AGENDA

MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING 7:45 A.M.
Wednesday, February 15, 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, January 18, 2017 Regular Meeting

   C. Financial Report
      - DDA Revenue and Expenditure Report FY 2016-2017
      - DDA Itemized Expenditure Report FY 2016-2017

3. **2016 – 2017 Committee Reports**

   A. Chairperson's Comments

   B. Committee Project Status Report

      1. Design Committee – Chairperson needed
         a. Seasonal Banners **Action Requested**

      2. Promotions Committee – Mary Gail Beneteau
         a. State Park Map advertising **Action Requested**
         b. RV Park Map advertising **Action Requested**
         c. Co-op advertising on 98.3 **Action Requested**
         d. Radio/MPACT Sponsorship **Action Requested**

      3. Development Committee – Jim Jacobs
         a. Continue to pursue security cameras on Riverwalk **Action Requested**

      4. Façade Grant Committee – Scott Goocher

   C. DDA Office Report

4. **Other Business**
   A. 2017-2018 and 2018-2019 Proposed Budget **Action Requested**

5. **Communications**

6. **Board Member Comments**

7. **Adjournment** **Action Requested**

Minutes

Monroe Downtown Development Authority
Regular Meeting
Wednesday, January 18, 2017
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, Shaun McGowan, Tom Steward, Mackenzie Swanson (arrived 7:55 a.m.)
Excused:	Les Lukacs
Unexcused:	Anthony Trujillo
Guests:	Chris Kull – Bicentennial Alliance, Grayson Bacarella – Middle College
Staff:	Paula Stanifer, Vince Pastue (left 8:36 a.m.)

2. Consent Agenda

A. Approval of January Agenda
B. Approval of Minutes of November 16, 2016 DDA meeting
Approval of Minutes of November 15, 2016 DDA Special Meeting
Approval of Minutes of December 6, 2016 Strategic Planning Meeting
C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

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

3. 2016-2017 Work Program

A. Chairperson's Comments

-Joe Borgstrom is ready to meet regarding DDA and Community SWOT Analysis. An email will be sent regarding dates.

B. Committee Project Status Reports

1. Design Committee –

-Bicentennial Banners were discussed. We need a letter along with the appropriate application which should answer questions of the Board. Two requests for Bicentennial banners have been received and it does not appear to be the same group. The museum has requested six (6) banners in front of the museum for a limited time. Ms. Stanifer to contact Bill Saul for more information.

-United Way reimbursement – Improvements have been made. In the future, we will need a better idea of matching funds before agreeing.

Motion by Mayor Clark, seconded by Mr. McGowan, to reimburse United Way $500 for landscaping work.

Motion carried unanimously.

-Christmas decorations – Continuation of Design Committee 5-year Christmas decoration plan was reviewed.

Motion by Mr. McGowan, seconded by Mr. Boyan, to purchase additional Christmas decorations in the amount of $5,000 to continue with Design 5-year plan.

Motion carried unanimously.

-Mr. Lukacs has resigned as chairperson, therefore, a new chairperson is needed for the Design Committee. Mr. Peruski also reminded Board Members that they need to be on a committee as well.

-Christmas decorations will be taken down on Saturday, January 28 beginning at 8:00 a.m. Ms. Stanifer will send an email to encourage volunteers.

2. Promotions Committee – Mary Gail Beneteau

-DMBN Parking Promotion – Reviewed Memo in packet. No meeting/recommendation due to no quorum and fire Downtown.

Motion by Mr. McGowan, seconded by Mr. Boyan, to partner with DMBN on parking gift certificate giveaway during December in the amount of $100.

Tie 4-4 (Mayor Clark, Kegerreis, Steward, Swanson opposed)

3. Development Committee – Jim Jacobs

-"Parking Validation Available" signs - Reviewed Memo regarding signs.

Motion by Mr. Kegerreis, seconded by Ms. Swanson, to move forward with the Parking Signs at a cost of $20 each, for 24 signs.

Motion carried unanimously.

4. Façade Grant Committee – Scott Goocher

-Postcards were mailed last week and should arrive this week.

C. DDA Office Report

-Year-end financial report was distributed along with a newspaper from 2004 entitled Imagine Monroe County.

4. Other Business

5. Communications

-Ms. Kull brought awareness of the City and State bicentennial celebration over the next year. Events will be published in magazine form and distributed in March.

-Mr. Pastue announced City Council approved a DDA/Community Development Position. He is looking for an intergovernmental agreement of $10,000 or $20,000 from the DDA to fund for the 2017-2018 year to support the position. Mr. Peruski will sit on the panel as candidates are interviewed. This position is in addition to Ms. Stanifer's part-time position.

6. Board Member Comments/Guest Comments

Mr. McGowan – Wished everyone Happy New year. He likes the new Christmas decorations.

Ms. Swanson – Will try to get volunteers for Christmas decoration take down. She may ask Rachel to be Design Committee chairperson.

Mr. Bacarella – Thanked the group for allowing him to attend. He is learning more about the City each time.

Mayor Clark – City Council reviewed medical marijuana policy and land use. Should it be residential? Commercial? Downtown? Awareness and understanding needed.

Mr. Goocher – Hopes everyone has a prosperous year.

Mr. Kegerreis – Happy "old" year.

7. Adjournment

A motion to adjourn was made by Mr. McGowan, supported by Ms. Swanson at 8:40 a.m.

Motion carried unanimously

DRAFT

TRANSACTIONS FROM 01/01/2017 TO 01/31/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
01/01/2017			**751-00.000-005.000 COOP LIQUID ASSET SEC SYS**		BEG. BALANCE		558,377.44
01/06/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18223		2,000.00	556,377.44
01/19/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18249		1,500.00	554,877.44
01/31/2017	GJ	JE	MICHIGAN CLASS INTEREST - JAN 2017	18293	439.96		555,317.40
01/31/2017			751-00.000-005.000	END BALANCE	439.96	3,500.00	555,317.40
01/01/2017			**751-00.000-007.000 AUTOMATED PUBLIC FUNDS**		BEG. BALANCE		669.72
01/01/2017	GJ		MONTHLY P&L INSURANCE PREMIUM	18195		38.92	630.80
01/04/2017	CD	CHK	SUMMARY CD 01/04/2017			2,000.00	(1,369.20)
01/06/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18223	2,000.00		630.80
01/11/2017	GJ	JE	5/3 SERVICE FEE REVERSAL	18257	0.23		631.03
01/12/2017	PR	CHK	SUMMARY PR 01/12/2017			625.23	5.80
01/12/2017	GJ	JE	5/3 SERVICE FEES - JAN 2016	18232		5.87	(0.07)
01/18/2017	CD	CHK	SUMMARY CD 01/18/2017			1,026.57	(1,026.64)
01/19/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18249	1,500.00		473.36
01/20/2017	GJ	JE	APF INTEREST - JAN 2017	18258	0.01		473.37
01/26/2017	PR	CHK	SUMMARY PR 01/26/2017			719.01	(245.64)
01/31/2017			751-00.000-007.000	END BALANCE	3,500.24	4,415.60	(245.64)
01/01/2017			**751-00.000-202.000 ACCOUNTS PAYABLE**		BEG. BALANCE		0.00
01/03/2017	AP	INV	RON NOEL LAWN SERVICE	12/13/2016		2,000.00	(2,000.00)
			SNOW REMOVAL CURB LINE				
01/04/2017	CD	CHK	SUMMARY CD 01/04/2017		2,000.00		0.00
01/17/2017	AP	INV	FIFTH THIRD BANK	12/01/2016		10.00	(10.00)
			EMAIL ACCOUNT				
01/17/2017	AP	INV	FIFTH THIRD BANK	11/30/2016		1.09	(11.09)
			FB AND INSTRAGRAM ADS FOR TREE LIGHT:				
01/17/2017	AP	INV	FIFTH THIRD BANK	11/30/2016		8.67	(19.76)
			FB AND INSTRAGRAM ADS FOR TREE LIGHT:				
01/17/2017	AP	INV	FIFTH THIRD BANK	11/29/2016		6.81	(26.57)
			MEETING WITH MEDC AND NEW BUSINESS OV				
01/17/2017	AP	INV	FIFTH THIRD BANK	11/29/2016		1,000.00	(1,026.57)
			98.3 RADIO ADVERTISING				
01/18/2017	CD	CHK	SUMMARY CD 01/18/2017		1,026.57		0.00
01/31/2017			751-00.000-202.000	END BALANCE	3,026.57	3,026.57	0.00
01/01/2017			**751-65.691-703.000 PART TIME SALARIES & WAGES**		BEG. BALANCE		8,025.75
01/12/2017	PR	CHK	SUMMARY PR 01/12/2017		580.00		8,605.75
01/26/2017	PR	CHK	SUMMARY PR 01/26/2017		667.00		9,272.75
01/31/2017			751-65.691-703.000	END BALANCE	1,247.00	0.00	9,272.75
01/01/2017			**751-65.691-717.000 SOCIAL SECURITY**		BEG. BALANCE		497.60
01/12/2017	PR	CHK	SUMMARY PR 01/12/2017		35.96		533.56
01/26/2017	PR	CHK	SUMMARY PR 01/26/2017		41.35		574.91
01/31/2017			751-65.691-717.000	END BALANCE	77.31	0.00	574.91
01/01/2017			**751-65.691-717.005 MEDICARE**		BEG. BALANCE		116.38
01/12/2017	PR	CHK	SUMMARY PR 01/12/2017		8.41		124.79
01/26/2017	PR	CHK	SUMMARY PR 01/26/2017		9.67		134.46
01/31/2017			751-65.691-717.005	END BALANCE	18.08	0.00	134.46
01/01/2017			**751-65.691-718.010 WORKERS' COMP INSURANCE**		BEG. BALANCE		12.24
01/12/2017	PR	CHK	SUMMARY PR 01/12/2017		0.86		13.10
01/26/2017	PR	CHK	SUMMARY PR 01/26/2017		0.99		14.09
01/31/2017			751-65.691-718.010	END BALANCE	1.85	0.00	14.09
01/01/2017			**751-65.691-727.000 OFFICE SUPPLIES**		BEG. BALANCE		200.26
01/17/2017	AP	INV	FIFTH THIRD BANK	12/01/2016	10.00		210.26
			EMAIL ACCOUNT				
01/31/2017			751-65.691-727.000	END BALANCE	10.00	0.00	210.26

TRANSACTIONS FROM 01/01/2017 TO 01/31/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
01/01/2017			**751-65.691-818.020 GENERAL CONTRACT SERVICES**		BEG. BALANCE		3,750.00
01/03/2017	AP	INV	RON NOEL LAWN SERVICE SNOW REMOVAL CURB LINE	12/13/2016	2,000.00		5,750.00
01/31/2017			751-65.691-818.020	END BALANCE	2,000.00	0.00	5,750.00
01/01/2017			**751-65.691-910.000 INSURANCE PREMIUM**		BEG. BALANCE		233.52
01/01/2017	GJ		MONTHLY P&L INSURANCE PREMIUM	18195	38.92		272.44
01/31/2017			751-65.691-910.000	END BALANCE	38.92	0.00	272.44
01/01/2017			**751-65.691-955.000 MISCELLANEOUS EXPENSE**		BEG. BALANCE		300.17
01/17/2017	AP	INV	FIFTH THIRD BANK MEETING WITH MEDC AND NEW BUSINESS OV	11/29/2016	6.81		306.98
01/31/2017			751-65.691-955.000	END BALANCE	6.81	0.00	306.98
01/01/2017			**751-65.691-955.040 PROMOTION COMMITTEE**		BEG. BALANCE		3,375.86
01/17/2017	AP	INV	FIFTH THIRD BANK FB AND INSTRAGRAM ADS FOR TREE LIGHT:	11/30/2016	1.09		3,376.95
01/17/2017	AP	INV	FIFTH THIRD BANK FB AND INSTRAGRAM ADS FOR TREE LIGHT:	11/30/2016	8.67		3,385.62
01/17/2017	AP	INV	FIFTH THIRD BANK 98.3 RADIO ADVERTISING	11/29/2016	1,000.00		4,385.62
01/31/2017			751-65.691-955.040	END BALANCE	1,009.76	0.00	4,385.62
01/01/2017			**751-80.100-665.005 INTEREST ON INVESTMENTS**		BEG. BALANCE		(1,892.36)
01/11/2017	GJ	JE	5/3 SERVICE FEE REVERSAL	18257		0.23	(1,892.59)
01/12/2017	GJ	JE	5/3 SERVICE FEES - JAN 2016	18232	5.87		(1,886.72)
01/20/2017	GJ	JE	APF INTEREST - JAN 2017	18258		0.01	(1,886.73)
01/31/2017	GJ	JE	MICHIGAN CLASS INTEREST - JAN 2017	18293		439.96	(2,326.69)
01/31/2017			751-80.100-665.005	END BALANCE	5.87	440.20	(2,326.69)
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					11,382.37	11,382.37	573,666.58
GRAND TOTALS:					11,382.37	11,382.37	573,666.58

REVENUE AND EXPENDITURE REPORT FOR CITY OF MONROE

PERIOD ENDING 01/31/2017

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 80.100-GENERAL REVENUE						
751-80.100-665.005	INTEREST ON INVESTMENTS	1,500.00	1,500.00	2,326.69	434.33	(826.69)
Total Dept 80.100-GENERAL REVENUE		1,500.00	1,500.00	2,326.69	434.33	(826.69)
Dept 80.600-GENERAL REVENUE						
751-80.600-402.000	REAL PROPERTY TAXES	210,000.00	210,000.00	178,249.04	0.00	31,750.96
751-80.600-410.000	PERSONAL PROPERTY TAXES	(30,000.00)	(30,000.00)	(24,947.37)	0.00	(5,052.63)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT REIMB	22,000.00	22,000.00	16,211.53	0.00	5,788.47
751-80.600-692.090	MISCELLANEOUS REVENUE	0.00	0.00	2,200.00	0.00	(2,200.00)
Total Dept 80.600-GENERAL REVENUE		202,000.00	202,000.00	171,713.20	0.00	30,286.80
TOTAL REVENUES		203,500.00	203,500.00	174,039.89	434.33	29,460.11
Expenditures						
Dept 65.691-DOWNTOWN DEVELOPMENT						
751-65.691-703.000	PART TIME SALARIES & WAGES	20,000.00	20,000.00	9,272.75	1,247.00	10,727.25
751-65.691-717.000	SOCIAL SECURITY	1,100.00	1,100.00	574.91	77.31	525.09
751-65.691-717.005	MEDICARE	250.00	250.00	134.46	18.08	115.54
751-65.691-718.010	WORKERS' COMP INSURANCE	30.00	30.00	14.09	1.85	15.91
751-65.691-727.000	OFFICE SUPPLIES	500.00	500.00	210.26	10.00	289.74
751-65.691-728.000	COPIES	100.00	100.00	0.00	0.00	100.00
751-65.691-730.000	POSTAGE	500.00	500.00	96.79	0.00	403.21
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,500.00	1,320.00	0.00	180.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	75,000.00	75,000.00	5,750.00	2,000.00	69,250.00
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	40,000.00	30,507.00	0.00	9,493.00
751-65.691-905.000	PUBLISHING/ADVERTISING	2,000.00	2,000.00	14.26	0.00	1,985.74
751-65.691-910.000	INSURANCE PREMIUM	1,467.00	1,467.00	272.44	38.92	1,194.56
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	800.00	306.98	6.81	493.02
751-65.691-955.030	DEVELOPMENT COMMITTEE	5,000.00	5,000.00	922.22	0.00	4,077.78
751-65.691-955.035	DESIGN COMMITTEE	10,500.00	10,500.00	4,343.84	0.00	6,156.16
751-65.691-955.040	PROMOTION COMMITTEE	8,000.00	8,000.00	4,385.62	1,009.76	3,614.38
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	96,394.00	96,394.00	28,196.88	0.00	68,197.12
Total Dept 65.691-DOWNTOWN DEVELOPMENT		263,141.00	263,141.00	86,322.50	4,409.73	176,818.50
Dept 95.260-CLERK/TREASURER						
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	0.00	1,419.21	0.00	(1,419.21)
Total Dept 95.260-CLERK/TREASURER		0.00	0.00	1,419.21	0.00	(1,419.21)
TOTAL EXPENDITURES		263,141.00	263,141.00	87,741.71	4,409.73	175,399.29
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		203,500.00	203,500.00	174,039.89	434.33	29,460.11
TOTAL EXPENDITURES		263,141.00	263,141.00	87,741.71	4,409.73	175,399.29
NET OF REVENUES & EXPENDITURES		(59,641.00)	(59,641.00)	86,298.18	(3,975.40)	(145,939.18)
BEG. FUND BALANCE		528,773.58	528,773.58	528,773.58		
END FUND BALANCE		469,132.58	469,132.58	615,071.76		

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		
1/12/2017		$580.00		
1/26/2017		$667.00		
				$10,727.25
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		
1/12/2017		$35.96		
1/26/2017		$41.35		
				$525.09
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		
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		
1/12/2017		$8.41		
1/26/2017		$9.67		
				$115.54
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		
1/12/2017		$0.86		
1/26/2017		$0.99		
				$15.91
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		
Email subscription (January)		$10.00		
				$289.74
Copies	**Budget**	**Expenditures**		**Balance**
	$100.00			
				$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		
Noel Lawn Service snow removal		$2,000.00		
				$69,250.00
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

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

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		
August		$38.92		
September		$38.92		
October		$38.92		
November		$38.92		
December		$38.92		
January		$38.92		
				$1,194.56
Miscellaneous Expense - 955.000	**Budget**	**Expenditures**		**Balance**
	$800.00			
Office supplies (ink/toner)		$300.17		
Meeting with MEDC		$6.81		
				$493.02
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 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		
fb advertising-Tree Lighting		$1.09		
fb advertising-Tree Lighting		$8.67		
Co-op advertising 98.3 Nash Icon		$1,000.00		
				$3,614.38
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**	**$86,322.50**		**$286,823.50**

Promotion Committee Minutes
February 7, 2017

Present: Amanda Phebus, Mary Gail Beneteau, Janet Berns, Mayor Robert Clark
Staff: Paula Stanifer

1. Roll Call

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

2. Advertising

A. **State Park Maps:** Distributed to all Michigan State Parks. Opportunity for advertising. Annual cost: $295
   - **MOTION: Spend up to $300 to place a Downtown Monroe ad in the Michigan State Park Sterling State Park Map.**

B. **RV Park Maps:** Distributed to the local RV Park. Paula will research the possibility of being included in their materials.
   - **MOTION: Spend up to $350 to place a Downtown Monroe ad in the RV Park Map.**

C. **Monroe Magazine:** We have advertised in this publication previously. The committee believes it is too costly of an option and recommends to decline placement.

D. **Nash 98.3:** The committee believes the winter campaign was successful. Paula will invite all DDA Members to participate in a spring campaign.
   - **MOTION: Spend up to $1000 to place co-op advertising on 98.3.**

E. **Rewind 94.3**: Approached the DDA with a sponsorship opportunity. By sponsoring, we would receive 6 radio mentions and 12 TV mentions. Annual Sponsorship: $325
   - **MOTION: Spend up to $325 to place Downtown Monroe advertising on 94.3**

F. **Map:** The committee reviewed a new concept for a map. We feel the price is prohibitive to get enough participation from local businesses. Maps are also very difficult to maintain accuracy and an increasing number of visitors may be utilizing technology to access listing information. The committee recommends to decline.

G. **Lake Erie Living:** The committee has reviewed this opportunity previously. We believe the publication is more suited to a large destination attraction. We see the value in advertising on the local level, once people are in the community. The committee believes it is too costly of an option and recommends to decline placement.

2. Events

A. **Ladies Night Out:** The committee believes this event is worth pursuing. We believe it should be a formal process similar to the wine crawl, with a registration, goodie bag (with return call to action).

B. **Wine Crawl – July 21:** Paula will email DDA Members to request interest in participation prior to the next meeting.

C. Flea Market – June 10: Paula will email DDA Members to request interest in participation prior to the next meeting. We had 110 vendors last year and liked the added addition of the children's play area.

Upcoming Meetings:
Regular Meeting: Tuesday, March 14, 2017 at 7:45 am at City Hall.

Submitted by Amanda Phebus

MEETING MINUTES
MONROE DDA DEVELOPMENT COMMITTEE
WEDNESDAY, FEBRUARY 1, 2017 @ 7:45 AM
CITY HALL, 120 E. FIRST STREET
2nd FLOOR CONFERENCE ROOM

Chairman Jacobs called the meeting to order at 7:45am

1. Roll Call

Members Present:	James Jacobs, Joe Peruski (arrived at 7:55 a.m.), Tom Steward, les Lukacs (left at 8:34 a.m.)
Members Excused:	
Guests:	Paula Stanifer, Lt. Wall, Cpt. Tolstedt

2. Old Business

   a. Security Cameras –
   Discussed cameras and benefits for Downtown. Increased lighting is also needed. Committee recommends moving forward with security cameras on Riverwalk with expandable system. Will ask DDA Board for support.

   b. Building Inspection RFP –
   Mr. Jacobs is meeting with Mr. Pastue to finish constructing proposal.

3. New Business

   Business Resource Fair –
   Ms. Stanifer has been meeting with Jeff Green and Matt Wallace. Plans for a fall resource fair. All 2017 Façade recipients will meet with Mr. Green, Mr. Wallace, and Ms. Stanifer for assistance with their projects.

   Parking Enforcement –
   Committee will meet with new police officer in charge of parking enforcement to address concerns.

4. Executive Director Comments –
   Ms. Stanifer continues to updates the website. Feedback is appreciated.

5. Adjournment
   The meeting adjourned at 8:44 a.m.

GL Number	Description	2014-15 Activity	2015-16 Activity
Fund 751			
--- Estimated Revenue ---			
751-80.100-665.005	INTEREST ON INVESTMENTS	1,564.49	2,190.17
751-80.600-402.000	REAL PROPERTY TAXES	207,482.31	209,135.07
751-80.600-410.000	PERSONAL PROPERTY TAXES	(14,091.18)	(29,719.59)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT REIMB	0.00	21,535.34
751-80.600-692.090	MISCELLANEOUS REVENUE	2,930.00	970.00
751-82.600-675.000	CONTRIB FROM PRIVATE SOURCE	0.00	0.00
751-82.600-675.000-07X0500000	CONTRIB FROM PRIVATE SOURCE	0.00	0.00
Total Estimated Revenue:		**197,885.62**	**204,110.99**
--- Appropriations ---			
751-65.691-702.000	FULL TIME SALARIES & WAGES	0.00	0.00
751-65.691-703.000	PART TIME SALARIES & WAGES	13,371.99	15,684.00
751-65.691-704.000	OVERTIME	0.00	0.00
751-65.691-704.703	OVERTIME-PART-TIME	0.00	0.00
751-65.691-707.000	LONGEVITY	0.00	0.00
751-65.691-708.000	SICK PAY BONUS	0.00	0.00
751-65.691-709.000	RETIREMENT TERMINATION PAY	0.00	0.00
751-65.691-716.000	WAIVER-HEALTH INSURANCE	0.00	0.00
751-65.691-717.000	SOCIAL SECURITY	829.06	972.41
751-65.691-717.005	MEDICARE	193.90	227.42
751-65.691-718.000	LIFE INSURANCE	0.00	0.00
751-65.691-718.005	DISABILITY INSURANCE	0.00	0.00
751-65.691-718.010	WORKERS' COMP INSURANCE	19.53	22.57
751-65.691-718.015	UNEMPLOYMENT	0.00	5.00
751-65.691-719.000	MEDICAL INSURANCE	0.00	0.00
751-65.691-719.025	FLEXIBLE BENEFIT PLAN	0.00	0.00
751-65.691-719.050	PRESCRIPTION INSURANCE	0.00	0.00
751-65.691-719.075	DENTAL INSURANCE	0.00	0.00
751-65.691-720.000	POST RETIREMENT HEALTH CARE	0.00	0.00
751-65.691-721.000	PENSION CONTRIBUTION	0.00	0.00

751-65.691-727.000	OFFICE SUPPLIES	784.34	528.48
751-65.691-728.000	COPIES	0.08	0.07
751-65.691-730.000	POSTAGE	173.45	7.26
751-65.691-818.010	AUDIT SERVICES	1,245.00	1,280.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	11,000.00	5,000.00
751-65.691-818.020-08C1300000	GENERAL CONTRACT SERVICES	0.00	0.00
751-65.691-818.080	FACADE IMPROVEMENTS	43,929.50	10,000.00
751-65.691-818.110	SITE IMPROVEMENT GRANT	0.00	0.00
751-65.691-853.000	TELEPHONE	468.00	(5.31)
751-65.691-860.000	TRAINING & TRAVEL	0.00	0.00
751-65.691-905.000	PUBLISHING/ADVERTISING	597.34	527.06
751-65.691-910.000	INSURANCE PREMIUM	1,179.04	932.04
751-65.691-921.000	ELECTRIC	0.00	0.00
751-65.691-922.000	GAS	0.00	0.00
751-65.691-923.000	WATER & WASTEWATER	0.00	0.00
751-65.691-942.000	RENTAL-BUILDING	0.00	0.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	268.59	0.00
751-65.691-955.030	DEVELOPMENT COMMITTEE	1,484.07	1,724.50
751-65.691-955.035	DESIGN COMMITTEE	17,963.33	6,213.55
751-65.691-955.040	PROMOTION COMMITTEE	5,488.98	9,344.26
751-65.691-955.040-07X0500000	PROMOTION COMMITTEE	0.00	0.00
751-65.691-955.045	ECONOMIC RESTRUCTURING COMMITTEE	0.00	0.00
751-65.691-957.000	REFERENCE MATERIAL	0.00	0.00
751-65.691-999.101	TRANSFER OUT-GENERAL	0.00	0.00
751-65.691-999.202-14M0700000	TRANSFER OUT-MAJOR STREET	0.00	0.00
751-65.691-999.202-15M0300000	TRANSFER OUT-MAJOR STREET	57,000.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	87,856.25	92,181.25
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00
751-65.691-999.401-09C0700000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00
751-65.691-999.401-11C0600000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00
751-65.691-999.401-12C0300000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00
751-65.691-999.401-12C1100000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00
751-65.691-999.401-14C0700000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00
751-65.691-999.401-14C1100000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00

751-65.696-853.000-MS01000000	TELEPHONE	0.00	0.00
751-65.696-921.000-MS01000000	ELECTRIC	0.00	0.00
751-65.696-922.000-MS01000000	GAS	0.00	0.00
751-65.696-942.000-MS01000000	RENTAL-BUILDING	0.00	0.00
751-65.696-955.000-MS01000000		0.00	0.00
751-65.696-955.000-MS02000000		0.00	0.00
751-65.696-955.000-MS03000000		0.00	0.00
751-65.696-955.000-MS04000000		0.00	0.00
751-65.696-955.000-MS05000000		0.00	0.00
751-65.696-998.000-MS01000000	CONTINGENCIES	0.00	0.00
751-65.945-991.000	PRINCIPAL ON DEBT	0.00	0.00
751-65.945-995.000	INTEREST EXPENSE	0.00	0.00
751-95.260-961.005	REFUND - BOR SETTLEMENT	1,032.10	4,438.33
Total Appropriations:		**244,884.55**	**149,082.89**
Net of Revenues & Appropriations	**Net of Revenues & Appropriations Fund 751:**	**(46,998.93)**	**55,028.10**

2016-17 Original Budget	01/31/2017 Amended Budget	YTD As Of 01/31/2017	2016-17 PROJECTED	2017-18 REQUESTED	2018-19 REQUESTED
1,500.00	1,500.00	2,326.69	0.00	0.00	0.00
210,000.00	210,000.00	178,249.04	0.00	0.00	0.00
(30,000.00)	(30,000.00)	(24,947.37)	0.00	0.00	0.00
22,000.00	22,000.00	16,211.53	0.00	0.00	0.00
0.00	0.00	2,200.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
203,500.00	**203,500.00**	**174,039.89**	**0.00**	**0.00**	**0.00**
0.00	0.00	0.00	0.00	0.00	0.00
20,000.00	20,000.00	9,272.75	20,000.00	22,000.00	22,000.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
1,100.00	1,100.00	574.91	1,100.00	1,500.00	1,500.00
250.00	250.00	134.46	250.00	290.00	290.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
30.00	30.00	14.09	30.00	30.00	30.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00

500.00	500.00	210.26	500.00	500.00	500.00
100.00	100.00	0.00	100.00	100.00	100.00
500.00	500.00	96.79	500.00	500.00	500.00
1,500.00	1,500.00	1,320.00	1,500.00	1,500.00	1,500.00
75,000.00	75,000.00	5,750.00	75,000.00	75,000.00	75,000.00
0.00	0.00	0.00	0.00	0.00	0.00
40,000.00	40,000.00	30,507.00	40,000.00	40,000.00	40,000.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
2,000.00	2,000.00	14.26	2,000.00	4,000.00	4,000.00
1,467.00	1,467.00	272.44	1,467.00	1,500.00	1,500.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
800.00	800.00	306.98	800.00	800.00	800.00
5,000.00	5,000.00	922.22	5,000.00	10,000.00	10,000.00
10,500.00	10,500.00	4,343.84	10,500.00	10,500.00	10,500.00
8,000.00	8,000.00	4,385.62	8,000.00	8,000.00	8,000.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
96,394.00	96,394.00	28,196.88	96,394.00	97,000.00	97,000.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
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0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	1,419.21	0.00	0.00	0.00
263,141.00	**263,141.00**	**87,741.71**	**263,141.00**	**273,220.00**	**273,220.00**
(59,641.00)	**(59,641.00)**	**86,298.18**	**(263,141.00)**	**(273,220.00)**	**(273,220.00)**