



MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY

WEDNESDAY, April 23, 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: Mayor Moen, Charlotte Swann, Stephanie Schlittler, Sue Hamilton, Jeff Hansen

Members Absent: Board Member Jake Heikkinen (arrived at 6:45 p.m.), Ex-Officio Victoria Hartman, Main Street Manager Mindy Arnold.

Also Present: Nathan Voght, DDA Director, City Manger Shea Charles, Sherrie Boak, Recording Secretary, Laurie Humphrey, Beth Schrader, Jeff Schrader

President Swann called the meeting to order at 6:30 p.m.

Citizens Comments

No comments.

Approval of Minutes

MOTION by S. Schlittler, SUPPORTED by Mayor Moen to approve the minutes of the Executive Meeting of April 9, 2008. MOTION CARRIED UNANIMOUSLY.

MOTION by S. Schlittler, SUPPORTED by Mayor Moen to approve the minutes from the regular meeting of March 26, 2008 as amended. MOTION CARRIED UNANIMOUSLY.

Correspondence

The Board acknowledged the letter to potential Board applicants. Nathan Voght outlined the potential board member applicants, and stated there currently had not been much response, however there have been some interviews with earlier applications.

President Swann stated that if there were any interested applicants notify the Board so that staff can make contact.

DDA Director Voght outlined the Resource Board member letters. It was determined that the Organization Committee could create a recognition for these members at their annual event. President Swann asked that the group be included on Board communications. DDA Director Voght stated he would forward Board minutes and possible electronic packets to them.

Beth Schrader, Parks and Recreation Authority, outlined the history of the "Break Away" event, and upcoming events for 2008. Ms. Schrader confirmed there were already commitments from Citizens Insurance, the Chamber of Commerce and the PTO, and asked for the Board for continued sponsorship.

MOTION by Mayor Moen, SUPPORTED by S. Hamilton to sponsor \$300 for the 2008 "Last Day Break Away" event by the Parks and Recreation Authority. MOTION CARRIED UNANIMOUSLY.

DDA Director

Nathan Voght, DDA Director, outlined his report.

President Swann asked for an agenda for the joint CC meeting, and the scope of projects and funding.

Board Member Heikkinen arrived at 6:45 p.m.

Main Street Manager Report

Main Street Manager Ms. Arnold was not present.

Mayor Moen asked who would be attending the Michigan Historic Preservation Network conference. Jeff Hansen stated that three Design Committee Members would be attending.

Nathan Voght confirmed that the vacant building signage has been placed around town.

Presidents Report

President Swann spoke about setting up the joint City Council Meeting on April 29th at City Hall, and encourages this to be an annual meeting. Ms. Swann also informed the Board that there have been some prospected interest in space in the City, and those meetings are on going. Ms. Swann also stated that the MML has been contacted for guidance on DDA Boards. Ms. Swann then finished by stating that the WALLY study is on going.

Shea Charles, City Manager stated that the final report on WALLY by the consultant will be within 60 days of final review. Mr. Charles confirmed that the WALLY cars will be here for Howell History Days.

Treasurers Report

Jeff Hansen stated that Promotions committee has been over budget, one of those being the movie series, and the other portion was the line item "Main Street Fundraising". Mr. Hansen finalized by stating that there is not a problem over all with the Promotions Budget.

Mr. Hansen then stated that the loan will be paid off in 2008 for the McCarthy/Sibley parking lot, and the other note is for D-19 project will be paid off in 2014.

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

Approval of Committee ReportsDesign Committee

Board Member Hansen stated that the historical markers were ordered, and will arrive shortly. There is research in the height of the sign in the locations in the MDOT right-of-way. DDA Director Voght stated he is currently working with the State on those signs.

Mr. Hansen stated there have been no façade submittals, but the Main Street Manager is still working with Cleary's. Mr. Hansen then stated that an alley survey has currently been sent out, and the Committee is working on the alley east/west between State and Michigan. (Peanut Row) The Committee plans to address the alley between Walnut and Michigan in the future. Ms. Schlittler confirmed that 115 W. Clinton has an easement that needs to be signed, and the prior Spags building easement will need to be signed also.

Board Member Hamilton stated that a legal description should be prepared for that alley that runs between Walnut and Michigan when it is acquired.

Promotions Committee

Board Member Heikkinen stated that the Promotions Committee is working on Howell History Days and outlined the proposed events.

Organization Committee

Committee Chairperson Hartman was absent, so there was no report, but the Board referenced the minutes.

Business Development Committee

Board Member Schlittler stated that the signs are installed in the vacant building windows, and the Howell Happenings Live event will be May 21st at the Howell Theatre.

MOTION by Mayor Moen, SUPPORTED by S. Schlittler to place all reports on file. MOTION CARRIED UNANIMOUSLY.

Payments of Bills

MOTION by J. Hansen, SUPPORTED by S. Schlittler to pay the bills in the amount of \$12,421.91 plus payroll for April 2008. MOTION CARRIED UNANIMOUSLY.

Discussion/Action Items

A. Resource Members Discussion

DDA Director stated that staff would send out more letters to potential members.

B. Review/Approval – Downtown Benches

The Board reviewed the presented bench location map. Board Member J. Hansen updated the Board on the Committee review and suggestion for the bench placement with a unanimous vote for placement on the curb, and a vote for benches with no backs.

Board Member Hamilton stated her choice for a mixture of benches facing the road. The Board held further discussions on options for bench placements. The Mayor encouraged the Committee to review areas in town where there could be two benches placed to face each other. Board Member Hansen stated that the current bench purchase is for Grand River locations and in the future purchase more benches and relocate these benches.

MOTION by S. Hamilton, to approve the final recommendation for downtown bench design as presented in the packet. The MOTION dies for lack of second.

MOTION by Swann, SUPPORTED by J. Hansen that the benches will be backless with the proposed locations. SUPPORTED by J. Hansen. MOTION CARRIED 4-1.

C. Board Vacancy Update (3) and Board Member Terms

DDA Director Voght outlined the time line of the current vacancies, with two expiring in 2012 and one in 2009 to fill Trevor Brooks vacated term.

President Swann updated information on the list.

Board Member J. Hansen asked about interviews. DDA Director Voght stated that they are still interviewing. Staff was directed to contact all who have not submitted applications to submit. Mayor Moen asked that at the May meeting there should be a recommendation for appointments.

D. Review/Approval of Final Draft of Vision Statement

MOTION by S. Schlittler, SUPPORTED by S. Hamilton to approve Howell Main Street vision statement with edits as submitted. MOTION CARRIED UNANIMOUSLY.

E. Recruitment Package DVD Discussion

Board Member Schlittler referenced the material distributed at the meeting from Hub TV for the potential DVD. The package presented is \$4400 with a five minute recruitment video that can be updated. Ms. Schlittler stated that the intention was to have it ready for the Howell Happenings Live event. It was confirmed that this cost would require a budget amendment, however DDA Director Voght stated the Committee is not over budget even if this item was not an itemized budget.

MOTION by J. Hansen, SUPPORTED by S. Hamilton to approve the expenditure for the Business Recruitment DVD. MOTION CARRIED UNANIMOUSLY.

F. Sibley Street Construction Project Update - Proposals

Shea Charles, City Manager referenced the proposals, stating that Council has approved using Grissom Metz. Mr. Charles confirmed that there would be a stake holders meeting on May 12th, and letters will be sent out to owners, then June 9th will be the final approval presentation. It was stated that the design concepts for the parking lot will be in the Charrette, but not the specifics to trees, and landscaping later.

President Swann asked about cost break down clarification, and possible bonding. Shea Charles, stated the 1 million will be bonded, and the City has a million grant for the reconstruction, with the Cleary's lot being budgeted in the 2009-2010 fiscal year.

G. Smart Growth Readiness Assessment Tool Discussion

Shea Charles, City Manager based on Council Retreat there was a discussion on the over all view and mission of the Community Development. This is a tool from MSU that can take representatives from different Boards and staff to perform the survey. Staff is currently looking at two volunteers from the Board for 2-3 night meetings. President Swann and Board Member J. Hansen volunteered for the group.

H. Center Street right-of-way trees and ground cover

MOTION by Mayor Moen, SUPPORTED by J. Hansen to approve street trees and ground cover, and irrigation installation for cost not to exceed \$2,000 for the east side of Center Street right-of-way.

DDA Director Voght outlined the history to the site including parking, and landscaping, with financial participation from the DDA for trees, ground cover, etc. It was also determined that the installation of the irrigation would be covered by the DDA, with the City covering the monthly water.

MOTION by Mayor Moen, SUPPORTED by J. Hansen to amend the motion to include the irrigation fixtures in the project cost. MOTION CARRIED UNANIMOUSLY.

New Business/Business Relocations/Spaces Available Report

No Comments.

Board Member S. Schlittler asked about possibly marketing for vacant residential units. Mayor Moen stated that there is an option to create signs and the owners could off set the costs.

DDA Director referenced the recent ad in the Livingston County Ad.

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

Minutes Approved,

Sue Hamilton, Board Secretary