



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY AUGUST 26, 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: Stephanie Schlittler, Mayor Moen, Jeff Hansen, Matt Wilson, Charlotte Swann

Members Absent: Diana Renscak, Nathan Voght, DDA Director

Also Present: Carol Stone, Karen Williams, Main Street Coordinator, Sherrie Boak, Recording Secretary

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

Citizens Comments

No comments.

Approval of Minutes

MOTION by Mayor Moen, SUPPORTED by Swann to approve the minutes of the Executive Committee Meeting of August 18, 2009 with corrections in the 5th sentence with the removal of “22nd”. MOTION CARRIED UNANIMOUSLY.

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

Correspondence

No correspondence submitted

Reports

DDA Director

Carol Stone, Assistant City Manager/HR Director, referenced her memo.

Main Street Coordinator Report

Karen Williams, Main Street Coordinator stated that thank you notes have been sent to the Melon Festival volunteers. Ms. Williams stated she was waiting on confirmation of the new date for the Main Street Evaluation in October.

President's Report

President Schlittler stated that the next Howell Happenings Live will be on Oct. 14th, 8 am, place TBD.

Board Member Swann updated the Board with information on upcoming bike event on October 11th, with a hospitality tent at Jonna's N Michigan. It was suggested that there be research in obtaining “porta-johns” for the event.

President Schlittler stated to the Board that there will be only 4 members at the September 23rd meeting. The Volunteer Recognition Banquet will be September 24th, time TBD. Discussions with DDA in condensing the mailing list to eliminate duplicate mailings. Ms. Williams stated that with the next mailing there will be an option for email lists. President Schlittler gave recognition to Karen Williams for the final evaluation report to Main Street.

Treasurer's Report

Board Member Renscak was absent.

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

Approval of Committee Reports

Design Committee

Karen Williams, Main Street Coordinator stated that two façade reimbursements were on the agenda, and the Committee was working on a façade with a Cleary's building. The Committee is also working on "The Walk through Time". President Schlittler asked for more information on "This Place Matters". Carol Stone stated more information would be submitted at the September meeting.

Promotions Committee

Karen William, Main Street Coordinator stated that the Committee was currently working on posters for the Legend of Sleepy Howell, getting sponsors, live band, and music.

Organization Committee

Board Member Hansen stated that the committee meets on August 27, 2009, therefore nothing to report at the time.

Business Development Committee

Board Member Swann state that at the upcoming Howell Happenings Live the Promotions Committee will be featured. The Committee is also expanding for the event and inviting all 100 Friends, and the complete DDA region. The HALO training took place on August 25th. The Business Retention survey is in progress. Ms. Swann asked for updates on any second floor

Ms. Williams stated there will be a survey submitted to all local business for input on the recent Melon Festival.

MOTION by Mayor Moen, SUPPORTED by Hansen 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 \$28,682.47 plus payroll for August 2009.

Board Member Swann asked for an update on income from the recent Melon Festival. Carol Stone stated the majority of the revenue sharing money was received except from the Rotary.

MOTION CARRIED 4- with 1 abstention from Board Member Wilson, due to payment to his company included in the payments.

Discussion/Action Items

A. Façade Grant Reimbursement for 122 State Street.

MOTION by Mayor Moen, SUPPORTED by Hansen to approve the reimbursement for the approved Façade Grant Application for 122 State Street in the amount of \$6,412.06 distributed to Don and Pam Lewis. MOTION CARRIED UNANIMOUSLY.

B. Façade Grand Reimbursement for 124 State Street

MOTION by Mayor Moen, SUPPORTED by Wilson, to approve the reimbursement for the approved Façade Grant Application for 124 State Street in the amount of \$3,385.55 distributed to Jeff and Kelly Hansen. MOTION CARRIED 4- with 1 abstention from Board Member Hansen, due that payment is to be received by him.

C. Melon Festival Update

President Schlittler stated that the Melon Festival Committee has a follow up meeting on August 27th, and most of the feed back from businesses, sponsors, vendors, and citizens has been good, including suggestions for the next year.

New Business/Business Relocations/Spaces Available Report

MOTION by Hansen SUPPORTED by Swann, to adjourn the meeting at 7:15 p.m. MOTION CARRIED UNANIMOUSLY.

Minutes Approved,

Matt Wilson
Secretary