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**Date:** September 10, 2009  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** Community Development and Recreation Director Document Feedback

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I have attached items relating to the Community Development and Recreation Director. City Manager George Brown has asked that the MSM/DDA Board provide feedback on any changes or additions to the documents to ensure that the Board is well represented in the tasks of this person due to the assistance in funding the position. This is the time to ensure that those responsibilities that the Board wants this person to undertake are clearly defined in the attached documents. Please review the documents carefully and be prepared to discuss any changes at the Board meeting.

Thank you.