

Memorandum

Date: August 12, 2010
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: August Main Street Manager Report

There have been several recent business developments. Here is an update of some of the new businesses in the area:

Cakes By Stephanie-118 N. Monroe St.-bakery-now open

Dolphin Dance-6 E. First St.-exotic and pole dancing classes for every woman-now open

Republican Headquarters-8 E. Front St.-election headquarters-temporary location through election

All of the available spaces (commercial and residential) at 317 S. Monroe St. have been leased. I am in the process of meeting with and getting information from all of the businesses.

There are a few additional businesses that I am still gathering information on.

There have been several recent property developments. Here is an update of the changes:

11 Washington St. (former Leski building)-The price has been reduced and is in the process of being listed with a new realtor. I have been in communication with the owner about the appearance of the front of the building at the request of the organizers of the Downtown Monroe Fine Art Fair. I was told that the front would be cleaned this week though I have not seen any action.

14 S. Monroe St. (just south of Monroe White Sewing Center) is in the final stages of being sold. The new owners have a potential tenant and I will be assisting them with the opening process.

There is another building downtown that may be going up for sale, but I haven't been able to confirm that at this point.

Seasonal Employee Andrew Felder's last day was August 8th. At this point Scott Marshall is our only seasonal employee and is working a 7-1:30 or 7-12:30 shift each day for the remainder of the month. He will not be working overtime. His schedule will be altered based on watering needs and his school schedule in September. Most of the flower baskets that were struggling have made an improvement. We did use the wetting agent yesterday to help those that are still struggling to retain water or are in high risk areas.

I have received feedback from two communities on established Business Training Assistance Programs. Rick Floraday and I have not had a chance to meet to discuss the formulation of a program.

We held the parking lot informational meeting on August 9th and had very minimal turn out. We were able to have a productive discussion with those in attendance and went over the feedback I received from the surveys that were sent to DDA Businesses, DDA Property Owners, City Council and MSM/DDA Board members. I continue to receive surveys and I am forwarding that information to the consultants. Mannik & Smith is waiting on information from DTE on costs to relocate electrical poles in the parking lot. The location of the poles will greatly affect the layout of the parking area so that information is needed before developing the majority of the conceptual design. They are also meeting with those adjacent property owners that have not provided input at this point. The integration of private properties into the plan will need tentative property owner agreement prior to further development of that design. The consultant and I have agreed that the August 31st deadline will not be met. I did communicate that the MSM/DDA Board was more interested in making sure that we had a functional and appealing design with the proper input than meeting the hard deadline.

Holes where cones covered empty tree grates in the new stamped concrete have been filled in and tree grates have been installed. Locations where trees were removed will have trees planted in the fall, but City Staff wanted to ensure that the sidewalks were open for the festivities this weekend.

Excerpts of projects listed in Patrick Lewis' Engineering Status Report dated August 5th that are within the DDA district:

2009 DRINKING WATER REVOLVING FUND (DWRP) REHABILITATION PROGRAM:

This project is one of three contracts being funded through the State's Low-Interest Loan DWRP program, and includes relining of existing water mains that are of adequate size but poor condition.

- Division P: Elm Avenue – Godfroy to Macomb
- Division P: North Monroe Street – River to Willow

Due to the substantial traffic impacts showing up on Monroe Street and Elm Avenue due to the MDOT work on I-75 and the closure of the Winchester Street bridge, the MDNRE has given us tentative approval to undertake Division P as an open cut project this Fall, which will likely entail giving this project to one of the replacement contractors funded through the DWRP program as a change order.

SCOTT STREET RESURFACING – LAPLAISANCE TO FRONT:

This street project is one of our 2010 Federal Aid projects, and the pre-construction meeting was held on July 14. This project consists mostly of milling and resurfacing of the top 3" of pavement, with minor spot curb replacement and replacement of 6 ADA ramps. The contractor plans to commence work the week of August 16, and the completion date is October 15.

2010-11 WATER MAIN IMPROVEMENTS PROJECTS:

As a part of the ARRA Recovery Zone Bond program, the Water Department is slated to receive \$5.7 million in funding to complete the components of the reliability study, as well as a few other needs. Due to the very busy 2010 Engineering Department schedule, these projects will be designed and bid likely in several pieces, for construction in late 2010 and 2011. ...due to the sheer volume of projects and concerns over undue traffic impacts given other project already scheduled, some of these may be deliberately postponed. The list of project locations includes the following:

- South Monroe Street – Fourth Street to Jones Avenue
- South Monroe Street – Fourth to River
- East Elm Avenue – Macomb to Dixie

In all likelihood, we will look to award the first contract in early October.

EAST ELM RESURFACING – MONROE TO DIXIE:

This project is intended to be our main 2011 Federal Aid project, and will include 3” milling and resurfacing, plus minor spot curb / driveway replacement. Survey work has been completed.

I have hard copies of the revised Downtown Monroe Handbook in hand and have uploaded the files to the website. I have already distributed several copies to new and potential businesses as well as the City of Monroe Building Department.

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

I have provided changes to the Wayfinding signage design to DPS and have been told that a revised sign should be up before the Board meeting on Wednesday. I met with Jeff Green and he will be providing me with his suggestions for final wording on the signs. Once the design is finalized we can determine actual costs and determine if it is possible to purchase all of the signs at one time instead of phasing the project due to financial arrangements I have discussed with City Staff.

I am coordinating with the emcee for the Tree-Lighting to have auditions this year for musical acts. I am currently organizing the time and location which will be at the end of September. Those musicians that are selected will perform at the Tree-Lighting.

Entry signs for the Riverwalk are on the August 16th City Council agenda for approval of the design and locations. Once approved, I will be submitting a sign permit application to the Building Department that includes the details.

August 13, 2010

I have been receiving phone calls all week from people wanting information on the Art Fair and Jazz Festival. Traffic to our website this week has been up with the calendar continuing to be the most viewed page. Top key search phrases are all about the art fair and jazz festival. The second highest page to send people to our website is our Facebook page where I have been plugging the art fair and jazz festival.

The Parking Permit Program was renewed by City Council through June 30, 2011. Permits went on sale June 28th and 20 have been sold so far. Applications are available on our website and the City of Monroe Clerk's office.

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

118 E. Front St.-2 units-substantially complete

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

17-19 Washington St.-4 units-will not be starting a project at this time

50 S. Monroe St.-1 unit-plans have been submitted to SHPO for review

Due to the four units for 17-19 Washington not being utilized at this time, City Staff has re-opened the program for property owners to submit applications. Letters were sent to eligible property owners.

Thank you.