



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

**AGENDA**

**REGULAR MEETING 7:45 A.M.**

**Wednesday, June 21, 2017**

**CITY HALL, 1st FLOOR CONFERENCE ROOM, 120 E. FIRST ST.**

**1. Roll Call**

**2. Vision Statement – Joe Peruski**

**3. Additions/Deletions to the Meeting Agenda**

**4. Public Comment**

**5. Consent Agenda**

**Action Requested**

- A. Approval of Agenda
- B. Approval of Minutes
  - Wednesday, May 17, 2017 Regular Meeting
- C. Accept and File Minutes
  - June 7, 2017 Development Committee Meeting
  - May 31, 2017 Façade Grant Committee Meeting
  - June 14, 2017 Design Committee Meeting
- D. Financial Reports
  - May DDA Revenue and Expenditure Report FY 2016-2017
  - May DDA Itemized Expenditure Report FY 2016-2017

**6. New Business**

- A. Request for Reimbursement of Expenses
- B. Action Plan/Next Steps (Handouts at Meeting)
- C. Façade Approval - 15 East Second Street
- D. Façade Approval – 6 East Front Street
- E. Personal Matters

**Action Requested**

**Action Requested**

**Action Requested**

**7. Other Business**

- A. 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, May 17, 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, Les Lukacs, Shaun McGowan, Tom Steward, Mackenzie Swanson, Anthony Trujillo (arrived at 7:47 a.m.)  
Guests: Joe Borgstrom (left at 8:29 a.m.)  
Staff: Paula Stanifer, Vince Pastue (left at 8:29 a.m.), Annette Knowles (left at 8:29 a.m.)

## **2. Additions/Deletions to the Meeting Agenda**

No changes.

## **3. Consent Agenda**

- A. Approval of May Agenda
- B. Approval of Minutes of April 19, 2017 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

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

## **4. 2016-2017 Work Program**

### **A. Chairperson's Comments**

-No comments.

### **B. City Administration Report**

- Mayor Clark mentioned Park Presentation on May 24, 2017.
- Mayor Clark invited members to the Target Market Analysis review June 5, 2017 at 5:30 p.m. in council chambers.
- Mayor Clark mentioned Bicentennial brochures are available.
- Ms. Knowles mentioned that she has been meeting with board members individually. If she has not met up with anyone yet she will be visiting soon.

### **C. Committee Project Status Reports**

- 1. Design Committee –

- Mr. Trujillo volunteered to chair.
- Flower planting is May 20, 2017 and we need our board members to volunteer.

2. Promotions Committee – Mary Gail Beneteau

- Downtown Monroe Flea Market/Craft/Vendor and Car Show is June 10.

3. Development Committee – Joe Peruski

- Mr. Peruski is now the chairperson.
- Ms. Swanson inquired about chairpersons being on the board.
- Discussion regarding committee activities which can be found in the Minutes from Committee Meetings. The minutes are no longer discussed at the board meetings.
- Board members are encouraged to be on committees. Mr. Peruski will present on this next month.

4. Façade Grant Committee – Scott Goocher

**D. DDA Office Report**

- No comments.

**5. Other Business**

- A. Strategic Plan Presentation – Joe Borgstrom

**6. Communications**

- Administrative Assistant review. Mr. Peruski will collect questions that the board would like to ask Ms. Stanifer. Items should be for past years performance and not what is going to happen in the future. Questions will be provided to Ms. Stanifer in advance.

**7. Board Member Comments/Guest Comments**

Mr. Lukacs – Unable to attend May 20 flower planting. He and his wife are expecting another child.

Ms. Stanifer – Flower planting is May 20 and we need the board to assist. Committee Member Darlene Belair will be leading this event. Asked Mr. Boyan for watering list.

Mr. McGowan – Regarding parks meeting, our parks are very important and people notice changes.

Mr. Trujillo – Apologized for missing meetings.

Mr. Boyan – Mark Worrell Park looks great.

Mr. Goocher – Everyone have a good holiday weekend.

Mr. Kegerreis – Looking forward to Ms. Stanifer having her job description.

**8. Adjournment**

A motion to adjourn was made by Mr. McGowan, supported by Mr. Trujillo at 8:56 a.m.

*Motion carried unanimously*

## Development Committee Minutes 6/7/2017

Present: Joe Peruski—Chairperson

Les Lukas ; Jim Jacobs : Paula Stanifer—DDA staff : Tom Stewart: (Annette Knowles---8:12am)

Meeting called to order: 7:45am—Quorum

Motion made and approved to accept minutes and agenda....Motion by Les...seconded by Jim

Camera and Lighting Project re-introduced to agenda—Project leader—Joe Peruski

General discussion regarding committee projects.

A work session meeting in regards to Streetscape/DDA Boundaries is scheduled for July 5<sup>th</sup>

Les will make a presentation after the work session on DDA Boundaries.

Discussion made in regards to current/future DDA boundaries....

Rental assistance program mentioned ...but no discussion...Annette had not been briefed yet.

Motion to adjourn at 8:32 by Jim...seconded by Les

Next meeting...July 5<sup>th</sup>...special session for streetscape/boundaries

Regular meeting....Aug 2<sup>nd</sup>

## Façade Grant Committee Meeting

May 31, 2017

Meeting: 7:50 to 8:43

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

Office Manager: Paula Stanifer

Absent: Jake Laroy

### New Facade

15 East Second Street: Former Sack's Building, Project cost \$27,800

Motion made by Mary Gail Beneteau and second by Janet Berns to award \$10,000 in reimbursement funds.

Motion carried.

(Mary Gail Beneteau left the meeting at 8:31 a.m. before the second façade was discussed as she is a partner in the ownership of this building.)

6 East Front: Wise Guy location, Project cost \$6,200.00 paint only, 20% reimbursement

Motion made by George Boyan and second by Janet Berns to award \$1,240.00

Motion carried.

### **Current Facade**

15 and 21 West Front: Ray's Place

Extension another 90 days as project is in process. Extension to August 31, 2017

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

Motion carried.

34 South Monroe Street: Brent's Locksmith

Extension another 60 days as project is in process. Extension to July 31, 2017

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

Motion carried.

115 East Front Street: Health Care

Extension 90 days. Project to begin in a few weeks. Deadline August 31, 2017

Motion made by George Boyan and second by Janet Berns

Motion carried.

138 North Monroe street: Public house

Extension 60 days as project is in process. Extension to July 31, 2017.

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

Motion carried.

88 west Front: No further contact with property owner concerning our requests. Reimbursement rescinded.

118 North Monroe Street: Cakes by Stephine

In process.

DDA Design Committee

June 14, 2017

City Hall 1<sup>st</sup> Floor Conference Room

Present: Darlene Belair, George Boyan, Tony Trujillo

Staff: Paula Stanifer

Meeting Start Time 745am

-Plant Watering, We do have a few volunteers that are back up waterer for some of the planters that get neglected, if you see any planter that need water please notify us.

-Trash cans, we would like to get a few more in place around the city in areas that need them and also have a couple of trash cans on backup for replacing damage or cans that may need some maintenance.

-Picnic Tables/Benches-Need a few placed at some areas around the city. Also benches that are placed in front of businesses by businesses are up to a standard for downtown.

-Sculptures, I would like to be more involved with this, our desire could change and at the rate we are going could be years before completed. Bigger? More ?

-Calendar, set up a long term calendar 12 to 18 months in order to have dates for put up, take downs, plantings, clean up and other possible dates that we can agree on.

-Reach Out Program-Parks-DPS-Nurseries-Streetscapes-National Park

-Concrete Flower Pots, repair, replace or update ideas.

-Murals/Signs, new rules or ideas, wrap or a temporary sign on.

-Action Line-complaints

-Fall decorations!

TRANSACTIONS FROM 05/01/2017 TO 05/31/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
05/01/2017			<b>751-00.000-003.000 CERTIFICATES OF DEPOSIT</b>	BEG. BALANCE			60,000.00
05/31/2017			751-00.000-003.000	END BALANCE	0.00	0.00	60,000.00
05/01/2017			<b>751-00.000-005.000 COOP LIQUID ASSET SEC SYS</b>	BEG. BALANCE			475,306.46
05/04/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18640		1,000.00	474,306.46
05/11/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18657	1,000.00		475,306.46
05/18/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18683		7,700.00	467,606.46
05/31/2017	GJ	JE	MICHIGAN CLASS INTEREST - MAY 2017	18722	405.86		468,012.32
05/31/2017			751-00.000-005.000	END BALANCE	1,405.86	8,700.00	468,012.32
05/01/2017			<b>751-00.000-007.000 AUTOMATED PUBLIC FUNDS</b>	BEG. BALANCE			414.19
05/01/2017	CD	VOID	BRONNERS COMMERCIAL DISPLAY	52566	5,000.00		5,414.19
05/01/2017	GJ		MONTHLY P&L INSURANCE PREMIUM	18613		38.92	5,375.27
05/02/2017	CD	CHK	SUMMARY CD 05/02/2017			5,000.00	375.27
05/03/2017	CR	RCPT			710.00		1,085.27
05/04/2017	PR	CHK	SUMMARY CR POSTING: 05/03/2017 OTHER				
05/04/2017	GJ	JE	SUMMARY PR 05/04/2017			1,076.49	8.78
05/10/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18640	1,000.00		1,008.78
05/11/2017	GJ	JE	5/3 SERVICE FEES - MAY 2017	18652		6.01	1,002.77
05/16/2017	CD	CHK	CLASS INVESTMENT AND WITHDRAWALS	18657		1,000.00	2.77
05/16/2017	CD	CHK	SUMMARY CD 05/16/2017			5,000.00	(4,997.23)
05/17/2017	CR	RCPT	SUMMARY CD 05/16/2017			2,010.00	(7,007.23)
05/18/2017	PR	CHK			80.00		(6,927.23)
05/18/2017	GJ	JE	SUMMARY CR POSTING: 05/17/2017 OTHER				
05/18/2017	GJ	JE	SUMMARY PR 05/18/2017			637.73	(7,564.96)
05/31/2017			CLASS INVESTMENT AND WITHDRAWALS	18683	7,700.00		135.04
05/31/2017			751-00.000-007.000	END BALANCE	14,490.00	14,769.15	135.04
05/01/2017			<b>751-00.000-390.000 RESTRICTED FUND BALANCE</b>	BEG. BALANCE			(528,773.58)
05/31/2017			751-00.000-390.000	END BALANCE	0.00	0.00	(528,773.58)
05/01/2017			<b>751-65.691-703.000 PART TIME SALARIES &amp; WAGES</b>	BEG. BALANCE			13,013.75
05/04/2017	PR	CHK	SUMMARY PR 05/04/2017		998.62		14,012.37
05/18/2017	PR	CHK	SUMMARY PR 05/18/2017		591.60		14,603.97
05/31/2017			751-65.691-703.000	END BALANCE	1,590.22	0.00	14,603.97
05/01/2017			<b>751-65.691-717.000 SOCIAL SECURITY</b>	BEG. BALANCE			806.86
05/04/2017	PR	CHK	SUMMARY PR 05/04/2017		61.91		868.77
05/18/2017	PR	CHK	SUMMARY PR 05/18/2017		36.68		905.45
05/31/2017			751-65.691-717.000	END BALANCE	98.59	0.00	905.45
05/01/2017			<b>751-65.691-717.005 MEDICARE</b>	BEG. BALANCE			188.71
05/04/2017	PR	CHK	SUMMARY PR 05/04/2017		14.48		203.19
05/18/2017	PR	CHK	SUMMARY PR 05/18/2017		8.57		211.76
05/31/2017			751-65.691-717.005	END BALANCE	23.05	0.00	211.76
05/01/2017			<b>751-65.691-718.010 WORKERS' COMP INSURANCE</b>	BEG. BALANCE			19.64
05/04/2017	PR	CHK	SUMMARY PR 05/04/2017		1.48		21.12
05/18/2017	PR	CHK	SUMMARY PR 05/18/2017		0.88		22.00
05/31/2017			751-65.691-718.010	END BALANCE	2.36	0.00	22.00
05/01/2017			<b>751-65.691-727.000 OFFICE SUPPLIES</b>	BEG. BALANCE			294.97
05/15/2017	AP	INV	FIFTH THIRD BANK	04/02/2017	10.00		304.97
05/31/2017			EMAIL ACCOUNT				
05/31/2017			751-65.691-727.000	END BALANCE	10.00	0.00	304.97
05/01/2017			<b>751-65.691-730.000 POSTAGE</b>	BEG. BALANCE			104.07



TRANSACTIONS FROM 05/01/2017 TO 05/31/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			<b>751-65.691-730.000 POSTAGE</b>				
			(Continued)				
05/31/2017			751-65.691-730.000	END BALANCE	0.00	0.00	104.07
05/01/2017			<b>751-65.691-818.010 AUDIT SERVICES</b>		BEG. BALANCE		1,320.00
05/31/2017			751-65.691-818.010	END BALANCE	0.00	0.00	1,320.00
05/01/2017			<b>751-65.691-818.020 GENERAL CONTRACT SERVICES</b>		BEG. BALANCE		24,500.00
05/15/2017	AP	INV	LAND USE USA LLC	09 SEM TMA RETAIL	5,000.00		29,500.00
05/31/2017			751-65.691-818.020	END BALANCE	5,000.00	0.00	29,500.00
05/01/2017			<b>751-65.691-818.080 FACADE IMPROVEMENTS</b>		BEG. BALANCE		40,507.00
05/31/2017			751-65.691-818.080	END BALANCE	0.00	0.00	40,507.00
05/01/2017			<b>751-65.691-905.000 PUBLISHING/ADVERTISING</b>		BEG. BALANCE		156.82
05/31/2017			751-65.691-905.000	END BALANCE	0.00	0.00	156.82
05/01/2017			<b>751-65.691-910.000 INSURANCE PREMIUM</b>		BEG. BALANCE		389.20
05/01/2017	GJ		MONTHLY P&L INSURANCE PREMIUM	18613	38.92		428.12
05/31/2017			751-65.691-910.000	END BALANCE	38.92	0.00	428.12
05/01/2017			<b>751-65.691-955.000 MISCELLANEOUS EXPENSE</b>		BEG. BALANCE		322.88
05/31/2017			751-65.691-955.000	END BALANCE	0.00	0.00	322.88
05/01/2017			<b>751-65.691-955.030 DEVELOPMENT COMMITTEE</b>		BEG. BALANCE		1,402.22
05/31/2017			751-65.691-955.030	END BALANCE	0.00	0.00	1,402.22
05/01/2017			<b>751-65.691-955.035 DESIGN COMMITTEE</b>		BEG. BALANCE		14,216.96
05/31/2017			751-65.691-955.035	END BALANCE	0.00	0.00	14,216.96
05/01/2017			<b>751-65.691-955.040 PROMOTION COMMITTEE</b>		BEG. BALANCE		5,692.62
05/15/2017	AP	INV	FIFTH THIRD BANK	03/27/2017	2,000.00		7,692.62
05/31/2017			RADIO ADVERTISING CO-OP				
05/31/2017			751-65.691-955.040	END BALANCE	2,000.00	0.00	7,692.62
05/01/2017			<b>751-65.691-999.301 TRANSFER OUT-DEBT SERVICE</b>		BEG. BALANCE		96,393.75
05/31/2017			751-65.691-999.301	END BALANCE	0.00	0.00	96,393.75
05/01/2017			<b>751-80.100-665.005 INTEREST ON INVESTMENTS</b>		BEG. BALANCE		(3,594.47)
05/10/2017	GJ	JE	5/3 SERVICE FEES - MAY 2017	18652	6.01		(3,588.46)
05/31/2017	GJ	JE	MICHIGAN CLASS INTEREST - MAY 2017	18722		405.86	(3,994.32)
05/31/2017			751-80.100-665.005	END BALANCE	6.01	405.86	(3,994.32)
05/01/2017			<b>751-80.600-402.000 REAL PROPERTY TAXES</b>		BEG. BALANCE		(214,728.01)
05/31/2017			751-80.600-402.000	END BALANCE	0.00	0.00	(214,728.01)
05/01/2017			<b>751-80.600-410.000 PERSONAL PROPERTY TAXES</b>		BEG. BALANCE		30,188.28
05/31/2017			751-80.600-410.000	END BALANCE	0.00	0.00	30,188.28
05/01/2017			<b>751-80.600-441.000 LCSA APPROPRIATION/PPT EXEM</b>		BEG. BALANCE		(16,211.53)

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## GL ACTIVITY REPORT FOR CITY OF MONROE

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TRANSACTIONS FROM 05/01/2017 TO 05/31/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>751-80.600-441.000 LCSA APPROPRIATION/PPT EXEMI</b> (Continued)							
05/31/2017			751-80.600-441.000	END BALANCE	0.00	0.00	(16,211.53)
05/01/2017			<b>751-80.600-692.090 MISCELLANEOUS REVENUE</b>	BEG. BALANCE			(3,350.00)
05/03/2017	CR	RCPT				710.00	(4,060.00)
			SUMMARY CR POSTING: 05/03/2017 OTHER				
05/17/2017	CR	RCPT				80.00	(4,140.00)
			SUMMARY CR POSTING: 05/17/2017 OTHER				
05/31/2017			751-80.600-692.090	END BALANCE	0.00	790.00	(4,140.00)
05/01/2017			<b>751-95.260-961.005 REFUND - BOR SETTLEMENT</b>	BEG. BALANCE			1,419.21
05/31/2017			751-95.260-961.005	END BALANCE	0.00	0.00	1,419.21
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					24,665.01	24,665.01	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONROE

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PERIOD ENDING 05/31/2017

		2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	05/31/2017 (ABNORMAL) ASE	05/31/2017 (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	3,994.32	399.85	5.68
Total Dept 80.100-GENERAL REVENUE		4,000.00	3,994.32	399.85	5.68
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 RI	16,212.00	16,211.53	0.00	0.47
751-80.600-692.090	MISCELLANEOUS REVENUE	5,000.00	4,140.00	790.00	860.00
Total Dept 80.600-GENERAL REVENUE		205,752.00	204,891.26	790.00	860.74
TOTAL REVENUES		209,752.00	208,885.58	1,189.85	866.42
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,000.00	14,603.97	1,590.22	5,396.03
751-65.691-717.000	SOCIAL SECURITY	1,100.00	905.45	98.59	194.55
751-65.691-717.005	MEDICARE	250.00	211.76	23.05	38.24
751-65.691-718.010	WORKERS' COMP INSURANCE	30.00	22.00	2.36	8.00
751-65.691-727.000	OFFICE SUPPLIES	500.00	304.97	10.00	195.03
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	29,500.00	5,000.00	45,500.00
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	156.82	0.00	1,843.18
751-65.691-910.000	INSURANCE PREMIUM	1,467.00	428.12	38.92	1,038.88
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	14,250.00	14,216.96	0.00	33.04
751-65.691-955.040	PROMOTION COMMITTEE	13,000.00	7,692.62	2,000.00	5,307.38
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	208,092.59	8,763.14	60,048.41
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	209,511.80	8,763.14	60,048.20
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		209,752.00	208,885.58	1,189.85	866.42
TOTAL EXPENDITURES		269,560.00	209,511.80	8,763.14	60,048.20
NET OF REVENUES & EXPENDITURES		(59,808.00)	(626.22)	(7,573.29)	(59,181.78)
BEG. FUND BALANCE		528,773.58	528,773.58		
END FUND BALANCE		468,965.58	528,147.36		

Monroe Downtown Development Authority  
2016-2017 Fiscal Year Expenditure Report

<b>Part Time Salaries</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		
				<b>\$5,396.03</b>
<b>Social Security</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		
2/9/2017		\$41.36		

Monroe Downtown Development Authority  
2016-2017 Fiscal Year Expenditure Report

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		
				<b>\$194.55</b>
<b>Medicare</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		
				<b>\$38.24</b>
<b>Workers Comp Insurance</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		

Monroe Downtown Development Authority  
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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		
				\$8.00
<b>Unemployment</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$5.00			
				\$5.00
<b>Office Supplies - 727.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		
				\$195.03
<b>Copies</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$100.00			

Monroe Downtown Development Authority  
2016-2017 Fiscal Year Expenditure Report

				<b>\$100.00</b>
<b>Postage</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		
				<b>\$395.93</b>
<b>Audit Services</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$1,500.00			
Plante & Moran PLLC		\$1,320.00		
				<b>\$180.00</b>
<b>General Contract Services - 818.020</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		
				<b>\$45,500.00</b>
<b>Façade Improvements - 818.080</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		
				<b>\$69,493.00</b>
<b>Publishing/Advertising 905.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$2,000.00			
Flea Market advertising		\$14.26		
Façade Postcards		\$142.56		
				<b>\$1,843.18</b>

Monroe Downtown Development Authority  
2016-2017 Fiscal Year Expenditure Report

<b>Insurance Premium</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		
				<b>\$1,038.88</b>
<b>Miscellaneous Expense - 955.000</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$800.00			
Office supplies (ink/toner)		\$300.17		
Meeting with MEDC		\$6.81		
Meeting with prospective tenants		\$15.90		
Moved to Design		\$250.00		
				<b>\$227.12</b>
<b>Development Committee - 955.030</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$5,000.00			
Façade Plaques		\$922.22		
Parking Validation Signs		\$480.00		
Moved to Design		\$3,500.00		
				<b>\$97.78</b>
<b>Design Committee - 955.035</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		



Monroe Downtown Development Authority  
2016-2017 Fiscal Year Expenditure Report

Bronner's (partial trees/soldiers)		\$4,000.00		
From Development	\$3,750.00			
Project Graphics (120 smaller banners)		\$5,373.12		
				<b>\$33.04</b>
<b>Promotion Committee - 955.040</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$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		
				<b>\$5,307.38</b>
<b>Transfer Out Debt Service</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$96,394.00			
Bond Payment		\$28,196.88		
Bond Payment		\$68,196.87		
				<b>\$0.25</b>
<b>Transfer Out Capital Project</b>	<b>Budget</b>	<b>Expenditures</b>		<b>Balance</b>
	\$40,000.00			
				<b>\$40,000.00</b>
<b>Total</b>	<b>\$381,896.00</b>	<b>\$211,842.59</b>		<b>\$170,053.41</b>

# Memo

Date: June 2, 2017

To: Joe Peruski, DDA Chairman

Thru: Vincent Pastue, City Manager



From: Annette Knowles, Downtown/Economic Development Coordinator

Re: Membership / Dues Reimbursement

---

Please find attached three membership applications for Annette Knowles dues for the following:

- Urban Land Institute
- Michigan Downtown Association
- International Council of Shopping Centers

We are asking that the DDA pay half of these membership fees and reimburse the City's account #101-10.172-958.000 membership-dues.

Thank you for your assistance in this matter.

/pw

Attachment



Patricia Weaver &lt;patricia.weaver@monroemi.gov&gt;

**Fwd: ULI Purchase Confirmation**

1 message

**Annette Knowles** <annette.knowles@monroemi.gov>

Fri, May 19, 2017 at 4:14 PM

To: Patricia Weaver &lt;patricia.weaver@monroemi.gov&gt;

This version has a proper organizational masthead, if needed.

Thank you for your help!

—— Forwarded message ——

From: &lt;customerservice@uli.org&gt;

Date: Fri, May 19, 2017 at 4:06 PM

Subject: ULI Purchase Confirmation

To: annette.knowles@monroemi.gov



Dear Ms. Annette Marie Knowles:

This email contains important details about your recent activity with the Urban Land Institute (ULI). Please review the payment details below and retain a copy of this email for your records.

**Invoice#:** 2298097**Name:** Ms. Annette Marie Knowles**Total:** \$220.00**Payment Amount:** \$220.00**Payment Method:** USD Credit Card**Balance:** \$0.00**Bill To:**

Ms. Annette Marie Knowles

Downtown/Economic Development Coordinator

City of Monroe

120 E 1st ST

Monroe, MI 48161-2288

Name	Item	Currency	Price	Qty.	Total
Knowles Annette Marie	Associate US Public	USD	\$220.00	1	\$220.00

Thank you for your continued support of the Urban Land Institute!

*Please note that registration fees for events outside of the U.S. include the following tax(es):***For events in Canada:**

The Urban Land Institute

Business number:

13499 0027 RT0001

13% GST/HST Ontario

5% GST British Columbia and Alberta

**For events in Germany:**

ULI-The Urban Land Institute

UST-ID: DE277626450

19% VAT

**For events in the United Kingdom:**

ULI-The Urban Land Institute

VAT Registration #: 868195081

20% VAT

*To review additional activity on your ULI account, please click here.*

Michigan Downtown Association  
PO Box 82369  
Rochester, MI 48308  
248-838-9711  
tiffany@michigandowntowns.com



MICHIGAN  
DOWNTOWN  
ASSOCIATION

# Membership Invoice

Invoice # 1770

May 19, 2017

Annette Knowles  
Monroe Downtown Development Authority  
120 E First Street  
Monroe, MI 48161

RECEIVED

JUN - 2 2017

CITY MANAGER'S OFFICE

Welcome and thank you for joining the Michigan Downtown Association. Memberships run yearly October 1 to September 30. Please send in your payment via check, credit card (called in) or online via PayPal.

MEMBER	ITEM	AMOUNT
Monroe Downtown Development Authority 10/01/17 - 10/01/18	Municipal or Public Agency Membership Dues	200.00
Please remit payment to the address listed.		
TOTAL:		200.00

## Payment Stub

Please tear off this stub and include with your payment.  
Send payment to:

Michigan Downtown Association  
PO Box 82369  
Rochester, MI 48308

or login and pay online at [www.michigandowntowns.com](http://www.michigandowntowns.com)

Member: Knowles, Annette  
Monroe Downtown Development Authority

Invoice #: 1770  
Description: Membership Dues  
Date Due: 05-19-2017

Amt. Due: 200.00

Enclosed:



5/19/2017

City of Monroe Mail - Thanks for your order

Int'l Council of  
Shopping Centers



Annette Knowles <annette.knowles@monroemi.gov>

---

## Thanks for your order

1 message

**no-reply@icsc.org** <no-reply@icsc.org>

Fri, May 19, 2017 at 3:23 PM

To: annette.knowles@monroemi.gov

Thank you for your order.

Your total: \$100

Your order ID: 5979

Product	Price	Quantity	Total
DUESPB	\$100.00	1	\$100.00
Subtotal			\$100.00
<b>Total</b>			<b>\$100</b>

### Bill To:

Annette Knowles  
120 E First St  
Monroe, MI 48161

### Credit Card

\*\*\*\*\*7864

Cardholder Name: Vincent Pastue

Card Type: MasterCard

Expires: 05/20

**2017 DOWNTOWN REINVESTMENT GRANT PROGRAM  
APPLICATION**

**Deadline: Monday, March 6, 2017**

Building Owner's Name (Applicant): 17 E Second LLC

Project Address: 15 E Second St.

Mailing Address: 109 W. Front, Monroe MI 48161

Telephone Number: 734-260-7153 E-mail: wickenheiser@gmail.com

Existing Use of Building: Vacant / Storage

Will project result in a new use? If so, please explain. Yes. Exercise gym / Sports training.

Type of Work: (Check all that apply)

Paint Only ☐

Façade & Building Renovation ☒

Awnings ☐

Project Description: (Please be specific) \_\_\_\_\_

Clean and repair brick. Replace 2nd  
Story windows, repair and paint trim.  
Replace windows on storefront, repair &  
paint trim. Install service door for  
entry. Replace over head door.

\*Please include information on any product manufacturer, color (awning fabric swatches and/or paint chips), etc., and a drawing of the proposed improvements. Attach additional sheets if necessary.

**How will this project benefit Downtown Monroe?**

This project will convert a formerly vacant / storage space into a retail facility adding employment and pedestrian traffic to Downtown

**Estimated Project Cost (by project element):**

Project Element	Contractor #1 Estimated Cost	Contractor #2 Estimated Cost
(Eg: 12 windows) _____	\$554.00 _____	\$532.00 _____
- <u>Facade Clean / Repair</u>	<u>\$975</u>	<u>\$ 2,252.<sup>34</sup></u>
- <u>Replace 6 2nd story windows &amp; repair trim</u>	<u>\$4,480</u>	<u>\$ 4,797.<sup>86</sup></u>
- <u>Replace 1st Floor glazing and install entry door</u>	<u>\$13,595</u>	<u>\$ 7,827.<sup>12</sup></u>
- <u>Replace Overhead Door &amp; trim</u>	<u>\$8,750</u>	<u>\$11,137.<sup>81</sup></u>
<u>General Project Mgmt</u>	<u>\$0</u>	<u>\$3,870.<sup>47</sup></u>

\*Attach copies of quotes from licensed contractors for each project element.

**Requested Rebate Amount:** \$10,000

**Proposed Project Start Date:** 6/15/17

**Did you receive any tax abatement from the City of Monroe?** Yes No, (circle one)  
**If yes, please provide tax abatement form.** *Applied For*

**Did you receive a DDA Façade Grant in the last five years on this property?** Yes No

Application materials checklist to be submitted:

- o Application form, completed and signed by the property owner;
- o Sketch of the proposed façade or exterior improvements;
- o Any proposed paint, awning, etc. samples;
- o Pictures of the existing façade and proposed improvement areas;
- o Historic photos of building;
- o Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.

The undersigned applicant affirms that:

- A. The information submitted is true and accurate to the best of my (our) knowledge.
- B. I (We) have read and understand the conditions of the Façade Program and agree to abide by its conditions and guidelines.
- C. The decision of the Façade Committee/DDA is final.

**SIGNATURE OF APPLICANT(S):**

*[Signature]*  
\_\_\_\_\_

DATE: 5/8/17

DATE: \_\_\_\_\_

**Please return all application materials by mail to the  
DDA office, 120 East First Street**

**OFFICE USE ONLY**

Submittal Date: \_\_\_\_\_

Committee Action: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_



# Wickenheiser Home Supply

2375 W. Labo Rd. Carleton MI 48117

## Project Estimate

Date: 5/1/2017

To: 17 E Second LLC  
5955 Dunbar Rd  
Monroe, MI 48161

Project Address: <sup>15</sup>  
~~17~~ E Second St.  
Monroe, MI 48161

### Description Of Work:

#### Brick Cleaning and Repair:

Clean Brick and tuck point as necessary

Brick Cleaning and Repair Subtotal: \$975

#### Upper Window Replacement, Trim Repair and Painting:

Replace six (6) second story windows with vinyl replacement windows. Window jambs and sash to be properly prepared, primed and painted on exterior to customer color selection.

Repair and Replace deteriorated wood window trim and wood sills on upper story windows

Scrape, prepare, prime and paint wood trim on upper story windows

Provide all necessary supplies for performance of described work including scaffold or hydraulic lift.

Paint colors to be specified by customer.

Window Trim Repair and Painting Subtotal: \$4,480

**Storefront Glazing Refurbishment and Service Door Install:**

Remove existing glazing and covering of transom panes. Dispose of material.  
Scrape, prepare, prime and paint wood trim around windows and overhead door

Replace glazing in east opening with thermal pane glazing.  
Provide material and Install barrier free commercial grade service door to west end of west windows bank per drawing.  
Replace glazing in remaining portion of west window bank with thermal pane glazing

**Storefront Glazing Refurbishment and Service Door Install Subtotal:                      \$13,595**

**Overhead Door Removal / Replacement:**

Remove existing wood overhead door and hardware and dispose of material  
Provide and install Haas insulated aluminum / insulated glass overhead door and hardware per specification.

**Overhead Door Removal / Replacement Subtotal:                                              \$8,750**

**Project Total:                                                                                                      \$27,800**

**Project To Commence 6/1/2017 and be completed within 60 days**

**Authorized Signature: \_\_\_\_\_**  
**Herman Wickenheiser**



## United Restoration LLC

---

Matthew McLaughlin  
matthew@unitedrestoration.us  
734-771-3936

Client: 17 E Second LLC  
Property: 15 E Second St.  
Monroe, MI 48161

Operator: MATTHEW

Estimator: Matthew McLaughlin  
Company: United Restoration LLC  
Business: 30130 Marr Street  
Gibraltar, MI 48173

Business: (734) 771-3936  
E-mail: matthew@unitedrestoration.  
us

Reference: Matthew McLaughlin  
Company: Matthew McLaughlin  
Business: 30130 Marr Street  
Gibraltar, MI 48173

Business: (734) 771-3936  
E-mail: matthew@unitedrestoration.  
us

Type of Estimate: Other  
Date Entered: 5/5/2017  
Date Est. Completed: 5/8/2017

Date Assigned:  
Date Job Completed:

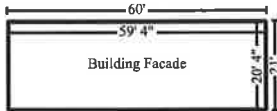
Price List: MIAA8X\_MAR17  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: 2017-05-05-0938

**United Restoration LLC**

Matthew McLaughlin  
matthew@unitedrestoration.us  
734-771-3936

**2017-05-05-0938****Main Level****Main Level**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Cleaning Technician - per hour	16.00 HR	0.00	30.44	0.00	97.40	584.44
2. Dumpster load - Approx. 20 yards, 4 tons of debris	1.00 EA	408.75	0.00	0.00	81.76	490.51
3. On-Site Evaluation and/or Supervisor/Admin - per hour	40.00 HR	0.00	45.74	0.00	365.92	2,195.52
4. Taxes, insurance, permits & fees (Bid Item)	1.00 EA	0.00	500.00	0.00	100.00	600.00
Total: Main Level				0.00	645.08	3,870.47

**Building Facade****Height: 8'**

1,274.67 SF Walls	1,206.44 SF Ceiling
2,481.11 SF Walls & Ceiling	1,206.44 SF Floor
134.05 SY Flooring	159.33 LF Floor Perimeter
159.33 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
5. Mason - Brick / Stone - per hour	8.00 HR	0.00	59.07	0.00	94.52	567.08
Tuck Point as needed						
6. General Laborer - per hour	8.00 HR	0.00	36.50	0.00	58.40	350.40
7. Boom lift - 30'-45' reach	2.00 DA	0.00	275.00	0.00	110.00	660.00
8. Masonry acid wash	1,274.67 SF	0.00	0.44	1.53	112.48	674.86
Totals: Building Facade				1.53	375.40	2,252.34

**Windows**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
9. R&R Vinyl window - double hung, 9-12 sf - High grade	6.00 EA	18.98	326.61	95.35	433.80	2,602.69
10. Paint door/window trim & jamb - Large - 2 coats (per side)	8.00 EA	0.00	27.50	2.15	44.44	266.59
11. R&R Window trim set (casing & stop)	36.00 LF	0.42	3.45	2.35	28.34	170.01
12. R&R Window sill	18.00 LF	0.58	2.51	0.85	11.30	67.77

**United Restoration LLC**

Matthew McLaughlin  
matthew@unitedrestoration.us  
734-771-3936

**CONTINUED - Windows**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
13. Boom lift - 30'-45' reach	3.00 DA	0.00	275.00	0.00	165.00	990.00
14. General Laborer - per hour	16.00 HR	0.00	36.50	0.00	116.80	700.80
Totals: Windows				100.70	799.68	4,797.86

**Storefront**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
15. Prime & paint exterior fascia - wood, 4"- 6" wide	214.00 LF	0.00	3.00	2.18	128.84	773.02
16. Reglaze double-pane thermal window unit, 1 - 9 sf	1.00 EA	0.00	475.00	5.70	96.14	576.84
17. R&R Vinyl window - hopper/transom, 7-12 sf	1.00 EA	18.98	475.00	11.03	101.00	606.01
18. Reglaze double-pane thermal window unit, 25 - 30 sf	7.00 EA	0.00	350.00	119.60	513.92	3,083.52
19. General Laborer - per hour	32.00 HR	0.00	36.50	0.00	233.60	1,401.60
to help set-up and take down equipment and to assist the carpenter as needed						
20. R&R Exterior door - metal - insulated / wood - High grade	1.00 EA	18.01	850.00	21.02	177.80	1,066.83
21. Lockset - keyed - Heavy duty - Commercial grade	1.00 EA	0.00	252.08	14.00	53.22	319.30
Totals: Storefront				173.53	1,304.52	7,827.12

**Overhead door**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
22. R&R Overhead door, 12' x 8' - hardwood overlay	1.00 EA	63.03	8,900.00	318.48	1,856.30	11,137.81
Totals: Overhead door				318.48	1,856.30	11,137.81

Total: Main Level **594.24 4,980.98 29,885.60**

**Labor Minimums Applied**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
23. Finish carpentry labor minimum	1.00 EA	0.00	25.66	0.00	5.14	30.80
24. Door labor minimum	1.00 EA	0.00	77.82	0.00	15.56	93.38
25. Finish hardware labor minimum	1.00 EA	0.00	127.45	0.00	25.50	152.95



## United Restoration LLC

Matthew McLaughlin  
matthew@unitedrestoration.us  
734-771-3936

### CONTINUED - Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
Totals: Labor Minimums Applied				0.00	46.20	277.13
Line Item Totals: 2017-05-05-0938				594.24	5,027.18	30,162.73

### Grand Total Areas:

1,274.67 SF Walls	1,206.44 SF Ceiling	2,481.11 SF Walls and Ceiling
1,206.44 SF Floor	134.05 SY Flooring	159.33 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	159.33 LF Ceil. Perimeter
1,206.44 Floor Area	1,260.00 Total Area	1,274.67 Interior Wall Area
1,458.00 Exterior Wall Area	162.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



## United Restoration LLC

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Matthew McLaughlin  
matthew@unitedrestoration.us  
734-771-3936

### Summary

Line Item Total	24,541.31
Material Sales Tax	594.24
Subtotal	25,135.55
Overhead	2,513.59
Profit	2,513.59
Replacement Cost Value	\$30,162.73
Net Claim	\$30,162.73

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Matthew McLaughlin



## United Restoration LLC

Matthew McLaughlin  
matthew@unitedrestoration.us  
734-771-3936

### Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)	Material Sales Tax (6%)	Storage Tax (6%)
Line Items	2,513.59	2,513.59	594.24	0.00
Total	2,513.59	2,513.59	594.24	0.00





## United Restoration LLC

Matthew McLaughlin  
matthew@unitedrestoration.us  
734-771-3936

### Recap by Room

Estimate: 2017-05-05-0938

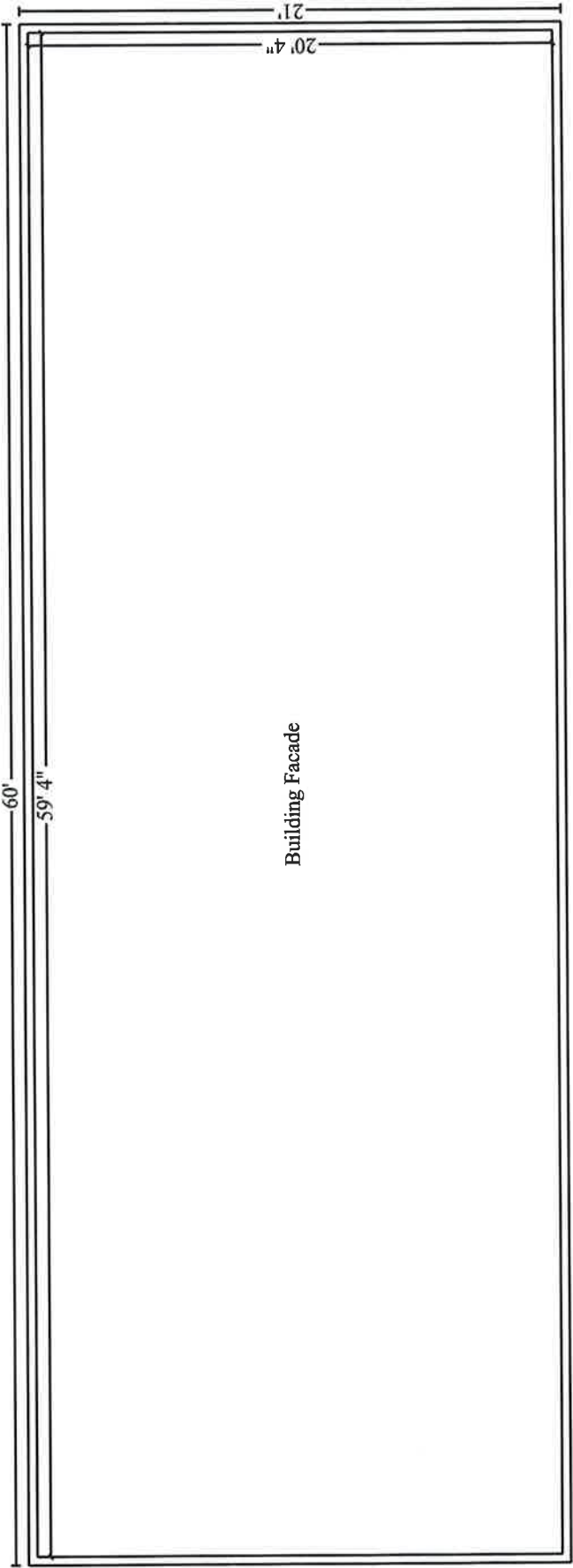
Area: Main Level	3,225.39	13.14%
Building Facade	1,875.41	7.64%
Windows	3,897.48	15.88%
Storefront	6,349.07	25.87%
Overhead door	8,963.03	36.52%
<hr/>		
Area Subtotal: Main Level	24,310.38	99.06%
Labor Minimums Applied	230.93	0.94%
<hr/>		
Subtotal of Areas	24,541.31	100.00%
<hr/>		
Total	24,541.31	100.00%

**United Restoration LLC**

Matthew McLaughlin  
matthew@unitedrestoration.us  
734-771-3936

**Recap by Category**

<b>O&amp;P Items</b>	<b>Total</b>	<b>%</b>
<b>CONT: GARMENT &amp; SOFT GOODS CLN</b>	<b>1,829.60</b>	<b>6.07%</b>
<b>CLEANING</b>	<b>487.04</b>	<b>1.61%</b>
<b>GENERAL DEMOLITION</b>	<b>648.21</b>	<b>2.15%</b>
<b>DOORS</b>	<b>9,827.82</b>	<b>32.58%</b>
<b>HEAVY EQUIPMENT</b>	<b>1,375.00</b>	<b>4.56%</b>
<b>PERMITS AND FEES</b>	<b>500.00</b>	<b>1.66%</b>
<b>FINISH CARPENTRY / TRIMWORK</b>	<b>195.04</b>	<b>0.65%</b>
<b>FINISH HARDWARE</b>	<b>379.53</b>	<b>1.26%</b>
<b>FIREPLACES</b>	<b>472.56</b>	<b>1.57%</b>
<b>LABOR ONLY</b>	<b>2,044.00</b>	<b>6.78%</b>
<b>MASONRY</b>	<b>560.85</b>	<b>1.86%</b>
<b>PAINTING</b>	<b>862.00</b>	<b>2.86%</b>
<b>WINDOW REGLAZING &amp; REPAIR</b>	<b>2,925.00</b>	<b>9.70%</b>
<b>WINDOWS - VINYL</b>	<b>2,434.66</b>	<b>8.07%</b>
<b>O&amp;P Items Subtotal</b>	<b>24,541.31</b>	<b>81.36%</b>
<b>Material Sales Tax</b>	<b>594.24</b>	<b>1.97%</b>
<b>Overhead</b>	<b>2,513.59</b>	<b>8.33%</b>
<b>Profit</b>	<b>2,513.59</b>	<b>8.33%</b>
<b>Total</b>	<b>30,162.73</b>	<b>100.00%</b>



## Application for Obsolete Property Rehabilitation Exemption Certificate

This form is issued as provided by Public Act 146 of 2000, as amended. This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) Please see State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage), (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. A statement from the assessor of the local unit of government, describing the required obsolescence has been met for this building, is required with each application. Rehabilitation may commence after establishment of district.

Applicant (Company) Name (applicant must be the OWNER of the facility)

17 E. Second LLC

Company Mailing address (No. and street, P.O. Box, City, State, ZIP Code)

5955 Dunbar Rd., Monroe MI 48161

Location of obsolete facility (No. and street, City, State, ZIP Code)

17 E. Second St.

City/Township/Village (indicate which)

Monroe

County

Monroe

Date of Commencement of Rehabilitation (mm/dd/yyyy)

6/1/2017

Planned date of Completion of Rehabilitation (mm/dd/yyyy)

6/1/2018

School District where facility is located (include school name)

Monroe

Estimated Cost of Rehabilitation

\$150,000.00

Number of years exemption requested

12

Attach a legal description of Obsolete Property on separate sheet

Expected project likelihood (check all that apply)

☒ Increase Commercial activity

☐ Retain employment

☒ Revitalize urban areas

☒ Create employment

☐ Prevent a loss of employment

☒ Increase number of residents in the community in which the facility is situated

Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment. **4**

Each year, the State Treasurer may approve 25 additional reductions of the school operating and state education taxes for a period not to exceed six years. Check the following box if you wish to be considered for this exclusion.

☒

### APPLICANT'S CERTIFICATION

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by Public Act 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.

It is further certified that the undersigned is familiar with the provisions of Public Act 146 of 2000, as amended, of the Michigan Compiled Laws, and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.

Name of Company Officer (no authorized agents)

Ken Wickenheiser

Telephone Number

(734) 260-7153

Fax Number

Mailing Address

109 W. Front St.

E-mail Address

wickenheiser@gmail.com

Signature of Company Officer (no authorized agents)



Title

President

### LOCAL GOVERNMENT UNIT CLERK CERTIFICATION

The Clerk must also complete Parts 1, 2 and 4 on Page 2. Part 3 is to be completed by the Assessor.

Signature

Date application received

### FOR STATE TAX COMMISSION USE

Application Number

Date Received

FUCI Code

**LOCAL GOVERNMENT ACTION**

This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application and instruction items (a) through (f) on page 1 and a separate statement of obsolescence from the assessor of record with the State Assessor's Board. All sections must be completed in order to process.

**PART 1: ACTION TAKEN**

Action Date \_\_\_\_\_

Exemption Approved for \_\_\_\_\_ Years, ending December 30, \_\_\_\_\_ (not to exceed 12 years)

Denied \_\_\_\_\_

Date District Established \_\_\_\_\_

LGL Code \_\_\_\_\_

School Code \_\_\_\_\_

**PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)**

A statement that the local unit is a Qualified Local Governmental Unit.

A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of Public Act 146 of 2000.

A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit.

A statement of the factors, criteria and objectives, if any, necessary for extending the exemption when the certificate is for less than 12 years.

A statement that a public hearing was held on the application as provided by section 4(2) of Public Act 146 of 2000 including the date of the hearing.

A statement that the applicant is not delinquent in any taxes related to the facility.

If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit.

A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.

A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000.

A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District.

A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility with the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district.

A statement that completion of the rehabilitated facility is calculated to and will at the time of issuance of the certificate, have the reasonable likelihood to increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in.

A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(i) of Public Act 146 of 2000.

A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.

**PART 3: ASSESSOR RECOMMENDATIONS**

Provide the Taxable Value and State Equalized Value of the Obsolete Property as provided in Public Act 146 of 2000 as amended for the tax year immediately preceding the effective date of the certificate (December 31st of the year approved by the STC).

**Taxable Value****State Equalized Value (SEV)**

Building(s) \_\_\_\_\_

Name of Governmental Unit \_\_\_\_\_

Date of Action on application \_\_\_\_\_

Date of Statement of Obsolescence \_\_\_\_\_

**PART 4: CLERK CERTIFICATION**

The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

Name of Clerk \_\_\_\_\_

Clerk Signature \_\_\_\_\_

Date \_\_\_\_\_

Clerk's Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Mail completed application and attachments to: Michigan Department of Treasury  
State Tax Commission  
P.O. Box 30471  
Lansing, Michigan 48909-7971

If you have any questions, call (517) 373-2408.

For guaranteed receipt by the State Tax Commission, it is recommended that applications and attachments are sent by certified mail.







**2017 DOWNTOWN REINVESTMENT GRANT PROGRAM  
APPLICATION**

**Deadline: Monday, March 6, 2017**

**Building Owner's Name (Applicant):** BENEFEAU PROPERTIES LLC

**Project Address:** 6 E. FRONT ST

**Mailing Address:** 15 E FRONT ST

**Telephone Number:** 734 242 5840 **E-mail:** \_\_\_\_\_

**Existing Use of Building:** Wise Guys HAIR SALON

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

**Type of Work: (Check all that apply)**

**Paint Only** ☒

**Façade & Building Renovation** \_\_\_\_\_

**Awnings** \_\_\_\_\_

**Project Description: (Please be specific)** \_\_\_\_\_

PAINT BUILDING FROM COLOR PALETTE

\*Please include information on any product manufacturer, color (awning fabric swatches and/or paint chips), etc., and a drawing of the proposed improvements. Attach additional sheets if necessary.



**How will this project benefit Downtown Monroe?**

UPDATE UNIFORM FACADE

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**Estimated Project Cost (by project element):**

Project Element	Contractor #1 Estimated Cost	Contractor #2 Estimated Cost
(Eg: 12 windows)_____	___\$554.00___	___\$532.00___
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*Attach copies of quotes from licensed contractors for each project element.

**Requested Rebate Amount:** \$1240<sup>00</sup>

**Proposed Project Start Date:** ASAP

**Did you receive any tax abatement from the City of Monroe?** Yes No (circle one)  
**If yes, please provide tax abatement form.**

**Did you receive a DDA Façade Grant in the last five years on this property?** Yes No

Application materials checklist to be submitted:

- Application form, completed and signed by the property owner;
- Sketch of the proposed façade or exterior improvements;
- Any proposed paint, awning, etc. samples;
- Pictures of the existing façade and proposed improvement areas;
- Historic photos of building;
- Two itemized cost estimates per project element. Each element must be listed separately with an estimated cost. (E.g.: 12 windows \$500.00, tuck pointing \$600.00). These must be provided by licensed contractors.

The undersigned applicant affirms that:

- A. The information submitted is true and accurate to the best of my (our) knowledge.
- B. I (We) have read and understand the conditions of the Façade Program and agree to abide by its conditions and guidelines.
- C. The decision of the Façade Committee/DDA is final.

**SIGNATURE OF APPLICANT(S):**

*Mike Hunter, Member, Downtown Properties, LLC* **DATE:** 5/25/17

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please return all application materials by mail to the  
DDA office, 120 East First Street**

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**OFFICE USE ONLY**

Submittal Date: \_\_\_\_\_

Committee Action: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_



Ohio Building Restoration, Inc.  
830 Mill, Street  
Toledo, Ohio 43609

### *Wise Guy Proposal*

Date: 5/10/2017

Proposal submitted to:  
Wise Guy  
6 East Front Street  
Monroe Michigan

Ohio Building Restoration Inc. will provide the equipment, material, and labor to power wash, prime, and paint the building as requested.

Power wash the building to remove loose paint and dirt.

Power wash the E.F.I.S. coating to remove dirt and rinse clean.

Prime all the bare masonry with Loxon.

Apply two coat of Super Paint to the brick, columns, door surround, and window.

Cost to complete the work mentioned above....\$4,900.00

Does not include permit

Additional cost two coat E.F.I.S.....\$1,300.00

*We propose* hereby to furnish material, equipment, and labor – complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. O.B.R. workers are fully covered by Workmen's Compensation Insurance.

Authorized     Brian Taylor  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn if not accepted within 30 days.  
The net due 15 days upon completion.

*Acceptance of Proposal*—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as described above.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

Brian Taylor  
Project Manager / Estimator  
Ohio Building Restoration, Inc.  
Email: btaylor.obr@att.net  
Cell: 419.290.7637 Phone: 419.244.7372 Fax: 419.244.0627

## Campbell-Durocher Group

6339 S Telegraph  
Erie, MI 48133

# Estimate

Date	Estimate #
6/23/2016	wash n pain

Name / Address
Brian Beneteau 15 E Front Monroe Mi

		Other
Item	Description	Rate
WASH	<p>Campbell Durocher Group purposes to wash building above Wiseguys complete to wash away any loose paint , we will also do any masonry repairs needed. We will then follow up with Loxon paint . body 1 color and windows another color</p> <p>price includes all labor, material and equipment needed. Also includes any caulking needed .All discounts and coupons applied</p> <p>Flip and clip coupon has been applied. Price is as listed. License # 2102186870</p> <p>Any alterations or deviation from the proposal specifications involving extra cost of labor and supplies will only be executed upon written orders for the same and will become an extra charge over the sum mentioned in this proposal. All agreements must be made in writing.</p> <p>In the case of painting jobs, due to the customer's choice of color and paint finish an extra coat may be needed to complete the job causing an extra charge for added labor and supplies above the proposed amount.</p> <p>In the case of sealer, we do our best to estimate the correct amount of sealer but in some cases extra sealer is needed to complete the job causing an extra charge for added labor and supplies above the proposed amount.</p> <p>The contractor Campbell-Durocher Group agrees to carry Workman's Compensation Public Liability Insurance, also to pay all Sales Taxes, as required by the United States Government and the state in which this work is performed. Request for additional endorsements on the insurance carried by Campbell-Durocher Group including designation as an additional insured will be completed at a charge of \$100.00</p> <p>The pricing doesn't include any licensing or permits that may be required by city, state or other municipalities.</p>	3,999.00
<b>Total</b>		<b>\$3,999.00</b>

Signature \_\_\_\_\_

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

