



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, November 25, 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: Stephanie Schlittler, Mayor Moen, Rob Naudi, Jake Heikkinen

Members Absent: Jeff Hansen, Charlotte Swann, Sandra Vyletel

Also Present: Nathan Voght, DDA/Main Street Director, Shea Charles, City Manager, Karen Williams, Main Street Coordinator, Randy Metz, Roger Dresden, Laurie Humphrey, Sherrie Boak, Recording Secretary

Vice - President Schlittler called the meeting to order at 6:35 p.m.

Citizens Comments

No comments.

Approval of Minutes

**MOTION by Mayor Moen, SUPPORTED by Naudi to approve the minutes of the Executive Meeting of November 7, 2008. MOTION CARRIED UNANIMOUSLY.  
MOTION by Mayor Moen, SUPPORTED by Naudi to approve the minutes from the regular meeting of October 22, 2008. MOTION CARRIED UNANIMOUSLY.**

Correspondence

Letter from Chamber of Commerce regarding Farmers Market  
Resignation Letter from Board Member Jennifer Nash

Reports

DDA Director

Nathan Voght, DDA Director, stated that there will be a conference call on December 10<sup>th</sup> with the State to discuss the Main Street certification. Mr. Voght then spoke to the Board about setting a workshop date with Glatting Jackson, and the members present confirmed December 2<sup>nd</sup> at 6 pm at City Hall. Mr. Voght spoke briefly about the Sibley Street Parking Lot, the January City Council Retreat on January 23<sup>rd</sup> and 24<sup>th</sup>. Mr. Voght concluded by highlighting upcoming trainings in the Managers Report.

Main Street Coordinator Report

Karen Williams, Main Street Coordinator outlined recent trainings, and future trainings. Ms. Williams then highlighted new businesses, and the recent façade improvements, and concluded by highlighting her submitted report.

President's Report

President Swann was not present, therefore no report was presented.

Treasurer's Report

Board Member Hansen was not present, therefore no report presented.

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

Approval of Committee Reports

Design Committee

DDA Director Voght highlighted the Cleary's façade, and other submissions for the façade grant applications.

Promotions Committee

Board Member Heikkinen informed the Board of the recent updates on commercials, and the upcoming Merry Tuba Christmas. Mr. Heikkinen stated that he has been working on Howell History Days and scheduling/coordinating an old-fashioned baseball game.

Organization Committee

No report given.

Business Development Committee

Board Member Schlittler gave a brief update on the business recruitment plan.

**MOTION by Heikkinen, SUPPORTED by Mayor Moen 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 \$21,346.70 plus payroll for November 2008.**

Vice-President Schlittler asked for clarification on bills that were noted "deleted" on the spreadsheet, and asked for confirmation that the bills were removed from the DDA expenses. DDA Director Voght confirmed that the Irish Construction invoice was removed.

**MOTION CARRIED UNANIMOUSLY.**

Discussion/Action Items

**A. LAC Acoustic Café' Sponsorship Request**

Roger Dresden, LAC, gave a brief presentation on the upcoming scheduled events for the Acoustic Café'. Mr. Dresden then referenced a letter from the LAC that was submitted at the meeting regarding future plans once the venue is completed, and stated they were working to incorporate the downtown businesses more in the venue.

Mayor asked for confirmation if there was a budget item for these requests. DDA Director Voght stated that the budget line item is over budget for the Fiscal Year, due to other recent requests. Mr. Voght spoke in support of the request.

**MOTION by Mayor Moen, SUPPORTED by Naudi to approve sponsorship for the Acoustic Café' music series by the Livingston Arts Council in the amount of \$1,000 with funds to come from the fund balance account. MOTION CARRIED UNANIMOUSLY.**

**B. Review Proposed Design Presentation for Parking Lot #1 – Randy Metz**

Mr. Metz, Grissim Metz, confirmed that the plan was consistent with the Glatting Jackson plan. Mr. Metz then highlighted the parking lot plans with the proposed entrances, the dumpster locations, the alley, the proposal of 138 parking spaces, a boulevard/refuge island in Sibley for pedestrian crossings, materials, detailing areas behind the businesses, and underground utilities. City Manager Charles stated that based on a cost estimate from DTE for installing underground utilities on Sibley Street that item will not be performed during this project. DTE will continue to plan to run the utilities underground to the parking. DDA Director Voght stated the original proposal for burying the utilities in the parking lot that was presented to the DDA was at or about \$400,000, but stated that the cost could come in lower. Mr. Metz then presented Phase 2, which included additional parking on the south side bank parking lot, and the proposed additions of buildings along Michigan and Court Street. Mr. Metz concluded by presenting details of the proposed wall design. The Board discussed the illumination plan, and the sidewalk detail. Mr. Metz presented an elevation rendering to outline possible future colorings for the buildings. City Manager confirmed that the parking lot plan is for 2010.

**C. Downtown Design Master Plan Update – Review of Glatting Jackson Presentation**

City Manager Charles presented a power point presentation of the Glatting Jackson overview for the Downtown Master Plan. Mr. Charles also informed the Board that due to coming in under budget, Staff has asked Glatting Jackson to research the intersection of E. Grand River and National Street. Mr. Charles stated that the plan is conceptual and encouraged feed back at the workshop on December 2nd, and invited the Board to encourage participation from downtown stake holders.

**D. Board Appointments – Matt Wilson**

The Board made a recommendation to the Mayor to appoint Matt Wilson to the Board. The Mayor confirmed it would be placed on a Council Agenda in December.

**MOTION by Heikkinen, SUPPORTED by Naudi to excuse Board Members Hansen, Vyletel, and Swann.**

New Business/Business Relocations/Spaces Available Report

No comments.

**MOTION by Mayor Moen, SUPPORTED by Heikkinen, to adjourn the meeting at 7:45 p.m. MOTION CARRIED UNANIMOUSLY.**

Minutes Approved,

Rob Naudi, Secretary