



MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY BOARD AGENDA

Meetings: Fourth Wednesday, except Nov. - 6:30 P.M.
City Council Chambers, Lower Level – 611 E. Grand River - Howell, MI 48843

Wednesday, April 28th, 2010

Members and
other officials normally
in attendance:

1. Geraldine Moen
Mayor
 2. Stephanie Schlittler
President
 3. Jeff Hansen
Vice-President
 4. Diana Renscak
Treasurer
 5. Matt Wilson
Secretary
 6. Holly Neville
 7. Vacant
 8. Vacant
 9. Vacant
 10. Nathan Voght
DDA Director
 11. Karen Williams
Main Street Coordinator
 12. Shea Charles
City Manager
1. Meeting Called to Order
 2. Citizen's Comments (items not on the agenda)
 3. Approval of DDA Minutes –Secretary, Matt Wilson
 - Minutes of Executive Committee, April 14, 2010
 - Minutes of regular meeting, March 24, 2010
(Motion required to place minutes on file)
 4. Correspondence
Opera House Founder & Friend Benefit Dinner Invitation
 5. Reports
 - Director Report – Nathan Voght
 - Main Street Coordinator Report – Karen Williams
 - President's Report – Stephanie Schlittler
 - Treasurer's Report – Diana Renscak
(Motion required to place reports on file)
 6. Approval of Committee Reports
 - Design Committee – Nathan Voght, Director
 - Promotions Committee –Diana Renscak, Chairperson
 - Organization Committee – Jeff Hansen, Chairperson
 - Business Development Committee – Stephanie Schlittler, Chairperson
(Motion required to place all reports on file)

WELCOME!

Visitors are cordially invited to attend all meetings of the Main Street/DDA.
If you wish to address the Board, you will be recognized by the President during Citizen's Comments.

7. Payment of Bills – DDA Treasurer
(Motion to pay the bills in the amount of \$10,924.77, plus payroll for April 2010)
8. **Discussion/Action Items:**
 - A. Farmers’ Market Sponsorship Request – Discussion/Action
(Motion to approve a sponsorship for the 2010 Downtown Howell Sunday Farmers’ Market)
 - B. FY 2010-2011 Budget Review and Approval – Discussion/Action
9. **New Businesses/Business Relocations/Spaces Available Report**
10. **Motion to Adjourn**
(Motion Required for Adjournment)

Reminders:

City Council Budget Work Session #1 – Tuesday, April 27th, 6:30 p.m. City Hall
City Council Budget Work Session #2 – Saturday, May 1, 10:00 a.m. City Hall
National Main Street Conference – May 2-5 – Oklahoma City
Executive Session to set agenda for May DDA Meeting – May 12th 8:30 a.m. 122 State
DDA Board Meeting – Wed. May 26th

MISSION STATEMENT

Howell Main Street and Downtown Development Authority will utilize the Main Street 4-Point Approach to achieve our Vision for downtown Howell that includes an attractive, vibrant, historic pedestrian-oriented shopping and dining district. This will be accomplished through a commitment to Main Street, strong partnerships with stakeholder organizations, broad-based community support, volunteer involvement in Main Street, and continued adaptive reuse of upper stories for residential and business uses.

Howell Main Street and Downtown Development Authority
Executive Committee Session
April 14, 2010 8:30 am

Committee Members Present: President Schlittler, Vice-President Hansen, DDA Director Voght

Committee Members Absent: Secretary Wilson, Treasurer Renscak, City Manager Charles,

Meeting began at 8:38 at 122 State Street

The Executive Session was to set the agenda for the April 28th, 2010 meeting.

The Committee discussed the draft agenda. N. Voght indicated what items are suggested for the agenda, including FY 2010-2011 budget approval, review of Vision Statement revisions, and Farmers' Market Sponsorship request by the Chamber. A request will also be made to hold an executive session for the Director's Evaluation

There were no other items requested for the agenda.

The meeting adjourned at 9:01 a.m.

Minutes as recorded by Nathan Voght



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, MARCH 24, 2010**

Board Members in Attendance: Jeff Hansen, Mayor Moen, Matt Wilson, Holly Neville

Members Absent: Stephanie Schlittler, Diana Renscak

Also Present: Nathan Voght, DDA Director, Shea Charles, City Manager, Karen Williams Main Street Coordinator, Sherrie Boak, Recording Secretary

Vice President Hansen called the meeting to order at 6:30 pm

Citizens Comments

No comments

Vice President Hansen amended the Agenda adding March 22, 2010 Special Meeting Minutes.

Approval of Minutes

MOTION by Mayor Moen, SUPPORTED by Wilson to approve the minutes from the Executive Committee Meeting of March 10, 2010. MOTION CARRIED UNANIMOUSLY.

MOTION by Mayor Moen, SUPPORTED by Wilson to approve the minutes from the Regular Meeting of February 24, 2010. MOTION CARRIED UNANIMOUSLY.

MOTION by Mayor Moen, SUPPORTED by Wilson to approve the minutes from the Special Meeting of March 22, 2010. MOTION CARRIED UNANIMOUSLY.

Correspondence

No correspondence was submitted.

Reports

DDA Director

DDA Director Voght stated that the Committees were working on the FY 10-11 Work Plans. The Director portion of the evaluation was submitted, and will await all Board member evaluations, then a summary will be addressed at the April meeting in closed session. The public art was presented to City Council on March 22, there were sponsorships acquired for the art work, and any information on the MEDC Grant will be available on April 1st. The Michigan Main Street Center will offer a merchandising and window display evening seminar Tuesday, April 13, with onsite visits on April 14th for individual merchants. The event will be held at the 1st National Bank 3rd floor conference room.

Main Street Coordinator Report

Karen Williams, Main Street Coordinator referenced her report.

President's Report

Vice President Hansen stated that Howell Happenings Live was a success, and the *Grabbin of the Green* went well.

Treasurer's Report

Board Member Renscak was absent.

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

Approval of Committee ReportsDesign Committee

DDA Director Voght stated that the Committee was reviewing the final version of *Walk Thru Time* walking tour book, and plan to have 1000 copies reprinted by Howell History Days. Accepting nominations for historic design awards which will be presented on May 20th at the Opera House.

Promotions Committee

Karen Williams, Main Street Coordinator, stated the Opera House would be interested in incorporating Celtic dancing at the 2011 *Grabbin of the Green*.

Organization Committee

Vice President Hansen stated the Committee continues to work on the work plans.

Business Development Committee

Vice President Hansen stated there was no update.

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

Payments of Bills

MOTION by Mayor Moen, SUPPORTED by Wilson to pay the bills in the amount of \$7,931.06 plus payroll for March, 2010. Mayor Moen asked for clarification on bills for office cleaning and window cleaning that were payment-in-advance. DDA Director Voght stated that he would make contact for corrections so that the bill would reflect completed work. MOTION CARRIED UNANIMOUSLY.

Discussion/Action Items**A. Review of Mission and Vision Statements – Discussion/Action**

DDA Director Voght referenced earlier evaluations from Michigan Main Street and their recommendations. The Mission Statement was updated July, 2009, and the Vision Statement was updated April, 2008. Mayor Moen asked that the Director review the Vision Statement and bring recommendations to the Board at the April meeting.

B. Retreat Review/Recap

DDA Director Voght stated he will research a draft policy on sponsorships, as well as provide a breakdown of DDA services between what was traditionally a “DDA” service, and what may be considered more of a “Main Street” service. Mr. Voght asked if there were any other recommendations by the Board for staff to review. Mayor Moen suggested that staff create something that would give a clear idea for potential board members what it means to be a board member, committee member, and the “bricks/mortar” of the DDA. Voght indicated that new Board members get an orientation binder, but there is a need to update the binders, so requested that all Board member turn back in their binders. Board member Neville indicated that she felt the initial board candidate interviews were very comprehensive and a lot of material was covered.

C. Budget Updates

City Manager Charles referenced a submitted report, reflecting a Fund Balance change from \$348,000 to \$131,000 by June 30, 2011. The changes reflect the parking lot #1 project, engineering costs, and a \$100,000 misallocation in general fund for the East Sibley project that should have been charged to the DDA. Mr. Charles outlined the allocation of projects, capture of bond redemption, and options including Mayor and City Council incorporating upcoming costs in debt issuance, borrowing the money instead of spending the cash. Mr. Charles stated that staff will make final recommendation to the Board in the future. Vice-President Hansen asked about the proposed relatively low ending fund balance from FY 10-11 and indicated a bigger cushion may be advisable to consider.

New Business/Business Relocations/Spaces Available Report

Board discussed the potential closure of Heller’s Flowers, and the progress of Attitude Bistro.

MOTION by Wilson, SUPPORTED by Neville to excuse Board Members Renscak, and Schlittler. MOTION CARRIED UNANIMOUSLY.

MOTION by Mayor Moen, SUPPORTED by WILSON to adjourn the meeting at 7:20 p.m. MOTION CARRIED UNANIMOUSLY.

Minutes Approved,

Matt Wilson
Secretary

The Livingston Arts Council invites you to a ...

Founder & Friend Benefit Dinner

Wednesday, May 12, 2010

In the 2nd floor theatre

at *The Opera House!*

- 6:00 Drinks & Conversation
- 6:30 Welcome & Introductions
- 6:45 Dinner is served!
- 7:30 Program & Stage Presentation

Please join us for a complimentary evening to experience and envision the future of the Opera House Theatre.

Space is limited. Please RSVP by Friday, May 7.

517.540.0065 or email us at
lacoh@sbcglobal.net

We look forward to seeing you!

The Opera House
Home of The Livingston Arts Council



123 W. Grand River Howell 517.540.0065 www.theoperahouse.us



MEMORANDUM

DATE: April 23, 2010

TO: Main Street and
Downtown Development Authority
Board of Directors

FROM: Nathan Voght, DDA/Main Street Director

RE: April 28th, 2010 Board Meeting

Director Evaluation:

Please turn in your evaluation forms to Carol Stone in order for her to do a summary report for the May Board meeting.

Public Art

We will find out today whether our grant application for the public art and brick pavers in the alley was approved.

Howell History Days

The 8th Howell History Days is scheduled for May 22nd. If you would like to volunteer, please contact Karen Williams. We need tour guides for our Urban Loft and Hidden History tours, from 10:00 a.m. to 2:00 p.m.

Howell's Sunday Farmers' Market Sponsorship Request

Please see enclosed a sponsorship request letter from Nick Bitoff, Farmers' Market Manager, from the Howell Area Chamber of Commerce. Every year the Chamber of Commerce operates the Sunday Farmers' Market, from 9:00 a.m. to 2:00 p.m. every Sunday, May through October. The Downtown Development Authority has traditionally been a key partner in this event by being a major sponsor for the event. No other event provides more long-term, consistent benefit to downtown vitality than this event. I recommend that the Board continue to support this important downtown event. Mr. Bitoff will attend the Board meeting to answer any questions.

Façade Grant for 202 S. Michigan

Façade and building rehabilitation is quickly moving on this building. You may recall that a Façade Grant was recently awarded for this building in the amount of \$22,400. Please see the pictures on the next page taken today.





MEMORANDUM

DATE: April 22, 2010

TO: Main Street and
Downtown Development Authority
Board of Directors

FROM: Karen Williams
Main Street Coordinator

RE: Monthly Main Street Coordinator's Report

Michigan Main Street Monthly Report: April, 2010

Howell Main Street's monthly report for February was mailed to the Michigan State Housing Development Authority on April 9, 2010. (Report included in packet).

Total volunteer hours: April 258.75

National Main Street Conference: Nathan Voght and Holly Neville will be attending the National Main Street conference in May. I will not be attending as I will be out for medical reasons.

Committee Updates:

Business Development: This month Business Development did not have a meeting as many of the members attended the Economic Summit hosted by the Chamber of Commerce. The meeting was scheduled at the same time of the Business Development meeting.

Design Committee: Design Committee has selected their 2010 Historic Preservation Design Award winners, which will be presented on Thursday, May 20th at the Opera House. Invitations will go out next week. Design volunteers will be helping the Promotions Committee with the Hidden History and Urban Loft tours during Howell History Days on May 22nd.

Promotions Committee: This month the committee hosted a Retail Merchandising and Window Display workshop, with presenter Scott Day, which provided extremely relevant information for the businesses. Scott also spent one on one time the following day with a number of businesses that proved to be very helpful to the business owners. The Promotions Committee is working diligently on Howell History Days tours (flyer attached). The committee has also met with a potential large sponsor for the Legend of Sleepy Howell, who would provide a cash sponsorship payment, and hosting 4 large tents with entertainment and fun activities. More information will be provided later on Legend.

Organization Committee: Organization committee has selected new 100 Friends shirts with the new logo on it. We will begin our 100 Friends membership drive this month.

April 29, 2010

HOWELL DDA

Fifth Third	2,414.63
Nextel	165.46
AT&T Long Distance	0.38

description

Office supplies, Promotions & organization, Main St Conf
cellualr communications
communications

TOTAL	<u>\$</u>	<u>2,580.47</u>
BALANCE FORWARD	\$	8,344.30
TOTAL AMOUNT PAYABLE	<u>\$</u>	<u>10,924.77</u>

04/21/2010
03:55 pm

INVOICE APPROVAL REPORT FOR CITY OF HOWELL
INVOICES TO BE PAID 04/28/2010 - 04/29/2010

PAGE 1

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
-------------------	--	--	------------------------------	-----------------------------------	---------------------	-------------------------------------

3.7 DESIGN 00039434	3.7 DESIGNS 306 SOUTH MAIN, SUITE LLA ANN ARBOR MI 48104	04/21/2010 04/29/2010 / / 04/29/2010	61	GEN N N N	WEB DESIGN MELON FEST	750.00 0.00 750.00
------------------------	--	---	----	--------------------	-----------------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.012	PROJECT COSTS - ORGANIZATION	750.00

		750.00

3.7 DESIGN 00039435	3.7 DESIGNS 306 SOUTH MAIN, SUITE LLA ANN ARBOR MI 48104	04/21/2010 04/29/2010 / / 04/29/2010	62	GEN N N N	MELON FEST WEB HOSTING	96.00 0.00 96.00
------------------------	--	---	----	--------------------	------------------------	------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.012	PROJECT COSTS - ORGANIZATION	96.00

		96.00

VENDOR TOTAL: 846.00

ABOVO VIS 00039422	ABOVO VISUAL COMMUNICATIONS 5075 N BURKHART RD HOWELL MI 48855	04/21/2010 04/29/2010 / / 04/29/2010	87910	GEN N N N	MELON FEST LOGO DESIGN, GRABBIN O'GREEN	1,367.00 0.00 1,367.00
-----------------------	--	---	-------	--------------------	---	------------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	730.00
248-729-967.012	PROJECT COSTS - ORGANIZATION	637.00

		1,367.00

VENDOR TOTAL: 1,367.00

AMER IMAGI 00038918	AMERICAN IMAGING INC 7041 GRAND RIVER , UNIT 500 BRIGHTON MI 48114	03/31/2010 04/29/2010 / / 04/29/2010	69716	GEN N N N	COPY CHARGE	357.47 0.00 357.47
------------------------	--	---	-------	--------------------	-------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-728-900.000	PRINTING & PUBLISHING	357.47

		357.47

VENDOR TOTAL: 357.47

04/21/2010
03:55 pm

INVOICE APPROVAL REPORT FOR CITY OF HOWELL
INVOICES TO BE PAID 04/28/2010 - 04/29/2010

PAGE 2

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
-------------------	--	--	------------------------------	-----------------------------------	---------------------	-------------------------------------

SBC 00039331	AT & T P.O. BOX 8100 AURORA IL 60507-8100	03/31/2010 04/29/2010 / / 04/19/2010	517548106803-10	GEN N N N	DDA FAX LINE	 33.80 0.00 33.80
-----------------	---	---	-----------------	--------------------	--------------	----------------------------

PAID

GL #	DESCRIPTION	AMOUNT
248-728-850.000	COMMUNICATIONS - TELEPHONES	33.80

		33.80

VENDOR TOTAL: 33.80

MISC 00039423	BUMBLE BEEDS, LLC 114 N STATE ST HOWELL MI 48843-8552	04/21/2010 04/29/2010 / / 04/29/2010	5643	GEN N Y N	CONTEST WINNER - GRABBIN O GREEN	 18.00 0.00 18.00
------------------	---	---	------	--------------------	----------------------------------	----------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	18.00

		18.00

VENDOR TOTAL: 18.00

CONSUMERS 00039296	CONSUMERS ENERGY LANSING MI 48937-0001	03/31/2010 04/29/2010 / / 04/06/2010	2914-4/2010	GEN N N N	DDA OFFICE	 51.85 0.00 51.85
-----------------------	---	---	-------------	--------------------	------------	----------------------------

PAID

GL #	DESCRIPTION	AMOUNT
248-728-920.001	UTILITIES - GAS	51.85

		51.85

VENDOR TOTAL: 51.85

DET EDISON 00039147	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	03/31/2010 04/29/2010 / / 04/06/2010	2481296-4/2010	GEN N N N	1151 PINCKNEY RD	 48.41 0.00 48.41
------------------------	--	---	----------------	--------------------	------------------	----------------------------

PAID

GL #	DESCRIPTION	AMOUNT
248-728-920.011	UTILITIES - ELEC D-19	48.41

		48.41

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
-------------------	--	--	------------------------------	-----------------------------------	---------------------	-------------------------------------

DET EDISON 00039149	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	03/31/2010 04/29/2010 / / 04/06/2010	9774538-4/2010	GEN N N N	122 N STATE ST	74.69 0.00 74.69
------------------------	--	---	----------------	--------------------	----------------	------------------------

PAID

GL #	DESCRIPTION	AMOUNT
248-728-920.000	UTILITIES - ELECTRICITY	74.69
		74.69

VENDOR TOTAL: 123.10

MISC 00039426	GROTENHUIS, BRUCE 4225 HOMESTEAD HOWELL MI 48843	04/21/2010 04/29/2010 / / 04/29/2010	2009-16	GEN N Y N	LIGHTING AND SOUND GRABBIN O GREEN	30.00 0.00 30.00
------------------	--	---	---------	--------------------	------------------------------------	------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	30.00
		30.00

VENDOR TOTAL: 30.00

HOW AREA R 00039427	HOWELL AREA PARKS & RECREATION 925 W GRAND RIVER HOWELL MI 48843	04/21/2010 04/29/2010 / / 04/29/2010	SPRIN/SUMM2010	GEN N N N	HHD 2010 AD	125.00 0.00 125.00
------------------------	--	---	----------------	--------------------	-------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	125.00
		125.00

VENDOR TOTAL: 125.00

KEY EQUIPM 00039359	KEY EQUIPMENT FINANCE P.O. BOX 74713 CLEVELAND OH 44194-0796	04/20/2010 04/29/2010 04/29/2010 04/29/2010	04/20/2010	GEN N N N	COPIER LEASE- MAY 2010	183.18 0.00 183.18
------------------------	--	--	------------	--------------------	------------------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-728-740.019	OPER SUPP/SMALL EQUIPMENT	183.18
		183.18

VENDOR TOTAL: 183.18

04/21/2010
03:55 pm

INVOICE APPROVAL REPORT FOR CITY OF HOWELL
INVOICES TO BE PAID 04/28/2010 - 04/29/2010

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
-------------------	--	--	------------------------------	-----------------------------------	---------------------	-------------------------------------

MISC 00039428	LION TREE COMMUNICATIONS 9494 E REDFIELD RD #2135 SCOTTSDALE AZ 85260	04/21/2010 04/29/2010 / / 04/29/2010	ASM014-0410	GEN N Y N	MELON FEST AD	200.00 0.00 200.00
------------------	---	---	-------------	--------------------	---------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.012	PROJECT COSTS - ORGANIZATION	200.00

		200.00

VENDOR TOTAL: 200.00

GANNETT 00039425	LIVINGSTON COUNTY DAILY PRESS & ARG SUBSCRIPTION PAYMENT P.O. BOX 742530 CINCINNATI OH 45274-2530	04/21/2010 04/29/2010 / / 04/29/2010	DP0046179-3&4/1	GEN N N N	SUBSCRIPTION FOR MARCH AND APRIL 2010	19.87 0.00 19.87
---------------------	--	---	-----------------	--------------------	---------------------------------------	------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-840.000	DUES & MEMBERSHIPS	19.87

		19.87

VENDOR TOTAL: 19.87

MI HISTORI 00039429	MICHIGAN HISTORIC PRESERVATION NETW 107 E GRAND RIVER LANSING MI 48906	04/21/2010 04/29/2010 / / 04/29/2010	2010	GEN N N N	MEMBERSHIP DUES	100.00 0.00 100.00
------------------------	--	---	------	--------------------	-----------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-840.000	DUES & MEMBERSHIPS	100.00

		100.00

VENDOR TOTAL: 100.00

MISC 00039431	RAZZMATAZZ TOYS 109 W GRAND RIVER HOWELL MI 48843	04/21/2010 04/29/2010 / / 04/29/2010	2010GOG	GEN N Y N	GRABBIN O GREEN GIFT CERTIFICATE	15.89 0.00 15.89
------------------	---	---	---------	--------------------	----------------------------------	------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	15.89

		15.89

VENDOR TOTAL: 15.89

04/21/2010
03:55 pm

INVOICE APPROVAL REPORT FOR CITY OF HOWELL
INVOICES TO BE PAID 04/28/2010 - 04/29/2010

PAGE 5

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
MISC 00039424	ROSE, JENNIFER DOWNTOWN DIVA 35 CHESTERBROOK RD WALTHAM MA 02452	04/21/2010 04/29/2010 / / 04/29/2010	129	GEN N Y N	FILE MAKER PRO FOR DOWNTOWN DIVA SOFTWARE	249.01 0.00 249.01

OPEN

GL #	DESCRIPTION	AMOUNT
248-728-980.005	EQUIP / COMPUTER SOFTWARE	249.01

		249.01

VENDOR TOTAL: 249.01

MISC 00039432	STARDUST THEATRE RENTALS 7763 DARTRIDGE HILL DR BRIGHTON MI 48116	04/21/2010 04/29/2010 / / 04/29/2010	MELON2010	GEN N Y N	MOVIE SCREEN RENTAL DEPOSIT	187.00 0.00 187.00
------------------	---	---	-----------	--------------------	-----------------------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.012	PROJECT COSTS - ORGANIZATION	187.00

		187.00

VENDOR TOTAL: 187.00

STATE STRE 00039360	STATE STREET PROPERTIES 118 STATE STREET HOWELL MI 48843	04/20/2010 04/29/2010 04/29/2010 04/29/2010	04/20/2010	GEN N Y N	RENT FOR MAY 2010	1,200.00 0.00 1,200.00
------------------------	--	--	------------	--------------------	-------------------	------------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-728-942.000	BUILDING LEASE	1,236.00
248-728-942.000	BUILDING LEASE	-36.00

		1,200.00

STATE STRE 00039440	STATE STREET PROPERTIES 118 STATE STREET HOWELL MI 48843	04/21/2010 04/29/2010 / / 04/29/2010	4-20	GEN N N N	RENT INCREASE	36.00 0.00 36.00
------------------------	--	---	------	--------------------	---------------	------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-728-942.000	BUILDING LEASE	36.00

		36.00

VENDOR TOTAL: 1,236.00

04/21/2010
03:55 pm

INVOICE APPROVAL REPORT FOR CITY OF HOWELL
INVOICES TO BE PAID 04/28/2010 - 04/29/2010

PAGE 6

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
-------------------	--	--	------------------------------	-----------------------------------	---------------------	-------------------------------------

MAIN ST 00039430	THE NATIONAL TRUST	04/21/2010 04/29/2010 / / 04/29/2010	71257182-2010	GEN N N N	MEMBERSHIP	250.00 0.00 250.00
---------------------	--------------------	---	---------------	--------------------	------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-840.000	DUES & MEMBERSHIPS	250.00

		250.00

VENDOR TOTAL: 250.00

THE SPIRIT 00039433	THE SPIRIT OF LIVINGSTON 3280 W GRAND RIVER HOWELL MI 48855	04/21/2010 04/29/2010 / / 04/29/2010	5786	GEN N N N	NAME PLATE - HOLLY NEVILLE	10.00 0.00 10.00
------------------------	---	---	------	--------------------	----------------------------	------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.012	PROJECT COSTS - ORGANIZATION	10.00

		10.00

VENDOR TOTAL: 10.00

TOUCH 00039436	TOUCH INTEGRATED COMMUNICATIONS LLC 6563 GRAND CIRCLE DR BRIGHTON MI 48116	04/21/2010 04/29/2010 / / 04/29/2010	4/16	GEN N N N	DDA HUMOR AND PARKING LOT CONSTR	740.00 0.00 740.00
-------------------	--	---	------	--------------------	----------------------------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
485-516-967.000	PROJECT COSTS	75.00
248-729-967.016	PROJECT COSTS - PROMOTIONS	665.00

		740.00

VENDOR TOTAL: 740.00

WHMI 93.5 00039438	WHMI 93.5 P.O. BOX 935 1277 PARKWAY DR HOWELL MI 48844	04/21/2010 04/29/2010 / / 04/29/2010	30416	GEN N N N	MARCH 2010 ADS	1,960.00 0.00 1,960.00
-----------------------	---	---	-------	--------------------	----------------	------------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	1,960.00

		1,960.00

04/21/2010
03:55 pm

INVOICE APPROVAL REPORT FOR CITY OF HOWELL
INVOICES TO BE PAID 04/28/2010 - 04/29/2010

PAGE 7

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
-------------------	--	--	------------------------------	-----------------------------------	---------------------	-------------------------------------

WHMI 93.5 00039437	WHMI 93.5 P.O. BOX 935 1277 PARKWAY DR HOWELL MI 48844	04/21/2010 04/29/2010 / / 04/29/2010	30475	GEN N N N	GRABBIN O GREEN ADS	150.00 0.00 150.00
-----------------------	---	---	-------	--------------------	---------------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	150.00

		150.00

VENDOR TOTAL: 2,110.00

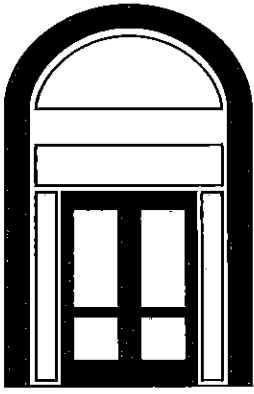
WILL, KAR 00039439	WILLIAMS, KAREN	04/21/2010 04/29/2010 / / 04/29/2010	040610	GEN N N N	MISC EXPENSES REIMBURSED	91.13 0.00 91.13
-----------------------	-----------------	---	--------	--------------------	--------------------------	------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-860.000	CONFERENCE /TRANSPORTATION	20.50
248-729-967.016	PROJECT COSTS - PROMOTIONS	27.53
248-729-860.000	CONFERENCE /TRANSPORTATION	43.10

		91.13

VENDOR TOTAL: 91.13
TOTAL - ALL VENDORS: 8,344.30



Howell Area
CHAMBER *of* COMMERCE

123 E. Washington St. • Howell, Michigan 48843 • (517) 546-3920
FAX (517) 546-4115 • howell.org • E-mail: chamber@howell.org

March 26, 2010

Mr. Nathan Voght AICP
Howell Main Street & Downtown Development Authority
122 State Street
Howell, Michigan 48843

Dear Nathan,

I am providing you with the Sponsor Proposal for 2010.

I will contact you April to see when we can get together to share ideas on how best to coordinate the activities and focus of the Howell Farmers' Market with the goals of the DDA.

Sincerely,

Nick Bitoff
Farmers' Market Manager

Proposal
for
SPONSORSHIP
of
Howell's Sunday
Farmers' Market
2010

Offered to
HOWELL DOWNTOWN
DEVELOPMENT
AUTHORITY

The Howell Sunday Farmers' Market was formed in 1994 by the Howell Area Chamber of Commerce with several goals in mind:

- To offer a weekly open-air market with food, music and special events designed to promote diversity, increase a sense of community for local residents, and serve as an invitation to people from other areas.
- To positively impact the financial success of the area's independent growers.
- To increase the vitality and health of the historic downtown district.
- To promote and highlight Howell's rural character and small town charm.
- To complement the downtown merchants' efforts to promote Sunday shopping.
- To provide a weekly gathering place in the heart of our community for families.

Over the last sixteen years the market has upheld these goals and expanded them as the community has grown. In addition to the goals stated above, the market:

- Provides space for not-for-profit organizations to advertise their activities and conduct fundraisers that directly benefit the community.
- Works with the Women, Infants and Children (WIC) Program supporting Project Fresh, which allows low income families to purchase fresh, healthy fruits and vegetables.
- Co-ordinates with the MSU Extension Office to provide the local community and visitors with an opportunity to have their gardening questions answered by Master Gardeners, while promoting the Master Gardener Program.
- Co-ordinates with the City of Howell and the DDA as a part of the Howell Melon Festival Activities.
- Provides free workshops on horticulture, healthy eating and arts & crafts.
- Offers a booth to local businesses to promote their products and services.

The market is located in the heart of downtown Howell. The location on State Street and Clinton Street, with the majestic Livingston County Courthouse and towering trees as a backdrop, is a unique and appealing setting. The market opens the first Sunday of May and remains open each Sunday through the last Sunday of October.

The Howell Area Chamber of Commerce offers a sponsorship of this unique three-season event, with a complete package of tangible sponsorship benefits. As a sponsor the **Downtown Development Authority** would be partnered with an event that positively impacts the vitality of Howell's historic district and the community at large.

For a promotional fee in the amount of \$4000, the Howell Area Chamber of Commerce offers.

- The **Downtown Development Authority** name incorporated into market advertising, including the \$6000 package of weekly advertisements provided by the Livingston County Daily Press & Argus---The Farmers' Market Media Sponsor.
- The **Downtown Development Authority** name imprinted on 20,000 flyers to be distributed to businesses and special events throughout the county, as well as Michigan Welcome Centers.
- The **Downtown Development Authority** name and logo imprinted on 100 posters distributed county-wide.
- The **Downtown Development Authority** included in all press releases as a sponsor and in a story announcing the sponsorship in the Chamber of Commerce publication **BUSINESS VIEWS**.
- The **Downtown Development Authority** name and logo imprinted on the Farmers' Market Directories distributed throughout the season to market visitors.
- The **Downtown Development Authority** name and logo included on the Farmers' Market webpage as a sponsor.



MEMORANDUM

DATE: April 23, 2010

TO: Main Street and
Downtown Development Authority
Board of Directors

FROM: Nathan Voght, DDA/Main Street Director

RE: Final Draft FY 2010-2011 DDA Budget

Please see attached the final draft of the DDA budget for FY 2010-2011 submitted for your consideration. Based on feedback from the last Board meeting, bond proceeds were increased from \$1,200,000 to \$1,300,000 which increases fund reserves at the end of FY 10-11 to \$270,000. This will provide more cushion heading into further expense reductions anticipated for FY 11-12.

Other budget highlights include:

- 1) Reduction of Main Street budget to under \$200,000.
- 2) Freezing of DDA personnel salaries and wages.
- 3) Assumed S. Michigan landscape bond debt from City of \$55,000.
- 4) Annual Marketing Campaign from \$29,000 to \$21,000 (including website updates).
- 5) Façade Grant Program from \$39,000 to \$25,500.
- 6) Sign Grant Program from \$8,000 to \$5,000.
- 7) Increased Melon Festival income to \$30,000 (budget is \$25,000)
- 8) Increased Legend of Sleepy Howell budget from \$5,000 to \$10,000 and revenues from \$4,500 to \$8,000.
- 9) Numerous miscellaneous cost savings from various projects.

City Council will be holding a special budget work session on Tuesday, April 27th at 6:30 in City Hall. An additional budget work session is scheduled for Saturday, May 1st at 10:00 a.m. in City Hall. Please consider attending one or both of these work sessions. I will not be able to make the May 1st budget session. Staff will try to determine which session will cover the DDA budget and inform the Board.

We would be glad to go over the budget in more detail at the Board meeting.

Fund 248: DOWNTOWN DEVELOPMENT AUTHORITY FUND
2010-2011 FISCAL YEAR

GL NUMBER	DESCRIPTION	2008-09 ACTIVITY	2009-10 AMENDED BUDGET	2009-10 ACTIVITY THRU 02/28/2010	2009-10 PROJECTED ACTIVITY	2010-11 REQUESTED BUDGET	2010-11 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 728: ECONOMIC DEVELOPMENT ACTIVITY							
248-728-404.000	CAPTURED REAL PROPERTY TAX	527,924	559,441	0	571,306	526,078	526,078
248-728-665.000	INVESTMENT INTEREST	5,592	6,000	311	1,000	1,000	1,000
248-728-698.000	BOND PROCEEDS	0	1,600,000	0	1,300,000	0	0
248-728-698.002	BOND REDEMPTION	0	240,000	0	240,000	0	0
Totals for Dept 728-ECONOMIC DEVELOPMENT ACTIVITY		533,516	2,405,441	311	2,112,306	527,078	527,078

Dept 729: MAIN STREET PROGRAM

248-729-671.010	100 FRIENDS OF DWTN HOWELL	965	1,500	125	1,000	1,500	1,500
248-729-675.019	MAIN ST FUNRAISING	4,907	5,000	2,470	5,000	3,000	3,000
248-729-675.029	LEGEND FUNDRAISING/SPONSORSHIP	3,720	4,500	6,569	6,569	8,000	8,000
248-729-675.030	HOWELL HISTORY DAYS FUNDRAISING	3,440	4,000	0	4,000	4,000	4,000
248-729-675.031	MELON FEST FUNDRAISING	0	14,000	16,374	16,374	20,000	30,000
248-729-675.032	TUBA CHRISTMAS FUNDRAISING	469	1,000	595	595	600	600
248-729-675.033	ST PAT'S DAY PROMOTION	0	0	1,250	2,000	2,000	2,000 *
Totals for Dept 729-MAIN STREET PROGRAM		13,501	30,000	27,383	35,538	39,100	49,100

* NOTES TO BUDGET: DEPARTMENT 729 MAIN STREET PROGRAM
675.033 ST PAT'S DAY PROMOTION

ST. PADDY'S DAY OR SIMILAR RETAIL EVENT SPONSORSHIPS/FEES

2,000

Dept 999: TRANS OUT/FUND BAL/RETAIN EARN

248-999-699.099	PRIOR YEAR - FUND BALANCE	0	348,298	0	0	0	0
Totals for Dept 999-TRANS OUT/FUND BAL/RETAIN EARN		0	348,298	0	0	0	0

TOTAL ESTIMATED REVENUES

547,017

2,783,739

27,694

2,147,844

566,178

576,178

APPROPRIATIONS

Dept 728: ECONOMIC DEVELOPMENT ACTIVITY

248-728-702.000	SAL & WAGES	17,583	0	0	0	0	0
248-728-702.001	SAL & WAGES ADMINISTRATION	63,686	61,319	42,136	63,653	63,653	63,653
248-728-702.002	SAL & WAGES OVERTIME	271	0	336	336	0	0
248-728-702.004	SAL & WAGES DPS	17,141	34,395	29,657	47,980	48,669	48,669
248-728-710.000	EMPLOYEE CHRISTMAS BONUS	162	162	0	0	0	0
248-728-713.000	EMPLOYER SHARE FICA	7,563	6,618	5,131	8,540	8,592	8,592
248-728-714.000	EMPLOYEE MEDICAL INSURANCE	16,607	17,536	14,376	17,536	15,749	15,749
248-728-714.002	EMP DISABILITY /LIFE INSURANCE	833	919	675	919	919	919
248-728-714.003	WORKER COMPENSATION PREM	514	1,100	672	672	1,100	1,100
248-728-714.004	ICMA RETIREMENT	6,329	6,210	4,162	6,365	6,365	6,365

Fund 248: DOWNTOWN DEVELOPMENT AUTHORITY FUND
2010-2011 FISCAL YEAR

GL NUMBER	DESCRIPTION	2008-09 ACTIVITY	2009-10 AMENDED BUDGET	2009-10 ACTIVITY THRU 02/28/2010	2009-10 PROJECTED ACTIVITY	2010-11 REQUESTED BUDGET	2010-11 RECOMMENDED BUDGET
248-728-714.005	MERS / EMPLOYER SHARE	3,066	4,789	2,337	4,789	4,793	4,793
248-728-727.000	OFFICE SUPPLIES	3,129	1,000	1,530	1,750	1,500	1,500
248-728-730.000	POSTAGE	1,508	400	400	400	500	500
248-728-740.019	OPER SUPP/SMALL EQUIPMENT	916	2,200	1,617	2,200	2,200	2,200 *
248-728-801.000	PROFESSIONAL SERVICES	124,016	0	0	0	0	0
248-728-804.001	CONTRACT SERV - JANITOR	1,100	2,080	1,710	2,080	2,080	2,080
248-728-807.000	AUDITOR	1,830	2,000	2,000	2,000	2,000	2,000
248-728-840.000	DUES & MEMBERSHIPS	1,853	1,525	1,095	1,400	1,350	1,350 *
248-728-850.000	COMMUNICATIONS - TELEPHONES	1,082	1,500	874	1,500	1,500	1,500 *
248-728-850.008	COMMUNICATIONS - INTERNET	694	1,000	180	500	500	500 *
248-728-860.000	CONFERENCE /TRANSPORTATION	3,568	5,000	987	3,500	4,000	4,000 *
248-728-880.000	HOLIDAY DECORATIONS	6,134	20,500	17,717	18,000	6,500	6,500 *
248-728-881.001	BEAUTIFICATION SUPPLIES	6,879	3,000	1,630	3,000	3,000	3,000 *
248-728-900.000	PRINTING & PUBLISHING	410	500	642	1,200	1,200	1,200
248-728-920.000	UTILITIES - ELECTRICITY	577	1,200	868	1,200	1,200	1,200
248-728-920.001	UTILITIES - GAS	550	1,200	704	1,200	1,200	1,200
248-728-920.002	UTILITIES - WAT / SEW	68	100	98	100	100	100
248-728-920.011	UTILITIES - ELEC D-19	0	0	295	600	600	600 *
248-728-940.000	EQUIPMENT RENTAL	4,901	5,003	3,336	5,003	4,356	4,356
248-728-940.003	EQUIPMENT RENTAL - HOURLY	7,888	17,550	4,546	10,500	10,500	10,500
248-728-942.000	BUILDING LEASE	10,200	14,400	9,744	15,000	15,055	15,055 *
248-728-967.000	PROJECT COSTS	6,849	20,000	13,548	14,000	0	0
248-728-967.006	PRJCT COST - SIDEWALK /HANDICP	0	10,000	0	10,000	0	0
248-728-970.000	CAPITOL OUTLAY/EQUIPMENT	1,456	1,000	120	1,000	500	500 *
248-728-980.000	OFFICE EQUIPMENT	19,210	1,000	0	1,000	1,000	1,000 *
248-728-980.004	EQUIP /COMPUTER HARDWARE	0	500	203	500	1,400	1,400 *
248-728-980.005	EQUIP / COMPUTER SOFTWARE	0	1,525	1,236	1,525	200	200 *
Totals for Dept 728-ECONOMIC DEVELOPMENT ACTIVITY		338,573	247,231	164,562	249,948	212,281	212,281

* NOTES TO BUDGET: DEPARTMENT 728 ECONOMIC DEVELOPMENT ACTIVITY

740.019	OPER SUPP/SMALL EQUIPMENT						
	COPIER						
840.000	DUES & MEMBERSHIPS						
	APA NATIONAL AND STATE DUES						400
	MI DOWNTOWN ASSOCIATION						400
	CHAMBER OF COMMERCE						250
	MEDA (MI ECONOMIC DEVELOPERS ASSOCIATION)						250
	CEDAM (COMMUNITY ECONOMIC DEVELOPERS ASSOCIATION OF MICHIGAN)						50
						TOTAL	1,350
850.000	COMMUNICATIONS - TELEPHONES						
	DDA OFFICE FAX LINE DIRECTOR CELL						

04/22/2010

BUDGET REPORT FOR CITY OF HOWELL

Fund 248: DOWNTOWN DEVELOPMENT AUTHORITY FUND
2010-2011 FISCAL YEAR

GL NUMBER	DESCRIPTION	2008-09 ACTIVITY	2009-10 AMENDED BUDGET	2009-10 ACTIVITY THRU 02/28/2010	2009-10 PROJECTED ACTIVITY	2010-11 REQUESTED BUDGET	2010-11 RECOMMENDED BUDGET
850.008	COMMUNICATIONS - INTERNET						
	DOMAIN RENEWALS WWW.DOWNTOWNHOWELL.ORG						
860.000	CONFERENCE /TRANSPORTATION						
	QUARTERLY MI M/S TRAININGS (DIRECTOR)						1,000
	MICHIGAN DOWNTOWN CONFERENCE (DIRECTOR)						1,000
	PLANNING CERTIFICATION MAINTENANCE (DIRECTOR)						500
	NATIONAL MAIN STREET CONFERENCE (DIRECTOR)						1,500
						TOTAL	4,000
880.000	HOLIDAY DECORATIONS						
	ADDITIONAL BOWS. TWINKLE LIGHTS PULFORD TO MASON						
881.001	BEAUTIFICATION SUPPLIES						
	DOWNTOWN PLANTERS, FLOWERS, MULCH, ETC.						
920.011	UTILITIES - ELEC D-19						
	TO POWER THE S. MICHIGAN AVE. IRRIGATION SYSTEM						
942.000	BUILDING LEASE						
	DDA OFFICE LEASE - 122 STATE STREET						
970.000	CAPITAL OUTLAY EQUIP						
	DDA OFFICE FURNISHING						
980.000	OFFICE EQUIPMENT						
	DDA OFFICE FURNISHING						1,000
980.004	EQUIP / COMPUTER HARDWARE						
	REPLACE DDA INTERN LAPTOP						1,400
980.005	EQUIP / COMPUTER SOFTWARE						
	FILEMAKER PRO TO RUN DOWNTOWN DIVA SOFTWARE						
Dept 729: MAIN STREET PROGRAM							
248-729-702.000	SAL & WAGES	35,910	35,516	22,260	35,516	35,300	35,300

Fund 248: DOWNTOWN DEVELOPMENT AUTHORITY FUND
2010-2011 FISCAL YEAR

GL NUMBER	DESCRIPTION	2008-09 ACTIVITY	2009-10 AMENDED BUDGET	2009-10 ACTIVITY THRU 02/28/2010	2009-10 PROJECTED ACTIVITY	2010-11 REQUESTED BUDGET	2010-11 RECOMMENDED BUDGET
248-729-710.000	EMPLOYEE CHRISTMAS BONUS	108	162	0	0	0	0
248-729-713.000	EMPLOYER SHARE FICA	2,887	2,717	1,703	2,717	2,700	2,700
248-729-714.000	EMPLOYEE MEDICAL INSURANCE	620	0	0	0	0	0
248-729-714.002	EMP DISABILITY /LIFE INSURANCE	75	0	0	0	0	0
248-729-714.003	WORKER COMPENSATION PREM	121	125	0	125	125	125
248-729-714.004	ICMA RETIREMENT	469	0	0	0	0	0
248-729-727.000	OFFICE SUPPLIES	678	1,500	277	500	500	500
248-729-730.000	POSTAGE	1,565	2,500	1,948	2,500	2,000	2,000
248-729-840.000	DUES & MEMBERSHIPS	1,040	1,060	396	900	920	920 *
248-729-850.000	COMMUNICATIONS - TELEPHONES	598	960	557	960	960	960 *
248-729-850.008	COMMUNICATIONS - INTERNET	854	500	98	250	250	250 *
248-729-860.000	CONFERENCE /TRANSPORTATION	7,999	9,700	1,077	6,000	8,000	8,000 *
248-729-900.000	PRINTING & PUBLISHING	262	0	0	0	0	0
248-729-967.010	PROJECT COSTS - DESIGN	4,529	104,050	69,192	78,000	40,200	40,200 *
248-729-967.012	PROJECT COSTS - ORGANIZATION	14,423	49,900	38,019	48,000	37,250	37,250 *
248-729-967.016	PROJECT COSTS - PROMOTIONS	89,703	62,050	34,391	55,000	55,550	55,550 *
248-729-967.018	PROJECT COSTS - BUSINESS DEVELOPMENT	7,961	15,500	4,735	8,000	12,500	12,500 *
248-729-980.004	EQUIP / COMPUTER HARDWARE	380	0	0	0	0	0
Totals for Dept 729-MAIN STREET PROGRAM		170,182	286,240	174,653	238,468	196,255	196,255

* NOTES TO BUDGET: DEPARTMENT 729 MAIN STREET PROGRAM

840.000	DUES & MEMBERSHIPS						
	DOWNTOWN PROMOTION REPORTER						250
	INTERNATIONAL COUNCIL OF SHOPPING CENTERS						100
	NATIONAL MAIN STREET MEMBERSHIP						240
	GOOD MORNING LIVINGSTON CHAMBER SERIES (BOARD)						230
	OTHER PUBLICATIONS						100
						TOTAL	920
850.000	COMMUNICATIONS - TELEPHONES						
	M/S COORDINATOR CELL						
850.008	COMMUNICATIONS - INTERNET						
	SHOP DOWNTOWN HOWELL.COM REFERRAL DOMAIN						
860.000	CONFERENCE /TRANSPORTATION						
	QUARTERLY M/S TRAININGS (COORDINATOR AND BOARD)						1,000
	MI DOWNTOWN CONFERENCE						1,500
	MDA CONFERENCES						500
	NATIONAL MAIN STREET CONFERENCE (COORDINATOR AND BOARD)						5,000
						TOTAL	8,000

Fund 248: DOWNTOWN DEVELOPMENT AUTHORITY FUND
2010-2011 FISCAL YEAR

GL NUMBER	DESCRIPTION	2008-09	2009-10	2009-10	2009-10	2010-11	2010-11
		ACTIVITY	AMENDED BUDGET	ACTIVITY THRU 02/28/2010	PROJECTED ACTIVITY	REQUESTED BUDGET	RECOMMENDED BUDGET
967.010	PROJECT COSTS - DESIGN						
	DESIGN 101 WORKSHOP						350
	SIGN INCENTIVE PROGRAM						5,000
	FACADE GRANT PROGRAM (DOES NOT INCLUDE FUTURE PAYOUTS FROM 09-10 COMMITMENTS)						25,500
	PROPERTY OWNER WORKSHOP (ONE ONLY)						750
	DESIGN SERVICES PDF BROCHURE FOR WEBSITE						100
	HISTORIC PRESERVATION AND DESIGN AWARDS						1,500
	DESIGN TRAINING FOR COMMITTEE MEMBERS						500
	MOSAIC PUBLIC ART PROJECT						
	CLINTON AND STATE ST. PUBLIC ART PROJECT						
	CONSOLIDATED NEWSPAPER RACKS						6,000
	PEANUT ROW ALLEY ENTRYWAY ENHANCEMENT						
	SELF GUIDED BAR CODE SELF WALKING TOUR						500
						TOTAL	40,200
967.012	PROJECT COSTS - ORGANIZATION						
	ANNUAL VOLUNTEER RECOGNITION EVENT						1,500
	THANK YOU CARDS						250
	FOOD FOR COMMITTEE/BOARD MEETINGS						1,000
	MAIN STREET OPEN HOUSE/VOL. RECRUITMENT						250
	UPDATE MAIN STREET BROCHURE						1,000
	QUARTERLY NEWSLETTER - PDF BLAST (CREATIVE ONLY)						2,000
	JOINT NEWSLETTER-LIBRARY (32,000 DISTRIBUTION)						1,500
	MAIN STREET HANDBOOKS						250
	GENERAL WEBSITE MAINTENANCE						2,000
	EMAIL BLASTS/COMMUNICATIONS						1,000
	MELON FESTIVAL						25,000
	HOLIDAY FUNDRAISER						1,000
	HOLIDAY OPEN HOUSE						500
						TOTAL	37,250
967.016	PROJECT COSTS - PROMOTIONS						
	DOWNTOWN MARKETING CAMPAIGN						18,000
	WEBSITE UPDATES-BRAND RELATED						3,000
	8TH ANNUAL LEGEND OF SLEEPY HOWELL						10,000
	5TH ANNUAL MERRY TUBA CHRISTMAS CONCERT						1,000
	HOWELL FOR THE HOLIDAY PROMOTION						3,500
	8TH ANNUAL HOWELL HISTORY DAYS						3,500
	ANNUAL SHOPPING/DINING GUIDE						1,850
	PEDESTRIAN KIOSK UPDATES (2X)						3,500
	2011 LIVINGSTON COUNTY GUIDE AD						1,100
	2011 VISITORS BUREAU GUIDE AD						1,100
	FARMERS MARKET SPONSORSHIP						4,000
	MISC PARTNER ORGANIZATION SPONSORSHIPS						5,000

Fund 248: DOWNTOWN DEVELOPMENT AUTHORITY FUND
2010-2011 FISCAL YEAR

GL NUMBER	DESCRIPTION	2008-09 ACTIVITY	2009-10 AMENDED BUDGET	2009-10 ACTIVITY THRU 02/28/2010	2009-10 PROJECTED ACTIVITY	2010-11 REQUESTED BUDGET	2010-11 RECOMMENDED BUDGET
						TOTAL	55,550
967.018	PROJECT COSTS - BUSINESS DEVELOPMENT						
	UDPATE DOWNTOWN HOWELL MARKET STUDY						4,000
	UPDATE BUSINESS RECRUITMENT BROCHURE						3,000
	ENTREPRENEURIAL WEBINAR						1,000
	REAL ESTATE PROPERTY LISTINGS ON WEBSITE						
	HOWELL HAPPENINGS LIVE (X3)						2,000
	ANNUAL BUSINESS RETENTION SURVEY (ONLINE)						500
	SMALL BUSINESS TRAINING						1,750
	HOWELL BUSINESS ASSISTANCE TEAM (HBAT)						250
						TOTAL	12,500

Dept 899: TAX TRIBUNAL REFUNDS

248-899-964.002	MI TAX TRIBUNAL REFUNDS	0	15,000	266	1,000	15,000	15,000
Totals for Dept 899-TAX TRIBUNAL REFUNDS		0	15,000	266	1,000	15,000	15,000

Dept 900: CAPITAL OUTLAY

248-900-967.021	PARKING LOT # 1	86,990	1,461,514	150,610	1,321,000	0	0
Totals for Dept 900-CAPITAL OUTLAY		86,990	1,461,514	150,610	1,321,000	0	0

Dept 906: DEBT SERVICE

248-906-991.000	PRINCIPAL	50,000	106,250	50,000	50,000	55,000	55,000 *
248-906-995.000	INTEREST	11,473	9,897	5,361	9,897	42,613	42,613 *
248-906-996.000	PAYING AGENT FEES	225	250	0	250	250	250
Totals for Dept 906-DEBT SERVICE		61,698	116,397	55,361	60,147	97,863	97,863

* NOTES TO BUDGET: DEPARTMENT 906 DEBT SERVICE

991.000	PRINCIPAL						
	S MICHIGAN BOND DEBT						55,000
	PARKING LOT # DEBT FIRST PRINCIPAL PAYMENT IN AUG 2011						
						TOTAL	55,000
995.000	INTEREST						
	S MICHIGAN DEBT						8,055
	PARKING LOT # 1 DEBT						34,558
						TOTAL	42,613

Dept 966: TRANSFERS OUT

Fund 248: DOWNTOWN DEVELOPMENT AUTHORITY FUND
2010-2011 FISCAL YEAR

GL NUMBER	DESCRIPTION	2008-09 ACTIVITY	2009-10 AMENDED BUDGET	2009-10 ACTIVITY THRU 02/28/2010	2009-10 PROJECTED ACTIVITY	2010-11 REQUESTED BUDGET	2010-11 RECOMMENDED BUDGET
248-966-999.013	TRANS OUT / GENERAL FUND	25,000	58,224	16,664	58,224	51,123	51,123
248-966-999.090	TRANS OUT - EAST SIBLEY	185,267	185,500	185,500	297,133	0	0 *
248-966-999.094	TRANS OUT WEST SIBLEY	0	176,000	0	0	0	0
Totals for Dept 966-TRANSFERS OUT		210,267	419,724	202,164	355,357	51,123	51,123

* NOTES TO BUDGET: DEPARTMENT 966 TRANSFERS OUT
999.090 TRANS OUT - EAST SIBLEY

PAID VIA CITY BONDING

Dept 999: TRANS OUT/FUND BAL/RETAIN EARN

248-999-999.099	ESTIMATED CY FUND BALANCE	0	237,633	0	0	0	0
Totals for Dept 999-TRANS OUT/FUND BAL/RETAIN EARN		0	237,633	0	0	0	0

TOTAL APPROPRIATIONS	867,710	2,783,739	747,616	2,225,920	572,522	572,522
NET OF REVENUES/APPROPRIATIONS - FUND 248	(320,693)	0	(719,922)	(78,076)	(6,344)	3,656
BEGINNING FUND BALANCE	669,052	348,361	348,361	348,361	270,285	270,285
ENDING FUND BALANCE	348,359	348,361	(371,561)	270,285	263,941	273,941

Downtown Business Update **Updated April 23, 2010**

New Businesses:

Coming Soon:

1. **Attitude Bistro**, 106 E. Grand River (Restaurant) New Gen. Contractor as of 1/6/10
2. **Northstar Capital Group - Office** (208 W. Grand River)

Businesses Relocating/Moved:

Businesses Closed/Closing:

1. **Heller's Flowers** (April 15th)

Buildings for Sale

1. 206 S. Michigan Ave., Former Glenn's School of Dance
2. 208 S. Michigan Ave., Former Glenn's School of Dance
4. 118 W. Grand River Ave., Former Spag's
5. 209 W. Grand River Ave., 1st Floor occupant, Country Squire (*Willing to down size and/or sell building*) (reduced to \$699,000)
6. 116 N. Michigan Ave., Former Tea Time Fun
7. 120 W. Grand River Ave., Current tenant Lady Rebecca's Choice
8. 122 W. Grand River Ave., Former Swann's (price reduced)
9. 204 W. Grand River Ave. (listed, but not motivated)
10. 111 – 113 N. Michigan Ave.: *Current tenant - Alternative Healing Arts and Alley Side (\$800,000)*
11. 211 N. Michigan Condo for sale, \$84,900, 2 BR, 2 BT

Spaces for Lease

1. 116 N. Michigan Ave., Former Tea Time Fun
2. 207 N. Michigan Ave. (Ste 200 office, 2,443 s.f. \$15/s.f. NNN)
3. 120 State Street (office 800 s.f., \$900/month)
4. 110 ½ N. Michigan Ave. Office. (\$200/month, heat/water included) call 517-546-1434
5. 123 E. Washington Office Space – 200 sq. ft. \$400/month Gross
6. 213 E. Grand River Office Space - \$1,330/month + Utilities
7. 102 S. Michigan (former Mama Gaia's - \$1,000/month 1,100 sq.ft.)
8. 124 State St. Ste 200 (10x12 ft. office, \$500/month, includes utilities, shared with Hansen)
9. 202 S. Michigan (4,900 s.f., \$14/s.f. NNN)

Apartments for Lease

1. 211 E. Grand River, Apartment 600 s.f., \$600
2. 110 W. Grand River Ave. 800 s.f. (\$650, including all utilities)
3. 201 W. Grand River Ave. (2)
4. 111 N. Michigan Ave. 800 s.f. Basement Office
6. 119 N. Michigan Apt. F (\$700/month)
7. 113 N. Michigan Apt. C (650 sq.ft., \$650/month + utilities)