

# Memorandum

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**Date:** June 9, 2009  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** June Main Street Manager Report

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The façade improvements are well underway at 317 South Monroe Street. The project is approximately scheduled to be completed at the end of October, though the exterior is planned to be completed first.

I am still waiting on additional information from the applicant for the 123 & 125 South Monroe Street Façade Grant application before it can be reviewed.

I am still working on getting permission from the County to imbed the last bike rack in a grass area in Loranger Square.

I purchased new business cards with the updated email address and logo.

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.

All of the summer flower baskets are up and planters planted. JAWS successfully hung all of the brackets. Many thanks to those that volunteered to plant the planters. Due to the incorrect baskets (the flower mix was not our final choice) they reduced the charges for the baskets. We have received a lot of compliments on how great the flowers look this year. Meiring Greenhouse has donated flowers for the Pavilion and flowers have also been planted by the Little Brown Bear by volunteers. Our Seasonal Employees will be watering those flowers as well.

I attended the May 19<sup>th</sup> Sign Committee meeting and gave input to changes that could be made. The Committee is still working on changes including how/if murals could be added to permitted signs.

I am receiving assistance from a DTE volunteer to format Excel spreadsheet documents to be uploaded into the database. This has greatly cut down on the time it would have taken me to do that formatting.

I met with Matt Baker with NBC24, at his request, to discuss advertising opportunities.

June 11, 2009

The City of Monroe is processing the agreement from MSHDA for the grant money awarded through the Rental Rehabilitation program that downtown property owners can take advantage of for creation or renovation of downtown apartments.

Water repair/replacement work will be done on Front Street this summer. The exact time frame is not determined at this time, but the contractor has been made aware of festivals that are taking place downtown in an effort to not affect festival traffic. Letters of notification will be sent by the City once the schedule has been determined.

At this point it is likely that the meeting with City Staff and a representative from the Historical Society to discuss sidewalk replacement downtown with regards to brick pavers vs. stamped concrete will be scheduled for June 18<sup>th</sup>. Sidewalk replacement is tentatively scheduled for August after water repairs have been completed.

I have created an inventory of downtown graffiti and will be contacting Campbell-Durocher Group to schedule removal of some of the graffiti (based on budget) once I have received permission from the property owners. Our Seasonal Employees will also have the ability to remove some of the less invasive graffiti and stickers throughout downtown. I have not looked into other graffiti removal companies at this time.

I attended a meeting to discuss a possible bicycle event that may be scheduled for next year. Further details are being researched to determine if the event will take place and if it will be downtown.

I attended the Traffic Committee meeting on May 27, 2009. The following actions were taken:

- The Lake Erie Transfer Station will not be relocated at this time;
- Further investigation of a possible residential parking district in the East Front Street corridor (east of Macomb Street) due to a resident request; and
- A sub-committee (including myself) will be set up to discuss the details of a parking pass system, parking limits in the West Front Street parking lot and usage of the vacant lot adjacent to 12 West Front Street.

The Economic Restructuring Committee cancelled their May meeting due to lack of quorum and no pressing agenda items.

I have been assured that the War of 1812 Banners will be up before the June 19<sup>th</sup>-20<sup>th</sup> Fife and Drum Muster.

I will be placing tree replacement on the agenda in October (based on weather) for the Board to determine species and funding amounts for the spring tree planting.

By my count, more than 20 businesses opened or expanded in the DDA district since the beginning of 2008.

Thank you.