

Memorandum

Date: July 10, 2009
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: June Main Street Manager Report

We received a \$1,500 grant from the DTE Energy Foundation for using volunteers to install the bike racks. The bike racks in the brick paver areas needed to be re-installed by City staff to ensure that they were properly anchored with longer bolts and the protruding bolts were cut as well so that the plate lies flat on the ground. I am still working on getting permission from the County to imbed the last bike rack in a grass area in Loranger Square as I have yet to have my phone calls returned.

I attended the Jazz Festival organizational meeting with City Staff and John Patterson to discuss the details of the event. Staff had several comments, but overall the event will match those of previous years. The Promotion Committee decided at their last meeting to put an ad in the Jazz Festival Brochure (\$185) which is the same size and general layout as last years ad. Amanda Phebus created the ad which was due yesterday. The Brochure is scheduled to be distributed starting July 24th.

I have a meeting set up with Brad Schreiber to discuss two items that the Promotion Committee is working on. First is a downtown tourism brochure and the other is a map with business listings that will be placed in the kiosk on a permanent basis.

Rick Floraday and I met with Bill Braunlich (Historical Society) and City Staff (Patrick Lewis, George Brown and Mayor Worrell) to discuss the use of brick pavers in the downtown sidewalks. I informed Mr. Braunlich that the MSM/DDA has discussed the use of brick pavers at length and will only re-address the topic if the Historical Society agrees to fund the additional cost. Mr. Braunlich was getting more detailed cost information from Patrick to take to the Historical Society for review. The sidewalks project has now been tentatively pushed back to September based on the water work. Water repair/replacement work will be done on Front Street this summer. Front Street between Scott and Jerome is scheduled to start next week. The remainder of Front Street will not be started until mid-August due to the fact that it would not be able to be completed before the major events if started now. The scheduled sidewalk work will start once the water work is completed.

I received a Request and Writ for Garnishment that was for a defendant that does not work for this organization. I completed the paperwork to inform the courts of the error and deposited the \$6.00 processing fee into the revenue account.

July 10, 2009

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.

The City Planning Department is finishing up a project to match historic paint samples listed in the Downtown Façade Study with current color names at Sherwin Williams. This will be a great tool to assist people in choosing colors to paint their buildings.

The flowers in the planter in front of the River Raisin Centre for the Arts died due to the drainage hole becoming clogged. The contents of the planter were completely replaced and new flowers were provided by Four Star Greenhouse for free.

I met with Jason Sheppard to discuss downtown properties and businesses the Board would like to see downtown. I gave him a list of the business types the Board created at the February 20, 2008 Work Session. He thought of some businesses that might fit those desires. He also stated that all of the leases his company arranges are pre-qualified and a minimum of three years in length.

The steps on the south side of the MLK pedestrian bridge are scheduled to be repaired by the City prior to the Jazz Festival. The City is not looking to the DDA at this point for funding or assistance. Therefore, no further discussion by the Board or committees is needed at this time.

The Wayfinding sample signs have been delivered. I will be meeting with DPS staff next week to discuss more details. The final design will be laid out and installed; then final cost estimates can be determined. I am currently investigating other sign companies that could handle the complete production of the wayfinding signage to determine if that is a better option.

The City of Monroe is working through the steps to facilitate the MSHDA grant money awarded through the Rental Rehabilitation program. Notification of applications will be sent out shortly after environmental and paperwork steps are completed.

I have met with Campbell-Durocher Group to prioritize the graffiti removal locations. They will start removing the graffiti either Monday afternoon or Tuesday and remove as much as they can within the budgeted allowance. Not all graffiti will be removed at this time, though we have set it up to remove high profile, vulgar and as many locations as we can within the allotted time. Graffiti on private buildings will only be removed if I have the property owner's permission. Our Seasonal Employees have removed stickers downtown and will re-attempt to remove graffiti on smooth surfaces. I have not looked into other graffiti removal companies at this time.

The staff meeting to discuss details of the recommendations sent to the Traffic Committee has not been scheduled at this time.

Thank you.