

AGENDA

MONROE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

7:45 A.M.

Wednesday, March 18, 2015

CITY HALL, 1st 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, January 21, 2015 Regular Meeting
- C. Financial Report
 - DDA Revenue and Expenditure Report FY 2014-2015
 - DDA Itemized Expenditure Report FY 2014-2015

3. 2014 – 2015 Work Program

- A. Committee Project Status Report
 - 1. Design Committee – Jodie Stevens
 - A. Four Star Greenhouse bill **Action Requested**
 - B. Bronner's bill – snowflakes, soldiers **Action Requested**
 - 2. Promotions Committee – Mary Gail Beneteau
 - A. Bronner's bill – garland **Action Requested**
 - 3. Development Committee – Jim Jacobs
 - 4. Façade Grant Committee – Steve Pipis
 - A. Correspondence received
 - B. 25 South Monroe **Action Requested**
 - C. 321 North Monroe **Action Requested**
 - D. 17-21 West Front **Action Requested**
 - E. 18-20-22 South Monroe **Action Requested**
 - F. 8 North Monroe **Action Requested**
 - G. 206 South Monroe **Action Requested**
 - H. 53 South Monroe **Action Requested**
 - I. 54 South Monroe **Action Requested**

- B. DDA Office Report
 - 1. New website
 - 2. Budget

Action Requested

4. Other Business

5. Communications

6. Adjournment

Action Requested

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, January 21, 2015
First Floor Conference Room
Monroe City Hall**

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

1. Roll Call

Present: Chairperson Shaun McGowan, Chris Bica (arrived at 7:53 a.m.), Kimberle Daniels, Scott Goocher, Les Lukacs, Steve Pipis (arrived at 7:50 a.m.), Jodie Stevens, Tom Stewart, Anthony Trujillo
Excused: Mayor Robert Clark, Cheri Weakly
Staff: Paula Stanifer, Dan Swallow

2. Consent Agenda

- A. Approval of January Agenda
- B. Approval of Minutes of December 17, 2014 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Stevens, seconded by Ms. Daniels to approve the Consent Agenda.
Motion carried unanimously.

3. 2014-2015 Work Program

A. Committee Project Status Reports

- 1. Design Committee – Jodie Stevens
 - Flowers have been ordered for the spring planting. A red and yellow scheme will be used. Committee chose a few different varieties this year.
 - Decorations were taken down last Saturday. We finished by 9:30 a.m.
 - New snowflakes will be ordered by mid-February to receive a special discount.
- 2. Promotions Committee – Mary Gail Beneteau
 - There was no January Promotions Meeting.
 - In February, committee will begin planning for the flea market and wine crawl.
- 3. Development Committee – Jim Jacobs
 - Mr. Swallow reported on snow removal contract with Ron Noel. One pickup has occurred and it went very well.
 - Individual sidewalk ordinance was discussed.
 - Business workshop is being combined with SBDC. DDA will pay for DDA members to attend (\$30).
 - Block captains are scheduled to visit businesses again in spring.

-Validation problems were discussed. Mr. Swallow, Ms. Stanifer and the DMBN are asking for a meeting with Greg Morgal. Mr. Bica stated that we should ask for certain areas to be watched, for example, 1 hour parking versus metered parking as a place to start.

-North Monroe Street Project and PlacePlans Project (alleyscape) were discussed. The Development Committee recommended that the DDA cover the local match for the N. Monroe Streetscape project in the amount of \$57,400; with the understanding that the City will provide the local match for the PlacePlans Alleyscape Project.

Motion by Ms. Daniels, supported by Mr. Pipis, to support the Development Committee recommendation to cover the local match for the North Monroe Streetscape in the amount of \$57,000, with the understanding that the City will provide the local match for the PlacePlans Alleyscape Project. Funds will come from the reserve account.

Motion carried unanimously.

4. Façade Grant Committee – Steve Pipis
 - A. 2015 Façade Application was presented to the board.

Motion by Mr. Goocher, supported by Mr. Bica, to approve the Façade Grant Application amended October 29, 2014.

Motion carried unanimously.

B. 12-16 West Front Street- Communication received
Brief discussion was held concerning the communication received and the four points requested at the December 2014 meeting.

B. DDA Office Report

We need board members to distribute folders and return information sheet.

4. Other Business

A. Financial Report – Committees need to develop their budget for the 2015-2016 year and report to Ms. Stanifer by next meeting.

5. Communication

6. Adjournment

A motion to adjourn was made by Ms. Stevens, supported by Mr. Pipis at 8:45 a.m.

Motion carried unanimously

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONROE

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PERIOD ENDING 02/28/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 02/28/2015 (ABNORMAL)	ACTIVITY FOR NTH 02/28/2015 (DECREASE)	AVAILABLE BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100-GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	1,000.00	634.88	144.04	365.12
Total Dept 80.100-GENERAL REVENUE		1,000.00	634.88	144.04	365.12
Dept 80.600-GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	198,000.00	179,053.88	0.00	18,946.12
751-80.600-410.000	PERSONAL PROPERTY TAXES	0.00	(8,655.77)	0.00	8,655.77
751-80.600-692.090	MISCELLANEOUS REVENUE	0.00	2,100.00	600.00	(2,100.00)
Total Dept 80.600-GENERAL REVENUE		198,000.00	172,498.11	600.00	25,501.89
TOTAL Revenues		199,000.00	173,132.99	744.04	25,867.01
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	15,000.00	8,512.49	1,000.00	6,487.51
751-65.691-717.000	SOCIAL SECURITY	930.00	527.77	62.00	402.23
751-65.691-717.005	MEDICARE	217.50	123.44	14.50	94.06
751-65.691-718.010	WORKERS' COMP INSURANCE	21.16	12.83	1.42	8.33
751-65.691-718.015	UNEMPLOYMENT	15.00	0.00	0.00	15.00
751-65.691-727.000	OFFICE SUPPLIES	500.00	133.39	0.00	366.61
751-65.691-728.000	COPIES	100.00	0.08	0.00	99.92
751-65.691-730.000	POSTAGE	500.00	162.90	139.64	337.10
751-65.691-818.010	AUDIT SERVICES	1,250.00	1,245.00	0.00	5.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	20,000.00	2,000.00	2,000.00	18,000.00
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	36,672.00	0.00	3,328.00
751-65.691-853.000	TELEPHONE	475.00	273.61	36.02	201.39
751-65.691-905.000	PUBLISHING/ADVERTISING	200.00	62.52	62.52	137.48
751-65.691-910.000	INSURANCE PREMIUM	1,905.00	877.36	75.42	1,027.64
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	0.00	0.00	800.00
751-65.691-955.030	DEVELOPMENT COMMITTEE	2,500.00	989.30	59.20	1,510.70
751-65.691-955.035	DESIGN COMMITTEE	18,000.00	8,433.74	40.94	9,566.26
751-65.691-955.040	PROMOTION COMMITTEE	5,000.00	2,639.65	127.00	2,360.35
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	87,857.00	28,928.12	0.00	58,928.88
751-65.691-999.401-14C0700000	TRANSFER OUT-CAPITAL PROJECT	40,000.00	0.00	0.00	40,000.00
Total Dept 65.691-DOWNTOWN DEVELOPMENT		235,270.66	91,594.20	3,618.66	143,676.46
Dept 95.260-CLERK/TREASURER					
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	1,032.10	0.00	(1,032.10)
Total Dept 95.260-CLERK/TREASURER		0.00	1,032.10	0.00	(1,032.10)
TOTAL Expenditures		235,270.66	92,626.30	3,618.66	142,644.36
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		199,000.00	173,132.99	744.04	25,867.01
TOTAL EXPENDITURES		235,270.66	92,626.30	3,618.66	142,644.36
NET OF REVENUES & EXPENDITURES		(36,270.66)	80,506.69	(2,874.62)	(116,777.35)
BEG. FUND BALANCE		520,744.41	520,744.41		
END FUND BALANCE		484,473.75	601,251.10		

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GL ACTIVITY REPORT FOR CITY OF MONROE
FROM 751-00.000-003.000 TO 751-95.260-961.005
TRANSACTIONS FROM 02/01/2015 TO 02/28/2015

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
02/01/2015			751-00.000-003.000 CERTIFICATES OF DEPOSIT		BEG. BALANCE		606,000.00
02/05/2015	GJ	JE	INVESTING ACTIVITY FOR 02/05/15	15514		100,000.00	506,000.00
02/05/2015	GJ	JE	INVESTING ACTIVITY FOR 02/05/15	15514	75,000.00		581,000.00
02/12/2015	GJ	JE	INVESTING ACTIVITY FOR 02/12/15	15530	22,000.00		603,000.00
02/19/2015	GJ	JE	INVESTING ACTIVITY FOR 02/19/15	15557		10,000.00	593,000.00
02/28/2015			751-00.000-003.000	END BALANCE	97,000.00	110,000.00	593,000.00
751-00.000-007.000 AUTOMATED PUBLIC FUNDS							
02/01/2015			MONTHLY P&L INSURANCE PREMIUM	15499		75.42	(1,874.28)
02/05/2015	GJ	JE	INVESTING ACTIVITY FOR 02/05/15	15514	100,137.32		(1,949.70)
02/05/2015	GJ	JE	INVESTING ACTIVITY FOR 02/05/15	15514		75,000.00	98,187.62
02/11/2015	GJ	JE	FIFTH THIRD SERVICE FEES-JANUARY 2015	15533		6.24	23,187.62
02/12/2015	PR	CHK	SUMMARY PR 02/12/2015			538.96	23,181.38
02/12/2015	GJ	JE	INVESTING ACTIVITY FOR 02/12/15	15530		22,000.00	22,642.42
02/18/2015	CD	CHK	SUMMARY CD 02/18/2015			2,062.52	642.42
02/18/2015	CD	CHK	SUMMARY CD 02/18/2015			402.32	(1,420.10)
02/18/2015	CR	RCPT			600.00		(1,822.42)
			SUMMARY CR POSTING: 02/18/2015 OTHER				(1,222.42)
02/19/2015	GJ	JE	INVESTING ACTIVITY FOR 02/19/15	15557	10,012.96		8,790.54
02/26/2015	PR	CHK	SUMMARY PR 02/26/2015			538.96	8,251.58
02/28/2015	GJ	JE	FEBRUARY 2015 POSTAGE	15606		0.48	8,251.10
02/28/2015			751-00.000-007.000	END BALANCE	110,750.28	100,624.90	8,251.10
751-00.000-386.000 NONSPENDABLE FUND BALANCE							
02/01/2015					BEG. BALANCE		(274.00)
02/28/2015				END BALANCE	0.00	0.00	(274.00)
751-00.000-390.000 RESTRICTED FUND BALANCE							
02/01/2015					BEG. BALANCE		(520,470.41)
02/28/2015				END BALANCE	0.00	0.00	(520,470.41)
751-65.691-703.000 PART TIME SALARIES & WAGES							
02/01/2015					BEG. BALANCE		7,512.49
02/12/2015	PR	CHK	SUMMARY PR 02/12/2015		500.00		8,012.49
02/26/2015	PR	CHK	SUMMARY PR 02/26/2015		500.00		8,512.49
02/28/2015			751-65.691-703.000	END BALANCE	1,000.00	0.00	8,512.49
751-65.691-717.000 SOCIAL SECURITY							
02/01/2015					BEG. BALANCE		465.77
02/12/2015	PR	CHK	SUMMARY PR 02/12/2015		31.00		496.77
02/26/2015	PR	CHK	SUMMARY PR 02/26/2015		31.00		527.77
02/28/2015			751-65.691-717.000	END BALANCE	62.00	0.00	527.77
751-65.691-717.005 MEDICARE							
02/01/2015					BEG. BALANCE		108.94
02/12/2015	PR	CHK	SUMMARY PR 02/12/2015		7.25		116.19
02/26/2015	PR	CHK	SUMMARY PR 02/26/2015		7.25		123.44
02/28/2015			751-65.691-717.005	END BALANCE	14.50	0.00	123.44
751-65.691-718.010 WORKERS' COMP INSURANCE							
02/01/2015					BEG. BALANCE		11.41
02/12/2015	PR	CHK	SUMMARY PR 02/12/2015		0.71		12.12
02/26/2015	PR	CHK	SUMMARY PR 02/26/2015		0.71		12.83
02/28/2015			751-65.691-718.010	END BALANCE	1.42	0.00	12.83
751-65.691-727.000 OFFICE SUPPLIES							
02/01/2015					BEG. BALANCE		133.39
02/28/2015				END BALANCE	0.00	0.00	133.39
751-65.691-728.000 COPIES							
02/01/2015					BEG. BALANCE		0.08
02/28/2015				END BALANCE	0.00	0.00	0.08
751-65.691-730.000 POSTAGE							
02/01/2015					BEG. BALANCE		23.26
02/17/2015	AP	INV	FIFTH THIRD BANK	01/07/2015	139.16		162.42
			Facade Mailing				
02/28/2015	GJ	JE	FEBRUARY 2015 POSTAGE	15606	0.48		162.90
02/28/2015			751-65.691-730.000	END BALANCE	139.64	0.00	162.90
751-65.691-818.010 AUDIT SERVICES							
02/01/2015					BEG. BALANCE		1,245.00
02/28/2015				END BALANCE	0.00	0.00	1,245.00
751-65.691-818.020 GENERAL CONTRACT SERVICES							
02/01/2015					BEG. BALANCE		0.00
02/17/2015	AP	INV	RON NOEL LAWN SERVICE	1	2,000.00		2,000.00
			DOWNTOWN CURB-LINE SNOW REMOVAL CONTI				
02/28/2015			751-65.691-818.020	END BALANCE	2,000.00	0.00	2,000.00
751-65.691-818.080 FACADE IMPROVEMENTS							
02/01/2015					BEG. BALANCE		36,672.00
02/28/2015				END BALANCE	0.00	0.00	36,672.00
751-65.691-853.000 TELEPHONE							
02/01/2015					BEG. BALANCE		237.59
02/17/2015	AP	INV	FIFTH THIRD BANK	01/23/2015	36.02		273.61
			Telephone				

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GL ACTIVITY REPORT FOR CITY OF MONROE
FROM 751-00.000-003.000 TO 751-95.260-961.005
TRANSACTIONS FROM 02/01/2015 TO 02/28/2015

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
02/28/2015			751-65.691-853.000 TELEPHONE 751-65.691-853.000	(Continued) END BALANCE	36.02	0.00	273.61
02/01/2015			751-65.691-905.000 PUBLISHING/ADVERTISING		BEG. BALANCE		0.00
02/17/2015	AP	INV	MONROE PUBLISHING CO 2015 BD MTG SCHEDULE	18467	62.52		62.52
02/28/2015			751-65.691-905.000	END BALANCE	62.52	0.00	62.52
02/01/2015			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		801.94
02/01/2015	GJ		MONTHLY P&L INSURANCE PREMIUM	15499	75.42		877.36
02/28/2015			751-65.691-910.000	END BALANCE	75.42	0.00	877.36
02/01/2015			751-65.691-955.030 DEVELOPMENT COMMITTEE		BEG. BALANCE		930.10
02/17/2015	AP	INV	FIFTH THIRD BANK Staples - office equipment	01/07/2015	59.40		989.50
02/17/2015	AP	INV	FIFTH THIRD BANK Staples order cancelled; reordered	01/13/2015		59.40	930.10
02/17/2015	AP	INV	FIFTH THIRD BANK Staples - Development folders	01/14/2015	59.20		989.30
02/28/2015			751-65.691-955.030	END BALANCE	118.60	59.40	989.30
02/01/2015			751-65.691-955.035 DESIGN COMMITTEE		BEG. BALANCE		8,392.80
02/17/2015	AP	INV	FIFTH THIRD BANK Trash bags and clippers for DDA Deco	01/17/2015	40.94		8,433.74
02/28/2015			751-65.691-955.035	END BALANCE	40.94	0.00	8,433.74
02/01/2015			751-65.691-955.040 PROMOTION COMMITTEE		BEG. BALANCE		2,512.65
02/17/2015	AP	INV	FIFTH THIRD BANK Text marketing	12/29/2014	127.00		2,639.65
02/28/2015			751-65.691-955.040	END BALANCE	127.00	0.00	2,639.65
02/01/2015			751-65.691-999.301 TRANSFER OUT-DEBT SERVICE		BEG. BALANCE		28,928.12
02/28/2015			751-65.691-999.301	END BALANCE	0.00	0.00	28,928.12
02/01/2015			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(490.84)
02/05/2015	GJ	JE	INVESTING ACTIVITY FOR 02/05/15	15514		137.32	(628.16)
02/11/2015	GJ	JE	FIFTH THIRD SERVICE FEES-JANUARY 2015	15533	6.24		(621.92)
02/19/2015	GJ	JE	INVESTING ACTIVITY FOR 02/19/15	15557		12.96	(634.88)
02/28/2015			751-80.100-665.005	END BALANCE	6.24	150.28	(634.88)
02/01/2015			751-80.600-402.000 REAL PROPERTY TAXES		BEG. BALANCE		(179,053.88)
02/28/2015			751-80.600-402.000	END BALANCE	0.00	0.00	(179,053.88)
02/01/2015			751-80.600-410.000 PERSONAL PROPERTY TAXES		BEG. BALANCE		8,655.77
02/28/2015			751-80.600-410.000	END BALANCE	0.00	0.00	8,655.77
02/01/2015			751-80.600-692.090 MISCELLANEOUS REVENUE		BEG. BALANCE		(1,500.00)
02/18/2015	CR	RCPT	SUMMARY CR POSTING: 02/18/2015 OTHER			600.00	(2,100.00)
02/28/2015			751-80.600-692.090	END BALANCE	0.00	600.00	(2,100.00)
02/01/2015			751-95.260-961.005 REFUND - BOR SETTLEMENT		BEG. BALANCE		1,032.10
02/28/2015			751-95.260-961.005	END BALANCE	0.00	0.00	1,032.10
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					211,434.58	211,434.58	0.00

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures		Balance
	\$15,000.00			
7/17/2014		\$449.99		
7/31/2014		\$500.00		
8/14/2014		\$500.00		
8/28/2014		\$500.00		
9/11/2014		\$500.00		
9/25/2014		\$500.00		
10/9/2014		\$500.00		
10/23/2014		\$500.00		
11/6/2014		\$500.00		
11/20/2014		\$525.00		
12/4/2014		\$500.00		
12/18/2014		\$537.50		
1/2/2015		\$500.00		
1/15/2015		\$500.00		
1/29/2015		\$500.00		
2/12/2015		\$500.00		
2/26/2015		\$500.00		
				\$6,487.51
Social Security	Budget	Expenditures		Balance
	\$930.00			
7/17/2014		\$27.90		
7/31/2014		\$31.00		
8/14/2014		\$31.00		
8/28/2014		\$31.00		
9/11/2014		\$31.00		
9/25/2014		\$31.00		
10/9/2014		\$31.00		
10/23/2014		\$31.00		
11/6/2014		\$31.00		
11/20/2014		\$32.55		
12/4/2014		\$31.00		
12/18/2014		\$33.32		
1/2/2015		\$31.00		
1/15/2015		\$31.00		
1/29/2015		\$31.00		
2/12/2015		\$31.00		
2/26/2015		\$31.00		
				\$402.23

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

Medicare	Budget	Expenditures		Balance
	\$217.50			
7/17/2014		\$6.52		
7/31/2014		\$7.25		
8/14/2014		\$7.25		
8/28/2014		\$7.25		
9/11/2014		\$7.26		
9/25/2014		\$7.25		
10/9/2014		\$7.25		
10/23/2014		\$7.25		
11/6/2014		\$7.26		
11/20/2014		\$7.61		
12/4/2014		\$7.25		
12/18/2014		\$7.79		
1/2/2015		\$7.25		
1/15/2015		\$7.25		
1/29/2015		\$7.25		
2/12/2015		\$7.25		
2/26/2015		\$7.25		
				\$94.06
Workers Comp Insurance	Budget	Expenditures		Balance
	\$21.16			
7/3/2014		\$0.68		
7/17/2014		\$0.71		
7/31/2014		\$0.71		
8/14/2014		\$0.71		
8/28/2014		\$0.71		
9/11/2014		\$0.71		
9/25/2014		\$0.71		
10/9/2014		\$0.71		
10/23/2014		\$0.71		
11/6/2014		\$0.71		
11/20/2014		\$0.74		
12/4/2014		\$0.71		
12/18/2014		\$0.76		
1/2/2015		\$0.71		
1/15/2015		\$0.71		
1/29/2015		\$0.71		
2/12/2015		\$0.71		
2/26/2015		\$0.71		
				\$8.33

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

Unemployment	Budget	Expenditures		Balance
	\$15.00			
				\$15.00
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$500.00			
Internet hosting		\$119.40		
Planner		\$13.99		
				\$366.61
Copies	Budget	Expenditures		Balance
	\$100.00			
July		\$0.08		
				\$99.92
Postage	Budget	Expenditures		Balance
	\$500.00			
August		\$2.40		
Brochures to rest area		\$17.99		
September		\$0.96		
October		\$0.48		
December		\$0.47		
January		\$0.96		
Façade Mailing 1/7/2015		\$139.16		
February		\$0.48		
				\$337.10
Audit Services	Budget	Expenditures		Balance
	\$1,250.00			
Plante & Moran PLLC thru 9/9/2014		\$1,245.00		
				\$5.00
General Contract Services	Budget	Expenditures		Balance
	\$20,000.00			
Ron Noel - snow removal		\$2,000.00		
				\$18,000.00

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$40,000.00			
52 South Monroe Street (2013)		\$7,162.00		
11 Scott Street (2014)		\$2,210.00		
131 East Front (2013)		\$7,300.00		
111 East First (2014)		\$10,000.00		
36 West Front (2014)		\$10,000.00		
				\$3,328.00
Telephone	Budget	Expenditures		Balance
	\$475.00			
July		\$42.72		
August		\$41.87		
September		\$40.04		
October		\$37.37		
November		\$37.39		
December		\$38.20		
January		\$36.02		
				\$201.39
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$200.00			
Monroe Publishing - meeting schedule		\$62.52		
				\$137.48
Insurance Premium	Budget	Expenditures		Balance
	\$1,905.00			
For lower deductible for liability		\$274.00		
Monthly P&L Insurance Premium - July		\$75.42		
Monthly P&L Insurance Premium - August		\$75.42		
Monthly P&L Insurance Premium - Sept		\$75.42		
Monthly P&L Insurance Premium - October		\$75.42		
Monthly P&L Insurance Premium - November		\$75.42		
Monthly P&L Insurance Premium - December		\$75.42		
Monthly P&L Insurance Premium - January		\$75.42		
Monthly P&L Insurance Premium - February		\$75.42		
				\$1,027.64
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
				\$800.00

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

Development Committee - 955.030	Budget	Expenditures		Balance
	\$2,500.00			
Card stock, folders		\$38.27		
Washington Printers (Handbooks)		\$794.00		
Folders		\$97.83		
Folders, stickers		\$59.20		
				\$1,510.70
Design Committee - 955.035	Budget	Expenditures		Balance
	\$8,000.00			
Electrical cords for Christmas deco		\$15.73		
Added from 2013-2014 budget	\$10,000.00			
Bronners (16 snowflakes)		\$8,194.00		
Cornstalks		\$100.00		
Fall deco, kiosk		\$17.35		
Lights for Christmas wreaths		\$65.72		
Trash bags and clippers; decorating		\$40.94		
				\$9,566.26
Promotion Committee - 955.040	Budget	Expenditures		Balance
	\$5,000.00			
Balloons for Wine Crawl		\$71.02		
Deposit - Text Message Program	\$1,000.00			
Text Marketing Program		\$127.00		
Deposit - Tree Lighting 11/6/2014	\$50.00			
Deposit - EDD Mailing 11/6/2014	\$400.00			
Text Marketing Program		\$127.00		
Deposit - Tree Lighting 11/18/2014	\$50.00			
Text Marketing Program		\$127.00		
Deposit - EDD Mailing 12/16/2014	\$1,000.00			
Text Marketing Program		\$127.00		
Text Marketing Program		\$127.00		
Postage EDD Mailing - Monroe		\$854.18		
Postage EDD Mailing - Newport		\$242.55		
Postage EDD Mailing - Dundee		\$284.90		
By Design - Parking Map		\$125.00		
Lamour Printing - EDD Mailing		\$1,300.00		
Deposit - EDD Mailing 2/18/2015	\$600.00			
Text Marketing Program		\$127.00		
				\$4,460.35

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

Transfer Out Debt Service	Budget	Expenditures		Balance
	\$87,857.00			
10/30/2014 Bond Payment		\$28,928.12		
				\$58,928.88
Transfer Out Capital Project	Budget	Expenditures		Balance
	\$40,000.00			
				\$40,000.00
Total	\$238,370.66	\$92,594.20		\$145,776.46

ACKNOWLEDGEMENT
Original

Order: 374645-0
Type: Regular
Date: 03/04/15
Page: 1

CITY OF MONROE DDA
ATTN PAULA STANIFER
120 E FIRST ST
MONROE, MI 48161 USA
Phone No: (734)384-9172

CITY OF MONROE DDA
ATTN PAULA STANIFER
120 E FIRST ST
MONROE, MI 48161 USA
(734)243-0700

RACKS

05/08/15 201519 03/04/15 CI2430700				IOS NET 10 DAYS	TRUCK SPRING REGION 1	3.00	2 DIRECT
				UNITS ORDERED	QTY ORDERED	Item Price	Extended Price
COLORBLAZE KINGSWOOD TORCH COLEUS	ROYALE - Ca	12	36			5.19000	186.84
	-----	-----	-----				-----
SUBTOTAL (SIZE)	ROYALE - C	12	36				186.84
DRAGONWING RED TUB. BEGONIA	4.25" GRAND	12	120			2.49000	298.80
GOLDILOCKS ROCKS BIDENS PW	4.25" GRAND	12	120			2.49000	298.80
DIAMOND FROST EUPHORBIA PW	4.25" GRAND	12	120			2.49000	298.80
	-----	-----	-----				-----
SUBTOTAL (SIZE)	4.25" GRAN	36	360				896.40
LYSIMACHIA GOLDILOCKS PS	1 Quart-cas	15	120			3.55000	426.00
	-----	-----	-----				-----
SUBTOTAL (SIZE)	1 Quart-ca	15	120				426.00

63	516	ORDER \$	1,509.24
		DISC \$	45.28
		FREIGHT	TBD
			1,463.96



BRONNER'S COMMERCIAL DISPLAY

25 Christmas Lane • P.O. Box 176
Frankenmuth, MI 48734-0176 U.S.A.

PHONE 800-544-6635
FAX 989-652-8678

www.bronnerscommercial.com

SALES AGREEMENT

Bill To:

CITY OF MONROE DDA
PAULA STANIFER
120 EAST FIRST STREET
MONROE MI 48161-9986

Ship To:

CITY OF MONROE DDA
222 JONES AVE
MONROE MI 48161

Issue Date: 01/21/2015
Req. Del. Date: 01/21/2015

Customer#: 2430700JC
Quote #: 061817
Cust. Po#: PAULA

Salesperson: BRIAN GOFF
Ordered By: PAULA
Terms: NET 30 DAYS

Page 1 of 1

SKU	Order	Product Description	Price	Price each	Discount	Total
1118151	20	3' SPIRAL SNOWFLAKE	455.00	341.25	25.00%	6825.00
1185521	2	TOY SOLDIER POLE MT SIL 3'X8'	769.00	576.75	25.00%	1153.50

Custom: LED C7

T O T A L 7978.50

Thank you for your order !

If you have any questions regarding this order, please call our Commercial Sales Division.

No return without written authorization.

All claims must be made within 10 days after receipt of goods.

Finance charge of 1 1/2 % per month, 18% per annum on overdue accounts.

15 % restocking charge on all returned or cancelled orders.

All shipping costs are the responsibility of the customer.



BRONNER'S COMMERCIAL DISPLAY

25 Christmas Lane • P.O. Box 176
Frankenmuth, MI 48734-0176 U.S.A.

PHONE 800-544-6635 www.bronnerscommercial.com
FAX 989-652-8678

Lamp posts

SALES AGREEMENT

Bill To:

CITY OF MONROE DDA
PAULA STANIFER
120 EAST FIRST STREET
MONROE MI 48161-9986

Ship To:

CITY OF MONROE DDA
222 JONES AVE
MONROE MI 48161

Issue Date: 02/11/2015
Req. Del. Date: 02/11/2015

Customer#: 2430700JC
Quote #: 061942
Cust. Po#: PAULA

Salesperson: BRIAN GOFF
Ordered By: PAULA
Terms: NET 30 DAYS

Page 1 of 1

SKU	Order	Product Description	Price	Price each	Discount	Total
1185520	750	8" GARLAND VREGCUT NAT/SILVER	3.25	2.44	25.00%	1830.00

Custom: 30-25' LENGTHS WITH TIE ENDS

TOTAL 1830.00

Thank you for your order !

If you have any questions regarding this order, please call our Commercial Sales Division.

No return without written authorization.

All claims must be made within 10 days after receipt of goods.

Finance charge of 1 1/2 % per month, 18% per annum on overdue accounts.

15 % restocking charge on all returned or cancelled orders.

All shipping costs are the responsibility of the customer.

**Campbell-Durocher Group Painting & General Contracting
Power Cleaning & Restoration**

6339 S Telegraph Road

Erie Mi 48133

Phone (734) 242-5216 or (419) 478-8813

Fax: (734) 850-8006

Email: Campbell-durochergroup@tm.net

February 16, 2015

DDA Board of Directors
In care of: Paula Stanifer

Due to resent hardships incurred by Campbell Durocher Group on a DDA Project, Named D.T.E Building. I thought it may be a good idea for the board to review their policies and procedures. I am sending all paperwork so the board can see what happened and after review if any support could be given to Campbell Durocher Group to retrieve our money or copy of Procedure change to take to court would be greatly appreciated.

In closing here is a short explanation of what happened as the invoicing will show. There were 3 draws for the main project and separate invoicing for the extras which are not part of DDA money. So when board or whoever added invoicing up it of course is going to add up to more than DDA quoted money. But there lies the problem we were not paid our final draw or our extras paid in full. So if DDA could hold matching money until they are sure contractors get paid would be greatly appreciated and we might not have this problem in future.

Last note due to whom the owner was the DDA liaison was contacted by my office manager Staci and a personal face to face contact by me Jack warning DDA about this owner of the building has history of not paying his bills. The biggest reason we took this job is because of it being DDA job and we thought we would get paid in full.

Respectfully submitted
Jack and Carrie Campbell
Campbell Durocher Group
General Contracting and Restoration

*rec'd
3/3/15*

		06/30/2015						
GL Number	Description	2012-13 Activity	2013-14 Activity	2014-15 Original Budget	Amended Budget	YTD As Of 06/30/2015	2014-15 PROJECTED	2015-16 REQUESTED
--- Estimated Revenue ---								
751-80.100-665.005	INTEREST ON INVESTMENTS	2,119.81	1,587.33	1,000.00	1,000.00	634.88	1,200.00	1,200.00
751-80.600-402.000	REAL PROPERTY TAXES	219,964.84	214,694.65	198,000.00	198,000.00	207,482.31	207,482.00	195,000.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(18,054.71)	(15,571.47)	0.00	0.00	(14,091.18)	(14,091.00)	0.00
751-80.600-692.090	MISCELLANEOUS REVENUE	3,390.00	9,999.00	0.00	0.00	2,100.00	2,100.00	0.00
751-82.600-675.000	CONTRIB FROM PRIVATE SOURCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-82.600-675.000-07X	CONTRIB FROM PRIVATE SOURCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		207,419.94	210,709.51	199,000.00	199,000.00	196,126.01	196,691.00	196,200.00
--- Appropriations ---								
751-65.691-702.000	FULL TIME SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-703.000	PART TIME SALARIES & WAGES	11,453.13	13,137.51	15,000.00	15,000.00	8,512.49	15,000.00	16,000.00
751-65.691-704.000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-704.703	OVERTIME-PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-707.000	LONGEVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-708.000	SICK PAY BONUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-709.000	RETIREMENT TERMINATION PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-716.000	WAIVER-HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-717.000	SOCIAL SECURITY	710.09	814.52	930.00	930.00	527.77	930.00	1,000.00
751-65.691-717.005	MEDICARE	166.07	190.50	217.50	217.50	123.44	217.50	250.00
751-65.691-718.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-718.005	DISABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-718.010	WORKERS' COMP INSURANCE	14.66	17.81	21.16	21.16	12.83	21.16	35.00
751-65.691-718.015	UNEMPLOYMENT	0.00	0.00	15.00	15.00	0.00	15.00	4.50
751-65.691-719.000	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-719.025	FLEXIBLE BENEFIT PLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-719.050	PRESCRIPTION INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-719.075	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-720.000	POST RETIREMENT HEALTH CARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-721.000	PENSION CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-727.000	OFFICE SUPPLIES	498.09	480.39	500.00	500.00	133.39	0.00	500.00
751-65.691-728.000	COPIES	5.13	12.42	100.00	100.00	0.08	0.00	100.00
751-65.691-730.000	POSTAGE	216.40	189.33	500.00	500.00	162.42	0.00	500.00
751-65.691-818.010	AUDIT SERVICES	1,201.00	1,245.00	1,250.00	1,250.00	1,245.00	1,245.00	1,285.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	6,008.00	0.00	20,000.00	20,000.00	2,000.00	0.00	20,000.00
751-65.691-818.020-08C	GENERAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-818.080	FACADE IMPROVEMENTS	39,346.36	9,590.00	40,000.00	40,000.00	36,672.00	0.00	40,000.00
751-65.691-818.110	SITE IMPROVEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-853.000	TELEPHONE	483.74	489.58	475.00	475.00	273.61	0.00	475.00

751-65.691-860.000	TRAINING & TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-905.000	PUBLISHING/ADVERTISING	98.61	0.00	200.00	200.00	62.52	0.00	7,000.00
751-65.691-910.000	INSURANCE PREMIUM	2,560.00	1,866.96	1,905.00	1,905.00	877.36	1,905.00	932.00
751-65.691-921.000	ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-922.000	GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-923.000	WATER & WASTEWATER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-942.000	RENTAL-BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	916.14	16.82	800.00	800.00	0.00	0.00	800.00
751-65.691-955.030	DEVELOPMENT COMMITTEE	0.00	447.97	2,500.00	2,500.00	989.30	0.00	2,000.00
751-65.691-955.035	DESIGN COMMITTEE	7,278.71	2,097.78	8,000.00	18,000.00	8,433.74	0.00	8,000.00
751-65.691-955.040	PROMOTION COMMITTEE	7,505.14	12,397.49	5,000.00	5,000.00	2,639.65	0.00	8,000.00
751-65.691-955.040-07X	PROMOTION COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.045	ECONOMIC RESTRUCTURING COM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-957.000	REFERENCE MATERIAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.101	TRANSFER OUT-GENERAL	19,999.92	9,999.96	0.00	0.00	0.00	0.00	0.00
751-65.691-999.202-14N	TRANSFER OUT-MAJOR STREET	0.00	6,500.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	91,460.14	83,418.75	87,857.00	87,857.00	28,928.12	87,857.00	92,182.00
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-09C	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-11C	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-12C	TRANSFER OUT-CAPITAL PROJECT	47,400.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-12C	TRANSFER OUT-CAPITAL PROJECT	31,390.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-14C	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
751-65.691-999.401-14C	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.696-853.000-MS	C TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.696-921.000-MS	C ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.696-922.000-MS	C GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.696-942.000-MS	C RENTAL-BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.696-955.000-MS01000000		0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.696-955.000-MS02000000		0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.696-955.000-MS03000000		0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.696-955.000-MS04000000		0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.696-955.000-MS05000000		0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.696-998.000-MS	C CONTINGENCIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.945-991.000	PRINCIPAL ON DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-65.945-995.000	INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	4,984.27	0.00	0.00	1,032.10	0.00	0.00
Total Appropriations:		268,711.33	147,897.06	225,270.66	235,270.66	92,625.82	147,190.66	199,063.50
Net of Revenues & Appropriations:		(61,291.39)	62,812.45	(26,270.66)	(36,270.66)	103,500.19	49,500.34	(2,863.50)