

Memorandum

Date: February 5, 2010
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: February Main Street Manager Report

I would like to revise a statement made at the Work Session. The \$750 cost to replace the downtown trees at the intersection of Front and Washington Streets was charged to the 2008-2009 FY budget.

I will be making a presentation regarding the MSM/DDA's role in local economic development at the 2010 Economic Development Summit at Monroe Community College on Friday, February 12th. The event is organized by the Chamber of Commerce.

I am still trying to work out the red, white and blue flower combinations with the green house. They have sent over several suggestions since the original flowers the Design Committee picked will not work for our purposes.

The Michigan Economic Development Corporation currently has an Urban Revitalization Grant funding round that ends March 5th. I presented the opportunity at the last Façade Grant meeting to RRCA representatives. The grant requires a 50/50 local match which DDA funds are eligible to be used for. The grant could be used for any rehab at their 110 South Monroe Street annex. I am attempting to get a recommendation from the Façade Grant Committee on the February Board agenda in order for City Staff and I to be able to submit the application to the MEDC prior to the deadline.

The Gus Macker tournament organizers are looking for more community involvement for this year's tournament, especially from downtown. I will keep you updated as more information comes to me.

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.

I have distributed roughly 3,000 of the 5,000 Tourism Brochures to over 17 locations including hotels, welcome centers, tourist locations, businesses, etc. I am still waiting to hear back from several locations that I contacted. 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.

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-three 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. The owner will be contacting me for assistance.

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.

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. I was contacted by several people interested in living downtown and provided them with information to help their search.

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). We had productive discussion at the Capital Improvements Committee meeting with the Mayor, City Manager and Patrick Lewis being present. I will be meeting with city staff to work out a timeline/role/responsibility list for the remainder of the project. The Capital Improvements Committee budgeted money for the project in the budget draft as a result.

I am continuing with research for several projects including Monroe Street tree replacement, Altrusa Park landscaping, 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. The item will be discussed at their February 16th meeting.

February 12, 2010

The Design Committee meeting was cancelled due to weather.

Status for the projects that received the Rental Rehab Grant through the MEDC:

118 E. Front St.-2 units-pulling building permits

43 S. Monroe St.-3 units-has a contractor and is ensuring lead based paint certification

17-19 Washington St.-4 units-will be discussing historic features with City Staff

50 S. Monroe St.-1 unit-waiting for a response from the property owner

Thank you.