



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, July 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: Charlotte Swann, Stephanie Schlittler, Sue Hamilton, Jeff Hansen, Jake Heikkinen, Sandra Vyletel, Rob Naudi, Jennifer Nash

Members Absent: Mayor Moen, Main Street Manager Arnold

Also Present: Nathan Voght, DDA/Main Street Director, Sherrie Boak, Recording Secretary Carol Stone, Don Lewis,

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

Citizens Comments

No Citizen Comments

Approval of Minutes

MOTION by Schlittler, SUPPORTED by Hansen to approve the minutes of the Executive Meeting of July 9, 2008. MOTION CARRIED UNANIMOUSLY.

MOTION by Schlittler, SUPPORTED by Hansen to approve the minutes from the regular meeting of June 25, 2008. MOTION CARRIED UNANIMOUSLY.

Correspondence

Main Street Manager Letter of Resignation, Preservation Conference Summary –Bruce McCullen, and Façade Grant Approval Letter to John Cleary. DDA Director Voght clarified the definition for “LEED” that was mentioned in the Bruce McCullen letter, and then stated that Mr. Cleary has been in contact with the staff and will be submitting pending fees and drawings.

Reports

DDA Director

Nathan Voght, DDA Director, outlined his report and formally introduced new members Jennifer Nash and Rob Naudi. Board Members Nash and Naudi introduced themselves. Mr. Voght then outlined items including downtown parking, balloonfest photos, and the Main Street coordinator position. In conclusion, Mr. Voght mentioned the Michigan Downtown Revitalization conference in September in Bay City, and a potential for an economic development opportunity with films and movies.

Main Street Manager Report

Mindy Arnold, Main Street Manager, was absent from the meeting. DDA Director Voght referenced the “Self-Assessments” due in August, and offered assistance with the completion of the survey. There were no comments from the Board.

Presidents Report

President Swann updated the Board on multiple projects in the City. Ms. Swann informed the Board that Charlene Sinelli had sold her business (Howell Travel), and DDA Director referenced the

submitted Resolution 08-05 for Charlene Sinelli. Ms. Swann briefly spoke about the recent news that the St. Joseph Hospital was moving out of town, and asked for a consensus from the Board on working with the hospital in retaining them in the City. Board Member Schlittler inquired to an option of a resolution showing the support of keeping the hospital in the City, based on the fact the current hospital is not in the DDA district. DDA Director stated the City Manager could better clarify the possible communications with the hospital, and Mr. Voght stated he would report back to the Board.

Treasurers Report

Jeff Hansen stated that the year end numbers were not complete.

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

MOTION by Schlittler, SUPPORTED by Heikkinen to amend the agenda to add “F-2 Resolution of Appreciation – Charlene Sinelli”. MOTION CARRIED UNANIMOUSLY.

Approval of Committee Reports

Design Committee

Board Member Hansen gave an update and stated that the benches were installed, gave an update on the historical markers, and concluded by stating that the Committee will be scheduling workshops with the business owners.

Promotions Committee

Board Member Heikkinen gave an update on the upcoming “Fabulous Friday” event during the month of August, stated the Committee was preparing for the *Legend of Sleepy Howell*, and future marketing campaigns.

Organization Committee

DDA Director Voght stated that the Committee was working on the “Main Street 101” program.

Board Member Naudi asked for clarification on the roles of the Committees. Mr. Voght stated he would get the new members further information on the Committees.

Business Development Committee

Board Member Schlittler spoke about “Howell Happenings Live” in October, commented about the Business Recruitment program. President Swann asked that if possible the Committee could consider a date near the Main Street interviews when the state committee is present.

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

Payments of Bills

MOTION by Hansen, SUPPORTED by Hamilton to pay the bills in the amount of \$3,325.54 plus payroll for July 2008. Board Member Schlittler asked for clarification on the payment of the pole modifications with the payment approval on the agenda. DDA Director Voght clarified the urgency of the payment. MOTION CARRIED UNANIMOUSLY.

Discussion/Action Items

A. Pole Modification to Historical District Markers

MOTION by Hansen, SUPPORTED by Naudi to approve additional expenses to modify poles for four (4) historic district entrance markers pursuant to specific installation requirements in the amount of \$364.00. MOTION CARRIED UNANIMOUSLY.

B. Tax Increment Finance and Development Plan Amendments

DDA Director Voght outlined the Plan, and the Board discussed the table breakdowns including revenues, projects, Main Street Program, debt to off-set increased revenue, parking options, and future road improvements participation.

MOTION by Hansen, SUPPORTED by Schlittler to send proposed amendments to the Development Area Citizen's Council (DACC) for review, and forward recommendations to the Board for recommendations to City Council for adoption/approval. MOTION CARRIED UNANIMOUSLY.

C. Proposed Lease for 122 State St. for downtown DDA office

Don Lewis clarified that the common area is the staircase to the upstairs, the water meter is separate for each use, and that there will be an inclusion for storage in the basement in the lease.

Sue Hamilton asked for a grace period on the payment of the rent for coordination of the payment of the bills. Mr. Lewis stated the payment could be set up to fall in with the DDA Board payment approval.

MOION by Hamilton, SUPPORTED by Hansen to approve lease for 122 State St. with Don and Pam Lewis for downtown DDA office space from 9/1/08 to 8/30/2010, and approve payment of security deposit in the amount of \$1200 with the additions that have been discussed. MOTION CARRIED UNANIMOUSLY.

D. WALLY Update

DDA Director Voght referenced the recent validation report.

E. Community Charrette RFP

DDA Director Voght highlighted the street program, and inclusion of the downtown needs in the Street Wide Charrette. Board Member Hansen asked for the clarification on the cost of the downtown design plan. Mr. Voght stated that there should be an incorporation of two Board members on a committee to review all submitted bids. Board Member Hansen asked if there should be approval of a "not to exceed".

F. Resolution of Appreciation – Vicki Hartman

MOTION by Schlittler, SUPPORTED by Hamilton to approve the presented Resolution 08-04 in recognition of Victoria Hartman.

F-2 – Resolution of Appreciation- Charlene Sinelli

MOTION by Hansen, SUPPORTED by Hamilton to approve the presented Resolution 08-05 in recognition of Charlene Sinelli.

G. Annual Meeting – Nomination of Board Officers

Board Member Hamilton spoke briefly about the history of the Board creation.

Board Member Hamilton nominated Board Member Naudi for Board Secretary. Board Member Naudi accepted the nomination.

Board Member Heikkinen nominated Board Member Hansen for Treasurer, Supported by Board Member Schlittler.

Board Member Schlittler nominated Board Member Swann as President, Supported by Board Member Vyletel.

Board Member Hamilton nominated Board Member Schlittler as Vice-President, Supported by Board Member Heikkinen.

Board Member Naudi nominated Board Member Nash as Design Committee Chairperson, Supported by Board Member Heikkinen.

Board Member Schlittler nominated Board Member Vyletel as Organization Committee Chairperson, Supported by Board Member Heikkinen.

Board Member Schlittler nominated Board Member Heikkinen as Promotions Committee Chairperson, Supported by Board Member Vyltel.

Board Member Hamilton nominated Board Member Schlittler for Business Development Committee Chairperson.

MOTION by Hansen, SUPPORTED by Naudi to appoint Board Member Swann as President for 2008-2009. MOTION CARRIED UNANIMOUSLY.

MOTION by Naudi, SUPPORTED by Heikkinen to appoint Board Member Schlittler as Vice-President for 2008-2009. MOTION CARRIED UNANIMOUSLY.

MOTION by Schlittler, SUPPORTED by Swann to appoint Board Member Naudi as Secretary for 2008-2009. MOTION CARRIED UNANIMOUSLY.

MOTION by Heikkinen, SUPPORTED by Vyletel to appoint Board Member Hansen as Treasurer for 2008-2009. MOTION CARRIED UNANIMOUSLY.

MOTION by Heikkinen, SUPPORTED by Schlittler to appoint Committee Chairpersons as presented. (Business Development-Schlittler, Promotions-Heikkinen, Design-Nash, and Organization-Vyletel)
MOTION CARRIED UNANIMOUSLY.

New Business/Business Relocations/Spaces Available Report

The Board reviewed the submitted list.

MOTION by Hansen, SUPPORTED by Heikkinen to excuse Board Member Moen MOTION CARRIED UNANIMOUSLY.

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

Minutes Approved,

Robert Naudi, Secretary