

Memorandum

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

I am working with SE Michigan Vets to provide information about the Façade Grant Program and help develop ideas for façade renovations and use of their space at 16 South Monroe Street.

I spoke with several current and potential business and property owners to resolve issues, provide support and direction, etc. I will continue to work with those that need further assistance.

I will be attending the Annual Michigan Downtown Association Conference in Lansing on September 15th. The office will be closed and I will be bringing back information that can be presented to the committees where applicable.

The Organization Committee did not have quorum for their September meeting. Therefore, no preparation was done for my review.

I am having the hanging baskets taken down as they start to deteriorate. Many of the flowers still look beautiful and will remain up as long as possible. I continue to provide information to other communities that are looking at implementing or expanding a hanging basket program.

The Promotion Committee failed to meet due to lack of quorum. The draft of the tourism brochure continues to be critiqued. Another draft will be presented to the Promotion Committee at their October meeting. The kiosk poster will be created once the map on the tourism brochure is completed.

There will be two different sample wayfinding sign designs that will be posted for feedback. One design is ready for printing, the other one is still being finalized. I am waiting for a quote from a sign company to ensure that all options are researched. Locations for the signs will be on Jones Avenue (directing people to turn right onto Monroe Street) and on West First Street (just west of Monroe Street).

I am continuing with research for several projects including Monroe Street tree replacement, Altrusa Park landscaping, brick pavers, signage, Riverwalk Plan, parking, etc.

September 11, 2009

The new office printer has arrived. A promotion was available that I can recycle an old printer with the purchase of a new one and we receive a check for recycling. I am in the process of taking advantage of that promotion since the old printer is no longer any use to us.

Members of City staff and I met to discuss the parking recommendations sent to the Traffic Committee. The plan is to present a draft for the parking permit program to the Economic Restructuring Committee at their September meeting for recommendation to the full Board at the October MSM/DDA meeting unless further changes are requested.

Post cards for the website update and Downtown Monroe Handbook promotion are in the process of being printed and sent out. I used a DDA print company to both print and mail the post card for us. My estimates show that it is cheaper to go that route than if I were to label and mail the post cards in house.

I was able to talk with County staff regarding the placement of a bike rack in Loranger Square. Due to the amount of underground utilities located in the square it was determined that imbedding the bike rack into the ground is not preferred. I have spoken with City staff about alternate locations for the remaining bike rack. We have decided to hold onto the bike rack until an optimal location presents itself since the bike rack will be cemented into the ground.

Patrick Lewis is still putting together information for Bill Braunlich to take to the Historical Society to determine if they will provide the additional funding needed for brick pavers. The re-lining of water lines on Front Street is underway. The scheduled sidewalk work will start once the water work is completed.

The City of Monroe is working through the steps to facilitate the MSHDA grant money awarded through the Rental Rehabilitation program. Pre-applications are due September 15th and letters were mailed to all eligible property owners with details of the program.

A parole officer has requested that her parolees be considered for graffiti removal projects. I have added the group to the list of available sources of labor.

The Design Committee is awaiting the arrival of 100 bows and 50 fall banners which should be delivered by the end of September. I have already received the replacement LED light strands and a shipment of hanging basket chains that should complete the replacement shipment we ordered, though I have not inventoried it yet. I am now preparing to order cornstalks for the fall decorations.

I received 50 more Downtown Monroe Handbooks this week. I have already distributed roughly 10 of them and continue to receive compliments on its usefulness.

Thank you.