

AGENDA
MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
7:45 A.M.
Wednesday, July 15, 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, June 17, 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 – Scott Goocher
 - a. 34 South Monroe Street
 - b. 321 North Monroe Street

Action Requested

Action Requested

- B. DDA Office Report
 - 1. Welcome new board members

4. Other Business

5. Communications

6. Adjournment

Action Requested

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, June 17, 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, Kimberle Daniels (arrived at 7:46 a.m.), Les Lukacs, Jodie Stevens, Tom Stewart, Anthony Trujillo (arrived at 7:49 a.m.), Cheri Weakly (left at 8:48 a.m.)
Excused: Scott Goocher
Unexcused: Christopher Bica
Staff: Paula Stanifer
Guests: No guests

2. Consent Agenda

- A. Approval of June Agenda
- B. Approval of Minutes of May 20, 2015 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

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

3. 2014-2015 Work Program

A. Committee Project Status Reports

1. Design Committee – Jodie Stevens
-We have received positive comments about flowers and planters. A very nice selection this year.
2. Promotions Committee – Mary Gail Beneteau
-Flea Market was a great success. We will continue next year.
-Wine Crawl is July 17. Tickets will go on sale June 19.
3. Development Committee – Jim Jacobs
-Ms. Stevens reported on website RFP. Mayor Clark reported on consultant the City is hiring for branding and City website. We need to coordinate all efforts.

Motion by Mr. Stewart, seconded by Ms. Weakly to approve RFP as submitted.
Motion carried unanimously

4. Façade Grant Committee – Scott Goocher
 - a. 29 East Front Street
Façade is complete. Pictures were passed showing before and after.

Motion by Ms. Stevens, seconded by Mr. Lukacs, to reimburse 29 East Front Street \$7,257.50 for façade improvements.

Motion carried unanimously

Mr. Goocher is the new chairperson of the Façade Grant Committee. A meeting will be set to reevaluate the façade program.

B. DDA Office Report

1. Outgoing board members

-Ms. Stanifer thanked Ms. Weakly for her 8+ years of service on the DDA. Ms. Weakly will remain on the Design Committee, and will continue to be the eyes and ears of Downtown.

2. New Downtown Brochures

-Ms. Stanifer is working with the Tourism Bureau and Monroe News to create a new brochure. Retail businesses, restaurants, and servicing offices (chiropractic, hair salons, etc.) will be listed. Other offices, such as attorney offices, will be listed only if they purchase an ad.

4. Other Business

A. 44 and 48 South Monroe Street

Mayor Clark reported on options for these foreclosures. 1) The DDA/City can purchase. 2) Land Bank can purchase. 3) Auction to anyone.
Discussed the need for a performance bond for these properties.

B. Administrative Assistant Review

Closed session was held.

5. Communication

-Mayor Clark announced the new DDA members. George Boyan, a Downtown resident will be filling Mr. Pipis' unexpired term, and Joe Peruski from Monroe Currency and Coin will be filling Ms. Weakly's spot. His term will be for 4 years.

-Mayor Clark commented that City Council and the DDA need to meet to discuss goals and objectives. Both need to see what each is doing regarding priorities.

-Mr. Trujillo inquired about the carriage rides during the Tree Lighting Event. He knows someone who has a wagon to carry more people. Ms. Stanifer mentioned that the DMBN pays for the carriage rides. Mr. Trujillo will get the name of the person to Ms. Stanifer and she will pass along to the DMBN.

-Mr. Trujillo would like speakers to come to our meetings and explain what they are doing. For example, DMBN, Chamber, John Patterson, and the Battlefield group.

6. Adjournment

A motion to adjourn was made by Ms. Stevens, supported by Mr. Trujillo at 8:56 a.m.

Motion carried unanimously

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	
5/7/2015		\$562.50	
5/21/2015		\$550.00	
			\$3,275.01
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	

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

3/12/2015		\$34.10		
3/26/2015		\$31.00		
4/9/2015		\$32.55		
4/23/2015		\$32.55		
5/7/2015		\$34.88		
5/21/2015		\$34.10		
				\$203.05
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		
5/7/2015		\$8.16		
5/21/2015		\$7.97		
				\$47.48
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		

Monroe Downtown Development Authority
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10/9/2014		\$0.71		
10/23/2014		\$0.71		
11/6/2014		\$0.71		
11/20/2014		\$0.74		
12/4/2014		\$0.71		
12/18/2014		\$0.76		
1/2/2015		\$0.71		
1/15/2015		\$0.71		
1/29/2015		\$0.71		
2/12/2015		\$0.71		
2/26/2015		\$0.71		
3/12/2015		\$0.78		
3/26/2015		\$0.71		
4/9/2015		\$0.74		
4/23/2015		\$0.74		
5/7/2015		\$0.79		
5/21/2015		\$0.78		
				\$3.79
Unemployment	Budget	Expenditures		Balance
	\$15.00			
				\$15.00
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$500.00			
Internet hosting		\$119.40		
Planner		\$13.99		
Staples - toner		\$245.98		
Staples - office supplies		\$103.99		
				\$16.64
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		

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

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
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		
March		\$36.39		
April		\$39.44		

Monroe Downtown Development Authority
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				\$88.67
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$200.00			
Monroe Publishing - meeting schedule		\$62.52		
				\$137.48
Insurance Premium	Budget	Expenditures		Balance
	\$1,905.00			
For lower deductible for liability		\$274.00		
Monthly P&L Insurance Premium - July		\$75.42		
Monthly P&L Insurance Premium - August		\$75.42		
Monthly P&L Insurance Premium - Sept		\$75.42		
Monthly P&L Insurance Premium - October		\$75.42		
Monthly P&L Insurance Premium - November		\$75.42		
Monthly P&L Insurance Premium - December		\$75.42		
Monthly P&L Insurance Premium - January		\$75.42		
Monthly P&L Insurance Premium - February		\$75.42		
Monthly P&L Insurance Premium - March		\$75.42		
Monthly P&L Insurance premium - April		\$75.42		
Monthly P&L Insurance Premium - May		\$75.42		
				\$801.38
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
Frankenmuth decorations trip		\$38.00		
Transferred to Promotions		\$342.00		
				\$420.00
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		
Alley project - food		\$191.89		
Alley project - info cards		\$35.00		
Development packets		\$50.43		
				\$1,053.38
Design Committee - 955.035	Budget	Expenditures		Balance

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	\$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		
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		
Deposit - Flea Market 5-11-2015	\$150.00			
Deposit - Flea Market 5-28-2015	\$140.00			
Deposit - Flea Market 6-9-2015	\$290.00			
Text Marketing Program		\$127.00		
Transferred from Miscellaneous	\$342.00			
				\$3,171.35
Transfer Out Debt Service	Budget	Expenditures		Balance

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

	\$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	\$239,292.66	\$177,154.86		\$62,137.80