

Memorandum

Date: January 15, 2010
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: January Main Street Manager Report

I attended a meeting with area organizations to discuss the Gus Macker Basketball Tournament that will be taking place right before/during the County Fair this year. The tournament organizers are looking for more community involvement. I will keep you updated as more information comes to me.

The former stepping stone property on West Front Street is in the City of Monroe's draft Capital Improvement Projects Budget. The City is proposing that turning that lot into a parking lot/entrance/exit for the parking lots along the river will cost \$150,000. They are intending to ask the MSM/DDA to fund \$75,000 of that cost if the project does not get removed from the budget. I will be scheduling a meeting for the MSM/DDA Capital Improvement Committee to discuss this and additional capital projects that the MSM/DDA could undertake.

The United Furniture building is for sale though it has not been listed with a broker. I have been informed that there is someone looking at the building.

I met with the City Attorney regarding the office lease. He had a few items that needed to be changed. Rick Floraday and I met with Ken Wickenheiser (building owner) to discuss the items and Ken will be sending me an updated lease for the City Attorney to review. We agreed that the lease would start December 1, 2009 once completed and rent payments will be made accordingly.

The JAWS crew is scheduled to take down the holiday decorations this weekend. They will allow the decorations to dry out at DPS and then store them in our basement.

I had originally intended to have a draft of the 2010-2011 Budget on the agenda. However, capture estimates and payroll numbers will not be ready from City Departments until the end of the month which makes it difficult to determine what sort of numbers the Board has to work with. I do plan on discussing several budget/project topics at the meeting for the Board to think about in preparation for the February review of the budget.

The 2010 Façade Grant Program notification post cards have been delivered. Any applications received from now until the deadline will be reviewed as part of the 2010 program and not the 2009 program.

The downtown Tourism Brochure is available. I have already distributed the brochures to a few locations including Michigan Welcome Centers. Please let me know if you would like some or know of a location that would benefit from having the brochures. There is also an electronic copy on our website.

I am in the process of setting up new contracts for telephone services. The previous plans/packages are no longer available. We will also have a credit on an upcoming bill for an internet hosting charge that I never signed up for. We were charged twice for the service which is reflected in the larger phone bill two months in a row.

The Downtown Idea Exchange newsletters that are in your monthly Board meeting packet will now be produced only once a month (instead of twice). They are making a larger newsletter just like the Promotion Reporter newsletter. Therefore, you will have a total of two regular newsletters moving forward instead of three.

The Downtown Monroe Parking Permit went on sale January 4th. I sent out notification of the permit with the mass mailing I did right before Christmas for the winter/snow policies. As of today, thirty-one permits have been purchased. I am collecting the research information that people submitted on their applications which will be used to determine if the program will continue.

I am working with Monroe Street Grill and the City of Monroe in order for Monroe Street Grill to obtain a liquor license under State Liquor Control Commission Downtown Liquor License Legislation. Monroe Street Grill is in the process of applying to the City for approval which is the first step in the process.

I am still reviewing the MBAT documents to ensure they contain all of the appropriate information. I am still planning for the program to be rolled out in early 2010.

The Façade Grant Committee met to discuss the following Façade Grant Applications. I have also listed the status of the project.

- 118 E. Front St.-the committee requested quotes from the applicant that excluded the cost of filling windows on the side of the building with brick. I have received those revised quotes, but the Committee is unable to meet until after the MSM/DDA Board meeting.
- 110 S. Monroe St.-the committee recommended denying the application based on the design. I have spoken with the architect and a representative of the owner (RRCA) and will be setting up a meeting with key individuals to discuss options for changing the design.

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

There will be two different sample wayfinding sign designs that will be posted for feedback. One design is ready for printing (I am waiting on a final picture for approval), the other one is still being finalized. I have obtained a base quote from a sign company, but cannot get complete estimates until I know the exact location of each sign, what ground material the sign will be installed into, project phasing, etc. Locations for the sample 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.

Patrick Lewis sent information to Bill Braunlich to take to the Historical Society to determine if they will provide the additional funding needed for brick pavers. To my knowledge, the Historical Society has not reviewed the information.

The Economic Restructuring Committee did not hold their regular monthly meeting due to lack of quorum.

I am a member of the review committee for the MSHDA Rental Rehab Program. The following projects were approved for funding:

118 E. Front St.-2 units

17-19 Washington St.-4 units

43 S. Monroe St.-3 units

50 S. Monroe St.-1 unit

Approved projects are still being reviewed by the State Historic Preservation Office. Once plans are approved by the SHPO, the projects can move forward.

Thank you.