Program, 2011 Sidewalk Program, or even recommend a change order to last year's contract.

**2011 SANITARY SEWER REHABILITATION PROJECTS:**

The following sanitary sewer rehabilitation (relining) projects were funded through the 2011-12 Capital Improvements Program and are planned for 2011 work:

- West Front Street - Harrison to Macomb
- Sanitary Sewer behind Dam #2 in River Raisin [just west of Macomb St.]

The City will package these together for bidding, likely sometime in the next 2 months.

The flower planters are being watered by the contractor three days a week due to some planters not being as full and blooming as others. I will continue to monitor the weather to determine if that schedule needs to be changed. The flowers in two planters north of Elm Avenue died and needed to be replaced. DPS took care of replanting the pots and covered the cost of the flowers. It was determined that there was a miscommunication between DPS and the contractor on the location of the planters.

Status for the projects that received the Rental Rehab Grant through the MEDC:

- 118 E. Front St.-2 units-renovation is complete; reimbursement is complete
- 43 S. Monroe St.-3 units-renovation is complete; reimbursement is complete
- 50 S. Monroe St.-1 unit-renovation is complete; reimbursement is underway
- 123 E. Front St.-3 units-project will not currently be undertaken

Thank you.

**Invoice****Mannik & Smith**  
Group, Inc.1800 Indian Wood Circle  
Maumee, OH 43537  
419 891 2222  
Fax 419 891 6975

Civil Engineering, Surveying and Environmental Consulting

June 7, 2011

Project No: M2840002

Invoice No: 38253

Rick Floraday  
DDA Chairman  
Main Street Monroe / DDA  
118 E. Front Street  
Monroe, MI 48161**RECEIVED**  
**JUN 10 2011**

Project M2840002 Parking Lot Design

Authorization: Signed Agreement

**Work Description:** Meetings with DDA Committee and City Attorney, meeting with full DDA Board, meeting with DTE & DDA, Prepared amendment to contract for additional work. Phase I ESA data gathering. Completed boundary survey calculations. Prepared base drawings including site plan, landscape plan, some structural design, irrigation plan special features. Presented to DDA Committee June 1, 2011. Basic site plan and landscape plan are 90% complete. Grading plan is 60% complete, storm sewer plan is 40% complete, and franchise utility plan is 30% complete. Site plan and landscape plan along with special features will be presented to the full DDA Board at their June 15th meeting.

**Professional Services thru May 27, 2011****Professional Personnel**

	Hours	Rate	Amount
Administrative Assistant II Metzger, Lindsay	.75	50.00	37.50
Engineer I Huisman, LeAnn	7.00	76.00	532.00
Jones, Cody	17.00	76.00	1,292.00
Engineer III Mikolajczyk, Matthew	17.75	95.00	1,686.25
Myers, Jeffrey	80.25	95.00	7,623.75
Engineer V Zangara, Christopher	.75	116.00	87.00
Engineer VI Link, Donald	26.00	127.00	3,302.00
Walther, Timothy	3.00	127.00	381.00
Environmental Scientist III Montri, Ryan	4.00	79.00	316.00
Environmental Scientist V Schult, Mark	.50	105.00	52.50
Environmental Scientist VII Bolt, Walter	3.50	126.00	441.00
Landscape Architect II Canfield, Brian	66.75	71.00	4,739.25
Landscape Architect VI Fry, Wendy	5.50	127.00	698.50
Surveyor III			

Project	M2840002	Parking Lot Design	Invoice 38253	
Broadway, James		.50	112.00	56.00
Bruner, Jon		10.50	112.00	1,176.00
Technician III				
Mathe, Mark		14.25	59.00	840.75
Technician IV				
Marshall, Kimberly		48.50	68.00	3,298.00
Pawlicki, Renee		9.75	68.00	663.00
Totals		316.25		27,222.50
<b>Total Labor</b>				<b>27,222.50</b>
<b>Subconsultants</b>				
James S. Jacobs Architects, PLLC				463.79
<b>Total Subconsultants</b>				<b>463.79</b>
<b>Reimbursable Expenses</b>				
Mileage				36.72
<b>Total Reimbursables</b>				<b>36.72</b>
<b>Standard Expenses</b>				
Color Print Copies		102.0 Copies @ 0.90		91.80
HP Plot		1.0 Copy @ 3.00		3.00
<b>Total Standard Expenses</b>				<b>94.80</b>
<b>Budget</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		27,817.81	33,238.68	61,056.49
Budget				120,400.00
Remaining				59,343.51
			<b>Total this Invoice</b>	<b>\$27,817.81</b>

Account # 751.65.691 ~~818~~ 818.020

6/10/11



# Memorandum

---

**Date:** July 13, 2011  
**To:** Members of the Monroe Downtown Development Authority  
**From:** Andrea Jones, Executive Director  
**Re:** DDA By-Laws

---

Attached please find, for your information, the revised By-Laws approved at your June 15, 2011 meeting.

If you have any questions or comments, please feel free to contact me at [director@downtownmonroemi.com](mailto:director@downtownmonroemi.com) or 734-384-9172.

Thanks in advance.



**MONROE DOWNTOWN DEVELOPMENT AUTHORITY  
MONROE, MICHIGAN**

**BY-LAWS**

**Adopted by the Monroe DDA: June 15, 2011  
Reviewed by the City of Monroe: July 18, 2011**

**ARTICLE 1**

**Name and Principal Office**

*Section 1:* The name of this Authority is the Monroe Downtown Development Authority (Monroe DDA).

**ARTICLE 2**

**Statement of Mission and Purpose**

*Section 1:* Mission Statement – The mission of the Monroe DDA is to enhance the quality of life and develop a positive image of Downtown Monroe for residents, businesses and visitors by promoting cultural and economic growth in the Downtown area.

*Section 2:* Purpose – The purpose of the Monroe DDA is to act in accordance with the provisions of Act 197 of the Public Acts of 1975 (MCL 125.1651 et seq.) as amended hereinafter referred to as the “Act”. The Authority shall have all the powers, which now or hereafter may be conferred by law on authorities organized under this Act. The overall goal of the Authority is to undertake public improvements and other activities that have the greatest impact in strengthening the downtown area and attracting new private investments in the Monroe DDA area.

In addition, the Authority is organized to stimulate downtown revitalization in Monroe through promotion (creating a positive image for downtown by promoting the downtown as an exciting place to live, shop and invest); design (improving the appearance of the downtown); development (exploring opportunities for business, parking and related economic improvements); grant (support downtown events, and renovations) and to receive, administer and distribute funds in connection with any activities related to the above purposes. No part

of the net earnings of the Authority shall inure to the benefit of any of its members or any other individual.

### **ARTICLE 3**

#### **Monroe DDA Area**

*Section 1:* The Monroe DDA Area shall be that geographic area indicated on the attached map [Exhibit A].

### **ARTICLE 4**

#### **Board of Directors**

*Section 1: General Powers* – The Authority shall operate within the Authority district described in the Ordinance (Monroe Code Chapter 22, Article III) as currently in effect and as it may be amended pursuant to the Ordinance and the Act. The Authority shall be under the supervision and control of the Authority’s Board of Directors, hereinafter referred to as the “Board”.

*Section 2: Size and Tenure* – The Board shall consist of the Mayor and not less than eight (8) nor more than twelve (12) members as determined by the City Council. The members shall be appointed for a term of four (4) years. No member shall be appointed to serve more than two (2) consecutive full four (4) year terms without a minimum of one (1) year break from the Board.

*Section 3: Selection of Board Members* – The Mayor of the City of Monroe, with the advice and consent of the City Council, shall appoint Board Members. Not less than a majority of the members shall have an interest in property located in the Authority District. Not less than one (1) of the members shall be a resident of the Downtown district, if the Downtown district has one-hundred (100) or more persons residing within it. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional Oath of Office.

*Section 4: Compensation* – All members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary expenses while conducting the business of the Board provided prior approval has been authorized by the Board.

*Section 5: Vacancies and Expiration of Terms* – If necessary to comply with Section 2, a member whose term of office has expired shall continue to hold office until the member’s successor is appointed and qualified. An appointment to fill a vacancy shall be made in the same manner as the original appointment, but for the unexpired term only. The Mayor of the City of Monroe shall, with the advice and consent of the City Council, appoint a successor within a reasonable period of time after the vacancy was created.

*Section 6:* Removal of Board Members – A Board Member may be removed from the Board for neglect of duty, including absence from three (3) consecutive regular meetings without excuse, malfeasance, or any other good cause by a majority vote of the Monroe City Council. If two-thirds of the full membership of the Board feels a member has neglected his/her duty and should be removed, the Board shall forward a recommendation to the City Council. If the Mayor and City Council deem it necessary to remove a member, they shall notify that member by a written notice sent certified mail. That member shall be asked to appear before the council within fourteen (14) days. At that time, the Council will give the member an opportunity to be heard and then decide if the member shall be removed.

## **ARTICLE 5**

### **Officers**

*Section 1:* Officers – The Officers of the Board shall be a Chairperson, Vice-Chairperson, Treasurer and Secretary. All officers shall be members of the Board, with the exception of the Secretary.

*Section 2:* Removal of Officers – An officer may be removed by a majority vote of the Board whenever in its' judgment the best interest of the Board will be served. An officer may resign from office and still continue to serve as a member of the Board.

*Section 3:* Chairperson – The Chairperson shall preside at all meetings of the Board and shall discharge the duties as a presiding officer.

*Section 4:* Vice-Chairperson – In the absence of the Chairperson or the event of inability to serve as Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers and be subject to the restrictions of the Chairperson.

*Section 5:* Treasurer – The Treasurer shall ensure the preparation of a monthly statement of all revenues and expenses and, with the assistance of appropriate City Officials, an Annual Financial Report covering the fiscal year of the Authority. The fiscal year of the Authority shall be the same as that of the City, July 1 through June 30. The Board will direct an annual audit to be prepared and the results of which forwarded to the Michigan Department of Treasury. A copy of said audit shall be forwarded to City Council.

*Section 6:* Secretary – The Secretary or designee shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose. The Secretary shall give, or cause to be given, notice of all meetings of the Board and shall perform such other duties as may be prescribed by the Board. The Secretary shall, when authorized by the Board, attest by signature to actions of the Board.

*Section 7:* In the absence of any officer of the corporation, the Authority may delegate the powers and duties of any officer to any member provided a majority of the Authority then in office concurs therein.

*Section 8:* Election of Officers – Nominations shall be made from the floor at the Annual Meeting in July. Officers shall be elected by a majority vote of the members of the Board in office. The term of office shall be for one (1) year and begin at the close of the Annual Meeting at which they are elected. No member shall hold more than one (1) office at a time.

## **ARTICLE 6**

### **Executive Director**

*Section 1:* The Executive Director shall manage the daily operations of the Authority. The Executive Director shall be responsible for coordinating the implementation of the Authority's policies and projects and such other duties as the Board of Directors may require. The Executive Director shall receive for his/her services such compensation as may be determined by the Authority. The duties, rights and responsibilities of employees of the Authority shall be consistent with the provisions of Act No. 197 of the Public Acts of 1975.

## **ARTICLE 7**

### **Meetings**

*Section 1:* Annual Meetings – An Annual Meeting shall be held the first regular meeting in July at a time and place to be set by the Board. The election of officers shall occur at the Annual Meeting. If the election of officers does not occur on the day designated or any adjournment thereof, the Board shall cause the election to be held at a regular or special meeting of the Board within ninety (90) days of the Annual Meeting

*Section 2:* Regular Meetings – Regular meetings of the Board shall be held at a time and place to be set by the Board. At least six (6) regular meetings per year shall be held. The Board records shall be open to the public.

*Section 3:* Special Meetings – Special meetings of the Board may be called by the Chairperson, Vice-Chairperson in the absence of the Chairperson, or by any three (3) Board members by giving twenty-four (24) hours notice of the meeting, stating the purpose of the meeting and by posting a notice eighteen (18) hours prior to the meeting in the Monroe DDA Office and in the lobby of City Hall.

*Section 4:* Notice of Meetings – Public notice of the time, date and place of the meetings of the Authority shall be given in the manner required by Act No. 267 of the Public Acts of 1976, Michigan Open Meetings Act. Required notices for Board members may be given electronically.

*Section 5:* Agenda – The Secretary shall prepare the agendas for all meetings and send them to the Board members at least twenty-four (24) hours prior to the meeting. Any member of the Board may request any item to be placed on the agenda.

*Section 6: Quorum and Voting* – A majority of the members of the Board in office shall constitute a quorum for the transaction of business. A vote of the majority of the members present at a meeting at which a quorum is present shall constitute the action of the Board unless the vote of a larger number is required by statute, or elsewhere in these by-laws. In the event that effective membership is reduced because of a conflict of interest, a majority of the remaining members eligible to vote shall constitute the action of the Board.

*Section 7: Rule of Order* – Robert’s Rules of Order will govern the conduct of all meetings.

*Section 8: Open and Closed Meetings* – The Board shall adopt rules consistent with Act No. 267 of the Public Acts of 1976, Michigan Open Meetings Act, governing its procedure and the holding of regular meetings. All regular meetings of the Board shall be open to the public. Closed meetings of the Board may be called for purposes listed in the Open Meetings Act No. 267 of the Public Acts of 1976, as amended, if approved by the Authority.

*Section 9: Attendance* – A member who is absent from three (3) consecutive meetings of the Board may be removed from the Board by the Mayor with the concurrence of the City Council (see Article 4 Section 6).

## **ARTICLE 8**

### **Committees**

*Section 1: Standing Committees* – The Monroe DDA shall have four (4) standing committees, which shall be entitled Promotion, Design, Development and Grant.

*Section 2: Standing Committee Structure* – No fewer than three (3) individuals shall serve on each committee. The maximum number of individuals allowed to serve on each committee shall be at the discretion of the individual committee’s Chairperson. At least two (2), but no more than four (4) Monroe DDA Board Members shall serve on one (1) committee. The Monroe DDA Executive Director shall act as a permanent consultant to each committee without needing to be in attendance at all meetings. The committees shall include outside consultants, residents of the city and business people of the DDA district appointed by vote of the Monroe DDA Board of Directors deemed necessary.

*Section 3: Term of Office* –A committee member may be removed at any time, with or without cause, by a vote of the Monroe DDA Board of Directors. Subject to the foregoing, each member of each standing committee shall continue as such until the next annual meeting of the members of the Monroe DDA Board and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

*Section 4: Chairperson* -- One (1) member of each standing committee shall be appointed Chairperson by the Monroe DDA Board and does not have to be a Monroe DDA Board Member.

*Section 5: Quorum* – Unless otherwise provided in the resolution of the Monroe DDA Board designating a committee, a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

*Section 6: Power of Committees* – Unless otherwise directed by the Monroe DDA Board, standing committees shall determine and schedule their meeting times, dates and locations; consult with outside sources; interface with other city-appointed Boards and Commissions for an exchange of ideas that would then be presented to the Monroe DDA Board prior to any action of the Monroe DDA Board.

The committees could interface by inviting member(s) of such Boards and Commissions to a committee meeting, member(s) of the committee attending said Board’s meeting, telephone consultation and written correspondence; make recommendations to the Board for approval; act on decisions made by the Board as delegated by said Board. Standing committees do not have the authority to take action without the approval of the Board; make decisions without the approval of the Board; act on proposed plans without approval from the Board; make recommendations between committees without Board approval; and enter into contracts or purchase agreements.

*Section 7: Duties* – The duties of the committees are to notify the Executive Director and Chairperson of all meeting times, dates and locations; keep written minutes of each meeting to be filed with the Monroe DDA; keep the Executive Director informed of the events of each meeting by means of the Chairperson if unable to attend; fulfill charges of and answer to the Board; present monthly committee reports at the Board’s regular meetings; act in the best interest of the Board at all times.

*Section 8: Other Committees* – The Board may designate or appoint one (1) or more committees, in addition to the above-named standing committees. The designation and appointment of any such committees and the delegation thereto of authority shall not operate to relieve the Board, or any individual Director, of any responsibility imposed upon them by law.

## **ARTICLE 9**

### **Agreements and Contracts**

*Section 1:* Only the Board shall enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by the Act.

## **ARTICLE 10**

### **Assets and Liabilities**

*Section 1: Funds* – All orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Authority shall be signed by the Executive Director

and forwarded to the Finance Department of the City of Monroe for the issuance of payment. If for any reason the Board establishes a bank account outside of the City of Monroe's bank account, then all checks, drafts and orders for payment of money, notes or other evidences of indebtedness shall be executed by the Treasurer and countersigned by the Chairperson of the Authority. The Vice-Chairperson is authorized to execute documents in the absence of the Treasurer or Chairperson. All funds of the Authority shall be placed in such banks, trust companies, or other depositories as designated by the Board.

*Section 2:* Gifts – The Board may accept on behalf of the Authority any contributions, gifts, bequests or devise for the general purposes or for any special purpose of the Authority.

*Section 3:* Budget – The committees of the Monroe DDA shall submit proposed objectives and goals to the Board in December for the development of an annual budget. The Board shall set goals and objectives annually in January to develop and approve a budget for the fiscal year beginning July 1<sup>st</sup>. The Board shall submit an annual budget to the City Council of the City of Monroe for final approval.

## **ARTICLE 11**

### **Records**

*Section 1:* Records – The Authority shall keep correct and complete records of books and accounts and minutes of all regular and special meetings. The records shall be kept at the principal office of the Authority, which will have a record of the names and addresses of the members. All books and records, financial or otherwise, of the Authority shall be made available to the public in compliance with the Michigan Freedom of Information Act, Act No. 442 of the Public Acts of 1976. In addition to the records prescribed herein writings prepared, owned, used, in the possession of, or retained by the Board in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976. An annual audit by an independent Certified Public Accountant will be conducted.

*Section 2:* The fiscal year of the Authority shall at all times conform to the fiscal year of the City of Monroe.

## **ARTICLE 12**

### **Conflict of Interest**

*Section 1:* No member, officer or employee of the Authority shall be party, directly or indirectly, to a contract between himself/herself or the Authority except as provided in *Section 3* hereof.

*Section 2:* No member, officer or employee of the Authority shall directly or indirectly solicit any contract between the Authority and (1) himself/herself; (2) any firm (meaning a co-

partnership or other unincorporated association) of which he/she is a partner, member or employee; (3) any private corporation in which he/she is a stockholder owning more than one percent (1%) for the total outstanding stock of any class whether or not it is listed on a stock exchange, or of which he/she is a director, officer or employee; (4) any trust of which he/she is a beneficiary or trustee; nor shall he/she take any part in the negotiations for such a contract or the re-negotiation thereof or amendment thereto or in the approval thereof; nor shall he/she represent either party in the transaction, except as provided in *Section 3* hereof.

*Section 3:* The provisions of *Sections 1* and *2* shall apply to all members, officers or other employees who are paid for working more than an average of twenty-five (25) hours per week for the Authority, but shall not apply to any other member, officer or employee if he/she promptly discloses his/her pecuniary interest in the contract to the official body which has power to approve the contract, which disclosure shall be made a matter of record in its official proceedings; and if the contract is approved by not less than 2/3 of the full membership of the approving body without the vote of a member thereof, if any, making such disclosure.

## ARTICLE 13

### Indemnification

*Section 1:* Indemnification – Whenever any claim is made or any civil action is commenced against any officer or employee of the Authority, or injuries to persons or property caused by the negligence of the officer or employee while in the course of their employment, and while acting in the scope of their authority, the Board may, but is not required, to pay for legal services and also for any judgment or compromised settlement of the claim, pursuant to Act No. 170, of the Public Acts of 1964, MCL 691.1401 et seq and MCL 691.1408 as amended.

*Section 2:* Reimbursement – Any indemnification under *Section 1* shall be made by the Board only as authorized in the specific case upon a determination that indemnification of the employee or officer is proper in circumstances because they have met the applicable standard of conduct set forth in *Section 1*. Such determination shall be made in either of the following ways:

1. By a majority vote of the members of the Board who were not parties to such action, suit or proceedings; or
2. If such quorum is not obtainable, or even if obtainable, a quorum of disinterested members so directs, supported by the recommendation of legal counsel in a written opinion.

*Section 3:* Insurance – The Board may purchase and maintain a professional Liability/Errors & Omissions Insurance Policy on behalf of any person who is or was a member or officer of the corporation against any liability asserted against the officer or employee and incurred by them in any such capacity or arising out of their status as such, whether or not the Board would have power to indemnify that person against such liability under *Sections 1* and *2* of

this article. Any insurance policy purchased and maintained by the Authority shall list the City of Monroe as co-insured.

## **ARTICLE 14**

### **Amendment of By-Laws**

*Section 1:* These By-Laws may be amended at any regular meeting of the Board by a majority vote, provided that the amendment has been submitted in writing at a previous regular meeting.

## **ARTICLE 15**

### **Effect of Non-Compliance**

*Section 1:* Subject to the provisions of law: (1) no meeting or action taken by the Board under procedures substantially in compliance with these By-Laws shall be deemed voidable, as a result of a non-compliance; (2) any action taken under procedures not in compliance with these By-Laws may be ratified and confirmed at any subsequent meeting of the Board, pursuant to these By-Laws, and the validity thereof shall not be affected or influenced by any deficiencies in the original procedures.