



MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, October 22, 2008

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, Sandra Vyletel, Rob Naudi, Jeff Hansen, Jake Heikkinen

Members Absent: Jennifer Nash

Also Present: Nathan Voght, DDA/Main Street Director, Shea Charles, City Manager, Karen Williams, Main Street Coordinator, Sherrie Boak, Recording Secretary, Chief Basar, Kelly Hansen, Jeri McKeon-Anderson, Debbie Mikula, Don Lewis, Pam Lewis

President Swann called the meeting to order at 6:36 p.m.

Citizens Comments

No comments.

Approval of Minutes

MOTION by Schlittler, SUPPORTED by Heikkinen to approve the minutes of the Executive Committee Meeting of October 8, 2008. MOTION CARRIED UNANIMOUSLY.

MOTION by Schlittler, SUPPORTED by Heikkinen to approve the minutes from the regular meeting of September 24, 2008. MOTION CARRIED UNANIMOUSLY.

Correspondence

No correspondence submitted.

Reports

DDA Director

Nathan Voght, DDA Director, stated that there is no parking update, and summarized the Main Street evaluation held earlier that day on October 22. City Manager Charles stated that Glatting Jackson will be back in town on the week of December 1, 2008 for further follow up to the Street Program, and Downtown Master Plan.

Board Member Hansen arrived at 6:40 p.m.

Citizen Comments

Police Chief Basar updated the Board on a recent theft that occurred in downtown Howell on October 22.

Mr. Voght referenced a recent calendar of events submitted at the meeting, in addition to bills that were submitted for an additional \$2684.95 in expenses.

Main Street Coordinator Report

Karen Williams, Main Street Coordinator outlined the upcoming Legend of Sleepy Howell event for October 25th, in addition to the upcoming Fantasy of Lights event.

President's Report

President Swann discussed work dates regarding the float preparation. Ms. Williams stated she would be contacting the Board the week of Oct. 27th. Ms. Swann then stated that the Board needs to schedule a 6 months review of DDA Director Voght. Ms. Swann then informed the Board of training on Mainstreet 101 with Laura Krizov, on February 25, 2009. Ms. Swann then summarized a workshop that was held on October 9th involving the chamber. The development climate in Livingston County was discussed and perceived barriers to development and economic growth.

Mayor Moen arrived at 7:00 pm.

Treasurer's Report

Board Member Hansen stated that the 1st quarter of FY 08-09 was complete, and there was nothing out of the ordinary.

MOTION by Schlittler, SUPPORTED by Naudi to place all presented reports on file. MOTION CARRIED UNANIMOUSLY.

Approval of Committee ReportsDesign Committee

Board Member Nash was absent.

Promotions Committee

Board Member Heikkinen gave an update on the upcoming Legend event, stating there will be more events for children, and more sponsorship participation. Mr. Heikkinen spoke briefly about the yearly "Employee Discount Cards" and other holiday events that are being planned. The kick-off event is Shop Downtown Howell: Experience the Fantasy" on November 28th. It's a tie-in with Fantasy of Lights and the best shopping day of the year.

Organization Committee

Board Member Vyletel spoke about the process for recruiting more volunteers, then ended by stating that the quarterly newsletter was in process.

Business Development Committee

Board Member Schlittler gave updates on the Business Recruitment Team, the recent Howell Happenings Live event, and the business retention survey. Ms. Schlittler then informed the Board of the recent video for business recruitment, and the video was presented.

MOTION by Hansen, SUPPORTED by Naudi to place all reports on file. MOTION CARRIED UNANIMOUSLY.

Payments of Bills

MOTION by Hansen, SUPPORTED by Naudi to pay the bills in the amount of \$23,286.71 plus payroll for October 2008. MOTION CARRIED UNANIMOUSLY.

Discussion/Action Items**A. Façade Grant Application for 124 State**

DDA Director Voght outlined the request and confirmed the Design Committee did review and recommend conditional approval.

MOTION by Schlittler, SUPPORTED by Moen to conditionally approve the façade grant application for 124 State Street in the amount of \$4,742.05 for installation of three awnings, restoration of three first floor original wood windows, replacement of two basement windows and painting of all new (2) and existing (6) windows, and all Design Committee conditions be addressed. MOTION CARRIED 6-0 with one abstention.

B. Façade Grant Application for 122 State

DDA Director Voght outlined the request, and clarified that the request was for the front of the building only.

MOTION by Hansen, SUPPORTED by Moen to conditionally approve the façade grant application for 122 State Street in the amount of \$7,093.74 for installation of first floor cornice, new wood entry door and sidelights, entrance light, repair and restoration of side window in entrance foyer, new kick-plate basement windows on lower part of front façade, painting of entire façade, and all outstanding Design Committee conditions be addressed.

Mr. Voght stated that the Design Committee did review and recommend conditional approval.

MOTION CARRIED UNANIMOUSLY.

C. Façade Grant Application for 112 E. Grand River

DDA Director Voght outlined the request. Mr. Voght stated the Design Committee recommendation is conditional that the Design Committee review and approve the plans before the work is initiated.

MOTION by Hansen, SUPPORTED by Naudi to conditionally approve the façade grant application for 112 E. Grand River in the amount of \$17,279.50, for replacement of 12 2nd story windows, masonry repair, portico restoration, and new wood State St. entrance door, and all Design Committee recommendations be addressed. MOTION CARRIED UNANIMOUSLY.

D. Latitude CommTech phone/network installation for new DDA office at 122 State St.

MOTION by Schlittler, SUPPORTED by Moen to approve installation of phone/data cabling, computer/fiber optic interface network installation, and purchase of IP telephones at 122 State Street to serve new DDA/Main Street Office in the amount of \$3,175.00. MOTION CARRIED UNANIMOUSLY.

E. HRC Utility Evaluation Proposal – Parking Lot #1

DDA Director Voght outlined the HRC proposal stating it was for an assessment for each individual utility service lead for each building along the public alley. The timing for this work before the Board now because Sibley Street is being designed now, and the utilities for the adjacent parking lot also have to be designed and considered concurrently, even though construction may not be until 2010.

MOTION by Moen, SUPPORTED by Hansen to approve proposal from HRC dated September 16, 2008 in the amount not to exceed \$15,334.06, for utility evaluation of properties adjacent to City Parking Lot #1.

Board Member Heikkinen asked for clarification on location of funds. Board Member Hansen stated that the amount would come from the fund balance currently, and can be repaid if the overall costs for the project are bonded.

MOTION CARRIED UNANIMOUSLY.

F. D-19 Radio Ads for Re-Opening

City Manager Charles stated outlined the remaining items of the D-19 construction project, with the end date of the project being the end of October, pending weather.

MOTION by Hansen, SUPPORTED by Naudi to approve proposal from WHMI for \$980 for radio advertising for D-19 businesses to coincide with re-opening of the road. MOTION CARRIED UNANIMOUSLY.

MOTION by Schlittler, SUPPORTED by Moen to amend the agenda to add “Holiday in the Park Sponsorship”. MOTION CARRIED UNANIMOUSLY.

G. Holiday in the Park Sponsorship

Debbie Mikula, Parks and Recreation Authority outlined the event which will begin on December 5th. Ms. Mikula and the Board discussed the Authority approach to marketing the residents to come to the Downtown after the park.

Board Member Heikkinen left the meeting at 7:48 p.m.

Board Member Schlittler asked which budget would the sponsorship come from, Board Member Hansen clarified that the Promotions Committee budget would cover the cost. Board Member Schlittler mentioned to the Board that the event is not in the DDA area, and Board Member Swann stated that the Board did need to discuss this further. Mayor Moen suggested that the Board can approve an amount conditionally on the Executive Committee discussing the final amount, based on specific benefits to the downtown being shown.

MOTION by Hansen, SUPPORTED by Moen to approve an amount not to exceed \$500 with the executive committee making the final decision after determination that the event will provide benefit to the downtown. MOTION CARRIED UNANIMOUSLY.

President Swann acknowledged Debbie Mikula for her continued efforts.

H. Sibley Street Reconstruction – Discussion

City Manager Charles stated that the project was on schedule for Spring 2009, and briefly outlined possible changes to parking lot #1 as a result of the Multi Year Street Charrette. It was confirmed with the business owners in that area, that there was no need for a curb-cut on Court Street, but an additional curb-cut on Sibley Street. Mr. Charles stated that the contract would be let in January, there would be an estimate for the landscaping and the design presented to the Board at the November meeting. President Swann asked that during the budget preparation of the project, City Manager Charles create multiple scenarios for the Board to review.

I. Upcoming Meeting Calendar

Board Member Schlittler requested that the regular scheduled November Board meeting be rescheduled for November 25th. President Swann asked that staff contact all Board members to confirm the new date. The Board determined that the next Executive Committee will be November 7th at 8:30 am, City Hall 3rd Floor.

MOTION by Schlittler, SUPPORTED by Moen to excuse Board Member Nash. MOTION CARRIED UNANIMOUSLY.

New Business/Business Relocations/Spaces Available Report

The Board reviewed the list.

Treasurer Hansen informed the Board that half of the budgeted funds for the façade grant program have been committed to date.

MOTION by Schlittler, SUPPORTED by Hansen, to adjourn the meeting at 8:05 p.m. MOTION CARRIED UNANIMOUSLY.

Minutes Approved

Rob Naudi, Secretary