



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY MAY 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, Jeff Hansen, Matt Wilson, Diana Renscak, Jake Heikkinen

Members Absent: All Members Present

Also Present: Nathan Voght, DDA Director, Shea Charles, City Manager, Karen Williams, Main Street Coordinator, Sherrie Boak, Recording Secretary, Gerald Moyer, Beth Schrader, Stewart Howe, Carol Stone

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

Citizens Comments

No comments.

Approval of Minutes

MOTION by Mayor Moen, SUPPORTED by Schlittler to approve the minutes of the Executive Committee Meeting of May 13, 2009. MOTION CARRIED UNANIMOUSLY.

MOTION by Mayor Moen, SUPPORTED by Schlittler to approve the minutes from the Executive Session of April 22, 2009. MOTION CARRIED UNANIMOUSLY.

MOTION by Mayor Moen, SUPPORTED by Schlittler to approve the minutes from the Regular Meeting of April 22, 2009. MOTION CARRIED UNANIMOUSLY.

Correspondence

Debbie Jorgensen-Bubble Beeds

Resignation Letter from Board Member Vyletel – **MOTION by Mayor Moen, SUPPORTED by Renscak to accept the resignation of Board Member Vyletel. MOTION CARRIED UNANIMOUSLY.**

Reports

DDA Director

Nathan Voght, DDA Director outlined his report and informed the Board of potential candidates. Mr. Voght informed the Board of the recent budget approval, and the recent Glatting Jackson presentation on the downtown master plan and stated he would be providing posters to the Board to utilize in the future. Mr. Voght updated the Board on the grant application process for State Street and will submit a copy of the grant application to the Board.

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

Information on the conference in Calumet was presented, and the deadline was requested to the DDA Director as soon as possible. The DDA Director will be doing a presentation on June 9th in Portland regarding Main Street 101 with a focus on signage. There was a website referenced in the report for nominations for Main Street Awards, due July 1st.

Main Street Coordinator Report

Karen Williams, Main Street Coordinator gave an update on the Howell History Days.

President's Report

President Swann highlighted the recent Board Member vacancy options, Gerald Moyer was introduced. President Swann asked that the DDA Director submit a list of prioritized items in the status order the DDA Director requests, email to the Board, with the Board then reviewing and prioritizing in the appropriate order for the Director to pursue.

Treasurer's Report

Board Member Hansen stated the budget was approved by Council.

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

Approval of Committee ReportsDesign Committee

DDA Director Voght spoke about the Design and Preservation Awards Ceremony. The Committee is working with Cleary's on the finalizing of the façade grant work, and in the process of a review of the former *Olga's Diner* site.

Promotions Committee

Board Member Heikkinen spoke briefly about Howell History Days results and the plans for the future years. Mayor Moen informed the Board of the positive feedback from the Presbyterian Church and the Livingston County Court House.

Organization Committee

DDA Director Voght stated the Committee is working on the website, the 100 Friends memberships, and continual work on their work plans.

Business Development Committee

Board Member Schlittler stated that the next Howell Happenings Live will be June 24th at the Howell Theatre. The Committee will launch the dvd and the brochures are in the final process.

MOTION by Hansen, SUPPORTED by Wilson 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 \$26,600.72 plus payroll for May 2009.

Board Member Schlittler asked for clarification on the expense for the refurbishing of the Farmers Market Sign, considering the recent \$4000 sponsorship for the Farmers Market. DDA Director Voght approached the Chamber of Commerce on the refurbishing of the sign, and offered to pay half the cost.

MOTION CARRIED 1 abstention- Jeff Hansen.

Discussion/Action Items**A. Last day Breakaway Sponsorship Request**

Beth Schrader, Parks & Recreation Authority, asked the Board for a \$300 sponsorship, similar to the previous years request.

MOTION by Schlittler, SUPPORTED by Renscak to approve a sponsorship for the 2009 Last Day Breakaway in the amount of \$300. MOTION CARRIED UNANIMOUSLY.

B. Melon Festival Update

Board Member Hansen updated the Board on the recent establishment of sub-committees: Promotions/Marketing, Administrative, Volunteer Recruitment, Concessions, and Activities. Mr. Hansen stated that the logo was complete, the website will be release the week of June 1st, and the Melon Run will begin and end in the downtown area encouraging attendance in the downtown. President Swann spoke briefly about the creation of the event and the coordination maintained by the DDA Board. Board Member Schlittler formally thanked Carol Stone for her assistance in the creation.

C. Downtown Master Plan Update

Addressed in the Directors Report.

D. Downtown Streetscape Update

Addressed in the Directors Report.

E. Budget Amendment Resolution #09-02

MOTION by Mayor Moen, SUPPORTED by Hansen to approve budget amendment #09-02 for professional services related to landscape design and estimates for downtown streetscape and services related to the Downtown Vision Plan, E. Sibley decorative lighting, and various other amendments, to adjust the budget to reflect projected revenues and expenses in the total amount of \$195,215.

Board Member Hansen asked the DDA Director what the previous Budget Amendment was. DDA Director confirmed that this amendment was for a various amount of adjustments.

MOTION CARRIED UNANIMOUSLY.

New Business/Business Relocations/Spaces Available Report

Attitude Bistro plans to be open by the end of June, the formally Olga's is proposed for a coney island type restaurant, and the recent sale of the Advantage Engineering is proposed to be used as a lawyers office, with residential on the second floor. *State Street Studios* recently opened for business. President Swann stated that there will be a circus coming to the City on June 11th at the Armory on Isbell. President Swann encouraged other Board Members to attend for possible incorporation into the Melon Festival.

Mayor Moen stated that the Clydsdale would be back in town in June 21st in downtown.

The Board spoke about the upcoming June 4th Pink Party event.

Board Member Wilson formally commented on the positive articles recently written by the Livingston Press & Argus, and Leah Boyd.

President Swann asked Main Street Manager about the earlier request for Main Street Flags. DDA Director Voght spoke briefly about potential locations. Mr. Voght stated that the Design Committee should review. President Swann stated that the signs should stay with the official Main Street Logo signs that the City were presented with. Mayor Moen recommended that the current signs that the City received for the establishment of the Main Street should be placed on the existing poles the she referenced to the DDA Director.

MOTION by Hansen, SUPPORTED by Heikkinen, to adjourn the meeting at 7:26 p.m.

MOTION CARRIED UNANIMOUSLY.

Minutes Approved,

Stephanie Schlittler
Interim Secretary