

AGENDA
MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING 7:45 A.M.
Wednesday, November 16, 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, October 19, 2016 Regular Meeting
- C. Financial Report
 - DDA Revenue and Expenditure Report FY 2016-2017
 - DDA Itemized Expenditure Report FY 2016-2017

3. 2016 – 2017 Work Program

- A. Chairperson's Comments
- B. Committee Project Status Report
 - 1. Design Committee – Les Lukacs
 - 2. Promotions Committee – Mary Gail Beneteau
 - 3. Development Committee – Jim Jacobs
 - 4. Façade Grant Committee – Scott Goocher
 - a. 54 South Monroe Street

Action Requested

- C. DDA Office Report

4. Other Business

- A. SBA Grants review – Charlene Page
- B. Snow Plow Contract

Action Requested

5. Communications

6. Board Member Comments

7. Adjournment

Action Requested

Upcoming Events:

Tree Lighting – November 19 – Parade 3:00 p.m. Downtown Events 3:00-8:00 p.m. Tree Lighting at 7:30 p.m.

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, October 19, 2016
First Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 7:45 a.m.

1. Roll Call

Present: Chairperson Joe Peruski, George Boyan, Mayor Robert Clark, Scott Goocher, Scott Kegerreis, Les Lukacs, Shaun McGowan, Tom Steward, Mackenzie Swanson, Anthony Trujillo (arrived 7:48 a.m.)

Excused:

Guests: Rachel Lazere

Staff: Paula Stanifer, Vince Pastue, Patrick Lewis (left 8:10 a.m.), Jeff Green (arrived 8:15 a.m., left 8:34 a.m.; arrived 8:57 a.m., left 9:04 a.m.)

2. Consent Agenda

A. Approval of October Agenda

B. Approval of Minutes of September 21, 2016 DDA meeting

C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Mr. Pastue asked for item 5A Closed Session to be stricken as no update is necessary. Motion by Mayor Clark to amend the Consent Agenda and strike Closed Session; seconded by Mr. McGowan.

Motion carried unanimously.

3. 2016-2017 Work Program

A. Chairperson's Comments

-Mr. Peruski outlined the new agenda format and the opportunity for each board member to have 60 seconds for comments at the end of the meeting.

-Committee reports will be brief. If questions after receiving the packet, email Ms. Stanifer for clarification prior to board meeting so questions can be answered.

-All board members need to attend all sessions. Mr. Peruski asked all members to be sure they are able to keep their commitments.

B. Committee Project Status Reports

1. Design Committee – Les Lukacs

-Ms. Bean has resigned. Mr. Lukacs thanked her for her service and commitment to Downtown.

- Volunteers are needed to take down fall decorations and put up Christmas decorations.
- New members are needed for this committee. Mayor Clark received a request to be on a DDA committee and will forward name to Mr. Lukacs.
- Committee would like to explore and recommend hiring a groundskeeper to focus on the Downtown area. Perhaps a partnership with Recreation/Parks.

2. Promotions Committee – Mary Gail Beneteau

- Mayor Clark outlined that City Council makes the final decision on street closures. Approvals are made by fact sheets submitted by groups to council.
- Ms. Swanson reported that First Fridays is severing ties with the DDA as a common goal for the event could not be reached. Mayor Clark reminded her that requests will need to be made to the City for continued use of Altrusa Park.

3. Development Committee – Jim Jacobs

a. Snow removal contract

- Mr. Lewis discussed the role of the DDA in snow removal and the contract for the last two years. Retainer was \$5,000. This allowed the company to be available within 24 hours to clear out the snow. We then paid \$2,000 per pickup for snow that was approximately 2ft tall by 2 ft wide.
- Consensus for Mr. Lewis to talk with Ron Noel about a smaller retainer and different options.
- More pedestrian signs are needed in the Downtown area. This was referred to the Development Committee to investigate.

4. Façade Grant Committee – Scott Goocher

a. 118 North Monroe Street

- Project submitted for approval.

Motion by Mr. Steward, seconded by Mayor Clark, to accept application of 118 North Monroe Street for façade reinvestment grant up to \$10,000.

Motion carried unanimously.

b. Façade application 2017

- Mr. Goocher outlined that the application did not have any changes from 2016. The committee felt that this application was very workable and there were no problems with applicants over the last year.

Motion by Mayor Clark, seconded by Mr. Boyan, to accept the Façade Reinvestment Grant Application as presented and recommended by committee for use for 2017.

Motion carried unanimously.

C. DDA Office Report

- The new website continues to receive updates.

4. Other Business

- A. Downtown liquor licenses – Mr. Green discussed the redevelopment liquor licenses. The Liquor Commission allows licenses to come into the community

under certain criteria. He will be looking to the DDA for support before going to council. He has been approached by a business seeking this type of license.

-Mr. Trujillo asked about Mr. Saul from the Bicentennial Committee doing a presentation to the DDA regarding a partnership. Mayor Clark stated that Mr. Saul had been in contact with himself and Ms. Stanifer. If he has a presentation, he should contact Mr. Peruski or Ms. Stanifer to be added to the agenda.

-Mr. Trujillo asked about help with finding quality workers for Downtown businesses through grants with the SBA or MEDC. Perhaps college credit programs are available. Mayor Clark will contact Tim Lake.

B. Strategic Plan Facilitator

-Interviews were done by the committee. They are recommending Joe Borgstrom due to his work within Michigan and Main Street Groups, and his understanding of DDAs. Cost is \$7,500 and will be completed by the end of January 2017. Some meetings will be public, some will be DDA board members only. After the Retail Market Analysis is completed he will come back to be sure everything fits well together.

Motion by Mr. Trujillo, seconded by Mr. Goocher, to use Joe Borgstrom as our Strategic Plan Facilitator for up to \$7,500.

Motion carried unanimously.

C. Retail Market Analysis Agreement – Land USA

-The City of Monroe has contracted with Land USA for a discounted rate of \$20,000. DDA would receive the same \$20,000 rate for a Retail Market Analysis.

Motion by Mr. McGowan, seconded by Mr. Goocher, to allow Mr. Peruski to enter into a contract with Land USA for an amount not to exceed \$20,000 for a Retail Market Analysis.

Motion carried unanimously.

5. Communications

6. Board Member Comments/Guest Comments

Ms. Lazere – First Friday will no longer ask for financial support from the DDA as they couldn't come up with a common goal.

Mr. McGowan – Likes all the façade activity.

Mr. Boyan – Likes the new bike rack at the point of West First and West Front.

Mr. Trujillo – Sad to see First Friday leave from DDA but will support. Glad Mr. Lukacs is stepping up for Design. Need fresh faces on committee. SBA should help all of Downtown.

Mr. Lukacs- Wants to see more board participation in events. Ms. Bean dropped out due to lack of board participation.

Mayor Clark – It is easy to see what isn't done in Downtown, so it is great to see positive comments. Encouraged everyone to watch Mr. Green's presentation on Downtown Monroe changes. Likes the participation of MCCC in fall decorating.

Mr. Goocher – Asked when plants will be removed from planters. Trick or Treat is Downtown this Saturday from 12-3.

Ms. Stanifer – It would cost \$4,680 to put up Christmas decorations. Our volunteers are very important to us and we need to appreciate them.

7. Adjournment

A motion to adjourn was made by Mr. McGowan, supported by Ms. Swanson at 9:10 a.m.

Motion carried unanimously

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GL ACTIVITY REPORT FOR CITY OF MONROE

Page: 1/2

TRANSACTIONS FROM 10/01/2016 TO 10/31/2016

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
10/01/2016			751-00.000-003.000 CERTIFICATES OF DEPOSIT		BEG. BALANCE		82,000.00
10/20/2016	GJ	JE	INVESTING ACTIVITY FOR 10/20/16	17967		82,000.00	0.00
10/20/2016	GJ	JE	INVESTING ACTIVITY FOR 10/20/16	17967	60,000.00		60,000.00
10/31/2016			751-00.000-003.000	END BALANCE	60,000.00	82,000.00	60,000.00
10/01/2016			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		440,264.91
10/07/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17902	150,000.00		590,264.91
10/27/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17999		28,000.00	562,264.91
10/31/2016	GJ	JE	MICHIGAN CLASS INTEREST - OCT 2016	18029	339.59		562,604.50
10/31/2016			751-00.000-005.000	END BALANCE	150,339.59	28,000.00	562,604.50
10/01/2016			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		153,365.53
10/01/2016	GJ		MONTHLY P&L INSURANCE PREMIUM	17877		38.92	153,326.61
10/04/2016	CD	CHK	SUMMARY CD 10/04/2016			1,470.00	151,856.61
10/06/2016	PR	CHK	SUMMARY PR 10/06/2016			625.23	151,231.38
10/07/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17902		150,000.00	1,231.38
10/13/2016	GJ	JE	5/3 SERVICE FEES - SEP 2016	17942		5.64	1,225.74
10/18/2016	CD	CHK	SUMMARY CD 10/18/2016			22,007.00	(20,781.26)
10/20/2016	PR	CHK	SUMMARY PR 10/20/2016			719.01	(21,500.27)
10/20/2016	GJ	JE	INVESTING ACTIVITY FOR 10/20/16	17967	82,133.76		60,633.49
10/20/2016	GJ	JE	INVESTING ACTIVITY FOR 10/20/16	17967		60,000.00	633.49
10/27/2016	GJ		FUNDS TRANSFER FOR BOND PAYMENT	17991		28,196.88	(27,563.39)
10/27/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17999	28,000.00		436.61
10/31/2016	CR	RCPT			1,800.00		2,236.61
10/31/2016	GJ	JE	SUMMARY CR POSTING: 10/31/2016 OTHER POSTAGE - SEP & OCT 2016	18025		0.93	2,235.68
10/31/2016			751-00.000-007.000	END BALANCE	111,933.76	263,063.61	2,235.68
10/01/2016			751-00.000-390.000 RESTRICTED FUND BALANCE		BEG. BALANCE		(473,745.48)
10/31/2016			751-00.000-390.000	END BALANCE	0.00	0.00	(473,745.48)
10/01/2016			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		3,371.25
10/06/2016	PR	CHK	SUMMARY PR 10/06/2016		580.00		3,951.25
10/20/2016	PR	CHK	SUMMARY PR 10/20/2016		667.00		4,618.25
10/31/2016			751-65.691-703.000	END BALANCE	1,247.00	0.00	4,618.25
10/01/2016			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		209.02
10/06/2016	PR	CHK	SUMMARY PR 10/06/2016		35.96		244.98
10/20/2016	PR	CHK	SUMMARY PR 10/20/2016		41.35		286.33
10/31/2016			751-65.691-717.000	END BALANCE	77.31	0.00	286.33
10/01/2016			751-65.691-717.005 MEDICARE		BEG. BALANCE		48.89
10/06/2016	PR	CHK	SUMMARY PR 10/06/2016		8.41		57.30
10/20/2016	PR	CHK	SUMMARY PR 10/20/2016		9.67		66.97
10/31/2016			751-65.691-717.005	END BALANCE	18.08	0.00	66.97
10/01/2016			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		5.34
10/06/2016	PR	CHK	SUMMARY PR 10/06/2016		0.86		6.20
10/20/2016	PR	CHK	SUMMARY PR 10/20/2016		0.99		7.19
10/31/2016			751-65.691-718.010	END BALANCE	1.85	0.00	7.19
10/01/2016			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		168.76
10/31/2016			751-65.691-727.000	END BALANCE	0.00	0.00	168.76
10/01/2016			751-65.691-730.000 POSTAGE		BEG. BALANCE		95.18
10/31/2016	GJ	JE	POSTAGE - SEP & OCT 2016	18025	0.93		96.11
10/31/2016			751-65.691-730.000	END BALANCE	0.93	0.00	96.11
10/01/2016			751-65.691-818.010 AUDIT SERVICES		BEG. BALANCE		0.00

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GL ACTIVITY REPORT FOR CITY OF MONROE
 TRANSACTIONS FROM 10/01/2016 TO 10/31/2016

Page: 2/2

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
10/03/2016	AP	INV	751-65.691-818.010 AUDIT SERVICES PLANTE & MORAN PLLC PROGRESS BILLING JUNE 30 AUDIT	(Continued) 1363961	1,320.00		1,320.00
10/31/2016			751-65.691-818.010	END BALANCE	1,320.00	0.00	1,320.00
10/01/2016			751-65.691-818.080 FACADE IMPROVEMENTS	BEG. BALANCE			0.00
10/17/2016	AP	INV	ASSET FINANCIAL LIMITED	10-11-2016	1,350.00		1,350.00
10/17/2016	AP	INV	FACADE GRANT REIMBURSEMENT BERNARD BENETEAU	10/11/2016	9,157.00		10,507.00
10/17/2016	AP	INV	FACADE GRANT REIMBURSEMENT ROGER L HOMRICH	10-11-2016	10,000.00		20,507.00
10/31/2016			751-65.691-818.080	END BALANCE	20,507.00	0.00	20,507.00
10/01/2016			751-65.691-905.000 PUBLISHING/ADVERTISING	BEG. BALANCE			14.26
10/31/2016			751-65.691-905.000	END BALANCE	0.00	0.00	14.26
10/01/2016			751-65.691-910.000 INSURANCE PREMIUM	BEG. BALANCE			116.76
10/01/2016	GJ		MONTHLY P&L INSURANCE PREMIUM	17877	38.92		155.68
10/31/2016			751-65.691-910.000	END BALANCE	38.92	0.00	155.68
10/01/2016			751-65.691-955.030 DEVELOPMENT COMMITTEE	BEG. BALANCE			922.22
10/31/2016			751-65.691-955.030	END BALANCE	0.00	0.00	922.22
10/01/2016			751-65.691-955.035 DESIGN COMMITTEE	BEG. BALANCE			1,654.57
10/17/2016	AP	INV	THE FOUNDATION AT MONROE COUNTY PARTNERSHIP FOR FLOWER SCUPLTURES	10/13/16	1,500.00		3,154.57
10/31/2016			751-65.691-955.035	END BALANCE	1,500.00	0.00	3,154.57
10/01/2016			751-65.691-955.040 PROMOTION COMMITTEE	BEG. BALANCE			500.62
10/03/2016	AP	INV	ACEE DEUCEE PORTA CAN	59072	150.00		650.62
10/31/2016			751-65.691-955.040	END BALANCE	150.00	0.00	650.62
10/01/2016			751-65.691-999.301 TRANSFER OUT-DEBT SERVICE	BEG. BALANCE			0.00
10/27/2016	GJ		FUNDS TRANSFER FOR BOND PAYMENT	17991	28,196.88		28,196.88
10/31/2016			751-65.691-999.301	END BALANCE	28,196.88	0.00	28,196.88
10/01/2016			751-80.100-665.005 INTEREST ON INVESTMENTS	BEG. BALANCE			(662.06)
10/13/2016	GJ	JE	5/3 SERVICE FEES - SEP 2016	17942	5.64		(656.42)
10/20/2016	GJ	JE	INVESTING ACTIVITY FOR 10/20/16	17967		133.76	(790.18)
10/31/2016	GJ	JE	MICHIGAN CLASS INTEREST - OCT 2016	18029		339.59	(1,129.77)
10/31/2016			751-80.100-665.005	END BALANCE	5.64	473.35	(1,129.77)
10/01/2016			751-80.600-402.000 REAL PROPERTY TAXES	BEG. BALANCE			(178,249.04)
10/31/2016			751-80.600-402.000	END BALANCE	0.00	0.00	(178,249.04)
10/01/2016			751-80.600-410.000 PERSONAL PROPERTY TAXES	BEG. BALANCE			24,947.37
10/31/2016			751-80.600-410.000	END BALANCE	0.00	0.00	24,947.37
10/01/2016			751-80.600-692.090 MISCELLANEOUS REVENUE	BEG. BALANCE			0.00
10/31/2016	CR	RCPT	SUMMARY CR POSTING: 10/31/2016 OTHER			1,800.00	(1,800.00)
10/31/2016			751-80.600-692.090	END BALANCE	0.00	1,800.00	(1,800.00)
GRAND TOTALS:					375,336.96	375,336.96	55,028.10

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PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE
			10/31/2016	10/31/2016	BALANCE
			(ABNORMAL)	(DECREASE)	(ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100-GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	1,500.00	1,129.77	467.71	370.23
Total Dept 80.100-GENERAL REVENUE		1,500.00	1,129.77	467.71	370.23
Dept 80.600-GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	210,000.00	178,249.04	0.00	31,750.96
751-80.600-410.000	PERSONAL PROPERTY TAXES	(30,000.00)	(24,947.37)	0.00	(5,052.63)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT R	22,000.00	0.00	0.00	22,000.00
751-80.600-692.090	MISCELLANEOUS REVENUE	0.00	1,800.00	1,800.00	(1,800.00)
Total Dept 80.600-GENERAL REVENUE		202,000.00	155,101.67	1,800.00	46,898.33
TOTAL Revenues		203,500.00	156,231.44	2,267.71	47,268.56
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,000.00	4,618.25	1,247.00	15,381.75
751-65.691-717.000	SOCIAL SECURITY	1,100.00	286.33	77.31	813.67
751-65.691-717.005	MEDICARE	250.00	66.97	18.08	183.03
751-65.691-718.010	WORKERS' COMP INSURANCE	30.00	7.19	1.85	22.81
751-65.691-727.000	OFFICE SUPPLIES	500.00	168.76	0.00	331.24
751-65.691-728.000	COPIES	100.00	0.00	0.00	100.00
751-65.691-730.000	POSTAGE	500.00	96.11	0.93	403.89
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,320.00	1,320.00	180.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	75,000.00	0.00	0.00	75,000.00
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	20,507.00	20,507.00	19,493.00
751-65.691-905.000	PUBLISHING/ADVERTISING	2,000.00	14.26	0.00	1,985.74
751-65.691-910.000	INSURANCE PREMIUM	1,467.00	155.68	38.92	1,311.32
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	0.00	0.00	800.00
751-65.691-955.030	DEVELOPMENT COMMITTEE	5,000.00	922.22	0.00	4,077.78
751-65.691-955.035	DESIGN COMMITTEE	10,500.00	3,154.57	1,500.00	7,345.43
751-65.691-955.040	PROMOTION COMMITTEE	8,000.00	650.62	150.00	7,349.38
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	96,394.00	28,196.88	28,196.88	68,197.12
Total Dept 65.691-DOWNTOWN DEVELOPMENT		263,141.00	60,164.84	53,057.97	202,976.16
TOTAL Expenditures		263,141.00	60,164.84	53,057.97	202,976.16
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		203,500.00	156,231.44	2,267.71	47,268.56
TOTAL EXPENDITURES		263,141.00	60,164.84	53,057.97	202,976.16
NET OF REVENUES & EXPENDITURES		(59,641.00)	96,066.60	(50,790.26)	(155,707.60)
BEG. FUND BALANCE		473,745.48	473,745.48		
NET OF REVENUES/EXPENDITURES - 2015-16			55,028.10		55,028.10
END FUND BALANCE		414,104.48	624,840.18		

Monroe Downtown Development Authority
2015-2016 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures		Balance
	\$20,000.00			
7/14/2016		\$348.00		
7/28/2016		\$703.25		
8/11/2016		\$580.00		
8/25/2016		\$580.00		
9/8/2016		\$580.00		
9/22/2016		\$580.00		
10/6/2016		\$580.00		
10/20/2016		\$667.00		
				\$15,381.75
Social Security	Budget	Expenditures		Balance
	\$1,100.00			
7/14/2016		\$21.58		
7/28/2016		\$43.60		
8/11/2016		\$35.96		
8/25/2016		\$35.96		
9/8/2016		\$35.96		
9/22/2016		\$35.96		
10/6/2016		\$35.96		
10/20/2016		\$41.35		
				\$813.67
Medicare	Budget	Expenditures		Balance
	\$250.00			
7/14/2016		\$5.05		
7/28/2016		\$10.20		
8/11/2016		\$8.41		
8/25/2016		\$8.41		
9/8/2016		\$8.41		
9/22/2016		\$8.41		
10/6/2016		\$8.41		
10/20/2016		\$9.67		
				\$183.03
Workers Comp Insurance	Budget	Expenditures		Balance
	\$30.00			
7/14/2016		\$0.86		
7/28/2016		\$1.04		
8/11/2016		\$0.86		

Monroe Downtown Development Authority
2015-2016 Fiscal Year Expenditure Report

8/25/2016		\$0.86		
9/8/2016		\$0.86		
9/22/2016		\$0.86		
10/6/2016		\$0.86		
10/20/2016		\$0.99		
				\$22.81
Unemployment	Budget	Expenditures		Balance
	\$5.00			
				\$5.00
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$500.00			
Avast protection software		\$25.31		
Internet hosting		\$143.40		
				\$331.29
Copies	Budget	Expenditures		Balance
	\$100.00			
				\$100.00
Postage	Budget	Expenditures		Balance
	\$500.00			
Brochures to MDOT		\$94.25		
September & October postage		\$0.93		
				\$404.82
Audit Services	Budget	Expenditures		Balance
	\$1,500.00			
Plante & Moran PLLC		\$1,320.00		
				\$180.00
General Contract Services	Budget	Expenditures		Balance
	\$75,000.00			
				\$75,000.00
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$40,000.00			
Last year unused	\$70,000.00			

Monroe Downtown Development Authority
2015-2016 Fiscal Year Expenditure Report

Asset Financial 10-11-2016		\$1,350.00		
Beneteau (RRBC) 10-11-2016		\$9,157.00		
Homrich 10-11-2016		\$10,000.00		
				\$89,493.00
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$2,000.00			
				\$2,000.00
Insurance Premium	Budget	Expenditures		Balance
	\$1,467.00			
July		\$38.92		
August		\$38.92		
September		\$38.92		
October		\$38.92		
				\$1,311.32
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
				\$800.00
Development Committee - 955.030	Budget	Expenditures		Balance
	\$5,000.00			
Façade Plaques		\$922.22		
				\$4,077.78
Design Committee - 955.035	Budget	Expenditures		Balance
	\$10,500.00			
3 Pet waste systems (Barco)		\$1,654.57		
MCCC (partnership/flower sculptures)		\$1,500.00		

Monroe Downtown Development Authority
2015-2016 Fiscal Year Expenditure Report

				\$7,345.43
Promotion Committee - 955.040	Budget	Expenditures		Balance
	\$8,000.00			
Washington St Printers - FF		\$39.98		
Washington St Printers - FF		\$177.00		
Lamour - wine crawl brochures		\$96.25		
Seidelman-Divine Shimmies Dance - FF		\$100.00		
Balloons and ribbon - wine crawl		\$87.39		
Acee Deucee porta cans (flea market)		\$150.00		
				\$7,349.38
Transfer Out Debt Service	Budget	Expenditures		Balance
	\$96,394.00			
Bond Payment		\$28,196.88		
				\$68,197.12
Transfer Out Capital Project	Budget	Expenditures		Balance
	\$40,000.00			
				\$40,000.00
Total	\$373,146.00	\$60,149.60		\$312,996.40

Promotion Committee Minutes

November 1, 2016

Present: Mary Gail Beneteau, Amanda Phebus, Janet Berns
Guests: Mayor Robert Clark, Tony Trujillo, Laurie Rost
Staff: Paula Stanifer

1. Roll Call

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

2. Tree Lighting – November 19, 2016

Schedule:

3:00 Parade
After Parade – 8:00 Santa (stay until 8:30)
3:00 – 8:00 Carriage Rides (stay until 8:30)
4:00 – 8:00 Entertainment
7:30 Tree Lighting
8:00 – TBD Entertainment in restaurants

Additional activities:
Pipers Holiday Concert

Tickets: Tickets are helpful for crowd control. Call them a “pass” instead of a ticket on the flyer. Paula to coordinate printed tickets.

Volunteers: 2 volunteers are available from Steampunk for the carriage rides. MBT staff will volunteer for Santa visits.

Santa: The Chamber has coordinated Santa. We will request that there is no other Santa at the Downtown Tree Lighting event.

Paperwork: Mary Gail has received approval for the event.

Costumes: We requested that businesses adopt costumes. We’ve received a few interested parties. The Chamber will search for costumed parade volunteers.

3. First Friday

The First Friday group has requested not to pursue partnership with the DDA.

4. Ladies Night Out

We will discuss this event at the December meeting.

Upcoming Meetings:

Regular Meeting: Tuesday, December 6, 2016 at 7:45 am at City Hall.

Submitted by Amanda Phebus

MEETING MINUTES
MONROE DDA DEVELOPMENT COMMITTEE
WEDNESDAY, November 2, 2016 @ 7:45 AM
CITY HALL, 120 E. FIRST STREET
2nd FLOOR CONFERENCE ROOM

Chairman Jacobs called the meeting to order at 7:47am

1. Roll Call

Members Present: James Jacobs, Les Lukacs
Members Absent: Joe Peruski (excused), Tom Steward
Guests: Paula Stanifer, Vincent Pastue, Tony Trujillo, Mayor Clark

No quorum for meeting or action items. General discussion and reviews.

2. Old Business

a. Security Cameras –

Mr. Peruski and Ms. Stanifer continue to explore with a company and conducted a recent Downtown walk through. Committee to contact and include Monroe Police Department.

b. Property Considerations –

No response from property owner regarding property purchase consideration. Other property projects to consider discussed.

c. Lighting Projects –

South Monroe Street and Riverwalk lighting alternatives discussed. Committee to contact Patrick Lewis on grant applications and possible funding sources.

3. New Business

a. Business/Resource Fair Event in 2017 –

General discussion on topics, date (February 9), location and possible presenters.

4. Adjournment

The meeting adjourned at 8:50am

Façade Grant Committee Meeting

November 2, 2016

Meeting Started 7:50 a.m. to 8:20 a.m.

In Attendance: Mary Gail Beneteau, Janet Berns, Scott Goocher, George Boyan

Office Manager: Paula Stanifer

Absent: Kimberle Daniels, Jake Laroy,

54 South Monroe Street: has turned in all receipts totaling \$131,973.74 with work completed.

Motion made by Mary Gail Beneteau and second by Janet Berns to award \$10,000 for completed work.

15 and 21 West Front: Ray's Place

Extension out six months from November 30, 2016 to May 31, 2017 as progress has been made.

Motion made by Mary Gail Beneteau and second by Janet Berns.

34 South Monroe Street: Brent's

Extension out six months. From November 30, 2016 to May 31, 2017 as progress has been made.

Motion made by Mary Gail Beneteau and second by Janet Berns.

Current Façades:

42 South Monroe Street, Book Nook, Windows being installed.

39 South Monroe Street: McGeadys , Still has an incomplete application.

132 East Front Street, Glens, Application still not complete.

115 East Front Street, no update

138 North Monroe street, Public House, some work has been completed. Waiting on wood for front structure.