

Memorandum

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

My report may be shorter from this point forward since some of the items I was including in it are now being included on the Committee Status Report and have, therefore, been removed from this report.

Follow-up to the question asked at the August MSM/DDA Board meeting about Post Retirement Health Care: If the DDA were to not have staff at some point in the future, the funds that they have contributed to Post Retirement Health Care would not be refunded. Those funds go into a trust and do not come back out.

Scott Marshall is our only seasonal employee and is working an adjusted schedule based on weather and his school schedule. His schedule will be further adjusted once the hanging baskets are taken down. Some of the baskets have already been taken down and I am looking at taking down some additional that now longer have flowers and are mostly brown. The flowers will be taken down individually as needed. They will remain hanging as long as they look nice.

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

2009 DRINKING WATER REVOLVING FUND (DWRF) REHABILITATION PROGRAM:

This project, which was broken into two contracts, is complete except for some minor punch list items and restoration touch-ups. We are working on paperwork to close out the contracts, which may take several months due to Federal and State requirements. However, Division P (Elm Avenue from Godfroy to Macomb and Monroe Street from the River Raisin to Willow) of the Rehabilitation contract is now planned to be a replacement project, and the MDNRE will likely require us to award it to the lowest priced contractor on the two replacement contracts, which will likely be placed in front of the City Council for award on September 20. The revised MDNRE permit still must be obtained, and this will be submitted next week.

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

September 10, 2010

contractor had planned to commence work the week of August 16, but has been noncommittal about an exact start date. 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 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 will be out of the office at the Annual Michigan Downtown Conference on Monday, September 13th. I will also be out of the office on September 16th and 17th for personal reasons.

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

118 E. Front St.-2 units-renovation is complete; administrative tasks being completed

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

50 S. Monroe St.-1 unit-preparing to bid the project

Applications for the remaining four units are due today. Several applications have been submitted.

Thank you.