

**AGENDA**  
**MONROE DOWNTOWN DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**7:45 A.M.**  
**Wednesday, August 19, 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, July 15, 2015 Regular Meeting
- C. Financial Report
  - DDA Revenue and Expenditure Report FY 2015-2016
  - DDA Itemized Expenditure Report FY 2015-2016

**3. 2015 – 2016 Work Program**

- A. Committee Project Status Report
  - 1. Design Committee – Jodie Stevens
  - 2. Promotions Committee – Mary Gail Beneteau
  - 3. Development Committee – Jim Jacobs
  - 4. Façade Grant Committee – Scott Goocher
    - a. Façade funds from 2011-2015
    - b. 21 West Front Street

**Action Requested**

**Action Requested**

- B. DDA Office Report

**4. Other Business**

**5. Communications**

**6. Adjournment**

**Action Requested**

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, July 15, 2015  
First Floor Conference Room  
Monroe City Hall**

Chairperson Shaun McGowan called the meeting to order at 7:46 a.m.

## **1. Roll Call**

Present: Chairperson Shaun McGowan, George Boyan, Mayor Robert Clark, Scott Goocher, Joe Peruski, Tom Steward, Anthony Trujillo (arrived at 7:53 a.m.)  
Excused: Les Lukacs, Jodie Stevens  
Unexcused: Christopher Bica, Kimberle Daniels  
Staff: Paula Stanifer, Dan Swallow  
Guests: No guests

Introductions of all members.

## **2. Consent Agenda**

- A. Approval of July Agenda
- B. Approval of Minutes of June 17, 2015 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Mr. Goocher, seconded by Mayor Clark to approve the Consent Agenda.  
*Motion carried unanimously.*

## **3. 2015-2016 Work Program**

### **A. Committee Project Status Reports**

1. Design Committee – Jodie Stevens
  - The Design Committee did not meet. Fall cleanup and scarecrow decorating will occur in September. Date has not been set yet.
2. Promotions Committee – Mary Gail Beneteau
  - Wine Crawl is this Friday. There are 19 stops, 4 musicians, and several artists. Also, someone from the Alley Project will be there as well to answer alley questions.
3. Development Committee – Jim Jacobs
  - RFP for the website was sent out. We have received about six inquiries so far. Proposals are due in August.
  - Parking is still being looked at. Committee members are recording observations to bring to committee meeting.
  - Parking Permits are being reviewed as well.

-There are a parking enforcement meeting yesterday. Very well attended. Enforcement officers have set routes; sometimes they are together. Several suggestions were made: need better enforcement on Monroe Street, longer times: 8:00 a.m. to 5:30 p.m.

-Saturday enforcement was discussed. Mr. Peruski stated that on Saturdays the office building near him has seminars and there is no parking until 1:00 p.m.

-Mr. Peruski stated people are turning right out of the alley which is the wrong way. Mayor Clark will send a sign request to Mr. Lewis as no sign current exists.

#### 4. Façade Grant Committee – Scott Goocher

-Mr. Goocher briefly discussed the new façade application that the committee is working on.

##### a. 34 South Monroe Street

Discussion on the project. Committee would like to see windows repaired/replaced. Just paint is not enough to warrant a major change. Owner has been contacted with this information and is not willing to change windows at this time.

Motion by Mayor Clark to accept the recommendation of the façade committee to deny funding on this project. Mr. Trujillo seconded.

***Motion carried unanimously***

##### b. 321 North Monroe Street

Discussion on project. Committee feels the proposed project will enhance the façade and blend in better with the surroundings. HDC did not have an opinion on this building as it is out of the Historic District.

Motion by Mr. Trujillo to accept the recommendation of the façade committee to offer a \$10,000 reimbursement grant. Mr. Peruski seconded.

***Motion carried unanimously***

#### **B. DDA Office Report**

##### 1. Welcome new board members

-A welcome to the new members. Mayor Clark briefly discussed the introduction letter Ms. Stanifer send to the new members.

-Board members need to sit on a committee. Mr. Peruski is already on the Development Committee. Mr. Boyan needs to choose a committee.

Ms. Stanifer reported that we will be saving approximately \$35 per month on the phone bill. It was discovered that we have been paying for the old phone from when the office was on East Front Street. Only 4 calls have been routed to our “new” number over the last six months.

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

-Mr. Boyan discussed that there are several homeless people living Downtown in the pavilion and in the parking lot.

-Mr. Boyan would like to see the Riverwalk swept each week to keep it clean. He mentioned several private properties that need attention. Mr. Swallow mentioned the Action Line is the best place to report this.

-Mr. Trujillo also indicated that the Riverwalk needs attention.

#### **5. Communication**

-Mayor Clark discussed “TIF” funding.

-Mayor Clark indicated that City Council and the DDA need to meet to discuss our Strategic Plan. The Planning Commission wants to meet with the DDA as well. There is a need to discuss Development opportunities for the DDA.

#### **6. Adjournment**

A motion to adjourn was made by Mr. Goocher, supported by Mr. Peruski at 8:52 a.m.

*Motion carried unanimously*

DRAFT

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN			DEVELOPMENT AUTHORITY				
07/01/2015			751-00.000-003.000 CERTIFICATES OF DEPOSIT		BEG. BALANCE		513,000.00
07/02/2015	GJ	JE	INVESTING ACTIVITY FOR 07/02/15	16041		41,000.00	472,000.00
07/02/2015	GJ	JE	INVESTING ACTIVITY FOR 07/02/15	16041	50,000.00		522,000.00
07/09/2015	GJ	JE	INVESTING ACTIVITY FOR 07/09/15	16085	9,000.00		531,000.00
07/16/2015	GJ	JE	INVESTING ACTIVITY FOR 07/16/15	16124		22,000.00	509,000.00
07/16/2015	CR	RCPT				40,000.00	469,000.00
			SUMMARY CR POSTING: 07/16/2015 OTHER				
07/23/2015	GJ	JE	INVESTING ACTIVITY FOR 07/23/15	16153	50,000.00		519,000.00
07/24/2015	CR	RCPT				50,000.00	469,000.00
			SUMMARY CR POSTING: 07/24/2015 OTHER				
07/31/2015			751-00.000-003.000	END BALANCE	109,000.00	153,000.00	469,000.00
07/01/2015			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		(30,369.44)
07/01/2015	GJ		MONTHLY P&L INSURANCE PREMIUM	16026		77.67	(30,447.11)
07/02/2015	PR	CHK	SUMMARY PR 07/02/2015			538.96	(30,986.07)
07/02/2015	GJ	JE	INVESTING ACTIVITY FOR 07/02/15	16041	41,050.83		10,064.76
07/02/2015	GJ	JE	INVESTING ACTIVITY FOR 07/02/15	16041		50,000.00	(39,935.24)
07/07/2015	CD	CHK	SUMMARY CD 07/07/2015			7,257.50	(47,192.74)
07/09/2015	GJ	JE	INVESTING ACTIVITY FOR 07/09/15	16085		9,000.00	(56,192.74)
07/10/2015	GJ	JE	PAYMENT OF JUNE FIFTH THIRD SERVICE I	16097		6.36	(56,199.10)
07/16/2015	PR	CHK	SUMMARY PR 07/16/2015			657.55	(56,856.65)
07/16/2015	GJ	JE	INVESTING ACTIVITY FOR 07/16/15	16124	22,023.53		(34,833.12)
07/16/2015	CR	RCPT			40,049.86		5,216.74
			SUMMARY CR POSTING: 07/16/2015 OTHER				
07/21/2015	CD	CHK	SUMMARY CD 07/21/2015			875.94	4,340.80
07/21/2015	CD	CHK	SUMMARY CD 07/21/2015			124.33	4,216.47
07/23/2015	GJ	JE	INVESTING ACTIVITY FOR 07/23/15	16153		50,000.00	(45,783.53)
07/24/2015	CR	RCPT			50,062.33		4,278.80
			SUMMARY CR POSTING: 07/24/2015 OTHER				
07/30/2015	PR	CHK	SUMMARY PR 07/30/2015			687.73	3,591.07
07/31/2015	GJ	JE	JULY 2015 COPIES	16184		0.07	3,591.00
07/31/2015	GJ	JE	JULY 2015 POSTAGE	16191		7.26	3,583.74
07/31/2015			751-00.000-007.000	END BALANCE	153,186.55	119,233.37	3,583.74
07/01/2015			751-00.000-056.000 INTEREST RECEIVABLE		BEG. BALANCE		436.73
07/31/2015			751-00.000-056.000	END BALANCE	0.00	0.00	436.73
07/01/2015			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		(8,521.77)
07/07/2015	CD	CHK	SUMMARY CD 07/07/2015		7,257.50		(1,264.27)
07/21/2015	CD	CHK	SUMMARY CD 07/21/2015		875.94		(388.33)
07/21/2015	CD	CHK	SUMMARY CD 07/21/2015		124.33		(264.00)
07/31/2015			751-00.000-202.000	END BALANCE	8,257.77	0.00	(264.00)
07/01/2015			751-00.000-202.010 ACCOUNTS PAYABLE - VIA GJ		BEG. BALANCE		(6.36)
07/10/2015	GJ	JE	PAYMENT OF JUNE FIFTH THIRD SERVICE I	16097	6.36		0.00
07/31/2015			751-00.000-202.010	END BALANCE	6.36	0.00	0.00
07/01/2015			751-00.000-257.000 ACCRUED WAGES PAYABLE		BEG. BALANCE		(670.29)
07/02/2015	PRAW	CHK	SUMMARY PRAW 07/02/2015		538.96		(131.33)
07/16/2015	PRAW	CHK	SUMMARY PRAW 07/16/2015		131.33		0.00
07/31/2015			751-00.000-257.000	END BALANCE	670.29	0.00	0.00
07/01/2015			751-00.000-386.000 NONSPENDABLE FUND BALANCE		BEG. BALANCE		(274.00)
07/31/2015			751-00.000-386.000	END BALANCE	0.00	0.00	(274.00)
07/01/2015			751-00.000-390.000 RESTRICTED FUND BALANCE		BEG. BALANCE		(520,470.41)
07/31/2015			751-00.000-390.000	END BALANCE	0.00	0.00	(520,470.41)
07/01/2015			751-65.691-702.000 FULL TIME SALARIES & WAGES		BEG. BALANCE		0.00
07/16/2015	PR	CHK	SUMMARY PR 07/16/2015		435.00		435.00
07/16/2015	PRAW	CHK	SUMMARY PRAW 07/16/2015			86.99	348.01
07/31/2015			751-65.691-702.000	END BALANCE	435.00	86.99	348.01
07/01/2015			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		0.00
07/02/2015	PR	CHK	SUMMARY PR 07/02/2015		500.00		500.00
07/02/2015	PRAW	CHK	SUMMARY PRAW 07/02/2015			500.00	0.00
07/16/2015	PR	CHK	SUMMARY PR 07/16/2015		175.00		175.00
07/16/2015	PRAW	CHK	SUMMARY PRAW 07/16/2015			35.01	139.99
07/30/2015	PR	CHK	SUMMARY PR 07/30/2015		638.00		777.99
07/31/2015			751-65.691-703.000	END BALANCE	1,313.00	535.01	777.99
07/01/2015			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		0.00
07/02/2015	PR	CHK	SUMMARY PR 07/02/2015		31.00		31.00
07/02/2015	PRAW	CHK	SUMMARY PRAW 07/02/2015			31.00	0.00
07/16/2015	PR	CHK	SUMMARY PR 07/16/2015		37.82		37.82
07/16/2015	PRAW	CHK	SUMMARY PRAW 07/16/2015			7.56	30.26
07/30/2015	PR	CHK	SUMMARY PR 07/30/2015		39.55		69.81
07/31/2015			751-65.691-717.000	END BALANCE	108.37	38.56	69.81
07/01/2015			751-65.691-717.005 MEDICARE		BEG. BALANCE		0.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
					(Continued)		
07/02/2015	PR	CHK	751-65.691-717.005 MEDICARE				
			SUMMARY PR 07/02/2015		7.25		7.25
07/02/2015	PRAW	CHK	SUMMARY PRAW 07/02/2015			7.25	0.00
07/16/2015	PR	CHK	SUMMARY PR 07/16/2015		8.85		8.85
07/16/2015	PRAW	CHK	SUMMARY PRAW 07/16/2015			1.77	7.08
07/30/2015	PR	CHK	SUMMARY PR 07/30/2015		9.25		16.33
07/31/2015			751-65.691-717.005	END BALANCE	25.35	9.02	16.33
					BEG. BALANCE		
07/01/2015			751-65.691-718.010 WORKERS' COMP INSURANCE				0.00
07/02/2015	PR	CHK	SUMMARY PR 07/02/2015		0.71		0.71
07/02/2015	PRAW	CHK	SUMMARY PRAW 07/02/2015			0.71	0.00
07/16/2015	PR	CHK	SUMMARY PR 07/16/2015		0.88		0.88
07/30/2015	PR	CHK	SUMMARY PR 07/30/2015		0.93		1.81
07/31/2015			751-65.691-718.010	END BALANCE	2.52	0.71	1.81
					BEG. BALANCE		
07/01/2015			751-65.691-728.000 COPIES				0.00
07/31/2015	GJ	JE	JULY 2015 COPIES	16184	0.07		0.07
07/31/2015			751-65.691-728.000	END BALANCE	0.07	0.00	0.07
					BEG. BALANCE		
07/01/2015			751-65.691-730.000 POSTAGE				0.00
07/31/2015	GJ	JE	JULY 2015 POSTAGE	16191	7.26		7.26
07/31/2015			751-65.691-730.000	END BALANCE	7.26	0.00	7.26
					BEG. BALANCE		
07/01/2015			751-65.691-910.000 INSURANCE PREMIUM				0.00
07/01/2015	GJ		MONTHLY P&L INSURANCE PREMIUM	16026	77.67		77.67
07/31/2015			751-65.691-910.000	END BALANCE	77.67	0.00	77.67
					BEG. BALANCE		
07/01/2015			751-80.100-665.005 INTEREST ON INVESTMENTS				0.00
07/02/2015	GJ	JE	INVESTING ACTIVITY FOR 07/02/15	16041		50.83	(50.83)
07/16/2015	GJ	JE	INVESTING ACTIVITY FOR 07/16/15	16124		23.53	(74.36)
07/16/2015	CR	RCPT				49.86	(124.22)
			SUMMARY CR POSTING: 07/16/2015 OTHER				
07/24/2015	CR	RCPT				62.33	(186.55)
			SUMMARY CR POSTING: 07/24/2015 OTHER				
07/31/2015			751-80.100-665.005	END BALANCE	0.00	186.55	(186.55)
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					273,090.21	273,090.21	(46,875.54)

PERIOD ENDING 07/31/2015

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 07/31/2015 (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2015 (DECREASE)	AVAILABLE BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100-GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	1,200.00	186.55	186.55	1,013.45
Total Dept 80.100-GENERAL REVENUE		1,200.00	186.55	186.55	1,013.45
Dept 80.600-GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	195,000.00	0.00	0.00	195,000.00
Total Dept 80.600-GENERAL REVENUE		195,000.00	0.00	0.00	195,000.00
TOTAL Revenues		196,200.00	186.55	186.55	196,013.45
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-702.000	FULL TIME SALARIES & WAGES	0.00	348.01	348.01	(348.01)
751-65.691-703.000	PART TIME SALARIES & WAGES	16,000.00	777.99	777.99	15,222.01
751-65.691-717.000	SOCIAL SECURITY	992.00	69.81	69.81	922.19
751-65.691-717.005	MEDICARE	232.00	16.33	16.33	215.67
751-65.691-718.010	WORKERS' COMP INSURANCE	23.00	1.81	1.81	21.19
751-65.691-718.015	UNEMPLOYMENT	5.00	0.00	0.00	5.00
751-65.691-727.000	OFFICE SUPPLIES	500.00	0.00	0.00	500.00
751-65.691-728.000	COPIES	100.00	0.07	0.07	99.93
751-65.691-730.000	POSTAGE	500.00	7.26	7.26	492.74
751-65.691-818.010	AUDIT SERVICES	1,285.00	0.00	0.00	1,285.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	20,000.00	0.00	0.00	20,000.00
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	0.00	0.00	40,000.00
751-65.691-853.000	TELEPHONE	475.00	0.00	0.00	475.00
751-65.691-905.000	PUBLISHING/ADVERTISING	7,000.00	0.00	0.00	7,000.00
751-65.691-910.000	INSURANCE PREMIUM	932.00	77.67	77.67	854.33
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	0.00	0.00	800.00
751-65.691-955.030	DEVELOPMENT COMMITTEE	2,000.00	0.00	0.00	2,000.00
751-65.691-955.035	DESIGN COMMITTEE	8,000.00	0.00	0.00	8,000.00
751-65.691-955.040	PROMOTION COMMITTEE	8,000.00	0.00	0.00	8,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	92,182.00	0.00	0.00	92,182.00
Total Dept 65.691-DOWNTOWN DEVELOPMENT		199,026.00	1,298.95	1,298.95	197,727.05
TOTAL Expenditures		199,026.00	1,298.95	1,298.95	197,727.05
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		196,200.00	186.55	186.55	196,013.45
TOTAL EXPENDITURES		199,026.00	1,298.95	1,298.95	197,727.05
NET OF REVENUES & EXPENDITURES		(2,826.00)	(1,112.40)	(1,112.40)	(1,713.60)