

Memorandum

Date: May 13, 2009
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: May Main Street Manager Report

Financing for 317 South Monroe Street has come through and the project is moving forward. Windows are scheduled to be installed by the end of May and the entire project is scheduled to be completed in six months, though the exterior is planned to be completed first.

I have received a Façade Grant application for 123 & 125 South Monroe Street. I am waiting on additional information from the applicant before I schedule a Façade Grant Committee meeting.

Ten of the eleven bike racks have been installed by DTE volunteers. Nine of those were done during the Earth Day Celebration (one needed modification in order to be installed). DPS staff will be trimming the bolts on some of the bike racks so that the cover plates lay flat on the ground. The eleventh bike rack had a last minute location change and I am now working to get permission from the County to imbed it in a grass area in Loranger Square (it is the only in-ground bike rack).

Although the sample Wayfinding blanks and poles have been ordered, they have yet to be delivered. DPS is working on the issue with the sign company. Once the signs come in, the final design will be laid out and installed; then final cost estimates can be determined.

Summer flower baskets are scheduled to be delivered on May 19th and will be hung by the seasonal employees starting that day. One of the three basket combinations was incorrect, but still looks nice. I am working out an arrangement with Four Star to resolve the issue. The new planters have arrived and been filled with dirt. Volunteers will be planting the planters on May 23rd starting at 9am. Those interested in helping can join them (bring your own spade).

I am putting together a presentation about downtown for the National Association of Insurance and Financial Advisors. I will be speaking at their May meeting. I have set the powerpoint up in a way that can be easily updated and used repeatedly for presentation to other groups as well.

The next Sign Ordinance review meeting is May 19th at 5:00pm at City Hall.

May 15, 2009

The JAWS crew has installed most of the new brackets, but needed additional supplies in order to finish. Remaining brackets are scheduled to be hung on May 14th. I will verify that all brackets are hung while delivering MSM/DDA packets on May 15th.

The following is an update on the Design Committee projects approved at the August MSM/DDA meeting: All items have been ordered and received. More pictures will be hung in the office once the picture rail is securely attached on the west wall.

The Database continues to grow and has already proven very useful in reducing the amount of time it takes me to do some tasks including find contact information that I am searching for.

The City of Monroe has yet to receive final word from MSHDA on their application for the Rental Rehabilitation program that downtown property owners can take advantage of for creation or renovation of downtown apartments.

I am meeting with City Staff to discuss incentives available to assist with the sale of the Masonic Temple building. There has been some interest from a potential buyer.

I am setting up a meeting with City Staff and a representative from the Historical Society to discuss sidewalk replacement downtown with regards to brick pavers vs. stamped concrete. The Historical Society has asked for research on the topic and no final decision has been made at this time.

The Earth Day booth was determined to be a success. We gave away a total of 38 \$5 downtown gift certificates and 1 RRCA event gift certificate. 200 people spun the wheel for a chance to win and I have added 180 contacts to our database (some people were married, etc. and had the same contact information). Rick Floraday, Amanda Phebus and I staffed the booth throughout the day. It was determined that more volunteers are needed to staff booths at future events.

I have received the MSDS reports about the Graffiti Removal System that the Board approved at the April MSM/DDA meeting. I was also approached by Campbell-Durocher Group who stated that they do graffiti removal. There is some graffiti on the side of the Main Street building and I am scheduling Campbell Durocher Group to remove the graffiti to demonstrate their process. I have also received good feedback from one of their customers. Before purchasing a Graffiti Removal System I would like to further investigate the option of contracting this service. With the rate quoted for the services it is possible that contracting the service would be less expensive than paying for the products, supplies and labor for seasonal employees to remove the graffiti. I also suggest seeking quotes from other local companies that remove graffiti, although I am not aware of any at this point.

The JAWS crew is now in their regular season.

Thank you.