

Memorandum

Date: October 15, 2010
To: Members of the Monroe Downtown Development Authority
From: Andrea Jones, Executive Director
Re: October Executive Director Report

New Business Update:

Metro PCS is open at 309 S. Monroe St.

Erie Bread Company is now open at 311 S. Monroe St.

My98.3 will be moving into 14 S. Monroe St. in the coming weeks.

Shirley's Gourmet Popcorn will be opening at 49 S. Monroe Street in the coming weeks.

Scott Marshall is our only seasonal employee and is working a further reduced schedule. Now that the hanging baskets are down he is focusing more on outdoor maintenance and decoration inventory and repair.

Excerpts of projects listed in Patrick Lewis' Engineering Status Report dated October 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. One of the contracts has been closed out. 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 replacement contract, which still must be placed in front of the City Council for award. The revised MDNRE permit still must be obtained as well. This work will be undertaken in Spring 2011.

SCOTT STREET RESURFACING – LAPLAISANCE TO FRONT:

This street project is one of our 2010 Federal Aid projects, and 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 has completed nearly all concrete work, and the roadway has been milled. The contractor expects to complete paving in the next week, weather permitting. 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. The list of project locations includes the following:

- F: South Monroe Street – Fourth Street to Jones Avenue
- K: South Monroe Street – Fourth to River
- O: East Elm Avenue – Macomb to Dixie

...Division F is being deliberately held back to be combined with Divisions K and O for bidding or change order in Spring 2011....

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.

The planning of the November Michigan Downtown Association Conference is coming together. We will not be having a tour or gift bags for conference attendees. We will pass out the Tourism Brochure at registration that day. I have finalized the main menu and will be adding dessert options as well. I have included the conference brochure in the meeting packet. DDA Board Members are invited to a dinner with the MDA Board Members on Thursday, November 4th at 7pm. Please let me know if you are interested in attending.

I am in the process of getting the balance sheet for the Sidewalk Replacement Program which I will share with the Board once I have it.

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

I have been on several site visits for the new applications received. After site visits are wrapped up, the review committee will meet to discuss who will receive the remaining units from this year's program.

Thank you.