

# Memorandum

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**Date:** October 15, 2009  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** October Main Street Manager Report

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I met with potential property owners, there are several buildings that are for sale that have potential buyers and several buildings in the process of or looking into renovations. I won't go into further details as many are in the very beginning stages and are not final at this point.

The Monroe Optical building does not have new owners as mentioned at the last MSM/DDA Board meeting. Since the meeting, the realtor has begun facilitating the sale via land contract, but the process has been delayed due to issues that need to be resolved. The realtor believes that a sale will take place, but does not have a timeline as to when that will happen. The property owner and buyer may work out a temporary agreement for occupation until all of the issues can be resolved.

Those that attended the Four Star Greenhouse tour on September 17<sup>th</sup> were greatly impressed with the Living Catalog they have on display on the grounds. For those that were unable to attend the tour, I have information bags available with a variety of items. You are welcome to visit their Living Catalog anytime and they mentioned that many wedding, graduation and other special occasion pictures are taken there on a regular basis.

Due to the fact that Limelight Media Group is no longer in business, we will be utilizing the services of Fraley Productions (8 E. First St.) to revise our downtown commercial. I have spoken to the owner about taking footage of different downtown activities for possible use in future commercials.

I worked with Tim Lake at the Monroe County Industrial Development Corporation who contacted the corporate offices of JoAnn Fabrics. The company stated that rent had nothing to do with their decision to close the store on Telegraph Road. The store is closing due to underperformance.

I spoke with Patrick Lewis regarding construction work in Loranger Square mentioned by the Mayor at the September meeting. Patrick stated that he did not have a schedule for the project yet, but it would not be in 2009.

I spoke with Tom Rousseau about the Brownfield money that was awarded to the City to finish projects associated with Mason Run. There was the possibility of having money available for other projects as well. I was interested in knowing whether any additional money could be used to help fund renovations of the United Way parking lot. It was determined that the money could not be used in a capacity that fit that project.

I took part in a tour of several area buildings with Dan Schneider from the State Historic Preservation Office and others. He provided insight on the different buildings regarding historic elements, incentive requirements and processes.

I have revised Derek Van Aken's work schedule again due to the change in position needs. He is currently working Tuesday through Friday from 8:00am-3:00pm. If you have any questions or project suggestions please let me know.

I received a FOIA regarding materials and discussions relating to the Hot Dog Stand that was denied by City Council. I was instructed by the City Attorney to forward the request to the litigation attorney since everything having to do with the case should go through the litigation attorney.

I toured 317 South Monroe Street. They are preparing to finish insulation and start dry walling. The project completion date is estimated to be the end of November or beginning of December. There are already several people interested in occupying available spaces (both the residential and commercial spaces).

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

There will be two different sample wayfinding sign designs that will be posted for feedback. One design is ready for printing (I am waiting on a final picture for approval), the other one is still being finalized. I have obtained a base quote from a sign company, but cannot get complete estimates until I know the exact location of each sign, what ground material the sign will be installed into, project phasing, etc. Locations for the sample signs will be on Jones Avenue (directing people to turn right onto Monroe Street) and on West First Street (just west of Monroe Street).

I am continuing with research for several projects including Monroe Street tree replacement, Altrusa Park landscaping, brick pavers, signage, Riverwalk Plan, parking, etc.

*October 16, 2009*

Patrick Lewis is still putting together information for Bill Braunlich to take to the Historical Society to determine if they will provide the additional funding needed for brick pavers. The re-lining of water lines on Front Street is almost completed. The scheduled sidewalk work start date is undetermined at this time. Portions of the project still need to be approved by City Council.

A promotion was available that I can recycle an old printer with the purchase of a new one and we receive a check for recycling. The old printer has been shipped and I am awaiting verification that a check will be sent to me.

I am a member of the review committee for the MSHDA Rental Rehab Program. Due to a computer glitch, not every eligible property owner received information about the program in the mail. Information was sent out to them with a revised due date which has now passed. An additional application was received. The committee has been conducting site visits for the applications received and will likely get through the remaining properties in the next week. The committee will meet to discuss those projects that will receive funding from the program once all of the site visits have been completed.

The Design Committee has received the 100 bows and 50 fall banners ordered. The shipment of hanging basket chains has been inventoried and, though the design is slightly different than the previous ones we received, we now have enough of the new chains to hang all of the baskets.

Finally, I wanted to thank the volunteers that helped to put up the cornstalks and scarecrows. Dale Woolace, Barb Harrington, Cheri Weakly and I worked with Derek to make sure the fall decorations looked great.

Thank you.