

AGENDA
MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
7:45 A.M.
Wednesday, May 18, 2016
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 20, 2016 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
 - a. Bike Rack **Action Requested**
 - b. Sign/kiosk **Action Requested**
 - c. Doggie bag stations **Action Requested**
 - d. Flowers **Action Requested**
 - 2. Promotions Committee – Mary Gail Beneteau
 - a. Billboard advertising **Action Requested**
 - b. First Friday Event s **Action Requested**
 - 3. Development Committee – Jim Jacobs
 - a. Façade Reinvestment Grant plaques **Action Requested**
 - 4. Façade Grant Committee – Scott Goocher
- B. DDA Office Report

4. Other Business

- A. Administrative Assistant Review
- B. Target Market Analysis/ Retail Study/Strategic Plan

5. Communications

6. Adjournment

Action Requested

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, April 20, 2016
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, Mayor Robert Clark (arrived at 7:49 a.m.), Kimberle Daniels (arrived at 7:55 a.m.), Scott Goocher, Joe Peruski, Jodie Bean, Tom Steward, Mackenzie Swanson (arrived at 7:46 a.m.), Anthony Trujillo
Excused: Les Lukacs
Guests: Rachel Lazare
Staff: Paula Stanifer

2. Consent Agenda

- A. Approval of April Agenda
- B. Approval of Minutes of March 16, 2016 DDA meeting
Approval of Minutes of April 13, 2016 Special meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Ms. Bean, seconded by Mr. Peruski to approve the Consent Agenda.
Motion carried unanimously.

3. 2015-2016 Work Program

A. Committee Project Status Reports

1. Design Committee – Jodie Stevens
 - May 21 – Flower planting beginning at 8:30 in Loranger Square. Mr. Trujillo will pick up the flowers on Friday. Mums are growing back and we will leave those in place.
 - Ms. Bean asked for volunteers for the Design Committee. Mr. Trujillo would like to receive an email reminder about meetings.
2. Promotions Committee – Mary Gail Beneteau
 - Flea Market is progressing very well. Many new activities.

3. Development Committee – Jim Jacobs

a. Parking Validation Signs

Motion by Mr. Steward to proceed with Validation signs bolted in back; seconded by Mr. Goocher.

Motion carried unanimously.

4. Façade Grant Committee – Scott Goocher

-Mayor Clark would like all façade grant applications to be emailed to the DDA board in a separate packet going forward. Confidentiality was discussed and a reminder not to approach property owners to answer any questions. Bring questions to the board.

a. 115 East Front Street

Motion by Mr. Trujillo to accept the recommendation of the Façade Committee to grant \$5,000 in reimbursement for project at 115 East Front Street; seconded by Ms. Bean.

Motion carried unanimously.

b. 138 North Monroe Street

Motion by Ms. Daniels to accept the recommendation of the Façade Committee to grant \$8,900 in reimbursement for project at 138 North Monroe Street without name being a part of permanent structure; seconded by Ms. Bean.

Motion carried unanimously.

c. 111 South Macomb Street

Motion by Ms. Daniels to accept the recommendation of the Façade Committee to grant \$1,350 in reimbursement for project at 111 South Macomb Street; seconded by Mr. Boyan.

Motion carried unanimously.

d. 88 West Front Street

Action was tabled on this property until more information is received. Board would like a picture of the actual door as well as the manufacturer. Board would also like to review the sign ordinance regarding the historic sign on this building.

e. 42 South Monroe Street

Motion by Ms. Daniels to accept the recommendation of the Façade Committee to grant \$10,000 in reimbursement for project at 42 South Monroe Street; seconded by Ms. Swanson.

Motion carried unanimously.

f. 132 East Front Street

Motion by Mayor Clark to accept the recommendation of the Façade Committee to take no action on 132 East Front Street; seconded by Mr. Peruski.

Motion carried unanimously.

-Updates on outstanding Façade Reinvestment Grants was given.

-Façade impact from 2004 to present

B. DDA Office Report

-Parking Ticket delinquent letters are being sent out this week or next.

-Ms. Stanifer sent a letter to Keith Woodcock for an update on vacant buildings.

4. Other Business

a. Administrative Assistant Review Committee

-Mr. McGowan asked for a committee to review Administrative Assistant. Committee formed of Mr. Trujillo, Ms. Swanson, Ms. Daniels, Mr. Peruski, and Mr. McGowan

-Committee will meet and report back to the board.

5. Communications

-Mr. Trujillo would like handicap parking added to the lot next to his café. Item referred to Development Committee.

-Budget was approved by City Council with two amendments. At the DDA special meeting the board added \$25,000 for a Retail Market Analysis. Council amended the budget and added an additional \$25,000 for a total addition of \$50,000. The overall budget changed from \$208,141 to \$263,141. Mayor Clark reported that during the City Council work session, where decisions are not made, council wanted to add \$25,000 additional for an analysis and \$5,000 to promotions for First Fridays. Mr. Ready, City Attorney, was present and reviewed. Council does not have the authority to tell DDA where to spend the money. However, council can increase, decrease, and approve.

Discussion on events and the importance of events being all inclusive of all businesses. Activities should be reviewed by committees. Ms. Swanson would like a subcommittee to the Promotions Committee. Mayor Clark suggested members from First Fridays attend the Promotions meeting and participate.

-Regarding the analysis, Mayor Clark is not sure if the City would be eligible for a MISHDA grant since we are an entitlement community.

-Different opportunities were discussed: Target Market Analysis, Retail Analysis, and Strategic Plan. The DDA needs to move forward in obtaining information. Perhaps someone can come in and assist in writing a strategic plan. It is the board's choice on how we spend the additional funds.

-A Strategic Planning Committee was formed of Mayor Clark, Ms. Swanson, Ms. Bean, Mr. Trujillo, and Mr. Peruski.

6. Adjournment

A motion to adjourn was made by Ms. Bean, supported by Mr. Steward at 9:37 a.m.

Motion carried unanimously

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
04/01/2016			751-00.000-003.000 CERTIFICATES OF DEPOSIT		BEG. BALANCE		290,000.00
04/07/2016	GJ	JE	INVESTING ACTIVITY FOR 04/07/16	17115		80,000.00	210,000.00
04/21/2016	GJ	JE	INVESTING ACTIVITY FOR 04/21/16	17170		70,000.00	140,000.00
04/30/2016			751-00.000-003.000	END BALANCE	0.00	150,000.00	140,000.00
04/01/2016			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		151,068.67
04/07/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17123	245,000.00		396,068.67
04/21/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17171	70,000.00		466,068.67
04/28/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17196		64,000.00	402,068.67
04/30/2016	GJ	JE	MICHIGAN CLASS INTEREST - APRIL 2016	17213	150.90		402,219.57
04/30/2016			751-00.000-005.000	END BALANCE	315,150.90	64,000.00	402,219.57
04/01/2016			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		168,499.79
04/01/2016	GJ		MONTHLY P&L INSURANCE PREMIUM	17091		77.67	168,422.12
04/07/2016	PR	CHK	SUMMARY PR 04/07/2016			625.21	167,796.91
04/07/2016	GJ	JE	INVESTING ACTIVITY FOR 04/07/16	17115	80,151.36		247,948.27
04/07/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17123		245,000.00	2,948.27
04/12/2016	GJ	JE	FIFTH THIRD SERVICE FEES	17127		5.43	2,942.84
04/19/2016	CD	CHK	SUMMARY CD 04/19/2016			95.00	2,847.84
04/19/2016	CD	CHK	SUMMARY CD 04/19/2016			1,700.00	1,147.84
04/21/2016	PR	CHK	SUMMARY PR 04/21/2016			625.21	522.63
04/21/2016	GJ	JE	INVESTING ACTIVITY FOR 04/21/16	17170	70,091.00		70,613.63
04/21/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17171		70,000.00	613.63
04/21/2016	CR	RCPT			210.00		823.63
04/28/2016	GJ		SUMMARY CR POSTING: 04/21/2016 OTHER FUNDS TRANSFER FOR BOND PAYMENT	17184		63,590.63	(62,767.00)
04/28/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17196	64,000.00		1,233.00
04/30/2016			751-00.000-007.000	END BALANCE	214,452.36	381,719.15	1,233.00
04/01/2016			751-00.000-390.000 RESTRICTED FUND BALANCE		BEG. BALANCE		(473,745.48)
04/30/2016			751-00.000-390.000	END BALANCE	0.00	0.00	(473,745.48)
04/01/2016			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		11,392.00
04/07/2016	PR	CHK	SUMMARY PR 04/07/2016		580.00		11,972.00
04/21/2016	PR	CHK	SUMMARY PR 04/21/2016		580.00		12,552.00
04/30/2016			751-65.691-703.000	END BALANCE	1,160.00	0.00	12,552.00
04/01/2016			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		706.31
04/07/2016	PR	CHK	SUMMARY PR 04/07/2016		35.96		742.27
04/21/2016	PR	CHK	SUMMARY PR 04/21/2016		35.96		778.23
04/30/2016			751-65.691-717.000	END BALANCE	71.92	0.00	778.23
04/01/2016			751-65.691-717.005 MEDICARE		BEG. BALANCE		165.19
04/07/2016	PR	CHK	SUMMARY PR 04/07/2016		8.41		173.60
04/21/2016	PR	CHK	SUMMARY PR 04/21/2016		8.41		182.01
04/30/2016			751-65.691-717.005	END BALANCE	16.82	0.00	182.01
04/01/2016			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		16.69
04/07/2016	PR	CHK	SUMMARY PR 04/07/2016		0.84		17.53
04/21/2016	PR	CHK	SUMMARY PR 04/21/2016		0.84		18.37
04/30/2016			751-65.691-718.010	END BALANCE	1.68	0.00	18.37
04/01/2016			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		176.68
04/30/2016			751-65.691-727.000	END BALANCE	0.00	0.00	176.68
04/01/2016			751-65.691-728.000 COPIES		BEG. BALANCE		0.07
04/30/2016			751-65.691-728.000	END BALANCE	0.00	0.00	0.07

GL ACTIVITY REPORT FOR CITY OF MONROE
 FROM 101-00.000-003.000 TO 755-95.260-961.005-REVLOC0000
 TRANSACTIONS FROM 04/01/2016 TO 04/30/2016

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
04/01/2016			751-65.691-730.000 POSTAGE		BEG. BALANCE		7.26
04/30/2016			751-65.691-730.000	END BALANCE	0.00	0.00	7.26
04/01/2016			751-65.691-818.010 AUDIT SERVICES		BEG. BALANCE		1,280.00
04/30/2016			751-65.691-818.010	END BALANCE	0.00	0.00	1,280.00
04/01/2016			751-65.691-818.020 GENERAL CONTRACT SERVICES		BEG. BALANCE		5,000.00
04/30/2016			751-65.691-818.020	END BALANCE	0.00	0.00	5,000.00
04/01/2016			751-65.691-818.080 FACADE IMPROVEMENTS		BEG. BALANCE		10,000.00
04/30/2016			751-65.691-818.080	END BALANCE	0.00	0.00	10,000.00
04/01/2016			751-65.691-853.000 TELEPHONE		BEG. BALANCE		(5.31)
04/30/2016			751-65.691-853.000	END BALANCE	0.00	0.00	(5.31)
04/01/2016			751-65.691-905.000 PUBLISHING/ADVERTISING		BEG. BALANCE		432.06
04/18/2016	AP	INV	WASHINGTON STREET PRINTERS LLC	2808	95.00		527.06
			SOCCER BROCHURES (300)				
04/30/2016			751-65.691-905.000	END BALANCE	95.00	0.00	527.06
04/01/2016			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		699.03
04/01/2016	GJ		MONTHLY P&L INSURANCE PREMIUM	17091	77.67		776.70
04/30/2016			751-65.691-910.000	END BALANCE	77.67	0.00	776.70
04/01/2016			751-65.691-955.000 MISCELLANEOUS EXPENSE		BEG. BALANCE		0.00
04/18/2016	AP	INV	FIFTH THIRD BANK	03/21/2016	1,700.00		1,700.00
			PAYMENT ON WEBSITE				
04/30/2016			751-65.691-955.000	END BALANCE	1,700.00	0.00	1,700.00
04/01/2016			751-65.691-955.030 DEVELOPMENT COMMITTEE		BEG. BALANCE		1,244.50
04/30/2016			751-65.691-955.030	END BALANCE	0.00	0.00	1,244.50
04/01/2016			751-65.691-955.035 DESIGN COMMITTEE		BEG. BALANCE		603.41
04/30/2016			751-65.691-955.035	END BALANCE	0.00	0.00	603.41
04/01/2016			751-65.691-955.040 PROMOTION COMMITTEE		BEG. BALANCE		1,563.60
04/30/2016			751-65.691-955.040	END BALANCE	0.00	0.00	1,563.60
04/01/2016			751-65.691-999.301 TRANSFER OUT-DEBT SERVICE		BEG. BALANCE		28,590.62
04/28/2016	GJ		FUNDS TRANSFER FOR BOND PAYMENT	17184	63,590.63		92,181.25
04/30/2016			751-65.691-999.301	END BALANCE	63,590.63	0.00	92,181.25
04/01/2016			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(1,122.60)
04/07/2016	GJ	JE	INVESTING ACTIVITY FOR 04/07/16	17115		151.36	(1,273.96)
04/12/2016	GJ	JE	FIFTH THIRD SERVICE FEES	17127	5.43		(1,268.53)
04/21/2016	GJ	JE	INVESTING ACTIVITY FOR 04/21/16	17170		91.00	(1,359.53)
04/30/2016	GJ	JE	MICHIGAN CLASS INTEREST - APRIL 2016	17213		150.90	(1,510.43)
04/30/2016			751-80.100-665.005	END BALANCE	5.43	393.26	(1,510.43)
04/01/2016			751-80.600-402.000 REAL PROPERTY TAXES		BEG. BALANCE		(209,135.07)
04/30/2016			751-80.600-402.000	END BALANCE	0.00	0.00	(209,135.07)

GL ACTIVITY REPORT FOR CITY OF MONROE
 FROM 101-00.000-003.000 TO 755-95.260-961.005-REVLOC0000
 TRANSACTIONS FROM 04/01/2016 TO 04/30/2016

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance	
04/01/2016			751-80.600-410.000 PERSONAL PROPERTY TAXES		BEG. BALANCE		29,719.59	
04/30/2016			751-80.600-410.000	END BALANCE	0.00	0.00	29,719.59	
04/01/2016			751-80.600-573.000 LCSA APPROPRIATION/PPT EXEMPT REIM		BEG. BALANCE		(21,535.34)	
04/30/2016			751-80.600-573.000	END BALANCE	0.00	0.00	(21,535.34)	
04/01/2016			751-80.600-692.090 MISCELLANEOUS REVENUE		BEG. BALANCE		(60.00)	
04/21/2016	CR	RCPT				210.00	(270.00)	
			SUMMARY CR POSTING: 04/21/2016 OTHER					
04/30/2016			751-80.600-692.090	END BALANCE	0.00	210.00	(270.00)	
04/01/2016			751-95.260-961.005 REFUND - BOR SETTLEMENT		BEG. BALANCE		4,438.33	
04/30/2016			751-95.260-961.005	END BALANCE	0.00	0.00	4,438.33	
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					596,322.41	596,322.41	0.00	

PERIOD ENDING 04/30/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 04/30/2016 (ABNORMAL)	ACTIVITY FOR MTH 04/30/2016 (DECREASE)	AVAILABLE BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100-GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	1,400.00	1,510.43	387.83	(110.43)
Total Dept 80.100-GENERAL REVENUE		1,400.00	1,510.43	387.83	(110.43)
Dept 80.600-GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	209,135.00	209,135.07	0.00	(0.07)
751-80.600-410.000	PERSONAL PROPERTY TAXES	(29,720.00)	(29,719.59)	0.00	(0.41)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT R	21,535.00	21,535.34	0.00	(0.34)
751-80.600-692.090	MISCELLANEOUS REVENUE	60.00	270.00	210.00	(210.00)
Total Dept 80.600-GENERAL REVENUE		201,010.00	201,220.82	210.00	(210.82)
TOTAL Revenues		202,410.00	202,731.25	597.83	(321.25)
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,000.00	12,552.00	1,160.00	7,448.00
751-65.691-717.000	SOCIAL SECURITY	1,100.00	778.23	71.92	321.77
751-65.691-717.005	MEDICARE	250.00	182.01	16.82	67.99
751-65.691-718.010	WORKERS' COMP INSURANCE	30.00	18.37	1.68	11.63
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	0.00	5.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	20,000.00	5,000.00	0.00	15,000.00
751-65.691-818.080	FACADE IMPROVEMENTS	80,000.00	10,000.00	0.00	70,000.00
751-65.691-853.000	TELEPHONE	475.00	(5.31)	0.00	480.31
751-65.691-905.000	PUBLISHING/ADVERTISING	7,000.00	527.06	95.00	6,472.94
751-65.691-910.000	INSURANCE PREMIUM	932.00	776.70	77.67	155.30
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	1,700.00	1,700.00	(900.00)
751-65.691-955.030	DEVELOPMENT COMMITTEE	2,000.00	1,244.50	0.00	755.50
751-65.691-955.035	DESIGN COMMITTEE	8,000.00	603.41	0.00	7,396.59
751-65.691-955.040	PROMOTION COMMITTEE	8,000.00	1,563.60	0.00	6,436.40
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	92,182.00	92,181.25	63,590.63	0.75
Total Dept 65.691-DOWNTOWN DEVELOPMENT		243,159.00	128,585.83	66,713.72	114,573.17
Dept 95.260-CLERK/TREASURER					
751-95.260-961.005	REFUND - BOR SETTLEMENT	4,440.00	4,438.33	0.00	1.67
Total Dept 95.260-CLERK/TREASURER		4,440.00	4,438.33	0.00	1.67
TOTAL Expenditures		247,599.00	133,024.16	66,713.72	114,574.84
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		202,410.00	202,731.25	597.83	(321.25)
TOTAL EXPENDITURES		247,599.00	133,024.16	66,713.72	114,574.84
NET OF REVENUES & EXPENDITURES		(45,189.00)	69,707.09	(66,115.89)	(114,896.09)
BEG. FUND BALANCE		473,745.48	473,745.48		
END FUND BALANCE		428,556.48	543,452.57		

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures	Balance
	\$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	
11/5/2015		\$681.50	
11/19/2015		\$674.25	
12/3/2015		\$580.00	
12/17/2015		\$609.00	
12/30/2015		\$580.00	
1/14/2016		\$580.00	
1/28/2016		\$609.00	
2/11/2016		\$580.00	
2/25/2016		\$580.00	
3/10/2016		\$580.00	
3/24/2016		\$580.00	
4/7/2016		\$580.00	
4/21/2016		\$580.00	
			\$3,448.00
Social Security	Budget	Expenditures	Balance
	\$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	
11/5/2015		\$42.25	
11/19/2015		\$41.81	
12/3/2015		\$35.96	
12/17/2015		\$37.76	
12/30/2015		\$35.96	
1/14/2016		\$35.96	
1/28/2016		\$37.76	
2/11/2016		\$35.96	
2/25/2016		\$35.96	
3/10/2016		\$35.96	

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

3/24/2016		\$35.96		
4/7/2016		\$35.96		
4/21/2016		\$35.96		
				\$213.77
Medicare	Budget	Expenditures		Balance
	\$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		
11/5/2015		\$9.88		
11/19/2015		\$9.78		
12/3/2015		\$8.41		
12/17/2015		\$8.83		
12/30/2015		\$8.41		
1/14/2016		\$8.41		
1/28/2016		\$8.83		
2/11/2016		\$8.41		
2/25/2016		\$8.41		
3/10/2016		\$8.41		
3/24/2016		\$8.41		
4/7/2016		\$8.41		
4/21/2016		\$8.41		
				\$49.99
Workers Comp Insurance	Budget	Expenditures		Balance
	\$23.00			
7/16/2015		\$0.88		
7/30/2015		\$0.93		
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		
11/5/2015		\$0.99		
11/19/2015		\$0.98		
12/3/2015		\$0.84		
12/17/2015		\$0.88		

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

12/30/2015		\$0.84		
1/14/2016		\$0.84		
1/28/2016		\$0.88		
2/11/2016		\$0.84		
2/25/2016		\$0.84		
3/10/2016		\$0.84		
3/24/2016		\$0.84		
4/7/2016		\$0.84		
4/21/2016		\$0.84		
				\$4.63
Unemployment	Budget	Expenditures		Balance
	\$5.00			
				\$5.00
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$500.00			
Internet - Go Daddy		\$13.01		
Staples - cardstock, rack		\$44.27		
Internet hosting - Host Gator		\$119.40		
				\$323.32
Copies	Budget	Expenditures		Balance
	\$100.00			
July		\$0.07		
				\$99.93
Postage	Budget	Expenditures		Balance
	\$500.00			
July		\$7.26		
				\$492.74
Audit Services	Budget	Expenditures		Balance
	\$1,285.00			
Plante & Moran PLLC - Prof. Services		\$1,280.00		
				\$5.00
General Contract Services	Budget	Expenditures		Balance
	\$20,000.00			

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

3/22/2016 Snow removal		\$5,000.00		
				\$15,000.00
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$40,000.00			
Budget increase	\$40,000.00			
12/7/2015 Scott Goocher 206 S Monroe		\$10,000.00		
				\$70,000.00
Telephone	Budget	Expenditures		Balance
	\$475.00			
Credit (cancelled phone)	\$5.31			
				\$480.31
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$7,000.00			
1500 MASA brochures - Lamour		\$225.00		
Monroe Publishing - 2016 Meeting List		\$62.52		
Façade Postcard mailing		\$144.54		
Washington St. Print - soccer brochures		\$95.00		
				\$6,472.94
Insurance Premium	Budget	Expenditures		Balance
	\$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		
Monthly P&L Insurance - November		\$77.67		
Monthly P&L Insurance - December		\$77.67		
Monthly P&L Insurance - January		\$77.67		
Monthly P&L Insurance - February		\$77.67		
Monthly P&L Insurance - March		\$77.67		
Monthly P&L Insurance - April		\$77.67		
				\$155.30
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
Hadrout - website paymehnt		\$1,700.00		

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

				-\$900.00
Development Committee - 955.030	Budget	Expenditures		Balance
	\$2,000.00			
Wine crawl display for alleyscape		\$340.95		
Alley presentation refreshments		\$164.31		
Paint for alley project		\$14.94		
Catering for alley project		\$530.40		
Ice for alley project		\$4.00		
Posters and postcards for alley project		\$45.00		
Mileage Detroit and Novi		\$100.05		
Mileage to St. John's Inn Four Star		\$44.85		
				\$755.50
Design Committee - 955.035	Budget	Expenditures		Balance
	\$8,000.00			
Cornstalks - Parrans (120)		\$240.00		
Small scarecrows (Dollar Tree)		\$35.80		
Fall and Christmas decorating - Stevens		\$237.77		
Christmas supplies		\$31.12		
Christmas supplies		\$58.72		
				\$7,396.59
Promotion Committee - 955.040	Budget	Expenditures		Balance
	\$8,000.00			
Balloons for wine crawl		\$63.60		
Hadrout - Website deposit		\$1,500.00		
				\$6,436.40
Transfer Out Debt Service	Budget	Expenditures		Balance
	\$92,182.00			
Bond Payment		\$28,590.62		
				\$63,591.38
Transfer Out Capital Project	Budget	Expenditures		Balance
	\$40,000.00			

Monroe Downtown Development Authority
2014-2015 Fiscal Year Expenditure Report

				\$40,000.00
Total	\$279,031.31	\$65,000.51		\$214,030.80

Promotion Committee Minutes

May 2, 2016

Present: Mary Gail Beneteau, Amanda Phebus, Janet Berns, Shaun McGowan
Guests: Rachel Lazere, McKenzie Swanson
Staff: Paula Stanifer

1. Roll Call

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

2. Flea Market – June 11, 2016 9:00 am – 2:00 pm

The Committee is expanding this event.

- Activities for children: Bounce House in MBT Parking Lot, face painting – girl scouts, Activity Station – Great Start Collaborative.
- Art: Similarly to the paintings at the IHM, we are going to add an art activity this event at Altrusa Park.
- Car Cruise: We will hold a car cruise at the Riverfront Parking lot.
- Parking: Visitor Parking will be at St. Mary's
- Vendor Parking: Macomb next to MBT lot.
- Use MBT's A frame signs for parking
- Popcorn – use MBT's machine & assistance in children's area 4 volunteers
- Kiwanis has expressed an interest in potentially coordinating a supplementary event.
- Goal of 75 vendors. 40 Confirmed so far.
- Fliers will be distributed to the schools.

3. Wine Crawl – July 15, 2016

Participants: 325 tickets will be available for sale. Wine stop stations have verbally confirmed. Amanda ordered glasses from Hohman Promotions.

Tickets: Tickets will be available for sale to past participants and the general public on the same date this year. MBT, Book Nook and Frenchie's will be where tickets are available for purchase.

4. Ladies Night Out

We heard of an interested party in taking the lead in coordination of this event, but no progress has been made. Paula will discuss the event concept with Hippo Chick and Belle Fleu to see if they would like to pursue.

5. Co-op Advertising - Billboards:

\$5850 6 months 2 boards

\$300 estimated additional paper change pricing.

= **\$7050** total board cost for 6 months. Includes new art each month.

<Motion: Amanda Phebus> motioned to pursue contracting 2 billboards featuring 2 businesses each month for 6 months. Businesses would assist with financing the program. The DDA would supplement the boards with up to \$5000 of the program cost. The committee will only pursue the boards if appropriate space becomes available. <Second: Janet Berns>

6. First Fridays

The committee is eager to partner with the First Friday group. We believe the concept is a good idea and want to support the endeavor. We discussed ideas to enhance the effort.

The Committee reviewed the First Friday request for a \$5000 funding proposal. Historically when the committee was presented with request for event financial support the most that was typically granted was \$2500.

<Recommendation> The DDA Promotions Committee recommends supporting the First Friday initiative up to \$2500 for the year.

7. Signage

The committee reviewed the concept of placing plaques at businesses who are being funded via the façade grant. There is a potential partnership opportunity between the Promotions Committee and the Development Committee.

Upcoming Meetings:

Regular Meeting: Tuesday, June 7, 2016 at 7:45 am at City Hall.

Submitted by Amanda Phebus

First Friday Downtown Monroe

403 E. Front St
Monroe, MI 48161
(734) 244-5720



Budget Proposal from First Friday Downtown Monroe(FFDM) to Monroe Downtown Development Authority (DDA)

Date

May 3, 2016

Proposal Prepared by:

First Friday Downtown Monroe
403 E. Front St
Monroe, MI 48161
(734) 244-5720

Proposal Presented to:

Monroe Downtown Development
Authority (DDA)
120 E. First St.
Monroe, MI 48161
(734) 384-9172

This budget proposal is submitted to the Monroe Downtown Development Authority (DDA) in a request by First Friday Downtown Monroe . FFDM is seeking to allocate DDA promotions funds for two primary reasons: 1) To execute twelve monthly events designed to promote business, highlight history, build a culture of the arts, and enhance a sense of community in Downtown Monroe. 2) To market and promote First Friday events to DDA businesses, residents of Downtown Monroe, and potential visitors to the city.

Period of Budget

The budget shall commence on July 1, 2016, and shall continue through June 30, 2017.

Scope of Collaboration

FFDM wishes to collaborate with the DDA on future First Friday Events. FFDM shall provide representation at monthly DDA Board Meetings to communicate strategies with the board. FFDM shall also provide representation at monthly Promotions Committee Meetings to participate as partners with the DDA in planning, managing, and executing First Friday events. This collaboration shall commence on July 1, 2016, and shall continue through June 30, 2017, with the option to mutually continue the collaboration thereafter.



CITY OF MONROE

Planning Department

April 22, 2016

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

RE: Façade Improvement Grant Application - 115 E. Front Street

Ms. Stanifer:

At the request of the Downtown Development Authority, the Historic District Commission (HDC) has reviewed the Façade Improvement Grant application for the above referenced property. The purpose of the review is to determine whether the proposed project or projects meet the *Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings*.

As understood by the Historic District Commission, the applicants are proposing to repair/replace bricks on north and east elevations of the building, power wash and paint the north and east elevations, and repair and repaint doors.

The applicant has provided several photographs illustrating existing issues and the types of repairs needed. The repairs identified are critical to the continuing long-term health 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 Commission does recommend that the applicant be advised of the importance of proper power washing techniques to prevent further damage to brick and mortar. Please note that #7 of the *Secretary of the Interior's Standards for Rehabilitation* states: "Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used." The projects composing 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 7. Therefore, the Historic District Commission recommends approval of the proposed project.

If the Commission can provide any additional information or clarification on its review, please do not hesitate to contact James Johnson, Chairman of the Historic District Commission or me.

Regards,



Jeffrey Green, AICP
Interim Director

JLG/aj



CITY OF MONROE

Planning Department

April 22, 2016

Page 1 of 1

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

RE: Façade Improvement Grant Application - 138 N. Monroe Street

Ms. Stanifer:

At the request of the Downtown Development Authority, the Historic District Commission (HDC) has reviewed the Façade Improvement Grant application for the above referenced property. The purpose of the review is to determine whether the proposed project or projects meet the *Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings*. The Commission has determined that the building is a non-contributing historic structure.

The Historic District Commission didn't feel it had sufficient information to make a final determination or recommendations regarding the proposed projects. The Commission would recommend requesting additional information before a final determination is made.

After reviewing the proposed project, the Commission understands the project as: Replace existing soffit; constructing a custom trellis; installing cladding underneath the windows; and wrapping sills in black aluminum.

The Historic District Commission would recommend that the applicant provide:

- Provide specifications for the proposed trellis (i.e., location, dimensions, etc.);
- Provide a site sketch identifying location what materials are being used and where they will be used; and
- Provide color samples or materials to be installed.

The Historic District Commission hopes this review helps with the DDA's decision-making process regarding the project. If the Commission can provide any additional information or clarification on its review, please do not hesitate to contact James Johnson, Chairman of the Historic District Commission or me.

Regards,

A handwritten signature in blue ink, appearing to read 'Jeffrey Green', is written over the typed name and title.

Jeffrey Green, AICP
Interim Director

JLG/aj



CITY OF MONROE

Planning Department

April 22, 2016

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

RE: Façade Improvement Grant Application - 42 S. Monroe Street

Ms. Stanifer:

The Historic District Commission (HDC) initially reviewed this request in 2015 and determined that the proposed project or projects met the *Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings*. The Commission reaffirms these findings.

To recap, as understood by the Historic District Commission, the applicant is proposing to remove boards from four (4) third story (façade) windows and evaluate the condition of the windows and reglaze, as necessary; install four (4) new, double-hung windows on the second story façade – windows to match third story windows as closely as possible; power wash masonry façade; tuckpoint and repair masonry façade, as needed; paint masonry façade (using Monroe's Historic Palette as a paint selection guide); install transom windows on the first floor façade/entry and display windows (per sketch provided by applicant); evaluate condition of canyon stone applied to bulkhead and replace if possible; and strip and repaint entrance/exit door to upper floors and replace glass.

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 composing this application, which repair key elements of the façade or replace more recent installations that do not match old or original features in size, scale or proportion, meet *The Secretary of the Interior's Standards for Rehabilitation* – specifically, Standards 1, 2, 3, 4, 5, 6, 7, and 9. Therefore, the Historic District Commission recommends approval of the proposed project.

The Historic District Commission hopes this review helps with the DDA's decision-making process regarding the project. If the Commission can provide any additional information or clarification on its review, please do not hesitate to contact James Johnson, Chairman of the Historic District Commission or me.

Regards,

A handwritten signature in blue ink, appearing to read 'Jeffrey Green', with a large, stylized flourish extending from the end of the signature.

Jeffrey Green, AICP
Interim Director

JLG/aj



CITY OF MONROE

Planning Department

April 22, 2016

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

RE: Façade Improvement Grant Application - 86 W. Front Street

Ms. Stanifer:

At the request of the Downtown Development Authority, the Historic District Commission (HDC) has reviewed the Façade Improvement Grant application for the above referenced property. The purpose of the review is to determine whether the proposed project or projects meet 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 renovate the Front Street façade, which includes: Installing a new door and sidelight that will replicate the door currently existing.

Given the information provided, the HDC does not have sufficient information to make a final determination or recommendation regarding the proposed project. As such, additional information will be required before a final determination/recommendation can be made. Therefore, the Commission recommends postponing action on this request until further information is provided to clarify what the project encompasses.

The Historic District Commission would recommend that the applicant provide:

- Product literature/specs on door and side lite to be installed;
- Proper address confirmation (i.e., 86 W. Front Street or 88 W. Front Street);
- Confirmation that the applicant will retain the current configuration of the door and setback.

The Historic District Commission hopes this review helps with the DDA's decision-making process regarding the project. If the Commission can provide any additional information or clarification on its review, please do not hesitate to contact James Johnson, Chairman of the Historic District Commission or me.

Regards,



Jeffrey Green, AICP
Interim Director

JLG/aj



CITY OF MONROE

Planning Department

April 22, 2016

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

RE: Façade Improvement Grant Application - 111 S. Macomb Street

Ms. Stanifer:

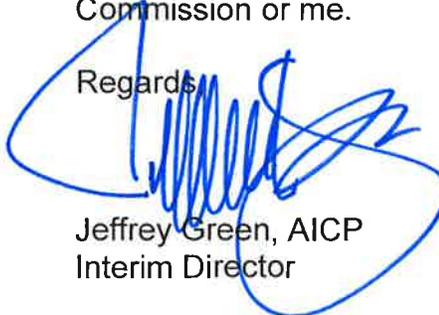
At the request of the Downtown Development Authority, the Historic District Commission (HDC) has reviewed the Façade Improvement Grant application for the above referenced property. The purpose of the review is to determine whether the proposed project or projects meet the *Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings*.

As understood by the Historic District Commission, the applicant is proposing to clean and prep areas for painting, prime wood areas with oil based primer, and paint the exterior of the building to include windows, doors, and trim. Color is to be SW 7605, Gale Force.

The applicant has provided several photographs illustrating existing issues and the types of repairs needed. The repairs identified are critical to the continuing long-term health of the building. It is also recommended that if painting masonry walls, only paint the east (rear) block wall as painting masonry walls that have not been previously painted is not recommended. The projects composing this application, which repair key elements of the façade meet *The Secretary of the Interior's Standards for Rehabilitation* – specifically, Standards 1, 2, 4, 5, 6, and 7. Therefore, the Historic District Commission recommends approval of the proposed project.

If the Commission can provide any additional information or clarification on its review, please do not hesitate to contact James Johnson, Chairman of the Historic District Commission or me.

Regards,



Jeffrey Green, AICP
Interim Director

JLG/aj