

Memorandum

Date: December 10, 2009
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: 118 East Front Street Office Lease

The lease that the MSM/DDA holds for the 118 East Front Street office has expired. Chairperson Rick Floraday and I met with owner Ken Wickenheiser to discuss terms of a new lease. Attached please find a draft of the lease for your review and approval.

Please notice the monthly lease cost requested by Mr. Wickenheiser which will need to be factored into the annual budget. A transfer of \$3,850.00 from the General Contract Services budget to the Rental-Building budget will cover the rent expenses through the end of the Fiscal Year (December-June).

Thank you.