

Minutes

Monroe Downtown Development Authority
Regular Meeting
Wednesday, March 16, 2011
Monroe DDA Office
118 E. Front St.

Chairperson Floraday called the meeting to order at 7:45 a.m.

1. Roll Call

Present: Chairperson Rick Floraday, Treasurer Mary Gail Beneteau, Janet Berns (e 9:20), Mayor Clark, Cheri Weakly, Shaun McGowan, Gabe Martin, Kimberle Daniels (a 8:11), Ken Calender, Barry Kinsey (e 8:20)

Excused: Vice-Chairperson Ken Wickenheiser

Staff: Andrea Jones, Dan Swallow

Guests: Patrick Lewis, Don Link, Jeanne Micka, Jack Adams, Joe Genco

2. Consent Agenda

- A. Approval of March Amended Agenda
- B. Approval of the Minutes of February 16, 2011 DDA meeting minutes
- C. February Financial Reports
- D. City of Monroe Snow Removal Invoice

It was moved by Gabe Martin and seconded by Mr. Calender to approve the Consent Agenda as presented.

Motion carried unanimously.

3. 2010-2011 Work Program

A. Parking Lot Update and Electrical Presentation-DTE Energy

Don Link gave an update on the parking lot project regarding the Monroe Street entrance, Citizen Planning Commission presentation, MDOT meeting and available grants. Dan Swallow discussed the Michigan Natural Resources Trust Fund Grant application and process. Don Link discussed the lighting options.

It was moved by Treasurer Beneteau and seconded by Mr. Martin to draft a letter of support for the Michigan Natural Resources Trust Fund Grant application.

Motion carried unanimously.

B. Committee Reports

- Organization – Minutes were enclosed in the meeting packet.
 - Downtown Monroe Handbook Revision Budget
Ms. Jones explained the process for revising the handbook. There was discussion regarding how the books were distributed.

It was moved by Ms. Berns and seconded by Treasurer Beneteau to expend \$500.00 for the Downtown Monroe Handbook revision.

Motion carried unanimously.

- Promotion – Minutes were enclosed in the meeting packet.
- Design – Minutes were enclosed in the meeting packet.
 - Spring Banners
Ms. Jones described the color scheme for the banners. There was discussion regarding when all of the seasonal banners will be hung.

It was moved by Mr. Kinsey and seconded by Ms. Weakly to expend \$5,000.00 for the Spring Banners.

There was discussion regarding the flower budget and if this project will affect that budget.

Motion carried unanimously.

- Economic Restructuring – No Meeting.
 - Jack Adams Public/Private Partnership
Ms. Jones gave the opinion of legal council that the Board did not need to take action on this item at this time if the Board wanted Mr. Adams to obtain City approvals prior to the Board discussing it. Mr. Adams gave some background on the project and the need for a solid answer from the DDA in order to be able to move forward. There was discussion regarding the partnership arrangement and if a partnership is needed.

Ms. Daniels arrived at the meeting at 8:11am.

There was discussion regarding the type of partnership that is being proposed, sign code violations, Zoning Board of Appeals, advertising needs for downtown businesses. Mr. Adams asked that the Board agree to a letter of understanding of partnership if all approvals are reached. There was discussion regarding the need for further details prior to the Board taking action.

Mr. Kinsey excused himself from the remainder of the meeting at 8:20am.

There was discussion regarding the timeline for approvals and the fact that the DDA Board may contain new members that may have input on this partnership once approvals are obtained. There was discussion regarding the sign ordinance.

It was moved by Treasurer Beneteau to not support Jack Adam's project at this time. There was discussion regarding what the motion meant. Treasurer Beneteau withdrew her motion.

Chairperson Floraday advised Mr. Adams to work with City Departments on the concept of the sign. The Board agreed that the DDA will review his request after he receives necessary approvals. Mr. Adams requested the process for DDA approval. Ms. Berns stated that she does not support the project.

- Façade Grant Committee – No Meeting.
 - 43 S. Monroe St. Façade Grant Reimbursement
It was moved by Treasurer Beneteau and seconded by Ms. Weakly to approve \$10,000.00 for reimbursement for 43 S. Monroe St.
8 Ayes, 1 Abstention (Martin)
- Capital Improvements – No Meeting.

4. Other Business

A. 118 E. Front St. Rent Payment and Lease

Ms. Jones explained the rent payment calculation.

It was moved by Treasurer Beneteau and seconded by Ms. Daniels to pay rent for \$8,800.00 and allow Ms. Jones make rent payments moving forward.

Motion carried unanimously.

Treasurer Beneteau stated that since the DDA is looking at relocating the office, the Board should not sign the lease, but give notice to Ken Wickenheiser that the DDA is moving if arrangements are being finalized at City Hall. Ms. Jones gave an update on the status of finding an office space at City Hall. There was discussion regarding reasons for moving the office.

It was moved by Treasurer Beneteau and seconded by Mr. Martin to not sign the lease and give notice to vacate for June 30, 2011.

Motion carried unanimously.

B. Office Relocation

There was discussion regarding logistics of relocating the office. Ms. Jones stated that she and Chairperson Floraday will make negotiations with the City and bring back final details for Board approval.

C. Committee Structure

Treasurer Beneteau suggested that committees be put on hold, due to the budget, until after the parking project is complete and handle projects as a Board as opposed to having Committees meet when there is no money to spend. There was discussion regarding how the Committees are set up in the By-Laws. There was discussion regarding Ms. Jones Contract and Job Description.

It was moved by Treasurer Beneteau and seconded by Mayor Clark to set up a committee to review the Executive Directors Job Description and Contract.

Motion carried unanimously.

Minutes

Monroe Downtown Development Authority

Work Session

Wednesday, March 30, 2011

Monroe DDA Office

118 E. Front St.

Chairperson Floraday called the Work Session to order at 7:45 a.m.

1. Roll Call

Present: Chairperson Rick Floraday, Treasurer Mary Gail Beneteau, Janet Berns, Cheri Weakly, Gabe Martin, Kimberle Daniels (e 8:15), Ken Calender
Excused: Mayor Clark, Shaun McGowan, Barry Kinsey
Absent: Vice-Chairperson Ken Wickenheiser
Staff: Andrea Jones
Guests: None

2. DDA Sub-Committees

- Projects
The Board discussed all of the projects listed on the Committee Project Status Report and determined which projects will continue, be completed by June 30, 2011 or not continue.

Ms. Daniels excused herself from the remainder of the Work Session at 8:15am.

- Structure
The Board discussed how changes in the Sub-Committee structure will need to be revised in the By-Laws. The Board listed out the following committees as possible Standing Committees moving forward: Grant, Design, Promotion and Community Development.

Ms. Jones will put together a summary of the proposed committees including those projects that the Board would like to continue. The Board will review the summary at their April Board meeting for any further changes.

3. Adjournment

A motion to adjourn was made by Ms. Berns and seconded by Mr. Martin at 9:10 A.M.
Motion carried unanimously.

User: esell

DB: Monroe

PERIOD ENDING 03/31/2011

ACCOUNT PROJECT DESCRIPTION	2010-11	YTD BALANCE	AVAILABLE	% BDGT USED
	AMENDED BUDGET NORMAL	03/31/2011 (ABNORMAL) NORMAL	BALANCE (ABNORMAL)	
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 80.100-GENERAL REVENUE				
665.005 INTEREST ON INVESTMENTS	913.00	1,444.27	(531.27)	158.19
Total Dept 80.100-GENERAL REVENUE	913.00	1,444.27	(531.27)	158.19
Dept 80.600-GENERAL REVENUE				
402.000 REAL PROPERTY TAXES	243,777.00	243,764.49	12.51	99.99
410.000 PERSONAL PROPERTY TAXES	(10,554.00)	(10,570.50)	16.50	100.16
692.090 MISCELLANEOUS REVENUE	(29.00)	0.00	(29.00)	0.00
Total Dept 80.600-GENERAL REVENUE	233,194.00	233,193.99	0.01	100.00
Dept 82.600-ECONOMIC DEVELOPMENT				
675.000 CONTRIB FROM PRIVATE SOURCE	1,094.00	1,094.00	0.00	100.00
Total Dept 82.600-ECONOMIC DEVELOPMENT	1,094.00	1,094.00	0.00	100.00
TOTAL Revenues	235,201.00	235,732.26	(531.26)	100.23
Expenditures				
Dept 65.691-DOWNTOWN DEVELOPMENT				
702.000 FULL TIME SALARIES & WAGES	33,100.08	23,731.20	9,368.88	71.70
703.000 PART TIME SALARIES & WAGES	15,000.00	9,120.00	5,880.00	60.80
707.000 LONGEVITY	150.00	150.00	0.00	100.00
717.000 SOCIAL SECURITY	3,038.86	1,993.14	1,045.72	65.59
717.005 MEDICARE	710.70	466.15	244.55	65.59
718.000 LIFE INSURANCE	494.00	364.80	129.20	73.85
718.005 DISABILITY INSURANCE	54.00	39.94	14.06	73.96
718.010 WORKERS' COMP INSURANCE	393.61	265.30	128.31	67.40
718.015 UNEMPLOYMENT	103.42	73.35	30.07	70.92
719.000 MEDICAL INSURANCE	14,104.00	10,323.33	3,780.67	73.19
719.075 DENTAL INSURANCE	972.09	729.09	243.00	75.00
720.000 POST RETIREMENT HEALTH CARE	5,000.05	3,510.50	1,489.55	70.21
721.000 PENSION CONTRIBUTION	883.84	646.70	237.14	73.17
727.000 OFFICE SUPPLIES	1,500.00	824.87	675.13	54.99
728.000 COPIES	300.00	207.50	92.50	69.17
730.000 POSTAGE	1,000.00	691.59	318.41	68.16
818.010 AUDIT SERVICES	1,153.00	1,153.00	0.00	100.00
818.020 GENERAL CONTRACT SERVICES	164,800.00	46,688.35	118,111.65	28.33
818.080 FACADE IMPROVEMENTS	33,596.74	31,846.74	1,750.00	94.79
853.000 TELEPHONE	1,500.00	1,049.20	450.80	69.95
860.000 TRAINING & TRAVEL	300.00	191.50	108.50	63.83
905.000 PUBLISHING/ADVERTISING	300.00	265.15	34.85	88.38
910.000 INSURANCE PREMIUM	1,000.00	833.00	167.00	83.30
921.000 ELECTRIC	1,500.00	804.09	695.91	53.61
922.000 GAS	2,000.00	771.01	1,228.99	38.55
923.000 WATER & WASTEWATER	150.00	50.56	99.44	33.71
942.000 RENTAL-BUILDING	10,950.00	9,350.00	1,600.00	85.39
955.000 MISCELLANEOUS EXPENSE	1,500.00	920.17	579.83	61.34
955.030 ORGANIZATION COMMITTEE	1,000.00	291.05	708.95	29.11
955.035 DESIGN COMMITTEE	42,000.00	8,813.66	33,186.34	20.98
955.040 PROMOTION COMMITTEE	26,000.00	15,200.76	10,799.24	58.46

PERIOD ENDING 03/31/2011

ACCOUNT PROJECT DESCRIPTION	2010-11	YTD BALANCE		AVAILABLE	% BDGT USED
	AMENDED BUDGET NORMAL	(ABNORMAL)	03/31/2011 NORMAL	BALANCE (ABNORMAL)	
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Expenditures					
955.045 ECONOMIC RESTRUCTURING COMMITTEE	19,500.00		0.00	19,500.00	0.00
957.000 REFERENCE MATERIAL	500.00		0.00	500.00	0.00
999.401 09C07000(TRANSFER OUT-CAPITAL PROJECT	38,000.00		38,000.00	0.00	100.00
Total Dept 65.691-DOWNTOWN DEVELOPMENT	422,554.39		209,355.70	213,198.69	49.55
TOTAL Expenditures	422,554.39		209,355.70	213,198.69	49.55
Fund 751:					
TOTAL REVENUES	235,201.00		235,732.26	(531.26)	(14.08)
TOTAL EXPENDITURES	422,554.39		209,355.70	213,198.69	(14.08)
NET OF REVENUES & EXPENDITURES	(187,353.39)		26,376.56	(213,729.95)	(14.08)

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
March 31, 2011

Full Time Salaries & Wages		Budget	\$33,100.08	
7/8/2010	7/1/10-7/3/10		\$247.20	
7/22/2010	7/4/10-7/17/10		\$1,236.00	
8/5/2010	7/18/10-7/31/10		\$1,236.00	
8/19/2010	8/1/10-8/14/10		\$1,236.00	
9/2/2010	8/15/10-8/28/10		\$1,236.00	
9/16/2010	8/29/10-9/11/10		\$1,236.00	
9/30/2010	9/12/10-9/25/10		\$1,236.00	
10/14/2010	9/26/10-10/9/10		\$1,236.00	
10/28/2010	10/10/10-10/23/10		\$1,236.00	
11/10/2010	10/24/10-11/6/10		\$1,236.00	
11/24/2010	11/7/10-11/20/10		\$1,236.00	
12/9/2010	11/21/10-12/4/10		\$1,236.00	
12/23/2010	12/5/10-12/18/10		\$1,236.00	
1/6/2011	12/19/10-1/1/11		\$1,236.00	
1/20/2011	1/2/11-1/15/11		\$1,236.00	
2/3/2011	1/16/11-1/29/11		\$1,236.00	
2/17/2011	1/30/11-2/12/11		\$1,236.00	
3/3/2011	2/13/11-2/26/11		\$1,236.00	
3/17/2011	2/27/11-3/9/11		\$1,236.00	
3/31/2011	3/10/11-3/23/11		\$1,236.00	
		Expenditures	\$23,731.20	Balance \$9,368.88
Seasonal Salaries & Wages		Budget	\$15,000.00	
7/8/2010	7/1/10-7/3/10		\$220.00	
7/22/2010	7/4/10-7/17/10		\$1,525.00	
8/5/2010	7/18/10-7/31/10		\$1,532.50	
8/19/2010	8/1/10-8/14/10		\$1,165.00	
9/2/2010	8/15/10-8/28/10		\$750.00	
9/16/2010	8/29/10-9/11/10		\$772.50	
9/30/2010	9/12/10-9/25/10		\$567.50	
10/14/2010	9/26/10-10/9/10		\$507.50	
10/28/2010	10/10/10-10/23/10		\$505.00	
11/10/2010	10/24/10-11/6/10		\$512.50	
11/24/2010	11/7/10-11/20/10		\$582.50	
12/9/2010	11/21/10-12/4/10		\$240.00	
2/17/2011	1/30/11-2/12/11		\$240.00	
		Expenditures	\$9,120.00	Balance \$5,880.00
Overtime Wages		Budget	\$0.00	
		Expenditures	\$0.00	Balance \$0.00
Longevity		Budget	\$150.00	
12/2/2010			\$150.00	
		Expenditures	\$150.00	Balance \$0.00

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Sick Pay Bonus		Budget	\$763.85
		Expenditures	\$0.00
		Balance	\$763.85
Retirement Termination Pay		Budget	\$0.00
		Expenditures	\$0.00
		Balance	\$0.00
Retro Pay		Budget	\$0.00
		Expenditures	\$0.00
		Balance	\$0.00
Social Security		Budget	\$3,038.86
7/8/2010	7/1/10-7/3/10	\$28.64	
7/22/2010	7/4/10-7/17/10	\$169.32	
8/5/2010	7/18/10-7/31/10	\$169.98	
8/19/2010	8/1/10-8/14/10	\$147.00	
9/2/2010	8/15/10-8/28/10	\$121.46	
9/16/2010	8/29/10-9/11/10	\$122.66	
9/30/2010	9/12/10-9/25/10	\$109.96	
10/14/2010	9/26/10-10/9/10	\$106.42	
10/28/2010	10/10/10-10/23/10	\$106.67	
11/10/2010	10/24/10-11/6/10	\$106.74	
11/24/2010	11/7/10-11/20/10	\$110.88	
12/2/2010	Longevity	\$9.30	
12/9/2010	11/21/10-12/4/10	\$89.84	
12/23/2010	12/5/10-12/18/10	\$74.77	
1/6/2011	12/19/10-1/1/11	\$72.23	
1/20/2011	1/2/11-1/15/11	\$71.98	
2/3/2011	1/16/11-1/29/11	\$72.23	
2/17/2011	1/30/11-2/12/11	\$86.86	
3/3/2011	2/13/11-2/26/11	\$72.23	
3/17/2011	2/27/11-3/9/11	\$71.99	
3/31/2011	3/10/11-3/23/11	\$71.98	
		Expenditures	\$1,993.14
		Balance	\$1,045.72
Medicare		Budget	\$710.70
7/8/2010	7/1/10-7/3/10	\$6.70	
7/22/2010	7/4/10-7/17/10	\$39.60	
8/5/2010	7/18/10-7/31/10	\$39.75	
8/19/2010	8/1/10-8/14/10	\$34.38	
9/2/2010	8/15/10-8/28/10	\$28.41	
9/16/2010	8/29/10-9/11/10	\$28.68	
9/30/2010	9/12/10-9/25/10	\$25.72	
10/14/2010	9/26/10-10/9/10	\$24.89	
10/28/2010	10/10/10-10/23/10	\$24.95	
11/10/2010	10/24/10-11/6/10	\$24.96	
11/24/2010	11/7/10-11/20/10	\$25.93	
12/2/2010	Longevity	\$2.18	

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
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12/9/2010	11/21/10-12/4/10		\$21.01	
12/23/2010	12/5/10-12/18/10		\$17.49	
1/6/2011	12/19/10-1/1/11		\$16.89	
1/20/2011	1/2/11-1/15/11		\$16.84	
2/3/2011	1/16/11-1/29/11		\$16.89	
2/17/2011	1/30/11-2/12/11		\$20.31	
3/3/2011	2/13/11-2/26/11		\$16.90	
3/17/2011	2/27/11-3/9/11		\$16.83	
3/31/2011	3/10/11-3/23/11		\$16.84	
Expenditures			\$466.15	Balance \$244.55

Life Insurance		Budget	\$494.00	
7/8/2010	7/1/10-7/3/10		\$3.80	
7/22/2010	7/4/10-7/17/10		\$19.00	
8/5/2010	7/18/10-7/31/10		\$19.00	
8/19/2010	8/1/10-8/14/10		\$19.00	
9/2/2010	8/15/10-8/28/10		\$19.00	
9/16/2010	8/29/10-9/11/10		\$19.00	
9/30/2010	9/12/10-9/25/10		\$19.00	
10/14/2010	9/26/10-10/9/10		\$19.00	
10/28/2010	10/10/10-10/23/10		\$19.00	
11/10/2010	10/24/10-11/6/10		\$19.00	
11/24/2010	11/7/10-11/20/10		\$19.00	
12/9/2010	11/21/10-12/4/10		\$19.00	
12/23/2010	12/5/10-12/18/10		\$19.00	
1/6/2011	12/19/10-1/1/11		\$19.00	
1/20/2011	1/2/11-1/15/11		\$19.00	
2/3/2011	1/16/11-1/29/11		\$19.00	
2/17/2011	1/30/11-2/12/11		\$19.00	
3/3/2011	2/13/11-2/26/11		\$19.00	
3/17/2011	2/27/11-3/9/11		\$19.00	
3/31/2011	3/10/11-3/23/11		\$19.00	
Expenditures			\$364.80	Balance \$129.20

Disability Insurance		Budget	\$54.00	
7/8/2010	7/1/10-7/3/10		\$0.42	
7/22/2010	7/4/10-7/17/10		\$2.08	
8/5/2010	7/18/10-7/31/10		\$2.08	
8/19/2010	8/1/10-8/14/10		\$2.08	
9/2/2010	8/15/10-8/28/10		\$2.08	
9/16/2010	8/29/10-9/11/10		\$2.08	
9/30/2010	9/12/10-9/25/10		\$2.08	
10/14/2010	9/26/10-10/9/10		\$2.08	
10/28/2010	10/10/10-10/23/10		\$2.08	
11/10/2010	10/24/10-11/6/10		\$2.08	
11/24/2010	11/7/10-11/20/10		\$2.08	
12/9/2010	11/21/10-12/4/10		\$2.08	
12/23/2010	12/5/10-12/18/10		\$2.08	
1/6/2011	12/19/10-1/1/11		\$2.08	
1/20/2011	1/2/11-1/15/11		\$2.08	

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2/3/2011	1/16/11-1/29/11	\$2.08	
2/17/2011	1/30/11-2/12/11	\$2.08	
3/3/2011	2/13/11-2/26/11	\$2.08	
3/17/2011	2/27/11-3/9/11	\$2.08	
3/31/2011	3/10/11-3/23/11	\$2.08	
Expenditures		\$39.94	Balance \$14.06
Workers' Comp Insurance		Budget	\$393.61
7/8/2010	7/1/10-7/3/10	\$27.23	
7/22/2010	7/4/10-7/17/10	\$37.12	
8/5/2010	7/18/10-7/31/10	\$37.29	
8/19/2010	8/1/10-8/14/10	\$28.74	
9/2/2010	8/15/10-8/28/10	\$19.07	
9/16/2010	8/29/10-9/11/10	\$19.60	
9/30/2010	9/12/10-9/25/10	\$14.82	
10/14/2010	9/26/10-10/9/10	\$13.43	
10/28/2010	10/10/10-10/23/10	\$13.38	
11/10/2010	10/24/10-11/6/10	\$13.54	
11/24/2010	11/7/10-11/20/10	\$15.17	
12/2/2010	Longevity	\$0.20	
12/9/2010	11/21/10-12/4/10	\$7.20	
12/23/2010	12/5/10-12/18/10	\$1.61	
1/6/2011	12/19/10-1/1/11	\$1.62	
1/20/2011	1/2/11-1/15/11	\$1.61	
2/3/2011	1/16/11-1/29/11	\$1.62	
2/17/2011	1/30/11-2/12/11	\$7.21	
3/3/2011	2/13/11-2/26/11	\$1.62	
3/17/2011	2/27/11-3/9/11	\$1.61	
3/31/2011	3/10/11-3/23/11	\$1.61	
Expenditures		\$265.30	Balance \$128.31
Unemployment		Budget	\$103.42
7/8/2010	7/1/10-7/3/10	\$4.91	
7/22/2010	7/4/10-7/17/10	\$5.81	
8/5/2010	7/18/10-7/31/10	\$5.82	
8/19/2010	8/1/10-8/14/10	\$5.05	
9/2/2010	8/15/10-8/28/10	\$4.18	
9/16/2010	8/29/10-9/11/10	\$4.22	
9/30/2010	9/12/10-9/25/10	\$3.79	
10/14/2010	9/26/10-10/9/10	\$3.67	
10/28/2010	10/10/10-10/23/10	\$3.68	
11/10/2010	10/24/10-11/6/10	\$3.68	
11/24/2010	11/7/10-11/20/10	\$3.82	
12/2/2010	Longevity	\$0.32	
12/9/2010	11/21/10-12/4/10	\$3.10	
12/23/2010	12/5/10-12/18/10	\$2.60	
1/6/2011	12/19/10-1/1/11	\$2.60	
1/20/2011	1/2/11-1/15/11	\$2.60	
2/3/2011	1/16/11-1/29/11	\$2.60	
2/17/2011	1/30/11-2/12/11	\$3.10	

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3/3/2011	2/13/11-2/26/11		\$2.60	
3/17/2011	2/27/11-3/9/11		\$2.60	
3/31/2011	3/10/11-3/23/11		\$2.60	
Expenditures			\$73.35	Balance \$30.07
Medical Insurance Budget \$14,104.00				
7/8/2010	July		\$881.27	
8/5/2010	August		\$881.27	
9/2/2010	September		\$881.27	
10/14/2010	October		\$881.27	
11/10/2010	November		\$881.27	
12/9/2010	December		\$881.27	
1/6/2011	January		\$3,678.57	
2/3/2011	February		\$678.57	
3/3/2011	March		\$678.57	
Expenditures			\$10,323.33	Balance \$3,780.67
Flexible Benefit Plan Budget \$0.00				
Expenditures			\$0.00	Balance \$0.00
Prescription Insurance Budget \$0.00				
Expenditures			\$0.00	Balance \$0.00
Dental Insurance Budget \$972.09				
7/8/2010	July		\$81.01	
8/5/2010	August		\$81.01	
9/2/2010	September		\$81.01	
10/14/2010	October		\$81.01	
11/10/2010	November		\$81.01	
12/9/2010	December		\$81.01	
1/6/2011	January		\$81.01	
2/3/2011	February		\$81.01	
3/3/2011	March		\$81.01	
Expenditures			\$729.09	Balance \$243.00
Post Retirement Health Care Budget \$5,000.05				
7/8/2010	7/1/10-7/3/10		\$36.34	
7/22/2010	7/4/10-7/17/10		\$181.69	
8/5/2010	7/18/10-7/31/10		\$181.69	
8/19/2010	8/1/10-8/14/10		\$181.69	
9/2/2010	8/15/10-8/28/10		\$181.69	
9/16/2010	8/29/10-9/11/10		\$181.69	
9/30/2010	9/12/10-9/25/10		\$181.69	
10/14/2010	9/26/10-10/9/10		\$181.69	
10/28/2010	10/10/10-10/23/10		\$181.69	
11/10/2010	10/24/10-11/6/10		\$181.69	
11/24/2010	11/7/10-11/20/10		\$181.69	

Monroe Downtown Development Authority
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12/2/2010	Longevity		\$22.05	
12/9/2010	11/21/10-12/4/10		\$181.69	
12/23/2010	12/5/10-12/18/10		\$181.69	
1/6/2011	12/19/10-1/1/11		\$181.69	
1/20/2011	1/2/11-1/15/11		\$181.69	
2/3/2011	1/16/11-1/29/11		\$181.69	
2/17/2011	1/30/11-2/12/11		\$181.69	
3/3/2011	2/13/11-2/26/11		\$181.69	
3/17/2011	2/27/11-3/9/11		\$181.69	
3/31/2011	3/10/11-3/23/11		\$181.69	
		Expenditures	\$3,510.50	Balance \$1,489.55
Pension Contribution		Budget	\$883.84	
7/8/2010	7/1/10-7/3/10		\$32.14	
7/22/2010	7/4/10-7/17/10		\$32.14	
8/5/2010	7/18/10-7/31/10		\$32.14	
8/19/2010	8/1/10-8/14/10		\$32.14	
9/2/2010	8/15/10-8/28/10		\$32.14	
9/16/2010	8/29/10-9/11/10		\$32.14	
9/30/2010	9/12/10-9/25/10		\$32.14	
10/14/2010	9/26/10-10/9/10		\$32.14	
10/28/2010	10/10/10-10/23/10		\$32.14	
11/10/2010	10/24/10-11/6/10		\$32.14	
11/24/2010	11/7/10-11/20/10		\$32.14	
12/2/2010	Longevity		\$3.90	
12/9/2010	11/21/10-12/4/10		\$32.14	
12/23/2010	12/5/10-12/18/10		\$32.14	
1/6/2011	12/19/10-1/1/11		\$32.14	
1/20/2011	1/2/11-1/15/11		\$32.14	
2/3/2011	1/16/11-1/29/11		\$32.14	
2/17/2011	1/30/11-2/12/11		\$32.14	
3/3/2011	2/13/11-2/26/11		\$32.14	
3/17/2011	2/27/11-3/9/11		\$32.14	
3/31/2011	3/10/11-3/23/11		\$32.14	
		Expenditures	\$646.70	Balance \$237.14
Office Supplies		Budget	\$2,000.00	
7/31/2010	July		\$0.20	
9/7/2010	KCI Graphics (2,000 office envelopes)		\$502.76	
9/20/2010	Visa-AT&T Store (modem a/c adapter)		\$10.59	
11/15/2010	Visa-Big Lots & Meijer (vacuum and tools)		\$114.57	
3/21/2011	Visa-Staples		\$196.75	
		Expenditures	\$824.87	Balance \$1,175.13
Copies		Budget	\$400.00	
7/31/2010	July		\$66.97	
8/31/2010	August		\$24.16	
9/30/2010	September		\$21.91	
10/31/2010	October		\$28.84	

Monroe Downtown Development Authority
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11/30/2010	November		\$19.79	
12/31/2010	December		\$10.56	
1/31/2011	January		\$0.52	
2/28/2011	February		\$12.23	
3/31/2011	March		\$22.52	
Expenditures			\$207.50	Balance \$192.50
Postage				
Budget			\$1,500.00	
7/31/2010	July		\$216.96	
8/16/2010	Visa-USPS (DDA packets)		\$9.32	
8/31/2010	August		\$12.76	
9/7/2010	KCI Graphics (parking lot survey mass mailing)		\$157.50	
9/30/2010	September		\$44.09	
10/18/2010	Visa-USPS (DDA packets)		\$1.90	
10/31/2010	October		\$32.61	
11/30/2010	November		\$23.48	
1/3/2011	Visa-Premium Postcard (Façade Grant Postcards)		\$152.88	
1/31/2011	January		\$3.46	
2/28/2011	February		\$15.20	
3/31/2011	March		\$11.43	
Expenditures			\$681.59	Balance \$818.41
Audit Services				
Budget			\$1,300.00	
10/18/2010	Plante & Moran PLLC		\$600.00	
11/1/2010	Plante & Moran PLLC		\$515.00	
12/20/2010	Plante & Moran PLLC		\$38.00	
Expenditures			\$1,153.00	Balance \$147.00
General Contract Services				
Budget			\$139,500.00	
9/7/2010	The Mannik & Smith Group (parking lot design)		\$6,634.22	
9/20/2010	The Mannik & Smith Group (parking lot design)		\$4,728.75	
10/18/2010	The Mannik & Smith Group (parking lot design)		\$7,493.65	
12/20/2010	The Mannik & Smith Group (parking lot design)		\$443.50	
2/16/2011	Comm. & Econ. Dev. Position Salary		\$10,000.00	
2/22/2011	RRCA (sponsorship)		\$5,000.00	
3/21/2011	The Mannik & Smith Group (engineering drawing)		\$4,888.23	
3/21/2011	City of Monroe (snow hauling)		\$7,500.00	
Expenditures			\$46,688.35	Balance \$92,811.65
Façade Improvements				
Budget			\$35,000.00	
9/20/2010	113 E. Front St.-David Grenn		\$1,000.00	
11/1/2010	86 W. Front St.-Jim Reilly		\$5,837.50	
1/3/2011	8 N. Monroe St.-Bernard Beneteau		\$10,000.00	
2/7/2011	41 W. Front St.-Monroe County Council CIO		\$5,009.24	
3/21/2011	43 S. Monroe St.-Gabe Martin		\$10,000.00	
Expenditures			\$31,846.74	Balance \$3,153.26

Monroe Downtown Development Authority
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Telephone		Budget	\$2,000.00	
8/16/2010	Visa-AT&T		\$129.21	
9/20/2010	Visa-AT&T		\$129.20	
10/18/2010	Visa-AT&T		\$129.22	
11/15/2010	Visa-AT&T		\$129.12	
1/3/2011	Visa-AT&T		\$129.02	
1/17/2011	Visa-AT&T		\$128.93	
2/21/2011	Visa-AT&T		\$129.38	
3/21/2011	Visa-AT&T		\$145.12	
		Expenditures	\$1,049.20	Balance \$950.80
Travel and Training		Budget	\$3,000.00	
10/18/2010	Visa-Conference Food for Michigan Downtown C		\$11.00	
10/4/2010	Andrea Jones (mileage)		\$180.50	
		Expenditures	\$191.50	Balance \$2,808.50
Publishing/Advertising		Budget	\$200.00	
1/17/2011	Monroe Publishing		\$51.56	
2/22/2011	Monroe Publishing (Work Session and 2011 Mee		\$213.59	
		Expenditures	\$265.15	Balance -\$65.15
Insurance Premium		Budget	\$1,000.00	
1/31/2011			\$833.00	
		Expenditures	\$833.00	Balance \$167.00
Electric		Budget	\$1,500.00	
8/3/2010	DTE Energy		\$173.88	
9/7/2010	DTE Energy		\$187.66	
10/4/2010	DTE Energy		\$115.97	
11/1/2010	DTE Energy		\$73.75	
1/3/2011	DTE Energy		\$109.76	
2/7/2011	DTE Energy		\$65.46	
3/7/2011	DTE Energy		\$77.61	
		Expenditures	\$804.09	Balance \$695.91
Gas		Budget	\$2,200.00	
8/3/2010	Michigan Gas Utilities		\$38.17	
9/7/2010	Michigan Gas Utilities		\$37.41	
10/4/2010	Michigan Gas Utilities		\$37.41	
11/1/2010	Michigan Gas Utilities		\$48.33	
12/20/2010	Michigan Gas Utilities		\$105.83	
1/3/2011	Michigan Gas Utilities		\$157.59	
2/7/2011	Michigan Gas Utilities		\$126.14	
3/7/2011	Michigan Gas Utilities		\$220.13	
		Expenditures	\$771.01	Balance \$1,428.99

Monroe Downtown Development Authority
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Water		Budget	\$150.00
9/7/2010	City of Monroe	\$50.56	
Expenditures		\$50.56	Balance \$99.44
Rental-Building		Budget	\$6,600.00
3/21/2011	Ken Wickenheiser (12/2009-4/2011)	\$9,350.00	
Expenditures		\$9,350.00	Balance -\$2,750.00
Miscellaneous Expense		Budget	\$2,000.00
8/16/2010	Visa-National Trust Membership	\$250.00	
8/16/2010	Visa-Inga's Bake Shoppe (meeting refreshments)	\$22.50	
9/20/2010	Visa-Inga's Bake Shoppe (meeting refreshments)	\$15.00	
9/20/2010	Visa-annual fee	\$10.00	
10/18/2010	Michigan Downtown Association Annual Dues	\$400.00	
11/15/2010	Visa-Big Lots (Halloween Candy)	\$53.00	
12/6/2010	City of Monroe-Fire Inspection	\$100.00	
1/17/2011	Visa-Late and Finance Charges	\$39.67	
2/21/2011	DMBN Membership Dues	\$30.00	
Expenditures		\$920.17	Balance \$1,079.83
Organization Committee		Budget	\$3,000.00
8/3/2010	By Design-Handbook Revision	\$140.00	
8/3/2010	Lamour Printing-50 Handbooks	\$151.05	
Expenditures		\$291.05	Balance \$2,708.95
Design Committee		Budget	\$42,000.00
7/19/2010	Four Star Greenhouse (fertilizer)	\$120.41	
8/2/2010	Project Graphics (50 summer banners, final paym	\$3,161.35	
8/16/2010	Visa-Project Graphics Deposit (50 banners)	\$1,200.00	
9/7/2010	Four Star Greenhouse (fertilizer)	\$72.25	
10/18/2010	Parran's Greenhouse (50 cornstalks)	\$75.00	
11/1/2010	Cheri Weakly (scarecrow reimbursement)	\$63.60	
11/15/2010	Visa-Big Lots & Crafts 2000 (holiday décor)	\$109.73	
12/20/2010	Staelgraeve Turner (Monroe St Bridge Lighting)	\$610.00	
1/3/2011	Visa-Baker's Gas (supplies for holiday décor han	\$64.67	
3/7/2011	Carole Straub (original Riverwalk designs and es	\$500.00	
3/21/2011	Project Graphics (50 Spring banners-final payme	\$2,836.65	
Expenditures		\$8,813.66	Balance \$33,186.34
Promotion Committee		Budget	\$25,000.00
8/16/2010	Monroe Publishing Co. (jazz festival brochure ad)	\$185.00	
8/16/2010	Visa-Facebook Ad	\$25.00	
8/16/2010	Visa-Hostgator renewal	\$83.40	
9/7/2010	DMBN (Art Fair Sponsorship)	\$1,000.00	
9/7/2010	DMBN (Bed Race Gift Certificates)	\$200.00	
9/7/2010	Bed Race to Aid Children, Inc (Bed Race Sponso	\$200.00	
9/20/2010	Monroe Publishing Co. (website updates)	\$75.00	

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

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10/15/2010	Monroe Publishing Co. (Fall Monroe Mag. Ad)	\$370.00		
11/1/2010	WTVG-Toledo (commercial airing)	\$1,200.00		
11/1/2010	Mary Jo Stoyanovich (costume rental)	\$350.00		
11/1/2010	Dan Williams (carriage rides)	\$1,000.00		
11/1/2010	Fraley Productions (revising commercial)	\$130.00		
11/15/2010	Monroe Publishing (website updates)	\$300.00		
11/15/2010	Lamour Printing (tree-lighting posters)	\$118.00		
11/15/2010	By Design (tree-lighting and Monroe Mag. Graphi	\$70.00		
11/15/2010	Lamour Printing (tree-lighting school flyers)	\$140.00		
11/15/2010	Lamour Printing (kiosk poster)	\$40.50		
11/15/2010	Visa-Hostgator renewal, domain registration	\$48.86		
12/6/2010	TK Productions-History Video	\$750.00		
12/6/2010	By Design (RRCA Ad, Logo Update, Kiosk Map)	\$385.00		
12/20/2010	Monroe Publishing (tree-lighting advertising)	\$1,110.00		
12/20/2010	WTVG-Toledo (commercial airing)	\$1,200.00		
1/17/2011	Monroe Publishing (winter Monroe Mag. Ad)	\$370.00		
2/22/2011	By Design (Monroe Magazine ad changes)	\$35.00		
2/22/2011	RRCA (sponsorship-additional \$5,000 from GCS)	\$5,000.00		
3/21/2011	TK Productions-Event Video	\$750.00		
3/21/2011	Fraley Productions (revising commercial)	\$65.00		
Expenditures		\$15,200.76	Balance	\$9,799.24
Economic Restructuring Committee		Budget	\$40,000.00	
Expenditures		\$0.00	Balance	\$40,000.00
Reference Material		Budget	\$500.00	
Expenditures		\$0.00	Balance	\$500.00
Transfer Out-Capital Project (sidewalk replac		Budget	\$108,000.00	
9/20/2010		\$38,000.00		
Expenditures		\$38,000.00	Balance	\$70,000.00
Transfer Out-Capital Project (parking lot)		Budget	\$75,000.00	
Expenditures		\$0.00	Balance	\$75,000.00
Total		\$209,355.70	\$566,618.50	\$282,262.80
		Expenditures	Budget	Balance

Memorandum

Date: April 13, 2011
To: Members of the Monroe Downtown Development Authority
From: Andrea Jones, Executive Director 
Re: Tapco Invoice

I have attached the invoice received from Tapco for the Wayfinding signage. DPS has received a shipment from Tapco and will be sorting it to make sure that all elements of the order were received. I have inquired with Tapco as to whether this is the complete invoice for our order. I was originally quoted a higher price for the signs. I should hear back from them next week since our sales representative is on vacation.

Thank you.



5100 W. Brown Deer Road, Brown Deer, WI 53223
 P 800.236.0112 F 800.444.0331
 www.tapconet.com | www.tapcostore.com

INVOICE

Customer Copy

Number	362965
Date	03/23/11
Page	1

The Business of Safety

<i>Bill To:</i> 24266	CITY OF MONROE 120 E FIRST ST MONROE, MI 48161	<i>Ship To:</i> SAME	CITY OF MONROE 120 E FIRST ST MONROE, MI 48161
--------------------------	---------------------------------------------------------------	-------------------------	---------------------------------------------------------------

Reference #	Shipped	Salesperson	Terms	Tax Code	Doc #	Wh	Freight	Ship Via
KELLY WAGNER	03/23/11	RG1 REGION 1 (NET 30	EX MI	328059	01	BILL	PERFORMANCE

Item	Description	Ordered	Shipped	Backordrd	UM	Price	UM	Extension
T328059SP1	BLANK,30X48X.125 5052 SQ CORN-ERS NO HOLES,CUSTOM CUT TOP	30	30	0	EA	53.25	EA	1597.50
203-00094	3"SMOOTH POLE,MD DECRA BASE W/ SLPOVR,DIRECT BURIAL,PNTD	26	26	0	EA	270.00	EA	7020.00
203-00031	FINIAL, BALL CAP FOR 3" POLE VULCAN BLACK	26	26	0	EA	33.00	EA	858.00
034-00088	V-LOC,30-VR3B,3"RND,W/WEDGE & CLEANOUT BAR,FOR SOIL,36"	26	26	0	EA	36.25	EA	942.50
<p>THANK YOU- LAUREL STRINGFELLOW #877-814-7315 LAUREL@TAPCONET.COM</p> <p>Performance - MKE 19472493</p> <p>Please Note - TAPCO has moved to a new location. Our new address is: 5100 W. Brown Deer Road Brown Deer, WI 53223</p>								

RECEIVED
 APR 11 2011

INVOICE

Merchandise	Misc	Discount	Tax	Freight	Total Due
10418.00	.00	.00	.00	338.19	10756.19

THANK YOU FOR YOUR ORDER