



AGENDA
REGULAR MEETING
Wednesday, February 21, 2018, 8:00 A.M.
CITY HALL, 3rd FLOOR CONFERENCE ROOM, 120 E. FIRST ST.

1. **Roll Call**
2. **Vision Statement** (2 minutes)
3. **Additions/Deletions to the Meeting Agenda** (1 minute)
4. **Public Comment** (2 minutes per individual)
5. **Consent Agenda** (2 minutes) **Action Requested**
 - A. Approval of Agenda
 - B. Approval of Minutes
 - i. Wednesday, January 17, 2018 Regular Meeting
 - C. Financial Reports
 - i. January, DDA Revenue and Expenditure Report FY 2017-2018
 - ii. January, DDA Itemized Expenditure Report FY 2017-2018
 - D. Renewal of Advertisement in State Park Guide
6. **New Business**
 - A. FY2018-2019 Proposed Budget (20 minutes) **Action Requested**
 - B. Spring Flower Planting - Lead: Trujillo (10 minutes) **Action Requested**
7. **Other Business**
 - A. Acceptance of Proposal - Graphic Design Services (10 minutes) **Action Requested**
 - B. Work Plan Updates (5 minutes)
 - C. Façade Improvement Reimbursement for 15 East Second Street (5 minutes) **Action Requested**
8. **Communications**
 - A.
9. **Board Member and Administrative Comments**
10. **Adjournment** **Action Requested**

Vision Statement

In 2027, Downtown Monroe will be a state- and nationally-recognized vibrant and walkable downtown. The storefronts and upper floors are occupied and attract residents to shop and dine locally. It is the preferred downtown in the region for young and successful professionals and retired baby boomers to reside.

The Downtown Monroe retailers and restaurants combine into a lively shopping and entertainment district with an active nightlife. They leverage technology to augment their storefront sales online and to promote their businesses to the community and others in the region.

All historic downtown buildings have made improvements from facade renovations, new signage, and outdoor seating. Empty lots and underused properties are revitalized with productive real estate contributing to the tax base, creating jobs and places to live.

The downtown is connected by an attractive, functional streetscape that is welcoming to pedestrians and non-motorized modes of transportation. The downtown has created greater connection to major employers, education institute and other attractions in the area such as the River Raisin, National and State Parks, and the Center for the Arts.

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, January 17, 2018
Third Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 8:00 a.m.

1. Roll Call

Present: Chairperson Joe Peruski, George Boyan, Mayor Robert Clark, Scott Goocher, Scott Kegerreis, Les Lukacs, Shaun McGowan, MacKenzie Swanson, Anthony Trujillo
Guests: Chip Williams, Williams Insurance and Gabi Smith Middle College Student
Staff: Annette Knowles, Jody Egen Director of Communications, Michelle LaVoy, Michele Rinne

2. Vision Statement

Read by Shaun McGowan

3. Additions/Deletions to the Meeting Agenda - None

4. Public Comments - None

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes of Wednesday, November 15, 2017 DDA meeting
- C. Financial Reports:
 - ❖ November, DDA Revenue and Expenditure Report FY2017-2018
 - ❖ November, DDA Itemized Expenditure Report FY 2017-2018
 - ❖ December, DDA Revenue and Expenditure Report FY2017-2018
 - ❖ December, DDA Itemized Expenditure Report FY 2017-2018
- D. Approval of Annual Meeting Schedule
- E. Request to Publish DDA Annual Report
- F. Acceptance of Proposal to Revise Web Site Design
- G. Purchase of Lamp Post Holiday Decorations – Final Phase

Motion by Les Lukacs, seconded by Shaun McGowan to approve items on the Consent Agenda as presented.

Motion carried unanimously.

6. New Business

A. City Branding Discussion

Jody Egen, Director of Communications, discussed the City Branding which was rolled out in July 2017, and how the DDA can capitalize on it.

B. Fiscal year 2018-2019 Work Plan Finalization and Budget Preparation.

Annette Knowles reviewed with the Board proposed projects that had been prioritized at the November meeting. Full work plans and budget requests were reviewed, along with progress to date on the preparation of the fiscal year 2018-2019 budget. Project plans reviewed include the communications plan, volunteer management program, riverfront parking lot redevelopment, streetscape improvements, annual marketing plan, clean-safe-attractive effort and implementation of opportunities in the target market analysis (residential).

Knowles requested the Board give her direction for the budget after the review. After discussion, general consensus was to utilize funds from fund balance to facilitate the completion of the full project list as presented. A proposed budget shall be submitted for action at the February 21, 2018 meeting.

7. Other Business

A. Election of Secretary

Motion by Mayor Clark seconded by Les Lukacs, to remove the election of the secretary from the table.

Motion carried unanimously.

Motion by George Boyan seconded by Joe Peruski, to elect MacKenzie Swanson as secretary.

Motion carried unanimously.

B. Parking Management/Enforcement Discussion

Motion by Anthony Trujillo seconded by Mackenzie Swanson, to remove the parking management/enforcement discussion from the table.

Motion carried unanimously.

George Boyan had no comments to add. No action was taken.

Mayor Clark stated that the item went in front of the Traffic Committee and was denied. Mayor Clark also stated that if the DDA wanted to bring it back to the Traffic Committee they could and request reconsideration.

C. Seasonal Direct Mail Piece- Request for additional payment

Chairman Peruski handed out a letter from Lamour Printing regarding the invoice.

Motion by Mackenzie Swanson seconded by Scott Kegerreis, to approve the payment in the amount of \$767.37 to Lamour Printing for the Seasonal Direct Mail Piece.

Motion carried. (Yea 8 Nay 1 Anthony Trujillo)

D. Façade Reinvestment Grant Application – 321 North Monroe Reconsideration

Scott Goocher updated the board regarding the reconsideration of the Façade Grant application for 321 North Monroe Street. The request was originally denied by the Façade Committee, since the work was done before the application was sent in. The Façade Committee reconsidered the facts and recommends upholding the original decision to deny the application.

Motion by Mayor Clark seconded by Scott Goocher, to accept the recommendation of the Façade Committee regarding the façade application for 321 North Monroe.

Motion carried. (Yea 8 Nay 1 Les Lukacs)

E. Façade Reinvestment Grant Reimbursement – 21 West Front Street

Scott Goocher updated the Board on the Façade Grant application for 21 West Front Street.

Motion by Anthony Trujillo, seconded by Shaun McGowan, to approve the reimbursement in the amount of \$10,000.00 to GTAK Properties for façade improvements at 21 West Front Street.

Motion carried unanimously.

8. Communications

No communications.

9. Board Member Comments/Guest Comments

10. Adjournment

Motion to adjourn by Les Lukacs, seconded by Mackenzie Swanson at 9:30 a.m.

Motion carried unanimously

TRANSACTIONS FROM 01/01/2018 TO 01/31/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
01/01/2018			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			592,334.52
01/26/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	19765		10,700.00	581,634.52
01/31/2018	GJ	JE	MICHIGAN CLASS INTEREST - JANUARY 201	19791	744.44		582,378.96
01/31/2018			751-00.000-005.000	END BALANCE	744.44	10,700.00	582,378.96
01/01/2018			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			56.35
01/01/2018	GJ		MONTHLY P&L INSURANCE PREMIUM	19688		55.50	0.85
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018			732.65	(731.80)
01/11/2018	GJ	JE	5/3 SERVICE FEES - DEC 2017	19719		7.66	(739.46)
01/17/2018	CD	CHK	SUMMARY CD 01/17/2018			9,181.91	(9,921.37)
01/17/2018	CD	CHK	SUMMARY CD 01/17/2018			36.49	(9,957.86)
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018			732.65	(10,690.51)
01/26/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	19765	10,700.00		9.49
01/31/2018	GJ	JE	POSTAGE - JANUARY 2018	19805		0.47	9.02
01/31/2018	GJ	JE	5/3 SERVICE FEES - JAN 2018	19827		7.36	1.66
01/31/2018			751-00.000-007.000	END BALANCE	10,700.00	10,754.69	1.66
01/01/2018			751-00.000-202.000 ACCOUNTS PAYABLE	BEG. BALANCE			0.00
01/16/2018	AP	INV	FIFTH THIRD BANK	12/18/2017		26.49	(26.49)
			ADOBE SUBSCRIPTION				
01/16/2018	AP	INV	FIFTH THIRD BANK	12/02/2017		10.00	(36.49)
			EMAIL SUBSCRIPTION				
01/16/2018	AP	INV	KNOWLES, ANNETTE	01022018		18.27	(54.76)
			REFRESHMENTS DDA MEETING				
01/16/2018	AP	INV	MKSK2 LLC	2171427		8,563.64	(8,618.40)
			DOWNTOWN MASTER PLAN CONSULTANT				
01/16/2018	AP	INV	NEW MOON VISIONS	134267		600.00	(9,218.40)
			REVISE DOWNTOWN DDA LOGOS & STYLE GU				
01/17/2018	CD	CHK	SUMMARY CD 01/17/2018		9,181.91		(36.49)
01/17/2018	CD	CHK	SUMMARY CD 01/17/2018		36.49		0.00
01/31/2018			751-00.000-202.000	END BALANCE	9,218.40	9,218.40	0.00
01/01/2018			751-65.691-703.000 PART TIME SALARIES & WAGES	BEG. BALANCE			8,886.74
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		680.00		9,566.74
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		680.00		10,246.74
01/31/2018			751-65.691-703.000	END BALANCE	1,360.00	0.00	10,246.74
01/01/2018			751-65.691-717.000 SOCIAL SECURITY	BEG. BALANCE			550.98
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		42.16		593.14
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		42.16		635.30
01/31/2018			751-65.691-717.000	END BALANCE	84.32	0.00	635.30
01/01/2018			751-65.691-717.005 MEDICARE	BEG. BALANCE			128.86
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		9.86		138.72
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		9.86		148.58
01/31/2018			751-65.691-717.005	END BALANCE	19.72	0.00	148.58
01/01/2018			751-65.691-718.010 WORKERS' COMP INSURANCE	BEG. BALANCE			8.24
01/11/2018	PR	CHK	SUMMARY PR 01/11/2018		0.63		8.87
01/25/2018	PR	CHK	SUMMARY PR 01/25/2018		0.63		9.50
01/31/2018			751-65.691-718.010	END BALANCE	1.26	0.00	9.50
01/01/2018			751-65.691-727.000 OFFICE SUPPLIES	BEG. BALANCE			451.30
01/16/2018	AP	INV	FIFTH THIRD BANK	12/18/2017	26.49		477.79
			ADOBE SUBSCRIPTION				
01/16/2018	AP	INV	FIFTH THIRD BANK	12/02/2017	10.00		487.79
			EMAIL SUBSCRIPTION				
01/31/2018			751-65.691-727.000	END BALANCE	36.49	0.00	487.79
01/01/2018			751-65.691-730.000 POSTAGE	BEG. BALANCE			11.00
01/31/2018	GJ	JE	POSTAGE - JANUARY 2018	19805	0.47		11.47

TRANSACTIONS FROM 01/01/2018 TO 01/31/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			751-65.691-730.000 POSTAGE		(Continued)		
01/31/2018			751-65.691-730.000	END BALANCE	0.47	0.00	11.47
			751-65.691-818.020 GENERAL CONTRACT SERVICES		BEG. BALANCE		0.00
01/01/2018			NEW MOON VISIONS	134267	600.00		600.00
01/16/2018	AP	INV	REVISE DOWNTOWN DDA LOGOS & STYLE GU				
01/31/2018			751-65.691-818.020	END BALANCE	600.00	0.00	600.00
			751-65.691-818.020-18R0300000 GENERAL CONTRACT		BEG. BALANCE		16,765.98
01/01/2018			MKSK2 LLC	2171427	8,563.64		25,329.62
01/16/2018	AP	INV	DOWNTOWN MASTER PLAN CONSULTANT				
01/31/2018			751-65.691-818.020-18R0300000	END BALANCE	8,563.64	0.00	25,329.62
			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		333.00
01/01/2018			MONTHLY P&L INSURANCE PREMIUM	19688	55.50		388.50
01/31/2018			751-65.691-910.000	END BALANCE	55.50	0.00	388.50
			751-65.691-955.000 MISCELLANEOUS EXPENSE		BEG. BALANCE		198.83
01/01/2018			KNOWLES, ANNETTE	01022018	18.27		217.10
01/16/2018	AP	INV	REFRESHMENTS DDA MEETING				
01/31/2018			751-65.691-955.000	END BALANCE	18.27	0.00	217.10
			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(3,362.33)
01/01/2018			5/3 SERVICE FEES - DEC 2017	19719	7.66		(3,354.67)
01/11/2018	GJ	JE	MICHIGAN CLASS INTEREST - JANUARY 201	19791		744.44	(4,099.11)
01/31/2018	GJ	JE	5/3 SERVICE FEES - JAN 2018	19827	7.36		(4,091.75)
01/31/2018			751-80.100-665.005	END BALANCE	15.02	744.44	(4,091.75)

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONROE

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PERIOD ENDING 01/31/2018

		2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	01/31/2018 (ABNORMAL) ASE	01/31/2018 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	4,500.00	4,091.75	729.42	408.25
Total Dept 80.100 - GENERAL REVENUE		4,500.00	4,091.75	729.42	408.25
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	216,893.00	191,085.21	0.00	25,807.79
751-80.600-410.000	PERSONAL PROPERTY TAXES	(30,500.00)	(28,618.54)	0.00	(1,881.46)
751-80.600-441.000	LCSA APPROPRIATION/PPT EXEMPT RJ	16,212.00	0.00	0.00	16,212.00
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RJ	0.00	19,427.62	0.00	(19,427.62)
751-80.600-692.090	MISCELLANEOUS REVENUE	5,000.00	1,800.00	0.00	3,200.00
Total Dept 80.600 - GENERAL REVENUE		207,605.00	183,694.29	0.00	23,910.71
TOTAL REVENUES		212,105.00	187,786.04	729.42	24,318.96
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	24,000.00	10,246.74	1,360.00	13,753.26
751-65.691-717.000	SOCIAL SECURITY	1,400.00	635.30	84.32	764.70
751-65.691-717.005	MEDICARE	319.00	148.58	19.72	170.42
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	9.50	1.26	10.50
751-65.691-727.000	OFFICE SUPPLIES	500.00	487.79	36.49	12.21
751-65.691-728.000	COPIES	100.00	0.00	0.00	100.00
751-65.691-730.000	POSTAGE	500.00	11.47	0.47	488.53
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,360.00	0.00	140.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	54,000.00	600.00	600.00	53,400.00
751-65.691-818.020-18R0300000	GENERAL CONTRACT SERVICES	35,000.00	25,329.62	8,563.64	9,670.38
751-65.691-818.080	FACADE IMPROVEMENTS	85,000.00	53,900.00	0.00	31,100.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	253.79	0.00	1,146.21
751-65.691-905.000	PUBLISHING/ADVERTISING	4,000.00	2,107.37	0.00	1,892.63
751-65.691-910.000	INSURANCE PREMIUM	1,500.00	388.50	55.50	1,111.50
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	217.10	18.27	582.90
751-65.691-955.035	DESIGN COMMITTEE	5,500.00	851.74	0.00	4,648.26
751-65.691-955.040	PROMOTION COMMITTEE	2,500.00	2,671.43	0.00	(171.43)
751-65.691-999.101	TRANSFER OUT-GENERAL	10,000.00	0.00	0.00	10,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	105,494.00	27,746.88	0.00	77,747.12
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		333,533.00	126,965.81	10,739.67	206,567.19
Dept 95.260 - CLERK/TREASURER					
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	100.32	0.00	(100.32)
Total Dept 95.260 - CLERK/TREASURER		0.00	100.32	0.00	(100.32)
TOTAL EXPENDITURES		333,533.00	127,066.13	10,739.67	206,466.87
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		212,105.00	187,786.04	729.42	24,318.96
TOTAL EXPENDITURES		333,533.00	127,066.13	10,739.67	206,466.87
NET OF REVENUES & EXPENDITURES		(121,428.00)	60,719.91	(10,010.25)	(182,147.91)
BEG. FUND BALANCE		521,660.71	521,660.71		
END FUND BALANCE		400,232.71	582,380.62		

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures		Balance
	\$24,000.00			
7/13/2017		\$295.79		
7/27/2017		\$769.08		
8/10/2017		\$591.60		
8/24/2017		\$927.52		
9/7/2017		\$680.00		
9/21/2017		\$714.00		
10/5/2017		\$722.50		
10/19/2017		\$680.00		
11/2/2017		\$680.00		
11/16/2017		\$680.00		
11/30/2017		\$752.25		
12/14/2017		\$714.00		
12/28/2017		\$680.00		
1/11/2018		\$680.00		
1/25/2018		\$680.00		
				\$13,753.26
Social Security	Budget	Expenditures		Balance
	\$1,400.00			
7/13/2017		\$18.34		
7/27/2017		\$47.68		
8/10/2017		\$36.68		
8/24/2017		\$57.51		
9/7/2017		\$42.16		
9/21/2017		\$44.26		
10/5/2017		\$44.80		
10/19/2017		\$42.16		
11/2/2017		\$42.16		
11/16/2017		\$42.16		
11/30/2017		\$46.64		
12/14/2017		\$44.27		
12/28/2017		\$42.16		
1/11/2018		\$42.16		
1/25/2018		\$42.16		
				\$764.70
Medicare	Budget	Expenditures		Balance
	\$319.00			
7/13/2017		\$4.29		
7/27/2017		\$11.15		
8/10/2017		\$8.58		

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

8/24/2017		\$13.45		
9/7/2017		\$9.86		
9/21/2017		\$10.35		
10/5/2017		\$10.48		
10/19/2017		\$9.86		
11/2/2017		\$9.86		
11/16/2017		\$9.86		
11/30/2017		\$10.91		
12/14/2017		\$10.35		
12/28/2017		\$9.86		
1/11/2018		\$9.86		
1/25/2018		\$9.86		
				\$170.42
Workers Comp Insurance	Budget	Expenditures		Balance
	\$20.00			
7/13/2017		\$0.27		
7/27/2017		\$0.72		
8/10/2017		\$0.55		
8/24/2017		\$0.86		
9/7/2017		\$0.63		
9/21/2017		\$0.66		
10/5/2017		\$0.67		
10/19/2017		\$0.63		
11/2/2017		\$0.63		
11/16/2017		\$0.63		
11/30/2017		\$0.70		
12/14/2017		\$0.66		
12/28/2017		\$0.63		
1/11/2018		\$0.63		
1/25/2018		\$0.63		
				\$10.50
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$500.00			
Email Subscription		\$10.00		
Web Hosting		\$275.00		
Domain Name Renewal		\$30.34		
Adobe subscription		\$26.49		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

Adobe subscription		\$26.49		
Email Subscription		\$10.00		
				\$12.21
Copies	Budget	Expenditures		Balance
	\$100.00			
				\$100.00
Postage	Budget	Expenditures		Balance
	\$500.00			
August		\$0.46		
Postage for return of banner		\$10.54		
January		\$0.47		
				\$488.53
Audit Services	Budget	Expenditures		Balance
	\$1,500.00			
Plante & Moran PLLC		\$1,360.00		
				\$140.00
General Contract Services - 818.020	Budget	Expenditures		Balance
	\$90,000.00			
Master Plan Consultant		\$1,055.12		
Master Plan Consultant		\$15,710.86		
New Moon Visions (Logos)		\$600.00		
Master Plan Consultant		\$8,563.64		
				\$64,070.38
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$85,000.00			
8/1/2017 Darany Restaurant Reimb		\$8,900.00		
9/5/2017 S. Chen reimb		\$10,000.00		
10/16/2017 128 N Monroe LLC		\$10,000.00		
10/16/2017 TEC Holding		\$5,000.00		
10/26/2017 Heidi Grab (123 S. Monroe)		\$10,000.00		
10/26/2017 Heidi Grab (125 S. Monroe)		\$10,000.00		

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

				\$31,100.00
Training & Travel - 860.000	Budget	Expenditures		Balance
	\$1,400.00			
Emerg Trends Workshop		\$50.00		
MI Downtowns Conference		\$100.00		
Mileage Temperance and Dundee		\$103.79		
				\$1,146.21
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$4,000.00			
EDD Mailing postage		\$501.09		
EDD Mailing postage		\$326.92		
EDD Mailing postage		\$484.45		
EDD Mailing postage		\$494.54		
EDD Mailing postage		\$300.37		
				\$1,892.63
Insurance Premium	Budget	Expenditures		Balance
	\$1,500.00			
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
Monthly P&L		\$55.50		
				\$1,111.50
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
Ink, card stock		\$198.83		
A. Knowles; refreshments DDA Meeting		\$18.27		
				\$582.90
Development Committee - 955.030	Budget	Expenditures		Balance
	\$0.00			
				\$0.00

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

Design Committee - 955.035	Budget	Expenditures		Balance
	\$5,500.00			
Aqua Dulce - Fall Decoration reimb.		\$474.47		
Four Star Greenhouse - fall decorations		\$333.74		
Four Star Greenhouse - fall decorations		\$43.53		
				\$4,648.26
Promotion Committee - 955.040	Budget	Expenditures		Balance
	\$2,500.00			
Hohman Promotions		\$731.25		
Lamour Printing		\$85.00		
Lamour Printing brochures		\$40.00		
Balloons		\$42.15		
Balloons		\$8.48		
P. Stanifer mileage brochures		\$69.55		
Lamour Printing - EDD		\$1,500.00		
Monroe News Ad		\$195.00		
				-\$171.43
Dues & Subscriptions - 958.000	Budget	Expenditures		Balance
	\$600.00			
				\$600.00
Transfer Out Debt Service	Budget	Expenditures		Balance
	\$105,494.00			
Bond Payment		\$27,746.88		
				\$77,747.12
Transfer Out General	Budget	Expenditures		Balance
	\$10,000.00			
				\$10,000.00
Total	\$335,133.00	\$126,965.81		

Memo

Date: Wednesday, February 14, 2018

To: DDA Board of Directors

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

Re: RENEWAL OF ADVERTISEMENT IN STATE PARK GUIDE

BACKGROUND

The DDA Office has been contacted by representatives from Sterling State Park regarding renewal of advertisement in its annual guide, which is distributed to all parties arriving at the park campground. Attached is a copy of the 2017 advertisement.

This item was included in the marketing plan for fiscal year 2018-2019, which begins on July 1. The deadline to commit for this season's edition is February, 2018. Based on the timetable for the annual marketing plan, we can consider the budget allocation for *next* fiscal year, if approved, to be applicable to the 2019 edition.

Circling back to 2018, there are funds left in the publishing/advertising account that are available to cover this expense. Although it appears that nearly all funds have been expended, there was revenue collected from the sale of ads in the holiday direct mail piece that offset the expenditures. To date, \$1,200 has been collected to offset the cost of the direct mail piece, with another \$1,000± expected. After accounting for other projects to be expensed from that account, such as the web site refresh, I am confident in recommending moving forward with this renewal at this time.

ACTION

Approve the place of advertisement in the State Park Guide at a cost of \$325.00, funds to be derived from account 751-65.691-905.000, Publishing/Advertising.



Visit Historic Downtown
MONROE, MICHIGAN

Shopping - Dining
Museums - Personal Services

Two Miles from
Sterling State Park



Like Us On Facebook:
Downtown Monroe, MI

www.downtownmonroemi.com

Memo

Date: Wednesday, February 14, 2018

To: DDA Board of Directors

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

Re: FY2018-2019 PROPOSED BUDGET

BACKGROUND

Please find attached for your review and approval for submission the proposed fiscal year 2018-2019 budget. The budget was developed in accordance with the work plan that the board conceived, under the premise that all projects contained in the work plan would be funded through anticipated revenue and fund balance.

Please pay particular attention to columns 6 and 7 in your review. Column 6 represents the anticipated delivery of service for the remainder of this fiscal year, ending June 30, 2018. Column 7 represents the proposed revenue and expenses for the forthcoming year, as discussed by the board throughout the work planning segments at previous meetings. If additional clarification was needed to make clear the intent of any revenue or expense line item, I included that in Column 9 as a note.

On the revenue side, we anticipate total revenue of \$215,062; the largest source being tax increment financing. Lesser amounts include a reimbursement from the State of Michigan for lost personal property tax increment and revenue from a seasonal cooperative advertising piece included in the marketing plan.

On the expense side, if all projects are completed, the total amount to be expended will reach \$349,305. The effect on fund balance will be a draw-down of \$134,243, leaving approximately \$325,000 for use in future years. To reiterate, a general rule of thumb for fund balance is to retain fifteen (15%) to twenty (20%) of funds in balance. Following that rule, a recommended fund balance is \$40,000-50,000.

Significant fund categories (not line items) include staff support (\$43,661), work plan projects (\$140,000) and debt (\$113,994). Secondary categories include maintenance (\$15,000) and marketing and communications (\$15,750).

Explanation of notes:

Revenue:

- (a) It is anticipated that ad sales for the holiday direct mail piece will offset a portion of the costs of the design and production of the piece.

Expense:

- (1) In previous budgets, the cost of the web site was applied to Office Supplies. In this proposed budget, those costs were moved into a new account, Community Promotion.
- (2) With more direct mail to downtown businesses, an increase in the amount of postage was included.
- (3) The total amount in General Contract Services includes all proposed work plan projects for 2018-2019 *and* two projects from the Strategic Plan that are likely to carry over, the Upper Floor Conversion Case Study and the Riverwalk Plan.
- (4) The agreement with the City for economic development services includes the requirement to provide \$2,000 for attendance at workshops and conferences and for memberships. The figure was divided into \$1,400 for training and \$600 for memberships.
- (5) Community Promotions is a new account, combining the expenses for marketing and communications.
- (6) Added to account for the expense of the holiday direct mail piece. The DDA may underwrite \$1,000 of the direct mail piece. This covers the difference.
- (7) The DDA must publish an annual report in a newspaper of general circulation, as required by state statute.
- (8) This new account will account for the plans for tree and lighting maintenance.
- (9) Anticipated expenses for volunteer management and stakeholder meetings are included as Miscellaneous, rather than creating new accounts with low expenditures.
- (10) See note 4.

If approved, the work plan and corresponding budget will be presented to the city council at its meeting at its special work session on Monday, March 19, 2018. Board members are welcome and encouraged to attend the council work session.

You may also note that tentative figures for fiscal year 2019-2020 have been inserted into the worksheet. An examination of total appropriations indicates that about \$15,600 in funds for fiscal year 2019-2020 are projected to be flexible funds for allocation to work plan projects.

City Manager Pastue and Chairman Peruski were briefed fully about the proposed budget and should be able to respond to your questions on Wednesday, February 21.

ACTION

Approve the submission of the fiscal year 2018-2019 budget to the City Council

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
2/9/2018	BUDGET REPORT FOR CITY OF MONROE Calculations as of 01/31/2018							
		2016-17	2017-18	2017-18	2017-18	2018-19	2019-20	
		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	REQUESTED	REQUESTED	
GL NUMBER	DESCRIPTION		BUDGET	THRU 01/31/18	ACTIVITY	BUDGET	BUDGET	NOTES
	ESTIMATED REVENUES							
	Dept 80.100-GENERAL REVENUE							
751-80.100-665.005	INTEREST ON INVESTMENTS	4,731.34	4,500.00	2,678.20	4,500.00	4,500.00	4,000.00	
	Totals for dept 80.100-GENERAL REVENUE	4,731.34	4,500.00	2,678.20	4,500.00	4,500.00	4,000.00	
	Dept 80.600-GENERAL REVENUE							
751-80.600-402.000	REAL PROPERTY TAXES	214,728.01	216,893.00	191,085.21	216,893.00	219,062.00	223,000.00	
751-80.600-410.000	PERSONAL PROPERTY TAXES	(30,188.28)	(30,500.00)	(28,618.54)	(30,500.00)	(31,000.00)	(31,500.00)	
751-80.600-441.000	LCSA APPROPRIATION/PPT EXEMPT REIMB		16,212.00					
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT REIMB	16,211.53		19,427.62	19,427.62	19,500.00	19,500.00	
751-80.600-692.090	MISCELLANEOUS REVENUE	5,194.37	5,000.00	1,800.00	1,800.00	3,000.00	3,000.00	[a] Revenue from direct mail piece
	Totals for dept 80.600-GENERAL REVENUE	205,945.63	207,605.00	183,694.29	207,620.62	210,562.00	214,000.00	
	TOTAL ESTIMATED REVENUES	210,676.97	212,105.00	186,372.49	212,120.62	215,062.00	218,000.00	
	APPROPRIATIONS							
	Dept 65.691-DOWNTOWN DEVELOPMENT							
751-65.691-703.000	PART TIME SALARIES & WAGES	17,066.52	24,000.00	8,886.74	20,000.00	22,000.00	22,300.00	1,000 hours + 150 flexible
751-65.691-717.000	SOCIAL SECURITY	1,058.13	1,400.00	550.98	1,200.00	1,320.00	1,340.00	6%
751-65.691-717.005	MEDICARE	247.47	319.00	128.86	280.00	320.00	320.00	
751-65.691-718.010	WORKERS' COMP INSURANCE	30.00	20.00	8.24	20.00	21.00	30.00	
								[1] moved web site to comm promo, use only for office supply
751-65.691-727.000	OFFICE SUPPLIES	400.23	500.00	451.30	500.00	500.00	500.00	
751-65.691-728.000	COPIES		100.00			100.00	100.00	
751-65.691-730.000	POSTAGE	104.07	500.00	11.00	100.00	500.00	500.00	[2] anticipated increase for invitations
751-65.691-750.075	SEASONAL DECORATIONS	0.00	0.00	0.00	0.00	5,000.00	5,000.00	
751-65.691-818.010	AUDIT SERVICES	1,320.00	1,500.00	1,360.00	1,360.00	1,500.00	1,500.00	
								[3] per project list FY17 \$10K Arch Services, \$45K Riverwalk carried over; FY18 DMP \$10K, \$25K Riverfront Lot Redev; \$40K Streetscape Guidelines, \$10K Res Dev
751-65.691-818.020	GENERAL CONTRACT SERVICES	29,760.00	89,000.00	16,765.98	35,000.00	140,000.00		

		2016-17	2017-18	2017-18	2017-18	2018-19	2019-20	NOTES
		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	REQUESTED	REQUESTED	
GL NUMBER	DESCRIPTION		BUDGET	THRU 01/31/18	ACTIVITY	BUDGET	BUDGET	
751-65.691-818.080	FACADE IMPROVEMENTS	40,507.00	85,000.00	53,900.00	85,000.00	10,000.00		
751-65.691-860.000	TRAINING & TRAVEL		1,400.00	253.79	1,400.00	1,400.00	1,400.00	[4] per city agreement
751-65.691-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	15,450.00		[5] \$2,600 Comm; \$9,850 Mktng; [6] \$3K over for direct mail rev
751-65.691-905.000	PUBLISHING/ADVERTISING	2,749.89	4,000.00	2,107.37	4,000.00	300.00	300.00	[7] annual report
751-65.691-910.000	INSURANCE PREMIUM	467.04	1,500.00	388.50	500.00	500.00	500.00	Historical cost
751-65.691-934.751	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	15,000.00	15,000.00	[8] trees, lighting
751-65.691-955.000	MISCELLANEOUS EXPENSE	322.88	800.00	198.83	800.00	800.00	800.00	[9] incl vol mgmt and stakeholder mtg
751-65.691-955.030	DEVELOPMENT COMMITTEE	1,402.22						deactivate
751-65.691-955.035	DESIGN COMMITTEE	15,553.90	5,500.00	851.74	5,500.00			deactivate
751-65.691-955.040	PROMOTION COMMITTEE	8,987.53	2,500.00	2,671.43	2,700.00			deactivate
751-65.691-958.000	MEMBERSHIPS AND SUBSCRIPTIONS		600.00		600.00	600.00	600.00	[10] per city agreement
751-65.691-999.101	TRANSFER OUT-GENERAL		10,000.00		10,000.00	20,000.00	30,000.00	
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	96,393.75	105,494.00	27,746.88	105,494.00	113,994.00	122,200.00	
Totals for dept 65.691-DOWNTOWN DEVELOPMENT		216,370.63	333,533.00	116,281.64	274,454.00	349,305.00	202,390.00	
Dept 95.260-CLERK/TREASURER								
751-95.260-961.005	REFUND - BOR SETTLEMENT	1,419.21		100.32				
Totals for dept 95.260-CLERK/TREASURER		1,419.21		100.32				
TOTAL APPROPRIATIONS		217,789.84	333,533.00	116,381.96	274,454.00	349,305.00	202,390.00	
NET OF REVENUES/APPROPRIATIONS - FUND 751		(7,112.87)	(121,428.00)	69,990.53	(62,333.38)	(134,243.00)	15,610.00	
BEGINNING FUND BALANCE		528,773.58	521,660.71	521,660.71	521,660.71	459,327.33	325,084.33	
ENDING FUND BALANCE		521,660.71	400,232.71	591,651.24	459,327.33	325,084.33	340,694.33	

Memo

Date: Thursday, February 15, 2018
To: DDA Board of Directors
From: Anthony Trujillo, Lead, Curb Appeal Project Team
Re: SPRING FLOWER PLANTING

BACKGROUND

Concrete planters,

We need to come up with a solution on the large round concrete planters that are in place around the city. This is a time to make a move and get ready for the future of our downtown streets.

I believe they have served their purpose and pose as a modern planter for The City of Monroe. A large number of these planters have started to deteriorate. They have cracks and the reinforcement wire is showing on quite a few of them. They are mismatched throughout town. By removing a large number of these planters and placing them in a pattern around the city, I feel we can start making an improvement on the city Streetscape.

I propose to the Board that we take the planters that are still in good condition and place them on specific corners in town. Some examples are: Washington St. and First St., and Monroe St. and First St., Monroe St. and Front St. The Monroe Tourism Bureau said they would take care of the planters on Cass St. and Front St. We could even think about placing two planters on Macomb St. and Front St. on the west side corners. We could cut back to 12 to 16 planters. With the money we save from having less planters, we could use to have a professional nursery plant flowers in our remaining planters and maybe partner up with the city to have an employee water the plants. This would be a great start for a better balance of our city's curb appeal while maintaining the flowers and planters in good condition until the new Streetscape starts taking place.

Thank You

ACTION

Concur with recommendation

Memo

Date: Wednesday, February 14, 2018

To: DDA Board of Directors

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

Re: ACCEPTANCE OF PROPOSAL – GRAPHIC DESIGNS SERVICES

BACKGROUND

In response to a Request for Qualifications (RFQ) for Graphic Design Services, two statements of qualifications were received. The RFQ was circulated to firms in the greater Monroe area and to the consulting firm responsible for the recent rebranding. The two respondents were 20 Creative and New Moon Visions. Both responses are attached.

An ad hoc committee consisting of the leads for the Marketing and Communications Plans (Mayor Clark and Members Swanson and McGowan) was convened to review the statements of qualifications and to recommend to the board a graphic design firm that will work on projects included in both plans.

The ad hoc committee carefully considered criteria such as qualifications and experience of team members, satisfaction of previous clients, quality of the proposal, affordability and local preference, and reviewed samples of work from other clients that were collected. The ad hoc committee would like to recommend that the board select 20 Creative as the project-based graphic design service provider for a six-month period, March through October, 2018. During this time, a couple projects will be assigned. If completed satisfactorily, the tenure may be extended.

ACTION

Approve the selection of 20 Creative as service provider for Graphic Design for the period March 1 through August 31, 2018, with fees for services as outlined in its statement of qualifications.

MONROE™

DOWNTOWN
DEVELOPMENT AUTHORITY

PROPOSAL FOR GRAPHIC DESIGN SERVICES

SINCE 1825
THE MONROE NEWS



Contact:

Jeanine Bragg, Sales Director
jbragg@monroenews.com
734-240-5027

20 Creative
a division of The Monroe News

20 West First Street
Monroe, MI 48161
Phone: 734-242-1100

Monroenews.com
20creative.com

SINCE 1825

THE MONROE NEWS

20 Creative a division of The Monroe News
20 West First St.
Monroe, Michigan 48161

The Monroe News has been located in the heart of the City of Monroe for more than 190 years. We consider ourselves to be stakeholders in Monroe, recognizing that our success is intertwined with that of the city. We would be proud to add the Downtown Development Authority to our list of projects.

In an effort to diversify and capitalize on our in-house resources, The Monroe News launched 20 Creative in 2011, a local marketing and design agency specializing in logo design, graphic design, identity packages and website creation. Some of our recent projects include logo design and brochures for Aqua Bio Technologies; a logo and website design for the Business Development Corporation; a website for Midway Products and media placement and design for Durocher's.

We believe our history and established relationships within the community afford us a unique advantage, setting us apart from other competing design agencies.

Sincerely,

Jeanine Bragg
Sales Director
The Monroe News / 20 creative
jbragg@monroenews.com
734-240-5027

TEAM MEMBERS

Holly Laginess, *Graphic Designer*

Employment: Holly was hired as a graphic designer for 20 Creative. Her role was quickly expanded to include work for The Monroe News. She has created logos, brochures, rack cards, maps and page layouts. Holly is also capable of design for digital too.

Education: Bachelor of Arts in Graphic Design with a concentration in Business Administration at Madonna University in Livonia, MI.

Tina Ciacelli, *Graphic Designer*

Employment: Tina has been with The Monroe News for 20 years, working in several capacities, starting out as a sales representative and liaison with the graphics team. She later began designing her own ads and landed herself a full-time position in the design department. Tina specializes in full page layouts and creating unique looks for each advertiser she works with.

Cindy Wald, *Graphic Designer*

Employment: Cindy has worked at two newspapers, a large printing company that produced large volume, quality publications and at an Ad Agency as a package designer. Cindy creates print and coordinating web advertisements, designs special sections and customer brochures, booklets and tabloid print jobs.

Education: Bachelor of Fine Arts from Eastern Michigan University with a concentration in Graphic Design and Language and Literature. She also has a Graphic Technologies Certificate from Schoolcraft College.

Blair Hornbeck, *Digital Media Specialist/Sales*

Employment: Blair was hired as the digital specialist for The Monroe News and 20 Creative, developing and implementing digital campaigns for clients. Blair has a great sense of design and understands how to manage digital programs to achieve the best results.

Education: College of Journalism at Central Michigan University in Mount Pleasant, MI with a concentration in Advertising and Media Design.

Jeanine Bragg, *Sales Director*

Employment: She has worked in the newspaper industry for more than 20 years, developed and launched several niche publications, has worked as marketing director for Monroe Publishing Co., currently Sales Director of Retail Sales for all divisions of The Monroe News, Bedford Now and 20 Creative.

Education: BSBA with specialization in marketing and heavy concentration in economics from Bowling Green State University, Bowling Green, OH.

REFERENCES

Bill Kipf

Monroe County Home Builders Association

734-770-3529

Signage for meeting and events; website build and development; business cards; Digital campaigns and print ads

Tim Lake

Business Development Corporation of Monroe County

734-241-8081

Website development and print advertising

Paul LaMarre III

Port of Monroe

734-241-6480

Brochure design and map; elements for website; photo reproduction

Kathy Russeau

Monroe County Community Foundation

734-242-1976

Annual Report-print advertising and social media campaign

Loretta LaPointe

City of Monroe

734-243-0700

Recreation Department-tabloids, design, layout and printing

Kim Janessen & Sandy Williams

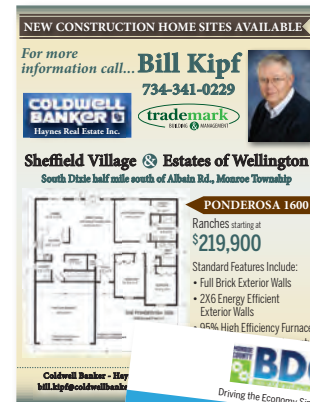
Monroe Public Schools

Community Education-tabloid design, layout and printing

Bob DeSloover & Ron Brant

Kiwanis Club of Monroe

Kiwanis Annual Report-tabloid design, layout and printing



WE INVEST IN A BETTER FUTURE FOR OUR COMMUNITY

\$8,557,697 IN TOTAL ASSETS

\$128,830 DISTRIBUTED FOR GRANTS TO OUR COMMUNITY

\$49,200 DISTRIBUTED FOR SCHOLARSHIPS

\$36,446 DISTRIBUTED FOR GRANTS TO OUR AFFILIATE, GREATER MILAN AREA COMMUNITY FOUNDATION

WE ARE YOUR TRUSTED FIDUCIARY

FINANCIAL STATEMENT*

	2015 - 2016	2014 - 2015
Assets		
Fixed Assets	\$1,000,000	\$1,000,000
Current Assets	\$7,557,697	\$7,557,697
Liabilities		
Accounts Payable	\$1,000,000	\$1,000,000
Accounts Receivable	\$1,000,000	\$1,000,000
Other Liabilities	\$5,557,697	\$5,557,697
Net Assets	\$8,557,697	\$8,557,697
Rate of Return 2015-2017	1.3%	1.3%
Operating Income 2015-2017	\$49,200	\$49,200

RATE OF RETURN 2015-2017

Category	Rate of Return 2015-2017
Fixed Assets	1.2%
Current Assets	1.5%
Net Assets	1.3%

OPERATING INCOME 2015-2017

Category	Percentage
Grants	40%
Scholarships	30%
Operating Expenses	20%
Other	10%
Other Assets	10%

- 40% Grants
- 30% Scholarships
- 20% Operating Expenses
- 10% Other
- 10% Other Assets

City of Monroe Bicentennial!

2015-2017 MONROE REPORT | 2



DESCRIPTION OF WORK

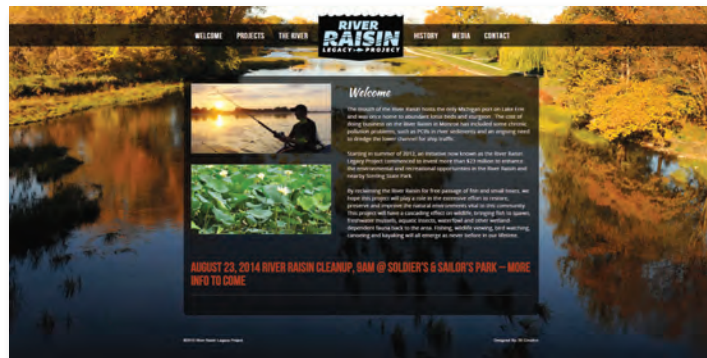
Our design team will focus on quality customer service, offering a diversity of options and creative elements not found with most other agencies. We have experience in developing similar projects in scope and depth. We have created marketing and graphic elements for a number of companies in southeast Michigan, from small independent businesses to large corporate organizations. We work hand-in-hand with clients through the production process.

Project Experience

1. Bi-Centennial Committee-logo; website; book
2. Heritage Trail-brochure and website
3. River Raisin Legacy Project-print ads in the newspaper; website and video production
4. Pure Monroe-website and various small projects
5. Christmas Magic in Monroe-map, signage, rack cards, print ads, digital campaign, radio

Sample websites

1. BDC-monroecountybdc.org
2. Port of Monroe-portofmonroe.com
3. River Raisin Legacy Project-riverraisinglegacyproject.com
4. Monroe County Historical Society-monroemihistory.org



SCHEDULE OF FEES

Design: All design work billed at \$75.00 per hour

Photography: a mini shoot up to two hours \$250;
photography over two hours would be quoted on the
project and pricing would depend on scope or work.

Copywrting: All copywriting billed at \$75.00 per hour

Contact: Jeanine Bragg, Sales Director
jbragg@monroenews.com
734-240-5027

20 Creative a division of The Monroe News
20 West First Street
Monroe, MI 48161

Monroe County Chamber of Commerce with
THE MONROE NEWS
 PRESENTS



Parade & Winter Wonderland
www.christasmagicinmonroe.com

Saturday, December 16, 2017
 6:00pm - 9:00pm | Historic Downtown Monroe, Washington Street

Enjoy an evening filled with holiday spirit.
 Join us for Christmas Magic in Monroe Parade & Winter Wonderland December 16th in Historic Downtown Monroe. The parade launches at 6:00pm and the magic continues through 9:00pm with a visit from Santa, carriage rides, ice skating and fun. For more details on parade entries, parade route, vendors, and all the wonderful sponsors that help make this event magical, visit christasmagicinmonroe.com

Plan for this magical night!
 For more information, visit christasmagicinmonroe.com

Enter the parade!
 Enter your float, group or vehicle at christasmagicinmonroe.com

Be a vendor!
 To book your spot & add on Vendor Village, visit christasmagicinmonroe.com

Become a sponsor!
 Sign up to be a sponsor at christasmagicinmonroe.com



- Public Parking
- Parade Route
- Winter Wonderland
- Handicap Parking on the Parade Route
- Hard Closure Barriers
- Santa's Pavilion
- Vendor Village
- Ice Skating
- Warming & Hospitality Stations

SPONSOR SPONSORS



GOLD SPONSORS



SILVER SPONSORS



BRONZE SPONSORS



PRECINCT SPONSORS





Vendor Village






Christmas Magic
 In Monroe
 Parade & Winter Wonderland

SANTA PHOTO FASTPASS





Christmas Magic in Monroe
 Parade & Winter Wonderland

Parade • Santa's Pavilion • Ice Skating • Vendor Village
 Carriage Rides • Public Warming Stations

Saturday, December 16, 2017 | 6pm-9pm

[Click Here to follow the magic!](#)



- Food Trucks
- Hard Closure Barriers
- Staging
- Parade Route
- Winter Wonderland
- Handicapped Parking
- Restrooms
- Reserved Seating
- Public Parking
- Santa's Pavilion
- Ice Skating
- Vendor Village
- Carriage Rides
- Monroe Christmas Tree
- Public Warming Stations
- Over 30 vendors along the parade route

ENTER TO WIN!

FIVE DIFFERENT PRIZES!

- Best Western Splash Universe - Inclusive Family Package
- Silver Bells Christmas Gift Shop - Two \$25 Gift Certificates
- Kozy Korner - Two \$10 Gift Cards
- Swan Creek Candle - \$49 Candle Set
- Elektrik Beach Basket

Fill out the Christmas Magic in Monroe drawing slip in order to be entered.

#MAGICINMONROE







Monroe Public Schools NOW HIRING

Boiler Operator

\$20.34/hour, additional \$1.35 with specialized licenses or journeyman card, health benefits available.



Classroom & Lunchroom Assistants

Starting pay is \$8.90-\$9.30 per hour. Must have high school diploma, preferred to have associates degree or willing to take and pass the ETS Parapro Assessment. Special training will be provided where needed and requested.

Substitute Bus Drivers

Paid training will be provided, high school diploma is required. Starting wage after securing a commercial driver's license (CDL-B) with P, S and Air Brake endorsement, is \$13.75 an hour. Must pass the Department of Transportation physical examination, possess a good work ethic and a willingness to work with children. Substitute bus drivers are first to be considered for regular bus driver positions. Starting wage for regular drivers is \$16.13 - \$16.25 with positions currently available.



For more information go to
www.monroe.k12.mi.us
Click on Employment Opportunities



RFS Charitable Foundation: An Innovative Approach to Behavioral Health

Join a diverse team of mental health and social work professionals that is different by design. RFS Charitable Foundation improves communities, families, and schools through high-quality behavioral health services and trusting relationships. Our programs provide youth and families with community resources, clinical services, and extracurricular activities to reduce behavioral issues and substance abuse. RFS currently seeks skilled candidates who are passionate about making a difference in the communities that we serve.

Now accepting applications for **Clinical Therapists**. Must be a Michigan licensed Master's of Social Work. Must have the ability to maintain clinical responsibility for individual client and/or family. Must be familiar with the DSM 5 and be able to provide diagnostic assessments, treatment planning, individual therapy and other clinical documentation as deemed necessary by CARF and RFS Charitable Foundation standards.

Also accepting applications for **Case Managers**. BSW required. Must have the drive and desire to provide advocacy, arrangement and coordination of services, and linkage of resources based on the assessed needs of the client. Will be responsible for assisting clients in developing the necessary skills to reach their goals through appropriate interventions.

Why RFS is a great place to work...

- Provides continuing education units
- Provides professional development trainings
- Hone your skills under the guidance of involved, engaged leadership
- Take a fresh, holistic approach to behavioral health
- Join a community-based organization that makes a difference where you live
- Receive competitive wages and a comprehensive benefits package
- Receive clinical supervision for professionals seeking to advance licensure

To apply: Please email resumes to HR@rfstackle.com and visit our website at www.rfstackle.com



**REPUBLIC
SERVICES**

Republic Services is looking for passionate, dedicated and focused individuals like you to join our team of over 32,000 employees serving 14 million customers and over 2,700 communities across the United States.

We have an opportunity for Diesel Mechanic Maintenance Technician - Experienced - \$3K Bonus

- Competitive pay rates with excellent benefits including Medical, Dental, Vision and 401(k)
- Paid holidays, vacation, and personal time
- Future career advancement opportunities
- Fortune 500 Company in a stable industry
- Serve your community in a rewarding position

Visit republicservices.jobs for more information and to view available positions.



Union Commercial/Industrial HVAC/R Contractor

Hiring Journeyman Service Technicians

Over-scale and Vacation Negotiable

Send resume to the following:



5465 Enterprise Blvd.
Toledo, OH 43612

or e-mail: kbcoe@noroninc.com or fax: 419-726-6651
www.noroninc.com



CERTIFIED NURSING ASSISTANT

Rivergate Terrace and
Rivergate Health Care Center
in Riverview



SIGN-ON BONUS!

Full-time position available for all shifts. Must be a state-certified nursing assistant. Sign-on bonus: \$250 after 90 days, \$250 after 6 months, \$500 after year.

Please apply in person, email or fax:
Hazel Treadway, Hazel_Treadway@LCCA.com
14141 Pennsylvania Rd., Riverview, MI 48193
(Less than 15 min. north of the Monroe County line)
734-284-8000 / 734-282-0333 Fax



LifeCareCareers.com
An Equal Opportunity Employer 103443



CLEAN TECH INCORPORATED

Clean Tech Inc., a leader in plastics recycling located in Dundee, MI, is taking applications for a **Maintenance Technician** and **Machine Operators**.

All candidates must have a valid driver license, a high school diploma or G.E.D. or higher, and be able to pass a background check and drug screening. Skills and abilities include basic math and reading knowledge along with computer skills, good verbal communication, and inter-personal skills. Applicants must be able to follow all safety rules.

Maintenance Technicians are responsible for repairing and maintaining and performing preventative maintenance on our equipment including conveyors, pneumatics, and hydraulics. 480V electricity experience is preferred.

Machine Operators are responsible for operating production lines, making adjustments or minor mechanical repairs in a safe and efficient manner, and ensure proper operation of associated equipment with the line and misc. related duties as assigned.

Shifts are 12 hours from 7:00-7:30. Sundays are double time. Overtime, 401(k), vacation, medical and dental insurance benefits are available. You can apply online at www.cleantechrecycling.com/careers, in person at **500 N. Dunham St., Dundee, MI, 48131**, or by e-mail at hr@cleantechrecycling.com.



Clean Tech Inc., 500 N. Dunham St., Dundee, MI



Secretary/ Clerical Assistant



The **City of Monroe** is accepting applications for a Secretary/Clerical Assistant in the Building Department. Position will be responsible for a number of general administrative and clerical/secretarial support tasks, maintaining a comprehensive electronic database and record keeping system, including serving as recording secretary to committees/commissions. Must be a high school graduate or equivalent, proficient in spreadsheet, word processing and document management software. Candidate must be able to pass the City's aptitude/skills exam with a 70% minimum passing score. Salary Range: \$14.06 - \$21.10 per/hr.

Send letter of interest and application to:

City of Monroe Human Resources

120 E. First St., Monroe, MI 48161

Or Email dawn.jones@monroemi.gov

or visit our website:

www.monroemi.gov

EOE



Saturday, Sept. 24. 4-10 pm • More than **100** craft beers to sample!

MONROE COUNTY BREW FEST



MUSIC • FUN • FOOD

THE MONROE NEWS & FLAT ROCK SPEEDWAY PRESENT



2016 MONROE COUNTY BREW FEST

Combining the growth of craft beer with the desire to provide an exciting new event to Monroe County, The Monroe News and Flat Rock Speedway have teamed up to present "The Monroe County Brew Fest, 2016." The September 24 event will host more than 75 vendors serving more than 100 beers from around the state and the U.S. In addition to cold beer, guests will also enjoy food and live music by Jack and the Bear and The Cypriates. The Monroe News is dedicated to connecting our readers and our clients to the community. We are committed to the growth and success of Monroe County.

Wheat, Monks, stouts and pale ales... are terms any beer lover knows well. Although they were once considered only for experts, today they are widely known by anyone who sits fast into a bar.

1. According to the Brewers Association, Michigan currently ranks sixth in the nation for the number of craft breweries in the state, with more than 200, now in operation.*

2. The trend toward craft beer options is set to enjoy a robust growth through 2017, with Mintel forecasting the segment to grow to \$18 billion by 2017, a result that will see the segment triple in the decade between 2007 and 2017.

3. Craft beer appreciators are becoming as diverse as craft beer itself. Data indicates that 38% of households purchased a craft beer in the last year. Women consume almost 32% of the craft beer volume, almost half of which comes from women ages 21-34.

*Mintel.com

MONROE COUNTY BREW FEST 2016

SPONSORSHIP FORM

Business Name: _____
 Contact Name: _____
 Email address: _____
 Address: _____
 Phone number: _____ Fax: _____

Sponsorship options:

<input type="checkbox"/> Presenting Sponsor	\$10,000
<input type="checkbox"/> Venue Sponsor	\$8,000
<input type="checkbox"/> Souvenir Glass Sponsor	\$4,500
<input type="checkbox"/> Food Truck	\$1,000
<input type="checkbox"/> Entertainment Sponsor	\$2,000
<input type="checkbox"/> Parking Lot Sponsor	\$1,000
<input type="checkbox"/> Booth Space	\$100
<input type="checkbox"/> Check enclosed	

Mail to: The Monroe News, 20 West First St., Monroe MI 48161

Credit card: ☐Master Card ☐ Visa ☐Discover ☐ Amex
 Card Number: _____
 Exp. Date: _____ Security code: _____ Signature: _____

Accept Participation: I the undersigned am authorized and agree to participate in the The Monroe News and Flat Rock Speedway Brew Fest as a sponsor. I commit my company to the above financial obligation.

Contact Signature: _____ Date: _____
 The Brew Fest Representative: _____ Date: _____

MONROE MEDIA GROUP **FLAT ROCK SPEEDWAY**

DIVISION OF:
THE MONROE NEWS
BEFORE NOW &
MONROE MAGAZINE
20 W. First St., Monroe MI 48161
734-242-1100 • FAX 734-242-3175
www.monroenews.com

\$1.00 1-3 OZ. BREW SAMPLE

MONROE COUNTY BREW FEST

SEPTEMBER 23, 2017

THE MONROE NEWS FLAT ROCK SPEEDWAY

Women's EXPO

April 4

INSPIRATION • INTERACTION • INDULGENCE

Hosted by Monroe Media Group

Women's EXPO

April 4

INSPIRATION • INTERACTION • INDULGENCE

Hosted by Monroe Media Group

Where?
River Raisin Banquet Center
8 North Monroe Street
Monroe, Michigan 48162

When?
Saturday, April 29, 2017
10:00am - 3:00pm

1. Presenting\$1,000 Signage at Event Logo on all Marketing Material 6col. x 10"	3. Food/Snack\$250 Signage at Event Logo on all Marketing Materials 3col. x 5"
2. Venue\$500 Signage at Event Logo on all Marketing Materials 3col. x 10"	4. Booth Space\$150 Name listed on all Marketing Materials 2col. x 4"

PARTICIPATION FORM

Credit card: ☐Master Card ☐ Visa ☐Discover ☐Amex
 Card Number: _____
 Exp. Date: _____ Security code: _____
 Signature: _____

Accept Participation: I the undersigned am authorized and agree to participate in the The Monroe News and Women's Expo as a sponsor. I commit my company to the above financial obligation.

Contact Signature: _____ Date: _____
 Expo Representative: _____ Date: _____

MONROE MEDIA GROUP **THE MONROE NEWS**
PUBLISHER OF THE MONROE NEWS
MONROE MAGAZINE • BEFORE NOW

Phone (734) 242-1100 • Fax (734) 242-3175
www.monroenews.com • www.mindbrenn.com
20 W. First St., Monroe, MI 48161

Women's EXPO

April 4

INSPIRATION • INTERACTION • INDULGENCE

Hosted by Monroe Media Group

FREE EVENT!

Saturday, April 29, 2017
10am - 3pm

Seminars & Demonstrations

10:30 Associates in Women's Health
 11:00 Upper Cervical
 11:30 Miller Vein
 12:00 Great Lakes Weight Loss & Wellness
 12:30 Associates in Women's Health
 1:00 Moulton Group
 1:30 Tai Chi
 2:00 Nutrition Blast
 2:30 Hubbard Chiropractic

Presenting Sponsor:
Associates in Women's Health

Venue Sponsors:
Friendly Ford Lincoln & Moulton Group

Snack Sponsor:
Colino's Fruit & Vegetable Market

Coffee & Tea Sponsor:
Agua Dulce

Cookie Sponsor:
Bonnie's Creations

Booth Vendors

Carroll/Ochs Jewelers
 Hubbard Chiropractic
 Lake Erie Mercantile
 Tai Chi Monroe
 Nutrition Blast
 Upper Cervical
 Global Digital Printing
 Friendly Ford Lincoln
 Tastefully Simple
 Moulton Group
 Miller Vein
 Couture by Karen
 Associates in Women's Health
 Electric Beach

Great Lakes Weight Loss & Wellness
 Scally Waggis
 Ashley Tola/Mary Kay
 Cosmetics
 Donna Salon & Spa
 Gifts & More
 Party Life
 Rodan + Fields
 Debs Floral Designs
 Heartbeat of Monroe
 Lip Sense
 Diamond Designs
 Bonnie's Creations

River Raisin Banquet Center 8 N. Monroe St. Monroe, MI 48162

SAVE THE DATE • WOMEN'S EXPO 2018

Women's EXPO

April 4

INSPIRATION • INTERACTION • INDULGENCE

Hosted by Monroe Media Group

APRIL 21, 2018

LaRoy's Hall • 12375 S. Telegraph Rd. • LaSalle, MI 48143

Thank You for Participating!

Women's EXPO

April 4

INSPIRATION • INTERACTION • INDULGENCE

Hosted by Monroe Media Group

This coupon is good for **30% Off** any classified ad 4 line minimum

Call **734-242-1100** or email: classified@monroenews.com

Women's Expo

Saturday, April 29, 2017
10am - 3pm

River Raisin Banquet Center
8 N. Monroe St. Monroe, MI 48162

What's Your Vision?

New Moon Visions Place Branding & Marketing

Michigan | California

Statement of Qualifications
Graphic Design Services

Monroe
Downtown Development Authority
120 East First Street
Monroe, MI 48161

Michigan:
595 Forest Ste 5B, Plymouth MI 48170

California:
134 Las Flores, Aliso Viejo, CA 92656

248-214-4491



new moon
VISIONS

For a Fresh Perspective



January 10, 2018

Monroe Downtown Development Authority
120 East First Street
Monroe, MI 48161

To whom it may concern,

Thank you for considering New Moon Visions to provide project-based graphic design services for the Monroe DDA. We would like to express our interest and commitment in serving the DDA. Now that you have established a distinctive brand, carrying through design with a consistent look, and following your adopted brand standards throughout your promotional materials is essential – and we have the tools, personnel, and passion to make it shine.

Not your average graphic design firm, at New Moon, branding and marketing communities is our niche. Through our vast experience working with a colorful spectrum of places, from small hamlets, villages, and Main Street communities, to DDA's, cities, major corridors, and tourist destinations, we have had the opportunity to see success and growth in the communities we serve.

We consider it a privilege to work together for the ongoing success of the Monroe DDA. We are honored and appreciate the invitation to discuss the possibilities. Kim Rivera will serve as the primary point of contact for all projects.

We look forward to the opportunity to serve you.

Sincerely,

A handwritten signature in black ink that reads "Kim Rivera".

Kim Rivera
Principal, Senior Creative Director

2: NEW MOON. A HIGHLY EFFECTIVE AND QUALIFIED TEAM

“Our goal is to make a powerful, sensory impression that conveys the look, feel, and experience of your “place” in a personal and interactive way for each target market.”

– New Moon Visions

New Moon, established in 1990, is an innovative graphic design and marketing firm located in Downtown Plymouth, Michigan, along with a satellite office in southern California. We provide the personal attention that some larger firms simply cannot give. Our business is flexible; we fine tune the size and composition of our team of high quality creative professionals to meet the specific needs of your project and budget. With nearly 100 years of collective experience, we bring fresh ideas and the most sincere commitment to respect your needs and to exceed your expectation and satisfaction. You will see in the enclosed samples from our body of work that we are passionate about what we do. We have a proven track record for dependability and working within time lines while keeping an eye on cost efficiency. Our team is easy to work with and accommodating throughout the process. We have the support and capacity to handle the workload, and we are dedicated to completing the projects on time and on budget. In fact, we donate our time when needed to keep cost within the agreed budget.

Services include:

- Brand Identity
- Marketing
- Graphic Design
- Photography
- Illustration
- Magazine Publishing
- Cooperative Advertising Sales
- Print and Production Coordination
- Merchant Outreach
- Print, Billboard and Broadcast Advertising
- Media Planning and Placement
- Video and Radio Production
- Mapping and Signage
- Web & Mobile App Design
- Web Content Management
- Social Media
- Online Marketing
- Public Relations
- Event Promotion
- Consultation
- Facilitation

Like a kaleidoscope,
we take all the pieces
that make a town and
convey it in a new light





We listen carefully for inspiration
and focus on the path ahead to
bring your goals to fruition.



Kim Rivera - Principal, Senior Creative Director

-  29 years marketing, advertising and graphic design experience
-  Associate Degree, Design – Oakland Community College
-  Associate Degree, Illustration – Oakland Community College
-  Served as board member, Milford Downtown Development Authority for 7 years
-  Served as president of the Milford Business Association for 2 years
-  Award winning advertising design

Skills:

-  Team Building/Facilitation
-  Research/Gathering Information
-  Visioning/Strategy/Direction
-  Graphic Design/Typography/Print & Web
-  Writing
-  Printer Coordination
-  Communications/Presentations/InfoGraphics
-  Mobile App Design
-  Event Promotion, Social Media, PR
-  Software: Microsoft Office, iWork, Adobe Creative Cloud- Illustrator, Photoshop, InDesign, WordPress, MailChimp, Survey Monkey, Google Docs

Her grass roots experience, in addition to her countless hours of volunteer involvement with hometown events and community non-profits made it possible to understand what a town really needs to promote itself. From identity, to print and web design to community-inspired events – Kim and her team have designed effective, audience-grabbing marketing collateral for multiple organizations and communities from Michigan to California, including: the Michigan Downtown Association, Milford, Highland, St. Louis, Allen Park, Plymouth, Brighton, Northville, Petoskey, Canton, Fenton, South Lyon, Oscoda, Pinckney, Milan, Monroe, Vista, Oceanside and Monterey Park.



Sandra Hornyak - Associate Creative Director, Design

-  30 years marketing, advertising and graphic design experience
-  Bachelor of Science, Art/Graphic Communication – Eastern Michigan University
-  High-profile and results-generating work in the nonprofit sector, with clients including Beaumont Hospitals, St. John Health System, Henry Ford Health System and University of Michigan Health System
-  Extensive regional and county nonprofit client base, including Creating a Healthier Macomb County, Lighthouse of Oakland County and Lutheran Social Services of Michigan
-  Strong automotive background, including the Detroit Auto Dealers Association, North American International Auto Show and Cadillac
-  Numerous health care marketing awards and prestigious Scarab Club award.






Skills:

-  Project Management/Research/Gathering Information
-  Visioning/Strategy/Direction
-  Graphic Design/Typography/Print & Web
-  Printer Coordination
-  Communications/Presentations/InfoGraphics
-  Software: Microsoft Office, Adobe Creative Cloud- Illustrator, Photoshop, InDesign, WordPress, Google Docs

Sandra's dynamic energy and results-driven design work have made her the go-to resource for organizations seeking to exceed donation goals or building image and awareness. Her work blends smart, attention-getting design with unmatched elegance and is always on strategy, on time and on budget.



Jennifer Thomas - Associate Creative Director, Writer

-  27 years of copywriting, advertising and marketing experience
-  Rich experience in the travel and tourism sector, with clients including AAA Travel, Continental Airlines, Holiday Inn, Crowne Plaza Hotels, and the cities of Detroit and Petoskey
-  Nine years at Campbell-Ewald Advertising, Warren, MI including serving as Vice President, Associate Creative Director over Continental Airlines account
-  Author of "Motor City Memoirs," a collection of stories from notable people from in and around Detroit
-  Numerous national and international copywriting awards

Skills:

-  Research/Gathering Information
-  Visioning/Strategy/Direction
-  Creative Writing, PR.
-  Software: Microsoft Office, Adobe Creative Cloud, Google Docs

Years of experience and research into what motivates business and leisure travelers at home and abroad have given Jennifer unique insight and perspective. Her recognized abilities to identify and promote the aspects of locations and services that will draw travelers have earned her loyal clients and international recognition.

3: REFERENCES

Canton Twp. Michigan DDA

Amy Hamilton, DDA Coordinator • 1150 Canton Center S., Canton, MI 48188 734-394-5186

New Moon is the marketing firm of record for the Canton DDA. We execute all marketing initiatives from start to finish and have been contracted on monthly retainer from 2009 to present.

- Marketing Plan Strategy/Implementation
- Event Promotion/Coordination/Social Media & PR/ Marketing Collateral, Print/Radio Ads
- Street Light Banners/Billboards
- Web and Mobile App Design
- Spring & Fall ShopCanton Guide Magazine Publication/Ad Sales

MainStreet Oceanside

Gumaro Escarcega, Main Street Program Manager
701 Mission Avenue, Oceanside, CA 92054 760-754-4512 x102

New Moon is hired on a project basis for graphic design of OsideEats directory and Shop Local printed brochures.

Milford Michigan DDA

Ann Barnette, DDA Director • 1100 Atlantic Street, Milford, MI 48381 248-684-9719

New Moon is hired on a project basis for graphic design as needed.
Latest project: Economic Development sales sheet.

Petoskey Michigan DMB

Becky Goodman, Downtown Director • 216 Park Avenue, Petoskey, MI 49770 231-622-8501

New Moon is hired on a project basis for graphic design updates to the Downtown Petoskey shopping map directory and map kiosks.



When you shine brightly,
it reflects on us.

Canton Twp. Michigan DDA
Marketing Collateral

[illegible]

MainStreet Oceanside CA

Brand Identity. Marketing Collateral.

Oside Eats

MainStreet Oceanside Dining District

2015 Dining Guide

Join the conversation about our local restaurant scene:

f MainStreetOceanside
t @mainstreetoside

MainStreetOceanside.com | OsideEats.com #OsideEats

MainStreet Oceanside
2015 Events

Farmers Market
Every Thursday – From 9am – 1pm
Coast Highway @ Pier View Way
www.MainStreetOceanside.com

Sunset Market
Every Thursday – From 5pm – 9pm
Coast Highway @ Pier View Way
www.SunsetMarket.com

Annual Oceanside Independence Parade
Saturday before 4th of July at 10am
Coast Highway @ Wisconsin
www.OceansideParade.com

Taste of Oceanside
September 19, 2015 from 2pm – 5pm
Downtown Oceanside
www.tasteofOceanside.com

MainStreet Mixers
Quarterly Networking Event
Downtown Oceanside
www.MainStreetOceanside.com

Beach Services
The Strand - Year Round
Oceanside Pier @ The Strand
www.MainStreetOceanside.com

Map Legend:

- MainStreet Oceanside Office
- Thursday Morning Farmer's Market
- Thursday Evening Sunset Market

MainStreetOceanside.com | OsideEats.com


Marketing Collateral



Brand Identity, Banners/Vehicle Graphics, Marketing Collateral



Monterey Park CA Marketing Collateral





Make it
MONTEREY PARK
California

MONTEREY PARK

California

Make YOUR NEXT MOVE TO

Monterey Park has evolved in the last twenty years from a bedroom suburb to a vibrant business center with a wide range of opportunities for investment in retail, commercial, and industrial businesses.

Monterey Park is well established as a regional center for banking, providing capital for large and small businesses hoping to take advantage of Southern California's huge regional market. It's also a leading center for national retail businesses and fine restaurants, drawing people of all ethnicities from all over southern California to dine and shop.

The City has a strong business community and a commitment to helping local businesses grow. It's a city with stable middle-class neighborhoods that have stood the test of time. It is also a city with ready access to markets and jobs throughout Southern California.

Population: 61,000	Median Age: 42
Education: (25 years and older) 28.3% with Bachelor's Degree	Median Income: \$56,014

A Prime Location
Monterey Park's strategic location offers effortless access to all parts of the massive Southern California market.

Situated between three major freeways, the San Bernardino (I-10), Long Beach (I-710), and Pomona (SR-60), and just 7 miles east of downtown Los Angeles.

Educational Opportunities

- East Los Angeles College with approximately 40,000 students is located within Monterey Park.
- Cal State University, Los Angeles is located adjacent to the city.
- Caltech, Occidental College, Whittier College, Art Center College of Design, and Loyola Law School are located nearby.

In recent years the city has seen the first generation of commercial property owners hand over the reins to the next generation; a generation savvy about business trends and ready to reinvest in their property and the city in which they operate. This new generation likes change and embraces new ideas. They are an energetic, tech savvy generation that is eager to move development forward quickly.


This is the new Monterey Park!

Petoskey Michigan DMB Marketing Collateral


DOWNTOWN PETOSKEY

LIGHT OF THE NORTH

SHOPPING MAP

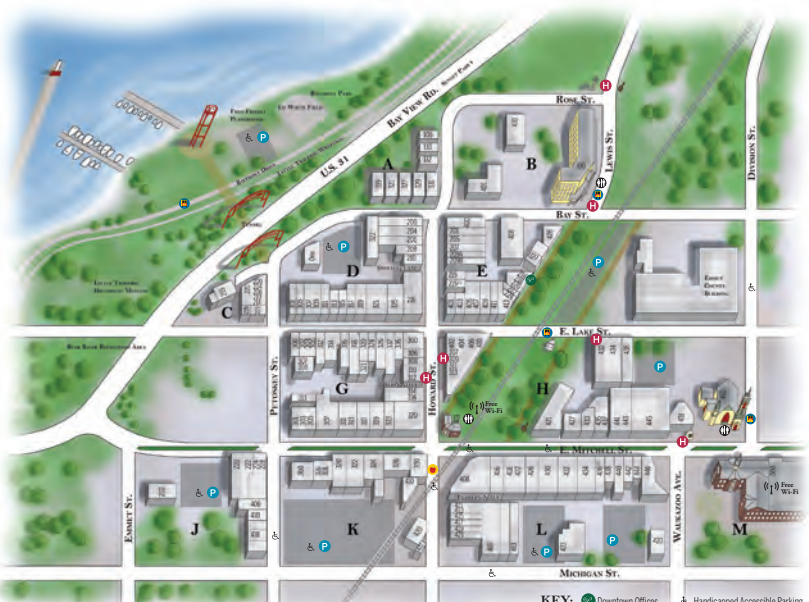



www.PetoskeyDowntown.com



2017 Events

- Winter Carnival
Second weekend in February
- Farmers Market
Friday Mornings throughout the Summer
- Summer Open House
First Friday in June
- Concerts in the Park
Mid June thru mid August
- Gallery Walk
Third Thursday in June
- July 4th Celebration
Always on July 4th
- Petoskey Rocks! Summer Series
Friday Nights in July and August
- Art in the Park
Third Saturday in July
- Sidewalk Sales
Begin the last Friday of July
- Festival on the Bay
Third weekend in August
- Shopping Scramble
First Saturday in October
- Haunted Halloween
Progressive Dinner
Last Friday in October
- Downtown Trick or Treat
Last Saturday in October
- Ladies Opening Night
Friday Nights in July and August
- Stafford's Downtown Petoskey
Holiday Parade
Saturday after Thanksgiving
- Holiday Open House
First Friday in December
- Visits with Santa,
Stafford's Perry Hotel
Saturdays throughout December





www.PetoskeyDowntown.com

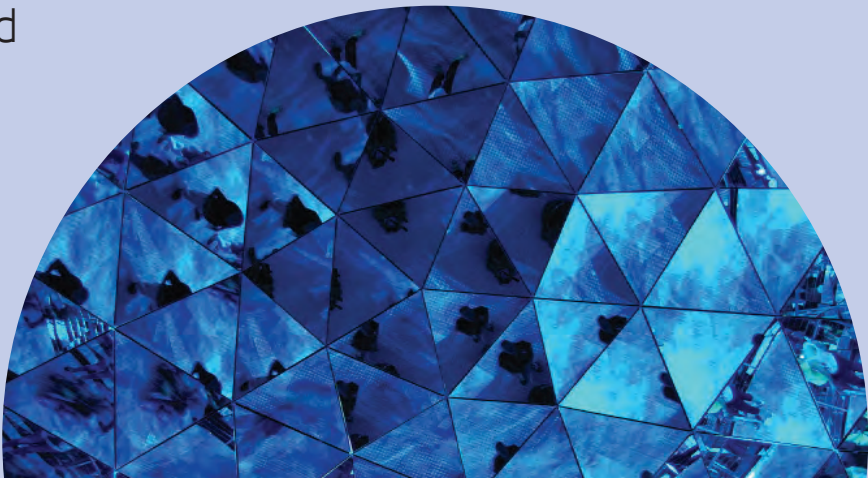
KEY:

- Downtown Offices
- Historic Landmark
- Holiday Shop
- Restroom
- P Parking
- Handicapped Accessible Parking
- Farmers Market

5: GRAPHIC DESIGN SERVICES FEE SCHEDULE

Client Communications/Information Gathering	\$25/hr
Clerical/Data Entry	\$25/hr
Research	\$25/hr
Concept/Creative Direction/Plan	\$100/hr
Graphic Design/Layout	\$100/hr
Writing	\$100/hr
Professional Photography/Illustration	\$100/hr
Design Alterations/Refinement	\$50/hr
Client Content Edits	\$25/hr
Conference Calls/GoTo Meetings	\$50/hr
Finish Art for Print Production	\$50/hr
Package Print Ready Electronic Files/Links/Fonts	\$25/hr
Print Coordination	\$50/hr

Through the multi-faceted design process, we will bring your vision to life with vibrant design.



Wickenheiser Home Supply

2375 W. Labo Rd. Carleton MI 48117

Invoice #: 57347

Date: 12/17/2016

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

Project Address: 15 E Second St.
Monroe, MI 48161

Description Of Work Performed:

Brick Cleaning and Repair:

Cleaned brick and tuck point as necessary

Brick Cleaning and Repair Subtotal: \$975

Upper Window Replacement, Trim Repair and Painting:

Replaced six (6) second story windows with vinyl replacement windows.
Window jambs and sash prepared, primed and painted on exterior.
Repaired deteriorated wood window trim and wood sills on upper story windows.
Prepared, primed and painted wood trim on upper story windows

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

Storefront Glazing Refurbishment and Service Door Install:

Removed existing glazing and covering of transom panes. Disposed of material.
Prepared, primed and painted wood trim around windows and overhead door

Replaced glazing with thermal pane glazing.
Provided and Installed barrier free commercial grade service door per drawing.

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

Overhead Door Removal / Replacement:

Removed existing wood overhead door and hardware and disposed of material
Provided and installed Haas insulated aluminum / insulated glass overhead door and hardware per specification.

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

Project Total: \$27,800

Terms: Net Due 30 Days

Thank you for your business

Pd In Full 12-18-2017

Herman Wickenheiser



