

## AGENDA

**MONROE DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
7:45 A.M.  
WEDNESDAY, NOVEMBER, 2011  
CITY HALL, 1<sup>ST</sup> FLOOR CONFERENCE ROOM, 120 E. FIRST ST.**

**1. Roll Call**

**2. Consent Agenda**

**Action Requested**

- A. Approval of Agenda
- B. Approval of the Minutes of  
Wednesday, October 19, 2011 Regular Meeting
- C. Financial Report
  - DDA Revenue and Expenditure Report FY 2011-2012
  - DDA Itemized Expenditure Report FY 2011-2012

**3. 2011-2012 Work Program**

A. Parking Lot

- AT&T Design Contract
- Natural Resource Grant Status
- Monroe Club Property Update
- Properties to purchase along W Front
- Awarding of the Contract for construction
- Commitment of DDA Funds for 20 years

**Action Requested**

**Action Requested**

**Action Requested**

- B. Board Action Report and Committee Project Status Reports
- Design-Rick Floraday-No Meeting
    - Christmas Decorations- Purchase of additional strings of lights
  - Development-Ken Wickenheiser-No Meeting
  - Grant-Rick Floraday-No Meeting
  - Promotion-Janet Berns-Minutes Attached

**4. Other Business**

**5. Communications**

**6. Adjournment**

**Action Requested**

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, October 19, 2011  
First Floor Conference Room  
Monroe City Hall**

Chairperson Floraday called the meeting to order at 7:47 a.m.

## **1. Roll Call**

Present: Chairperson Rick Floraday, Treasurer Mary Gail Beneteau, Janet Berns, Ken Calender, Cheri Weakly, Shaun McGowan, Barry Kinsey, Mayor Robert Clark, Ken Wickenheiser (at 7:52)  
Staff: Dan Swallow, Patrick Lewis

## **2. Consent Agenda**

- A. Approval of October Agenda
- B. Approval of the Minutes of the September 21, 2011 DDA meeting
- C. September Financial Reports

It was moved by Ms. Beneteau and seconded by Mr. McGowan to approve the Consent Agenda as updated/presented.

*Motion carried unanimously.*

## **3. 2011-2012 Work Program**

### **A. Parking Lot**

- Official name of the parking lot has not been decided. No names that were submitted were appealing. Mr. Calender suggested making a list of 3 names, then taking a vote. Mayor Clark suggested if there is no pressing deadline for a name to put it on hold for now.
- Grant Status: Dan Swallow said the timeline for the grant application is an issue due to needing legislative approval of projects. Chances are it wouldn't be approved to be done by the Jazzfest, and they do not want any bidding done before approval. Grant committee wants a DEQ report for site for due care plan, and the DEQ report may not be enough. The grant process is usually 14-15 mos. long, with approval needed before any work is done. There are 140 applications for this grant money, and less than half of the applicants will be approved. There was much discussion of dropping the grant application vs. staying in the grant process. It was mentioned that getting the grant was a gamble to begin with, and the project should keep going as planned, with or without grant money. It was suggested to separate the park portion from the parking lot portion of the project, since the grant money would be for the park portion of the project, but the work is all tied together by drainage issues. Mayor Clark suggested waiting to see if we get the grant, but continuing on with the project as planned.

- Monroe Club property: An offer was made for \$18,000. Waiting for the club to approve the offer. The property involved is the alley with access to W. Front St.
  - W. Front properties: Question asked if the DDA has the right to purchase properties without approval by City Council. Dan Swallow will put that question on the agenda for the next Council meeting. The properties in question range from the You & I bar to Jack Peidmont's properties. If the owners decide not to sell, there will be a fence put up around the property line. A question of why the DDA needs to buy the properties instead of leasing them was answered by the fact that you cannot lease or improve property with bond monies. It was then suggested that the properties could be improved with site improvement funds, but it is not possible to borrow money for site improvement grants. There was discussion if the owners sell the property, then they have no back parking. It was noted they do not use back parking now, and with the parking lot project, there will be access to the backs of the buildings and improved parking spaces. There are 5 properties, not including the Monroe Club. Dan Swallow said they are working on a deal with the Piedmont properties to allow the owner some footage along the back of the buildings for outside seating
- Mannik and Smith contract: The additional \$7500 for the fishing pier has been negotiated into work already done. Additional contingency costs will be in 3 areas: any extra construction needed, hazardous waste issues and any problems with utilities. The total estimate excluding contingencies comes to \$1.675 million. 19 contractors attended a bid review meeting. Asked for a motion to sign contract payout of bond money. A motion was made by Mr. Kinsey, seconded by Ms. Berns. A roll call vote was taken.

*Motion passed.*

#### **B. DDA Staff**

Mr. Floraday, Mr. Kinsey and Ms. Weakly met to discuss the support position. Need someone to coordinate the office and do PR in the community. Have city staff do clerical work, ie: minutes. Possibly outsource DDA research issues. This will be a part-time position with hourly pay, no benefits. There is a need for someone to be out talking to the businesses and networking. It was suggested that possibly a student worker could handle clerical/database work, and that the city, county and port could have a combined development director. However, Dan Swallow already works in that capacity. Mr. Floraday remarked the end of his term is in June, and there is a need for someone to coordinate and make sure the projects stay on point. It was noted there needs to be an updated job description for the position. There is a possibility of the city staff taking over the paperwork aspects of the job, Dan Swallow checking to see if that is something that will work.

#### **C. Board Action Report and Committee Project Status Report**

- Design: Thanks to everyone who helped put up the fall decorations in the rain. Fall decorations will be taken down Nov. 4-5 to get ready for Christmas decorations. Decorations need to be up before the parade. Dan Swallow to check on getting a JAWS team to help with the decorations. It was suggested to skip the decorations on Monroe St. this year due to the road construction

- Façade grants: 116 W. Front will get a grant of \$7550.00. This is half the amount left in the in the grant fund. The other half will go o 123 E. Front. There was some discussion concerning the timeline of the projects, and perhaps the money should go to the project which is ready to go, maybe make that part of the review process? The current timeline is the work must be done within one year. The reason there is any money available now is because Mr. Riley’s project isn’t going to be done right now. Both the 116 W. Front and the 123 E. Front projects came in at the same time, so the remaining money will be split between the two.

123 E. Front: the project will be moving windows, tuck pointing the back wall and the west wall. They have received previous grants for building improvements, and this takes them to the maximum. A motion was made by Ms. Berns, seconded by Mayor Clark to approve funding for the projects at 116 W. Front and 123 E. Front.

***Motion passed unanimously.***

Tree lighting: Ms. Berns said there had been a request for a live Nativity with animals to have a tent set up on the Washington St. sidewalk. Mayor Clark requested the details be emailed to him, he will maybe suggest finding private property for the live Nativity. The carriage rides will be a wagon with a pair of horses this year. It will be \$750, and \$200 is needed for a deposit. There was some discussion of where to route the carriage ride this year due to the construction on Monroe St. Traditionally the rides are through downtown to highlight the downtown businesses, but perhaps this year they could be re-routed to avoid construction. At this time we are awaiting the carriage service contract. A motion was made by Mayor Clark, seconded by Mr. Calender to approve \$750 contract for carriage rides.

***Motion passed unanimously.***

- Liquor licenses: Dan Swallow passes out a handout regarding liquor licenses available to downtown properties. There are 10 potential licenses available to the downtown area. The cost is \$20,000.00 and they stay with the property itself. They are not moveable like normal liquor licenses.
- 1812 representative: Dan Swallow talked about the idea of having a coordinator for the upcoming 1812 events. This person would help “cluster” the planned events with weekends for visitors to promote tourism and coordinate advertising and marketing efforts. Asked for a DDA rep to help coordinate events and attend meetings, possibly on Tuesdays at 3 pm.

#### **4. Other Business**

Ms. Beneteau has heard complaints from businesses concerning the placement of construction barrels/cones while no work is being done. Customers have nowhere to park with the barrels up and no work being done. She also wondered who to talk to about the city's Masonic parking lot not having any lighting at night.

**5. Adjournment**

A motion to adjourn was made by Ms. Weakly and seconded by Mayor Clark at 9:35 am.

*Motion carried unanimously*

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
10/01/2011			751-00.000-003.000 CERTIFICATES OF DEPOSIT		BEG. BALANCE		326,000.00
10/06/2011	GJ	JE	CDS	10489		47,000.00	279,000.00
10/06/2011	GJ	JE	CDS	10489	100,000.00		379,000.00
10/13/2011	GJ	JE	CDS	10515	100,000.00		479,000.00
10/20/2011	GJ	JE	CDS	10539	18,000.00		497,000.00
10/27/2011	GJ	JE	CDS	10562		73,000.00	424,000.00
10/27/2011	GJ	JE	CDS	10562	25,000.00		449,000.00
10/31/2011			751-00.000-003.000	END BALANCE	243,000.00	120,000.00	449,000.00
751-00.000-007.000 AUTOMATED PUBLIC FUNDS							
10/01/2011			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		188,789.29
10/04/2011	CD	CHK	SUMMARY CD 10/04/2011			13,259.57	175,529.72
10/06/2011	GJ	JE	APF	10489	47,044.62		222,574.34
10/06/2011	GJ	JE	APF	10489		100,000.00	122,574.34
10/13/2011	GJ	JE	APF	10515		100,000.00	22,574.34
10/18/2011	CD	CHK	SUMMARY CD 10/18/2011			4,270.77	18,303.57
10/20/2011	GJ	JE	APF	10539		18,000.00	303.57
10/27/2011	GJ	JE	APF	10562	73,141.94		73,445.51
10/27/2011	GJ	JE	APF	10562		25,000.00	48,445.51
10/31/2011	GJ	JE	OCTOBER 2011 POSTAGE	10578		0.44	48,445.07
10/31/2011	GJ	JE	INTEREST ALLOCATION-APF ACCOUNT	10588	10.91		48,455.98
10/31/2011	GJ	JE	OCTOBER 2011 COPIES	10589		0.43	48,455.55
10/31/2011	GJ	JE	REVERSE DDA PENSION CHARGE FOR PT EE	10602	131.46		48,587.01
10/31/2011			751-00.000-007.000	END BALANCE	120,328.93	260,531.21	48,587.01
751-00.000-056.000 INTEREST RECEIVABLE							
10/01/2011			751-00.000-056.000 INTEREST RECEIVABLE		BEG. BALANCE		280.10
10/31/2011	GJ		TO REVERSE MANUAL JOURNAL ENTRY: 101	10458		280.10	0.00
10/31/2011			751-00.000-056.000	END BALANCE	0.00	280.10	0.00
751-00.000-202.000 ACCOUNTS PAYABLE							
10/01/2011			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
10/03/2011	AP	INV	FIFTH THIRD BANK	08-11 004995		23.25	(23.25)
			ACCOUNT ANALYSIS AUGUST 2011				
10/03/2011	AP	INV	JACK'S LAWN SERVICE	267551		11,561.32	(11,584.57)
			BUILT & INSTALLED RIVERWALK SIGNS				
10/03/2011	AP	INV	MONROE PUBLISHING CO	TPA360811		525.00	(12,109.57)
			TPA36 DDA WEBSITE UPDATES				
10/03/2011	AP	INV	PLANTE & MORAN PLLC	040249-653439		1,150.00	(13,259.57)
			AUDIT SERVICES THROUGH 9/15/11				
10/04/2011	CD	CHK	SUMMARY CD 10/04/2011		13,259.57		0.00
10/17/2011	AP	INV	A T & T	24581011		40.27	(40.27)
			734 240-2458 10/1-31/11				
10/17/2011	AP	INV	EDWARD M PIPIS	10/4/11		4,230.50	(4,270.77)
			REIMBURSEMENT FOR FACADE IMPROVEMENT				
10/18/2011	CD	CHK	SUMMARY CD 10/18/2011		4,270.77		0.00
10/31/2011			751-00.000-202.000	END BALANCE	17,530.34	17,530.34	0.00
751-65.691-721.000 PENSION CONTRIBUTION							
10/01/2011			751-65.691-721.000 PENSION CONTRIBUTION		BEG. BALANCE		131.46
10/31/2011	GJ	JE	REVERSE DDA PENSION CHARGE FOR PT EE	10602		131.46	0.00
10/31/2011			751-65.691-721.000	END BALANCE	0.00	131.46	0.00
751-65.691-728.000 COPIES							
10/01/2011			751-65.691-728.000 COPIES		BEG. BALANCE		0.89
10/31/2011	GJ	JE	OCTOBER 2011 COPIES	10589		0.43	1.32
10/31/2011			751-65.691-728.000	END BALANCE	0.43	0.00	1.32
751-65.691-730.000 POSTAGE							
10/01/2011			751-65.691-730.000 POSTAGE		BEG. BALANCE		44.66
10/31/2011	GJ	JE	OCTOBER 2011 POSTAGE	10578		0.44	45.10
10/31/2011			751-65.691-730.000	END BALANCE	0.44	0.00	45.10
751-65.691-818.010 AUDIT SERVICES							
10/01/2011			751-65.691-818.010 AUDIT SERVICES		BEG. BALANCE		0.00
10/03/2011	AP	INV	PLANTE & MORAN PLLC	040249-653439		1,150.00	1,150.00
			AUDIT SERVICES THROUGH 9/15/11				
10/31/2011			751-65.691-818.010	END BALANCE	1,150.00	0.00	1,150.00
751-65.691-818.020 GENERAL CONTRACT SERVICES							
10/01/2011			751-65.691-818.020 GENERAL CONTRACT SERVICES		BEG. BALANCE		17,392.27
10/03/2011	AP	INV	JACK'S LAWN SERVICE	267551		11,561.32	28,953.59
			BUILT & INSTALLED RIVERWALK SIGNS				
10/31/2011			751-65.691-818.020	END BALANCE	11,561.32	0.00	28,953.59
751-65.691-818.080 FACADE IMPROVEMENTS							
10/01/2011			751-65.691-818.080 FACADE IMPROVEMENTS		BEG. BALANCE		0.00
10/17/2011	AP	INV	EDWARD M PIPIS	10/4/11		4,230.50	4,230.50
			REIMBURSEMENT FOR FACADE IMPROVEMENT				
10/31/2011			751-65.691-818.080	END BALANCE	4,230.50	0.00	4,230.50
751-65.691-853.000 TELEPHONE							
10/01/2011			751-65.691-853.000 TELEPHONE		BEG. BALANCE		226.07
10/17/2011	AP	INV	A T & T	24581011		40.27	266.34
			734 240-2458 10/1-31/11				
10/31/2011			751-65.691-853.000	END BALANCE	40.27	0.00	266.34
751-65.691-955.040 PROMOTION COMMITTEE							
10/01/2011			751-65.691-955.040 PROMOTION COMMITTEE		BEG. BALANCE		253.74
10/03/2011	AP	INV	MONROE PUBLISHING CO	TPA360811		525.00	778.74
			TPA36 DDA WEBSITE UPDATES				
10/31/2011			751-65.691-955.040	END BALANCE	525.00	0.00	778.74

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
10/01/2011			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(400.55)
10/03/2011	AP	INV	FIFTH THIRD BANK	08-11 004995	23.25		(377.30)
			ACCOUNT ANALYSIS AUGUST 2011				
10/06/2011	GJ	JE	INVESTING ACTIVITY FOR 10/06/11	10489		44.62	(421.92)
10/27/2011	GJ	JE	INVESTING ACTIVITY FOR 10/27/11	10562		141.94	(563.86)
10/31/2011	GJ		TO REVERSE MANUAL JOURNAL ENTRY: 101	10458	280.10		(283.76)
10/31/2011	GJ	JE	INTEREST ALLOCATION-APF ACCOUNT	10588		10.91	(294.67)
10/31/2011			751-80.100-665.005	END BALANCE	303.35	197.47	(294.67)
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					398,670.58	398,670.58	532,717.93

PERIOD ENDING 10/31/2011

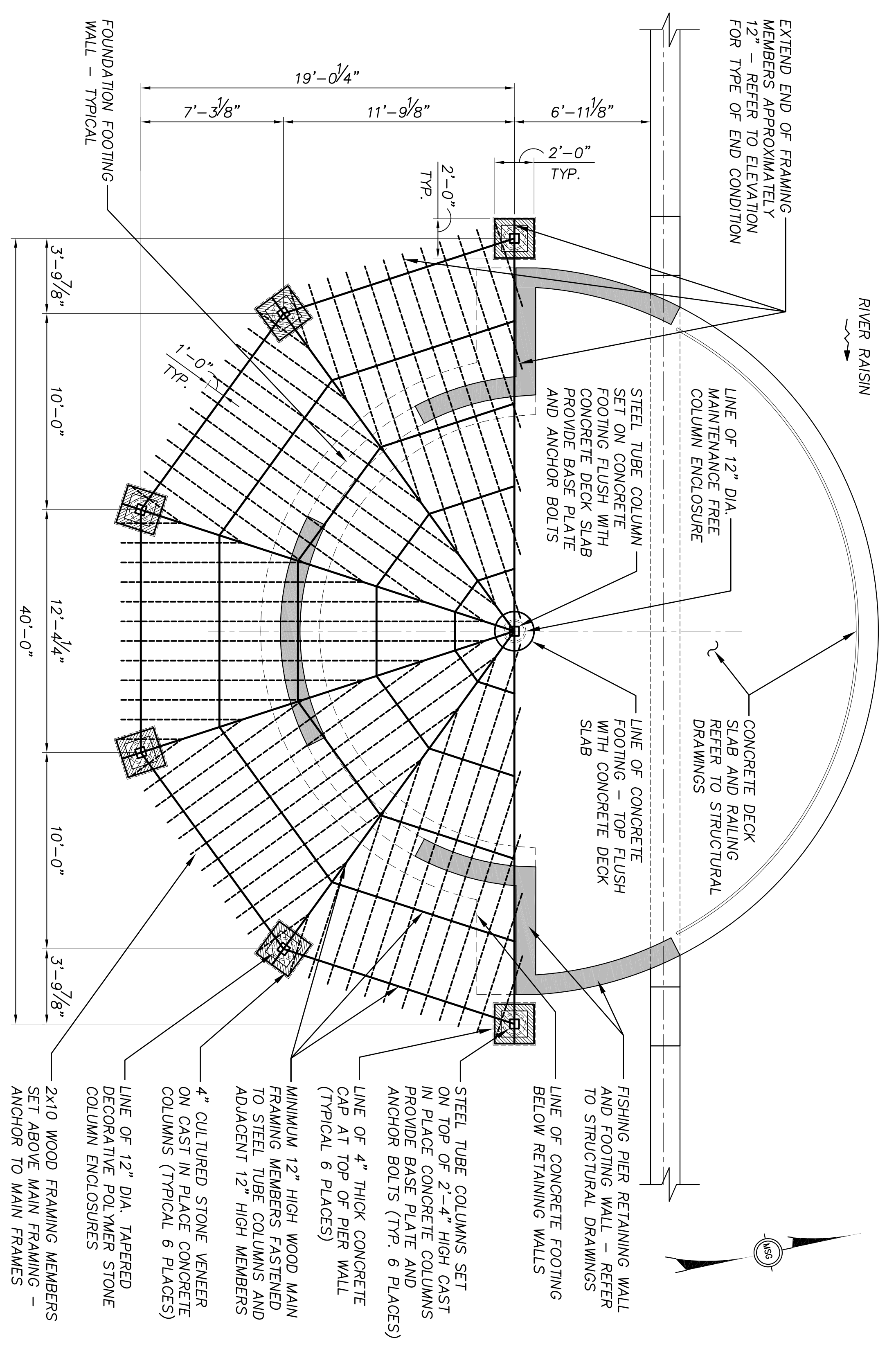
GL NUMBER	DESCRIPTION	2011-12	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		AMENDED BUDGET	10/31/2011 (NORMAL (ABNORMAL))	MONTH 10/31/2011 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100-GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	1,600.00	294.67	(105.88)	1,305.33
Total Dept 80.100-GENERAL REVENUE		1,600.00	294.67	(105.88)	1,305.33
Dept 80.600-GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	218,877.00	203,568.87	0.00	15,308.13
751-80.600-410.000	PERSONAL PROPERTY TAXES	0.00	(11,467.57)	0.00	11,467.57
Total Dept 80.600-GENERAL REVENUE		218,877.00	192,101.30	0.00	26,775.70
Dept 82.600-ECONOMIC DEVELOPMENT					
751-82.600-675.000	CONTRIB FROM PRIVATE SOURCE	1,000.00	100.00	0.00	900.00
Total Dept 82.600-ECONOMIC DEVELOPMENT		1,000.00	100.00	0.00	900.00
TOTAL Revenues		221,477.00	192,495.97	(105.88)	28,981.03
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	24,102.00	4,838.77	0.00	19,263.23
751-65.691-717.000	SOCIAL SECURITY	1,494.32	300.00	0.00	1,194.32
751-65.691-717.005	MEDICARE	349.48	70.15	0.00	279.33
751-65.691-718.010	WORKERS' COMP INSURANCE	32.04	7.93	0.00	24.11
751-65.691-718.015	UNEMPLOYMENT	120.51	9.92	0.00	110.59
751-65.691-721.000	PENSION CONTRIBUTION	0.00	0.00	(131.46)	0.00
751-65.691-727.000	OFFICE SUPPLIES	1,000.00	355.05	0.00	644.95
751-65.691-728.000	COPIES	225.00	1.32	0.43	223.68
751-65.691-730.000	POSTAGE	750.00	45.10	0.44	704.90
751-65.691-818.010	AUDIT SERVICES	1,300.00	1,150.00	1,150.00	150.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	45,000.00	28,953.59	11,561.32	16,046.41
751-65.691-818.080	FACADE IMPROVEMENTS	35,000.00	4,230.50	4,230.50	30,769.50
751-65.691-853.000	TELEPHONE	2,000.00	266.34	40.27	1,733.66
751-65.691-905.000	PUBLISHING/ADVERTISING	200.00	81.01	0.00	118.99
751-65.691-910.000	INSURANCE PREMIUM	1,000.00	833.00	0.00	167.00
751-65.691-921.000	ELECTRIC	0.00	35.34	0.00	(35.34)
751-65.691-922.000	GAS	0.00	49.45	0.00	(49.45)
751-65.691-942.000	RENTAL-BUILDING	3,375.00	0.00	0.00	3,375.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	301.17	0.00	698.83
751-65.691-955.030	ORGANIZATION COMMITTEE	600.00	0.00	0.00	600.00
751-65.691-955.035	DESIGN COMMITTEE	4,200.00	0.00	0.00	4,200.00
751-65.691-955.040	PROMOTION COMMITTEE	9,000.00	778.74	525.00	8,221.26
751-65.691-999.401-11C0600000	TRANSFER OUT-CAPITAL PROJECT	75,000.00	0.00	0.00	75,000.00
751-65.691-999.401-12C0300000	TRANSFER OUT-CAPITAL PROJECT	120,000.00	0.00	0.00	120,000.00
Total Dept 65.691-DOWNTOWN DEVELOPMENT		325,748.35	42,307.38	17,376.50	283,440.97
Dept 65.945-DEBT SERVICE - DDA					
751-65.945-991.000	PRINCIPAL ON DEBT	25,706.00	0.00	0.00	25,706.00
751-65.945-995.000	INTEREST EXPENSE	42,500.00	0.00	0.00	42,500.00

PERIOD ENDING 10/31/2011

GL NUMBER	DESCRIPTION	2011-12	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		AMENDED BUDGET	10/31/2011 NORMAL (ABNORMAL)	MONTH 10/31/2011 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Expenditures					
	Total Dept 65.945-DEBT SERVICE - DDA	68,206.00	0.00	0.00	68,206.00
TOTAL Expenditures		<u>393,954.35</u>	<u>42,307.38</u>	<u>17,376.50</u>	<u>351,646.97</u>
Fund 751:					
TOTAL REVENUES		221,477.00	192,495.97	(105.88)	28,981.03
TOTAL EXPENDITURES		<u>393,954.35</u>	<u>42,307.38</u>	<u>17,376.50</u>	<u>351,646.97</u>
NET OF REVENUES & EXPENDITURES		(172,477.35)	150,188.59	(17,482.38)	(322,665.94)

\$FILEL\$

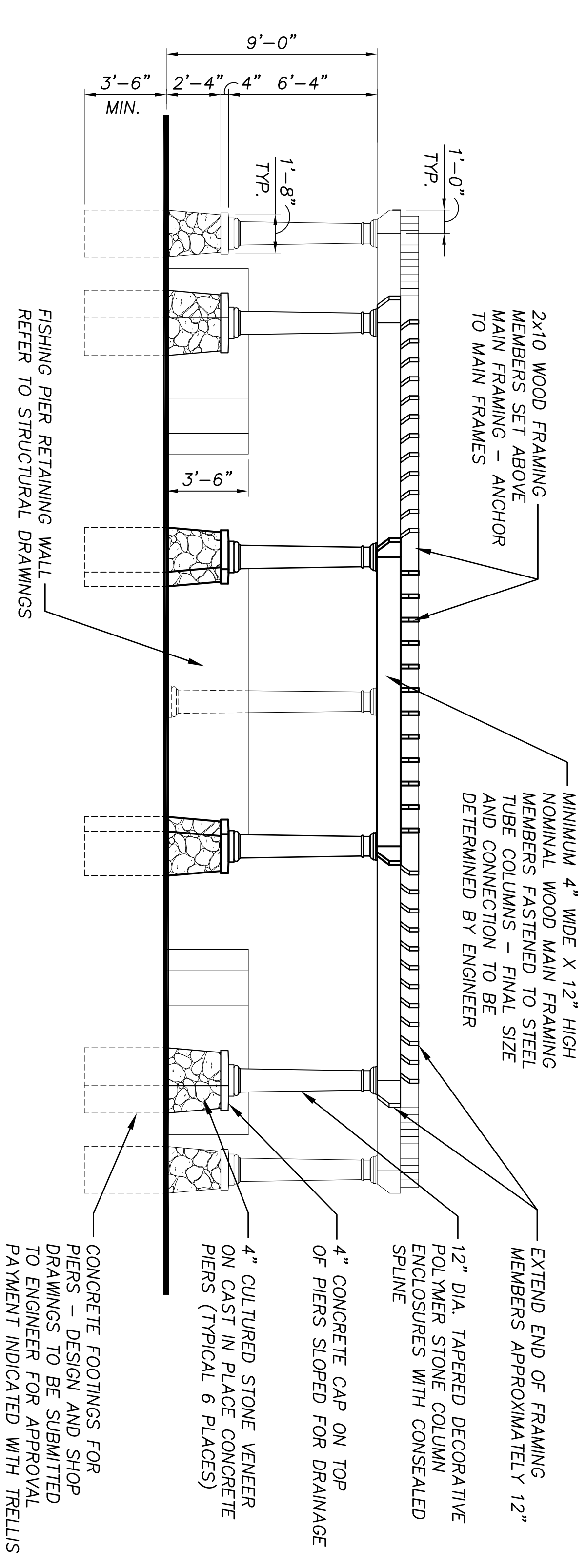
\$DATES\$



**GENERAL NOTE**  
REFER TO STRUCTURAL DRAWINGS FOR ADDITIONAL INFORMATION AND DETAILS ON FISHING PIER

**PLAN OF PROPOSED OPEN TRELLIS**

SCALE: 1/4" = 1'-0"



**SOUTH ELEVATION OF PROPOSED OPEN TRELLIS**

SCALE: 1/4" = 1'-0"

**GENERAL TRELLIS NOTES**

THESE ARE OUTLINED SPECIFICATIONS AND NOT INTENDED TO COVER ALL NECESSARY ITEMS, BUT ARE TO SERVE ONLY AS A GUIDE. IT IS INTENDED THAT A COMPLETE TRELLIS STRUCTURE AS DESCRIBED HEREIN WILL BE FURNISHED AND INSTALLED.

THE BASIC DESIGN CONCEPT FOR THE TRELLIS IS SHOWN ON THIS DRAWING. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE SHOP DRAWINGS FOR THE TRELLIS DESIGN AND FOOTINGS BASED ON THIS DESIGN CONCEPT. THE TRELLIS AND FOUNDATIONS ARE TO BE ENGINEER, DETAILED, STAMPED AND SIGNED BY A LICENSED PROFESSIONAL ENGINEER FROM THE STATE OF MICHIGAN.

REFER TO SHEETS S2.1, S2.2, S2.3, AND S2.4 FOR ADDITIONAL INFORMATION AND DIMENSIONS ON THE FISHING PIER AS IT RELATES TO THE TRELLIS. EXCEPT WHERE OTHERWISE INDICATED ON THESE PLANS, OR IN THE PROPOSAL AND SUPPLEMENTAL SPECIFICATIONS CONTAINED HEREIN, ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE TO THE 2009 MICHIGAN BUILDING CODE.

ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH LOCAL AND STATE CODES AND REGULATIONS AND SHALL RECEIVE THE APPROVAL OF THE INSPECTION DEPARTMENT HAVING JURISDICTION.

ALL MATERIALS SHALL BE NEW AND OF THE GRADE AND QUALITY SPECIFIED. ONLY THE BEST MATERIAL OF EACH CLASS SPECIFIED SHALL BE USED. REFER TO SHEET S1.1 FOR ADDITIONAL GENERAL NOTES PERTAINING TO THIS PROJECT.

**CONFLICT NOTE:** IN CASES WHERE THERE IS A CONFLICT BETWEEN STANDARDS, DETAILS OR NOTES, THE MORE RESTRICTIVE SHALL TAKE PRECEDENT, OR AS DETERMINED BY THE OWNER'S ENGINEER OR APPROPRIATE JURISDICTIONAL AGENCY.

FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, THE CONTRACTOR SHALL CALL 1-800-482-7171 A MINIMUM OF 3 FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS.

**PERMITS:** THE CONTRACTOR IS RESPONSIBLE FOR SECURING ALL PERMITS, LICENSES, INSURANCE, AND BONDS REQUIRED BY THE JURISDICTIONAL AGENCY.

STORAGE OF MATERIALS: CONSTRUCTION EQUIPMENT AND MATERIALS MUST BE STORED IN A MANNER SO AS TO POSE NO THREAT TO WORKERS, ADJACENT PROPERTY OWNERS, OR PUBLIC USE OF THE PARK OR PARKING LOT.

**RESTORATION OF WORK AREA:** ALL ITEMS ADJACENT TO THE WORK AREA WHICH ARE DAMAGED, REMOVED OR OTHERWISE AFFECTED BY THE CONTRACTOR'S OPERATIONS SHALL BE RETURNED TO THEIR ORIGINAL CONDITION PRIOR TO LEAVING THE JOB.

THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS SHOWN ON THE PLANS PRIOR TO CONSTRUCTION AND REPORT ANY DEVIATIONS TO THE ENGINEER.

DECORATIVE POLYMER STONE TAPERED COLUMN ENCLOSURES SIMILAR TO 12" TUSCAN COLUMN ASSEMBLY AS MANUFACTURED BY ROYAL CORINTHIAN, INC., 1-888-COLUMN-1, OR OWNER APPROVED EQUAL.

ALL WOOD FRAMING MEMBERS TO BE WESTERN FIR NO. 2. PROVIDE (3) COATS OF CLEAR WATERSEAL, "THOMPSONS WATER SEAL" OR OWNER APPROVED EQUAL. CULTURED STONE VENEER TO SIMILAR TO "FELDSTONE" NAPA VALLEY AS MANUFACTURED BY CULTURED STONE, 1-800-235-1727, OR OWNER APPROVED EQUAL. CONTRACTOR TO SUBMIT DESIGN AND SHOP DRAWINGS ON CAST IN PLACE CONCRETE PIERS.

PRECAST CONCRETE PIER CAPS TO BE SIMILAR TO ROCK CAST PIER CAPS OR OWNER APPROVED EQUAL.

MINIMUM 4" WIDE x 12" HIGH NOMINAL WOOD MAIN FRAMING MEMBERS TO BE TIED TO STEEL COLUMNS AND ADJACENT WOOD MEMBERS WITH APPROVED FASTENING METHODS MEETING OR EXCEEDING 2009 MICHIGAN BARRIER FREE CODE STANDARDS. PROVIDE "SIMPSON STRONG TIE" CONNECTORS OR APPROVED EQUAL. ALL EXPOSED FASTENERS SHALL BE PAINTED BLACK. FINAL SIZE AND CONNECTION TO BE DETERMINED BY ENGINEER.

WOOD FRAMING MEMBERS TO BE TIED TO ADJACENT WOOD MEMBERS WITH APPROVED FASTENING METHODS MEETING OR EXCEEDING 2009 MICHIGAN BUILDING CODE STANDARDS. PROVIDE "SIMPSON STRONG TIE" CONNECTORS OR APPROVED EQUAL. ALL EXPOSED FASTENERS SHALL BE PAINTED BLACK.

NO.	DATE	BY	DESCRIPTION
1	10-17-11		BID SET ADDENDUM

The **Mannik & Smith** Group, Inc.  
Civil Engineering, Surveying and Environmental Consulting

CLIENT  
**MONROE DOWNTOWN DEVELOPMENT AUTHORITY**

PROJECT  
**WEST FRONT STREET & SOUTH MONROE STREET PARKING LOT**

**TRELLIS DETAILS**

S.2.5

AT&T requires a Contract in order to complete the design of the project. The cost of this can be as much as \$1,000.00. At the conclusion of the design process AT&T will provide the cost estimate for their services for converting their lines from being on poles to being buried.

A motion is required to authorize the Chairperson to sign a contract and to expend up to \$1,000.00 for the design contract.

## DDA Promotions Committee Minutes

### Special Meeting

November 3, 2011      8:00 a.m.      Monroe City Hall First Floor Conference Room

#### Attendance:

  P   Janet Berns, Chairperson  
  P   Mary Gail Beneteau  
  E   Amanda Phebus  
  P   Mike Trapp  
  P   Steve Hounshell  
    Kim @ Mind, Body, Balance

Guests: Michelle Dugan and Diana (Monroe Co. Chamber); Erica – MBT (for Amanda); Vicki Price from Monroe Evening News

Meeting for the purpose of organizing the combined efforts of the Monroe DDA's Holiday Season Kick-off and the Monroe Co. Chamber's Holiday Parade

Meeting was called to order by Janet at 8:10 a.m.

#### Project Status:

**Entertainment:** Steve H. is making calls to schools to line up choirs and /or bands (waiting to hear from SMCC; MHS is a no) He has lined up a professional sound system with microphone. He has asked local radio station 98.3 program director Ryan Nutter and morning deejay Mark Bensonto emcee for the evening. Programming should start with CD music at 5 p.m. with entertainment beginning at 5:30 p.m. to 7:30 p.m. Mike trap is working a special bit of entertainment.

**Costumes:** Mary Gail has contacted Mary Jo Stoyanovich for costume rental. Mary Jo S. has offered a buy one/get one free for the evening. Mary Jo has also volunteered to be Mrs. Claus with her grandchildren serving as elves. She has requested a spot in the parade with transportation. Mary Gail will fill out parade entry and find a car. Chamber costumes & volunteers will coordinate with Mary Jo's and dress/undress at MBT, if possible (Erica will confirm).

RRCA Dance Academy's **Nutcracker cast** (in costume) will assist with the Santa line and will be available for pictures at the Dorsch Library that evening. (Mike T.)

Dianna M. from the Chamber found Ann Arbor Carriage to offer carriage/**wagon rides**. Contact info was given to Janet for follow up which she did - Deposit of \$250 required. \$750 for the night.

**Parade:** Michelle D. reported that plans for the parade are ongoing and do not foresee any issues, Monroe St. construction notwithstanding. VIP area will be at Fifth Third Bank.

**Advertising:** Chamber distributed fliers through the Monroe County schools through the ISD. Chamber/DDA will advertise in the Monroe Evening News. Vicki Price from the News presented what we did last year which was a full page ad that runs two different days and we pay for the top information (\$1,035.00) and then the businesses pay for ads on the page as well. It was decided to do that again – should run Saturday, Nov. 12<sup>th</sup> and Thursday, November 17<sup>th</sup>. WMIM 98.7 is pitching in some radio spots.

**Non-Profits Organization Participation:** 11 non-profit organizations requested booth space or offered to help. The City staff is handling the Live Nativity with animals request. Four booths have requested electrical hook-ups.

Erica from MBT is organizing MBT ENLIST volunteers to help with Santa's crowd control and will provide the candy canes.

Mike Trapp was tapped as the go-to guy (with assistance from Steve and Michelle) for set-up and miscellaneous issues for the evening.

Meeting adjourned 8:50 a.m.

Minutes submitted by Janet Berns