



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, May 28, 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, Stephanie Schlittler, Sue Hamilton, Jeff Hansen, Jake Heikkinen

Members Absent: Board Member Swann, Ex-Officio Hartman

Also Present: Nathan Voght, DDA/Main Street Director, Main Street Manager Mindy Arnold, Sherrie Boak, Recording Secretary, Steve Manor, Laurie Humphrey, Camille Lievense, Blythe Patterson, Roger Dresden

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

MOTION by Hansen, SUPPORTED by Heikkinen to amend the agenda to add *Newsrack Ordinance* to “Discussion/Action”, to add *Approve Final Budget Resolution 08-03* to “Discussion/Action”, and to move item 8A *LAC Request for Concerts at the Courthouse Sponsorship* to the beginning of the agenda. MOTION CARRIED UNANIMOUSLY.

Citizens Comments

Steve Manor, 322 Wetmore, resident stated his opposition with the requested sponsorship amount of \$8000 by the LAC for the Concerts at the Courthouse.

A. LAC Request for “Concerts at the Courthouse” Sponsorship

Camille Lievense, Livingston Arts Council President spoke about the history of the opera house, the fundraising events for the opera house, and the concert series.

The Board inquired about the other sponsorships, musician cost, marketing, and sound cost.

Roger Dresden spoke about the concert series, the musicians, the process for sponsorship, and the request to partner with the DDA in general to bring people to downtown.

Vice-President Schlittler acknowledged the LAC for their efforts to offer entertainment in the Downtown Area and stated that given current budget for sponsorships the most the DDA could sponsor would be \$1000.

Approval of Minutes

MOTION by Mayor, SUPPORTED by Hansen to approve the minutes of the Executive Meeting of May 14, 2008. MOTION CARRIED UNANIMOUSLY.

MOTION by Mayor, SUPPORTED by Hansen to approve the minutes from the regular meeting of April 23, 2008 as amended. MOTION CARRIED UNANIMOUSLY.

Correspondence

Nathan Voght, DDA Director stated that items regarding resource members would be presented to the Board in June.

DDA Director

Nathan Voght, DDA Director, outlined his report, and spoke about the TIF plan in regards to the Sibley Street project including the landscaping. Mr. Voght affirmed that the DACC Board members were notified, spoke briefly about the budget, stated that there were board interviews performed with recommendations for later in the meeting, and concluded by stating he would make a presentation in June on the National Main Street Conference.

Main Street Manager Report

Mindy Arnold, Main Street Manager, gave information on upcoming trainings June 6th, and the Michigan Main Street Conference on June 17-18th.

Presidents Report

President Swann was absent from the meeting, so no report was presented.

Treasurers Report

Jeff Hansen stated that the new fiscal year is approaching, and the board will be updated at that time.

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

Approval of Committee ReportsDesign Committee

Board Member Hansen gave an update on the Howell History Days and the Design Awards for Historic Preservation.

Promotions Committee

Board Member Heikkinen commented about the Howell History Days, by stating that the event was a success with an approximate 5500- 6000 people in attendance. Mr. Heikkinen then gave an update on all the events including the tours, the carriage rides, the WALLY train, the car show, and spoke of events to coordinate for the 2009 event. Mr. Heikkinen concluded by stating that the Committee was working on the Legend of Sleepy Howell.

Organization Committee

Committee President Hartman was absent from the meeting, so no report was presented.

Business Development Committee

Board Member Schlittler stated that the Committee recently held its Howell Happenings Live event on May 22, 2008.

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

Payments of Bills

MOTION by Hansen, SUPPORTED by Heikkinen to pay the bills in the amount of \$26,237.01 plus payroll for May 2008. MOTION CARRIED 4-1 abstain.

Discussion/Action Items

- A. LAC Request for "Concerts at the Courthouse" Sponsorship

MOTION by Mayor, SUPPORTED by Hamilton to approve the sponsorship for \$1000 for 2008 Concerts at the Courthouse. MOTION CARRIED UNANIMOUSLY.

B. Downtown Design Masterplan

Nathan Voght, DDA Director, spoke about items including the benches, street trees, and other streetscape elements that, if acquired without a master design plan from which to implement, we will struggle more with selecting appropriate elements for the downtown, and ones that will result in an overall cohesive mix. With the creation of a Design Masterplan, a clear set of elements would be described, which will allow easier implementation by Design Committee and the Board, as well as resulting in an overall appropriate design. The potential cost for such a plan is up to \$100,000. Mr. Voght asked for the Boards recommendation to proceed with getting some preliminary cost estimates for this plan and come back with a recommendation.

The Board asked for clarification on the TIF Plan connection, the other Charrettes that have been performed in the downtown area, and gave the consensus for the Director to pursue and bring information back to the Board on process and cost.

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

MOTION by Hansen, SUPPORTED by Schlittler to recommend Sandra Vyletel to fill a four year Board vacancy that will expire in 2012. MOTION CARRIED UNANIMOUSLY.

D. Newsrack Ordinance

DDA Director Voght outlined the ordinance, and explained the process of review by City Council, and Planning Commission.

E. 2008-2009 Budget Adoption – Resolution 08-03

MOTION by Hamilton, SUPPORTED by Hansen to adopt FY 2008-2009 Budget, Resolution No. 08-03. MOTION CARRIED UNANIMOUSLY.

New Business/Business Relocations/Spaces Available Report

The board discussed vacancies that were recently filled on State Street.

Nathan updated the Board on a memo regarding the vacant space on State Street owned by Don Lewis for possible lease for a new DDA/Main Street downtown office. Once Mr. Lewis has responded to our proposed lease terms, Mr. Voght will bring a proposed lease back for DDA Board consideration.

Mayor Moen thanked the Board for their time.

MOTION by Hansen SUPPORTED by Mayor Moen to excuse Board Member Swann. MOTION CARRIED UNANIMOUSLY.

MOTION by Hansen, SUPPORTED by Mayor Moen, to adjourn the meeting at 8:15 p.m. MOTION CARRIED UNANIMOUSLY.

Minutes Approved,

Sue Hamilton, Board Secretary