



MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY February 25, 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, Jeff Hansen, Jake Heikkinen, Sandra Vyletel, Matt Wilson

Members Absent: Rob Naudi

Also Present: Nathan Voght, DDA/Main Street Director, Shea Charles, City Manager, Karen Williams, Main Street Coordinator, Sherrie Boak, Recording Secretary, Kelly Larson, Jodie Willobee, Diane Rensack.

President Swann called the meeting to order at 6:00 p.m.

Training Session

President Swann introduced Kelly Larson, Main Street Architect and Jodie Willobee from Michigan Main Street Center. The Board offered introductions. The presentation included the roles of the Board, Committees, in addition to the overview of policies, officers, planning, and sample work plans. Chairperson Swann asked for samples of a “Conflict of Interest” policy. Vice-Chair Schlittler asked about clarification on assistance with coordination of volunteers on committees. The Board voiced an interest in using the Main Street Center in assistance in the signature fund raising event. Ms. Larson stated contact should be made with Michigan Main Street Center within a month and allow for a 3 hour time slot.

The Board convened at 7:10 p.m. The Board reconvened at 7:18 pm

Citizens Comments

No comments.

Approval of Minutes

MOTION by Mayor Moen, SUPPORTED by Schlittler to approve the minutes of the Executive Meeting of February 11, 2009. MOTION CARRIED UNANIMOUSLY.

MOTION by Mayor Moen, SUPPORTED by Schlittler to approve the minutes from the Regular Meeting of January 27, 2009. MOTION CARRIED UNANIMOUSLY.

Correspondence

No Correspondence submitted.

Reports

DDA Director

Nathan Voght, DDA Director referenced his report. President Swann reminded the Board to submit their evaluations of the DDA Director, and there would be a formal review at the next regular meeting.

Main Street Coordinator Report

Karen Williams, Main Street Coordinator referenced her report.

President’s Report

President Swann has coordinated a SPARKS meeting in Ann Arbor on March 13th, and then spoke briefly about a potential haunted house fund raiser.

Treasurer's Report

Board Member Hansen stated that discussion will occur with Item 9, *Preliminary Budget Discussion*.

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

Approval of Committee ReportsDesign Committee

DDA Director Voght stated that the committee had their first work session, and will meet again on February 26th. The Committee reviewed façade elements for the Dairy Queen building. A letter was sent out for the historical restoration awards, with a presentation on May 14th at the Opera House.

Promotions Committee

Board Member Heikkinen gave an update on website redesign, working on work plans for the next year, and stated that the committee was going to re-evaluate the practices and costs from the past and make measurable comparisons.

Organization Committee

Board Member Vyletel stated that the 100 Friends Brochure was being printed, the logo was complete and work was progressing on the website, and committee work plans.

Business Development Committee

Board Member Schlittler outlined the recent Howell Happenings Live, HBA letters were sent and visits will be performed shortly, and the DVD was near completion.

Mayor Moen asked that at the next Howell Happenings Live all present introduce them selves.

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

Payments of Bills

MOTION by Mayor Moen, SUPPORTED by Hansen to pay the bills in the amount of \$15,284.81 plus payroll for February 2009. MOTION CARRIED UNANIMOUSLY 6-0-1 abstain

Discussion/Action Items**A. Preliminary Budget Discussion**

DDA Director Voght outlined the submitted preliminary budget and referenced items including budget activity, projected budget and amended budget. Mr. Voght spoke about income including potential mill increases, revenues, and the Main Street program. President Swann asked about the determination of allocating of costs. City Manager Charles stated that with the Form Based Code expense, and its affect on the area of the DDA, and its focus on the commercial corridors the DDA pays a portion. For legal purposes, the master plan needs to be updated at the same time as the Form Based Code and will require contracting with consultants and legal services. Mr. Charles outlined the budget process, and stated there may be a special work session with the DDA Board within the next 3 weeks, which would include discussion on 2009 and 2010 projects. Mayor Moen suggested a joint work session with Council March 30th.

DDA Director outlined the specific items with projections, Sibley Street costs, Parking Lot #1 projected to begin April, 2009, work plan and budget numbers. Mr. Voght concluded by stating that the final budget will be recommended for approval at the March 24th Meeting, and submitted to Council for approval in April. Jeff Hansen asked about the debt service. Shea Charles stated that there

is expectation of \$80,000 debt per million borrowed, with 1.8 million, there would be \$150,000 debt service payment. Mr. Charles stated that staff will submit a tutorial on the bonding to the Board at the work session.

Board Member Hansen referenced the past expenditures and proposed expenditures and recommended that the Board review all items.

President Swann confirmed there will be a special budget work session on March 11th in conjunction with the Executive Session.

New Business/Business Relocations/Spaces Available Report

Mayor Moen asked for clarification on the sale of 110 E. Grand River.

Board Member Hansen spoke about recent utility work at the intersection of State and E. Clinton and asked for future communications. City Manager Charles stated he would follow up to confirm there would be a utility box that state laws allow the utilities companies established right of way. Mr. Charles stated that he would follow up with the utilities.

**MOTION by Schlittler, SUPPORTED by Wilson, to adjourn the meeting at 8:15 p.m.
MOTION CARRIED UNANIMOUSLY.**

Minutes Approved,

Rob Naudi, Secretary