

Minutes

Monroe Downtown Development Authority
Regular Meeting
Wednesday, April 20, 2011
Monroe DDA Office
118 E. Front St.

Chairperson Floraday called the meeting to order at 7:48 a.m.

1. Roll Call

Present: Chairperson Rick Floraday, Vice-Chairperson Ken Wickenheiser (a 7:49),
Treasurer Mary Gail Beneteau, Janet Berns, Mayor Clark, Gabe Martin, (a 7:51),
Ken Calender (e 9:00), Barry Kinsey
Excused: Cheri Weakly, Kimberle Daniels
Absent: Shaun McGowan
Staff: Andrea Jones, Dan Swallow
Guests: None

2. Consent Agenda

- A. Approval of April Agenda
- B. Approval of the Minutes of the March 16, 2011 DDA meeting and March 30,
2011 DDA work session
- C. March Financial Reports
- D. Tapco Invoice

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

Motion carried unanimously.

Vice-Chairperson Wickenheiser arrived at the meeting at 7:49am.

3. 2010-2011 Work Program

A. Parking Lot Update

Ms. Jones gave an update on the status of the parking lot project. There was discussion regarding the left turn lane on Monroe Street and possibly only allowing vehicles to enter the parking lot traveling south on Monroe Street.

Mr. Martin arrived at the meeting at 7:51am.

There was discussion regarding:

- the survey results and traffic counts for the Monroe Street entrance and the proximity to the new Front Street entrance;
- the amount of greenspace and possible infill buildings in the future;
- the number of parking spaces and where people are parking;
- pedestrian access;

- increase in property values; and
- cost savings for making alterations to the existing plan.

It was moved by Mr. Kinsey and seconded by Mr. Martin to change the Monroe Street entrance to pedestrian only.

There was discussion regarding:

- traffic flow in the parking lot; and
- the potential new Monroe Street access layout.

7 Ayes, 1 Nay (Beneteau)

There was discussion regarding potential motorcycle parking locations.

Chairperson Floraday gave background on the opportunity to purchase a portion of the Monroe Club's property to use as a pedestrian alley which will create access from Front Street to the parking lot. There was discussion regarding the options and need for renovating the property and the cost for purchasing that would be considered. There was discussion regarding how private property renovations could be funded.

It was moved by Treasurer Beneteau and seconded by Mayor Clark to enter into negotiations with Monroe Club about purchasing their alley.

Motion carried unanimously.

B. 2011 Planter Watering and Rivewalk Trash Can Emptying Contract

Ms. Jones explained the contract costs. There was discussion regarding the frequency of watering. There was discussion regarding:

- the purchase of additional planters;
- the current locations of planters and benches; and
- moving trash cans, planters and benches to optimal locations.

It was moved by Vice-Chairperson Wickenheiser and seconded by Mayor Clark award the contract as submitted and request that the Design Committee to come up with optimal locations for the planters, trash cans, and benches.

Motion carried unanimously.

Ms. Berns mentioned the possible need to replace some of the trash cans.

C. Committee Reports

- Organization – Minutes were enclosed in the meeting packet.
- Promotion – Minutes were enclosed in the meeting packet.
 - Pure Monroe Michigan Campaign

There was discussion regarding whether the marketing materials the DDA is involved with and producing are beneficial. Ms. Jones played the radio commercial. There was discussion regarding the details of the Pure Monroe campaign and the limited funds in the next fiscal year.

It was moved by Mr. Kinsey and seconded by Mayor Clark to support the Pure Monroe Campaign for a total of \$5,000.00.

Motion carried unanimously.

Mr. Calender excused himself from the remainder of the meeting at 9:00am.

- Tourism Brochure Budget Request
Ms. Jones explained the need to revise the tourism brochure.

It was moved by Mayor Clark and seconded by Mr. Martin approve the \$1,000.00 budget for the tourism brochure.

Motion carried unanimously.

- Design – Minutes were enclosed in the meeting packet.
- Economic Restructuring – Meeting cancelled.
- Façade Grant Committee – Minutes were distributed at the meeting.
- Capital Improvements – No Meeting.

4. Other Business

A. Office Relocation

Chairperson Floraday stated that he met with Mayor Clark and City Manager George Brown and negotiated a proposal for no cost to the DDA other than out of pocket expenses to move the DDA to City Hall and no rental fee in exchange for other projects that the DDA is funding downtown. The proposal will be on the May 2nd City Council meeting.

Ms. Jones requested input on the phone options and provided cost details. The Board agreed to use a City Hall phone number and forward our current phone number for three months. Ms. Jones described the process for moving.

B. Summary of Proposed Sub-Committee Structure and Projects

Ms. Jones explained the proposed committee names and projects and suggested changing the Community Development Committee name. There was discussion regarding the need for committees. The Board agreed to change the name “Community Development” to “Development”.

It was moved by Mr. Kinsey and seconded by Mayor Clark accept the committee names as amended.

Motion carried unanimously.

5. Communications

Ms. Jones gave an update on office insurance. She stated that the insurance company told her that there weren't really options for having a mid-range deductible due to the size of the DDA's payroll.

She stated that the DDA needs to determine if they will be giving away or selling, etc. the Hometown Montage pictures. She has already had an inquiry.

She requested input from the DDA Board on the Downtown Monroe Handbook revision.

Vice-Chairperson Wickenheiser requested an update on the Façade Grant applications.

There was discussion regarding the presence of kids on downtown rooftops and options to keep them off the roofs.

Mayor Clark mentioned that the Mayor's Exchange this year is with Utica on May 24th.

Ms. Berns mentioned that her bookstore now has a website that allows people to download books to their e-reader.

6. Adjournment

A motion to adjourn was made by Mayor Clark and seconded by Mr. Kinsey at 9:20 A.M.

Motion carried unanimously.

User: esell

DB: Monroe

PERIOD ENDING 04/30/2011

ACCOUNT PROJECT DESCRIPTION	2010-11 AMENDED BUDGET NORMAL	YTD BALANCE 04/30/2011 (ABNORMAL) NORMAL	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 80.100-GENERAL REVENUE				
665.005 INTEREST ON INVESTMENTS	913.00	1,732.76	(819.76)	189.79
Total Dept 80.100-GENERAL REVENUE	913.00	1,732.76	(819.76)	189.79
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	236,020.75	(819.75)	100.35
Expenditures				
Dept 65.691-DOWNTOWN DEVELOPMENT				
702.000 FULL TIME SALARIES & WAGES	33,100.08	26,203.20	6,896.88	79.16
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	2,137.35	901.51	70.33
717.005 MEDICARE	710.70	499.87	210.83	70.33
718.000 LIFE INSURANCE	494.00	402.80	91.20	81.54
718.005 DISABILITY INSURANCE	54.00	44.10	9.90	81.67
718.010 WORKERS' COMP INSURANCE	393.61	268.53	125.08	68.22
718.015 UNEMPLOYMENT	103.42	78.55	24.87	75.95
719.000 MEDICAL INSURANCE	14,104.00	11,001.90	3,102.10	78.01
719.075 DENTAL INSURANCE	972.09	810.10	161.99	83.34
720.000 POST RETIREMENT HEALTH CARE	5,000.05	3,873.88	1,126.17	77.48
721.000 PENSION CONTRIBUTION	883.84	710.98	172.86	80.44
727.000 OFFICE SUPPLIES	1,500.00	936.18	563.82	62.41
728.000 COPIES	300.00	219.83	80.17	73.28
730.000 POSTAGE	1,000.00	681.59	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	46,791.46	118,008.54	28.39
818.080 FACADE IMPROVEMENTS	33,596.74	31,846.74	1,750.00	94.79
853.000 TELEPHONE	1,500.00	1,183.15	316.85	78.88
860.000 TRAINING & TRAVEL	300.00	191.50	108.50	63.83
905.000 PUBLISHING/ADVERTISING	400.00	316.71	83.29	79.18
910.000 INSURANCE PREMIUM	1,000.00	833.00	167.00	83.30
921.000 ELECTRIC	1,500.00	871.02	628.98	58.07
922.000 GAS	2,000.00	978.24	1,021.76	48.91
923.000 WATER & WASTEWATER	150.00	50.56	99.44	33.71
942.000 RENTAL-BUILDING	10,950.00	9,900.00	1,050.00	90.41
955.000 MISCELLANEOUS EXPENSE	1,400.00	920.17	479.83	65.73
955.030 ORGANIZATION COMMITTEE	1,000.00	291.05	708.95	29.11
955.035 DESIGN COMMITTEE	42,000.00	10,613.66	31,386.34	25.27
955.040 PROMOTION COMMITTEE	26,000.00	15,570.76	10,429.24	59.89

User: esell

DB: Monroe

PERIOD ENDING 04/30/2011

ACCOUNT PROJECT DESCRIPTION	2010-11	YTD BALANCE	AVAILABLE	% BDGT
	AMENDED	04/30/2011	BALANCE	
	BUDGET NORMAL	(ABNORMAL)	NORMAL (ABNORMAL)	USED
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	216,649.88	205,904.51	51.27
TOTAL Expenditures	422,554.39	216,649.88	205,904.51	51.27
Fund 751:				
TOTAL REVENUES	235,201.00	236,020.75	(819.75)	100.35
TOTAL EXPENDITURES	422,554.39	216,649.88	205,904.51	51.27
NET OF REVENUES & EXPENDITURES	(187,353.39)	19,370.87	(206,724.26)	(10.34)

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
April 30, 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	2/27/11-3/12/11	\$1,236.00			
3/31/2011	3/13/11-3/26/11	\$1,236.00			
4/14/2011	3/27/11-4/9/11	\$1,236.00			
4/28/2011	4/10/11-4/23/11	\$1,236.00			
		Expenditures	\$26,203.20	Balance	\$6,896.88
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

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
April 30, 2011

Sick Pay Bonus		Budget	\$0.00
		Expenditures	\$0.00
		Balance	\$0.00
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	2/27/11-3/12/11	\$71.99	
3/31/2011	3/13/11-3/26/11	\$71.98	
4/14/2011	3/27/11-4/9/11	\$72.23	
4/28/2011	4/10/11-4/23/11	\$71.98	
		Expenditures	\$2,137.35
		Balance	\$901.51
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	

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
April 30, 2011

11/24/2010	11/7/10-11/20/10	\$25.93	
12/2/2010	Longevity	\$2.18	
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	2/27/11-3/12/11	\$16.83	
3/31/2011	3/13/11-3/26/11	\$16.84	
4/14/2011	3/27/11-4/9/11	\$16.89	
4/28/2011	4/10/11-4/23/11	\$16.83	
Expenditures		\$499.87	Balance \$210.83
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	2/27/11-3/12/11	\$19.00	
3/31/2011	3/13/11-3/26/11	\$19.00	
4/14/2011	3/27/11-4/9/11	\$19.00	
4/28/2011	4/10/11-4/23/11	\$19.00	
Expenditures		\$402.80	Balance \$91.20
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	

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
April 30, 2011

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	
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	2/27/11-3/12/11	\$2.08	
3/31/2011	3/13/11-3/26/11	\$2.08	
4/14/2011	3/27/11-4/9/11	\$2.08	
4/28/2011	4/10/11-4/23/11	\$2.08	
Expenditures		\$44.10	Balance \$9.90
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	2/27/11-3/12/11	\$1.61	
3/31/2011	3/13/11-3/26/11	\$1.61	
4/14/2011	3/27/11-4/9/11	\$1.62	
4/28/2011	4/10/11-4/23/11	\$1.61	
Expenditures		\$268.53	Balance \$125.08
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	

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
April 30, 2011

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	
3/3/2011	2/13/11-2/26/11		\$2.60	
3/17/2011	2/27/11-3/12/11		\$2.60	
3/31/2011	3/13/11-3/26/11		\$2.60	
4/14/2011	3/27/11-4/9/11		\$2.60	
4/28/2011	4/10/11-4/23/11		\$2.60	
		Expenditures	\$78.55	Balance \$24.87
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	
4/14/2011	April		\$678.57	
		Expenditures	\$11,001.90	Balance \$3,102.10
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	
4/14/2011	April		\$81.01	

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
April 30, 2011

		Expenditures	\$810.10	Balance	\$161.99
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		
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	2/27/11-3/12/11		\$181.69		
3/31/2011	3/13/11-3/26/11		\$181.69		
4/14/2011	3/27/11-4/9/11		\$181.69		
4/28/2011	4/10/11-4/23/11		\$181.69		
		Expenditures	\$3,873.88	Balance	\$1,126.17
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	2/27/11-3/12/11		\$32.14		
3/31/2011	3/13/11-3/26/11		\$32.14		
4/14/2011	3/27/11-4/9/11		\$32.14		

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
April 30, 2011

4/28/2011	4/10/11-4/23/11		\$32.14		
		Expenditures	\$710.98	Balance	\$172.86
Office Supplies		Budget	\$1,500.00		
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		
4/18/2011	Visa-Shotlet.com (printer)		\$111.31		
		Expenditures	\$936.18	Balance	\$563.82
Copies		Budget	\$300.00		
7/31/2010	July		\$66.97		
8/31/2010	August		\$24.16		
9/30/2010	September		\$21.91		
10/31/2010	October		\$28.84		
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		
4/30/2011	April		\$12.33		
		Expenditures	\$219.83	Balance	\$80.17
Postage		Budget	\$1,000.00		
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	\$318.41
Audit Services		Budget	\$1,153.00		
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	\$0.00

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
April 30, 2011

General Contract Services		Budget	\$164,800.00
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	
4/18/2011	Monroe Publishing (MNRTFG PMN)	\$103.11	
		Expenditures	\$46,791.46
		Balance	\$118,008.54
Façade Improvements		Budget	\$33,596.74
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	\$1,750.00
Telephone		Budget	\$1,500.00
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	
4/18/2011	Visa-AT&T	\$133.95	
		Expenditures	\$1,183.15
		Balance	\$316.85
Travel and Training		Budget	\$300.00
10/18/2010	Visa-Conference Food for Michigan Downtown C	\$11.00	
10/4/2010	Andrea Jones (mileage)	\$180.50	
		Expenditures	\$191.50
		Balance	\$108.50
Publishing/Advertising		Budget	\$400.00
1/17/2011	Monroe Publishing	\$51.56	
2/22/2011	Monroe Publishing (Work Session and 2011 Mee	\$213.59	
4/18/2011	Monroe Publishing (Work Session)	\$51.56	
		Expenditures	\$316.71
		Balance	\$83.29
Insurance Premium		Budget	\$1,000.00
1/31/2011		\$833.00	
		Expenditures	\$833.00
		Balance	\$167.00

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
April 30, 2011

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	
4/4/2011	DTE Energy	\$66.93	
		Expenditures	\$871.02
		Balance	\$628.98
Gas		Budget	\$2,000.00
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	
4/4/2011	Michigan Gas Utilities	\$207.23	
		Expenditures	\$978.24
		Balance	\$1,021.76
Water		Budget	\$150.00
9/7/2010	City of Monroe	\$50.56	
		Expenditures	\$50.56
		Balance	\$99.44
Rental-Building		Budget	\$10,950.00
3/21/2011	Ken Wickenheiser (12/2009-4/2011)	\$9,350.00	
4/18/2011	Ken Wickenheiser (5/11)	\$550.00	
		Expenditures	\$9,900.00
		Balance	\$1,050.00
Miscellaneous Expense		Budget	\$1,400.00
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	\$479.83

Monroe Downtown Development Authority
2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
April 30, 2011

Organization Committee		Budget	\$1,000.00
8/3/2010	By Design-Handbook Revision	\$140.00	
8/3/2010	Lamour Printing-50 Handbooks	\$151.05	
		Expenditures	\$291.05
		Balance	\$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	
4/18/2011	Visa-Project Graphics (50 Spring banners-down p	\$1,800.00	
		Expenditures	\$10,613.66
		Balance	\$31,386.34
Promotion Committee		Budget	\$26,000.00
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	
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	
4/18/2011	Monroe Publishing (spring Monroe Mag. Ad)	\$370.00	

Monroe Downtown Development Authority
 2010-2011 Fiscal Year Expenditure Report

July 1, 2010-
 April 30, 2011

	Expenditures	\$15,570.76	Balance	\$10,429.24
Economic Restructuring Committee				
	Budget		\$19,500.00	
	Expenditures	\$0.00	Balance	\$19,500.00
Reference Material				
	Budget		\$500.00	
	Expenditures	\$0.00	Balance	\$500.00
Transfer Out-Capital Project (sidewalk replac				
	Budget		\$38,000.00	
9/20/2010		\$38,000.00		
	Expenditures	\$38,000.00	Balance	\$0.00
Transfer Out-Capital Project (parking lot)				
	Budget		\$0.00	
	Expenditures	\$0.00	Balance	\$0.00
Total		\$216,649.88	\$422,554.39	\$205,904.51
	Expenditures		Budget	Balance