

AGENDA
MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
7:45 A.M.
Wednesday, May 20, 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, April 15, 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
 - 2. Promotions Committee – Mary Gail Beneteau
 - 3. Development Committee – Jim Jacobs
 - 4. Façade Grant Committee – Steve Pipis
 - a. Correspondence received from Jack Campbell
 - b. 18-20-22 South Monroe Street
 - c. 54 South Monroe Street
 - d. 8 North Monroe Street

Action Requested

Action Requested

Action Requested

- B. DDA Office Report

4. Other Business

- A. Property tax foreclosure buildings in DDA District – 44 & 48 S. Monroe Street
- B. Inter-local agreement with Brownfield Authority for 601 S. Monroe Street

5. Communications

6. Adjournment

Action Requested

Minutes

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

Chairperson Shaun McGowan called the meeting to order at 7:45 a.m.

1. Roll Call

Present: Chairperson Shaun McGowan, Mayor Robert Clark, Scott Goocher, Steve Pipis, Jodie Stevens, Tom Stewart, Anthony Trujillo, Cheri Weakly
Excused: Christopher Bica, Les Lukacs
Unexcused: Kimberle Daniels
Staff: Paula Stanifer, Dan Swallow
Guests: Mark Dealy, Pamela Dealy

2. Consent Agenda

- A. Approval of April Agenda
- B. Approval of Minutes of March 18, 2015 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Stevens, seconded by Mr. Pipis to approve the Consent Agenda.

Motion carried unanimously.

3. 2014-2015 Work Program

A. Committee Project Status Reports

- 1. Design Committee – Jodie Stevens
 - Planting and cleanup will be Saturday, May 9. Meet in Loranger Square at 8:00 a.m. Mr. Trujillo will pick up the flowers Friday afternoon from Four Star.
- 2. Promotions Committee – Mary Gail Beneteau
 - Flea Market is June 13. Everyone is welcome to participate.
 - Wine Crawl is July 17.
 - Billboards are on hold until budget is approved.
- 3. Development Committee – Jim Jacobs
 - How To Start A Business monthly workshop are held at MCCC. Dates are May 12, June 9, July 21, and August 11, 2015. An Adventure Series will start in the fall.
 - Block captains – new information is available to be distributed by captains.
 - PlacePlans Alleyscape – Next meeting is April 23, 2015 at the Labor Museum.
 - Website – collaboration with Chamber, Tourism, and Tim Lake is proposed. Mr. Swallow will meet with these groups for input.

-Parking Lot next to RRCA – Committee felt no change is needed at this tie. May review after spa opens. Mr. Swallow and Ms. Stanifer will watch for open spaces at different times of the day. Committee noted that the lot behind the RRCA is long term parking.

4. Façade Grant Committee – Steve Pipis

-Memo received from Jeff Green to Façade Committee.

-Mr. Swallow presented letters from the HDC that are needed in order to notify property owners of façade grant status.

-Mr. & Mrs. Dealy discussed their project at 18-20-22 South Monroe Street.

B. DDA Office Report

-There will be a budget meeting April 20, 2015 with City Council. All members are encouraged to attend. Some of the concerns appear to be event planning, facades, and a full time director. We need to find common goals.

-Mayor Clark discussed process and meeting that is needed between council and DDA to be sure the long term goals are consistent.

4. Other Business

-Ms. Weakly stated that the benches are rusty and need to be cleaned and repainted.

-Mr. Trujillo stated there is lots of garbage everywhere. Who is responsible? Several members stated that it is the responsibility of the business owners on their property as well as the adjacent areas. DDA volunteers will be cleaning up the Downtown area on May 9.

-May 2 – Rotary Club is sponsoring a Super Hero race which will run through Downtown Monroe.

5. Communication

-Façade meeting will be scheduled before next DDA meeting to address communication received.

-Mr. Trujillo stated that concrete blocks were pushed during snow plowing in the RRCA lot and next to be fixed.

-Mr. McGowan opened Cravings yesterday. New residents visited who have just moved from Warren. They like our town.

6. Adjournment

A motion to adjourn was made by Ms. Stevens, supported by Mayor Clark at 9:20 a.m.

Motion carried unanimously

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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 04/01/2015 TO 04/30/2015

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
04/01/2015			751-00.000-003.000 CERTIFICATES OF DEPOSIT		BEG. BALANCE		593,000.00
04/02/2015	GJ	JE	INVESTING ACTIVITY FOR 04/02/15	15680	23,000.00		616,000.00
04/09/2015	GJ	JE	INVESTING ACTIVITY FOR 04/09/15	15695		50,000.00	566,000.00
04/16/2015	GJ	JE	INVESTING ACTIVITY FOR 04/16/15	15717	37,000.00		603,000.00
04/24/2015	GJ	JE	INVESTING ACTIVITY FOR 04/23/15	15739		50,000.00	553,000.00
04/30/2015	GJ	JE	INVESTING ACTIVITY FOR 04/30/15	15781		21,000.00	532,000.00
04/30/2015	GJ		TO REVERSE MANUAL JOURNAL ENTRY: 15781	15803	21,000.00		553,000.00
04/30/2015	GJ	JE	INVESTING ACTIVITY FOR 04/30/15	15804		21,000.00	532,000.00
04/30/2015			751-00.000-003.000	END BALANCE	81,000.00	142,000.00	532,000.00
751-00.000-007.000 AUTOMATED PUBLIC FUNDS							
04/01/2015			MONTHLY P&L INSURANCE PREMIUM	15668		75.42	23,411.62
04/02/2015	GJ	JE	INVESTING ACTIVITY FOR 04/02/15	15680		23,000.00	411.62
04/07/2015	CD	CHK	SUMMARY CD 04/07/2015			12,488.50	(12,076.88)
04/09/2015	PR	CHK	SUMMARY PR 04/09/2015			565.90	(12,642.78)
04/09/2015	GJ	JE	INVESTING ACTIVITY FOR 04/09/15	15695	50,084.83		37,442.05
04/10/2015	GJ	JE	FIFTH THIRD SERVICE FEES-MARCH 2015	15701		6.36	37,435.69
04/16/2015	GJ	JE	INVESTING ACTIVITY FOR 04/16/15	15717		37,000.00	435.69
04/21/2015	CD	CHK	SUMMARY CD 04/21/2015			1,448.15	(1,012.46)
04/21/2015	CD	CHK	SUMMARY CD 04/21/2015			127.00	(1,139.46)
04/23/2015	PR	CHK	SUMMARY PR 04/23/2015			565.90	(1,705.36)
04/24/2015	GJ	JE	INVESTING ACTIVITY FOR 04/23/15	15739	50,061.25		48,355.89
04/30/2015	GJ		FUNDS TRANSFER FOR BOND PAYMENT	15768		58,928.13	(10,572.24)
04/30/2015	GJ	JE	INVESTING ACTIVITY FOR 04/30/15	15781	21,025.48		10,453.24
04/30/2015	GJ	JE	APRIL 2015 POSTAGE	15785		4.85	10,448.39
04/30/2015	GJ		TO REVERSE MANUAL JOURNAL ENTRY: 15785	15803		21,025.48	(10,577.09)
04/30/2015	GJ	JE	INVESTING ACTIVITY FOR 04/30/15	15804	21,025.48		10,448.39
04/30/2015			751-00.000-007.000	END BALANCE	142,197.04	155,235.69	10,448.39
751-00.000-386.000 NONSPENDABLE FUND BALANCE							
04/01/2015					BEG. BALANCE		(274.00)
04/30/2015				END BALANCE	0.00	0.00	(274.00)
751-00.000-390.000 RESTRICTED FUND BALANCE							
04/01/2015					BEG. BALANCE		(520,470.41)
04/30/2015				END BALANCE	0.00	0.00	(520,470.41)
751-65.691-703.000 PART TIME SALARIES & WAGES							
04/01/2015					BEG. BALANCE		9,562.49
04/09/2015	PR	CHK	SUMMARY PR 04/09/2015		525.00		10,087.49
04/23/2015	PR	CHK	SUMMARY PR 04/23/2015		525.00		10,612.49
04/30/2015			751-65.691-703.000	END BALANCE	1,050.00	0.00	10,612.49
751-65.691-717.000 SOCIAL SECURITY							
04/01/2015					BEG. BALANCE		592.87
04/09/2015	PR	CHK	SUMMARY PR 04/09/2015		32.55		625.42
04/23/2015	PR	CHK	SUMMARY PR 04/23/2015		32.55		657.97
04/30/2015			751-65.691-717.000	END BALANCE	65.10	0.00	657.97
751-65.691-717.005 MEDICARE							
04/01/2015					BEG. BALANCE		138.67
04/09/2015	PR	CHK	SUMMARY PR 04/09/2015		7.61		146.28
04/23/2015	PR	CHK	SUMMARY PR 04/23/2015		7.61		153.89
04/30/2015			751-65.691-717.005	END BALANCE	15.22	0.00	153.89
751-65.691-718.010 WORKERS' COMP INSURANCE							
04/01/2015					BEG. BALANCE		14.32
04/09/2015	PR	CHK	SUMMARY PR 04/09/2015		0.74		15.06
04/23/2015	PR	CHK	SUMMARY PR 04/23/2015		0.74		15.80
04/30/2015			751-65.691-718.010	END BALANCE	1.48	0.00	15.80
751-65.691-727.000 OFFICE SUPPLIES							
04/01/2015					BEG. BALANCE		133.39
04/30/2015				END BALANCE	0.00	0.00	133.39
751-65.691-728.000 COPIES							
04/01/2015					BEG. BALANCE		0.08
04/30/2015				END BALANCE	0.00	0.00	0.08
751-65.691-730.000 POSTAGE							
04/01/2015					BEG. BALANCE		163.86
04/30/2015	GJ	JE	APRIL 2015 POSTAGE	15785	4.85		168.71
04/30/2015			751-65.691-730.000	END BALANCE	4.85	0.00	168.71
751-65.691-818.010 AUDIT SERVICES							
04/01/2015					BEG. BALANCE		1,245.00
04/30/2015				END BALANCE	0.00	0.00	1,245.00
751-65.691-818.020 GENERAL CONTRACT SERVICES							
04/01/2015					BEG. BALANCE		8,500.00
04/06/2015	AP	INV	RON NOEL LAWN SERVICE	3/16/15	2,500.00		11,000.00
04/30/2015			DOWNTOWN CURB-LINE SNOW REMOVAL CONTI				
04/30/2015			751-65.691-818.020	END BALANCE	2,500.00	0.00	11,000.00
751-65.691-818.080 FACADE IMPROVEMENTS							
04/01/2015					BEG. BALANCE		36,672.00
04/30/2015				END BALANCE	0.00	0.00	36,672.00

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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 04/01/2015 TO 04/30/2015

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
04/01/2015			751-65.691-853.000 TELEPHONE		BEG. BALANCE		310.50
04/30/2015			751-65.691-853.000	END BALANCE	0.00	0.00	310.50
04/01/2015			751-65.691-905.000 PUBLISHING/ADVERTISING		BEG. BALANCE		62.52
04/30/2015			751-65.691-905.000	END BALANCE	0.00	0.00	62.52
04/01/2015			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		952.78
04/01/2015	GJ		MONTHLY P&L INSURANCE PREMIUM	15668	75.42		1,028.20
04/30/2015			751-65.691-910.000	END BALANCE	75.42	0.00	1,028.20
04/01/2015			751-65.691-955.000 MISCELLANEOUS EXPENSE		BEG. BALANCE		38.00
04/30/2015			751-65.691-955.000	END BALANCE	0.00	0.00	38.00
04/01/2015			751-65.691-955.030 DEVELOPMENT COMMITTEE		BEG. BALANCE		989.30
04/06/2015	AP	INV	WASHINGTON STREET PRINTERS LLC	2136	180.00		1,169.30
04/30/2015			DDA BROCHURE FUL COLOR GLOSSY, 100# ?				
			751-65.691-955.030	END BALANCE	180.00	0.00	1,169.30
04/01/2015			751-65.691-955.035 DESIGN COMMITTEE		BEG. BALANCE		8,433.74
04/06/2015	AP	INV	BRONNERS CHRISTMAS WONDERLAND	61817	7,978.50		16,412.24
04/20/2015	AP	INV	3' SPIRAL SNOWFLAKES & TOY SOLDIER PK				
			FOUR STAR GREENHOUSE INC	374645-0	1,448.15		17,860.39
			VARIOUS FLOWERS AND PLANTS				
04/30/2015			751-65.691-955.035	END BALANCE	9,426.65	0.00	17,860.39
04/01/2015			751-65.691-955.040 PROMOTION COMMITTEE		BEG. BALANCE		2,766.65
04/06/2015	AP	INV	BRONNERS CHRISTMAS WONDERLAND	61942	1,830.00		4,596.65
04/20/2015	AP	INV	GARLAND 30 - 25' LENGTHS WITH TIE ENI				
			FIFTH THIRD BANK	03/01/2015	127.00		4,723.65
			TEXT MARKETING				
04/30/2015			751-65.691-955.040	END BALANCE	1,957.00	0.00	4,723.65
04/01/2015			751-65.691-999.301 TRANSFER OUT-DEBT SERVICE		BEG. BALANCE		28,928.12
04/30/2015	GJ		FUNDS TRANSFER FOR BOND PAYMENT	15768	58,928.13		87,856.25
04/30/2015			751-65.691-999.301	END BALANCE	58,928.13	0.00	87,856.25
04/01/2015			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(787.89)
04/09/2015	GJ	JE	INVESTING ACTIVITY FOR 04/09/15	15695		84.83	(872.72)
04/10/2015	GJ	JE	FIFTH THIRD SERVICE FEES-MARCH 2015	15701	6.36		(866.36)
04/24/2015	GJ	JE	INVESTING ACTIVITY FOR 04/23/15	15739		61.25	(927.61)
04/30/2015	GJ	JE	INVESTING ACTIVITY FOR 04/30/15	15781		25.48	(953.09)
04/30/2015	GJ		TO REVERSE MANUAL JOURNAL ENTRY: 15781	15803	25.48		(927.61)
04/30/2015	GJ	JE	INVESTING ACTIVITY FOR 04/30/15	15804		25.48	(953.09)
04/30/2015			751-80.100-665.005	END BALANCE	31.84	197.04	(953.09)
04/01/2015			751-80.600-402.000 REAL PROPERTY TAXES		BEG. BALANCE		(207,482.31)
04/30/2015			751-80.600-402.000	END BALANCE	0.00	0.00	(207,482.31)
04/01/2015			751-80.600-410.000 PERSONAL PROPERTY TAXES		BEG. BALANCE		14,091.18
04/30/2015			751-80.600-410.000	END BALANCE	0.00	0.00	14,091.18
04/01/2015			751-80.600-692.090 MISCELLANEOUS REVENUE		BEG. BALANCE		(2,100.00)
04/30/2015			751-80.600-692.090	END BALANCE	0.00	0.00	(2,100.00)
04/01/2015			751-95.260-961.005 REFUND - BOR SETTLEMENT		BEG. BALANCE		1,032.10
04/30/2015			751-95.260-961.005	END BALANCE	0.00	0.00	1,032.10
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					297,432.73	297,432.73	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONROE

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PERIOD ENDING 04/30/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	YTD BALANCE 04/30/2015 (ABNORMAL)	ACTIVITY FOR NTH 04/30/2015 (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	953.09	165.20	246.91
Total Dept 80.100-GENERAL REVENUE		1,200.00	953.09	165.20	246.91
Dept 80.600-GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	207,482.00	207,482.31	0.00	(0.31)
751-80.600-410.000	PERSONAL PROPERTY TAXES	(14,091.00)	(14,091.18)	0.00	0.18
751-80.600-692.090	MISCELLANEOUS REVENUE	2,100.00	2,100.00	0.00	0.00
Total Dept 80.600-GENERAL REVENUE		195,491.00	195,491.13	0.00	(0.13)
TOTAL Revenues		196,691.00	196,444.22	165.20	246.78
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	15,000.00	10,612.49	1,050.00	4,387.51
751-65.691-717.000	SOCIAL SECURITY	930.00	657.97	65.10	272.03
751-65.691-717.005	MEDICARE	217.50	153.89	15.22	63.61
751-65.691-718.010	WORKERS' COMP INSURANCE	21.16	15.80	1.48	5.36
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	168.71	4.85	331.29
751-65.691-818.010	AUDIT SERVICES	1,245.00	1,245.00	0.00	0.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	20,000.00	11,000.00	2,500.00	9,000.00
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	310.50	0.00	164.50
751-65.691-905.000	PUBLISHING/ADVERTISING	200.00	62.52	0.00	137.48
751-65.691-910.000	INSURANCE PREMIUM	1,905.00	1,028.20	75.42	876.80
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	38.00	0.00	762.00
751-65.691-955.030	DEVELOPMENT COMMITTEE	2,500.00	1,169.30	180.00	1,330.70
751-65.691-955.035	DESIGN COMMITTEE	18,000.00	17,860.39	9,426.65	139.61
751-65.691-955.040	PROMOTION COMMITTEE	5,000.00	4,723.65	1,957.00	276.35
751-65.691-999.202-15M0300000	TRANSFER OUT-MAJOR STREET	57,000.00	0.00	0.00	57,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	87,857.00	87,856.25	58,928.13	0.75
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		292,265.66	173,708.14	74,203.85	118,557.52
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		292,265.66	174,740.24	74,203.85	117,525.42
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		196,691.00	196,444.22	165.20	246.78
TOTAL EXPENDITURES		292,265.66	174,740.24	74,203.85	117,525.42
NET OF REVENUES & EXPENDITURES		(95,574.66)	21,703.98	(74,038.65)	(117,278.64)
BEG. FUND BALANCE		520,744.41	520,744.41		
END FUND BALANCE		425,169.75	542,448.39		

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		
3/12/2015		\$550.00		
3/26/2015		\$500.00		
4/9/2015		\$525.00		
4/23/2015		\$525.00		
				\$4,387.51
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		
3/12/2015		\$34.10		
3/26/2015		\$31.00		

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

4/9/2015		\$32.55		
4/23/2015		\$32.55		
				\$272.03
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		
3/12/2015		\$7.98		
3/26/2015		\$7.25		
4/9/2015		\$7.61		
4/23/2015		\$7.61		
				\$63.61
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		

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

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		
3/12/2015		\$0.78		
3/26/2015		\$0.71		
4/9/2015		\$0.74		
4/23/2015		\$0.74		
				\$5.36
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		
March		\$0.96		
April		\$4.85		
				\$331.29

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

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		
Ron Noel Lawn Services (2/25/2015)		\$2,500.00		
Ron Noel Lawn Services curb line removal		\$4,000.00		
Ron Noel Lawn curb line removal (3/16/15)		\$2,500.00		
				\$9,000.00
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		
February		\$36.89		
				\$164.50
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		

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

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		
Monthly P&L Insurance Premium - March		\$75.42		
Monthly P&L Insurance premium - April		\$75.42		
				\$876.80
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
Frankenmuth decorations trip		\$38.00		
				\$762.00
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		
Washington Printers (Parking brochure)		\$180.00		
				\$1,330.70
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		
Bronners (snowflakes & soldiers)		\$7,978.50		
Four Star - spring planters		\$1,448.15		
				\$139.61
Promotion Committee - 955.040	Budget	Expenditures		Balance
	\$5,000.00			
Balloons for Wine Crawl		\$71.02		

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

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		
Text Marketing Program		\$127.00		
Bronners (garland)		\$1,830.00		
Text Marketing Program		\$127.00		
				\$2,376.35
Transfer Out Debt Service	Budget	Expenditures		Balance
	\$87,857.00			
10/30/2014 Bond Payment		\$28,928.12		
4/30/2015 Bond Payment		\$58,928.13		
				\$0.75
Transfer Out Capital Project	Budget	Expenditures		Balance
	\$40,000.00			
				\$40,000.00
Total	\$238,370.66	\$174,708.14		\$63,662.52

Promotion Committee Minutes

May 5, 2015

Present: Amanda Phebus, Mary Gail Beneteau
Staff: Paula Stanifer
Guests: Tammy Clark

1. Roll Call

The meeting was called to order at 8:00 AM by Mary Gail Beneteau.

2. Minutes

The minutes of the April 2015 meeting were approved.

3. Flea Market, Craft & Vendor Show - June 13

June 13

Event 9:00 – 2:00

Check-in 7:30 – 8:30 am.

\$10 per spot. 2 MBT volunteers to assist with check-in 7am - ?, 2 volunteers to work the popcorn machine (The MBT machine is available). Check with photography places to see if they would like to borrow a costume.

3. Wine Crawl – July 17

Keep the event at 300 people.

Glasses – Amanda quote/order

Lanyards – Paula to check quantities left in stock

Wrist Bands – Paula to check quantities left in stock

Collateral drafts – see below

Flyer

Tickets

On Sale Here

Potential partnership with MCCC for Culinary Arts Program/Baccus Society

4. Tree Lighting – November 21

John Patterson is moving the Pipers concert to Downtown Monroe from Noon – 9:00 pm.

Tammy confirmed that Santa is available from 1:45 – 8:00 p.m. with a break after the parade until 4:00.

Proposed Timeline

Entertainment: Noon – 9:00 pm

Chamber Parade: earlier in the day, 2:00 pm

Santa @ MBT: 4:00 until 8:00 pm. That would give Santa a dinner and rest break.

Carriage Rides: after parade until 8:00 pm

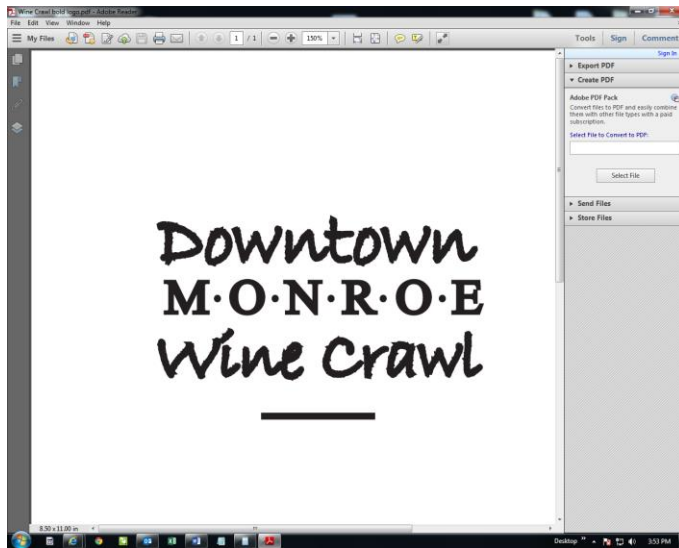
Tree Lighting: 7:00 pm

Upcoming Meetings:

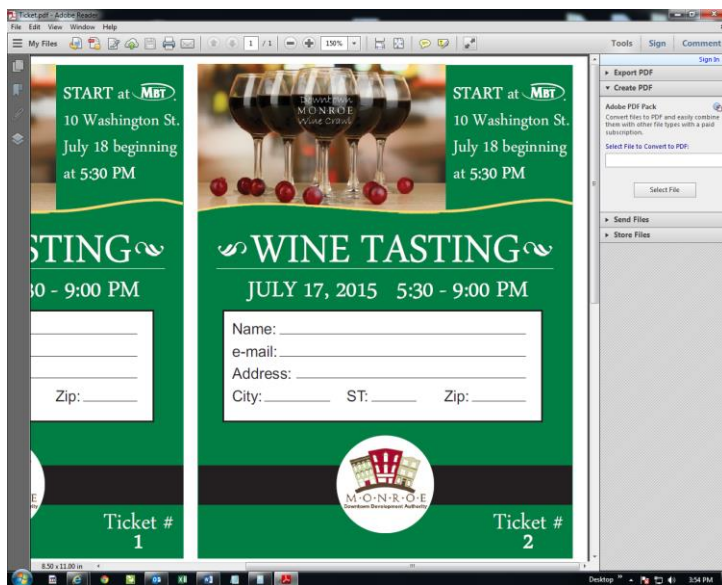
Regular Meeting: Monday, June 1, 2015 at 7:45 am at City Hall.

Submitted by Amanda Phebus

Updated Logo:



Ticket:



On Sale Now Flyer:

On sale now.pdf - Adobe Reader

File Edit View Window Help

My Files 1 / 1 130%

Tools Sign Comment

Click on Sign to add text and place signatures on a PDF file.



Tickets on sale NOW:
MBT, Frenchies, & Book Nook

WINE TASTING

JULY 17, 2015 5:30 - 9:00 PM

\$20 PER PERSON

INCLUDES SOUVENIR WINE GLASS, WINE & FOOD STATIONS

Sponsored by: Downtown Monroe Business Network & Monroe Downtown Development Authority



Desktop 3:54 PM

Flyer:

TASTE MICHIGAN WINES, EXPERIENCE LOCAL CULINARY TALENTS
AND TOUR LOCAL BUSINESSES



WINE TASTING

JULY 17, 2015 5:30 - 9:00 PM

\$20 PER PERSON

INCLUDES SOUVENIR WINE GLASS,
WINE & FOOD STATIONS



ADVANCE TICKETS ON SALE AT MBT, FRENCHIES, & BOOK NOOK.
QUESTIONS: MONROE DDA 734-384-9172

Sponsored by: Downtown Monroe Business Network & Monroe Downtown Development Authority

Grant Committee Minutes

Date: May 12, 2015 Time: 7:45 a.m. Location: 2nd floor conference room

Attendance:

P Steve Pipis
P Mary Gail Beneteau
A Kimberle Daniels
P Scott Goocher
P Paula Stanifer (Staff)

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

Guests: Dan Swallow, Jim Jacobs, Mark and Pam Dealy

Meeting was called to order at 7:46 a.m. by Steve Pipis.

1) Previous Meeting Minutes

No minutes were available.

2) Campbell Durocher letter

Committee discussed reimbursement process. Currently, we have a good reimbursement process in place. Discussed having a waiver of lien in addition to paid receipt. This is extra work for the applicant. On this particular project invoices and copies of cancelled checks were received. Committee felt no change is needed. The request in the letter is out of the scope of our committee.

Committee recommends we send a letter to Mr. Campbell stating we reviewed his letter and no change is recommended at this time since we require paid receipts/cancelled checks. Further, his request is out of the scope of our committee.

3) 18-20-22 South Monroe Street

Resubmitted façade application received. Applicants state their intent to restore entire building, however, there are many unknowns at this time due to two other pending grants. Building will be completed in one year.

The upper windows are on hold pending grants. They want to replace windows to gain energy efficiency and noise reduction. At a minimum, windows will be painted.

They do not have a mock-up of what the building will look like when finished.

Building will not be ADA compliant; they will seek a waiver from the state.

Not addressed in application: brick work on northern most wall, second floor windows/trim, painting.

Mr. Swallow asked committee to exclude second floor. Mr. Dealy stated they intend to install replacement windows on second floor.

Committee recommends approval of \$10,000 grant with the additional agreement to paint the second floor windows within the color palette. The windows may be replaced if additional funding is granted from other sources.

4) 321 North Monroe Street

A second bid was received. Committee referred the application to the HDC for approval before re-reviewing this application.

No recommendation at this time.

5) 54 South Monroe Street

Rendering of new storefront was submitted. Discussion on amount granted to this applicant. His original award was \$7,000.

Committee recommends granting an additional \$3,000 to this applicant due to the work going above and beyond original submission. This would bring his total award to \$10,000.

6) 34 South Monroe Street

Façade grant application was submitted.

A letter will be sent to the property owner asking for removal of boards on third floor windows as well as replacing those windows.

The quote from OBR does not include masonry work but the second quote includes this. Clarification needed as to what work will be completed.

Mr. Swallow will look into the sign on the storefront.

No recommendation at this time.

7) 17-21 West Front Street

Applicant has withdrawn application as building is being sold within the next month.

No recommended needed.

8) 8 North Monroe Street

HDC addressed concern about the type of mortar being quoted by the higher bidder. This is a better product for the age of the building. Committee discussed our desire to have better products and better outcomes on our buildings.

Recommendation to increase the reimbursement by \$1,157 for a total grant award of \$7,957. (Ms. Beneteau abstained from discussion.)

Meeting adjourned at 9:19 a.m.

Memo

To: DDA Board
From: Dan Swallow
Dir. of Economic and Community Development
CC: Brownfield Redevelopment Authority (BRA)
Date: 5/14/2015
Re: Interlocal Agreement with the Brownfield Redevelopment Authority



Monroe Bank & Trust has purchased 601 S. Monroe Street (Southeast Corner of S. Monroe Street and E. Sixth Street) with the idea they could redevelop it as a bank branch location. The site has some environmental impacts and the existing buildings are obsolete, in poor condition and not conducive to rehabilitation. For example, the out building was a former stable and has been modified over the years into a multifamily (apartment) building. Similarly, the primary structure is a former single family residential building that has been carved up over the years into multiple apartments. The City has documented repeated and on-going property maintenance violations on the property and the prior owners have allowed the property to deteriorate over time.

Due to these existing conditions, Monroe Bank & Trust (MB&T) is preparing a plan to remediate the environmental concerns on the site, demolish the existing buildings and redevelop the property as a bank branch. Some of the conditions that will need to be addressed include petroleum contamination from off-site (nearby leaking underground storage tank), asbestos and lead paint in the buildings, demolition and public infrastructure upgrades. To help finance these costs, MB&T is seeking Brownfield funding assistance. Under the supervision of environmental consultants (AKT Peerless), MB&T has drafted a Brownfield Plan that would allow for capture of the incremental increase (new taxable value – existing taxable value) in property taxes on the property. This Tax Increment Financing (TIF) can then be used to reimburse the owner (MB&T) for the environmental work, demolition and public infrastructure costs to make this property competitive with “greenfield” sites.

As you are aware, the Downtown Development Authority (DDA) is also empowered to capture incremental tax increases in the DDA District. 601 S. Monroe Street falls within the DDA District, so there would be two eligible entities that could capture the

Building • Planning • Recreation

increase if the MB&T project proceeds and is actually developed. Therefore, to deal with this overlap in tax capture authorities, an interlocal agreement is required that specifies how the captured taxes will be handled.

In the absence of an agreement, the status-quo would be maintained and the DDA would remain "first in line" for the potential incremental increase in taxes. Through the proposed interlocal agreement, the BRA could be placed ahead of the DDA for the term of the plan (30-years) to capture new incremental increases in tax revenue generated on the property. It is important to note that this would not cause the DDA's current capture from this property to go down or be negatively impacted. The end result would be the DDA would forego any new incremental taxes generated if the project proceeds. These new taxes would be captured by the BRA to help MB&T finance the environmental and site remediation costs.

The primary advantage to the DDA in considering this agreement is to help ensure the project will move forward and encourage new development within the S. Monroe Street corridor. Generally speaking, new investment in an area will spur nearby property owners to make investments in their property. The other advantage is to see an obsolete and problematic property redeveloped, that without the Brownfield Authority's assistance may not occur. Finally, if the project proceeds, it will help address some of the environmental concerns that could be a hindrance to redevelopment of adjacent properties in the future.

If the DDA chooses not to approve the agreement, MB&T will have to evaluate if the project can proceed without Brownfield assistance. The risk is that the project does not move forward, and the existing conditions remain unaddressed and no new taxes are realized by the DDA or the BRA. Alternatively, MB&T may cut the investment on the project to offset the up-front environmental and site remediation costs. These scenarios are speculative at this time, but are potential outcomes if the Brownfield TIF is unavailable.

Attached to this Memo, you will find a DRAFT interlocal agreement between the DDA and BRA, which I am requesting the DDA consider for approval.

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (the "Agreement") dated May 12, 2015, is entered into between the **CITY OF MONROE DOWNTOWN DEVELOPMENT AUTHORITY** (the "DDA"), whose address is 120 E. First St., Monroe, Michigan 48161; and the **City of Monroe Brownfield Redevelopment Authority** (the "BRA"), whose address is 2929 E. Front St., P.O. Box 585, Monroe, Michigan 48161. The DDA and the ABRA shall be referred to, collectively, as the "Parties".

WHEREAS, the Urban Cooperation act, PA 7 of 1967, Extra Session amended (Act 7), provides that a public agency may enter into interlocal agreements with other public agencies to exercise jointly any power, privilege, or authority that the agencies share in common and that each might exercise separately; and

WHEREAS, the DDA was duly established pursuant to State of Michigan statute; and

WHEREAS, the BRA was duly established pursuant to PA 381 of 1996, as amended (Act 381); and

WHEREAS, the BRA and DDA are each considered a "public agency" under Act 7; and

WHEREAS, the BRA has the authority to reimburse the cost of eligible activities on eligible properties and capture tax increment revenues generated by the levy of taxes as described in Act 381; and

WHEREAS, the DDA has the authority to pay for certain eligible activities and capture tax increment revenues generated by the levy of certain taxes on property pursuant to its Development Plan #4/Tax Increment Financing Plan #4 (the DDA Plan), and

WHEREAS, from time-to-time, the BRA may approve a request or decide itself to approve a Plan for eligible property which lies within the boundary of the DDA Plan, and

WHEREAS, Monroe Bank & Trust has completed a Brownfield Plan (the "Brownfield Plan"), which is included with this Agreement as Attachment A, for redevelopment of certain property (the "Property"); and

WHEREAS, the DDA and BRA desire to enter into this Interlocal Agreement to provide for the capture and use of the tax increment revenues, which are generated by the redevelopment of the Property and capturable by the DDA pursuant to Act 197, to the BRA for reimbursement of Act 381 "Eligible Activities" and any other reimbursable costs pursuant to the Brownfield Plan.

THEREFORE, the Parties agree as follows:

1. **Transfer and Use of Tax Increment Revenues.** Upon the execution of this agreement and approval of the Brownfield Plan by the City of Monroe City Council, the tax increment revenues captured by the DDA which are generated by the levy of ad valorem and specific local taxes on the Property shall be transferred to the BRA to pay approved Eligible Activities and any other reimbursable costs pursuant to the Brownfield Plan, until such time all obligations and terms of the approved Plan have been satisfied.
2. **Limitation to Tax Increment Revenues from Property.** The DDA and BRA shall only use tax increment revenues generated by the Property to pay for approved eligible activity cost and other uses authorized by Act 381 and the approved Plan, and neither party shall be required to use other revenues generated by virtue of other properties or projects other than the identified eligible property. Upon conclusion or dissolution of the Plan, all tax increment revenues generated by the Property shall be captured by the DDA as stated in the DDA Plan.

3. **DDA Obligation subordinate to Existing Bonds.** The DDA's obligation to transfer tax revenues to the BRA pursuant to this Agreement is subordinate to, and contingent upon its ability to pay its annual debt service obligations on bonds and other obligations issued by the DDA.
4. **BRA as Agent under This Agreement.** The Parties designate the BRA as the agent for collection and disbursement of all tax increment revenues generated by the Property until such time all obligations and terms of the Brownfield Plan have been satisfied.
5. **Effective Date.** This Agreement shall commence upon its approval by the DDA and BRA boards, its execution by their authorized representatives, and its filing with the County Clerk and Secretary of State of the State of Michigan as required by Act 7.
6. **Severability.** To the extent that any provisions contained in this Agreement is deemed unenforceable, to the extent possible, the remaining terms shall remain in effect.
7. **Term.** The parties agree that the transfer of tax increment revenue from the Property to reimburse approved costs pursuant to Act 381 shall begin once tax increment revenues are collected from the Property, which will only occur after official approval of the Brownfield Plan by the City of Monroe City Council. This Agreement extends until all obligations under this Agreement are met.

The BRA and DDA, by their authorized representatives, have executed this Agreement as indicated on the attached signature page:

This agreement was approved by the City of Monroe BRA. The Chairperson and Secretary were authorized to sign this agreement on the ____ day of _____, 2015 and this agreement was signed by the same on the ____ day of _____, 2015.

Witnesses

CITY OF MONROE
BROWNFIELD REDEVELOPMENT
AUTHORITY

Chairperson

Secretary

Subscribed and sworn to me this _____ day of _____, 2015.

Notary Public, City of Monroe
My commission expires:

_____, 20____.

This agreement was approved by the City of Monroe DDA. The Chairperson and Secretary were authorized to sign this Agreement on the ____ day of _____, 2015 and this agreement was signed by the same on the ____ day of _____, 2015.

Witnesses

CITY OF MONROE
DOWNTOWN DEVELOPMENT
AUTHORITY

Chairperson

Secretary

Subscribed and sworn to before me on this _____ day of _____, 2015.

Notary Public, City of Monroe
My commission expires:

_____, 20____.

CITY OF MONROE BROWNFIELD REDEVELOPMENT AUTHORITY

BROWNFIELD PLAN

Site No. 24

601 South Monroe Street, Monroe, Michigan 48161

PREPARED BY

Monroe Brownfield Redevelopment Authority
120 East Front Street
Monroe, Michigan 48161
Contact Person: Dan Swallow
Email: dan.swallow@monroemi.gov
Phone: (734) 389-9134

AKT Peerless
22725 Orchard Lake Road
Farmington, Michigan 48336
Contact Person: Janet Michaluk
Email: michalukj@aktpeerless.com
Phone: (517) 231-0766

PROJECT #

9508F

REVISION DATE

May 6, 2015

**BRA APPROVAL
CITY/COUNTY APPROVAL**

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ATTACHMENTS

Attachment A	Site Maps
• Figure 1 – Scaled Property Location Map	
• Figure 2 – Eligible Property Boundary Map	
Attachment B	Legal Description
Attachment C	Tables
• Table 1 – MDEQ and MSF Eligible Activities	
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• Table 3 – Reimbursement Allocation Schedule	

PROJECT SUMMARY

PROJECT NAME	Monroe Bank & Trust Redevelopment Project - Redevelopment and Reuse of Properties Located at 601 South Monroe Street, Monroe, Michigan
DEVELOPER	Monroe Bank & Trust 102 East Front Street Monroe, Michigan 48161 Donald Lieto, Executive Vice President (734) 242-2892
ELIGIBLE PROPERTY LOCATION	The Eligible Property is located at 601 South Monroe Street, Monroe, Michigan. Parcel ID Number 29-00122- 000.
TYPE OF ELIGIBLE PROPERTY	Facility
SUBJECT PROJECT DESCRIPTION	<p>The Monroe Bank & Trust Redevelopment Project (Project) consists of the redevelopment of the subject property, which is located at 601 South Monroe Street in the City of Monroe. The final plans for the redevelopment have not been completed. However, this Project will include the demolition of the existing apartment buildings and construction of a new, approximately 600 square foot Monroe Bank & Trust drive-thru branch bank with on-site parking.</p> <p>This Project will result in the community and municipal benefits of increased property taxes on the subject property as well as a substantial improvement to the appearance and aesthetics of the subject property. This will assist in increasing the property values of the neighboring community. Additionally, jobs will be created in the City of Monroe as a result of this Project.</p> <p>The Project is seeking approval of Tax Increment Financing (TIF). Construction is expected to begin in June of 2015.</p>
ELIGIBLE ACTIVITIES	Baseline Environmental Assessment (BEA) Activities {Phase I Environmental Site Assessment (ESA), Phase II ESA, and BEA}, Due Care Activities, Preparation of a Brownfield Plan and Act 381 Work Plan, Demolition, Lead and Asbestos Survey and Abatement, Site Preparation and Infrastructure Improvements.

REIMBURSABLE COSTS	\$366,050	Est. Eligible Activities & Contingency
	<u>\$152,953</u>	<u>Interest</u>
	\$519,003	
MAXIMUM DURATION OF TIR CAPTURE	30 years	
ESTIMATED TOTAL CAPITAL INVESTMENT	\$1M	
INITIAL TAXABLE VALUE	\$88,230	

LIST OF ACRONYMS AND DEFINITIONS

BEA	Baseline Environmental Assessment (Michigan process to provide new property owners and/or operators with exemptions from environmental liability)
BFP OR PLAN	Brownfield Plan
DEVELOPER	Monroe Bank & Trust
ELIGIBLE PROPERTY	Property for which eligible activities are identified under a Brownfield Plan, referred to herein as “the subject property”.
ESA	Environmental Site Assessment
MBRA	Monroe Brownfield Redevelopment Authority
LSRRF	Local Site Remediation Revolving Fund
MDEQ	Michigan Department of Environmental Quality
MEDC	Michigan Economic Development Corporation
MSF	Michigan Strategic Fund
PHASE I ESA	An environmental historical review and site inspection (no soil and/or groundwater sampling and analysis)
PHASE II ESA	Environmental subsurface investigation (includes soil, soil gas, and/or groundwater sampling and analysis)
SUBJECT PROPERTY	The Eligible Property, located at 601 South Monroe Street, southeast of the intersection of East 6 th Street and South Monroe Street, in Monroe, Michigan. It comprises one parcel.
RCC	Residential Cleanup Criteria
TIF	Tax Increment Financing (TIF describes the process of using TIR—i.e., TIF is the use of TIR to provide financial support to a project)
TIR	Tax Increment Revenue (new property tax revenue, usually due to redevelopment and improvement that is generated by a property after approval of a Brownfield Plan)

BROWNFIELD PLAN

601 S. Monroe Street, Monroe, Michigan 48161

1.0 Introduction

The City of Monroe, Michigan (the “City”), established the Monroe Brownfield Redevelopment Authority (the “Authority”) on February 10, 1997, pursuant to Michigan Public Act 381 of 1996, as amended (“Act 381”). The primary purpose of Act 381 is to encourage the redevelopment of eligible property by providing economic incentives through tax increment financing for certain eligible activities.

The main purpose of this Brownfield Plan is to promote the redevelopment of and investment in certain “Brownfield” properties within the City. Brownfield incentives facilitate financing of environmental response and other eligible activities at eligible properties, and provide tax increment financing (TIF) to eligible taxpayers willing to invest in revitalization of eligible sites, commonly referred to as “Brownfields.” By facilitating redevelopment of Brownfield properties, Brownfield plans are intended to promote economic growth for the benefit of the residents of the City and all taxing units benefited by the Authority.

The identification or designation of a developer or proposed use for the Eligible Property that is the subject of this Brownfield Plan (the “subject property”) shall not be integral to the effectiveness or validity of this Brownfield Plan. This Brownfield Plan is intended to apply to the subject property identified in this Brownfield Plan and, if tax increment revenues are proposed to be captured from that subject property, to identify and authorize the eligible activities to be funded by such tax increment revenues. Any change in the proposed developer or proposed use of the subject property shall not necessitate an amendment to this Brownfield Plan, affect the application of this Brownfield Plan to the subject property, or impair the rights available to the Authority under this Brownfield Plan.

This Brownfield Plan is intended to be a living document, which may be modified or amended in accordance with the requirements of Act 381, as necessary to achieve the purposes of Act 381. The applicable sections of Act 381 are noted throughout the Brownfield Plan for reference purposes.

This Brownfield Plan contains information required by Section 13(1) of Act 381.

2.0 General Provisions

The following sections detail information required by Act 381.

2.1 Description of Eligible Property (Section 13 (l)(h))

The Eligible Property (“subject property”) is located at 601 South Monroe Street, in the City of Monroe (Township 7 South / Range 9 East). The subject property is situated southeast of the intersection of East 6th Street and South Monroe Street. The subject property consists of one parcel, approximately 0.41 acres in size. The subject property is located in an area of Monroe (the “City”) that is characterized by commercial and residential properties. See Attachment A, Figure 2 – Eligible Property Boundary Map.

See the following table for additional subject property details.

Eligible Property Information

Address	Tax Identification Number	Basis of Brownfield Eligibility	Approximate Acreage
601 South Monroe Street	29-00122-00	Facility	0.41

The subject property is zoned General Commercial District (C-2). The subject property is developed with two apartment buildings. Building 1 (North Apartment Complex) was constructed in 1859 and contains four residential apartment suites and a mechanical room. Building 2 (South Apartment Complex) was constructed in 1859 and also contains four residential apartment suites and a mechanical room. The property and existing buildings are currently in fair to poor condition with several outstanding property maintenance issues. Exterior portions of the subject property include landscaped areas and a gravel parking area.

The Monroe Bank & Trust Redevelopment Project (the “Project”) consists of the redevelopment of the subject property. The final plans for the redevelopment have not been completed. However, this Project will include the demolition of the existing apartment buildings and construction of a new, approximately 600 square foot Monroe Bank & Trust drive-thru branch bank with on-site parking. The redevelopment of the subject property is expected to bring at least 3 permanent jobs to the City of Monroe and an estimated 49 temporary construction jobs.

This project will result in the community and municipal benefits of increased property taxes on the subject property as well as a substantial improvement to the appearance and aesthetics of the subject property. This will assist in increasing the property values of the neighboring community.

The Project is seeking approval of TIF. Construction is expected to begin in June of 2015.

Attachment A includes site maps of the Eligible Property; refer to: Figure 1, Scaled Property Location Map and Figure 2, Eligible Property Boundary Map (which includes lot dimensions). The legal descriptions of the parcel included in the Eligible Property are presented in Attachment B.

The parcel and all tangible real and personal property located thereon will comprise the Eligible Property, which is referred to herein as the “subject property.”

2.2 Basis of Eligibility (Section 13 (1)(h) , Section 2 (m)), Section 2(r)

The subject property is considered “Eligible Property” as defined by Act 381, Section 2 because: (a) the subject property was previously utilized as residential property; (b) it is located within the City of Monroe, a qualified local governmental unit, or “Core Community” under Act 381; and (c) the parcel which comprises the subject property has been determined to be a “facility.”

Historical use of the property consists of the following:

601 South Monroe Street

- 1859-1922: Building 1 was used as residential; Building 2 was used as a stable
- 1922-1943: Both buildings were used as residential
- 1943-present: Both buildings are used as multi-family residential apartments

Based on analytical results obtained during a February 2015 subsurface investigation of the subject property, concentrations of benzene identified in the bedrock groundwater were detected above MDEQ Residential Cleanup Criteria (RCC). Therefore the subject property meets the definition of a “facility” as defined by Part 201 of NREPA, Michigan PA 451 of 1994, as amended.

2.3 Summary of Eligible Activities and Description of Costs (Section 13 (1)(a),(b))

The “eligible activities” that are intended to be carried out at the subject property are considered “eligible activities” as defined by Sec 2 of Act 381, because they include BEA Activities (Phase I ESA, Phase II ESA and BEA), due care activities, additional response activities, preparation of Brownfield and Act 381 work plans, lead and asbestos survey and abatement, demolition, site preparation, and infrastructure improvements (see Table 1).

A summary of the eligible activities and the estimated cost of each eligible activity intended to be paid for with Tax Increment Revenues from the subject property is shown in the table below.

Estimated Cost of Reimbursable Eligible Activities

Description of Eligible Activity		Estimated Cost*	
1.	BEA Activities	\$	19,250
2.	Due Care Activities	\$	13,905
3.	Demolition	\$	92,391
4.	Lead and Asbestos Activities	\$	21,321
5.	Site Preparation	\$	54,598
6.	Infrastructure Improvements	\$	99,785
Total Environmental and Non-Environmental Eligible Activities		\$	301,250
7.	15% Contingency on Eligible Activities**	\$	42,300
8.	Brownfield Plan & Act 381 WP Preparation Activities	\$	22,500
Total Eligible Activities Cost with 15% Contingency		\$	366,050
9.	BRA Administrative Fee (calculated as 8% of Local TIR, annually)	\$	19,833
10.	State Revolving Fund	\$	18,677
11.	Interest (calculated at 2.5%, simple)***	\$	152,953
Total Eligible Costs for TIF Reimbursement		\$	557,512

*Estimated costs, except for BEA Activities and Due Care Activities, are subject to approval by MSF. Any costs not approved by MSF may become local-only costs paid out of captured tax increment revenues from locally levied millages (to the extent available).

**The contingency is applied to the Subtotal, excepting the BEA Activities, which have already been performed.

***Interest is calculated annually at 2.5% simple interest on unreimbursed eligible activities, in accordance with MBRA policy.

A detailed breakout of the eligible activities and the estimated cost of each eligible activity intended to be paid for with tax increment revenues from the subject property is shown in Attachment C, Table 1. It is currently anticipated that construction will begin in June 2015 and be completed by October 2015.

The Developer desires to be reimbursed for the costs of eligible activities. Tax increment revenue generated by the subject property will be captured by the Authority and used to reimburse the cost of the eligible activities completed on the subject property after approval of this Brownfield Plan and an associated Reimbursement Agreement.

The costs listed in the table above are estimated costs and may increase or decrease depending on the nature and extent of environmental contamination and other unknown conditions if encountered on the subject property. The actual cost of those eligible activities encompassed by this Brownfield Plan that will qualify for reimbursement from tax increment revenues of the Authority from the subject property shall be governed by the terms of a Reimbursement Agreement with the Authority (the "Reimbursement Agreement"). No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Reimbursement Agreement. The Plan sets aside 8% of local tax increment revenues to cover the administrative costs of the Authority.

In accordance with this Brownfield Plan, and the Reimbursement Agreement, the amount advanced by the Developer will be repaid by the Authority with interest at the rate set at 2.5% simple interest, solely from the tax increment revenues realized from the Eligible Property. Following reimbursement for BRA Administrative fees, payments will be made to the full extent incremental property tax revenues are or become available for such purpose under the Act. Based on the projected cost of eligible activities, eligible interest reimbursement in this Brownfield Plan is estimated at \$152,953. However, if the actual cost of eligible activities turns out to be lower than the above estimates, interest reimbursement may be lower, subject to the 2.5% simple interest calculation. Further, tax increment revenue projections indicate that insufficient revenue will likely be produced on the subject property to reimburse the full eligible interest amount.

Tax increment revenues will first be used to pay or reimburse administrative expenses described in the table above. The amount of school tax revenues, which will be used to reimburse the costs of implementing eligible activities at this site, will be limited to the cost of eligible activities approved by the MSF, the cost of BEA Activities, and the cost of Section 20107a compliance activities, together with the interest rate provided above. In the event that the use of school tax revenues to reimburse specific eligible activities is not approved by the MSF, these specific activities will be reimbursed with local-only TIF (to the extent available).

2.4 Estimate of Captured Taxable Value and Tax Increment Revenues (Section 13(1)(c)); Impact of Tax Increment Financing On Taxing Jurisdictions (Section 13(1)(g), Section 2(ee))

This Brownfield Plan anticipates the capture of tax increment revenues to reimburse the Developer for the costs of eligible activities under this Brownfield Plan in accordance with the Reimbursement Agreement. A table of estimated tax increment revenues to be captured is attached to this Brownfield Plan as Attachment C, Table 2. Tax increment revenue capture is expected to begin in 2016.

All reimbursement will be in accordance with the Reimbursement Agreement.

The total estimated cost of the eligible activities and other costs (including administrative fees, state redevelopment fund deposits, contingency and interest) to be reimbursed through the capture of tax increment revenue is projected to be \$557,512. The estimated effective initial taxable value for this Brownfield Plan is \$88,230, and is based on land and real property tax only. Redevelopment of the subject property is expected to initially generate incremental taxable value in 2016 with the first significant increase in taxable value of approximately \$175,000 beginning in 2016.

It is estimated that the Authority will capture the 2016 through 2045 tax increment revenues to reimburse the cost of the eligible activities, reimburse interest, State Brownfield Redevelopment Fund, and pay Authority administrative fees; Authority administrative fees may be paid only out of local tax increment revenue captured by the Authority. An estimated schedule of tax increment revenue reimbursement is provided as Attachment C, Table 3. The estimated schedule indicates that insufficient revenue will likely be produced on the subject property to reimburse the full eligible interest amount.

The captured incremental taxable value and associated tax increment revenue will be based on the actual increased taxable value from all taxable improvements on the subject property and the actual millage rates levied by the various taxing jurisdictions during each year of the plan, as shown in Attachment C, Tables 2 and 3. The actual tax increment captured will be based on taxable value set through the property assessment process by the local unit of government and equalized by the County and the millage rates set each year by the taxing jurisdictions.

2.5 Plan of Financing (Section 13(1)(d)); Maximum Amount of Indebtedness (Section 13(1)(e))

Eligible activities are to be financed by the Developer. The Authority will reimburse the Developer for the cost of approved eligible activities, but only from tax increment revenues generated from the subject property as available, and subject to the Reimbursement Agreement. The Reimbursement Allocation Schedule (Attachment C, Table 3) estimates that within 30 years, insufficient tax increment revenues will be generated to fully reimburse the developer for eligible activities and interest.

All reimbursements authorized under this Brownfield Plan shall be governed by the Reimbursement Agreement. The Authority shall not incur any note or bonded indebtedness to finance the purposes of this Brownfield Plan. The inclusion of eligible activities and estimates of costs to be reimbursed in this Brownfield Plan is intended to: (1) authorize the Authority to fund such reimbursements; and (2) does not obligate the Authority to fund any reimbursement or to enter into the Reimbursement Agreement providing for the reimbursement of any costs for which tax increment revenues may be captured under this Brownfield Plan, or which are permitted to be reimbursed under this Brownfield Plan. The amount and source of any tax increment revenues that will be used for purposes authorized by this Brownfield Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by the Brownfield Plan, will be provided solely under the Reimbursement Agreement contemplated by this Brownfield Plan.

2.6 Duration of Brownfield Plan (Section 13(1)(f))

In no event shall the duration of the Brownfield Plan exceed 35 years following the date of the resolution approving the Brownfield Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsection (4) and (5) of Section 13 of Act 381 or 30 years. Further, in no event shall the beginning date of the capture of tax increment revenues be later than five years after the date of the resolution approving the Brownfield Plan.

2.7 Effective Date of Inclusion in Brownfield Plan

The subject property will become a part of this Brownfield Plan on the date this Brownfield Plan is approved by the City of Monroe. The date of tax capture shall commence during the year construction begins or the immediate following year—as increment revenue becomes available—but the beginning date of tax capture shall not exceed five years beyond the date of the governing body resolution approving the Brownfield Plan amendment.

2.8 Displacement/Relocation of Individuals on Eligible Property (Section 13(1)(i-l))

The tenants of the multi-family residential buildings will be finishing their current leases and vacating the property prior to the start of redevelopment activities at the subject property.

2.9 Local Site Remediation Revolving Fund ("LSRRF") (Section 8, Section 13(1)(m))

The Authority has established a Local Site Remediation Revolving Fund (LSRRF). The Authority will capture incremental local and state school taxes to fund the LSRRF, to the extent allowed by law. The rate and schedule of incremental tax capture for the LSRRF will be determined within the Reimbursement Agreement. Considerations may include, but not be limited to the following: total capture duration, total annual capture, project economic factors, level of existing LSRRF funding, projected need for LSRRF funds, and amount of school tax capture available in accordance with Act 381. The use of LSRRF funds are not anticipated to finance any activities proposed as part of this Project. In addition, The Reimbursement Allocation Schedule (Attachment C, Table 3) estimates that within 30 years, insufficient tax increment revenues will be generated to allow deposit into the LSRRF.

2.10 Other Information

The tax capture breakdown of tax increment revenues anticipated to become available for use in this Brownfield Plan is summarized below.

There are 54.8657 non-homestead mills available for capture, with school millage equaling 24.0000 mills (44%) and local millage equaling 30.8657 mills (56%). None of the project will include homestead residential property, with those properties including the State Education Tax and local ISD taxes. The requested tax capture for MSF and MDEQ eligible activities breaks down as follows:

Tax Capture	
State to Local Tax Capture	Eligible Activities, Interest, Contingency
MSF/MDEQ School tax capture (43.7%)	\$174,087
MSF/MDEQ Local tax capture (56.3%)	\$228,076
Local-Only tax capture	\$0
Total	\$402,163

*The maximum total developer reimbursement is \$519,003, provided sufficient TIR is produced.