



M·O·N·R·O·E
Downtown Development Authority

AGENDA
ANNUAL MEETING

Wednesday, July 19, 2017, 7:45 A.M.
CITY HALL, 3rd FLOOR CONFERENCE ROOM, 120 E. FIRST ST.

1. Roll Call

2. Vision Statement

3. Additions/Deletions to the Meeting Agenda

4. Public Comment

5. Consent Agenda

Action Requested

- A. Approval of Agenda
- B. Approval of Minutes
 - Wednesday, June 21, 2017 Regular Meeting
- C. Accept and File Minutes
- D. Financial Reports
 - June DDA Revenue and Expenditure Report FY 2016-2017
 - June DDA Itemized Expenditure Report FY 2016-2017

6. New Business

- A. Election of 2017-2018 Officers
- B. Volunteer Communications
- C. Designate DDA Spokesperson
- D. Downtown Master Plan
- E. Job Description – DDA Operations Coordinator
- F. Establish Ad Hoc By-Laws Review Committee
- G. 138 North Monroe Street – Façade reimbursement

Action Requested

Action Requested

Action Requested

Action Requested

Action Requested

Action Requested

7. Other Business

- A. Tabled Item: Feedback regarding Target Market Analyses

8. Communication

9. Board Member and Administrative Comments

10. Adjournment

Action Requested

UPCOMING EVENTS: July 21, Wine Crawl

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, June 21, 2017
Third Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 7:47 a.m.

1. Roll Call

Present: Chairperson Joe Peruski, George Boyan, Mayor Robert Clark, Scott Goocher, Scott Kegerreis, Les Lukacs, Shaun McGowan (arrived at 8:11 a.m.), Tom Steward (arrived at 7:51 a.m.), Mackenzie Swanson, Anthony Trujillo
Guests: Darlene Belair, Chip Williams, Jessica Williams, Matt Vanisacker, Jodie Stevens, Janet Berns
Staff: Paula Stanifer, Vince Pastue, Annette Knowles

2. Vision Statement

Read by Mr. Peruski from Strategic Plan. This will appear each month and Mr. Peruski would like a different board member to read aloud.

3. Additions/Deletions to the Meeting Agenda

Correct typo under 6 E – should read “Personnel.”

4. Public Comments

All guests introduced themselves.

5. Consent Agenda

- A. Approval of June Agenda
- B. Approval of Minutes of May 17, DDA meeting
- C. Accept and File Minutes of committees: Development, Façade, and Design
- D. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Mr. Trujillo to approve Consent Agenda; seconded by Mr. Lukacs.

Motion carried unanimously.

6. New Business

A. Request for Reimbursement of Expenses

-Request to reimburse City for half of membership costs for Ms. Knowles in three organizations (\$260.00 total reimbursement). These memberships include quarterly workshops. Updated will be available. There is an education component for board members.

Motion by Mr. Lukacs to reimburse with City \$260 toward membership costs for Ms. Knowles; seconded by Ms. Swanson.

Motion carried unanimously.

B. Action Plan/Next Steps

-Ms. Knowles presented a Power Point presentation regarding the DDA Action Plan including goals and next steps.

C. Façade Approval – 15 East Second Street

Motion by Mr. Goocher to support the recommendation of the Façade Committee to reimburse \$10,000 upon complete of proposed project at 15 East Second Street; seconded by Mr. Lukacs.

Motion carried unanimously.

D. Façade Approval – 6 East Front Street

Motion by Mayor Clark to support the recommendation of the Façade Committee to reimburse \$1,240 upon complete of proposed project at 6 East Front Street; seconded by Mr. Boyan.

Motion carried unanimously.

E. Personnel Matters

Mayor Clark presented an evaluation of performance for Paula Stanifer conducted by the ad hoc Personnel Committee. Ms. Stanifer did not act on her prerogative to discuss the evaluation in a closed session.

In summary, the Committee has recommended that Ms. Stanifer remains engaged in employment at her current rate of pay. A discussion was held regarding the absence of a job description for Ms. Stanifer and improving fairness of the evaluation process. A discussion was held concerning parity in the rate of pay for the position as compared to city personnel with similar responsibilities.

Motion by Mayor Clark, Seconded by Mr. Lukacs, the Board accepts and approves the recommendation of the Personnel Committee to maintain the employment of Ms. Paula Stanifer at her current rate of pay.

Motion carried. (AYES: Boyan, Clark, Goocher, Kegerreis, Lukacs, Peruski, Steward

NAYS: McGowan, Swanson, Trujillo)

Motion by Mayor Clark, Seconded by Mr. McGowan, that the Board authorizes the Chairperson and Vice-Chairperson to meet with City Administration to acquire information regarding comparisons of pay for the Administrative Assistant position with city positions for possible reconsideration of the compensation scale.

Motion carried. (AYES: Trujillo, Steward, Peruski, McGowan, Lukacs, Kegerreis, Goocher, Clark, Boyan

NAYS: Swanson)

7. Other Business

Brief discussion on reviewing committee minutes and activities during meeting.

A. Feedback regarding Target Market Analyses

Motion by Mayor Clark, seconded by Mr. Trujillo, to table feedback discussion to next month.
Motion carried unanimously.

8. Communications

Motion by Mr. Peruski, seconded by Scott Kegerreis, to reimburse Ms. Stanifer \$30.07 for facebook posts from flea market.
Motion carried unanimously.

9. Board Member Comments/Guest Comments

Mr. Trujillo – City needs to turn around. More participation. More board members need to show up at things. Design Committee needs to be re-designed. Need curb appeal. Very bad image.

Mr. Boyan – New trees along Monroe Street look great.

Mr. McGowan – Flea market had a nice turn out. It keeps growing.

Mr. Lukacs – Likes the format of the “Action Plan.”

Mr. Kegerreis – Thanks to Annette for her work and looks forward to what she has to offer.

Mr. Peruski – To Annette, Mayor Clark, Vince, and Paula, looking forward to new excitement that these people have to bring. Board elections are next month. Encouraged everyone to review the packet with new job descriptions.

Ms. Berns asked to be heard. Mr. Peruski indicated that the agenda format has changed and public comments are now at the end of the meeting.

10. Adjournment

A motion to adjourn was made by Ms. Swanson, supported by Mr. Trujillo at 9:37 a.m.
Motion carried unanimously

TRANSACTIONS FROM 06/01/2017 TO 06/30/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
06/01/2017			751-00.000-003.000 CERTIFICATES OF DEPOSIT	BEG. BALANCE			60,000.00
06/30/2017			751-00.000-003.000	END BALANCE	0.00	0.00	60,000.00
06/01/2017			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			468,012.32
06/01/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18725		600.00	467,412.32
06/08/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18751	1,000.00		468,412.32
06/15/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18777		1,000.00	467,412.32
06/22/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18801		2,400.00	465,012.32
06/29/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18843		1,000.00	464,012.32
06/30/2017	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2017	18860	401.09		464,413.41
06/30/2017			751-00.000-005.000	END BALANCE	1,401.09	5,000.00	464,413.41
06/01/2017			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			135.04
06/01/2017	GJ		MONTHLY P&L INSURANCE PREMIUM	18707		38.92	96.12
06/01/2017	PR	CHK	SUMMARY PR 06/01/2017			637.74	(541.62)
06/01/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18725	600.00		58.38
06/06/2017	CR	RCPT			984.37		1,042.75
			SUMMARY CR POSTING: 06/06/2017 OTHER				
06/08/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18751		1,000.00	42.75
06/12/2017	GJ	JE	5/3 SERVICE FEES - JUNE 2017	18768		14.82	27.93
06/15/2017	PR	CHK	SUMMARY PR 06/15/2017			956.61	(928.68)
06/15/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18777	1,000.00		71.32
06/19/2017	CR	RCPT			70.00		141.32
			SUMMARY CR POSTING: 06/19/2017 OTHER				
06/20/2017	CD	CHK	SUMMARY CD 06/20/2017			2,481.87	(2,340.55)
06/21/2017	GJ	JE	DDA REIMBURSEMENT OF DUES	18816		260.00	(2,600.55)
06/22/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18801	2,400.00		(200.55)
06/26/2017	GJ	JE	5/3 SERVICE FEES - JUNE 2017 REVERSAI	18831	5.67		(194.88)
06/29/2017	PR	CHK	SUMMARY PR 06/29/2017			741.37	(936.25)
06/29/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18843	1,000.00		63.75
06/29/2017	GJ	JE	5/3 SERVICE FEES - JUNE 2017 REVERSAI	18849	0.57		64.32
06/30/2017			751-00.000-007.000	END BALANCE	6,060.61	6,131.33	64.32
06/01/2017			751-00.000-202.000 ACCOUNTS PAYABLE	BEG. BALANCE			0.00
06/19/2017	AP	INV	FIFTH THIRD BANK	05/23/2017		2,000.00	(2,000.00)
			COOPERATIVE RADIO ADVERTISING				
06/19/2017	AP	INV	FIFTH THIRD BANK	05/17/2017		22.87	(2,022.87)
			PAPER, RUBBERBANDS				
06/19/2017	AP	INV	FIFTH THIRD BANK	05/04/2017		449.00	(2,471.87)
			ADVERTISING RV PARK BROCHURES				
06/19/2017	AP	INV	FIFTH THIRD BANK	05/02/2017		10.00	(2,481.87)
			EMAIL SUBSCRIPTION				
06/20/2017	CD	CHK	SUMMARY CD 06/20/2017		2,481.87		0.00
06/30/2017	AP	INV	ACEE DEUCEE PORTA CAN	69328		150.00	(150.00)
			RENTAL 2 TOILETS 6-9 TO 6-12-17				
06/30/2017	AP	INV	FOUR STAR GREENHOUSE INC	453873		1,336.94	(1,486.94)
			FLOWERS AND TOP SOIL				
06/30/2017	AP	INV	LAMOUR PRINTING CO	L 17-586		175.00	(1,661.94)
			500 BROCHURES TRI FOLD				
06/30/2017	AP	INV	LAMOUR PRINTING CO	L 17-700		15.00	(1,676.94)
			30 POSTERS 12 X 18				
06/30/2017	AP	INV	LAMOUR PRINTING CO	L 17-877		48.00	(1,724.94)
			352 TICKETS 4.25X5.5 80# NUMBERED 1-3				
06/30/2017	AP	INV	MPACT	17047-1		325.00	(2,049.94)
			2017 SPONSORSHIP/SUPPORTED BASIC RAD				
06/30/2017	AP	INV	MONROE NEWS	06172319		607.34	(2,657.28)
			DDA ADVERTISING				
06/30/2017			751-00.000-202.000	END BALANCE	2,481.87	5,139.15	(2,657.28)
06/01/2017			751-00.000-390.000 RESTRICTED FUND BALANCE	BEG. BALANCE			(528,773.58)
06/30/2017			751-00.000-390.000	END BALANCE	0.00	0.00	(528,773.58)

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GL ACTIVITY REPORT FOR CITY OF MONROE

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TRANSACTIONS FROM 06/01/2017 TO 06/30/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
06/01/2017			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		14,603.97
06/01/2017	PR	CHK	SUMMARY PR 06/01/2017		591.60		15,195.57
06/15/2017	PR	CHK	SUMMARY PR 06/15/2017		887.40		16,082.97
06/29/2017	PR	CHK	SUMMARY PR 06/29/2017		687.74		16,770.71
06/30/2017			751-65.691-703.000	END BALANCE	2,166.74	0.00	16,770.71
06/01/2017			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		905.45
06/01/2017	PR	CHK	SUMMARY PR 06/01/2017		36.68		942.13
06/15/2017	PR	CHK	SUMMARY PR 06/15/2017		55.02		997.15
06/29/2017	PR	CHK	SUMMARY PR 06/29/2017		42.64		1,039.79
06/30/2017			751-65.691-717.000	END BALANCE	134.34	0.00	1,039.79
06/01/2017			751-65.691-717.005 MEDICARE		BEG. BALANCE		211.76
06/01/2017	PR	CHK	SUMMARY PR 06/01/2017		8.58		220.34
06/15/2017	PR	CHK	SUMMARY PR 06/15/2017		12.87		233.21
06/29/2017	PR	CHK	SUMMARY PR 06/29/2017		9.97		243.18
06/30/2017			751-65.691-717.005	END BALANCE	31.42	0.00	243.18
06/01/2017			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		22.00
06/01/2017	PR	CHK	SUMMARY PR 06/01/2017		0.88		22.88
06/15/2017	PR	CHK	SUMMARY PR 06/15/2017		1.32		24.20
06/29/2017	PR	CHK	SUMMARY PR 06/29/2017		1.02		25.22
06/30/2017			751-65.691-718.010	END BALANCE	3.22	0.00	25.22
06/01/2017			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		304.97
06/19/2017	AP	INV	FIFTH THIRD BANK PAPER, RUBBERBANDS	05/17/2017	22.87		327.84
06/19/2017	AP	INV	FIFTH THIRD BANK EMAIL SUBSCRIPTION	05/02/2017	10.00		337.84
06/30/2017			751-65.691-727.000	END BALANCE	32.87	0.00	337.84
06/01/2017			751-65.691-730.000 POSTAGE		BEG. BALANCE		104.07
06/30/2017			751-65.691-730.000	END BALANCE	0.00	0.00	104.07
06/01/2017			751-65.691-818.010 AUDIT SERVICES		BEG. BALANCE		1,320.00
06/30/2017			751-65.691-818.010	END BALANCE	0.00	0.00	1,320.00
06/01/2017			751-65.691-818.020 GENERAL CONTRACT SERVICES		BEG. BALANCE		29,500.00
06/21/2017	GJ	JE	DDA REIMBURSEMENT OF DUES	18816	260.00		29,760.00
06/30/2017			751-65.691-818.020	END BALANCE	260.00	0.00	29,760.00
06/01/2017			751-65.691-818.080 FACADE IMPROVEMENTS		BEG. BALANCE		40,507.00
06/30/2017			751-65.691-818.080	END BALANCE	0.00	0.00	40,507.00
06/01/2017			751-65.691-905.000 PUBLISHING/ADVERTISING		BEG. BALANCE		156.82
06/19/2017	AP	INV	FIFTH THIRD BANK COOPERATIVE RADIO ADVERTISING	05/23/2017	2,000.00		2,156.82
06/30/2017	AP	INV	LAMOUR PRINTING CO 500 BROCHURES TRI FOLD	L 17-586	175.00		2,331.82
06/30/2017	AP	INV	LAMOUR PRINTING CO 30 POSTERS 12 X 18	L 17-700	15.00		2,346.82
06/30/2017	AP	INV	LAMOUR PRINTING CO 352 TICKETS 4.25X5.5 80# NUMBERED 1-3	L 17-877	48.00		2,394.82
06/30/2017	AP	INV	MPACT 2017 SPONSORSHIP/SUPPORTED BASIC RAD	17047-1	325.00		2,719.82
06/30/2017			751-65.691-905.000	END BALANCE	2,563.00	0.00	2,719.82
06/01/2017			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		428.12
06/01/2017	GJ		MONTHLY P&L INSURANCE PREMIUM	18707	38.92		467.04

TRANSACTIONS FROM 06/01/2017 TO 06/30/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			751-65.691-910.000 INSURANCE PREMIUM	(Continued)			
06/30/2017			751-65.691-910.000	END BALANCE	38.92	0.00	467.04
06/01/2017			751-65.691-955.000 MISCELLANEOUS EXPENSE	BEG. BALANCE			322.88
06/30/2017			751-65.691-955.000	END BALANCE	0.00	0.00	322.88
06/01/2017			751-65.691-955.030 DEVELOPMENT COMMITTEE	BEG. BALANCE			1,402.22
06/30/2017			751-65.691-955.030	END BALANCE	0.00	0.00	1,402.22
06/01/2017			751-65.691-955.035 DESIGN COMMITTEE	BEG. BALANCE			14,216.96
06/30/2017	AP	INV	FOUR STAR GREENHOUSE INC	453873	1,336.94		15,553.90
06/30/2017			FLOWERS AND TOP SOIL				
06/30/2017			751-65.691-955.035	END BALANCE	1,336.94	0.00	15,553.90
06/01/2017			751-65.691-955.040 PROMOTION COMMITTEE	BEG. BALANCE			7,692.62
06/19/2017	AP	INV	FIFTH THIRD BANK	05/04/2017	449.00		8,141.62
06/30/2017	AP	INV	ADVERTISING RV PARK BROCHURES				
06/30/2017	AP	INV	ACEE DEUCEE PORTA CAN	69328	150.00		8,291.62
06/30/2017	AP	INV	RENTAL 2 TOILETS 6-9 TO 6-12-17				
06/30/2017	AP	INV	MONROE NEWS	06172319	607.34		8,898.96
06/30/2017			DDA ADVERTISING				
06/30/2017			751-65.691-955.040	END BALANCE	1,206.34	0.00	8,898.96
06/01/2017			751-65.691-999.301 TRANSFER OUT-DEBT SERVICE	BEG. BALANCE			96,393.75
06/30/2017			751-65.691-999.301	END BALANCE	0.00	0.00	96,393.75
06/01/2017			751-80.100-665.005 INTEREST ON INVESTMENTS	BEG. BALANCE			(3,994.32)
06/12/2017	GJ	JE	5/3 SERVICE FEES - JUNE 2017	18768	14.82		(3,979.50)
06/26/2017	GJ	JE	5/3 SERVICE FEES - JUNE 2017 REVERSAI	18831		5.67	(3,985.17)
06/29/2017	GJ	JE	5/3 SERVICE FEES - JUNE 2017 REVERSAI	18849		0.57	(3,985.74)
06/30/2017	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2017	18860		401.09	(4,386.83)
06/30/2017			751-80.100-665.005	END BALANCE	14.82	407.33	(4,386.83)
06/01/2017			751-80.600-402.000 REAL PROPERTY TAXES	BEG. BALANCE			(214,728.01)
06/30/2017			751-80.600-402.000	END BALANCE	0.00	0.00	(214,728.01)
06/01/2017			751-80.600-410.000 PERSONAL PROPERTY TAXES	BEG. BALANCE			30,188.28
06/30/2017			751-80.600-410.000	END BALANCE	0.00	0.00	30,188.28
06/01/2017			751-80.600-441.000 LCSA APPROPRIATION/PPT EXEMI	BEG. BALANCE			(16,211.53)
06/30/2017			751-80.600-441.000	END BALANCE	0.00	0.00	(16,211.53)
06/01/2017			751-80.600-692.090 MISCELLANEOUS REVENUE	BEG. BALANCE			(4,140.00)
06/06/2017	CR	RCPT				984.37	(5,124.37)
06/19/2017	CR	RCPT	SUMMARY CR POSTING: 06/06/2017 OTHER			70.00	(5,194.37)
06/30/2017			SUMMARY CR POSTING: 06/19/2017 OTHER				
06/30/2017			751-80.600-692.090	END BALANCE	0.00	1,054.37	(5,194.37)
06/01/2017			751-95.260-961.005 REFUND - BOR SETTLEMENT	BEG. BALANCE			1,419.21
06/30/2017			751-95.260-961.005	END BALANCE	0.00	0.00	1,419.21
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					17,732.18	17,732.18	0.00

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PERIOD ENDING 06/30/2017

		2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	06/30/2017 (ABNORMAL) ASE	06/30/2017 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100-GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	4,000.00	4,386.83	392.51	(386.83)
Total Dept 80.100-GENERAL REVENUE		4,000.00	4,386.83	392.51	(386.83)
Dept 80.600-GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	214,746.00	214,728.01	0.00	17.99
751-80.600-410.000	PERSONAL PROPERTY TAXES	(30,206.00)	(30,188.28)	0.00	(17.72)
751-80.600-441.000	LCSA APPROPRIATION/PPT EXEMPT RJ	16,212.00	16,211.53	0.00	0.47
751-80.600-692.090	MISCELLANEOUS REVENUE	5,000.00	5,194.37	1,054.37	(194.37)
Total Dept 80.600-GENERAL REVENUE		205,752.00	205,945.63	1,054.37	(193.63)
TOTAL REVENUES		209,752.00	210,332.46	1,446.88	(580.46)
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,000.00	16,770.71	2,166.74	3,229.29
751-65.691-717.000	SOCIAL SECURITY	1,100.00	1,039.79	134.34	60.21
751-65.691-717.005	MEDICARE	250.00	243.18	31.42	6.82
751-65.691-718.010	WORKERS' COMP INSURANCE	30.00	25.22	3.22	4.78
751-65.691-727.000	OFFICE SUPPLIES	500.00	337.84	32.87	162.16
751-65.691-728.000	COPIES	100.00	0.00	0.00	100.00
751-65.691-730.000	POSTAGE	500.00	104.07	0.00	395.93
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	29,760.00	260.00	45,240.00
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	40,507.00	0.00	(507.00)
751-65.691-905.000	PUBLISHING/ADVERTISING	2,000.00	2,719.82	2,563.00	(719.82)
751-65.691-910.000	INSURANCE PREMIUM	1,467.00	467.04	38.92	999.96
751-65.691-955.000	MISCELLANEOUS EXPENSE	550.00	322.88	0.00	227.12
751-65.691-955.030	DEVELOPMENT COMMITTEE	1,500.00	1,402.22	0.00	97.78
751-65.691-955.035	DESIGN COMMITTEE	15,650.00	15,553.90	1,336.94	96.10
751-65.691-955.040	PROMOTION COMMITTEE	11,600.00	8,898.96	1,206.34	2,701.04
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	96,394.00	96,393.75	0.00	0.25
Total Dept 65.691-DOWNTOWN DEVELOPMENT		268,141.00	215,866.38	7,773.79	52,274.62
Dept 95.260-CLERK/TREASURER					
751-95.260-961.005	REFUND - BOR SETTLEMENT	1,419.00	1,419.21	0.00	(0.21)
Total Dept 95.260-CLERK/TREASURER		1,419.00	1,419.21	0.00	(0.21)
TOTAL EXPENDITURES		269,560.00	217,285.59	7,773.79	52,274.41
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		209,752.00	210,332.46	1,446.88	(580.46)
TOTAL EXPENDITURES		269,560.00	217,285.59	7,773.79	52,274.41
NET OF REVENUES & EXPENDITURES		(59,808.00)	(6,953.13)	(6,326.91)	(52,854.87)
BEG. FUND BALANCE		528,773.58	528,773.58		
END FUND BALANCE		468,965.58	521,820.45		

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		
2/9/2017		\$667.00		
2/23/2017		\$580.00		
3/9/2017		\$667.00		
3/23/2017		\$667.00		
4/6/2017		\$580.00		
4/20/2017		\$580.00		
5/4/2017		\$998.62		
5/18/2017		\$591.60		
6/1/2017		\$591.60		
6/15/2017		\$887.40		
6/29/2017		\$687.74		
				\$3,229.29
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		

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

2/9/2017		\$41.36		
2/23/2017		\$35.96		
3/9/2017		\$41.35		
3/23/2017		\$41.36		
4/6/2017		\$35.96		
4/20/2017		\$35.96		
5/4/2017		\$61.91		
5/18/2017		\$36.68		
6/1/2017		\$36.68		
6/15/2017		\$35.02		
6/29/2017		\$42.64		
				\$80.21
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		
2/9/2017		\$9.67		
2/23/2017		\$8.41		
3/9/2017		\$9.67		
3/23/2017		\$9.68		
4/6/2017		\$8.41		
4/20/2017		\$8.41		
5/4/2017		\$14.48		
5/18/2017		\$8.57		
6/1/2017		\$8.58		
6/15/2017		\$12.87		
6/29/2017		\$9.97		
				\$6.82
Workers Comp Insurance	Budget	Expenditures		Balance
	\$30.00			
7/14/2016		\$0.86		

Monroe Downtown Development Authority
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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		
2/9/2017		\$0.99		
2/23/2017		\$0.86		
3/9/2017		\$0.99		
3/23/2017		\$0.99		
4/6/2017		\$0.86		
4/20/2017		\$0.86		
5/4/2017		\$1.48		
5/18/2017		\$0.88		
6/1/2017		\$0.88		
6/15/2017		\$1.32		
6/29/2017		\$1.02		
				\$4.78
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		
Monroe News (Meeting Notices)		\$54.71		
Email subscription (February)		\$10.00		
Email subscription (March)		\$10.00		
Email subscription (April)		\$10.00		
Email subscription (May)		\$10.00		
Office supplies		\$22.87		

Monroe Downtown Development Authority
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Email Subscription (June)		\$10.00		
				\$162.16
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		
January and February		\$5.23		
Postage March		\$0.92		
Postage April		\$1.13		
				\$395.93
Audit Services	Budget	Expenditures		Balance
	\$1,500.00			
Plante & Moran PLLC		\$1,320.00		
				\$180.00
General Contract Services - 818.020	Budget	Expenditures		Balance
	\$75,000.00			
Deposit for Strategic Planner		\$3,750.00		
Noel Lawn Service snow removal		\$2,000.00		
TMA - Place & Main		\$15,000.00		
Downtown Strategic Plan		\$3,750.00		
Land Use USA TMA Retail		\$5,000.00		
Reimbursement of dues (Knowles)		\$260.00		
				\$45,240.00
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		
Berns façade 3-22-2017		\$10,000.00		

Monroe Downtown Development Authority
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				\$69,493.00
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$2,000.00			
Flea Market advertising		\$14.26		
Façade Postcards		\$142.56		
Cooperative Advertising 98.3		\$2,000.00		
Lamour brochures (soccer)		\$175.00		
Lamour posters (ads flea market)		\$15.00		
MPACT sponsorship		\$325.00		
From Promotions	\$720.00			
				\$48.18
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		
February		\$38.92		
March		\$38.92		
April		\$38.92		
May		\$38.92		
June		\$38.92		
				\$999.96
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
Office supplies (ink/toner)		\$300.17		
Meeting with MEDC		\$6.81		
Meeting with prospective tenants		\$15.90		
Moved to Design		\$250.00		
				\$227.12
Development Committee - 955.030	Budget	Expenditures		Balance
	\$5,000.00			
Façade Plaques		\$922.22		
Parking Validation Signs		\$480.00		
Moved to Design		\$3,500.00		

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

				\$97.78
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		
United Way - landscaping		\$500.00		
Bronner's (partial trees/soldiers)		\$4,000.00		
From Development	\$3,750.00			
Project Graphics (120 smaller banners)		\$5,373.12		
From Promotions	\$1,400.00			
Four Star Greenhouse		\$1,336.94		
				\$96.10
Promotion Committee - 955.040	Budget	Expenditures		Balance
	\$13,000.00			
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		
Bronner's (partial trees/soldiers)		\$1,000.00		
Bronner's (replacement bulbs)		\$12.00		
Cobb Communications (State Park ad)		\$295.00		
Co-op advertising 98.3 Nash Icon		\$2,000.00		
To Design		\$1,400.00		
Advertising RV Park brochure		\$449.00		
Acee Deucee porta cans (flea market)		\$150.00		
Monroe News ad for flea market		\$607.34		
Moved to Advertising		\$720.00		
				\$1,981.04

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

Transfer Out Debt Service	Budget	Expenditures		Balance
	\$96,394.00			
Bond Payment		\$28,196.88		
Bond Payment		\$68,196.87		
				\$0.25
Transfer Out Capital Project	Budget	Expenditures		Balance
	\$40,000.00			
				\$40,000.00
Total	\$384,016.00	\$221,668.38		\$162,347.62

Memo

Date: July 12, 2017

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: Election of 2017-2018 Officers

According to the DDA By-Laws, the Board of Directors meeting in the month of July is considered the Annual Meeting at which the election of officers for the forthcoming fiscal year takes place. Current elected officer roles are Chair, Vice-Chair and Treasurer. A fourth leadership position, Secretary, is not elected from the board roster, per the current by-laws.

The process to elect officers is as such:

1. Current chair relinquishes control of meeting to election moderator
2. Call for Nominations, which requires a nominator and supporter
3. Close Nominations and Election
4. Newly-elected Chair resumes control of meeting

If there is a single nominee for each role, then the nominations are closed and those nominated are elected by acclamation. If there are multiple nominations, then board members will be asked to cast a vote by roll call or by paper ballot for that role only.

Attached you will find a document which lists the responsibilities of each leadership role, along with those for committee chairs and for board members. Although no affirmation of board responsibilities has been taken at this point in time, this document may serve as source material for you to consider the best candidate(s) for each leadership position.

DUTIES AND RESPONSIBILITIES BOARD OFFICERS AND MEMBERS

Chairperson (Member) - Ensures the effective action of the board in governing and supporting the Monroe DDA; oversees board affairs

Is a member of the Board; is the chief volunteer of the Monroe DDA

Presides over meetings, after developing agenda with Executive Director

Provides leadership to the Board; encourages Board's role in strategic planning

Helps guide and mediate Board's actions with respect to Monroe DDA's priorities and governance concerns

Speaks to the media and the community on behalf of the Monroe DDA

Ensures Board matters are handled properly, including preparation of meeting materials and committee functioning

Discusses issues confronting the Monroe DDA with the Executive Director

Evaluates annually the performance of the Monroe DDA in fulfilling its mission

Is a member of the Executive Committee

Vice-Chairperson (Member) - Acts as the Chair in his or her absence; assists the Chair on above or specified duties; is likely successor to Chair

Is a member of the Board

In absence of chairperson, presides over meetings

Is assigned to special task force or area of responsibility as appropriate

Is a member of the Executive Committee

Treasurer (Member, *should change?*) - Manages the Board's review of and action related to the Board's financial responsibilities

Is a member of the Board

Ensures preparation of monthly statements of revenue and expenses; reports to Board on key financial events, trends or concerns

Ensures preparation of annual financial report

Is a member of the Executive Committee

Secretary (Non-member, *should change, who is current designee?*)

Attends board meetings; records all votes and the minutes of all proceedings

Gives, or causes to be given, notice of all meetings of the Board

Performs such other duties as may be prescribed by the Board

Attests by signature to actions of the Board, when authorized by the Board

Committee Chair

Is (*is not?*) a member of the Board; reports to the Board Chair

Sets tone for committee work

Ensures that committee members have the information needed to do their jobs

Oversees the work of the committee; assigns work to members; sets the agenda and runs the meeting; ensures distribution of meeting minutes

Board Member

Stays informed about the Monroe DDA's progress; establishes policies; makes decisions about issues and other board matters

Works in good faith with employees and other board members as partners toward achievement of Monroe DDA's goals

Reviews, approves and monitors committee work plans and progress

Serves on a committee or work group; makes a commitment to actively participate in committee work

Interprets the Monroe DDA's work and values to the community; represents the Monroe DDA; acts as spokesperson (when appropriate)

Attends at least 75% of board meetings, applicable committee meetings and special events

Takes care of the Monroe DDA by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the nonprofit's effectiveness and sustainability.

Make decisions in the best interest of the Monroe DDA; not in his or her self-interest.

Ensure that the Monroe DDA obeys applicable laws and acts in accordance with ethical practices; that it adheres to its stated purposes, and that its activities advance its mission

Memo

Date: July 12, 2017

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: Designate DDA Spokesperson

BACKGROUND:

In the work plan for a Comprehensive Communications Plan, a task at hand is for the board to designate an official spokesperson for the DDA. Below is some general information that I pulled from Wikipedia that discusses what is a spokesperson:

Duties and function

In the present media-sensitive world, many organizations are increasingly likely to employ professionals who have received formal training in journalism, communications, public relations and public affairs in this role in order to ensure that public announcements are made in the most appropriate fashion and through the most appropriate channels to maximize the impact of favorable messages, and to minimize the impact of unfavorable messages.

Responsibilities

Unlike an individual giving a personal testimonial, it is the job of a spokesperson to faithfully represent and advocate for the organization's positions, even when these conflict with his/her own opinion. As a result, spokespeople are generally selected from experienced, long-time employees or other people who are known to support the organization's goals.

Identity

A corporation may be represented in public by its chief executive officer, chairman or president, chief financial officer, counsel or external legal advisor. In addition, on a day-to-day level and for more routine announcements, the job may be delegated to the corporate communications departments

ACTION:

Designate spokesperson; this can be staff serving as a general clearinghouse, the board chair or a combination thereof. Project champions may be tasked with providing input regarding their individual projects.

Memo

Date: July 12, 2017

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: Downtown Master Plan

BACKGROUND:

The City of Monroe and the Monroe DDA will unite to embark on a project to develop a Downtown Master Plan, combined with a Current Conditions and Future Needs Analysis Parking Study, the process of which shall take nearly one year to complete. The Michigan Planning Act permits cities to create a sub-plan for a geographic area less than its entire jurisdiction.

The Downtown Master Plan will evaluate the physical, economic and social components of the downtown to guide and accomplish development, and to create a series of actions and investments necessary to achieve the goals of the Plan. These actions and investments will largely transition the work of the DDA when the project list in the current Strategic Plan has been implemented, although the City and/or private investors will be engaged in implementation of the Downtown Master Plan when complete.

I will share more information about the Downtown Master Plan process via a presentation at the board meeting.

The overall budget for the Downtown Master Plan, with Parking Study, is anticipated to be \$80,000. The Honorable Mayor and Council of the City of Monroe were/will be asked to underwrite a portion of this project. The DDA Board of Directors will be asked to pledge \$45,000 over two fiscal years (approximately 75% in FY2017-2018).

Additionally, in order to maximize input during the process, we envision the creation of a Study Group to facilitate develop of the Master Plan. It is proposed that the DDA representative(s) on the Study Group will be members of the Business Development Committee, with support and participate from staff on an as-needed basis.

ACTION:

Consent to underwrite the Downtown Master Plan and Parking Study in the amount of \$45,000 over two fiscal years

Approve the Business Development Committee as the DDA representatives on the Study Group

Project Name:	Downtown Master Plan 2017			
Committee Members:	1 ea from - Mayor, city council, Historic District Commission, commercial real estate agent, Citizens Planning Commission; 2 property owners, DDA Business Development Committee, Monroe County executive or designee, Jeff Green (Community Development); Patrick Lewis (Engineering); special guests include Lake Erie Transit (transportation topic), MoCo VCB, RRCA and Recreation Dept. (arts, entertainment, public space), etc., as needed			
Project Goals:	<ol style="list-style-type: none"> 1. Coalesce existing planning documents into one holistic, long-term, visionary comprehensive plan 2. Position the downtown for readiness and efficiency for developer interest; identify potential sites for redevelopment, DDA district expansion or contraction 3. Emphasize pedestrian access and connectedness into and throughout the downtown 4. Improve ability to attract quality and sustainable growth; raise expectations about what the downtown can become 5. Promote creation of a variety of public spaces to accommodate a range of activities from small gatherings to large public events 6. Conduct current parking audit and future needs assessment based on proposed approach; recommend parking management tactics 7. Create action-oriented implementation plan with responsible party(ies) and prospective partners 			
Project Budget:	DDA \$45,000/City \$35,000			
Task	Responsible	Start Date	End Date	Budget
City/DDA - Reaffirm Budget	VP/AK	15-Jul-17		
Convene study group (SG)	AK	15-Jul-17		
Define Area of Study	SG	15-Jul-17		
Inventory existing documents	AK	15-Jul-17		

Write Request for Proposals	AK	30-Jul-17		
SG review/recommend RFP to be issued	SG	30-Jul-17		
DDA Approval of RFP	AK/DDA	15-Aug-17		
Proposals due	AK	31-Aug-17		
SG review of proposals	SG	30-Sep-17		
Selection of consultant	SG	30-Sep-17		
Approval of consultant/ratify by Council	DDA/CC	30-Sep-17		
Notice of commencement of process to adjacent or required local units	AK	5-Oct-17		
Meeting #1: Project Launch/Develop Guiding Principles/Outline Sub-Plan Boundary	SG	15-Oct-17		
Meeting #2: Walking Audit/Brainstorming	SG	30-Oct-17		
Parking study - current conditions survey	Consult	30-Oct-17		
Meeting #3: Discussion on transportation, walkability, parking, alleyways	SG	30-Nov-17		
Meeting #4: Discussion on historic properties, redevelopment, building infrastructure	SG	15-Dec-17		
Meeting #5: Discussion on public spaces, arts and culture	SG	30-Dec-17		
Meeting #6: First Draft Review and Feedback	SG	30-Jan-18		
Parking Study - future needs assessment	Consult	15-Feb-18		
Meeting #7: Second Draft Review	SG	28-Feb-18		
Community/stakeholder input	SG	15-Mar-18		
Meeting #8: Plan finalization	SG	30-Mar-18		
Presentation to council, DDA, CPC	Consult	15-Apr-18		
Acceptance by DDA, CPC and council (in order)	DDA/CPC/CC	15-May-18		
Council approves distribution of the plan to local units	CC	15-May-18		
Comment Period of 63 days for local units	Local Units	30-Jul-18		

Public Hearing - Set Date	CPC	15-Aug-18		
Public Hearing - Hold	CPC	30-Aug-18		
Approval of Downtown Master Plan	CPC	15-Sep-18		

Memo

Date: July 12, 2017

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: JOB DESCRIPTION – DDA OPERATIONS COORDINATOR

BACKGROUND:

Please find attached for your review a draft job description for the position of Operations Coordinator for the DDA. This job description reflects the work tasks anticipated to complement but not replicate the work that the Downtown/Economic Development Coordinators for the City are pursuing on behalf of Downtown Monroe. The work of the Operations Coordinator revolves around general office and records management, volunteer and event coordination and some committee support. The work of the D/ED staff revolves around strategic planning, project coordination and/or organizational management.

The job description was modeled after a current position that is active at the Ferndale DDA.

The City of Monroe Human Resources Department currently is conducting a compensation analysis which is not available at this time, but I am hopeful to provide a base salary range at the board meeting on July 19. The goal of the compensation analysis is to compare the duties and responsibilities with other city positions to ensure that the salary range is fair and competitive.

ACTION:

Approve the job description for the Operations Coordinator and make decision on next steps.

**MONROE DOWNTOWN DEVELOPMENT AUTHORITY
JOB DESCRIPTION**

OPERATIONS COORDINATOR/PART-TIME

Supervised by: **DESIGNATE**

Supervises: May supervise volunteers who are engaged in the implementation of the DDA Board of Directors' goals and objectives and may manage work of independent contractors.

Position Summary:

Under the general guidance and oversight of the **DESIGNATE**, provides support to the Monroe Downtown Development Authority (DDA) by coordinating its day-to-day operations, including but not limited to office administration and record-keeping, volunteer management, promotions and special events, and committee coordination.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

OFFICE ADMINISTRATION AND RECORD-KEEPING

1. Operates an effective office through management of supplies, equipment and maintenance
2. Serves as primary customer support representative
3. Responsible for general administrative duties, such as records management and retention, posting of minutes and special notices, collating and assembling board meeting packets
4. **Records and prepares minutes for the Board of Directors meetings**
5. Accurately tracks income and expenses; issues invoices and processes receipts; processes expense invoices for payment; researches and prepares supplemental financial reports as needed
6. Maintains various database information, including business, property, board, committee and volunteer information, including on-line/web databases
7. Develops and maintains operational manuals for consistency and continuity of office operation

VOLUNTEER MANAGEMENT

1. Creates and maintains a comprehensive volunteer management program, which involves recruitment, placement, retention and recognition of volunteers

PROMOTIONS AND SPECIAL EVENTS

1. Plans and implements special events, including event oversight, logistics, marketing, sponsorship and volunteer recruitment

2. Manages fund development for special events as budgeted by the DDA Board of Directors
3. Coordinates with city departments and other local or state agencies as needed
4. Consults with third-party event organizers; assists with information dissemination
5. Updates the Downtown Monroe web site on a routine basis and implements social media campaign as designed by committee; implements all forms of electronic communications such as e-newsletters
6. Tracks and arranges for replacement all DDA marketing materials such as brochures, locator maps, information packets, etc.
7. Supports a comprehensive communications plan to enhance the downtown's and DDA's image and position

COMMITTEE COORDINATION

1. Coordinates and supports the work of the Façade Grant Committee; processes applications and supporting documentation
2. Assists with annual work plan preparation and updates work plans, as needed
3. Receives and organizes committee meeting minutes for distribution to the board
4. May provide support to one or more standing committees or project-based work groups

OTHER

1. Assist with coordination of landscape and maintenance responsibilities of the Monroe DDA
2. Performs other duties as assigned

Required Knowledge, Skills, Abilities, and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. An Associate's Degree, or the equivalent, in business or office management, or marketing and communications
2. A minimum of two years serving in a capacity of office administration, special event management, marketing coordinator or related field
3. A valid Michigan Vehicle Operator's driver's license, a satisfactory driving record, and the ability to maintain one throughout employment.
4. Knowledge and experience with administering local Downtown grant programs such as façade or sign grants.
5. Knowledge of the principles and practices of municipal administration, and providing administrative support for such activities.

6. Skill in the use of word processing, spreadsheet, database, and presentation software.
7. Ability to organize community and promotional events and activities along with organizing volunteers.
8. Skill in written communications with the ability to succinct and articulate reports and presentations.
9. Proven ability to communicate effectively and work collaboratively with others.
10. Experience in managing temporary and volunteer staff.
11. Skill in building and maintaining effective working relationships with public officials, business and property owners, other City employees, various professionals, community groups and the general public.
12. Ability to attend meetings outside of business hours.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 pounds without assistance. Accommodations will be made, if needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting, although the employees may at times be in the field and exposed to outside weather conditions and travels to other locations for meetings. The noise level in the work environment is usually quiet and sometimes moderate.

Salary Range

\$TBD per hour, depends on education and experience

Memo

Date: July 12, 2017

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: ESTABLISH AD HOC BY-LAWS REVIEW COMMITTEE

BACKGROUND:

From time to time, it is appropriate to review the by-laws of the organization to ensure that they reflect current and future operating needs and procedures.

After a low-level review of the by-laws, I noted some areas where discussion and revision may be required. Notable areas include updated the mission statement, examining the committee structure and board leadership roles and adjusting the budget process to provide for board goal-setting and project prioritization.

We propose that an ad hoc review committee be established that will examine the by-laws and propose changes, if any, at the next board meeting in August. The board will not vote on the changes until the September meeting, to give members adequate time to consider changes, if any. Note, the City Council will approve revisions to the DDA by-laws in order for them to become effective.

The ad hoc review committee is proposed to consist of members of the Executive Committee (Chair, Vice-Chair, Treasurer) and one additional volunteer from the board roster. We anticipate two-three meetings over the next month to accomplish the review.

ACTION:

Authorize the Executive Committee and board member to be named as the Ad Hoc By-Laws Review Committee

INVOICE



Public House / George Darany

138 N. Monroe St
Monroe, Mi 48162

(734) 242-3010

American Home Remodelers Of Monroe

218 Godfroy
Monroe, MI 48162

Phone: (734) 770-5052

Email: jeff@ahrmonroe.com

Payment Terms

Due upon receipt

Invoice #

000069

Date

05/31/2016

Description	Total
Exterior facade improvements	\$18,100.00
Remove and dispose of existing aluminum soffit. Replace with .024 gauge Galvalume flush panel soffit. Soffit attached by 1.5" aluminum J channel and finished with 3" aluminum sill flashing.	
\$4,800.00	
Install custom, main entrance Trellis. Trellis made from 5" X 8" Aluminum Structural I- Beams. Beams will be coated in anodized black satin finish paint. Includes 8 - 2" X 10" Ipe wood cross beams positioned across trellis 9' long each. Includes all installation per local codes.	
\$6,900.00	
Remove and dispose of existing exterior aluminum cladding below 13 Windows. Install new Fiber Cement siding below each window. Install 2 hand forged Iron stepped pyramid nail heads on each plank. Re-wrap each sill in black aluminum.	
\$6,100.00	
City Building permit.	
\$300.00	

Subtotal \$18,100.00

Total \$18,100.00

Payments Summary

05/31/2016 - Cash	\$6,000.00
08/23/2016 - Cash	\$2,000.00
08/24/2016 - Cash	\$1,000.00
11/23/2016 - Cash	\$1,900.00
06/28/2017 - Cash	\$3,000.00
07/06/2017 - Cash	\$4,200.00
Paid Total	\$18,100.00
Amount Due	\$0.00

Notes:

All work includes a 10 year labor warranty.

Product specifications will be submitted and approved by City of Monroe DDA and Building Department.

Price does NOT include certified architect drawings (if necessary).

By signing this document, the customer agrees to the services and conditions outlined in this document.

Jeff Jacob

Public House / George Darany

