

AGENDA
MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING 7:45 A.M.
Wednesday, October 19, 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, September 21, 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 – Chairperson needed
 - 2. Promotions Committee – Mary Gail Beneteau
 - 3. Development Committee – Jim Jacobs
 - a. Snow removal contract
 - 4. Façade Grant Committee – Scott Goocher
 - a. 118 North Monroe Street
 - b. Façade application 2017
- C. DDA Office Report

Action Requested

Action Requested

Action Requested

4. Other Business

- A. Downtown liquor licenses (Jeff Green)
- B. Strategic Plan Facilitator
- C. Retail Market Analysis Agreement – Land USA

5. Communications

- A. Closed Session – Land Acquisition

6. Board Member Comments

7. Adjournment

Action Requested

Upcoming Events:

Christmas Decorating – November 11 - 3:00 p.m. and November 12 - 8:00 a.m. Loranger Square

Tree Lighting – November 19 – Parade 3:00 p.m. Downtown Events 4:00-7:30 p.m. Tree Lighting at 7:30 p.m.

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, September 21, 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 (arrived 7:50 a.m.), Anthony Trujillo (arrived 7:47 a.m.)
Excused: Mackenzie Swanson
Guests: Patrick Barley
Staff: Paula Stanifer, Vince Pastue

2. Consent Agenda

- A. Approval of September Agenda
- B. Approval of Minutes of August 17, 2016 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Mayor Clark asked to amend the Consent Agenda and add Strategic Plan Facilitator and United way request.

Motion by Mayor Clark, seconded by Mr. McGowan to approve the amended Consent Agenda.
Motion carried unanimously.

3. 2016-2017 Work Program

A. Committee Project Status Reports

- 1. Design Committee – Jodie Stevens
-United Way submitted their landscape project.

Motion by Mr. Kegerreis, second by Mayor Clark, to give \$500 to United Way for landscaping project.

Motion carried unanimously.

- 2. Promotions Committee – Mary Gail Beneteau
-Tree Lighting – November 19 at 7:30 p.m.
Board discussed tree lighting move from 8:00 p.m. to 7:30 p.m. Board would like it earlier still. Ms. Stanifer reminded board that this is a partnership with the

Downtown Monroe Business Network, Monroe Chamber of Commerce, and Monroe Convention and Tourism.

Motion by Mr. Trujillo, seconded by Mr. Lukacs, to recommend moving tree lighting to 7:00 p.m.

Motion carried unanimously.

-Radio Advertising

Committee recommended a cooperative partnership with the DDA to advertise this Christmas season on 98.3 radio. All businesses would be offered the opportunity to participate at a cost of \$200. "Visit Downtown Monroe" would be the lead in and the exit of each ad.

Motion by Mayor Clark, seconded by Mr. Kegerreis, to support the cooperative advertising with 98.3 for up to \$1,000 from Promotions Committee.

Motion carried unanimously.

3. Development Committee – Jim Jacobs
 - Minutes were reviewed. No questions.
4. Façade Grant Committee – Scott Goocher
 - a. 123 West First Street – Overview of project and before and after pictures were distributed.

Motion by Mr. Trujillo, seconded by Mr. Lukacs, to reimburse 123 W. First Street \$10,000 for their completed project.

Motion carried unanimously.

- b. 8 North Monroe Street – Overview of project was discussed.

Motion by Mayor Clark, seconded by Mr. Trujill, to reimburse 8 North Monroe \$9,157 for their completed façade project.

Motion carried unanimously.

- c. 111 South Macomb Street – Overview of project and before and after pictures were distributed.

Motion by Mr. Goocher, seconded by Mr. McGowan, to reimburse 111 South Macomb Street \$1,350 for their completed façade project.

Motion carried unanimously.

B. DDA Office Report

-Buy Nearby Weekend is October 1. Ms. Stanifer sent an email to all businesses for their participation. Posters have been distributed. She has also requested the Buy Nearby Mascot visit Monroe on this date.

-Parking Validation Sign – one new sign is up. Picture was provided. Ms. Stanifer will determine the number needed and obtain a price, and bring cost back to the board.

-Alley on West Front Street – Photo cells have been replaced. Positive comments on lighted alley. Mayor Clark would like to have Mr. Patrick Lewis investigate string lights and outlets for the alley.

-Ms. Stanifer provided an update on the website. Since our old website was created under old formats the business portion of the website was not able to be transferred. Discussion on cost for company to program information versus Ms. Stanifer doing the programming.

Motion by Mayor Clark, seconded by Mr. Kegerreis, to allow up to 80 extra hours to Ms. Stanifer to update businesses on website.

Motion carried unanimously.

4. Other Business

A. Strategic Plan Facilitator – Mayor Clark provided information on two facilitators. He will obtain prices from both facilitators and bring back to the board. Mr. Pastue suggested an interview with each proposed facilitator. Mayor Clark, Mr. Lukacs, and Mr. Peruski will interview both candidates.

-Patrick Barley from the Art League would like to be more involved with the DDA. He would also like to see more art in the Downtown area like other cities. Ms. Stanifer invited him to the Design Committee meeting.

5. Communications

A. Closed Session – Land Acquisition

Motion by Mayor Clark at 8:49 a.m., seconded by Mr. Lukacs, to go into closed session to discuss property acquisition.

Motion carried unanimously

(9:00 a.m. close session ended)

Update on 44 & 48 South Monroe Street – Ms. Stanifer and Mr. Pastue attended a meeting with property owners yesterday. The bond is expiring and they are attempting to renew/extend the bond. They plan to apply for a façade grant in 2017.

6. Adjournment

A motion to adjourn was made by Mr. McGowan, supported by Mr. Kegerreis at 9:08 a.m.

Motion carried unanimously

TRANSACTIONS FROM 09/01/2016 TO 09/30/2016

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
09/01/2016			751-00.000-003.000 CERTIFICATES OF DEPOSIT	BEG. BALANCE			82,000.00
09/30/2016			751-00.000-003.000	END BALANCE	0.00	0.00	82,000.00
09/01/2016			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			445,027.06
09/15/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17802		5,000.00	440,027.06
09/30/2016	GJ	JE	MICHIGAN CLASS INTEREST - SEP 2016	17882	237.85		440,264.91
09/30/2016			751-00.000-005.000	END BALANCE	237.85	5,000.00	440,264.91
09/01/2016			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			(549.60)
09/01/2016	GJ		MONTHLY P&L INSURANCE PREMIUM	17728		38.92	(588.52)
09/07/2016	CD	CHK	SUMMARY CD 09/07/2016			2,860.43	(3,448.95)
09/08/2016	PR	CHK	SUMMARY PR 09/08/2016			625.23	(4,074.18)
09/15/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	17802	5,000.00		925.82
09/20/2016	CD	CHK	SUMMARY CD 09/20/2016			237.65	688.17
09/22/2016	PR	CHK	SUMMARY PR 09/22/2016			625.23	62.94
09/30/2016	GJ	JE	DDA/BRA CAPTURE-SUMMER 2016	17878	153,301.67		153,364.61
09/30/2016	GJ	JE	APF INTEREST - SEP 2016	17880	0.92		153,365.53
09/30/2016			751-00.000-007.000	END BALANCE	158,302.59	4,387.46	153,365.53
09/01/2016			751-00.000-390.000 RESTRICTED FUND BALANCE	BEG. BALANCE			(473,745.48)
09/30/2016			751-00.000-390.000	END BALANCE	0.00	0.00	(473,745.48)
09/01/2016			751-65.691-703.000 PART TIME SALARIES & WAGES	BEG. BALANCE			2,211.25
09/08/2016	PR	CHK	SUMMARY PR 09/08/2016		580.00		2,791.25
09/22/2016	PR	CHK	SUMMARY PR 09/22/2016		580.00		3,371.25
09/30/2016			751-65.691-703.000	END BALANCE	1,160.00	0.00	3,371.25
09/01/2016			751-65.691-717.000 SOCIAL SECURITY	BEG. BALANCE			137.10
09/08/2016	PR	CHK	SUMMARY PR 09/08/2016		35.96		173.06
09/22/2016	PR	CHK	SUMMARY PR 09/22/2016		35.96		209.02
09/30/2016			751-65.691-717.000	END BALANCE	71.92	0.00	209.02
09/01/2016			751-65.691-717.005 MEDICARE	BEG. BALANCE			32.07
09/08/2016	PR	CHK	SUMMARY PR 09/08/2016		8.41		40.48
09/22/2016	PR	CHK	SUMMARY PR 09/22/2016		8.41		48.89
09/30/2016			751-65.691-717.005	END BALANCE	16.82	0.00	48.89
09/01/2016			751-65.691-718.010 WORKERS' COMP INSURANCE	BEG. BALANCE			3.62
09/08/2016	PR	CHK	SUMMARY PR 09/08/2016		0.86		4.48
09/22/2016	PR	CHK	SUMMARY PR 09/22/2016		0.86		5.34
09/30/2016			751-65.691-718.010	END BALANCE	1.72	0.00	5.34
09/01/2016			751-65.691-727.000 OFFICE SUPPLIES	BEG. BALANCE			25.36
09/19/2016	AP	INV	FIFTH THIRD BANK	08/02/2016	143.40		168.76
			INTERNET HOSTING				
09/30/2016			751-65.691-727.000	END BALANCE	143.40	0.00	168.76
09/01/2016			751-65.691-730.000 POSTAGE	BEG. BALANCE			0.93
09/19/2016	AP	INV	FIFTH THIRD BANK	08/18/2016	94.25		95.18
			MONROE BROCHURES TO MDOT				
09/30/2016			751-65.691-730.000	END BALANCE	94.25	0.00	95.18
09/01/2016			751-65.691-905.000 PUBLISHING/ADVERTISING	BEG. BALANCE			14.26
09/30/2016			751-65.691-905.000	END BALANCE	0.00	0.00	14.26
09/01/2016			751-65.691-910.000 INSURANCE PREMIUM	BEG. BALANCE			77.84
09/01/2016	GJ		MONTHLY P&L INSURANCE PREMIUM	17728	38.92		116.76

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TRANSACTIONS FROM 09/01/2016 TO 09/30/2016

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
09/30/2016			751-65.691-910.000 INSURANCE PREMIUM 751-65.691-910.000	(Continued) END BALANCE	38.92	0.00	116.76
09/01/2016			751-65.691-955.030 DEVELOPMENT COMMITTEE		BEG. BALANCE		0.00
09/06/2016	AP	INV	HOHMAN PROMOTIONS 25 BRUSHED ALUMINUM PLAQUES	11370	922.22		922.22
09/30/2016			751-65.691-955.030	END BALANCE	922.22	0.00	922.22
09/01/2016			751-65.691-955.035 DESIGN COMMITTEE		BEG. BALANCE		0.00
09/06/2016	AP	INV	BARCO PRODUCTS COMPANY BARCO 2/BAG PET WASTE SYSTEM / 10 ROI	071600584	1,654.57		1,654.57
09/30/2016			751-65.691-955.035	END BALANCE	1,654.57	0.00	1,654.57
09/01/2016			751-65.691-955.040 PROMOTION COMMITTEE		BEG. BALANCE		216.98
09/06/2016	AP	INV	LAMOUR PRINTING CO 8.5X11 60# WHITE 4/4 TRI-FOLD	L 16-1110	96.25		313.23
09/06/2016	AP	INV	SEIDELMAN, SHANNON DIVINE SHIMMIES DANCE	82	100.00		413.23
09/06/2016	AP	INV	STANIFER, PAULA BALLONS & RIBBON	7/12/16	87.39		500.62
09/30/2016			751-65.691-955.040	END BALANCE	283.64	0.00	500.62
09/01/2016			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(423.29)
09/30/2016	GJ	JE	APF INTEREST - SEP 2016	17880		0.92	(424.21)
09/30/2016	GJ	JE	MICHIGAN CLASS INTEREST - SEP 2016	17882		237.85	(662.06)
09/30/2016			751-80.100-665.005	END BALANCE	0.00	238.77	(662.06)
09/01/2016			751-80.600-402.000 REAL PROPERTY TAXES		BEG. BALANCE		0.00
09/30/2016	GJ	JE	DDA/BRA CAPTURE-SUMMER 2016	17878		178,249.04	(178,249.04)
09/30/2016			751-80.600-402.000	END BALANCE	0.00	178,249.04	(178,249.04)
09/01/2016			751-80.600-410.000 PERSONAL PROPERTY TAXES		BEG. BALANCE		0.00
09/30/2016	GJ	JE	DDA/BRA CAPTURE-SUMMER 2016	17878	24,947.37		24,947.37
09/30/2016			751-80.600-410.000	END BALANCE	24,947.37	0.00	24,947.37
GRAND TOTALS:					187,875.27	187,875.27	55,028.10

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONROE

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PERIOD ENDING 09/30/2016

		2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET	09/30/2016	09/30/2016	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	662.06	238.77	837.94
Total Dept 80.100-GENERAL REVENUE		1,500.00	662.06	238.77	837.94
Dept 80.600-GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	210,000.00	178,249.04	178,249.04	31,750.96
751-80.600-410.000	PERSONAL PROPERTY TAXES	(30,000.00)	(24,947.37)	(24,947.37)	(5,052.63)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	22,000.00	0.00	0.00	22,000.00
Total Dept 80.600-GENERAL REVENUE		202,000.00	153,301.67	153,301.67	48,698.33
TOTAL Revenues		203,500.00	153,963.73	153,540.44	49,536.27
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,000.00	3,371.25	1,160.00	16,628.75
751-65.691-717.000	SOCIAL SECURITY	1,100.00	209.02	71.92	890.98
751-65.691-717.005	MEDICARE	250.00	48.89	16.82	201.11
751-65.691-718.010	WORKERS' COMP INSURANCE	30.00	5.34	1.72	24.66
751-65.691-727.000	OFFICE SUPPLIES	500.00	168.76	143.40	331.24
751-65.691-728.000	COPIES	100.00	0.00	0.00	100.00
751-65.691-730.000	POSTAGE	500.00	95.18	94.25	404.82
751-65.691-818.010	AUDIT SERVICES	1,500.00	0.00	0.00	1,500.00
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	0.00	0.00	40,000.00
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	116.76	38.92	1,350.24
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	922.22	4,077.78
751-65.691-955.035	DESIGN COMMITTEE	10,500.00	1,654.57	1,654.57	8,845.43
751-65.691-955.040	PROMOTION COMMITTEE	8,000.00	500.62	283.64	7,499.38
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	96,394.00	0.00	0.00	96,394.00
Total Dept 65.691-DOWNTOWN DEVELOPMENT		263,141.00	7,106.87	4,387.46	256,034.13
TOTAL Expenditures		263,141.00	7,106.87	4,387.46	256,034.13
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		203,500.00	153,963.73	153,540.44	49,536.27
TOTAL EXPENDITURES		263,141.00	7,106.87	4,387.46	256,034.13
NET OF REVENUES & EXPENDITURES		(59,641.00)	146,856.86	149,152.98	(206,497.86)
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	675,630.44		

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		
				\$16,628.75
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		
				\$890.98
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		
				\$201.11
Workers Comp Insurance	Budget	Expenditures		Balance
	\$30.00			
7/14/2016		\$0.86		
7/28/2016		\$1.04		
8/11/2016		\$0.86		
8/25/2016		\$0.86		
9/8/2016		\$0.86		
9/22/2016		\$0.86		
				\$24.66

Monroe Downtown Development Authority
2015-2016 Fiscal Year Expenditure Report

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		
				\$405.75
Audit Services	Budget	Expenditures		Balance
	\$1,500.00			
				\$1,500.00
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			
				\$110,000.00
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$2,000.00			
				\$2,000.00

Monroe Downtown Development Authority
2015-2016 Fiscal Year Expenditure Report

Insurance Premium	Budget	Expenditures		Balance
	\$1,467.00			
July		\$38.92		
August		\$38.92		
September		\$38.92		
				\$1,350.24
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		
				\$8,845.43
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		

Monroe Downtown Development Authority
2015-2016 Fiscal Year Expenditure Report

				\$7,499.38
Transfer Out Debt Service	Budget	Expenditures		Balance
	\$96,394.00			
				\$96,394.00
Transfer Out Capital Project	Budget	Expenditures		Balance
	\$40,000.00			
				\$40,000.00
Total	\$373,146.00	\$7,091.63		\$366,054.37

Promotion Committee Minutes

October 4, 2016

Present: Mary Gail Beneteau, Amanda Phebu,
Guests: 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
4:00 – 8:00 Santa (stay until 8:30)
After Parade – 8:00 Carriage Rides (stay until 8:30)
3:00 – 8:00 Entertainment
7:30 Tree Lighting
8:00 – TBD Entertainment in restaurants

Additional activities:

Pipers Holiday Concert
Pipers Holiday Run/Walk

Passes: Passes are helpful for crowd control. Paula will coordinate having them printed.

Volunteers: Steampunk may be available to take ownership of running the carriage rides. MBT staff will work the visit with Santa. The Chamber will ask SMCC and the Middle College if they would like to volunteer for characters. Characters have been presented to businesses for the option to adopt a character. The Business would recruit a volunteer and would pick up and deliver the costume.

Santa: The Chamber has coordinated Santa.

Advertising:

Paula - Stuff in schools?
Facebook: \$50 Boost
Radio: Adjust tagline with already running radio spots.
Chamber: eBlasts and will mail the parade registration forms.
Monroe News: Amanda to ask about newspaper.

3. First Friday

- No information or bills were presented at this time.
- All event details and advertising materials need to be approved by the Promotion Committee at least 30 days in advance of use.

4. Buy Nearby

Paula coordinated hosting the Buy Nearby character in Downtown Monroe. It was well received.

5. Ladies Night Out

The Promotion Committee is still wishing to pursue this new type of event for March 2017.

Upcoming Meetings:

Regular Meeting: Tuesday, November 1, 2016 at 7:45 am at City Hall.

Submitted by Amanda Phebus

MEETING MINUTES
MONROE DDA DEVELOPMENT COMMITTEE
WEDNESDAY, October 5, 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, Thomas Stewart, Les Lukacs, and Joe Peruski

Members Absent:

Guests: Paula Stanifer, Vincent Pastue

2. Old Business

a. DDA Website Update –

Board approved 80 hours for Ms. Stanifer to update website. After update, if new pictures of businesses are needed we will ask DDA businesses to provide their own pictures. If the board would like professional pictures of businesses, this committee will seek bids from photographers in the DDA district.

b. Downtown Lighting Projects –

i. River Walk

1. Security Camera –

Joe Peruski should have bids available at the next Committee meeting.

ii. Monroe Street from First Street to Third Street –

Mr. Lewis is gathering information on this project.

iii. East Front Street Alley –

All lights are working now. Cells were replaced.

c. Rental assistance program –

Paula Stanifer continues to attempt to contact property owners.

d. Blight –

New building inspector has been named.

e. DDA Property Purchase –

Realtor is attempting to contact property owner to set up a meeting. If no cooperation then the blight issuance may have to move forward.

3. New Business

a. DDA District –

We need a master plan for improvements. This can be done after Retail Market Analysis and Strategic Plan.

b. Needs and Concerns –

Mr. Lukacs has a friend who is an Urban Design specialist (Mark). He will report back to us on his comments concerning Downtown Monroe.

c. Snow Removal –

Committee would like to see a smaller retainer, if possible. Contractor needs to be aware of exact places that snow needs to be removed.

Comments that the Macomb Street Bridge was not salted last year. Mr. Pasture will discuss with Mr. Lewis.

4. Executive Director Comments –

Friendly reminder postcards were discussed concerning employees parking on street. Committee did not feel this would be effective.

4. Adjournment

The meeting adjourned at 9:15am

Façade Reinvestment Grant Committee Meeting

October 12, 2016

Meeting: 8:00 to 8:45

In Attendance: Mary Gail Beneteau, Janet Berns, and Scott Goocher.

Office Manager: Paula Stanifer

Absent: Kimberle Daniels, Jake Laroy, and George Boyan

New façade grant application for 118 north Monroe Street. Application was reviewed by attending committee members. No action was taken because we did not have quorum.

We ask the board to make the decision to approve \$10,000.00 to 118 North Monroe. Total project is \$49,709. Two bids were provided with application with architecture drawings.

Current Façade Updates:

34 South Monroe Street: Brent's, Work is to be completed by the end of the month.

42 South Monroe Street: Book Nook, waiting on windows

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.

21 West Front, Rays Place, no updates.

15 West Front, Thompson, no updates.

Committee reviewed Façade Reinvestment Grant Application Packet. Consensus that the application is complete and would like to use again this year. Board will have to approve as no quorum for recommendation.

2016 DOWNTOWN REINVESTMENT GRANT PROGRAM APPLICATION

Building Owner's Name (Applicant): Tiffany Sacco

Project Address: 118 N. Monroe St.

Mailing Address: 128 N. Monroe St.

Telephone Number: 734-755-4045 E-mail: Tiffany.Sacco@hotmail.com

Existing Use of Building: Bakery

Will project result in a new use? If so, please explain. No

Type of Work: (Check all that apply)

Paint Only ☐

Façade & Building Renovation ☒

Awnings ☐

Project Description: (Please be specific) Remove awning, electrical
and trim on front of building, put in new
lighting and trim, paint all brick
and new trim. Add some new trim
detail that was not there. Treat any
brick that need it. We will be
painting the building Sunbeam yellow and
cream.

*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.

Ken Wickenheiser Construction Services

109 W. Front St.
Monroe, MI 48161
734-260-7153

Quotation To:

Tiffany Sacco
1208 S Telegraph Rd
Monroe MI 48161

Project:

Cakes By Stephanie' Façade

Project Description:

Sealed drawings - Provided by owner

\$950

Permits -

\$2,320

Demolition - Remove existing awning, electrical and trim on west (front) façade. Dispose of material.

Construction - Provide labor and material for construction of new façade per approved drawings

\$14,400

Labor:

\$10,430

Material:

Electrical and Lighting: Lighting allowance \$2,460 \$4,860

Painting: Two color paint scheme approved by owner \$4,935

New Front Doors: Optional new front doors per drawing \$4,855

Cleanup: \$960

\$43,710

Total Estimated Cost:

Project Timeline: Approximate start date - 10/1/2016, Duration 4 Weeks

Acceptance of Proposal:

Tiffany Sacco

Date

Cakes by Stephanie

DAVE OLAH

Mon 8/1/2016 2:53 PM

To: tiffanysacco@hotmail.com <tiffanysacco@hotmail.com>;

Tiffany,

I am still trying to get some details finalized from Jacobs and Azek, but I have enough to give you an accurate cost range.

Scope of Work:

Building permit.

Safety barricades during construction.

Demolition per plans.

Furnish and install Azek PVC trim per plans.

Furnish and install exterior doors and transoms per plans.

Furnish and install light fixtures. (\$3,000 light fixture material allowance.)

Power wash building.

Paint trim per plans, front doors, and balance of existing masonry exterior walls.

Final clean doors, windows and construction area.

Estimate for this scope of work will be between \$49,000 and \$54,000.

We need to think about where we can locate dumpster for construction debris and store trim material....Will I need to rent a POD?

I am getting additional pricing on the PVC trim, and hopefully getting some better details from Azek.

Thanks,

Uncle Dave

Campbell-Durocher Group

6339 S Telegraph
Erie, MI 48133

Estimate

Date	Estimate #
4/28/2016	128P16

Name / Address
TIFFANYS PIZZA 128 N MONROE ST MONROE MI 48162

		Other
Item	Description	Rate
PAINT	Campbell Durocher Group purposes to wash, and repaint the dryvit surface on the exterior of the Tiffanys Pizza building on Monroe St. We will wash the building using a detergent, followed by a hot germicidal rinse to kill mold, mildew and bacteria; creating a clean surface for paint to adhere to. We will then apply the paint to the Dryvit surface only. Customer has the color #.	699.00
PAINT	Campbell Durocher Group purposes to wash, paint, repair and to remove certain fixtures on the Cakes by Stephanie building. We will wash the building using a rotary tip on the block surface. We will apply a detergent, followed by a hot germicidal rinse to kill mold, mildew and bacteria; creating a clean surface for paint to adhere to. Price incudes all minor repairs to the block and wood surfaces on the building. We will spot prime and bare block or wood. Mortar will be used to repair the block. Fiberglass will be used to fix the wood surfaces. Campbell Durocher Group will also remove the front awning and prepare the surface exposed for paint. Colors of paint to be determined by the customer. We will apply paint using a sprayer, brush and back roll process as needed. Price includes labor, materials and any equipment needed to complete the job, as well as all coupons and discounts. License # 2102186870	5,999.00
We look forward to working with you.		Total

Signature _____

Phone #	Fax #	E-mail
734-242-5216	734-850-8006	nascarstaci@aol.com

New Finishes Custom Painting
 13370 Laplaisance Rd
 Monroe MI 48161
 (734)934-4918
 Nfcpainting@gmail.com



Cakes By Stephanie (Tiffany Sacco)
 118 N Monroe St
 Monroe, MI 48162

ESTIMATE

Estimate # 201615

Estimate Date 09/08/2016

Item	Description	Unit Price	Quantity	Amount
Service	Power wash Exterior of building to remove all dirt. Calk as need. Prime all new wood before painting. Spot prime any bare brick before painting. Paint exterior of building to color of customer request (two colors) price includes all new woodwork on front of building to be primed and two coats of paint	5200.00	1.00	5,200.00
Product	Sherwin Williams exterior paint	35.00	25.00	875.00
Service	Tuck point exterior of building as needed (south side worst)	800.00	1.00	800.00
NOTES: Thanks again for having me take a look at your project. We look forward to having you as a customer. At New Finishes we strive to improve the industry standards. We look forward to serving you, your friends, and families for many years to come!!!				
Subtotal				6,875.00
Total				6,875.00
Amount Paid				0.00
Estimate				\$6,875.00

*Cakes
By
Stephanie*





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 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.

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 March 21, 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) _____

*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?

Estimated Project Cost (by project element):

Project Element	Estimated Cost	Estimated Cost
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

*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**

OFFICE USE ONLY

Submittal Date: _____

Committee Action: _____

Notes/Comments: _____

REDEVELOPMENT LIQUOR LICENSES

Through the provisions of Public Act 501 of 2006, the Liquor Control Commission (LCC) may issue new public on-premises liquor licenses to local units of government. In order to allow cities to enhance the quality of life for their residents and visitors to their communities, the LLC may issue public on-premises licenses in addition to those quota licenses allowed in cities under section 531 (L) of the Michigan Liquor Control Code, Public Act 58 of 1998 as amended.

WHO IS ELIGIBLE TO APPLY?

A business must be located in either a Business District listed below or in a City Redevelopment Area, as defined in Sec. 521a (2)(c)

- Tax Increment Finance Authority (TIFA) PA 450 of 1980
- Corridor Improvement Authority (CIA) PA 280 of 2006
- Downtown Development Authority (DDA) PA 197 of 1975
- Principal Shopping District (PSD) PA 120 of 1961

Applicants in these businesses districts must:

Be a business engaged in dining, entertainment or recreation and open to the general public.

- Have a seating capacity of at least 25 people.
- Have spent at least \$75,000 for the rehabilitation or restoration of the building where the license will be housed over a period of the preceding five years or a commitment for a capital investment of at least \$75,000 that will be spent before the issuance of the license.
- Show that the total amount of private and public investment in real and personal property in a District listed above was at least \$200,000 in the period covering the preceding five years.

The LCC may issue one license for each of the above (\$200,000) monetary thresholds reached and for each major fraction thereof after the initial threshold is reached.

The LCC may also issue Redevelopment Liquor Licenses to businesses located in a City Redevelopment Area (there may be more than one in a city).

Applicants in City Redevelopment Areas must:

- Be a business engaged in dining, entertainment or recreation.
- Be open to the general public at least 10 hours per day, five days per week.
- Have a seating capacity of at least 25 people.
- Adopt a resolution from the governing body of the city establishing the redevelopment project area.
- Provide a map which clearly reflects and outlines where the redevelopment project area is located within the local unit of government.
- Provide an affidavit from the assessor, as certified by the city clerk, stating the total amount of investment in real and personal property within the redevelopment project area of the city during the preceding three year time period.
- Relative to a license issued in a City Redevelopment Project Area, the amount of commercial investment in the redevelopment project area within the city shall constitute not less than 25 percent of the total investment in real and personal property as evidenced by an affidavit of the city assessor as certified by the city clerk.
- A resolution which approves a specific applicant (individual, corporation, limited liability company, limited partnership) at a specific location.
- Have total investment over the last three years in real and personal property in the redevelopment area of:
 - At least \$50 million in cities having a population of 50,000 or more, or at least \$1 million per 1,000 people in cities of less than 50,000.

The LCC may issue a license when one of the abovementioned monetary thresholds is met.

HOW TO APPLY

To be considered for the license by the LCC: The local unit of government must pass a resolution approving the applicant for an on-premise liquor license pursuant to PA 501 of 2006. If the business is located in a City Redevelopment Project Area the resolution should indicate the license be issued under Section 521a (1)a of PA 501 of 2006. If the business is located in a DDA, TIFA, PSD, etc., the resolution should indicate the license be issued under Section 521a (1)b of PA 501 of 2006.

- The resolution and application ideally should be submitted at the same time.

Applications can be obtained from the LCC by downloading via the internet at www.michigan.gov/documents/cis/CIS_LCC_lc687_181912_7.pdf or by calling 517.322.1400.

All applicants will:

1. Need to demonstrate that they have attempted to purchase a readily available escrowed or quota onpremise license within the municipality that they want to operate, and that a license was not available.
2. Pay a \$20,000 fee for the license. Upon receipt of the documentation from the local unit of government, the necessary application forms, other required documents and inspection fees, the application will be authorized for investigation.

The LCC will not transfer a license issued under this act to another location. If the licensee goes out of business, the licensee shall surrender the license to the LCC. The governing body of the local governmental unit may approve another applicant within the redevelopment project area or development district to replace

IMPORTANT NOTE

Do not invest any money in improvements or bind yourself in any agreements until you have been officially notified by the LCC that your request has been approved.

SUPPORTING STATUTE

Public Act 501 of 2006

CONTACT INFORMATION

For more information contact the Michigan Economic Development CorporationSM (MEDC) Customer Contact Center at 517.373.9808.