

# Memorandum

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**Date:** December 12, 2008

**To:** Members of the Main Street Monroe/Downtown Development Authority

**From:** Andrea Jones, Main Street Manager

**Re:** December Monthly Report

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There will be changes in the AT&T bill moving forward. Our contract expired and after review it was determined that we were paying for more usage than I needed. In addition, I added voice mail instead of the answering machine I had been using. Recently I have had to use call waiting more (interrupting the call in process) and sometimes I was not able to get the call waiting which did not allow the other caller to leave a message. I felt this was inadequate service for people calling the office. Even with the addition of voice mail, the bill should still be less than we are currently paying. There may be a spike in the December bill since that is when the services are changing over and may overlap.

I had lunch with Paul Simonetti, advertising representative at 13abc news. He is the person who worked with me to get our commercial on television this year. I believe a good business relationship has developed from that.

I delivered more maps and brochures to Lisa Olsen, manager of Best Western. She is interested in promoting downtown more and is eager for information. She is also interested in us promoting her business. We discussed several ways we could possibly help one another. I will be delivering tourism brochures to her once we develop them.

I received many phone calls from people asking for details on the Tree-Lighting. I sent most people to the website (if it wasn't a quick answer) which had all of the details and allowed them to further explore information about us.

We will not be sharing office space with Tracy Knoeller, staff for the Cultural and Economic Development Committee grant. The committee did not receive the grant that they had applied for and will therefore, not need local office space. Tracy and I plan to keep in touch and possibly work together in the future.

The December Organization Committee meeting was cancelled due to my head injury and lack of agenda items needing immediate attention.

*December 15, 2008*

The Design Committee had lack of quorum again which makes three meetings in a row. In November, those that were present discussed people that they thought would be an asset to the committee. Those people are being approached. None have agreed to join the committee at this time.

Positive feedback on the website continues to come in. The unique visitors in November increased from October with seven more average visits per day totaling almost 3,200 unique visitors per month. This is the largest amount we have ever had view our website in a single month. I am going to go over the website and determine if it is completed to our satisfaction at this time. Once that is completed the final payment will be sent.

I sought resumes through Monroe County Community College for someone to make changes to the Access Database for our Building/Business Inventory. I will be selecting a candidate after the new year.

The following is an update on the Design Committee projects approved at the August MSM/DDA meeting: All of the Christmas décor is hung except the new banners. After looking at the banners that are up, I decided in consultation with Barb Harrington and Rick Floraday that we will leave those up until after Christmas. The new banners will be put up at that time and remain up through the end of February. The less that we have the banners up, the longer they will last and since we already have Christmas banners up, I would rather wear those out than our new banners which will be up for the entire season next year. Final details are still being determined on the bike racks. The flower basket brackets are back ordered and will tentatively be delivered at the beginning of January. Four new pictures and the historic black and white pictures are ready to be hung in the office once a finish coat has been put on the picture rail.

I met with Pam Stanley, Jim Jacobs, Jim Tischler, Deborah Stuart (Michigan Economic Development Corporation), Jeffrey Green, Matt Wallace and Ken Wickenheiser today to look at some renovation projects that are in the beginning stages and looking for funding incentives. Ms. Stuart informed us of additional incentives that may be available to properties and she will be getting us more information on that. She mentioned that she is very impressed with the projects taking place downtown and she often tells other communities what we are accomplishing here. She is also very impressed with the condominium idea that has been instituted at 10 East Front Street and we are discussing the idea of bringing people from all over Michigan to discuss the process of that as well as other new incentives available.

The Department of Public Services has picked up all of the green benches downtown and will be repairing and painting them over the winter.

The Main Street office will be closed from December 24-January 2. I will be taking four vacation days and the other four are observed holidays.

Thank you.