

AGENDA
MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING 7:45 A.M.
Wednesday, March 15, 2017
CITY HALL, 1st FLOOR CONFERENCE ROOM, 120 E. FIRST ST.

1. Roll Call

2. Consent Agenda

Action Requested

- A. Approval of Agenda
- B. Approval of the Minutes of
Wednesday, February 15, 2017 Regular Meeting
- C. Financial Report
 - DDA Revenue and Expenditure Report FY 2016-2017
 - DDA Itemized Expenditure Report FY 2016-2017

3. 2016 – 2017 Committee Reports

- A. Chairperson's Comments
- B. Committee Project Status Report
 - 1. Design Committee – Chairperson needed
 - 2. Promotions Committee – Mary Gail Beneteau
 - 3. Development Committee – Chairperson needed
 - 4. Façade Grant Committee – Scott Goocher
 - a. 42 South Monroe Street - reimbursement
 - b. 123 South Monroe Street
 - c. 125 South Monroe Street
- C. DDA Office Report

Action Requested
Action Requested
Action Requested

4. Other Business

- A. City Intergovernmental Agreement

5. Communications

6. Board Member Comments

7. Adjournment

Action Requested

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, February 15, 2017
First Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 8:02 a.m.

1. Roll Call

Present: Chairperson Joe Peruski, George Boyan, Scott Goocher, Les Lukacs, Shaun McGowan, Mackenzie Swanson
Excused: Mayor Robert Clark
Unexcused: Scott Kegerreis, Tom Steward, Anthony Trujillo
Guests:
Staff: Paula Stanifer, Vince Pastue (left 8:36 a.m.)

2. Consent Agenda

- A. Approval of February Agenda
- B. Approval of Minutes of January 18, 2016 DDA meeting
- C. Financial Reports: Revenue and Expenditure, Itemized Expenditure

Motion by Mr. McGowan to accept Consent Agenda per revisions to remove action item from Design Committee, and change in the Minutes of the DMBN Motion the word “partner” with “reimburse”; seconded by Ms. Swanson

Motion carried unanimously.

3. 2016-2017 Work Program

A. Chairperson’s Comments

-Mr. Peruski apologized for being late. New contract with Mr. Borgstrom pushing out dates. Consensus of the Board to sign.

B. Committee Project Status Reports

1. Design Committee –

-Seasonal banners. Concern about City branding and issue of needing to change banners in the future. DDA banners do not currently use City logos.

Motion by Mr. Boyan, seconded by Mr. Goocher, to pay up to \$5,700 to purchase 120 seasonal banners.

Motion carried unanimously.

2. Promotions Committee – Mary Gail Beneteau
-Several recommendations for advertising were discussed.

Motion by Mr. Goocher, seconded by Mr. Lukacs, to spend up to \$300 for adverting “Downtown Monroe” in the Sterling State Park map.

Motion carried unanimously.

Motion by Mr. McGowan, seconded by Mr. Lukacs, to spend up to \$350 for advertising “Downtown Monroe” in the RV park maps.

Motion carried unanimously.

Motion by Mr. Lukacs, seconded by Mr. McGowan, to contribute up to \$1,000 for co-op advertising with 98.3.

Motion carried unanimously.

Motion by Ms. Swanson, seconded by Mr. Goocher, to spend \$325 in sponsorship to MPACT.

Motion carried unanimously.

3. Development Committee – Jim Jacobs
-Discussion on needs, partnerships, safety, and lighting along Riverwalk.

Motion by Mr. McGowan, seconded by Mr. Boyan, to continue to pursue cameras along the Riverwalk.

Motion carried unanimously.

4. Façade Grant Committee – Scott Goocher
-Applications are being accepted thru March 6, 2017.

- C. DDA Office Report
-Website businesses about 50% updated.

4. Other Business

- Brief discussion on proposed budget. Only minor changes have been made from previous years. Budget can be amended after approva.

Motion by Mr. Lukacs, seconded by Ms. Swanson, to approve 2017-2018 and 2018-2019 proposed budget.

Motion carried unanimously.

5. Communications

- No communications.

6. Board Member Comments/Guest Comments

- No comments.

7. Adjournment

A motion to adjourn was made by Ms. Swanson, supported by Mr. Lukacs at 9:10 a.m.

Motion carried unanimously

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GL ACTIVITY REPORT FOR CITY OF MONROE

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TRANSACTIONS FROM 02/01/2017 TO 02/28/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
02/01/2017			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			555,317.40
02/09/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18310		7,000.00	548,317.40
02/28/2017	GJ	JE	MICHIGAN CLASS INTEREST - FEB 2017	18388	397.87		548,715.27
02/28/2017			751-00.000-005.000	END BALANCE	397.87	7,000.00	548,715.27
02/01/2017			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			(245.64)
02/01/2017	GJ		MONTHLY P&L INSURANCE PREMIUM	18285		38.92	(284.56)
02/07/2017	CD	CHK	SUMMARY CD 02/07/2017			5,554.71	(5,839.27)
02/09/2017	PR	CHK	SUMMARY PR 02/09/2017			719.02	(6,558.29)
02/09/2017	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	18310	7,000.00		441.71
02/10/2017	GJ	JE	5/3 SERVICE FEES - FEB 2017	18321		5.64	436.07
02/22/2017	CD	CHK	SUMMARY CD 02/22/2017			168.46	267.61
02/23/2017	PR	CHK	SUMMARY PR 02/23/2017			625.23	(357.62)
02/28/2017	GJ	JE	POSTAGE - JAN & FEB 2017	18391		5.23	(362.85)
02/28/2017			751-00.000-007.000	END BALANCE	7,000.00	7,117.21	(362.85)
02/01/2017			751-00.000-202.000 ACCOUNTS PAYABLE	BEG. BALANCE			0.00
02/06/2017	AP	INV	UNITED WAY	1/31/2017		500.00	(500.00)
			REIMBURSE FOR LANDSCAPING WORK				
02/06/2017	AP	INV	BRONNERS COMMERCIAL DISPLAY	069324		5,000.00	(5,500.00)
			16 TREE SILHOUETTE & 2 TOY SOLDIERS				
02/06/2017	AP	INV	MONROE NEWS	01172319		54.71	(5,554.71)
			DDA BOARD MEETING NOTICE				
02/07/2017	CD	CHK	SUMMARY CD 02/07/2017		5,554.71		0.00
02/21/2017	AP	INV	FIFTH THIRD BANK	01/25/2017		15.90	(15.90)
			MEETING WITH TWO PROSPECTIVE TENANTS				
02/21/2017	AP	INV	FIFTH THIRD BANK	01/10/2017		142.56	(158.46)
			FACADE POSTCARDS				
02/21/2017	AP	INV	FIFTH THIRD BANK	01/02/2017		10.00	(168.46)
			EMAIL SUBSCRIPTION				
02/22/2017	CD	CHK	SUMMARY CD 02/22/2017		168.46		0.00
02/28/2017			751-00.000-202.000	END BALANCE	5,723.17	5,723.17	0.00
02/01/2017			751-65.691-703.000 PART TIME SALARIES & WAGES	BEG. BALANCE			9,272.75
02/09/2017	PR	CHK	SUMMARY PR 02/09/2017		667.00		9,939.75
02/23/2017	PR	CHK	SUMMARY PR 02/23/2017		580.00		10,519.75
02/28/2017			751-65.691-703.000	END BALANCE	1,247.00	0.00	10,519.75
02/01/2017			751-65.691-717.000 SOCIAL SECURITY	BEG. BALANCE			574.91
02/09/2017	PR	CHK	SUMMARY PR 02/09/2017		41.36		616.27
02/23/2017	PR	CHK	SUMMARY PR 02/23/2017		35.96		652.23
02/28/2017			751-65.691-717.000	END BALANCE	77.32	0.00	652.23
02/01/2017			751-65.691-717.005 MEDICARE	BEG. BALANCE			134.46
02/09/2017	PR	CHK	SUMMARY PR 02/09/2017		9.67		144.13
02/23/2017	PR	CHK	SUMMARY PR 02/23/2017		8.41		152.54
02/28/2017			751-65.691-717.005	END BALANCE	18.08	0.00	152.54
02/01/2017			751-65.691-718.010 WORKERS' COMP INSURANCE	BEG. BALANCE			14.09
02/09/2017	PR	CHK	SUMMARY PR 02/09/2017		0.99		15.08
02/23/2017	PR	CHK	SUMMARY PR 02/23/2017		0.86		15.94
02/28/2017			751-65.691-718.010	END BALANCE	1.85	0.00	15.94
02/01/2017			751-65.691-727.000 OFFICE SUPPLIES	BEG. BALANCE			210.26
02/06/2017	AP	INV	MONROE NEWS	01172319	54.71		264.97
			DDA BOARD MEETING NOTICE				
02/21/2017	AP	INV	FIFTH THIRD BANK	01/02/2017	10.00		274.97
			EMAIL SUBSCRIPTION				
02/28/2017			751-65.691-727.000	END BALANCE	64.71	0.00	274.97
02/01/2017			751-65.691-730.000 POSTAGE	BEG. BALANCE			96.79

TRANSACTIONS FROM 02/01/2017 TO 02/28/2017

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
751-65.691-730.000 POSTAGE					(Continued)		
02/28/2017	GJ	JE	POSTAGE - JAN & FEB 2017	18391	5.23		102.02
02/28/2017			751-65.691-730.000	END BALANCE	5.23	0.00	102.02
751-65.691-905.000 PUBLISHING/ADVERTISING					BEG. BALANCE		
02/01/2017							14.26
02/21/2017	AP	INV	FIFTH THIRD BANK	01/10/2017	142.56		156.82
			FACADE POSTCARDS				
02/28/2017			751-65.691-905.000	END BALANCE	142.56	0.00	156.82
751-65.691-910.000 INSURANCE PREMIUM					BEG. BALANCE		
02/01/2017							272.44
02/01/2017	GJ		MONTHLY P&L INSURANCE PREMIUM	18285	38.92		311.36
02/28/2017			751-65.691-910.000	END BALANCE	38.92	0.00	311.36
751-65.691-955.000 MISCELLANEOUS EXPENSE					BEG. BALANCE		
02/01/2017							306.98
02/21/2017	AP	INV	FIFTH THIRD BANK	01/25/2017	15.90		322.88
			MEETING WITH TWO PROSPECTIVE TENANTS				
02/28/2017			751-65.691-955.000	END BALANCE	15.90	0.00	322.88
751-65.691-955.035 DESIGN COMMITTEE					BEG. BALANCE		
02/01/2017							4,343.84
02/06/2017	AP	INV	UNITED WAY	1/31/2017	500.00		4,843.84
			REIMBURSE FOR LANDSCAPING WORK				
02/06/2017	AP	INV	BRONNERS COMMERCIAL DISPLAY	069324	4,000.00		8,843.84
			16 TREE SILHOUETTE & 2 TOY SOLDIERS				
02/28/2017			751-65.691-955.035	END BALANCE	4,500.00	0.00	8,843.84
751-65.691-955.040 PROMOTION COMMITTEE					BEG. BALANCE		
02/01/2017							4,385.62
02/06/2017	AP	INV	BRONNERS COMMERCIAL DISPLAY	069324	1,000.00		5,385.62
			16 TREE SILHOUETTE & 2 TOY SOLDIERS				
02/28/2017			751-65.691-955.040	END BALANCE	1,000.00	0.00	5,385.62
751-80.100-665.005 INTEREST ON INVESTMENTS					BEG. BALANCE		
02/01/2017							(2,326.69)
02/10/2017	GJ	JE	5/3 SERVICE FEES - FEB 2017	18321	5.64		(2,321.05)
02/28/2017	GJ	JE	MICHIGAN CLASS INTEREST - FEB 2017	18388		397.87	(2,718.92)
02/28/2017			751-80.100-665.005	END BALANCE	5.64	397.87	(2,718.92)
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					20,238.25	20,238.25	572,371.47

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONROE

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PERIOD ENDING 02/28/2017

		2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	02/28/2017 (ABNORMAL) ASE	02/28/2017 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100-GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	1,500.00	2,718.92	392.23	(1,218.92)
Total Dept 80.100-GENERAL REVENUE		1,500.00	2,718.92	392.23	(1,218.92)
Dept 80.600-GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	210,000.00	178,249.04	0.00	31,750.96
751-80.600-410.000	PERSONAL PROPERTY TAXES	(30,000.00)	(24,947.37)	0.00	(5,052.63)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RJ	22,000.00	16,211.53	0.00	5,788.47
751-80.600-692.090	MISCELLANEOUS REVENUE	0.00	2,200.00	0.00	(2,200.00)
Total Dept 80.600-GENERAL REVENUE		202,000.00	171,713.20	0.00	30,286.80
TOTAL REVENUES		203,500.00	174,432.12	392.23	29,067.88
Expenditures					
Dept 65.691-DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,000.00	10,519.75	1,247.00	9,480.25
751-65.691-717.000	SOCIAL SECURITY	1,100.00	652.23	77.32	447.77
751-65.691-717.005	MEDICARE	250.00	152.54	18.08	97.46
751-65.691-718.010	WORKERS' COMP INSURANCE	30.00	15.94	1.85	14.06
751-65.691-727.000	OFFICE SUPPLIES	500.00	274.97	64.71	225.03
751-65.691-728.000	COPIES	100.00	0.00	0.00	100.00
751-65.691-730.000	POSTAGE	500.00	102.02	5.23	397.98
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	5,750.00	0.00	69,250.00
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	30,507.00	0.00	9,493.00
751-65.691-905.000	PUBLISHING/ADVERTISING	2,000.00	156.82	142.56	1,843.18
751-65.691-910.000	INSURANCE PREMIUM	1,467.00	311.36	38.92	1,155.64
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	322.88	15.90	477.12
751-65.691-955.030	DEVELOPMENT COMMITTEE	5,000.00	922.22	0.00	4,077.78
751-65.691-955.035	DESIGN COMMITTEE	10,500.00	8,843.84	4,500.00	1,656.16
751-65.691-955.040	PROMOTION COMMITTEE	8,000.00	5,385.62	1,000.00	2,614.38
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	96,394.00	28,196.88	0.00	68,197.12
Total Dept 65.691-DOWNTOWN DEVELOPMENT		263,141.00	93,434.07	7,111.57	169,706.93
Dept 95.260-CLERK/TREASURER					
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	1,419.21	0.00	(1,419.21)
Total Dept 95.260-CLERK/TREASURER		0.00	1,419.21	0.00	(1,419.21)
TOTAL EXPENDITURES		263,141.00	94,853.28	7,111.57	168,287.72
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		203,500.00	174,432.12	392.23	29,067.88
TOTAL EXPENDITURES		263,141.00	94,853.28	7,111.57	168,287.72
NET OF REVENUES & EXPENDITURES		(59,641.00)	79,578.84	(6,719.34)	(139,219.84)
BEG. FUND BALANCE		528,773.58	528,773.58		
END FUND BALANCE		469,132.58	608,352.42		

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		
				\$9,480.25
Social Security	Budget	Expenditures		Balance
	\$1,100.00			
7/14/2016		\$21.58		
7/28/2016		\$43.60		
8/11/2016		\$35.96		
8/25/2016		\$35.96		
9/8/2016		\$35.96		
9/22/2016		\$35.96		
10/6/2016		\$35.96		
10/20/2016		\$41.35		
11/3/2016		\$41.36		
11/17/2016		\$41.35		
12/1/2016		\$44.95		
12/15/2016		\$43.15		
12/29/2016		\$40.46		
1/12/2017		\$35.96		
1/26/2017		\$41.35		
2/9/2017		\$41.36		
2/23/2017		\$35.96		
				\$447.77
Medicare	Budget	Expenditures		Balance

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

	\$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		
				\$97.46
Workers Comp Insurance	Budget	Expenditures		Balance
	\$30.00			
7/14/2016		\$0.86		
7/28/2016		\$1.04		
8/11/2016		\$0.86		
8/25/2016		\$0.86		
9/8/2016		\$0.86		
9/22/2016		\$0.86		
10/6/2016		\$0.86		
10/20/2016		\$0.99		
11/3/2016		\$0.99		
11/17/2016		\$0.99		
12/1/2016		\$1.07		
12/15/2016		\$1.03		
12/29/2016		\$0.97		
1/12/2017		\$0.86		
1/26/2017		\$0.99		
2/9/2017		\$0.99		
2/23/2017		\$0.86		
				\$14.06
Unemployment	Budget	Expenditures		Balance
	\$5.00			
				\$5.00

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

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		
				\$225.03
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		
				\$397.98
Audit Services	Budget	Expenditures		Balance
	\$1,500.00			
Plante & Moran PLLC		\$1,320.00		
				\$180.00
General Contract Services	Budget	Expenditures		Balance
	\$75,000.00			
Deposit for Strategic Planner		\$3,750.00		
Noel Lawn Service snow removal		\$2,000.00		
				\$69,250.00

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$40,000.00			
Last year unused	\$70,000.00			
Asset Financial 10-11-2016		\$1,350.00		
Beneteau (RRBC) 10-11-2016		\$9,157.00		
Homrich 10-11-2016		\$10,000.00		
WCSlicker Enterprises 11-29-2016 (2013grant)		\$10,000.00		
				\$79,493.00
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$2,000.00			
Flea Market advertising		\$14.26		
Façade Postcards		\$142.56		
				\$1,843.18
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		
				\$1,155.64
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		
				\$477.12
Development Committee - 955.030	Budget	Expenditures		Balance
	\$5,000.00			
Façade Plaques		\$922.22		

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

				\$4,077.78
Design Committee - 955.035	Budget	Expenditures		Balance
	\$10,500.00			
3 Pet waste systems (Barco)		\$1,654.57		
MCCC (partnership/flower sculptures)		\$1,500.00		
Flower planting/fall decorating		\$430.06		
Cornstalks/Parran's (120)		\$240.00		
Misc Fall decorations		\$22.26		
2 ladders (Lowes)		\$317.68		
Zip ties for Christmas decorating		\$179.27		
United Way - landscaping		\$500.00		
Bronner's (partial trees/soldiers)		\$4,000.00		
				\$1,656.16
Promotion Committee - 955.040	Budget	Expenditures		Balance
	\$8,000.00			
Washington St Printers - FF		\$39.98		
Washington St Printers - FF		\$177.00		
Lamour - wine crawl brochures		\$96.25		
Seidelman-Divine Shimmies Dance - FF		\$100.00		
Balloons and ribbon - wine crawl		\$87.39		
Acee Deucee porta cans (flea market)		\$150.00		
Co-op advertising 98.3 Nash Icon		\$2,000.00		
Monroe News ad for tree lighting		\$690.00		
fb advertising-Tree Lighting		\$1.49		
fb advertising-Tree Lighting		\$28.53		
fb advertising-Tree Lighting		\$5.22		
fb advertising-Tree Lighting		\$1.09		
fb advertising-Tree Lighting		\$8.67		
Co-op advertising 98.3 Nash Icon		\$1,000.00		
Bronner's (partial trees/soldiers)		\$1,000.00		
				\$2,614.38
Transfer Out Debt Service	Budget	Expenditures		Balance
	\$96,394.00			
Bond Payment		\$28,196.88		
				\$68,197.12

Monroe Downtown Development Authority
2016-2017 Fiscal Year Expenditure Report

Transfer Out Capital Project	Budget	Expenditures		Balance
	\$40,000.00			
				\$40,000.00
Total	\$373,146.00	\$93,434.07		\$279,711.93

Campbell-Durocher Group
6339 S Telegraph #1
Erie, MI 48133

Invoice

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

Date	Invoice #
5/17/2016	deposit

Bill To
Book Nook 42 S Monroe St Monroe MI 48161

Due Date	
5/17/2016	

Item	Quantity	Description	Rate	Amount
restoration		09/15/16 2nd draw of \$8000.00 is due . we have completed 2/3 of project	24,000.00	24,000.00
extras		received check 3104 for \$8000.00 for the deposit to start job along with signed contract decorative stone added /restore door decorative glass, front trim extra restore door	1,195.85	1,195.85
		Campbell Durocher Group purposes to complete the following at above location: 1. We will remove boards from third story windows (4) A. Check viability of the windows B. Reglaze 2. We will install 4 new windows on the second story A. Double hung B. Style to match third story windows as much as possible. Wood looking frames possibly 3. Tuck pointing / masonry repair of front facade 4. Power wash and paint front facade using Historic DDA approved colors 5. Re-configure and install ground floor windows A. Matching the existing transom window above the		

Thank you for your business.

Total

Please Remit payment to
Campbell-Durocher Group
6339 S Telegraph #1
Erie MI 48133
Or call to pay with credit card.

Payments/Credits

Balance Due

Campbell-Durocher Group
6339 S Telegraph #1
Erie, MI 48133

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Book Nook 42 S Monroe St Monroe MI 48161

Due Date	
5/17/2016	

Item	Quantity	Description	Rate	Amount
		<p>door or some variation with smaller panels of glass B. Energy efficient windows possibly double paned</p> <p>6. Possible replacement of materials on the beam supports and bottom brickwork</p> <p>7. Strip and repaint the door to the upper floors and replace the glass in the door</p> <p>Price includes all labor, materials, equipment to do the job and includes all Historic DDA Rules and Regulations</p> <p>Price for complete job per specs \$24000.00</p> <p>Thank you for considering the Campbell-Durocher Group General Contracting & Painting. We look forward to doing business with you in the near future. If you have any questions please call our office at (734) 242-5216 or (419) 478-8813.</p>		
Thank you for your business.			Total	
Please Remit payment to Campbell-Durocher Group 6339 S Telegraph #1 Erie MI 48133 Or call to pay with credit card.			Payments/Credits	
			Balance Due	

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Bill To
Book Nook 42 S Monroe St Monroe MI 48161

Due Date	
5/17/2016	

Item	Quantity	Description	Rate	Amount
		<p>Due to the special nature of our process, the work area will tend to be a bit messy during work hours. For this reason pedestrian traffic will have to be controlled. This includes any vehicles parked outside close to the building. We will work closely with you regarding the work process and will cooperate in whatever manner possible.</p> <p>We will use the necessary equipment and supplies that are appropriate for the job to assure that our work is thorough and to the satisfaction of our customers.</p> <p>Campbell-Durocher Group will be happy to complete this proposed project at your convenience. We would like to take this opportunity to thank you for allowing Campbell-Durocher Group to provide you with this pricing information. We appreciate your interest and as always we will strive to deliver the best quality and workmanship. Should any questions arise, please do not hesitate to call our office at (734) 850-8000 or (419) 478-8813. Again thank you.</p>		

PAID

Thank you for your business.

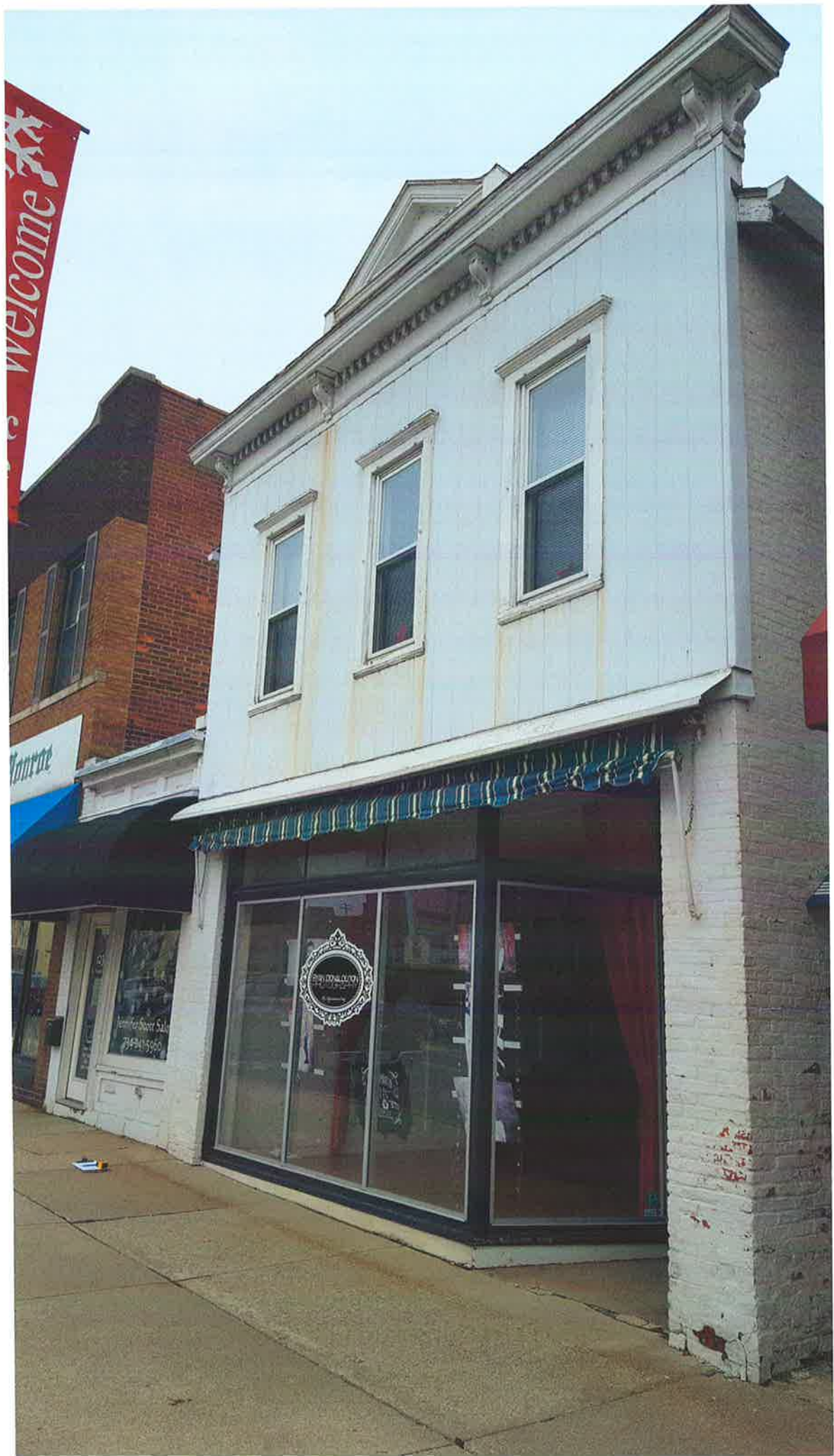
Total \$25,195.85

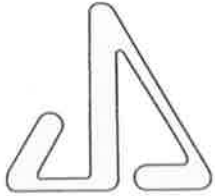
Please Remit payment to
Campbell-Durocher Group
6339 S Telegraph #1
Erie MI 48133
Or call to pay with credit card.

Payments/Credits -\$25,195.85

Balance Due \$0.00

PAID





JAMES S. JACOBS ARCHITECTS, PLLC

25 WASHINGTON STREET • MONROE, MICHIGAN 48161 • (734) 241-7933

March 6, 2017

Downtown Development Authority
120 East First Street
Monroe, MI 48161

Re: 123 & 125 South Monroe Street Façade Grant Applications

Dear Downtown Development Authority,

As part of the submission of façade grant application for buildings 123 and 125 South Monroe street, we have currently submitted only (1) cost estimate, from Terry Siebarth of Monroe Custom Homes, Inc. There will be a follow up cost estimate arriving within the next few days from Dave Swartout.

As part of the submitted cost estimate from Mr. Siebarth, the totality of work is included in one cost estimate, to be \$69,264.66. Mr. Siebarth has indicated that the work on 123 South Monroe Street would cost \$26,164.30 and the work on 125 South Monroe Street would cost \$43,100.36.

Paint colors, not indicated on the drawings, are currently being selected by the owner and would come from 'Monroe's Historic Palette'. Upon selection, these colors will be submitted to the DDA as part of the Final Site Plan Review and permit process.

Should you have any questions, I can be reached by email at jimj@jsjacobsarch.com or by phone at 734-241-7933.

Sincerely,
JAMES S. JACOBS ARCHITECTS, PLLC

James S. Jacobs, AIA

**2017 DOWNTOWN REINVESTMENT GRANT PROGRAM
APPLICATION**

Deadline: Monday, March 6, 2017

Building Owner's Name (Applicant): Heidi Grab

Project Address: 125 South Monroe Street

Mailing Address: 13635 Shady Lane, Monroe, MI 48161

Telephone Number: 734-625-0291 **E-mail:** grbmeister@aol.com

Existing Use of Building: Photography Studio

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) The project proposes the renovation
of the north, south and west facades. The scope of work will include removal of the
existing awnings, metal siding and storefront system. Reconstruction of the door and
window system with composite materials. Replacement of board and batten style siding on
upper portion of facade with composite material. Repair of existing architectural details and
brick work. See architectural drawings attached.

*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?

It will help to enhance the quaint feeling of downtown Monroe. The renovation of the building will be in accord with the historic depiction of downtown Monroe.

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: \$10,000

Proposed Project Start Date:

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

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

Application materials checklist to be submitted:

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

The undersigned applicant affirms that:

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

SIGNATURE OF APPLICANT(S):

 _____

DATE: 2/24/17

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: _____



MONROE CUSTOM HOMES INC.

**2875 Strasburg Road
Monroe, MI 48161
Phone: 734-269-3624
Builder's License
2102162406**

March 2, 2017

**Heidi Grab
125 N. Monroe St.
Monroe, MI 48161**

**RE: Exterior building façade renovation for 123 and 125 South Monroe Street,
Monroe, MI 48161**

123 S. Monroe St.; Renovate façade per Jacobs Architects drawing dated 2/21/17

**125 S. Monroe St.; Renovate façade per Jacobs Architects drawing dated 2/21/17
with the following exception:**

- 1) Totally rebuild cornice above new composite board & batten siding.
(This is the area called out on the drawing to be cleaned, repair & refresh
existing wood panel and trim cornice. If rotted, notify architect for direction.
Architect was notified and it was decided to rebuild all the trim work in this
area. (The price in this contract includes this work.)**

Electric: Fixtures to be photo cell controlled. Fixtures \$1,600.00 allowance included.

Roofing: 24 gauge Kynar metal for cornices.

**Front of buildings to be secured during construction with a safe patron entrance for
each building.**

**I will supply all labor, material, refuse removal and permits to do the above stated
work for a sum of \$69,264.66.**

lumber

850 N Dixie Highway
Monroe, Mi 48162



Quote

Page 1 of 1

Quote Number: 382

Date: 3/1/2017

Phone: 734-242-6444
Fax: 734-242-0630
Website: www.carterlumber.com

Customer Information

Name: MONROE CUSTOM

Address:

Phone 1:

Phone 2:

Fax:

Contact:

Job Name:

Specifications

U.D. = 37 5/8" x 110 1/2"; R.O. = 38 1/2" x 111"

O.M. of Exterior Trim = 40 1/8" x 111 3/4"



Image is viewed from Exterior!

Lead Time: Non-Stock

Item Description	Qty
3' 0" x 8' 0" S880 Smooth-Star Fiberglass Door w/Clear Glass - Left Hand Inswing	1
Set of T/T Ball-Bearing - Brushed Nickel Hinges	1
37 5/8" x 13 1/2" (Frame Size) 30-19200T Transom - Clear	1
Dura-Frame - 6 9/16" Jamb w/White Composite Brickmould Exterior Trim (Applied) No Strike Plate	1
Bronze Compression Weatherstrip	1
ADA (Public Access) - Mill Finish Sill	1
Therma-Tru Multipoint Heirloom Wide Lever Set w/Brushed Nickel Finish	1

Distributed by:



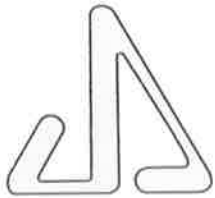
Version #: 4.22
Version Date: 9/22/2016



119

119

Jennifer Scott Salon
734-241-5960



JAMES S. JACOBS ARCHITECTS, PLLC

25 WASHINGTON STREET • MONROE, MICHIGAN 48161 • (734) 241-7933

March 6, 2017

Downtown Development Authority
120 East First Street
Monroe, MI 48161

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Dear Downtown Development Authority,

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Should you have any questions, I can be reached by email at jimj@jsjacobsarch.com or by phone at 734-241-7933.

Sincerely,
JAMES S. JACOBS ARCHITECTS, PLLC

James S. Jacobs, AIA

**2017 DOWNTOWN REINVESTMENT GRANT PROGRAM
APPLICATION**

Deadline: Monday, March 6, 2017

Building Owner's Name (Applicant): Heidi Grab

Project Address: 123 South Monroe Street

Mailing Address: 13635 Shady Lane, Monroe, MI 48161

Telephone Number: 734-625-0291 **E-mail:** grbmeister@aol.com

Existing Use of Building: Beauty 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) The project proposes the renovation
of the west facade. The scope of work will include removal of the existing awning,
reconstruction of the door and window system, with preservation of the existing
prism glass glass transom. Façade to be rebuilt using composite materials. See architectural
drawings attached.

*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?

It will help to enhance the quaint feeling of downtown Monroe. The renovation of the

building will be in accord with the historic depiction of downtown Monroe.

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: \$10,000

Proposed Project Start Date:

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

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

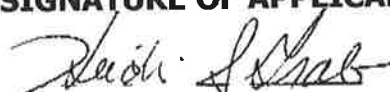
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- Application form, completed and signed by the property owner;
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- B. I (We) have read and understand the conditions of the Façade Program and agree to abide by its conditions and guidelines.
- C. The decision of the Façade Committee/DDA is final.

SIGNATURE OF APPLICANT(S):

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DATE: 2/24/17

DATE: _____

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OFFICE USE ONLY

Submittal Date: _____

Committee Action: _____

Notes/Comments: _____



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March 2, 2017

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Architect was notified and it was decided to rebuild all the trim work in this
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Electric: Fixtures to be photo cell controlled. Fixtures \$1,600.00 allowance included.

Roofing: 24 gauge Kynar metal for cornices.

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lumber

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Page 1 of 1

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O.M. of Exterior Trim = 40 1/8" x 111 3/4"



Image is viewed from Exterior!

Lead Time: Non-Stock

Item Description	Qty
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Dura-Frame - 6 9/16" Jamb w/White Composite Brickmould Exterior Trim (Applied) No Strike Plate	1
Bronze Compression Weatherstrip	1
ADA (Public Access) - Mill Finish Sill	1
Therma-Tru Multipoint Heirloom Wide Lever Set w/Brushed Nickel Finish	1

Distributed by:



Version #: 4.22
Version Date: 9/22/2016

INTERGOVERNMENTAL AGREEMENT
FOR REDEVELOPMENT SERVICES AND PROFESSIONAL SUPPORT
BETWEEN
CITY MONROE
AND
MONROE DOWNTOWN DEVELOPMENT AUTHORITY

This Agreement ("Agreement") is entered into as of the date of the last signature below and is between the City of Monroe ("City"), whose address is 120 East First Street, Monroe, MI 48161, and the Monroe Downtown Development Authority ("DDA") whose address is also 120 East First Street, Monroe, MI 48161 for the purpose of having the City provide additional professional support to the DDA.

R E C I T A L S

WHEREAS, the City and DDA jointly recognize the need to foster redevelopment opportunities in Downtown Monroe along with creating a stronger identifiable sense of place within the community; and

WHEREAS, the DDA is undertaking ambitious plans which include completion of a strategic master plan, retail market analysis, and residential target market analysis; and

WHEREAS, it is anticipated that the strategic plan will have additional programs and projects to be implemented; and

WHEREAS, the DDA currently employs a part-time employee to administrative responsibilities with limited programmatic assignments; and

WHEREAS, the DDA also receives professional assistance from the Community Development Department and the Monroe Business Development Corporation; and

WHEREAS, it is common that most Downtown Development Authorities at a minimum employ a full-time executive director to manage various programs and projects; and

WHEREAS, the City will employee a Economic/Downtown Development Coordinator that will report to the City Manager but serve as a liaison to the DDA

Board and provide professional support to implement its programs and projects.

WHEREAS, it is the desire of both the City and DDA that the DDA will employ its own executive director by July, 1, 2020; and

WHEREAS, this agreement provides the professional support the DDA needs to implement its programs and projects while simultaneously transitioning the DDA Board to eventually position itself to financially afford this position but also have the organization structure to succeed in implementing its plans

WHEREAS, it is understood by both parties that this is not intended to serve as a perpetual arrangement but one that serves the short-term needs of both the City and DDA Board.

NOW, THEREFORE THE FOLLOWING TERMS ARE HEREBY AGREED UPON BY THE MONROE CITY COUNCIL AND THE MONROE DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS.

1. **City Responsibility** – The City shall employ a professional with experience in downtown development and shall serve as a primary liaison to assist the DDA in implementing its programs and projects. This position shall report directly to the City Manager. The City shall provide a suitable professional environment for the professional position to interact with developers, business owners, residents, commercial retailers and brokers, consultants, DDA Board members, City Council members, City staff, and consultants. The City shall be responsible for all personnel costs, supplies, communication devices, and office equipment. The professional position is an at-will position that the City Manager can terminate with or without cause. The professional position shall comply with all City policies and procedures. Given that the City will share the greatest financial burden, the professional position may be assigned other responsibilities at the discretion of the City Manager. The City still intends to utilize the Community Development Department to provide professional support and assistance to the DDA as directed by the City Manager.
2. **Term of the Agreement** – The agreement shall be for a period beginning May 1, 2017 and expire June 30, 2020. .
3. **Renewal** – The parties may renew the agreement in one year intervals after the initial term of the agreement.
4. **Termination** - Either party may terminate the agreement with or without cause by providing the other party with notice its intent at least four months prior to the termination date, or by providing four months notice during the course of the agreement.

5. **Compensation** – The DDA shall compensate the City as listed below. The City shall receive payment by December 31 of each year.

Fiscal Year 2017-18	\$10,000	(Payment Due: December 31, 2017)
Fiscal Year 2018-19	\$20,000	(Payment Due: December 31, 2018)
Fiscal Year 2019-20	\$30,000	(Payment Due: December 31, 2019)

6. **Professional Development, Memberships and Subscriptions** – The DDA shall annually appropriate \$2,000 for professional development, professional memberships and subscriptions for the professional position.
7. **Assignments** - The City's obligations under this Agreement may not be assigned except with the written approval of the Monroe DDA Board.
9. **Notices** - Notices under this Agreement shall be to the Monroe City Clerk/Treasurer and the Monroe DDA President.
10. **Amendments** - Amendments of this Agreement shall be in writing, approved by concurrent resolutions of the Monroe City Council and DDA Board of Directors, and be signed by authorized representatives of the Parties.
11. **Severability** - If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.
12. **Applicable Law** - This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan. The language of all parts of this Agreement is intended to and, in all cases, shall be construed as a whole, according to its fair meaning, and not construed strictly for or against any Party. As used in this Agreement, the singular or plural number, possessive or non-possessive, shall be deemed to include the other whenever the context so suggests or requires.
13. **No Waiver** - Absent an express written waiver, the failure of any party to pursue any right granted under this Agreement shall not be deemed a waiver of that right regarding any existing or subsequent breach or default under this Agreement. No failure or delay on the part of any Party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

14. **Compliance with Laws** - Each Party shall comply with all federal, state, and local statutes, ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.
15. **Entire Agreement** - This Agreement contains the entire agreement of the parties with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings with respect thereto.
16. **Filing** - As provided in MCL 124.510, this Agreement and any amendments of it shall be filed with the Monroe County Clerk and Michigan Secretary of State before taking effect.

IN WITNESS WHEREOF, and pursuant to the concurrent resolutions adopted by City of Monroe City Council and the Monroe Downtown Development Board of Directors, approving and authorizing the signing of this Agreement, the undersigned officials have signed this Agreement on the dates indicated next to their signatures.

[Signatures on next page]

CITY OF MONROE

Dated: _____

By: _____

Mayor, Robert Clark

Dated: _____

By: _____

Clerk/Treasurer, Michelle LaVoy
Halberstadt

MONROE DDA

Dated: _____

By: _____

President, Joseph Peruski

Dated: _____

By: _____

Secretary,