

Memorandum

Date: June 10, 2010
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: June Main Street Manager Report

The Promotion Committee voted to place an ad on Facebook to connect more people to our page. This is an experiment to determine if Facebook ads are beneficial based on the cost of them. In order to expedite the process, the Committee budgeted \$500.00 which I have authority to approve without having to take it to the Board. The ad will run June 10-30 and then the Committee will review the statistics to determine if another ad will be posted.

I am awaiting feedback from other communities on established Business Training Assistance Programs. Once I have that information, Rick Floraday and I will be meeting to discuss setting up a program.

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

"The City will be working with the Downtown Development Authority (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. Since no additional funding was provided by any outside groups and the DDA board recommended that the corners be replaced in stamped colored concrete, the bids have been prepared on this basis. This project was advertised beginning May 26, and bids will be due June 14, with a likely Council award recommendation scheduled for June 21. The completion date is July 30, which should allow for work to be completed prior to the Monroe County Fair Parade and Jazz Festival."

We have had several flower baskets struggling at the intersection of Front and Washington Streets. I had greenhouse staff visit yesterday to determine the issue and a plan of action. Seasonal Employee Scott Marshall was given instructions by the greenhouse which will be forwarded to Andrew Felder who is working this weekend.

I attended the River Raisin Heritage Trail meeting and made suggestions of resources for project needs.

I presented information to the Luna Pier DDA at their first meeting on May 26th. Their DDA is very excited to get started and was very thankful for the information I presented.

I am awaiting updated pictures to include in the second version of the Downtown Monroe Handbook and will print 50 copies once the final draft is determined. There is still money left in the Organization Committee's budget for this printing.

The Cigarette Receptacles have been installed at three downtown locations. At this point, they are being underutilized, though I will give them some more time for people to notice them. If they are still underutilized, I will have them relocated. We have noticed that a lot of the places who have smokers are putting out buckets to collect the cigarette butts.

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.

I have yet to review the final MBAT documents to ensure they contain all of the appropriate information. This review has been 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 receiving more phone calls about summer downtown activities and providing information accordingly. I continue to work 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 complete, exterior wire work is still underway though unrelated to the grant, MSHDA staff will be visiting the project to determine its status in the administrative process

43 S. Monroe St.-3 units-renovation work is underway

17-19 Washington St.-4 units-no forward movement to City Staff's knowledge

50 S. Monroe St.-1 unit-researching designs

Thank you.