

**AGENDA**  
**MONROE DOWNTOWN DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**7:45 A.M.**  
**Wednesday, November 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, October 21, 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
    - a. North Monroe Sign Change
    - b. Snow Removal
    - c. Parking Violation collection
  - 4. Façade Grant Committee – Scott Goocher
    - a. 34 North Monroe Street
    - b. 206 South Monroe Street reimbursement
    - c. 2016 Downtown Reinvestment Grant Program
- B. DDA Office Report

**Action Requested**  
**Action Requested**  
**Action Requested**

**Action Requested**  
**Action Requested**  
**Action Requested**

**4. Other Business**

**5. Communications**

**6. Adjournment**

**Action Requested**

# Minutes

**Monroe Downtown Development Authority  
Regular Meeting  
Wednesday, October 21, 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, George Boyan (arrived at 7:48 a.m.), Mayor Robert Clark (left at 8:41 a.m.), Scott Goocher, Joe Peruski, Jodie Stevens, Tom Steward, Anthony Trujillo  
Excused: Kimberle Daniels, Les Lukacs  
Unexcused:  
Staff: Paula Stanifer, Dan Swallow  
Guests: Sheryl Trujillo, Jeremy McGarry

## **2. Consent Agenda**

- A. Approval of October Agenda
- B. Approval of Minutes of September 16, 2015 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Stevens, seconded by Mr. Goocher to approve the Consent Agenda.  
*Motion carried unanimously.*

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

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

- 1. Design Committee – Jodie Stevens
  - Mums were donated to us from Four Star. Mary Gail Beneteau and Ms. Stevens planted. Cheri Weakly pulled out the old flowers. Ms. Stanifer obtained the watering truck and watered all mums. Ms. Stevens also purchased the scarecrows to add to the pots.
  - Christmas decorating will be Saturday, November 7 at 8:00 a.m. On Thursday, November 5 beginning at 4:00 p.m. we will take down the cornstalks and scarecrows. Mr. Trujillo will take the cornstalks.
- 2. Promotions Committee – Mary Gail Beneteau
  - Tree Lighting will be Saturday, November 21, 2015. The parade will begin at 2:00 p.m. with the tree lighting at 8:00 p.m. There will be entertainment until 9:00 p.m. A few members thought 8 p.m. was too late for the tree lighting. Historically

is has been at 7:30 p.m. The time was moved back due to increased entertainment. This information will be passed to the committee for review for next year.

Motion by Ms. Stevens to allow Promotions Committee up to \$1,200.00 on Tree Lighting. This amount is already in the Promotions budget. Seconded by Mr. Goocher. .

***Motion carried unanimously***

3. Development Committee – Jim Jacobs

-Website – References have been checked and the committee has a recommendation for our new website.

Motion by Ms. Stevens to bring up to \$6,500.00 out of reserves to be used for new website to the Development budget for Hadrout contract. Seconded by Mayor Clark.

***Motion carried unanimously***

-Mr. Swallow discussed the RRCA and Cass lots. Committee recommended moving permit parking to the Cass lot from the RRCA lot as a recommendation to the Traffic Committee. Also, changing West Second Street on street parking to 2-hour parking for museum patrons in anticipation of the new alley changes. Mayor Clark suggested changing the RRCA lot to 2-hour parking to alleviate parking validation at the back end with new businesses opening soon.

Motion for recommendation to the Traffic Committee to take permit parking out of the RRCA lot and move to the Cass lot, and change the RRCA lot to 2-hour parking made by Mayor Clark, seconded by Ms. Stevens.

***Motion carried unanimously***

-Development is also discussing the purchase of permit parking and the graduate costs.

4. Façade Grant Committee – Scott Goocher

-We are waiting on a decision from the Historic District Commission on the two applications that we have submitted.

-Mr. Trujillo mentioned two new businesses that have opened recently and wondered about a façade grant at the old Downtown Hound building. Ms. Stanifer has already made contact with that owner. The second business is an art studio that has opened on West First Street.

**B. DDA Office Report**

Ms. Stanifer shared a brochure she created for the soccer event at Munson Park. Hopefully this will bring those families downtown.

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

-Mr. Trujillo would like to see hanging leafs on the brackets where snowflakes hang. Ms. Stanifer mentioned that the Design Committee has discussed more flags for the fall season but are waiting until the North Monroe Street Project finished so items can be purchased for the entire street. The larger flags will move farther out on Monroe Street, and new, smaller banners will be in town.

-Mr. Trujillo mentioned that the Bed Race and National Park Event were terrific but not many people attended. Mayor Clark will pass information along to those committees.

-Mr. Trujillo said the First Friday Zombie Event was huge, and it is helping his business.

#### **5. Communications**

-Mr. Swallow discussed the snow removal contract. Mr. Peruski said East Front Street by Monroe Currency never had snow removed. Mr. Swallow will talk to Mr. Noel about better removal.

-Pedestrian signs have had a positive reduction on speeding traffic.

-Mr. McGarry suggested our kiosk needs an upgrade. Ms. Stanifer and Ms. Stevens will be working on this.

-Mr. McGarry also suggested that on the Riverwalk instead of chains perhaps we could have people running made from metal. Ms. Stanifer asked him to look into the price and drawings for such a venture.

#### **6. Adjournment**

A motion to adjourn was made by Ms. Stevens, supported by Mr. Goocher at 8:59 a.m.

***Motion carried unanimously***

11/09/2015 04:45 PM  
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DB: Monroe

GL ACTIVITY REPORT FOR CITY OF MONROE  
FROM 751-00.000-003.000 TO 751-95.260-961.005  
TRANSACTIONS FROM 10/01/2015 TO 10/31/2015

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
10/01/2015			751-00.000-003.000 CERTIFICATES OF DEPOSIT		BEG. BALANCE		509,000.00
10/01/2015	GJ	JE	INVESTING ACTIVITY FOR 10/01/15	16526	50,000.00		559,000.00
10/08/2015	GJ	JE	INVESTING ACTIVITY FOR 10/08/15	16539	30,000.00		589,000.00
10/15/2015	GJ	JE	INVESTING ACTIVITY FOR 10/15/15	16575	20,000.00		609,000.00
10/22/2015	GJ	JE	INVESTING ACTIVITY FOR 10/22/15	16588		50,000.00	559,000.00
10/30/2015	GJ	JE	INVESTING ACTIVITY FOR 10/29/15	16595		9,000.00	550,000.00
10/31/2015			751-00.000-003.000	END BALANCE	100,000.00	59,000.00	550,000.00
10/01/2015			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		115,400.07
10/01/2015	GJ		MONTHLY P&L INSURANCE PREMIUM	16513		77.67	115,322.40
10/01/2015	GJ	JE	INVESTING ACTIVITY FOR 10/01/15	16526		50,000.00	65,322.40
10/06/2015	CD	CHK	SUMMARY CD 10/06/2015			1,280.00	64,042.40
10/08/2015	PR	CHK	SUMMARY PR 10/08/2015			656.47	63,385.93
10/08/2015	GJ	JE	INVESTING ACTIVITY FOR 10/08/15	16539		30,000.00	33,385.93
10/13/2015	GJ	JE	FIFTH THIRD SERVICE FEES-SEPTEMBER 2015	16562		5.01	33,380.92
10/15/2015	GJ	JE	INVESTING ACTIVITY FOR 10/15/15	16575		20,000.00	13,380.92
10/20/2015	CD	CHK	SUMMARY CD 10/20/2015			290.74	13,090.18
10/22/2015	PR	CHK	SUMMARY PR 10/22/2015			711.18	12,379.00
10/22/2015	GJ	JE	INVESTING ACTIVITY FOR 10/22/15	16588	50,037.92		62,416.92
10/29/2015	GJ		FUNDS TRANSFER FOR BOND PAYMENT	16614		28,590.62	33,826.30
10/30/2015	GJ	JE	INVESTING ACTIVITY FOR 10/29/15	16595	9,010.22		42,836.52
10/31/2015			751-00.000-007.000	END BALANCE	59,048.14	131,611.69	42,836.52
10/01/2015			751-00.000-390.000 RESTRICTED FUND BALANCE		BEG. BALANCE		(520,744.41)
10/31/2015			751-00.000-390.000	END BALANCE	0.00	0.00	(520,744.41)
10/01/2015			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		3,489.50
10/08/2015	PR	CHK	SUMMARY PR 10/08/2015		609.00		4,098.50
10/22/2015	PR	CHK	SUMMARY PR 10/22/2015		659.75		4,758.25
10/31/2015			751-65.691-703.000	END BALANCE	1,268.75	0.00	4,758.25
10/01/2015			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		216.35
10/08/2015	PR	CHK	SUMMARY PR 10/08/2015		37.76		254.11
10/22/2015	PR	CHK	SUMMARY PR 10/22/2015		40.90		295.01
10/31/2015			751-65.691-717.000	END BALANCE	78.66	0.00	295.01
10/01/2015			751-65.691-717.005 MEDICARE		BEG. BALANCE		50.60
10/08/2015	PR	CHK	SUMMARY PR 10/08/2015		8.83		59.43
10/22/2015	PR	CHK	SUMMARY PR 10/22/2015		9.57		69.00
10/31/2015			751-65.691-717.005	END BALANCE	18.40	0.00	69.00
10/01/2015			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		5.24
10/08/2015	PR	CHK	SUMMARY PR 10/08/2015		0.88		6.12
10/22/2015	PR	CHK	SUMMARY PR 10/22/2015		0.96		7.08
10/31/2015			751-65.691-718.010	END BALANCE	1.84	0.00	7.08
10/01/2015			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		176.68
10/31/2015			751-65.691-727.000	END BALANCE	0.00	0.00	176.68
10/01/2015			751-65.691-728.000 COPIES		BEG. BALANCE		0.07
10/31/2015			751-65.691-728.000	END BALANCE	0.00	0.00	0.07
10/01/2015			751-65.691-730.000 POSTAGE		BEG. BALANCE		7.26
10/31/2015			751-65.691-730.000	END BALANCE	0.00	0.00	7.26
10/01/2015			751-65.691-818.010 AUDIT SERVICES		BEG. BALANCE		0.00

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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 10/01/2015 TO 10/31/2015

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
10/05/2015	AP	INV	751-65.691-818.010 AUDIT SERVICES PLANTE & MORAN PLLC PROFESSIONAL SERVICES JUNE YEAR END 1	(Continued) 1274634	1,280.00		1,280.00
10/31/2015			751-65.691-818.010 END BALANCE		1,280.00	0.00	1,280.00
10/01/2015			751-65.691-853.000 TELEPHONE		BEG. BALANCE		(5.31)
10/31/2015			751-65.691-853.000 END BALANCE		0.00	0.00	(5.31)
10/01/2015			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		233.01
10/01/2015	GJ		MONTHLY P&L INSURANCE PREMIUM	16513	77.67		310.68
10/31/2015			751-65.691-910.000 END BALANCE		77.67	0.00	310.68
10/01/2015			751-65.691-955.030 DEVELOPMENT COMMITTEE		BEG. BALANCE		505.26
10/19/2015	AP	INV	FIFTH THIRD BANK SPRAY PAINT FOR MURAL- ALLEY PROJECT	09/27/2015	14.94		520.20
10/31/2015			751-65.691-955.030 END BALANCE		14.94	0.00	520.20
10/01/2015			751-65.691-955.035 DESIGN COMMITTEE		BEG. BALANCE		0.00
10/19/2015	AP	INV	FIFTH THIRD BANK FALL DECORATIONS	09/11/2015	240.00		240.00
10/19/2015	AP	INV	FIFTH THIRD BANK FALL DECORATIONS	09/09/2015	35.80		275.80
10/31/2015			751-65.691-955.035 END BALANCE		275.80	0.00	275.80
10/01/2015			751-65.691-955.040 PROMOTION COMMITTEE		BEG. BALANCE		63.60
10/31/2015			751-65.691-955.040 END BALANCE		0.00	0.00	63.60
10/01/2015			751-65.691-999.301 TRANSFER OUT-DEBT SERVICE		BEG. BALANCE		0.00
10/29/2015	GJ		FUNDS TRANSFER FOR BOND PAYMENT	16614	28,590.62		28,590.62
10/31/2015			751-65.691-999.301 END BALANCE		28,590.62	0.00	28,590.62
10/01/2015			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(115.37)
10/13/2015	GJ	JE	FIFTH THIRD SERVICE FEES-SEPTEMBER 2015	16562	5.01		(110.36)
10/22/2015	GJ	JE	INVESTING ACTIVITY FOR 10/22/15	16588		37.92	(148.28)
10/30/2015	GJ	JE	INVESTING ACTIVITY FOR 10/29/15	16595		10.22	(158.50)
10/31/2015			751-80.100-665.005 END BALANCE		5.01	48.14	(158.50)
10/01/2015			751-80.600-402.000 REAL PROPERTY TAXES		BEG. BALANCE		(181,409.98)
10/31/2015			751-80.600-402.000 END BALANCE		0.00	0.00	(181,409.98)
10/01/2015			751-80.600-410.000 PERSONAL PROPERTY TAXES		BEG. BALANCE		25,212.35
10/31/2015			751-80.600-410.000 END BALANCE		0.00	0.00	25,212.35
10/01/2015			751-95.260-961.005 REFUND - BOR SETTLEMENT		BEG. BALANCE		916.15
10/31/2015			751-95.260-961.005 END BALANCE		0.00	0.00	916.15
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					190,659.83	190,659.83	(46,998.93)

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PERIOD ENDING 10/31/2015

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		AMENDED	10/31/2015	NTH 10/31/2015	BALANCE
		BUDGET	(MAL (ABNORMAL))	ASE (DECREASE)	(MAL (ABNORMAL))
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100-GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	1,200.00	158.50	43.13	1,041.50
Total Dept 80.100-GENERAL REVENUE		1,200.00	158.50	43.13	1,041.50
Dept 80.600-GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	195,000.00	181,409.98	0.00	13,590.02
751-80.600-410.000	PERSONAL PROPERTY TAXES	0.00	(25,212.35)	0.00	25,212.35
Total Dept 80.600-GENERAL REVENUE		195,000.00	156,197.63	0.00	38,802.37
TOTAL Revenues		196,200.00	156,356.13	43.13	39,843.87
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	16,000.00	4,758.25	1,268.75	11,241.75
751-65.691-717.000	SOCIAL SECURITY	992.00	295.01	78.66	696.99
751-65.691-717.005	MEDICARE	232.00	69.00	18.40	163.00
751-65.691-718.010	WORKERS' COMP INSURANCE	23.00	7.08	1.84	15.92
751-65.691-718.015	UNEMPLOYMENT	5.00	0.00	0.00	5.00
751-65.691-727.000	OFFICE SUPPLIES	500.00	176.68	0.00	323.32
751-65.691-728.000	COPIES	100.00	0.07	0.00	99.93
751-65.691-730.000	POSTAGE	500.00	7.26	0.00	492.74
751-65.691-818.010	AUDIT SERVICES	1,285.00	1,280.00	1,280.00	5.00
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	80,000.00	0.00	0.00	80,000.00
751-65.691-853.000	TELEPHONE	475.00	(5.31)	0.00	480.31
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	310.68	77.67	621.32
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	520.20	14.94	1,479.80
751-65.691-955.035	DESIGN COMMITTEE	8,000.00	275.80	275.80	7,724.20
751-65.691-955.040	PROMOTION COMMITTEE	8,000.00	63.60	0.00	7,936.40
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	92,182.00	28,590.62	28,590.62	63,591.38
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		279,026.00	36,348.94	31,606.68	242,677.06
Dept 95.260-CLERK/TREASURER					
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	916.15	0.00	(916.15)
Total Dept 95.260-CLERK/TREASURER		0.00	916.15	0.00	(916.15)
TOTAL Expenditures		279,026.00	37,265.09	31,606.68	241,760.91
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		196,200.00	156,356.13	43.13	39,843.87
TOTAL EXPENDITURES		279,026.00	37,265.09	31,606.68	241,760.91
NET OF REVENUES & EXPENDITURES		(82,826.00)	119,091.04	(31,563.55)	(201,917.04)

Monroe Downtown Development Authority  
2014-2015 Fiscal Year Expenditure Report

<b>Part Time Salaries</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$16,000.00			
7/16/2015		\$139.99		
7/16/2015		\$348.01		
7/30/2015		\$638.00		
8/13/2015		\$580.00		
8/27/2015		\$623.50		
9/10/2015		\$580.00		
9/24/2015		\$580.00		
10/8/2015		\$609.00		
10/22/2015		\$659.75		
				<b>\$11,241.75</b>
<b>Social Security</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$992.00			
7/16/2015		\$30.26		
7/30/2015		\$39.55		
8/13/2015		\$35.96		
8/27/2015		\$38.66		
9/10/2015		\$35.96		
9/24/2015		\$35.96		
10/8/2015		\$37.76		
10/22/2015		\$40.90		
				<b>\$696.99</b>
<b>Medicare</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$232.00			
7/16/2015		\$7.08		
7/30/2015		\$9.25		
8/13/2015		\$8.41		
8/27/2015		\$9.04		
9/10/2015		\$8.41		
9/24/2015		\$8.41		
10/8/2015		\$8.83		
10/22/2015		\$9.57		
				<b>\$163.00</b>
<b>Workers Comp Insurance</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$23.00			
7/16/2015		\$0.88		
7/30/2015		\$0.93		



Monroe Downtown Development Authority  
2014-2015 Fiscal Year Expenditure Report

8/13/2015		\$0.84		
8/27/2015		\$0.91		
9/10/2015		\$0.84		
9/24/2015		\$0.84		
10/8/2015		\$0.88		
10/22/2015		\$0.96		
				\$15.92
<b>Unemployment</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$5.00			
				\$5.00
<b>Office Supplies - 727.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$500.00			
Internet - Go Daddy		\$13.01		
Staples - cardstock, rack		\$44.27		
Internet hosting - Host Gator		\$119.40		
				\$323.32
<b>Copies</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$100.00			
July		\$0.07		
				\$99.93
<b>Postage</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$500.00			
July		\$7.26		
				\$492.74
<b>Audit Services</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,285.00			
Plante & Moran PLLC - Prof. Services		\$1,280.00		
				\$5.00
<b>General Contract Services</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$20,000.00			

Monroe Downtown Development Authority  
2014-2015 Fiscal Year Expenditure Report

				<b>\$20,000.00</b>
<b>Façade Improvements - 818.080</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$40,000.00			
Budget increase	\$40,000.00			
				<b>\$80,000.00</b>
<b>Telephone</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$475.00			
Credit (cancelled phone)	\$5.31			
				<b>\$480.31</b>
<b>Publishing/Advertising 905.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$7,000.00			
				<b>\$7,000.00</b>
<b>Insurance Premium</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$932.00			
Monthly P&L Insurance - July		\$77.67		
Monthly P&L Insurance - August		\$77.67		
Monthly P&L Insurance - September		\$77.67		
Monthly P&L Insurance - October		\$77.67		
				<b>\$621.32</b>
<b>Miscellaneous Expense - 955.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$800.00			
				<b>\$800.00</b>
<b>Development Committee - 955.030</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$2,000.00			
Wine crawl display for alleyscape		\$340.95		
Alley presentation refreshments		\$164.31		

Monroe Downtown Development Authority  
2014-2015 Fiscal Year Expenditure Report

Paint for alley project		\$14.94		
				\$1,479.80
<b>Design Committee - 955.035</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$8,000.00			
Fall Decorations		\$240.00		
Fall Decorations		\$35.80		
				\$7,724.20
<b>Promotion Committee - 955.040</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$8,000.00			
Balloons for wine crawl		\$63.60		
				\$7,936.40
<b>Transfer Out Debt Service</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$92,182.00			
Bond Payment		\$28,590.62		
				\$63,591.38
<b>Transfer Out Capital Project</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$0.00			
				\$0.00
<b>Total</b>	<b>\$239,031.31</b>	<b>\$36,354.25</b>		<b>\$202,677.06</b>

## **Promotion Committee Minutes**

November 3, 2015

Present: Amanda Phebus, Mary Gail Beneteau, Rachel Lazere  
Staff: Paula Stanifer

### **1. Roll Call**

The meeting was called to order at 7:45 AM by Mary Gail Beneteau.

### **2. Tree Lighting – November 21**

Printed copies of event flyer are distributed.

Patterson did a few TV ads

Paula will e-mail Pipers Concert and Tree Lighting event flyers to the DDA distribution list and post on FB

Paula will follow up with the Monroe News to confirm event ad

Chamber – School Flyers distributed?

Chamber – Local Radio Advertising?

Mary Gail will confirm that Carriage Rides start at 3:00 not 3:30

8 Non Profits so far including the nativity

Paula is working on securing a violinist

Brad Schreiber will do caricatures

Face painting will be available intermittently

Amanda print tickets

Amanda print sandwich boards

#### **Timeline**

Entertainment: 1:00 pm – 9:00 pm

Chamber Parade: 2:00 pm

Santa @ MBT: 3:00 pm - 8:00 pm. Santa break after parade

Carriage Rides: 3:00 pm - 8:00 pm.

Tree Lighting: 8:00 pm

### **3. Billboards**

The billboard pricing may have increased. Paula will request a new proposal.

### **4. Mobile App**

We liked the capability of the proposed app, however, at this time it is cost prohibited. \$3,000 per year annual fee and \$1,000 initial launch cost.

### **5. Lake Erie Magazine**

Ads cost \$400 each. We agreed that we would need repetition to be effective.

### **6. First Fridays**

We discussed collaboration with the Downtown First Friday.

### **Upcoming Meetings:**

*Regular Meeting: Tuesday, December 1, 2015 at 7:45 am at City Hall.*

Submitted by Amanda Phebus

MEETING MINUTES  
**MONROE DDA DEVELOPMENT COMMITTEE**  
**WEDNESDAY, NOVEMBER 4, 2015 @ 7:45 AM**  
CITY HALL, 120 E. FIRST STREET  
2<sup>ND</sup> FLOOR CONFERENCE ROOM

Chairman Jacobs called the meeting to order at 7:50

1. Roll Call

James Jacobs, Thomas Stewart, Jodie Stevens, Paula Stanifer and Dan Swallow

2. Old Business

a. Parking System Changes

i. DDA Board Actions

1. Cass Lot – Addition of Permit Parking

2. W. First Street (RRCA) Lot- Elimination of Permit Parking

The members discussed the final recommendation from the DDA Board, which differed from the Committee's original recommendation that the W. First Street (RRCA) Lot be 1-hour parking. Based on discussions at the Board meeting, the feeling was this lot should be re-signed for 2-hour parking to accommodate some of the longer term users like the Coffee Shop and new Salon. The Committee was supportive of sending these recommendations on to the Mayor's Traffic Committee.

Paula Stanifer noted she has received several complaints from downtown merchants that enforcement of the 1-hour limit is very weak on S. Monroe Street, particularly on the blocks between Second Street and Front Street. There are repeated reports of cars parked in these areas all day without receiving any tickets.

ii. Recommendations to Mayor's Traffic Committee

Dan Swallow will submit the DDA Board recommendations regarding the Cass Lot and W. First Street Lot to the Mayor's Traffic Committee for action.

It was noted that the Traffic Control Order related to parking on N. Monroe Street also needs to be changed, and then the signage needs to be updated to match the balance of the Downtown.

**Motion by Stevens and supported by Stewart, to recommend a change to the existing traffic control order on N. Monroe Street to match the balance of the downtown on-street parking, and request that the City DPS change the parking signs to reflect 1-hour parking that is consistent with other areas.**

**Motion passed**

- b. Block Captain Assignments
  - i. Return of contact information
  - ii. Next distribution

The Committee members were reminded to return the contact information for the businesses they visited to Paula Stanifer so she can update her business names, mailing and phone lists. Ms. Stanifer can provide the Christmas parade and tree lighting flyer if anyone plans on visiting their areas in the next week.

### 3. New Business

- a. Trash Pick-Up in Downtown (*See Attached Maps*)
  - i. Locations and Design for sidewalk trash enclosures
  - ii. Requirements of alley pick-up
  - iii. Shared dumpster enclosures

The Committee members discussed the current situation with trash being deposited at the curb in the downtown area and the desire to have a more aesthetically appropriate solution. Following review of various downtown areas, the Committee made the following series of recommendations:

- Request that the City DPS provide cost breakdown and logistics to switch to rear Alley pickup on Washington Street between First Street and Front Street.
- Add more decorative trash cans to the sidewalk areas within the downtown to reduce littering.
- Add trash can enclosures along E. Front Street, with potential locations identified as adjacent to the old Kresge Building and in Altrusa Park.
- Evaluate the use of the rolling trash totes with larger capacity that could be placed within the proposed enclosures and which can be more easily moved and stored off the street.
- Verify dumpster enclosure access and utilization in the Riverfront Parking Lot to see if a new dumpster can be placed for use by the properties on the west side of S. Monroe Street between the River and Front Street.

#### b. Downtown Curb-Line Snow Removal Contract

The Committee members reviewed the use of the private contractor for curb-line snow removal and reported that the feedback they received was predominantly positive. The members felt this was an important service that provides better customer access for the downtown retail and service establishments. While the predictions are for reduced snow this coming season, the Committee still felt it was a worthwhile expenditure of DDA funds and that the DDA would only be responsible for the retainer if the contractor was not utilized.

**Motion by Stewart and supported by Stevens, to recommend to the DDA Board that they authorize the funding for renewal the curb-line snow removal contract with Noel's Lawn Service for the 2015-16 winter season.**

**Motion Passed**

4. Other Business

Paula Stanifer reviewed the list of outstanding fines for parking tickets that have not been recovered. The highest offender has \$4,000.00 in unpaid fines, with numerous individuals owing a few hundred dollars. In aggregate, the highest offenders owe a little over \$30,000.00 in unpaid fines. Dan Swallow reported that the City Attorney could be engaged to pursue these individuals in District Court for the unpaid fines. If the Court approved judgments against the offenders, this judgment could be submitted to the Michigan Secretary of State, who can prevent the offenders from renewing their Driver's License until their outstanding fines are paid. The Committee felt it was important for the City to pursue this issue, but recognized in some cases the attorney fees could exceed the amount recovered.

**Motion by Stewart and supported by Stevens, to recommend to the DDA Board that they request that the City Attorney pursue outstanding fines with court action(s), subject to an evaluation of cost relative to the anticipated collection of fines.  
Motion passed.**

5. Adjournment

The meeting adjourned at 8:50

# Minutes

Façade Grant Committee

November 5, 2015

Monroe City Hall

Second Floor Conference Room

Chairperson: Scott Goocher

Present: Chairperson Scott Goocher, Mary Gail Beneteau, and staff member Paula Stanifer.

Due to a lack of committee members, we did not have a quorum. No action was taken.

34 South Monroe:

I would like to request the DDA board to take action on 34 South Monroe. Due to the timing of weather, they would like to get started as soon as possible.



## 2015 FAÇADE IMPROVEMENT PROGRAM APPLICATION

Building Owner's Name (Applicant): Songyu Chen  
Project Address: 34 South Monroe Street, Monroe, MI 48161  
Mailing Address: 860 Saint James Park, Monroe, MI 48161  
Telephone Number: 734-497-6022 E-mail: KennyChen2013@gmail.com  
Existing Use of Building: Retail

Will project result in a new use? If so, please explain. \_\_\_\_\_

Possible, as third floor may turn into a rental unit in the future.

Project Description: (Please be specific) Tuckering & paint to bring back same color.  
- open third floor boarded windows (window will be repair & paint to same color)  
- Remove Brent's sign to make it more historical look

\*Please include information on any product manufacturer, color (awning fabric swatches and/or paint chips), etc., and a drawing of the proposed improvements. Attach additional sheets if necessary.

Estimated Project Cost (by project element):

See Attachment

\* Please note only one estimated price is attached. It has been time

consuming gathering the other quote. I want to see if we can fit the project in

prior to winter. I believe pricing will be relatively close as it was \$12,000 for tuckering & painting

\*Attach copies of quotes from licensed contractors for each project element.

[Please note I will try to get in other quote in, but will rather start right away from prior quote.]

Requested Rebate Amount: \$8,722.50

Proposed Project Start Date: Start as soon as possible may be delay based on weather.

**Did you receive any tax abatement from the City of Monroe?** Yes No (circle one)  
**If yes, please provide tax abatement form.**

**Did you receive a DDA Façade Grant in the last five years on this property?** Yes No

Application materials checklist to be submitted:

- Rebate application, completed and signed by the property owner;
- An informal sketch of the proposed façade;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized costs per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). This must be provided by a licensed contractor.

The undersigned applicant affirms that:

- A. The information submitted is true and accurate to the best of my (our) knowledge.
- B. I (We) have read and understand the conditions of the Façade Program and agree to abide by its conditions and guidelines.
- C. The decision of the Façade Committee/DDA is final.

**SIGNATURE OF APPLICANT(S):**

 \_\_\_\_\_

**DATE:** 9/19/15

**DATE:** \_\_\_\_\_

**Please return all application materials by mail to the  
DDA office, 120 East First Street**

**OFFICE USE ONLY**

Submittal Date: 9/24/15 1 quote

Committee Action: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_



Ohio Building Restoration, Inc.  
830 Mill, Street  
Toledo, Ohio 43609

*34 South Monroe Street  
Proposal*

Proposal submitted to:

Songyu Chen	Phone: 734.497.6022	Date: 9/16/2015
Brent's Locksmith	Job Name: 34 S. Monroe	
34 S. Monroe Street	Job Location: same	
Monroe, MI. 48161		

Brief description of work being performed:

Power-wash, spot prime, tuck-point, and apply two finish coats on masonry, windows, and doors.

We hereby submit specifications and estimates for:

Power-wash the two sides of the building. Clean up the paint chips upon completion.
Tuck-point the deteriorated or missing mortar joints as needed.
Prime all bare masonry with a recommended Sherwin-William Product.
Apply one full finish coats of Sherwin-Williams Super paint to all the masonry
Remove covering from upper windows. Lightly sand, prime and paint all windows.
Caulk all windows and doors.
Prime and paint lower store front windows and doors.
Prime, and paint lower side door and window.
<b>Cost to complete work mentioned above.....\$14,546</b>
<b>Permit cost is not included in the prices provided.</b>
<b>Cost to complete the work mentioned below.....\$2,899</b>
Remove the existing sign from the two sides of the building.
Install framing and cement board along the area of the old sign. (Installing letters is not included.)

*We propose* hereby to furnish material, equipment, and labor – complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. O.B.R. workers are fully covered by Workmen's Compensation Insurance.

Authorized Brian Taylor  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn if not accepted within 30 days.  
The net due 15 days upon completion.

*Acceptance of Proposal*—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as described above.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

Brian Taylor  
Project Manager / Estimator  
Ohio Building Restoration, Inc.  
Email: btaylor.obr@att.net  
Cell: 419.290.7637 Phone: 419.244.7372 Fax: 419.244.0627



kenny chen &lt;kennychen2013@gmail.com&gt;

**Kenny chen**

1 message

**Thomas Bilan** <tlbilan@hotmail.com>

Sat, Apr 25, 2015 at 7:18 PM

To: "kennychen2013@gmail.com" &lt;kennychen2013@gmail.com&gt;

the quote to remove loose paint  
 remove deteriorated brick  
 replace deteriorated brick with matching brick in size  
 to grout in all bad areas as needed with type S mortar  
 to paint with paint picked out by customer of color specified by city  
 paint to be purchased from st. pierre hwde on stewart rd..  
 quantity to be measured by st. pierre hwde  
 all material to be paid for by owner before job started  
 equipment charge and liability charge supplied by contractor  
 sidewalk cracks and cleaned by contractor if damaged be an extra to owner  
 owner to carry liability on property and surrounding walks and trees and hydrants  
 tree trimming to be supplied by city or outside contractor  
 the time to complete this project cannot be predicted because of weather conditions that prevail, any or all  
 discoveries found to not be in this agreement that prevail and cost will be additional charge ..additional  
 work and material will be an extra over and beyond original charges...these are the conditions that prevail..  
 deposit of 4000.00 dollars in advance to begin job to pay for material and equipment upon completion of  
 Monroe street or 50% of work an additional 4000.00 balance when job is completed...of 3120.00  
 todays date 4/25/2015

sign-----

date: -----

witness-----

date-----

contractor; Thomas I. Bilan

cash discount : paid by cash 2%

\$222.40-----

sign-----

witness-----

\* Please note this was previous quote for tucking & pointing / Paint.

Total at \$11,120.00 .

Update quote is still outstanding pending his sign/window repair estimation.

\$11,120

# Bilan

124 Tremont St  
Monroe, MI 48162  
734-242-9731

Date

9/28/2015

## Quote for:

Songyu Chen  
Brent's Locksmith  
34 S. Monroe St  
Monroe, MI 48161

## Payable to

Tom Bilan

Quote #150928

## Job description below:

**Power Wash, Prime, Tuck Point, Apply Coats on Masonary, doors and window**

All permits to be taken out by owner

## Description

Remove upper window coverings  
Caulk all windows and doors  
Apply Kensington Clark primer & paint to all surfaces  
Prime bare surfaces with Kensington Clark paint  
Tuck point mortar joints  
Power wash two sides of building  
Paint lower windows and doors  
Paint Front St Door & Windows  
Brick Front St Window  
Remove Signs  
Replace with Cement Board & Framing  
Installing letters is not included

**Work will be done as weather permits**

\*Any conditions that cannot be seen are extra to contract

**Total \$18,000**

A 25% Deposit is Required at Signing

25% Due when job is 50% complete

25% Due when job is 75% complete

Balance due at completion

I accept this quote by signing below:

---



On Thu, Oct 8, 2015 at 10:29 AM, Monroe Downtown Development Authority  
<[director@downtownmonroemi.com](mailto:director@downtownmonroemi.com)> wrote:

*Monroe Downtown Development Authority*

120 E. First St. (City Hall)

Monroe, MI 48161

p [734-384-9172](tel:734-384-9172) f [734-243-8683](tel:734-243-8683)

[director@downtownmonroemi.com](mailto:director@downtownmonroemi.com)

[www.downtownmonroemi.com](http://www.downtownmonroemi.com)

## Monroe Downtown Development Authority

---

**From:** kenny chen <kennychen2013@gmail.com>  
**Sent:** Thursday, October 08, 2015 12:36 PM  
**To:** Monroe Downtown Development Authority  
**Subject:** Re:

Hi Paula,

Thank you for the email. Per conversation with the contractor, the sign for Brent's Locksmith will be similar to Martin's Shoe across the street. Let me know if the members have additional questions.

Ken





kenny chen &lt;kennychen2013@gmail.com&gt;

**Kenny chen**

1 message

**Thomas Bilan** <tlbilan@hotmail.com>

Sat, Apr 25, 2015 at 7:18 PM

To: "kennychen2013@gmail.com" &lt;kennychen2013@gmail.com&gt;

the quote to remove loose paint  
 remove deteriorated brick  
 replace deteriorated brick with matching brick in size  
 to grout in all bad areas as needed with type S mortar  
 to paint with paint picked out by customer of color specified by by city  
 paint to be purchased from st. pierre hwde on stewart rd..  
 quantity to be measured by st. pierre hwde  
 all material to be paid for by owner before job started  
 equipment charge and liability charge supplied by contractor  
 sidewalk cracks and cleaned by contractor if damaged be an extra to owner  
 owner to carry liability on property and surrounding walks and trees and hydrants  
 tree trimming to be supplied by city or outside contractor  
 the time to complete this project cannot be predicted because of weather conditions that prevail, any or all  
 discoveries found to not be in this agreement that prevail and cost will be additional charge ..additional  
 work and material will be an extra over and beyond original charges...these are the conditions that prevail..  
 deposit of 4000.00 dollars in advance to begin job to pay for material and equipment upon completion of  
 Monroe street or 50% of work an additional 4000.00 balance when job is completed...of 3120.00  
 todays date 4/25/2015

sign-----

date: -----

witness-----

date-----

contractor; Thomas I. Bilan

cash discount : paid by cash 2%

\$222.40-----

sign-----

witness-----

\* Please note this was previous quote for tucking & pointing / Paint.

Total at \$11,120.00 .

update quote is still outstanding pending his sign/window repair estimation.

\$11,120





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## Historic District Commission

October 21, 2015

Monroe Downtown Development Authority  
c/o Paula Stanifer, Director  
120 E. First Street  
Monroe, Michigan 48161

RE: 34 S. Monroe Street

Ms. Stanifer,

At the request of the Downtown Development Authority, the Historic District Commission (HDC) reviewed the proposed Façade Improvement Grant application for the above referenced property. The purpose of the review was to determine whether the proposed changes to the exterior of the building met the *Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings*.

As understood by the Historic District Commission, the applicant is proposing to remove boards from windows on the third story façade and north elevation and repair and repaint existing windows; power wash masonry façade and north elevation; tuckpoint and repair masonry façade and north elevation, as needed; paint façade and north elevation (using Monroe's Historic Palette as a paint selection guide); and remove existing "Brent's Locksmiths" sign and replace with signage appropriate to the style of building.

The repairs being proposed are critical to retaining the context and significance of the building. The project requires a contractor that is very skilled, as well as experienced in working with historic masonry buildings and related materials. The projects comprising this application, which repair key elements of the façade meet *The Secretary of the Interior's Standards for Rehabilitation* – specifically, Standards 1, 2, 3, 4, 5, 6, and 10. Therefore, the Historic District Commission recommends approval of the proposed project.

If the Commission can provide any additional information or clarification regarding its review, please do not hesitate to contact me or Jeffrey Green, Historic Preservation Officer/City Planner.

Regards,

*James Johnson*

James Johnson  
Chairman



# ***Monroe Downtown Development Authority 2016 Downtown Reinvestment Grant Program***

## **I. GENERAL PURPOSE AND OBJECTIVES**

The Monroe Downtown Development Authority (DDA) created the Downtown Reinvestment Grant Program (Program) to encourage private investment in the City's downtown. The Program has made a significant impact in the area by encouraging redevelopment, revitalization and rehabilitation of buildings in Downtown Monroe.

Each fiscal year, the DDA considers allocation of funds in their budget for the Program. The Program seeks to provide funding for projects that will enhance the aesthetics and historical character in the DDA District and assist property owners in rehabilitating and upgrading the facades and exterior features of their buildings.

## **II. GRANT GUIDELINES**

- 1) Façade rehabilitation grant funds are available for exterior work on buildings located in the DDA District.
- 2) The entire façade must be included in all work to be completed.
- 3) The Façade Program application must be completed and submitted by the building owner.
- 4) No grant applications will be accepted for work that has already been started or completed or for work that is covered by insurance.
- 5) Façade Grants are for existing commercial buildings only. Buildings may have upper floor residential component, but first floor must be commercial use.
- 6) Participants must be current with the City of Monroe and Monroe County for all real or personal property taxes at time of application and at time of payment.
- 7) Paint and fabric colors for exterior improvements shall be chosen from the *Downtown Façade Study* and *Historic Color Palette* available for review in the City of Monroe Planning Department/Historic Preservation Office.

- 8) All projects shall meet the Secretary of the Interior's *Standards for Rehabilitation* (<http://www.nps.gov/tps/standards/four-treatments/standguide/index.htm>)
- 9) Grants are awarded on a reimbursement basis once completed work has been verified by City and DDA staff as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant. Grants are awarded as a single payment to the applicant.
- 10) Reimbursements (up to \$10,000) are for labor and materials only. Permit fees and other expenses do not qualify for grant dollars.
- 11) Properties that have received funding through this program within the last five (5) years are not eligible.
- 12) A single owner of multiple properties may apply for grant funds for each property owned, but may not receive more than \$10,000 per property within a five (5) year period.
- 13) If an applicant is awarded a reinvestment grant for façade or awning, and the façade or awning is altered in a manner that is not consistent with the program guidelines within one (1) year from receipt of façade funds, the applicant may be required to reimburse the DDA immediately for the full amount of the grant.

### **Section III – PROGRAM DETAILS**

Reinvestment grants are available for the following types of projects:

#### **Façade Rehabilitation and Building Renovation**

Removing slipcovers or non-historic/added facades, repointing brick or replacing mortar joints, replacing or restoring cornices, removing paint from brick, repairing/replacing windows, restoring transom windows, and painting.

##### **Grant Limits:**

Façade rehabilitation and building grants are limited to a 50% match of the eligible project costs, with a cap of \$10,000.00 per grant for façade work.

Paint-only grants are limited to a 20% grant with a cap of \$5,000.00 per grant.

## **Awnings**

Awning grants are limited to a 50% grant with a cap of \$5,000 per grant.

- All proposed improvements must be approved before work begins.
- An Administrative Site Plan Review Application must be submitted for any work that will change, modify, or alter the exterior appearance of a building. (Contact the Planning Department – Jeff Green 734-384-9106 or Jeffrey.green@monroemi.gov). There is a cost of \$500 and drawings must be prepared or reviewed by a design professional (ex: architect or engineer).
- Reimbursement will occur after project completion, inspection, and submittal of final paid invoices.
- Should final payment be lower than approved bid, the DDA will reimburse based on the applicable percentage of the final paid invoice amount.
- Project approval does not replace City of Monroe Site Plan Review or other Building or Planning Department reviews and procedures.

## **SECTION IV – GRANT APPLICATION PROCESS**

1. Contact the Downtown Development Authority and City of Monroe Economic and Community Development to discuss project eligibility.
2. Complete grant application form. Return the completed application form with all original itemized work estimates, color samples, and drawings of the proposed work to the DDA Office, 120 East First Street, Monroe, Michigan 48161 no later than 4:00 p.m. on February 25, 2016. Applications will continue to be accepted no later than 4:00 p.m. on the first Monday of each month for consideration of any unused funds.
  - a. Drawings of all proposed grant work to be done. Drawings may be prepared by the project architect or contractor.
  - b. Color samples of all final paint selections and/or final building material selections must be included with the application.

- c. Itemized work estimates on all project work from contractors or project architects must be included with the application.
  - d. Photos of the building's exterior including all areas where work is to be performed.
3. The approval process will include without limitation the following:
- a. All projects must meet current State of Michigan building standards and codes, as well as building permit requirements.
  - b. Applicants may be required to attend and present their grant reinvestment project to the DDA.
  - c. All grant applications that will change, modify or alter the exterior appearance of the building must be reviewed and approved by the Historic District Commission prior to approval by the DDA.
  - d. Applications must be complete and contain all required information. Additional information requested by the DDA or Historic District Commission must be provided prior to approval of the grant.
  - e. All construction bids submitted by an applicant must be current and must be dated no earlier than ninety (90) days prior to the application submittal. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the DDA and Historic District Commission to determine the bid components and authenticity of the bids.
  - f. An applicant whose application has been denied by the DDA shall not be eligible to re-submit a grant application for six (6) months from the date the prior application was declined by the DDA.
  - g. Applicants receiving approval shall commence construction described within the application within ninety (90) days from the date the grant is awarded. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved. If the applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is

made prior to the ninety (90) day or one (1) year time limit. The DDA shall not be obligated to allow extensions, but may do so for good cause determined solely by the DDA Board, pursuant to a recommendation from the Façade Grant Committee. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the DDA. An extension denial cannot be appealed and shall be final.

h. As a condition of this grant application, the applicant consents and shall allow the DDA and Economic Development staff to request City of Monroe inspections to determine that the grant, if awarded, will not be used for construction on any building that is not in compliance with the City of Monroe building codes and Ordinances that are applicable to the construction contemplated in the application.

i. No applicant has a proprietary right to receive grant funds. Each request will be considered on a case-by-case basis.

j. the applicant shall be required to furnish photographs of the building's exterior after the construction is completed, as a condition of final grant reimbursement.

k. The applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.

#### 4. Reimbursement:

When the grant project has been satisfactorily completed and reviewed, the applicant shall present the DDA office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.

## **Section V – PROJECT TIMEFRAME**

This approval process typically takes between six (6) and eight (8) weeks, but may, in some circumstances, take longer. Applicants may be contacted to schedule a meeting with the DDA Façade Grant Committee to review the project.



## **Section VI – CRITERIA**

Projects are reviewed with the following criteria in mind:

- Project results in an increase in property valuation and generates sales tax revenue.
- Project rehabilitation reflects historic accuracy.
- Project results in a significant increase in downtown population (retail, residence on second floor, night life, etc.)
- Total investment dollars as provided in the grant application.
- Investment in structure construction or renovation (excluding purchase price).
- Complements existing buildings and improves aesthetic appearance.
- Increases consumer traffic and vitality in Downtown Monroe.
- Promotes redevelopment of Monroe Downtown Development Authority District.
- Property owners that are property tax exempt will not qualify. However, other funds may be available. Please contact the DDA Office for further details.

## **Section VII - APPLICATION**

*All application materials must be submitted by the deadline to be considered. Only completed applications will be accepted.*

Application materials to be submitted include:

- Application form, completed and signed by the property owner;
- Sketch of the proposed façade or exterior improvements;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.

## **2016 DOWNTOWN REINVESTMENT GRANT PROGRAM APPLICATION**

**Building Owner's Name (Applicant):** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Existing Use of Building:** \_\_\_\_\_

**Will project result in a new use? If so, please explain.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Type of Work: (Check all that apply)**

**Paint Only** \_\_\_\_\_

**Façade & Building Renovation** \_\_\_\_\_

**Awnings** \_\_\_\_\_

**Project Description: (Please be specific)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\*Please include information on any product manufacturer, color (awning fabric swatches and/or paint chips), etc., and a drawing of the proposed improvements. Attach additional sheets if necessary.

**How will this project benefit Downtown Monroe?**

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**Estimated Project Cost** (by project element):

Project Element	Estimated Cost	Estimated Cost

\*Attach copies of quotes from licensed contractors for each project element.

**Requested Rebate Amount:** \_\_\_\_\_

**Proposed Project Start Date:** \_\_\_\_\_

**Did you receive any tax abatement from the City of Monroe?** Yes No (circle one)  
**If yes, please provide tax abatement form.**

**Did you receive a DDA Façade Grant in the last five years on this property?** Yes No

Application materials checklist to be submitted:

- Application form, completed and signed by the property owner;
- Sketch of the proposed façade or exterior improvements;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.

The undersigned applicant affirms that:

- A. The information submitted is true and accurate to the best of my (our) knowledge.
- B. I (We) have read and understand the conditions of the Façade Program and agree to abide by its conditions and guidelines.
- C. The decision of the Façade Committee/DDA is final.

**SIGNATURE OF APPLICANT(S):**

\_\_\_\_\_  
\_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**Please return all application materials by mail to the  
DDA office, 120 East First Street**

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**OFFICE USE ONLY**

Submittal Date: \_\_\_\_\_

Committee Action: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_