

Memorandum

Date: May 13, 2010
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: May Main Street Manager Report

Downtown Sidewalk replacement project update from Patrick Lewis's Engineering Department Status Report:

"The City will be working with the DDA to replace a few of the brick paver corners that have been found to be in poor condition, as additional funding was provided through the 2009-10 Capital Improvements Program from both the City and DDA funds. These will generally be targeted toward areas that have already been disturbed for the water main rehabilitation program along Front Street, including the southeast corner at Washington Street, the southwest corner at Monroe Street, and the southwest and southeast corners at Cass Street. We are tentatively planning for a June 14 bid opening, with a recommendation to award to the City Council on June 21."

Due to the discussion at the April 21st Board meeting I researched the past action taken regarding downtown sidewalk replacement. On May 21, 2008, the MSM/DDA voted 9-2 to "endorse stamped concrete." On February 18, 2009 the Board voted unanimously to allow "\$158,000 be expended for sidewalk replacement over three years based on the City's study." The City's study assumed "replacement in stamped concrete as approved by DDA Board." A stamped concrete versus brick paver discussion did take place at the May 21st meeting and has taken place at many meetings since that time.

June 30th is just around the corner and three Board members have terms expiring this year. Mary Gail Beneteau and Janet Berns are eligible to be re-appointed for another term. Michelle Cloutier is finishing her second term and is therefore not eligible to be re-appointed at this time. If you know of or have spoken with someone that you think would make a good Board, or committee, member please contact me.

This year's Seasonal Employees are Andrew Felder and Scott Marshall. Both of them are new employees and will be starting on Tuesday, May 18th. Andrew is available to work through the end of August and Scott is available to work through the fall. They will be jumping right into hanging the summer flowers. If you have projects that you would like to see the Seasonal Employees work on this year please contact me.

The production company that filmed the movie, Jinn, rented some of our string lights at a total cost of \$270.00. The lights have been returned, but I have not checked them for damage, though none was mentioned to me.

I attended the Business and Industry Luncheon held at Monroe County Community College on May 12th. The main speaker discussed how Health Care Reform will affect small businesses. The Monroe Evening News wrote an article about the presentation that includes a good summary of the information covered. I plan to follow-up with information on the website the presenter provided and include some information on our website.

I attended a session on 'Incentives for Successful Preservation Projects' at the Michigan Historic Preservation Network conference in Ann Arbor today. I will be reviewing the additional handouts distributed due to lack of time to go over them within the presentation.

I attended the National Main Streets Conference in Oklahoma City on May 3rd-5th. I had planned to arrive in Oklahoma City on the 2nd of May and attend scheduled events, but airline issues delayed my arrival by a day. I have not had time to go through all of my notes and summarize the information, but plan to prepare a presentation for the June MSM/DDA meeting and present to committees that will benefit from the information as well.

Luna Pier has just created a DDA and I have been invited by their City Administrator to attend their first meeting on May 26th.

I met with Mary Jane Town and Amanda Phebus from Monroe Bank and Trust regarding public relations and marketing that the MSM/DDA and committees are doing. I sought out assistance from them in an advisory capacity on behalf of the Organization and Promotion Committees to ensure that our efforts to promote downtown and the MSM/DDA are successful. They were impressed with our current system and offered advice for additional items that we could undertake. I will be presenting the information to the Committees.

I met with Acting Police Chief Thomas Moore to discuss graffiti and the Riverwalk.

I am making final changes to the second version of the Downtown Monroe Handbook and will print 50 copies once the final draft is determined. We have distributed 100 copies of the original and already have demand for the second version. There is still money left in the Organization Committee's budget for this printing.

The Organization Committee meeting was cancelled for April due to lack of action needed by the Committee. The Committee proofread printed documents through email.

The Cigarette Receptacles have been received. We are still determining where they will be installed (which trash cans they will be mounted to). If the initial locations show that they are not being adequately used, then they will be relocated. The seasonal employees will be installing them either next week or the week after depending on the summer flower status.

The summer flowers will be delivered next week. The seasonal employees will hang all of the baskets and volunteers will plant the planters (Saturday, May 22 at 10am).

I am still awaiting a revised draft office lease from Ken Wickenheiser including the changes we discussed. The lease will be reviewed by the City Attorney prior to being signed.

Thirty-six Downtown Parking Permits have been purchased. I have compiled the research information that was requested on the applications. I will be sending out a survey with additional questions to those people that have purchased a permit and the Economic Restructuring Committee will be reviewing the research at their next meeting.

I am still reviewing the MBAT documents to ensure they contain all of the appropriate information. This review has been slightly delayed due to other high priority projects.

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 am also working with someone who is interested in opening a business downtown.

I have provided changes to the Wayfinding signage design to DPS and expect a new sign to be up shortly for feedback. I will continue to work with City Staff to finalize the wording on all of the signage which still needs to be reduced. Once the design is finalized we can determine actual costs and how many signs can be purchase this year due to budget constraints.

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

- 118 E. Front St.-2 units-renovation project is wrapping up
- 43 S. Monroe St.-3 units-awaiting approval from City departments on submitted plans
- 17-19 Washington St.-4 units-still discussing designs with City Staff
- 50 S. Monroe St.-1 unit-preparing to do the lead based paint risk assessment and meeting with an architect to discuss designs

Thank you.