

# Memorandum

---

**Date:** September 10, 2010  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** 113 East Front Street Reimbursement

---

The invoice for painting the rear of the building at 113 East Front Street has been submitted for reimbursement. A copy of the payment check was also submitted as required. After inspection I found that the project was completed as approved. Therefore, the applicant is eligible to receive the full rebate amount of \$1,000.00 originally approved for this project.

Thank you.