



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY JUNE 24, 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

Members Absent: Jake Heikkinen

Also Present: Nathan Voght, DDA Director, Shea Charles, City Manager, Sherrie Boak, Recording Secretary, Randy Metz, Holly Neville

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 Hansen to approve the minutes of the Executive Committee Meeting of June 10, 2009. MOTION CARRIED UNANIMOUSLY.**

**MOTION by Mayor Moen, SUPPORTED by Hansen to approve the minutes from the Regular Meeting of May 27, 2009. MOTION CARRIED UNANIMOUSLY.**

Reports

DDA Director

Nathan Voght, DDA Director outlined the recent applications for Board vacancies, work plan progress, outlined the design changes to Parking Lot #1, and asked for Board input on the changes. The Board asked about 1<sup>st</sup> National Bank input. City Manager Charles stated that 1<sup>st</sup> National has allowed access to the parking lot, and the City Attorney is working on a cross access easement with the bank. The Board had a consensus of the design. Mayor Moen asked that there be a motion, so that the Design Committee can review. It was agreed that DDA Director Voght present the design modifications to the Design Committee. The MDOT Enhancement grant application was submitted on June 5<sup>th</sup>. A review of the Michigan Main Street Conference in Calumet was presented.

Board Member Renscak outlined the Main Street Awards nominations and offered her assistance for all applications. Mayor Moen suggested that Board meet either June 29<sup>th</sup> or 30<sup>th</sup> at the DDA office to review and submit. Board Member Renscak asked that Mr. Voght review and forward to all Board Members.

Mr. Voght asked for the consensus of the Board to change the parking time limit in Parking Lot #1. City Manager Charles updated the Board on the status of E. Sibley, parking lot access, and parking configuration.

**MOTION by Hansen, SUPPORTED by Schlittler to recommend to City Council that Parking Lot #1 signed “4-hour Parking”. MOTION CARRIED UNANIMOUSLY.**

Main Street Coordinator Report

Karen Williams, Main Street Coordinator was absent.

President's Report

President Swann highlighted the upcoming events and the future leave time of the DDA Director. President Swann asked that the Board give input of priorities for the Director prior to his leave. Ms. Swann encouraged the Board to visit all new businesses, and then spoke briefly about the recent board interviews.

Treasurer's Report

Board Member Hansen stated until there was more information on the projects forthcoming, there is a surplus.

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

Approval of Committee ReportsDesign Committee

DDA Director Voght outlined the public art mosaic project being planned, and the sign incentives.

Promotions Committee

Board Member Heikkinen absent. DDA Director Voght stated that the committee met to follow up on the Howell History Days, and is currently working on the Legend of Sleepy Howell.

Organization Committee

DDA Director Voght stated that applications are coming in from 100 Friends. The website is ongoing, and the Spring/Summer Howell Happenings Newsletter was recently mailed. Voght reminded the Board this would be the last newsletter printed and mailed. Future newsletters will be electronic email blasted.

Business Development Committee

Board Member Schlittler stated that the recruitment brochures will be distributed at the Howell Happenings Live on July 8<sup>th</sup>. DDA Director outlined potential future businesses coming to the downtown.

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

Payments of Bills

**MOTION by Hansen, SUPPORTED by Wilson to pay the bills in the amount of \$50,572.81 plus payroll for June 2009.**

Board Member Hansen asked for clarification on the "Bonk Brothers" invoices. President Swann asked for clarification on the invoice from Grissim Metz, for the Grand River design based on earlier information that the grant would not proceed as originally presented. City Manager Charles outlined the recent Grant Application, and that the work that was done is preliminary design engineering, and future plans.

**MOTION CARRIED UNANIMOUSLY.**

**MOTION by Schlittler, SUPPORTED by Mayor Moen to amend the agenda to add an action item "Sign Incentive Application - 110 E. Grand River." MOTION CARRIED UNANIMOUSLY.**

Discussion/Action Items**Sign Incentive Application – 110 E. Grand River**

DDA Director Voght outlined the proposal for awning and window signage. The Design Committee recommended approval.

**MOTION by Hansen, SUPPORTED by Renscak to approve a sign incentive application for a new fabric awning and window lettering in the amount of \$538.25 for 110 E. Grand River, pursuant to the Howell Main Street Design Committee recommendation.**

**A. Mission Statement Review**

DDA Director Voght outlined the process of the new mission statement. The Board spoke about altering “second story loft living”, in Pedestrian Living “shopping, dining, residential living district”, using “adaptive” use, second sentence “and continued adaptive reuse of upper stories for business and residential uses”.

**B. Melon Festival Update**

Commission Member Schlittler updated the Board on the progress with the recent website, [www.howellmelonfestival.com](http://www.howellmelonfestival.com), the upcoming meeting on June 25<sup>th</sup>, stated the posters are distributed, and flyers will be available during the upcoming Balloon Fest. Ms. Schlittler outlined the draft schedule for the festival. President Swann stated she will be the volunteer coordinator.

**C. MDOT Enhancement Grant and Downtown Streetscape update**

Presented in the Directors Report.

**D. National Main Street Conference – Chicago Presentation**

Reports from the Board Members who attended were presented.

**E. Resolution of Appreciation – Kim Wilson and *The Pink Party***

**MOTION by Hansen, SUPPORTED by Renscak to adopt the resolution of special recognition to Kim Wilson and the Pink Party.**

**F. W. Sibley Street Design**

Randy Metz, Grissim Metz, presented a rendering design plan for W. Sibley Street. Included were common goals consistent with East Sibley and the Multi Year Street program, along with a residential plan. Noted in the plans were trees 20-25’ on center, colored concrete pattern crosswalks, new streets, utilities, relocation of existing ornamental light fixtures, reconfiguration at the entrance to the school at Tompkins, and traffic calming measures. City Manager Charles outlined the portion of the project in the DDA District, from Chestnut to Michigan Avenue. It was stated that the total project is 2 million, and the DDA to funding would be \$103,125 coming from the reserves.

Board Member Renscak asked about parking on W. Sibley near 204 Walnut. Board Member Wilson asked about the “No Parking after 2am” on W Sibley from Walnut to Chestnut. City Manager Charles stated it will not affect the design, but can be forwarded to the Police Chief.

**MOTION by Schlittler, SUPPORTED by Hansen to approve the W. Sibley Street Design as presented by Grissim Metz Andriese Associates, with cost participation in the landscaping of \$103,125. MOTION CARRIED UNANIMOUSLY.**

Mayor Moen left the meeting at 8:07 pm.

The Board held a brief discussion on the damaged landscaping on D-19, and were informed of the damaged irrigation lines, the replacement of the damaged bushes, and watering process.

Mayor Moen returned at 8:10 p.m.

#### **G. Nomination of Officers**

**President** - Board Member Schlittler nominated by President Swann, supported by Mayor Moen

**Vice President** - Board Member Hansen nominated by Mayor Moen, supported by Board Member Schlittler

**Secretary** - Board Member Wilson nominated by President Swann, supported by Board Member Hansen

**Treasurer** - Board Member Heikkinen nominated by Board Member Hansen, supported by Board Member Wilson

#### Committee

**Business Development** - Board Member Renscak nominated by President Swann, supported by Board Member Wilson

**Promotions** – Board Member Heikkinen or Board Member Swann nominated by Board Member Schlittler, supported by Board Member Renscak

**Organization** - Board Member Hansen nominated by President Swann, supported by Board Member Schlittler.

**Design** – Board determined that DDA Director Voght would continue as the meeting moderator until a Committee Chairperson can be determined.

#### New Business/Business Relocations/Spaces Available Report

Nothing was submitted, DDA Director Voght stated he would email information to the Board.

**MOTION by Mayor Moen, SUPPORTED Hansen, to excuse Board Member Heikkinen.**

Recording Secretary Sherrie Boak stated she would confirm attendance.

Board Member Hansen informed the Board of the “Tour De-Livingston” on October 10<sup>th</sup>, and suggested a hospitality tent in the Howell Crossings parking lot at M-59 and Michigan to provide water, etc.

**MOTION by Schlittler, SUPPORTED Mayor Moen to provide a hospitality tent on October 10, 2009 for the Tour De-Livingston. MOTION CARRIED UNANIMOUSLY.**

President Swann stated she would make contact with Jonna’s Market about the use of the parking lot, and coordination of the tent.

**MOTION by Schlittler, SUPPORTED by Hansen, to adjourn the meeting at 8:32p.m. MOTION CARRIED UNANIMOUSLY.**

Minutes Approved,

Stephanie Schlittler  
Interim Secretary