



AGENDA
REGULAR MEETING
Wednesday, March 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, February 21, 2018 Regular Meeting
 - C. Financial Reports
 - i. February, DDA Revenue and Expenditure Report FY 2017-2018
 - ii. February, DDA Itemized Expenditure Report FY 2017-2018
 - D. Façade Improvement Reimbursement for 15 West Front Street
6. **New Business**
 - A. Spring Flower Planting Update – Lead: Trujillo (10 minutes)
7. **Other Business**
 - A. Work Plan Updates (20 minutes)
8. **Communications**
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 February 21, 2018
Third Floor Conference Room
Monroe City Hall**

Chairperson Joe Peruski called the meeting to order at 8:10 a.m.

1. Roll Call

Present: Chairperson Joe Peruski, Mayor Robert Clark, Scott Kegerreis, Les Lukacs, Anthony Trujillo
Excused: George Boyan, Scott Goocher, Shaun McGowan and MacKenzie Swanson
Guests: Chip Williams, Williams Insurance, Gloria Rafko, and Azia Hawthorne, Mamarazzi Photography.
Staff: Michele Rinne

2. Vision Statement

Read by Les Lukacs

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, January 17, 2018 DDA meeting
- C. Financial Reports:
 - ❖ January, DDA Revenue and Expenditure Report FY2017-2018
 - ❖ January, DDA Itemized Expenditure Report FY 2017-2018
- D. Renewal of Advertisement in State Park Guide

Motion by Mayor Clark, seconded by Anthony Trujillo to approve items on the Consent Agenda as presented.

Motion carried unanimously.

6. New Business

A. FY 2018-2019 Proposed Budget

Anthony Trujillo stated that the budget did reflect the direction the board is going.

Mayor Clark thanked both Annette and Joe for the notes column of the budget, as it will help with questions that may come up. Mayor Clark also commented on the fund balance for development.

Chairman Joe Peruski stated that he and Annette have talked about starting the budget talks in September in the future.

Motion by Anthony Trujillo seconded by Les Lukacs, to approve the 2018-2019 Budget as presented and forward on to Council. ***Motion carried unanimously.***

B. Spring Flower Planting.

Anthony Trujillo updated the board regarding proposed Spring Flower Plantings. Anthony spoke of the cement planters, as well as professional design help for the plantings.

Chairman Joe Peruski spoke in agreement, as well as reselling of the concrete pots to help offset the cost of the plantings. Chairman Peruski also recommended a meeting with Vincent Pastue, City Manager and Mayor Bob Clark to see if the City would water the main planters, not the business-owned planters.

Les Lukacs also volunteered to get a plan together and packets for the design and standards of the streetscape and plantings.

Scott Kegerreis spoke about making sure that they have maintenance of the planters before planting.

The board has given support to move forward on the finalized proposal for the plantings and design.

7. Other Business

A. Acceptance of Proposal – Graphic Design Services

Motion by Les Lukacs seconded by Mayor Clark, to accept the proposal from 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.

Motion carried unanimously.

B. Work Plan Updates

Joe Peruski updated the board on the work plan. Beginning at the March meeting, regular updates from project leads will become part of the agenda.

C. Façade Improvement Reimbursement for 15 East Second Street

With Scott Goocher excused, Chairman Joe Peruski updated the board on the Façade Improvement reimbursement for 15 East Second Street.

Motion by Les Lukacs seconded by Scott Kegerreis, to approve the payment in the amount of \$10,000.00 to 17 East Second Street LLC for the façade improvements at 15 East Second Street.

Motion carried unanimously.

8. Communications

No communications.

9. Board Member Comments/Guest Comments

10. Adjournment

Motion to adjourn by Les Lukacs, seconded by Anthony Trujillo at 9:46 a.m.

Motion carried unanimously

PERIOD ENDING 02/28/2018

		2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	02/28/2018 (ABNORMAL) ASE	02/28/2018 (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	4,776.05	676.94	(276.05)
Total Dept 80.100 - GENERAL REVENUE		4,500.00	4,776.05	676.94	(276.05)
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	3,200.00	1,400.00	1,800.00
Total Dept 80.600 - GENERAL REVENUE		207,605.00	185,094.29	1,400.00	22,510.71
TOTAL REVENUES		212,105.00	189,870.34	2,076.94	22,234.66
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	24,000.00	11,666.24	1,419.50	12,333.76
751-65.691-717.000	SOCIAL SECURITY	1,400.00	723.31	88.01	676.69
751-65.691-717.005	MEDICARE	319.00	169.16	20.58	149.84
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	10.82	1.32	9.18
751-65.691-727.000	OFFICE SUPPLIES	500.00	524.28	36.49	(24.28)
751-65.691-728.000	COPIES	100.00	0.00	0.00	100.00
751-65.691-730.000	POSTAGE	500.00	11.47	0.00	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	0.00	53,400.00
751-65.691-818.020-18R0300000	GENERAL CONTRACT SERVICES	35,000.00	31,720.00	6,390.38	3,280.00
751-65.691-818.080	FACADE IMPROVEMENTS	85,000.00	63,900.00	10,000.00	21,100.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	281.59	27.80	1,118.41
751-65.691-905.000	PUBLISHING/ADVERTISING	4,000.00	2,942.71	835.34	1,057.29
751-65.691-910.000	INSURANCE PREMIUM	1,500.00	444.00	55.50	1,056.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	217.10	0.00	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)
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	0.00	0.00	600.00
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		334,133.00	145,840.73	18,874.92	188,292.27
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		334,133.00	145,941.05	18,874.92	188,191.95
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		212,105.00	189,870.34	2,076.94	22,234.66
TOTAL EXPENDITURES		334,133.00	145,941.05	18,874.92	188,191.95
NET OF REVENUES & EXPENDITURES		(122,028.00)	43,929.29	(16,797.98)	(165,957.29)
BEG. FUND BALANCE		521,660.71	521,660.71		
END FUND BALANCE		399,632.71	565,590.00		

TRANSACTIONS FROM 02/01/2018 TO 02/28/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
02/01/2018			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			582,378.96
02/09/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	19814		18,000.00	564,378.96
02/28/2018	GJ	JE	MICHIGAN CLASS INTEREST - FEB 2018	19902	684.30		565,063.26
02/28/2018			751-00.000-005.000	END BALANCE	684.30	18,000.00	565,063.26
02/01/2018			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			9.02
02/01/2018	GJ		MONTHLY P&L INSURANCE PREMIUM	19789		55.50	(46.48)
02/06/2018	CD	CHK	SUMMARY CD 02/06/2018			17,178.18	(17,224.66)
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018			760.13	(17,984.79)
02/09/2018	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	19814	18,000.00		15.21
02/12/2018	GJ		5/3 SERVICE FEES - JAN 2018	19844		7.36	7.85
02/15/2018	CR	RCPT			1,000.00		1,007.85
			SUMMARY CR POSTING: 02/15/2018 OTHER				
02/21/2018	CD	CHK	SUMMARY CD 02/21/2018			75.34	932.51
02/21/2018	CD	CHK	SUMMARY CD 02/21/2018			36.49	896.02
02/21/2018	CR	RCPT			400.00		1,296.02
			SUMMARY CR POSTING: 02/21/2018 OTHER				
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018			769.28	526.74
02/28/2018			751-00.000-007.000	END BALANCE	19,400.00	18,882.28	526.74
02/01/2018			751-00.000-202.000 ACCOUNTS PAYABLE	BEG. BALANCE			0.00
02/05/2018	AP	INV	GTAK PROPERTIES LLC	1/25/2018		10,000.00	(10,000.00)
			FACADE REIMBURSEMENT 21 WEST FRONT ST				
02/05/2018	AP	INV	MKSK2 LLC	2171597		6,390.38	(16,390.38)
			DOWNTOWN MASTER PLAN CONSULTANT				
02/05/2018	AP	INV	LAMOUR PRINTING CO	L 17-1552		760.00	(17,150.38)
			12,000 EDDM MAILERS 11 X 17 FOLDED				
02/05/2018	AP	INV	STANIFER, PAULA	1/31/18		27.80	(17,178.18)
			MILEAGE JANUARY 2018				
02/06/2018	CD	CHK	SUMMARY CD 02/06/2018		17,178.18		0.00
02/20/2018	AP	INV	MONROE NEWS	107990		75.34	(75.34)
			PUBLISHING ANNUAL REPORT				
02/20/2018	AP	INV	FIFTH THIRD BANK	01/18/2018		26.49	(101.83)
			ADOBE SUBSCRIPTION				
02/20/2018	AP	INV	FIFTH THIRD BANK	01/01/2018		10.00	(111.83)
			EMAIL SUBSCRIPTION				
02/21/2018	CD	CHK	SUMMARY CD 02/21/2018		75.34		(36.49)
02/21/2018	CD	CHK	SUMMARY CD 02/21/2018		36.49		0.00
02/28/2018			751-00.000-202.000	END BALANCE	17,290.01	17,290.01	0.00
02/01/2018			751-65.691-703.000 PART TIME SALARIES & WAGES	BEG. BALANCE			10,246.74
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018		705.50		10,952.24
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018		714.00		11,666.24
02/28/2018			751-65.691-703.000	END BALANCE	1,419.50	0.00	11,666.24
02/01/2018			751-65.691-717.000 SOCIAL SECURITY	BEG. BALANCE			635.30
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018		43.74		679.04
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018		44.27		723.31
02/28/2018			751-65.691-717.000	END BALANCE	88.01	0.00	723.31
02/01/2018			751-65.691-717.005 MEDICARE	BEG. BALANCE			148.58
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018		10.23		158.81
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018		10.35		169.16
02/28/2018			751-65.691-717.005	END BALANCE	20.58	0.00	169.16
02/01/2018			751-65.691-718.010 WORKERS' COMP INSURANCE	BEG. BALANCE			9.50
02/08/2018	PR	CHK	SUMMARY PR 02/08/2018		0.66		10.16
02/22/2018	PR	CHK	SUMMARY PR 02/22/2018		0.66		10.82
02/28/2018			751-65.691-718.010	END BALANCE	1.32	0.00	10.82
02/01/2018			751-65.691-727.000 OFFICE SUPPLIES	BEG. BALANCE			487.79

TRANSACTIONS FROM 02/01/2018 TO 02/28/2018

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
751-65.691-727.000 OFFICE SUPPLIES					(Continued)		
02/20/2018	AP	INV	FIFTH THIRD BANK	01/18/2018	26.49		514.28
			ADOBE SUBSCRIPTION				
02/20/2018	AP	INV	FIFTH THIRD BANK	01/01/2018	10.00		524.28
			EMAIL SUBSCRIPTION				
02/28/2018			751-65.691-727.000	END BALANCE	36.49	0.00	524.28
751-65.691-818.020-18R0300000 GENERAL CONTRACT					BEG. BALANCE		25,329.62
02/01/2018			MYSK2 LLC	2171597	6,390.38		31,720.00
02/05/2018	AP	INV	DOWNTOWN MASTER PLAN CONSULTANT				
02/28/2018			751-65.691-818.020-18R0300000	END BALANCE	6,390.38	0.00	31,720.00
751-65.691-818.080 FACADE IMPROVEMENTS					BEG. BALANCE		53,900.00
02/01/2018			GTAK PROPERTIES LLC	1/25/2018	10,000.00		63,900.00
02/05/2018	AP	INV	FACADE REIMBURSEMENT 21 WEST FRONT ST				
02/28/2018			751-65.691-818.080	END BALANCE	10,000.00	0.00	63,900.00
751-65.691-860.000 TRAINING & TRAVEL					BEG. BALANCE		253.79
02/01/2018			STANIFER, PAULA	1/31/18	27.80		281.59
02/05/2018	AP	INV	MILEAGE JANUARY 2018				
02/28/2018			751-65.691-860.000	END BALANCE	27.80	0.00	281.59
751-65.691-905.000 PUBLISHING/ADVERTISING					BEG. BALANCE		2,107.37
02/01/2018			LAMOUR PRINTING CO	L 17-1552	760.00		2,867.37
02/05/2018	AP	INV	12,000 EDDM MAILERS 11 X 17 FOLDED				
02/20/2018	AP	INV	MONROE NEWS	107990	75.34		2,942.71
			PUBLISHING ANNUAL REPORT				
02/28/2018			751-65.691-905.000	END BALANCE	835.34	0.00	2,942.71
751-65.691-910.000 INSURANCE PREMIUM					BEG. BALANCE		388.50
02/01/2018			MONTHLY P&L INSURANCE PREMIUM	19789	55.50		444.00
02/01/2018	GJ						
02/28/2018			751-65.691-910.000	END BALANCE	55.50	0.00	444.00
751-80.100-665.005 INTEREST ON INVESTMENTS					BEG. BALANCE		(4,099.11)
02/01/2018			5/3 SERVICE FEES - JAN 2018	19844	7.36		(4,091.75)
02/12/2018	GJ						
02/28/2018	GJ	JE	MICHIGAN CLASS INTEREST - FEB 2018	19902		684.30	(4,776.05)
02/28/2018			751-80.100-665.005	END BALANCE	7.36	684.30	(4,776.05)
751-80.600-692.090 MISCELLANEOUS REVENUE					BEG. BALANCE		(1,800.00)
02/01/2018							
02/15/2018	CR	RCPT	SUMMARY CR POSTING: 02/15/2018 OTHER			1,000.00	(2,800.00)
02/21/2018	CR	RCPT	SUMMARY CR POSTING: 02/21/2018 OTHER			400.00	(3,200.00)
02/28/2018			751-80.600-692.090	END BALANCE	0.00	1,400.00	(3,200.00)
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					56,256.59	56,256.59	669,996.06

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		
2/8/2018		\$705.50		
2/22/2018		\$714.00		
				\$12,333.76
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		
2/8/2018		\$43.74		
2/22/2018		\$44.27		
				\$676.69
Medicare	Budget	Expenditures		Balance

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

	\$319.00			
7/13/2017		\$4.29		
7/27/2017		\$11.15		
8/10/2017		\$8.58		
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		
2/8/2018		\$10.23		
2/22/2018		\$10.35		
				\$149.84
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		
2/8/2018		\$0.66		
2/22/2018		\$0.66		
				\$9.18
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$500.00			
Email Subscription		\$10.00		
Web Hosting		\$275.00		

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

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		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		
Adobe subscription		\$26.49		
Email Subscription		\$10.00		
				-\$24.28
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		
Master Plan Consultant		\$6,390.38		
				\$57,680.00

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

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		
2/5/2018 GTAK Prop (21 W Front)		\$10,000.00		
				\$21,100.00
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		
Mileage January		\$27.80		
				\$1,118.41
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		
Lamour Printing		\$760.00		
Monroe News (Annual Report)		\$75.34		
				\$1,057.29
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		
Monthly P&L		\$55.50		
				\$1,056.00

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

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
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

Monroe Downtown Development Authority
2017-2018 Fiscal Year Expenditure Report

	\$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	\$145,840.73		

Memorandum

Date: March 7, 2018
To: DDA Board
From: Paula Stanifer
Re: Façade Grant Payment - 15 West Front Street

Façade Grant Payment Approval

The applicant, GTAK Properties, has completed the work at 15 West Front Street. At this time they are asking for reimbursement as approved by the DDA Board on September 16, 2015.

They have provided copies of receipts/checks showing the payment for the work completed. The façade improvement totaled \$21,237. The applicant was approved for reimbursement of \$10,000.

Board approval is requested for the payment of \$10,000 to GTAK Properties for reimbursement for façade improvements.

Wickenheiser Home Supply

2375 W. Labo Rd. Carleton MI 48117

Invoice #: 57333

Date: 11/29/2017

To: GTAK Properties
10306 Stewart Rd
Monroe, MI 48162

Project Address: 15 W. Front St.
Monroe, MI 48161

Description Of Work:

Brick Cleaning and Repair:

Cleaned and tuckered brick and tuck

Brick Cleaning and Repair Subtotal: \$1,125

Window Trim Repair and Painting:

Repaired and replaced deteriorated window trim and sills on upper story windows
Scraped, prepared, primed and painted trim on upper story windows

Window Trim Repair and Painting Subtotal: \$1,348

New Window Installation:

Provided and installed eight Jeld-Wen replacement windows
Provided and install extension jambs and casing

New Window Installation Subtotal: \$6,526

Storefront Removal / Replacement:

Removed existing brick and glass storefront - disposed of debris

Removed existing cement entry step and support structure
Constructed support structure per stamped drawings
Constructed new storefront framing per stamped drawings
Provided and installed entry door and hardware and per stamped drawings
Provided and installed insulated glazing per stamped drawings
Provided and installed exterior trim per stamped drawings

Storefront Removal / Replacement Subtotal: \$12,238

Project Total: \$21,237

Terms: Net Due 30 Days

Thank you for your business

Pa'd In Full 12-18-2017

Herman Loickenhiser

OPEN

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UPGRADES

241-3689

THOMPSONS

Serving Monroe For 15 Years



15

THOMPSONS



MONDAY 10:00 TO 5:00
TUESDAY 10:00 TO 5:00
WEDNESDAY 10:00 TO 5:00
THURSDAY 10:00 TO 5:00
FRIDAY 10:00 TO 5:00





MONROE DDA
2017-2018 WORK PLAN

	PROJECT	CHAMPION(S)	BUDGET
Goal:	Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses		
	1. Annual Communications Plan	Mayor Clark	\$2,500
Goal:	Support downtown businesses and property owners		
	1. Façade Grant Program Update	Scott Goocher	
	2. Retail Expansion and Recruitment	Tony Trujillo/Scott Kegerreis	
Goal:	Preserve and enhance downtown by facilitating development		
	1. Upper Floor Conversion Case Study	Joe Peruski/Les Lukacs	\$10,000
	2. Riverwalk Lighting and Security	Shawn McGowan/MacKenzie Swanson	\$45,000
	3. Downtown Master Plan	Staff	\$35,000
Goal:	Market the downtown to encourage people to frequent local businesses and events		
	1. Holiday Advertising	Staff	\$1,200
	2. Seasonal Decorations - Fall and Winter (Soldiers)	Staff/Tony Trujillo	\$5,500
Goal:	Serve as an intermediary between the organizations that connect to downtown and link to other community resources		
Goal:	Establish an environment that promotes residential growth downtown		
	1. Promote Residential Units	?/George Boyan	