

AGENDA
MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING 7:45 A.M.
Wednesday, January 18, 2017
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, November 16, 2016 Regular Meeting
 - Tuesday, November 15, 2016 Special Meeting
 - Tuesday, December 6, 2016 Strategic Planning 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
 - a. Bicentennial Banners
 - b. United Way reimbursement
 - c. Christmas decorations
 - 2. Promotions Committee – Mary Gail Beneteau
 - a. DMBN Parking Promotion
 - 3. Development Committee – Jim Jacobs
 - a. "Parking Validation Available" signs
 - 4. Façade Grant Committee – Scott Goocher
- C. DDA Office Report

Action Requested
Action Requested
Action Requested

Action Requested

Action Requested

4. Other Business

5. Communications

6. Board Member Comments

7. Adjournment

Action Requested

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, November 16, 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, Les Lukacs, Shaun McGowan, Tom Steward, Mackenzie Swanson (left 7:46, returned 7:47)
Excused: Scott Kegerreis, Anthony Trujillo
Guests:
Staff: Paula Stanifer, Patrick Lewis (arrived 8:20, left 8:30 a.m.)

2. Consent Agenda

- A. Approval of November Agenda
- B. Approval of Minutes of October 19, 2016 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Mr. Lukacs to approve Consent Agenda; seconded by Mr. Goocher.
Motion carried unanimously.

3. 2016-2017 Work Program

A. Chairperson's Comments

-Mr. Peruski stated that new agenda items should be emailed to Ms. Stanifer and to him by the Wednesday the week prior to the meeting (8 days before the meeting). Items will then be added to the agenda or referred to a committee.

B. Committee Project Status Reports

1. Design Committee – Les Lukacs

- Board asked for monthly updates on progress from Monroe County Community College on sculptures.
- Mr. Lukacs is working on meeting dates.
- Mayor Clark thanked Ms. Stanifer for getting all the volunteers for the Christmas decorating. Take down of decorations is Saturday, January 7, 2017.

2. Promotions Committee – Mary Gail Beneteau

3. Development Committee – Jim Jacobs
-There is a TAP grant opportunity for South Monroe Street that Mayor Clark discussed with Patrick Lewis. Deadline is January 2017.
4. Façade Grant Committee – Scott Goocher
 - a. 54 South Monroe Street
-Project has been completed and all receipts have been submitted.

Motion by Mayor Clark, seconded by Ms. Swanson, to reimburse 54 South Monroe Street \$10,000 in façade reinvestment grant funds.

Motion carried unanimously.

-Discussion on façade grants, contractors, and current grants.

C. DDA Office Report

-The website continues to receive updates. Mr. Lukacs and Mr. Peruski have noticed improvements.

4. Other Business

A. SBA Grants review

-Mayor Clark followed up on the question: Are there funds available to reimburse employers for hiring and training employees? Full time employee training is available. SBA does not offer reimbursement for part-time help.

B. Snow Plow Contract

-Mr. Lewis contacted Ron Noel. Since we did not use their service last year, Mr. Noel agreed to provide services for us this year without a retainer. Mr. Lewis emphasized that this is for this year only. The cost will remain the same at \$2,000 per occurrence. Mr. Noel asked that we do not wait until the maximum amount of snow has been reached before calling. Ms. Stanifer and Mr. Lewis will work together with Mr. Noel.

5. Communications

6. Board Member Comments/Guest Comments

Mr. Boyan – Likes the new “how to fish” signs. Noticed Lark’s Nest is opened again and the signage is not conforming.

Ms. Swanson – She knows the owner of the new Lark’s Nest and will talk to him about signage.

Mr. Lukacs- Thanked those who participated in decorating. Thanked Ms. Stanifer for all of the volunteers. Tree lighting this Saturday. He would like to see Design increase the decorations.

Mayor Clark – Stated the Planning Session the night before was good. December 6 is the meeting for the public. The two missing board members should attend the public session as participants for their input. Walking tour guides used to be available. Should we partner and update them?

Mr. McGowan – Stated the meeting was good last night. He likes the new Christmas trees that were added this year. Stated we should ask at the public meeting session for volunteers to take down the decorations since the take down is the next day.

Mr. Goocher – Presented a “Christmas Passport” program that is being done in Flat Rock for possible inclusion for the Promotions committee.

Ms. Stanifer – Christmas decorations are added each year as they are very expensive. Design has funds in the budget again this year to add more.

Mr. Peruski – Wished everyone a Happy Thanksgiving.

7. Adjournment

A motion to adjourn was made by Ms. Swanson, supported by Mr. Boyan at 8:38 a.m.

Motion carried unanimously

Minutes

**Monroe Downtown Development Authority
Special Meeting
Tuesday, November 15, 2016
Third Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 6:35 p.m.

1. Roll Call

Present: Chairperson Joe Peruski, George Boyan, Mayor Robert Clark, Les Lukacs (arrived 7:20 p.m.), Shaun McGowan, Tom Steward, Mackenzie Swanson, Anthony Trujillo
Excused: Scott Goocher, Scott Kegerreis
Guests: Joe Borgstrom of Place & Main Advisors, LLC
Public: Patrick Barley, Sandy Vanisacker

2. Meeting Agenda and Discussion

- A. DDA Strategic Planning Session
- B. Facilitation of SWOT analysis and discussion facilitated by Mr. Borgstrom, Place & Main Advisors, LLC

3. Adjournment

Meeting adjourned at 8:40 p.m.

Minutes

**Monroe Downtown Development Authority
Community Strategic Planning Input Session
Tuesday, December 6, 2016
City Council Chambers
Monroe City Hall**

Mayor Clark welcomed the community members in attendance at 6:35 p.m. Workshop facilitator Joe Borgstrom of Place & Main Advisors, LLC was introduced.

Mr. Borgstrom provided background on purpose for the community workshop and facilitated a SWOT analysis. Input provided by community will be compiled and presented at a future DDA meeting by Mr. Borgstrom. Attached is a list of the attendees at the workshop.

The session concluded at 8:35 p.m.

Name	Contact info	Email or Phone
JOHN PATTERSON		JOHN@MONROETWP.COM
CHERI & HAL WEAKLEY		cheriweakley@gmail.com
MARY GAIL BENETEAU		mgbeneteau@sbeglobal.net
JoAnn Jackson		joannjackson5@hotmail.com
Janet Berns		realbooks42@gmail.com
Betty & Barry EGEN		241-0129
Sue Peruski		
VINCE PASTUE		
Paula Stanifer		
SHAUN MCGOWAN		
Dan DeSloover		dandesloover@ziffrent.net
Chris Kull		ckull80@hotmail.com
Becca DeSloover		beccadesloover@gmail.com
Rachel Lazere		lazere_rachel@yahoo.com
Laura Lanke		spiderwort06@yahoo.com
FLORENCE BUCHANAN		FBUCHANAN@CUSTOMEREXP360.COM
Bill Kipf	734-341-0229	bkipf1@gmail.com
Mike Trapp	734-242-7722	trapp@rivercreekcentre.org
Deric Tedora	734 777 5401	tedora24@yahoo.com
Monica Wagner	734 497 4932	monica.wagner@edwardjones.com
Darlene Belair	734-241 7044	dbbelair@charter.net
Sandy Vanisacker	734-731 3228	sandykeevan@hotmail.com
Woodrow Hopper II	646-369-3189	WOODROW.HOPPERII@GMAIL.COM
Jacob Loop	734.625.8635	JACOBLOOP@GMAIL.COM
Rob Wight	734 241 1626	Robert.Wight@monroemi.gov
Ken Miller	248-514 8484	ken.miller13@ameritech.net
Tiffany Sacco	734-242-4600	Tiffany@TiffanysPizzeria.com

Kevin Achradel	734 731 0370	blueinchus614@yahoo.com
Jeremy McGarry	734 770 1475	jpmcgarry@gmail.com
Lori Walring	734 717 4369	lwalring@Comcast.net
Brent Huber	734-735-8035	Behgdu@aol.com
Michelle (Mickey) Germani	734-735-4944	mickey@letbus.com
Richard G. Micka	734-242-0909	RGMD@COAE.COM
Jeanne Micka	734-242-0909	RGMD@coae.com
Paula Worthington	242-1100	Monne News
Jeremy Molend	734 731-4170	molend@umich.edu
Scott Kegerreis	734 625 3566	Scallywag@pets@gmail.com
Hannah Loop	734 625 4519	hannahbiniecki@gmail.com
Robert Clark		

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PERIOD ENDING 12/31/2016

		2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	12/31/2016 (ABNORMAL) ASE	12/31/2016 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100-GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	1,500.00	1,892.36	401.18	(392.36)
Total Dept 80.100-GENERAL REVENUE		1,500.00	1,892.36	401.18	(392.36)
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 RI	22,000.00	16,211.53	0.00	5,788.47
751-80.600-692.090	MISCELLANEOUS REVENUE	0.00	2,200.00	400.00	(2,200.00)
Total Dept 80.600-GENERAL REVENUE		202,000.00	171,713.20	400.00	30,286.80
TOTAL REVENUES		203,500.00	173,605.56	801.18	29,894.44
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,000.00	8,025.75	2,073.50	11,974.25
751-65.691-717.000	SOCIAL SECURITY	1,100.00	497.60	128.56	602.40
751-65.691-717.005	MEDICARE	250.00	116.38	30.07	133.62
751-65.691-718.010	WORKERS' COMP INSURANCE	30.00	12.24	3.07	17.76
751-65.691-727.000	OFFICE SUPPLIES	500.00	200.26	10.00	299.74
751-65.691-728.000	COPIES	100.00	0.00	0.00	100.00
751-65.691-730.000	POSTAGE	500.00	96.79	0.68	403.21
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,320.00	0.00	180.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	75,000.00	3,750.00	0.00	71,250.00
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	30,507.00	10,000.00	9,493.00
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	233.52	38.92	1,233.48
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	300.17	0.00	499.83
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	4,343.84	496.95	6,156.16
751-65.691-955.040	PROMOTION COMMITTEE	8,000.00	3,375.86	725.24	4,624.14
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	96,394.00	28,196.88	0.00	68,197.12
Total Dept 65.691-DOWNTOWN DEVELOPMENT		263,141.00	81,912.77	13,506.99	181,228.23
Dept 95.260-CLERK/TREASURER					
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	1,419.21	0.00	(1,419.21)
Total Dept 95.260-CLERK/TREASURER		0.00	1,419.21	0.00	(1,419.21)
TOTAL EXPENDITURES		263,141.00	83,331.98	13,506.99	179,809.02
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		203,500.00	173,605.56	801.18	29,894.44
TOTAL EXPENDITURES		263,141.00	83,331.98	13,506.99	179,809.02
NET OF REVENUES & EXPENDITURES		(59,641.00)	90,273.58	(12,705.81)	(149,914.58)
BEG. FUND BALANCE		528,773.58	528,773.58		
END FUND BALANCE		469,132.58	619,047.16		

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GL ACTIVITY REPORT FOR CITY OF MONROE

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TRANSACTIONS FROM 12/01/2016 TO 12/31/2016

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
12/01/2016			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		555,470.56
12/01/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18123	15,000.00		570,470.56
12/08/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18141		10,500.00	559,970.56
12/29/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18189		2,000.00	557,970.56
12/31/2016	GJ	JE	MICHIGAN CLASS INTEREST - DEC 2016	18211	406.88		558,377.44
12/31/2016			751-00.000-005.000	END BALANCE	15,406.88	12,500.00	558,377.44
12/01/2016			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		16,282.41
12/01/2016	PR	CHK	SUMMARY PR 12/01/2016			781.53	15,500.88
12/01/2016	GJ		MONTHLY P&L INSURANCE PREMIUM	18115		38.92	15,461.96
12/01/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18123		15,000.00	461.96
12/06/2016	CD	CHK	SUMMARY CD 12/06/2016			10,690.00	(10,228.04)
12/08/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18141	10,500.00		271.96
12/12/2016	GJ	JE	5/3 SERVICE FEES - DEC 2016	18147		5.64	266.32
12/15/2016	PR	CHK	SUMMARY PR 12/15/2016			750.28	(483.96)
12/20/2016	CD	CHK	SUMMARY CD 12/20/2016			542.19	(1,026.15)
12/20/2016	CR	RCPT			400.00		(626.15)
			SUMMARY CR POSTING: 12/20/2016 OTHER				
12/29/2016	PR	CHK	SUMMARY PR 12/29/2016			703.39	(1,329.54)
12/29/2016	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18189	2,000.00		670.46
12/30/2016	GJ	JE	APF INTEREST - DEC 2016	18208		0.06	670.40
12/31/2016	GJ	JE	POSTAGE - DEC 2016	18202		0.68	669.72
12/31/2016			751-00.000-007.000	END BALANCE	12,900.00	28,512.69	669.72
12/01/2016			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
12/05/2016	AP	INV	MONROE NEWS	11162319		690.00	(690.00)
			DOWNTOWN HOLIDAY DIR - SUPPLEMENT 10				
12/05/2016	AP	INV	WCSLICKEE ENTERPRISES LLC	11/29/16		10,000.00	(10,690.00)
			REIMBURSE FACADE IMPROVEMENT 54 S MO				
12/06/2016	CD	CHK	SUMMARY CD 12/06/2016		10,690.00		0.00
12/19/2016	AP	INV	FIFTH THIRD BANK	11/23/2016		1.49	(1.49)
			PROMOTIONS - FB ADVERTISING				
12/19/2016	AP	INV	FIFTH THIRD BANK	11/23/2016		28.53	(30.02)
			PROMOTIONS - TREE LIGHTING ADVERTISIN				
12/19/2016	AP	INV	FIFTH THIRD BANK	11/16/2016		317.68	(347.70)
			DESIGN - 2 LADDERS				
12/19/2016	AP	INV	FIFTH THIRD BANK	11/02/2016		179.27	(526.97)
			ZIP TIES FOR CHRISTMAS DECORATING				
12/19/2016	AP	INV	FIFTH THIRD BANK	11/02/2016		10.00	(536.97)
			OFFICE EXPENSE - EMAIL ACCOUNT				
12/19/2016	AP	INV	FIFTH THIRD BANK	10/31/2016		5.22	(542.19)
			ADVERTISING - PROMOTIONS				
12/20/2016	CD	CHK	SUMMARY CD 12/20/2016		542.19		0.00
12/31/2016			751-00.000-202.000	END BALANCE	11,232.19	11,232.19	0.00
12/01/2016			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		5,952.25
12/01/2016	PR	CHK	SUMMARY PR 12/01/2016		725.00		6,677.25
12/15/2016	PR	CHK	SUMMARY PR 12/15/2016		696.00		7,373.25
12/29/2016	PR	CHK	SUMMARY PR 12/29/2016		652.50		8,025.75
12/31/2016			751-65.691-703.000	END BALANCE	2,073.50	0.00	8,025.75
12/01/2016			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		369.04
12/01/2016	PR	CHK	SUMMARY PR 12/01/2016		44.95		413.99
12/15/2016	PR	CHK	SUMMARY PR 12/15/2016		43.15		457.14
12/29/2016	PR	CHK	SUMMARY PR 12/29/2016		40.46		497.60
12/31/2016			751-65.691-717.000	END BALANCE	128.56	0.00	497.60
12/01/2016			751-65.691-717.005 MEDICARE		BEG. BALANCE		86.31
12/01/2016	PR	CHK	SUMMARY PR 12/01/2016		10.51		96.82
12/15/2016	PR	CHK	SUMMARY PR 12/15/2016		10.10		106.92
12/29/2016	PR	CHK	SUMMARY PR 12/29/2016		9.46		116.38
12/31/2016			751-65.691-717.005	END BALANCE	30.07	0.00	116.38

TRANSACTIONS FROM 12/01/2016 TO 12/31/2016

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
12/01/2016			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		9.17
12/01/2016	PR	CHK	SUMMARY PR 12/01/2016		1.07		10.24
12/15/2016	PR	CHK	SUMMARY PR 12/15/2016		1.03		11.27
12/29/2016	PR	CHK	SUMMARY PR 12/29/2016		0.97		12.24
12/31/2016			751-65.691-718.010	END BALANCE	3.07	0.00	12.24
12/01/2016			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		190.26
12/19/2016	AP	INV	FIFTH THIRD BANK	11/02/2016	10.00		200.26
			OFFICE EXPENSE - EMAIL ACCOUNT				
12/31/2016			751-65.691-727.000	END BALANCE	10.00	0.00	200.26
12/01/2016			751-65.691-730.000 POSTAGE		BEG. BALANCE		96.11
12/31/2016	GJ	JE	POSTAGE - DEC 2016	18202	0.68		96.79
12/31/2016			751-65.691-730.000	END BALANCE	0.68	0.00	96.79
12/01/2016			751-65.691-818.080 FACADE IMPROVEMENTS		BEG. BALANCE		20,507.00
12/05/2016	AP	INV	WCSLICKEER ENTERPRISES LLC	11/29/16	10,000.00		30,507.00
			REIMBURSE FACADE IMPROVEMENT 54 S MO				
12/31/2016			751-65.691-818.080	END BALANCE	10,000.00	0.00	30,507.00
12/01/2016			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		194.60
12/01/2016	GJ		MONTHLY P&L INSURANCE PREMIUM	18115	38.92		233.52
12/31/2016			751-65.691-910.000	END BALANCE	38.92	0.00	233.52
12/01/2016			751-65.691-955.035 DESIGN COMMITTEE		BEG. BALANCE		3,846.89
12/19/2016	AP	INV	FIFTH THIRD BANK	11/16/2016	317.68		4,164.57
			DESIGN - 2 LADDERS				
12/19/2016	AP	INV	FIFTH THIRD BANK	11/02/2016	179.27		4,343.84
			ZIP TIES FOR CHRISTMAS DECORATING				
12/31/2016			751-65.691-955.035	END BALANCE	496.95	0.00	4,343.84
12/01/2016			751-65.691-955.040 PROMOTION COMMITTEE		BEG. BALANCE		2,650.62
12/05/2016	AP	INV	MONROE NEWS	11162319	690.00		3,340.62
			DOWNTOWN HOLIDAY DIR - SUPPLEMENT 10				
12/19/2016	AP	INV	FIFTH THIRD BANK	11/23/2016	1.49		3,342.11
			PROMOTIONS - FB ADVERTISING				
12/19/2016	AP	INV	FIFTH THIRD BANK	11/23/2016	28.53		3,370.64
			PROMOTIONS - TREE LIGHTING ADVERTISIN				
12/19/2016	AP	INV	FIFTH THIRD BANK	10/31/2016	5.22		3,375.86
			ADVERTISING - PROMOTIONS				
12/31/2016			751-65.691-955.040	END BALANCE	725.24	0.00	3,375.86
12/01/2016			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(1,491.18)
12/12/2016	GJ	JE	5/3 SERVICE FEES - DEC 2016	18147	5.64		(1,485.54)
12/30/2016	GJ	JE	APF INTEREST - DEC 2016	18208	0.06		(1,485.48)
12/31/2016	GJ	JE	MICHIGAN CLASS INTEREST - DEC 2016	18211		406.88	(1,892.36)
12/31/2016			751-80.100-665.005	END BALANCE	5.70	406.88	(1,892.36)
12/01/2016			751-80.600-692.090 MISCELLANEOUS REVENUE		BEG. BALANCE		(1,800.00)
12/20/2016	CR	RCPT				400.00	(2,200.00)
			SUMMARY CR POSTING: 12/20/2016 OTHER				
12/31/2016			751-80.600-692.090	END BALANCE	0.00	400.00	(2,200.00)
GRAND TOTALS:					53,051.76	53,051.76	602,364.04

Monroe Downtown Development Authority
2016-2017 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		
11/3/2016		\$667.00		
11/17/2016		\$667.00		
12/1/2016		\$725.00		
12/15/2016		\$696.00		
12/29/2016		\$652.50		
				\$11,974.25
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		
11/3/2016		\$41.36		
11/17/2016		\$41.35		
12/1/2016		\$44.95		
12/15/2016		\$43.15		
12/29/2016		\$40.46		
				\$602.40
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		

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

10/20/2016		\$9.67		
11/3/2016		\$9.67		
11/17/2016		\$9.67		
12/1/2016		\$10.51		
12/15/2016		\$10.10		
12/29/2016		\$9.46		
				\$133.62
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		
10/6/2016		\$0.86		
10/20/2016		\$0.99		
11/3/2016		\$0.99		
11/17/2016		\$0.99		
12/1/2016		\$1.07		
12/15/2016		\$1.03		
12/29/2016		\$0.97		
				\$17.76
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		
City office supply		\$0.05		
Domain Registration		\$15.17		
Email subscription (November)		\$6.33		
Email subscription (December)		\$10.00		
				\$299.74
Copies	Budget	Expenditures		Balance
	\$100.00			

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

				\$100.00
Postage	Budget	Expenditures		Balance
	\$500.00			
Brochures to MDOT		\$94.25		
August		\$0.93		
September & October postage		\$0.93		
December postage		\$0.68		
				\$403.21
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			
Deposit for Strategic Planner		\$3,750.00		
				\$71,250.00
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$40,000.00			
Last year unused	\$70,000.00			
Asset Financial 10-11-2016		\$1,350.00		
Beneteau (RRBC) 10-11-2016		\$9,157.00		
Homrich 10-11-2016		\$10,000.00		
WCSlicker Enterprises 11-29-2016 (2013grant)		\$10,000.00		
				\$79,493.00
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$2,000.00			
Flea Market advertising		\$14.26		
				\$1,985.74
Insurance Premium	Budget	Expenditures		Balance
	\$1,467.00			
July		\$38.92		

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

August		\$38.92		
September		\$38.92		
October		\$38.92		
November		\$38.92		
December		\$38.92		
				\$1,233.48
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
Office supplies (ink/toner)		\$300.17		
				\$499.83
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		
Flower planting/fall decorating		\$430.06		
Cornstalks/Parran's (120)		\$240.00		
Misc Fall decorations		\$22.26		
2 ladders (Lowes)		\$317.68		
Zip ties for Christmas decorating		\$179.27		
				\$6,156.16
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		
Co-op advertising 98.3 Nash Icon		\$2,000.00		

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

Monroe News ad for tree lighting		\$690.00		
fb advertising-Tree Lighting		\$1.49		
fb advertising-Tree Lighting		\$28.53		
fb advertising-Tree Lighting		\$5.22		
				\$4,624.14
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	\$81,912.77		\$291,233.23

31044

**UNITED WAY OF
MONROE COUNTY, INC.**
216 NORTH MONROE STREET
MONROE, MICHIGAN 48162
(734) 242-1331



MONROE BANK & TRUST
MONROE, MICHIGAN 48161

74-215/724

12/20/2016

PAY TO THE
ORDER OF Mike Osborne

\$ **620.00

Six Hundred Twenty and 00/100*****

DOLLARS

Mike Osborne
2420 Ninth St
Monroe MI 48162

UNITED WAY OF MONROE COUNTY, INC.

MEMO

Cut and Trim

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈031044⑈ ⑆072402157⑆ 100067749⑈

UNITED WAY OF MONROE COUNTY, INC.
MONROE, MICHIGAN 48162

31044

Date	Type	Reference	Original Amt.	Balance Due	12/20/2016 Discount	Payment
12/7/2016	Bill	5060	620.00	620.00		620.00
				Check Amount		620.00



Checking Acct #..7749 Cut and Trim

620.00

UNITED WAY OF MONROE COUNTY, INC.
MONROE, MICHIGAN 48162

31044

Date	Type	Reference	Original Amt.	Balance Due	12/20/2016 Discount	Payment
12/7/2016	Bill	5060	620.00	620.00		620.00
				Check Amount		620.00



Checking Acct #..7749 Cut and Trim

620.00

Osborne Lawn and Landscape Service

Invoice

2420 Ninth St
Monroe MI 48162

Date	Invoice #
12/2/2016	5060

Bill To

United Way
216 N. Monroe St
Monroe, MI 48162

Due Date

12/16/2016

Serviced	Description	Credit	Amount
10/7/2016	CUT AND TRIM	30.00	30.00
10/14/2016	CUT AND TRIM	30.00	30.00
10/21/2016	CUT AND TRIM	30.00	30.00
10/28/2016	CUT AND TRIM	30.00	30.00
10/28/2016	REMOVAL OF BUSHES AND TRIM REMAINING BUSH DID EDGING AND ADDED ADDITIONAL STONE TO LANDSCAPING	500.00	500.00
PLEASE MAKE CHECKS PAYABLE TO MIKE OSBORNE		Total	\$620.00
		Payments/Credits	\$0.00
		Balance Due	\$620.00

Please Pay
12-7-16

Memorandum

Date: January 11, 2017
To: DDA Board
From: Paula Stanifer, Administrative Assistant
Re: Christmas Decorations

No Design Committee meeting was held in January.

Due to time sensitivity of ordering Christmas decorations to receive the discount, a Motion needs to be made by the board.

The Design Committee previously set a schedule for purchase/replacement of decorations. For February 2017, the plan is to order 16 additional lighted Christmas trees and 2 large soldiers. The cost is approximately \$6,900.00. \$4,000 is part of the Design budget, and \$1,000 from the Promotions Budget. The Downtown Monroe Business Network will pay the balance of \$1,900.00.

Memorandum

Date: January 3, 2017
To: DDA Board
From: Paula Stanifer, Administrative Assistant
Re: Parking Promotion

The Downtown Monroe Business Network initiated a parking awareness campaign during the month of December. Ads were placed in the Monroe News, facebook, Instagram, and in business windows. Anyone who received a parking ticket that they validated had their name in a drawing for a \$25 gift certificate to Downtown Monroe Businesses. Four winners were drawn.

The Promotions Committee met in December, but without quorum was unable to provide a recommendation to the Board. The December board meeting was cancelled. Then the Promotions Committee did not meet in January due to the fire at the neighboring business of one of the committee members.

Therefore, I am asking for the Board to approve a payment of \$100.00 for our partnership in the Downtown Parking Promotion Program initiated by the DMBN. Total paid advertising: \$239.22.

MEETING MINUTES
MONROE DDA DEVELOPMENT COMMITTEE
WEDNESDAY, December 7, 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, Joe Peruski, Tom Steward

Members Absent:

Guests: Paula Stanifer, Vincent Pastue

2. Old Business

a. Security Cameras –

Ms. Stanifer will contact Chad and ask for a proposal by January 4. Committee to review proposal and invite police department to attend February meeting to discuss.

b. Rental Assistance Program –

Discussion on rental assistance, building rehab, blight enforcement, incubator program, and vacant buildings. Mr. Pastue will put together a proposal for property owners for evaluation of properties for intended use.

3. New Business

Due to the holidays, the committee decided to change the next meeting to Tuesday, January 10, 2017 at 7:45 a.m.

4. Executive Director Comments –

Ms. Stanifer has contacted Matt Wallace for assistance in putting together another Resource Fair for February 9.

5. Adjournment

The meeting adjourned at 8:40am

MEETING MINUTES
MONROE DDA DEVELOPMENT COMMITTEE
WEDNESDAY, JANUARY 10, 2017 @ 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, Joe Peruski, Tom Steward
Members Excused: Les Lukacs
Guests: Paula Stanifer

2. Old Business

a. Security Cameras –

Ms. Stanifer received a quote from Sunset Security, LLC for \$28,000 for cameras along the Riverwalk. This does not include the necessary electrical wiring that will need to be completed. The company will work with the electrician to install what is needed. There is already electricity along the Riverwalk. Ms. Stanifer invited Chad Yenor, owner of Sunset Security to attend our February meeting for questions. Mr. Jacobs will contact the Police Department for their attendance.

b. Building Inspection RFP –

Mr. Pastue emailed a draft of the Proposal. Committee discussed proposal and Mr. Jacob's will update/make changes and email back to Mr. Pastue.

3. New Business

There was no new business.

4. Executive Director Comments –

Ms. Stanifer has made many updates to the website and encouraged members to take a look at it and provide feedback.

5. Adjournment

The meeting adjourned at 9:05 a.m.

Memorandum

Date: January 11, 2017
To: DDA Board
From: Paula Stanifer, Administrative Assistant
Re: "Parking Validation Available" signs

Engineering has completed the signs. The cost is \$20 per sign x 24 signs. Total cost \$480.00.

Board approval to pay.