



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY SEPTEMBER 23, 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, Jeff Hansen, Diana Renscak, Matt Wilson, Charlotte Swann

Members Absent: Mayor Moen

Also Present: Nathan Voght, DDA Director, Karen Williams, Main Street Coordinator, Sherrie Boak, Recording Secretary, Carol Stone, John Cleary

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

Citizens Comments

No comments.

Approval of Minutes

MOTION by Wilson, SUPPORTED by Swann to approve the minutes from the Regular Meeting of August 26, 2009. MOTION CARRIED UNANIMOUSLY.

DDA Director Voght stated that the minutes from the Executive Session on September 10, 2009 will be submitted at the October Meeting.

Correspondence

Letter from Michigan Downtown Conference- Program of the Year

National Trust Letter- Request for one time contribution-

The Board held a brief discussion on the National Trust's role in supporting Main Street and the Downtown. DDA Director stated that any donation would be supporting the organization which coordinates the National Main Street approach with all state coordinating programs, like Michigan Main Street Center.

Carol Stone, Assistant City Manager/HR state that government agencies have restrictions on how contributing to charitable organizations, and will need to create a resolution stating the details of what support the National Trust is providing. It was recommended that the DDA Director discuss the contribution with the Finance Director, and report back in October.

Planning Commission Journal Article on Libraries was emailed separately, as it could not be combined with the PDF packet.

Howell Beautification Committee – (Distributed at the Meeting)

Board Member Swann spoke about the history of donations, and requested the budgeted amount and the balance. DDA Director Voght stated that the request was not a budgeted item, but could budget for in 2010-2011. Board Member Swann asked that the Board evaluate the number of requests that are anticipated, and work up a budget number for that. It was determined that the request would be reviewed at a later date, and DDA Director stated he would clarify what the City currently gives to the Beautification Committee.

Tanger Outlets Information

MOTION by Renscak, SUPPORTED by Swann to add Façade Grant Reimbursement for 113, 115, 117, 119 and 201-203 E Grand River to the Agenda. MOTION CARRIED UNANIMOUSLY.

Board Member Hansen arrived at 7:45pm

Reports

DDA Director

DDA Director Voght stated that decorative lighting was being installed on E. Sibley. Acknowledged the recent downtown innovation award to Kim Wilson for the Pink Party, that Tanger Outlet offered to replace the Downtown Howell sign at the exit, and asked for Board approval to get Susan Pommerville to design the sign, and bring back to the Board for approval. The Board consensus was for Mr. Voght to proceed as requested. Mr. Voght stated that given the inability of Tom Bloomer to be at the meeting, the presentation of the Downtown Marketing plan should be delayed, but in the mean time, phase I of the radio campaign should be launched in order to advertise Legend of Sleepy Howell. Mr. Voght requests that the Board consider allowing staff to begin radio ads for October, with the understanding that a complete marketing plan will be presented at the regular October meeting. There was discussion briefly on the float for Fantasy of Lights. Board Member Wilson asked for a list of items needed and Diana offered a flat-bed trailer.

Main Street Coordinator Report

Karen Williams, Main Street Coordinator stated Legend sponsorships have started slow, but anticipate getting more.

The recognition picnic is September 24, 2009 at the City Park.

President's Report

President Schlittler acknowledged the recent Main Street Program of the Year award. Reminded the Board of the vacancies, stated that the next Howell Happenings Live is October 14th at 8 am, location TBD. Board Member Hansen stated there is a new media outlet, www.livingstontalk.com. DDA Director Voght stated that he was asked to be a "guest blogger" to cover downtown issues, with upcoming events, happenings, etc.

Treasurer's Report

Board Member Renscak asked for clarification on the bills in regards to the towing invoices. DDA Director Voght stated they were expenses from towing from the north County parking lot at Melonfest where the barricades had been stolen. The Board stated that in the future communications to tenants when parking lots are going to be closed should be done.

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

Approval of Committee Reports

Design Committee

Nathan Voght, DDA Director stated that the Committee was reviewing a façade grant request at the Pur-Se' location. The Committee was also working on the mosaic art project to present to the Board, a Walk-Thru time reprinting, and working on the workshop series for property owners.

Promotions Committee

Board Member Renscak stated she was not present at the last committee meeting. Karen Williams stated that the committee was working on the Legend of Sleepy Howell.

Organization Committee

Board Member Hansen stated the Committee was working on the Recognition Banquet.

Business Development Committee

Board Member Swann stated the next meeting was scheduled for September 24th.

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

Payments of Bills

MOTION by Renscak, SUPPORTED by Wilson to pay the bills in the amount of \$46,827.66 plus payroll for September 2009.

Board Member Swann asked for the totals from the Melon Festival. DDA Director Voght stated \$22,000 in expenditures (which included the money budgeted, and the bills currently on the agenda), \$14,100 in revenue, and Board Member Hansen confirmed there was \$919.26 in DDA revenue from the Rotary ice cream sale.

MOTION CARRIED 4– 1 abstention from Hansen due to a payment to him included in the payments.

Discussion/Action Items**A. 2009-2010 Downtown Howell Marketing Plan**

Tabled until October 2009 as Tom Bloomer could not make the meeting.

B. Downtown Streetscape Survey Proposal – HRC

DDA Director Voght outlined the work with Grissim Metz, HRC, and the grant submittals. It was stated that on October 1st, the DDA should find out if they have obtained the grant. The survey request includes the existing structures, curbs, etc so they can build the plan. To meet the deadlines staff is asking the Board to approve the cost, to meet the deadlines for construction in 2010. Mr. Voght stated that if the DDA did not get the grant, and decide not to do the project in 2010, they can stop work on the survey.

MOTION by Hansen, SUPPORTED by Wilson to conditionally approve the HRC Proposal for Grand River and State Street Design Survey services in the amount of \$24,389.68 with the condition that the DDA receives notification of the grant approval from the State of Michigan on October. 1st, 2009. MOTION CARRIED UNANIMOUSLY.

C. Melon Festival Update

President Schlittler stated that the next committee meeting will be Sept. 24th, 2009, and the agenda will include setting committee chairpersons. Board Member Wilson and Renscak volunteered.

D. Façade Grant Reimbursement- Cleary's Block

**113 E Grand River, 115 E Grand River, 117 E. Grand River, 119 E. Grand River,
201-203 E. Grand River**

MOTION by Hansen, SUPPORTED by Swann to approve the Façade Grant Reimbursement to Frank & Sons for 113 E. Grand River in the amount of \$6,983.33. MOTION CARRIED UNANIMOUSLY.

MOTION by Hansen, SUPPORTED by Swann to approve the Façade Grant Reimbursement to Cooga Company LLC for 115 E Grand River in the amount of \$8,733.33. MOTION CARRIED UNANIMOUSLY.

MOTION by Hansen, SUPPORTED by Swann to approve the Façade Grant Reimbursement to Cleary's Building Company LLC for 117 E. Grand River in the amount of \$6,733.33. MOTION CARRIED UNANIMOUSLY.

MOTION by Hansen, SUPPORTED by Swann to approve the Façade Grant Reimbursement to Frank and Sons for 119 E Grand River in the amount of \$6,816.67. MOTION CARRIED UNANIMOUSLY.

MOTION by Hansen, SUPPORTED by Swann to approve the Façade Grant Reimbursement to Downtown Howell Properties, LLC for 201-203 E Grand River in the amount of \$12,200.00. MOTION CARRIED UNANIMOUSLY.

The Board discussed the overall project, and staff noted there were some deviations from the approved bracket spacing, and what was built. Staff discussed this issue in detail with the inspecting architect, Ilene Tyler of Quinn Evans, and, while the spacing did not match exactly the historic spacing, this was not sufficient enough of an issue to deny final reimbursement. The final result has the desired effect and is consistent with intent of the program.

New Business/Business Relocations/Spaces Available Report
Submitted at the meeting.

Board Member Swann spoke about the hospitality tent for Tour-De Livingston at Jonna's. The Board consensus was to allow for \$200 in reimbursement.

Board Member Swann distributed a flyer from the Chamber of Commerce on a free municipal summit Oct. 22nd.

MOTION by Hansen, SUPPORTED by Wilson to excuse Mayor Moen. MOTION CARRIED UNANIMOUSLY.

MOTION by Hansen, SUPPORTED by Swann to excuse Board Member Renscak from the August 26, 2009 meeting. MOTION CARRIED UNANIMOUSLY.

MOTION by Hansen, SUPPORTED by Renscak, to adjourn the meeting at 7:50 p.m. MOTION CARRIED UNANIMOUSLY.

Minutes Approved,

Matt Wilson
Secretary