



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY  
TUESDAY, JANUARY 27, 2009  
VISION STATEMENT:  
HOWELL WILL BE AN UNIQUE, HISTORIC COMMUNITY WITH A VIBRANT MIX  
OF  
COMMERCIAL, RESIDENTIAL AND CULTURAL FEATURES –  
A FRIENDLY PLACE TO SHOP AND LIVE**

Board Members in Attendance: Charlotte Swann, Stephanie Schlittler, Mayor Moen, Rob Naudi, Jake Heikkinen, Jeff Hansen, Sandra Vyletel, Matt Wilson

Members Absent: All members present.

Also Present: Nathan Voght, DDA/Main Street Director, Shea Charles, City Manager, Karen Williams, Main Street Coordinator, Sherrie Boak, Recording Secretary

President Swann called the meeting to order at 8:10 p.m.

Citizens Comments

No comments.

Approval of Minutes

**MOTION by Mayor Moen, SUPPORTED by Schlittler to approve the minutes of the Executive Meeting of January 14, 2009. MOTION CARRIED UNANIMOUSLY.  
MOTION by Mayor Moen, SUPPORTED by Schlittler to approve the minutes from the regular meeting of November 25, 2008. MOTION CARRIED UNANIMOUSLY.**

Correspondence

- Letter from Red Cross
- Updated Letter from Michigan Historic Preservation Network
- Accreditation Letter from Michigan Main Street Center

Mayor Moen has asked staff to research the purchase of “Mainstreet” Banners. President Swann requested staff to make contact with the Livingston County Press & Argus for an article on the recent accreditation and MainStreet Recognition.

- Thank you card from Debbie Mikula – Holiday in the Park

Reports

DDA Director

Nathan Voght, DDA Director, made a formal welcome to the newest member Matt Wilson. Mr. Voght spoke about future trainings, the new logo creation and asked for Board opinion on the proposed design. Mr. Voght spoke briefly about the Main Street Evaluation and plans for the program based on the evaluation.

Main Street Coordinator Report

Karen Williams, Main Street Coordinator referenced her report. Mayor Moen asked for the date of the new DDA office Open House. Mr. Voght stated it would be April 23<sup>rd</sup>, 4 pm – 6 pm.

President's Report

President Swann stated that a performance evaluation should be completed for the DDA Director., and submitted to the City HR director as soon as possible. It was noted that the DDA Director indicated he would request a closed session to discuss his evaluation at the end of the regular meeting in February. It was requested that Carol Stone resend the evaluation forms to the Board since some of the Board did not receive it. Mayor Moen encouraged the Board to have any potential Board candidates attend the next meeting for the training session.

Treasurer's Report

Board Member Hansen stated there was nothing more to add from the earlier meeting with Council where the 5 year forecast was addressed.

**MOTION by Mayor Moen, SUPPORTED by Naudi to place all presented reports on file. MOTION CARRIED UNANIMOUSLY.**

Approval of Committee ReportsDesign Committee

DDA Director Voght stated that the Committee has been working on walking tours for Howell History Days, Historic Preservation design awards, and revisions to the façade grant program.

Promotions Committee

Board Member Heikkinen informed the Board that the committee was working on Howell History Days, the results of the holiday promotions, and finalized with the meeting with the signature fundraiser.

Organization Committee

Board Member Vyletel stated that the Committee distributed the quarterly newsletter, the Committee was working on the logo and website, the next newsletter, working with the Promotions Committee the signature fund raiser planning. The Board requested that the Committee research larger distribution of the quarterly newsletter, such as county, state elected officials, and others.

Business Development Committee

Board Member Schlittler gave a brief update on the recruitment DVD, the recruitment brochure, and reminded the Board that the next Howell Happenings Live would be February 18<sup>th</sup> at 8 am at Mister B's.

**MOTION by Schlittler, SUPPORTED by Vyletel to place all reports on file. MOTION CARRIED UNANIMOUSLY.**

Payments of Bills

**MOTION by Mayor Moen, SUPPORTED by Naudi to pay the bills in the amount of \$91,056.95 plus payroll for December 2008 and January 2009. MOTION CARRIED UNANIMOUSLY.**

**Discussion/Action Items**

**A. Resolution #09-01 – Budget Amendment**

**MOTION by Hansen, SUPPORTED by Mayor Moen to approve Resolution #09-01 for four (4) budget amendments for utility evaluations and engineering design for Parking Lot #1, landscape design for Parking Lot #1, and the Downtown Design master Plan in the total amount of \$184,379.**

President Swan asked for clarification on the previously approved \$80,000? City Manager Charles stated that the Board was now approving and allocating where the money would be funded with this budget resolution.

**MOTION CARRIED UNANIMOUSLY.**

**New Business/Business Relocations/Spaces Available Report**

Mayor Moen gave a brief update on a proposed bistro restaurant at 106 E. Grand River.

**MOTION by Schlittler, SUPPORTED by Hansen, to adjourn the meeting at 8:45 p.m.**

**MOTION CARRIED UNANIMOUSLY.**

Minutes Approved,

Rob Naudi, Secretary