



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY JULY 22, 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, Jeff Hansen, Diana Renscak, Jake Heikkinen

Members Absent: Mayor Moen, Matt Wilson

Also Present: Nathan Voght, DDA Director, Sherrie Boak, Recording Secretary, Geri McKeon-Anderson

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

Citizens Comments

No comments.

Approval of Minutes

MOTION by Hansen, SUPPORTED by Schlittler to approve the minutes of the Executive Committee Meeting of July 8, 2009. MOTION CARRIED UNANIMOUSLY.

MOTION by Hansen, SUPPORTED by Schlittler to approve the minutes from the Regular Meeting of June 24, 2009. MOTION CARRIED UNANIMOUSLY.

Correspondance

No correspondence.

Reports

DDA Director

Nathan Voght, DDA Director outlined recent board member interviews, and encouraged the Board to work on the work plans that are due August 7th to Michigan Main Street. President Swann asked the Committee Members if the work plans were in need of assistance. Vice-Chairperson Schlittler stated that the Business Development work plans were complete, Board Member Heikkinen stated that the Promotions Committee could be coordinated. President Swann asked DDA Director Voght for Karen Williams assistance to complete the Promotions, and Member Heikkinen asked for Ms. Williams to contact her. DDA Director Voght sent the Design and Organization Work Plans to Board Member Renscak. Mr. Voght outlined the recent planning and design of Parking Lot #1, the opening of E Sibley Street, and the Michigan Main Street Evaluation due by August 3rd to Karen Williams. The yearly Michigan Main Street Year End Evaluation will be on October 28th at 9:30 am. Vice President Schlittler asked for the appointment to be moved to a Thursday, Mr. Voght stated he would contact for rescheduling. Referenced a committee roster, spoke briefly about his upcoming leave stating that Assistant City Manager Carol Stone will be stepping in. The Board briefly looked at the kiosk changes.

Main Street Coordinator Report

Karen Williams, Main Street Coordinator absent.

President's Report

President Swann stated she attempted to contact Jonna's Market regarding a hospitality tent for the bike run "Tour-De Livingston". Ms. Swann spoke briefly about board applications. Ms. Swann asked

about the update on the Main Street Logo banners and signs. DDA Director stated he will be contacting Boyne City about their banners.

Treasurer's Report

Board Member Hansen stated that the final budget numbers will be out in August. DDA Director spoke briefly about the recent façade changes and the Design Budget.

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

Approval of Committee Reports

Design Committee

DDA Director Voght stated the committee was reviewing a façade grant application for Clearys at the Purse' location, are holding discussions on a mosaic project, and some committee members attended a conference in Oakland County.

Promotions Committee

Board Member Heikkinen stated that the committee was working towards Legend of Sleepy Howell, working on sponsorship projects, and continuing to finalize their work plans. In addition there are plans underway for a run during the Legend of Sleepy Howell.

Organization Committee

DDA Director Voght stated that the committee was working on work plans, the launch of the website, thank you cards were recently sent out for events, and working on the Volunteer Appreciation for September 24th.

Business Development Committee

Board Member Schlittler stated that 38 people attended the recent Howell Happenings Live. The Committee has completed the recruitment brochures, and will be finalizing the work plan.

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

Payments of Bills

MOTION by Hansen, SUPPORTED by Renscak to pay the bills in the amount of \$36,640.34 plus payroll for July 2009. MOTION CARRIED UNANIMOUSLY.

Discussion/Action Items

A. Mission Statement Final Draft

MOTION by Schlittler, SUPPORTED Hansen to approve the Howell Main Street/DDA Mission Statement as presented. MOTION CARRIED UNANIMOUSLY.

B. Melon Festival Update

Vice-Chairperson Schlittler stated that there are 35 vendors for sidewalk sales, outlined the sponsors, signature sponsors Meijers and PEPSI, potential pending items, HUB TV potential interactive tent, and that the Cute Kid contest will be sponsored by 1st National Bank. Board Member Hansen gave the location of the Melon Run, and stated that Medilodge will sponsor a BBQ tent on State Street.

C. Haviland Printing & Graphics Bid – “A Walk Through Time”

Geri McKeon-Anderson outlined the history of the booklets creation in 1986, the sponsorships, and the other printings where money was set aside to pay for future printings. It was clarified that currently the Chamber of Commerce holds and sells the books. The Board discussed printing options, digital format, and research of other printing layouts. DDA Director recommended that he contact the Chamber, and provide more information at the next meeting. If the item is convert to digital and in a format for others to bid on, the project will need to go out to bid.

MOTION by Hansen, SUPPORTED by Heikkinen to approve the re-printing of 1000 copies of “A Walk Through Time” not to exceed the amount of \$6,994.20 .

Vice President Schlittler asked about exceeding the amounts. DDA Director Voght stated that if the book was to be edited it would need to go back to committee for review.

MOTION CARRIED UNANIMOUSLY.

D. Election of Officers

Nominations

President – Stephanie Schlittler

Vice President - Jeff Hansen

Secretary – Matt Wilson

Treasurer - Jake Heikkinen

The Board discussed the duties of a treasurer. Board Member Schlittler nominated Board Member Renscak for Treasurer, supported by Board Member Heikkinen. Board Member Heikkinen withdrew his nomination for Treasurer.

Motion for Board Member Schlittler for President carried unanimously.

Motion for Board Member Hansen for Vice President carried unanimously.

Motion for Board Member Renscak for Treasuer carried unanimously.

Motion for Board Member Wilson for Secretary carried unanimously.

Committee

Nominations

Business Development – Board Member Renscak

Promotions –Board Member Heikkinen

Organization - Board Member Hansen

Design – open

Board Member Renscak withdrew her nomination for Business Development Chairperson. Board Member Renscak nominated Board Member Schlittler, supported by Board Member Hansen for Business Development Committee Chairperson.

Board Member Hansen nominated Board Member Renscak for Promotions Committee Chairperson, Supported by Board Member Heikkinen.

Board Member Hansen nominated Board Member Swann for Business Development Committee Chairperson, supported by Board Member Heikkinen. Board Member Schlittler withdrew her nomination for Business Development Chairperson.

Motion for Board Member Swann for Business Development Chairperson carried unanimously.

Motion for Board Member Hansen for Organization Chairperson carried unanimously.

Motion for Board Member Renscak for Promotions Chairperson carried unanimously.
Motion for the Design Committee to proceed as currently staffed.

Board Member Swann spoke about resigning after her presidential term, which would be in place after an ex-officio term and letter of resignation.

New Business/Business Relocations/Spaces Available Report

Board Member Schlittler informed the Board of the future toy store locating into 109 W Grand River, and a recent inquiry for a burger restaurant but nothing currently confirmed.

President Swann presented information on *Circus Fans of America*, who were looking to coordinate with the Melon Festival for 2010. Information on the *Kelly Miller Circus* was submitted.

**MOTION by Hansen, SUPPORTED by Heikkinen, to adjourn the meeting at 8:05p.m.
MOTION CARRIED UNANIMOUSLY.**

Minutes Approved,

Matt Wilson
Secretary