



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, March 24th, 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, March 10, 2010
 - Minutes of regular meeting, February 24, 2010
(Motion required to place minutes on file)
4. Correspondence
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 \$7,931.06, plus payroll for March 2010)
8. **Discussion/Action Items:**
 - A. Review of Mission and Vision Statements – Discussion/Action
(Motion to amend Mission Statement as discussed)
 - B. Retreat Review/Recap
 - C. Budget Update
9. **New Businesses/Business Relocations/Spaces Available Report**
10. **Motion to Adjourn**
(Motion Required for Adjournment)

Reminders:

Special DDA Mtg. for Parking Lot #1: March 22 6:00 p.m. – City Council Chambers
Melon Festival Comm. Meeting: March 25 8:30 a.m. – 122 State Street
MI Main Street Quart. Training – Owosso March 30, 31
Retail Merchandizing and Window Display Workshop – April 12th, 6:00 to 8:00 pm.
Retail Merchandizing and Window Display one-on-one business owner visits – April 13th, 8:00 a.m. to 4:00 p.m.
Chamber Strategic Planning Summit – April 15th, 7:30 to 9:30 a.m. Crystal Gardens

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.



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

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, Mayor Moen, Diana Renscak, Matt Wilson, Holly Neville

Members Absent: All Members Present

Also Present: Nathan Voght, DDA Director, Shea Charles, City Manager, Karen Williams Main Street Coordinator, Geri McKeon-Anderson, Ron Gari, Pam Lewis, Carl Goines, Jessica Tokman, Terry Lyons, Sherrie Boak, Recording Secretary

President Schlittler called the meeting to order at 6:30 pm

Citizens Comments

No comments

Approval of Minutes

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

MOTION by Mayor Moen, SUPPORTED by Wilson to approve the minutes from the Regular Meeting of January 28, 2010. MOTION CARRIED UNANIMOUSLY.

Correspondence

Howell Area Historic Society Brick Fundraiser

Reports

DDA Director

DDA Director Voght outlined his submitted report, requested recommendations for potential Board Members, stated the continual progress on the Committee work plans, Howell Happenings live on March 10th, and discussed the proposed procedure for the DDA Director evaluation. President Schlittler asked that the evaluation forms be submitted to the Board prior to the March meeting.

Board Member Hansen arrived at 6:35 pm.

Main Street Coordinator Report

Karen Williams, Main Street Coordinator referenced her report, and clarified that the volunteer hours for January were 123.75.

President's Report

President Schlittler reminded the Board of the special meeting on March 22 prior to the Council meeting, the date for the 2010 Pink Party of June 17th, and the DDA Retreat date of March 10th at City Hall 2nd Floor Conference Room.

Treasurer's Report

Board Member Renscak stated there were no updates.

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

Approval of Committee ReportsDesign Committee

Nathan Voght, DDA Director stated the Committee was working on the public art proposal, façade grants, and the *Walk thru Time* booklets.

Promotions Committee

Main Street Coordinator stated the Committee was working on the *Grabbin of the Green* event, and Howell History Days. Dave Rozema, 1984 Detroit Tigers, will be at the vintage baseball game to sign autographs.

Organization Committee

Vice President Hansen referenced the Committee minutes.

Business Development Committee

President Schlittler referenced the committee minutes.

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

Payments of Bills

MOTION by Renscak, SUPPORTED by Mayor Moen to pay the bills in the amount of \$21,312.92 plus payroll for February, 2010. MOTION CARRIED UNANIMOUSLY.

Discussion/Action Items**A. Public Art Presentation by Main Street Design Committee – Discussion/Action**

DDA Director Voght introduced the Design Committee members, and spoke briefly about the opportunities for art in the downtown and work done by Design to develop a proposal. Ron Gari, Design Committee volunteer, spoke about the Committee, outlined the location of the tree sculpture and glass panels within the Parking Lot #1, and also informed the Board that there will be plaques with history and artist acknowledgements at each installment. Pam Lewis, from Design, introduced Carl Goines, the artist of the proposed tree sculpture. Geri McKeon Anderson gave a history of the tree on the Indian trail (Wetmore/Alger) which inspired the idea for the tree sculpture. Ms. Anderson stated she had spoken to Randy Metz, landscape architect for Parking Lot #1 design. Carl Goines stated the sculpture would be 8-ft tall, 6-ft wide, 3-dimensional, steel construction, and referenced the submitted drawings. Pam Lewis introduced Jessica Tokman, glass artist for the proposed artwork. Ms. Tokman gave a brief history, and referenced the proposed glass art work panels. Ms. Tokman stated that the materials proposed would be architectural glass, re-usable molds, and attached to steel posts. Terry Lyons outlined the materials to prevent expanding and contracting, stating each panel will have a distinct back ground color. They are coordinating with the landscape architect the installation of lighting.

The Board voiced a concern with vandalism and breakage of the glass work, and inquired as the cost of replacing a panel if broken. Ms. Tokman stated that the architectural glass will be “slumped” and will be able to be tempered and made safer. The mold would already be made, so it would be significantly less to replace, than the original cost to construct. Mayor Moen asked about the relocation of the kiosk behind 1st National Bank. DDA Director Voght stated staff would look into relocating it along Michigan Ave. The Board held a brief discussion on why not other locations in the area, and the Committee stated they believed the location of the entrance to downtown was appropriate at this time. Mr. Voght confirmed that the art work will be presented to City Council also.

MOTION by Mayor Moen, SUPPORTED by Hansen to approve the presented concept by Jessica Tokman and Carl Goines, and direct staff to move forward in the process and submit to the Board in the future the final presentation with grant approval or denial status.

B. Façade Grant Application – 111 E. Grand River – Cleary’s

DDA Director Voght stated that the work included restoration of 2nd floor cornice, re-pointing, and brick restoration. Board Member Renscak stated that testing of mortar is costly, and we should consider not requiring this testing for smaller re-pointing projects. N. Voght commented that he agreed and discovered, through inspection of two recent projects by a known expert in this field, that mortar testing does not necessarily provide the necessary information that a good mason can glean from visual inspection. N. Voght indicated that the recommendation from Design Committee on this project does not include a mortar testing requirement. The Board briefly discussed the budget, remaining funds and other potential applications the Committee is reviewing.

MOTION by Hansen, SUPPORTED by Wilson to conditionally approve a Façade Grant Application for 111 E Grand River in the total amount of \$12, 500 which includes \$2,500 in architectural fees, with the condition that the re-pointing of existing brick to adhere to National Park Service standards. MOTION CARRIED UNANIMOUSLY.

C. Michigan Revitalization 3.0 Grant Application - MEDC

DDA Director spoke about the recent Howell qualification of a “CORE Community”. Mr. Voght spoke briefly about the grant application potential to be used for Parking Lot #1 alley way enhancements, and for the public art work for Parking Lot #1. Mr. Voght will get the cost of the alley way, and ask for \$50,000 grant for all public art and portion of the alley way.

MOTION by Hansen, SUPPORTED by Mayor Moen to authorize staff to prepare and submit the grant application and submittal for the Public Art installations. MOTION CARRIED UNANIMOUSLY.

D. Parking Lot #1 Update

City Manager Charles gave an update on the project, highlighting dates when the bids were available, the pre bid meeting, and when bids are due. Mr. Charles concluded that there would be a presentation at the DDA/Main Street Retreat. The State (MDOT) will release bid packages for West Sibley in March, the City is still on track to build in spring 2010.

New Business/Business Relocations/Spaces Available Report

The Board spoke about potential businesses at 118 W. Clinton, and 102 S. Michigan. It was confirmed that building plans were submitted to the Building Department for 108 W. Grand River. The Board was also informed of a potential business partnership opportunity, due to the owners of Bumble Bees having to relocation to Wisconsin, however plan to keep the business in Howell open.

DDA Director Voght requested confirmations from any Board Members who were going to go the conference in Oklahoma City. Board Member Neville responded that she would be attending.

MOTION by Mayor Moen, SUPPORTED by Hansen to adjourn the meeting at 7:40 pm. MOTION CARRIED UNANIMOUSLY.

Minutes Approved,

Matt Wilson
Secretary

Howell Main Street and Downtown Development Authority
Executive Committee Session
March 10, 2010 8:30 am

Committee Members Present: President Schlittler, Vice-President Hansen, Secretary Wilson, Treasurer Renscak, City Manager Charles, DDA Director Voght,

Committee Members Absent:

Meeting began at 9:04 at Howell Theater

The Executive Session was to set the agenda for the March 24th, 2010 meeting.

The Committee discussed the draft agenda. N. Voght indicated a review of the Mission Statement is recommended. The preliminary budget will be submitted for discussion, too.

A recap and review of the Retreat was suggested for the agenda.

President Schlittler, and Treasurer Renscak indicated they would both not be able to attend the next meeting. It was decided to hold the Director's Evaluation and Closed Session at the April meeting.

There were no other items requested for the agenda.

The meeting adjourned at 9:22 a.m.

Minutes as recorded by Nathan Voght



MEMORANDUM

DATE: March 19, 2010

TO: Main Street and
Downtown Development Authority
Board of Directors

FROM: Nathan Voght, DDA/Main Street Director

RE: March 24th, 2010 Board Meeting

Work Planning:

All four committees have identified all projects for next FY. Individual, detailed project sheets need to be completed. See me if you have any questions.

Director Evaluation:

You should have received the evaluation form with my input section included. I believe Carol Stone would like to receive the completed evaluations within a few weeks, in order to compile all the scores and provide for the April meeting. I would like to schedule a closed session in April to discuss the evaluation.

Public Art

The Design Committee will formerly present the public art proposal to City Council on March 22nd. Early feedback from Council indicated a concern about spending tax dollars on public art, in this time of tightening budgets. In response to this concern, I contacted two potential sponsors last week, and have been given verbal commitments from these companies to sponsoring both pieces of public art, depending on the outcome of the MEDC grant application, which reduce the cost of the art from about \$9,000 to \$4,500. More information will follow after April 1st, when the grant outcome is known.



MEMORANDUM

DATE: March 18, 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: March, 2010

Howell Main Street's monthly report for February was mailed to the Michigan State Housing Development Authority on March 13, 2010. (Report included in packet).

Total volunteer hours: March 107

Quarterly Training: Owosso will be hosting Quarterly Training March 30th and 31st. Stephanie Schlittler and Michelle Tokan will be attending on the 31st.

Committee Updates:

Business Development: There were 36 in attendance at Howell Happenings March 10th.

Design Committee: The "Walk Through Time" book has been edited and Jeri McKeon Andersen is reviewing the edits.

Promotions Committee: The first annual *Grabbin' O' the Green* turned out to be an exciting day! Thank you to our wonderful volunteers who helped decorate the window and arch, emcee, hand out registration forms and register contestants. The cash for the booth came from our sponsors and participating merchants. The Cash Grab Booth was located inside 216 W. Grand River (former Aria Books space), from noon to 8:00 p.m. There were 19 chances to enter the booth during the event and \$506 was given out in cash and \$950 in gift certificates were also given out. The "Findin' O' the Relics" quest had approximately 156 entries and seemed to be one of the favorites; the winner of the quest won a \$25 gift card to Uptown Coffee. Our first annual Irish Costume Contest had only 3 contestants; the winner of the event was a 3 month old dressed as a pot of gold and our second place winner looked like a real leprechaun. The three costume winners won a \$100, \$75, and \$50 gift certificate redeemable at all Downtown Howell participating stores.

Organization Committee: Organization committee is working hard on recruiting new Board members and completing their 2010 – 2011 work plans.



Michigan Main Street Monthly Report

Due the 10th of each month

- **Report only** those items occurring in your specific Main Street project area **for this month.**
- Send ONE copy of your monthly report with
 - ONE copy of your most recent newsletter
 - ONE copies of newly printed materials (posters, brochures, coupons, etc.)
 - ONE copy of meeting minutes from last month’s board meeting and copies of meeting minutes from committee meetings

Month and Year: February 2010

Community: Howell

Program Director or Person Completing Report: Karen L. Williams. Main Street Coordinator

Design (44)

Facade & Exterior Renovation in MS A: (exterior work only – painting, facade cleaning, signs, windows, and awnings)

Name of Businesses and address	Private \$\$	Public \$\$	Sources of \$	Total Project
none				

Total 0

Public Improvements in MSA: (streets, sidewalks, lights and fixtures, landscaping, and public amenities)

Project Description/Location	Amount invested	Sources of \$	Total Project
none			

Total:

Economic Restructuring (0)

Building Rehabilitation in MSA: (interior rehab – building systems (HVAC), roof etc.)

Name of Businesses and address	Amount invested	Sources of \$	Total Project
none			

Total 0

New Construction in MSA:

Name of Businesses and address	Amount invested	Sources of \$	Total Project
none			

Total 0

Total dollar of new private investment: 0

Buildings Sold in MSA: *(Amounts available at city assessor's office)

Name of Businesses and address	Current use	Future use	Amount of Sale *
none			

New Businesses Opened in MSA:

Name	Type of business
none	

Existing Downtown Businesses that have expanded in MSA:

Name	Type of business

Businesses Closed in MSA:

Name	Type of business	Total jobs FTE (lost)	Total part-time jobs (lost)
n/a			

Businesses Moved out of Downtown to another Location:

Name	Type of business	Total jobs FTE (lost)	Total part-time jobs (lost)
	Retail	1	1

New Housing Completed Downtown:

Type	# of Units	Monthly Rent or Purchase Price

Promotion (33)

Downtown Events & Activities – All committees: R-Retail SE-Special Event I-Image

Event Name & Description	Type (R, SE, I)	Sponsor(s)	Total Cost	# of attendees

Main Street Cost	Total Volunteer Hours	Achievement	Revenue Raised

Total Number of Volunteer Hours (Board, committees and trainings-22) 107

Organization (8)

Organization Activities Completed:

Activity	Achievement

Fundraising/Membership Last Month:

Pledged Amount \$			total
Private	0		
Public	0		
In-Kind	0		

Training Sessions Attended:

Training Event	Who Attended & MS Title	Date	Topic

Board Member Changes:

1. none

Assistance Received:

State/Fed Agency	Description of Assistance	\$	Total Project Cost

Other News or Commentary:

1. Howell Business Development Team hosted Howell Happenings Live, February 10, 2010, at The Howell Theater. New businesses were introduced and the State of the Downtown Report was given by Nathan Voght. Our Community Partners gave updates on their activities as well as Kim Wilson updating us on "The Pink Party."
2. Howell hosted Michigan Main Street in Practice on February 11, 2010, at Cleary's Pub. By all accounts this training was enjoyed by the visiting communities. Howell's Board President, Stephanie Schlittler opened the training by giving a warm welcome to all. Howell hosted an afternoon panel including Howell DDA Board members: Mayor Moen, Matt Wilson, Diana Rencsak and Jeff Hansen. The panel also included community partners Debbie Mikula of Howell Parks and Recreation, Michelle Tokan of the Howell Chamber and Holly Ward Lamb of The Howell Carnegie Library.
3. Howell Business Development Team hosted Howell Happenings Live, February 10, 2010, at The Howell Theater. New businesses were introduced and the State of the Downtown Report was given by Nathan Voght. Our Community Partners gave updates on their activities as well as Kim Wilson updating us on "The Pink Party."
4. Committees continue to work diligently on finishing the 2010 - 2011 Work Plans.

5. Promotion Committee began work on Howell History Days and is very excited about the first annual *Grabbin' O' the Green*, a shopping and dining event, noon – 8 p.m. on March 17th. **Cash Grab Booth:** Located inside 216 W. Grand River (former Aria Books space), from 12:00 to 8:00 p.m. At LEAST 16 chances to enter the booth during event by drawing your ticket. Tickets are available at the event location, 216 W. Grand River, or from guest leprechauns walking around downtown. Tickets must be turned in to 216 W. Grand River prior to the drawings, which take place every hour (12:00, 1:00, 2:00, etc.) for at least two chances to enter the booth over the next hour. **YOU MUST BE PRESENT** during the drawing to win. Additional chances **MAY** be possible to enter booth, which is to be determined by event date.
"Findin' O' the Relics" Quest: Grab your game piece and match the photos with all participating merchants. Turn in your completed game card to 216 W. Grand River from 12:00 to 8:00 p.m. the day of the event. One winner will be drawn from all correct game pieces for a \$25 gift card to Uptown Coffeehouse.
End of the Night Drawing: At 8:00 p.m. all non-winning Cash Grab ticket entries will be entered into a final drawing at 216 W. Grand River (former Aria Books space). Prizes include store gift certificates and merchandise from sponsors and participating merchants.
Irish Costume Contest: Get your Irish on! Come to 216 W. Grand River (former Aria Books space) at 6:30 p.m. (registration starts at 6:00) with your best Irish costume! The top three costume winners will win a \$100, \$75, and \$50 gift certificate redeemable at all Downtown Howell participating stores. **All costume contest participants will be judged on three criteria: 1) Costume with the most "green" 2) Originality 3) Humor.** Registration for the costume contest is free and begins at 6:00 p.m. at 216 W. Grand River.
6. Business Recruitment team is going begin meeting again and make some visits to prospective businesses for Howell.
7. The Howell DDA Board will meet March 10th, for a Planning Retreat.

Program: & Outlook (List Critical Issues, Problems, and Successes of the Past Month and future challenges)
Suggestions for State and National Staff: (Suggestions on services or training topic; new resources; questions)

1. _____
2. _____

Please return your **completed report** by the **10th** of every month.

Laura Krizov, Main Street Coordinator
 Michigan Main Street
 Michigan State Housing Development Authority
 735 East Michigan Avenue
 Lansing, MI 48909
 Email: krizovl@michigan.gov

Please call Laura Krizov at 517.241.4237 with any questions.

Howell Main Street
Design Committee Meeting
Meeting Minutes – February 11, 2010
Time: 6:00 p.m.
DDA Office, 122 State Street



Present:, **Pam Lewis, Terry Lyons, Ron Gary Gary Kackstetter, Nathan Voght DDA Director Karen Williams Main Street Coordinator.** Absent:, **Eric Conn, Jeri McKeon-Anderson Diana, Bruce McCullen, Gudrun Patton, Jeannette Ambrose, Terry Wilson, Christy Conn**

1. **Call to Order.** Meeting called to order by N. Voght at 6:12 p.m.
2. **Approval of Minutes from January 14, 2010.** Minutes for January 14, meeting to be approved at next meeting
3. **Public Art Update:** The proposed final renderings for the Glass Display and Topiary submitted to the committee for final review. Discussion regarding the placement for each piece of art finalized and will be presented to the DDA board on February 24, 2010 for approval.
4. **Historic Preservation and Design Awards:** Design award applications to be sent out by next meeting for nominations
5. **“Walk Through Time Book”** N. Voght informed the committee that G. Patton has finished a portion of proof reading, the remaining sections of the book will be sent out for final comments.
6. **Howell History Days Walking Tours:** The Main Street staff to determine buildings to be included into walking tours on Howell History Days. Once the building list is determined a script will be written for each building.
7. **Work Planning Section:** K. Williams to send out work plan for committee to review for discussion at next meeting.
8. **Volunteer Hours**

R. Gary	4	G. Kackstetter	1
P. Lewis	18	T. Lyons	21
9. **Adjourn:** Motion by T. Lyons Support G. Kackstetter to adjourn at 7:02 pm

Howell Main Street
Design Committee Meeting
Meeting Minutes – February 25, 2010
Time: 6:00 p.m.
DDA Office, 122 State Street



Present: Pam Lewis, Gary Kackstetter, Nathan Voght DDA Director Karen Williams Main Street Coordinator, Bruce McCullen, Gudrun Patton. Absent: **Terry Lyons, Eric Conn, Jeri McKeon-Anderson, Jeannette Ambrose, Christy Conn, Ron Gary**

1. **Call to Order.** Meeting called to order by N. Voght at 6:10 p.m.
2. **Approval of Minutes from February 11, 2010.** P. Lewis made motion to approve February 11, 2010 minutes and B. McCullen seconded the motion with changes to remove the names of Terry Wilson, Jeanette Marsh and Diana Rencsak from the committee list, they are no longer on Design Committee.
3. **Historic Preservation and Design Awards:** The letter for the nominations for Design award applications was reviewed; the committee approved the letter with the exception of making a date change. The letters are to be mailed out immediately. The committee discussed the fact that the Presbyterian Church, Livingston Business Forms and Razzmatazz would be eligible for the award this year as they had completed their work in 2009. B. McCullen suggested that we pull building permits to see who might have made improvements in 2009.
4. **Work Planning Session:** Below is the work completed and who will be in charge of each project if they accept it.

Objective 1: Improve Streetscape

Projects:

- 1) Explore entryway Way finding signage
- 2) Replace downtown streetscape trees Ron Gary
- 3) Consolidate newspaper racks Ron Gary
- 4) Enhance Peanut Row Bruce McCullen

Objective 2: Encourage Façade Improvements

Projects:

- 1) Façade' Grant Program
- 2) Hold a Design 101 Workshop
- 3) Sign Incentives
- 4) Design Assistance Brochure in PDF for website Gudrun Patton

Objective 3: Historic Preservation and Awareness:

Projects:

- 1) MHPN property Owner Workshop 1 Jeri Mckeon Andersen
- 2) Architectural Tours- Howell History Days and/or Melon Festival
Jeannette Ambrose and Terry Lyons

- 3) H.P. and Design Awards
- 4) Self guided bar code historical tour in

Jeri McKeon Andersen
Eric Conn and N.Voght

Objective 4: Public Art

Projects:

- 1) Mosaic projects
- 2) Additional Art Projects

Pam Lewis
Terry Lyons

- 5. **“Walk Through Time Book”** Book viewed edited; G. Patton said send her the book and she will edit more.

- 6. **Howell History Days Walking Tours (Hunt for History):** K. Williams has contacted Jeff Doyle, a storyteller from Brighton, about possible contacts for storytellers to retell the history in the tours. K. Williams has also sent out requests to local drama clubs regarding storytellers. N. Voght is meeting with library archives to gather information. Miller’s and Cleary’s building both are available for tours of apartment above. P. Lewis suggested using her apartment that was used in the Betty Ann Water’s movie.

- 7. **Public Art Update:** DDA approved the Public Art and will be presented at City Council on March 22, 2010.

8. Volunteer Hours

B. McCullen 2
P. Lewis 16

G. Patton 2

Adjourn: Motion by G. Patton and supported by G. Kackstetter to adjourn at 7:35 p.m.

March 25, 2010

HOWELL DDA

Fifth Third
Nextel

821.00
165.14

description
Office supplies, Promotions & organization
cellualr communications

DTE

(4,147.65)

this is the City's bill But due to the date used cannot remove from list

TOTAL	<u>\$</u>	<u>(3,161.51)</u>
BALANCE FORWARD	\$	11,092.57
TOTAL AMOUNT PAYABLE	<u>\$</u>	<u>7,931.06</u>

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
=====						
A-1 RENT 00038759	A-1 RENT ALL STOP 1305 E GRAND RIVER HOWELL MI 48843	02/28/2010 03/25/2010 / / 03/25/2010	12026	GEN N N N	LEPRECHAUN TUX COSTUMES	68.20 0.00 68.20
OPEN						
GL # 248-729-967.016	DESCRIPTION PROJECT COSTS - PROMOTIONS			AMOUNT 68.20		
				-----	68.20	
					VENDOR TOTAL:	68.20

SBC 00038761	AT & T P.O. BOX 8100 AURORA IL 60507-8100	02/28/2010 03/25/2010 / / 03/16/2010	517548106802-10	GEN N N N	DDA FAX LINE	35.81 0.00 35.81
PAID						
GL # 248-728-850.000	DESCRIPTION COMMUNICATIONS - TELEPHONES			AMOUNT 35.81		
				-----	35.81	
					VENDOR TOTAL:	35.81

HOWELLCITY 00038550	CITY OF HOWELL	02/28/2010 03/25/2010 / / 03/09/2010	12302-3/2010	GEN N N N	WATER/SEWER DDA	25.19 0.00 25.19
PAID						
GL # 248-728-920.002	DESCRIPTION UTILITIES - WAT / SEW			AMOUNT 25.19		
				-----	25.19	
					VENDOR TOTAL:	25.19

CLEAR VIEW 00038589	CLEAR VIEW SERVICES JARED & MELIA PUTNAM P.O. BOX 1141 HOWELL MI 48844	02/28/2010 03/25/2010 / / 03/25/2010	02232010	GEN N N N	WINDOW CLEANING - JAN - JUNE 2010	130.00 0.00 130.00
OPEN						
GL # 248-728-804.001	DESCRIPTION CONTRACT SERV - JANITOR			AMOUNT 130.00		
				-----	130.00	
					VENDOR TOTAL:	130.00

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
-------------------	--	--	------------------------------	-----------------------------------	---------------------	-------------------------------------

CEDAM 00038588	COMMUNITY ECONOMIC DEVELOPMENT ASSO 1000 SOUTH WASHINGTON AVE, STE 101 LANSING MI 48910-1647	03/10/2010 03/25/2010 / / 03/25/2010	2010	GEN N N N	MEMBERSHIP RENEWAL	50.00 0.00 50.00
-------------------	--	---	------	--------------------	--------------------	------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-728-840.000	DUES & MEMBERSHIPS	50.00

		50.00

VENDOR TOTAL: 50.00

CONSUMERS 00038763	CONSUMERS ENERGY LANSING MI 48937-0001	02/26/2010 03/25/2010 / / 03/16/2010	2914-03/10	GEN N N N	122 N STATE ST	122.02 0.00 122.02
-----------------------	---	---	------------	--------------------	----------------	--------------------------

PAID

GL #	DESCRIPTION	AMOUNT
248-728-920.001	UTILITIES - GAS	122.02

		122.02

VENDOR TOTAL: 122.02

DET EDISON 00038609	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	02/28/2010 03/25/2010 / / 03/23/2010	2481296-3/10	GEN N N N	1151 PINCKNEY RD	55.47 0.00 55.47
------------------------	--	---	--------------	--------------------	------------------	------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-728-920.011	UTILITIES - ELEC D-19	55.47

		55.47

DET EDISON 00038544	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	02/28/2010 03/25/2010 / / 03/09/2010	8812856-3/10	GEN N N N	611 E GRAND RIVER	4,147.65 0.00 4,147.65
------------------------	--	---	--------------	--------------------	-------------------	------------------------------

PAID

GL #	DESCRIPTION	AMOUNT
101-265-920.000	UTILITIES - ELECTRICITY	4,147.65

		4,147.65

DET EDISON 00038543	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	02/28/2010 03/25/2010 / / 03/09/2010	9774538-03/10	GEN N N N	122 N STATE ST - DDA	75.94 0.00 75.94
------------------------	--	---	---------------	--------------------	----------------------	------------------------

PAID

GL #	DESCRIPTION	AMOUNT
------	-------------	--------

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
-------------------	--	--	------------------------------	-----------------------------------	---------------------	-------------------------------------

GL #	DESCRIPTION	AMOUNT
248-728-920.000	UTILITIES - ELECTRICITY	75.94

		75.94
	VENDOR TOTAL:	----- 4,279.06

FIRE PROT 00038764	FIRE PROTECTION PLUS, INC. 343 BUSH ST HOWELL MI 48843	03/16/2010 03/25/2010 / / 03/25/2010	03127	GEN N N N	TEST & FILL EXTINGUISHERS	64.00 0.00 64.00
-----------------------	--	---	-------	--------------------	---------------------------	------------------------

GL #	DESCRIPTION	AMOUNT
248-728-804.001	CONTRACT SERV - JANITOR	64.00

		64.00
	VENDOR TOTAL:	----- 64.00

JENKINS, I 00038595	JENKINS, INGRID P.O. BOX 1122 HOWELL MI 48844	03/10/2010 03/25/2010 / / 03/25/2010	03-04-2010	GEN N Y Y	CLEANING FOR MARCH & APRIL 2010	360.00 0.00 360.00
------------------------	---	---	------------	--------------------	---------------------------------	--------------------------

GL #	DESCRIPTION	AMOUNT
248-728-804.001	CONTRACT SERV - JANITOR	360.00

		360.00
	VENDOR TOTAL:	----- 360.00

KEY EQUIPM 00038596	KEY EQUIPMENT FINANCE P.O. BOX 74713 CLEVELAND OH 44194-0796	03/10/2010 03/25/2010 03/31/2010 03/25/2010	03/10/2010	GEN N N N	COPIER LEASE	183.18 0.00 183.18
------------------------	--	--	------------	--------------------	--------------	--------------------------

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

		183.18
	VENDOR TOTAL:	----- 183.18

LIV ARTS 00038614	LIVINGSTON ARTS COUNCIL P O BOX 626 HOWELL MI 48844-0626	03/11/2010 03/25/2010 / / 03/25/2010	5/20/2010	GEN N N N	DESIGN AWARDS CEREMONY	85.00 0.00 85.00
----------------------	--	---	-----------	--------------------	------------------------	------------------------

GL #	DESCRIPTION	AMOUNT
248-729-967.010	PROJECT COSTS - DESIGN	85.00

		85.00
	VENDOR TOTAL:	----- 85.00

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
-------------------	--	--	------------------------------	-----------------------------------	---------------------	-------------------------------------

LIV BUSIN 00038601	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI 48844	03/10/2010 03/25/2010 / / 03/25/2010	28949	GEN N N N	GRABBIN O'GREEN BUTTONS	167.46 0.00 167.46
-----------------------	---	---	-------	--------------------	-------------------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	167.46

		167.46

LIV BUSIN 00038602	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI 48844	03/10/2010 03/25/2010 / / 03/25/2010	28965	GEN N N N	GRABBIN O'GREEN POSTERS	125.00 0.00 125.00
-----------------------	---	---	-------	--------------------	-------------------------	--------------------------

OPEN

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

		125.00

LIV BUSIN 00038603	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI 48844	03/10/2010 03/25/2010 / / 03/25/2010	28974	GEN N N N	GRABBIN O'GREEN HATS	227.46 0.00 227.46
-----------------------	---	---	-------	--------------------	----------------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	227.46

		227.46

VENDOR TOTAL: 519.92

HOMETOWN 00038767	LIVINGSTON COUNTY PRESS & ARGUS NEW ACCOUNTS PAYABLE 323 E GRAND RIVER HOWELL MI 48843	03/16/2010 03/25/2010 / / 03/25/2010	486552	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: 150.00

PETTY CASH 00038540	PETTY CASH CITY OF HOWELL	03/08/2010 03/25/2010 / / 03/09/2010	DDA-GRABBIN GRE	GEN N N N	GRABBIN G O'GREEN START UP	1,000.00 0.00 1,000.00
------------------------	------------------------------	---	-----------------	--------------------	----------------------------	------------------------------

PAID

GL #	DESCRIPTION	AMOUNT
------	-------------	--------

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
-------------------	--	--	------------------------------	-----------------------------------	---------------------	-------------------------------------

GL #	DESCRIPTION	AMOUNT
248-000-040.000	ACCOUNTS RECEIVABLE	1,000.00

		1,000.00
	VENDOR TOTAL:	-----
		1,000.00

QUINN EVAN 00038613	QUINN EVANS ARCHITECTS 219 1/2 N MAIN ST ANN ARBOR MI 48104	02/28/2010 03/25/2010 / / 03/25/2010	20926	GEN N N N	INSPECTION OF 112 E GRAND RIVER	250.00 0.00 250.00
------------------------	---	---	-------	--------------------	---------------------------------	--------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-000-284.000	ECSROW DEPOSIT	250.00

		250.00
	VENDOR TOTAL:	-----
		250.00

STATE STRE 00038597	STATE STREET PROPERTIES 118 STATE STREET HOWELL MI 48843	03/10/2010 03/25/2010 03/31/2010 03/25/2010	03/10/2010	GEN N Y N	RENT FOR APRIL 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
	VENDOR TOTAL:	-----
		1,200.00

TOUCH 00038773	TOUCH INTEGRATED COMMUNICATIONS LLC 6563 GRAND CIRCLE DR BRIGHTON MI 48116	03/17/2010 03/25/2010 / / 03/25/2010	DDA-03-10	GEN N N N	CONSULTATION FEB & MARCH 2010	2,570.19 0.00 2,570.19
-------------------	--	---	-----------	--------------------	-------------------------------	------------------------------

OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	2,570.19

		2,570.19
	VENDOR TOTAL:	-----
		2,570.19
	TOTAL - ALL VENDORS:	-----
		11,092.57

CITY OF HOWELL
MEMORANDUM

TO: DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET BOARD
FROM: NATHAN VOGHT, DIRECTOR
DATE: MARCH 19, 2010
RE: VISION AND MISSION STATEMENT REVIEW

According to National Main Street regarding preparation of a vision statement, the vision statement is:

1. *A formal statement that describes what you want your downtown to be in the future, and establishes the ultimate target toward which all Main Street efforts are directed.*
2. *A clear and compelling vision in order to sell downtown's potential to new businesses and investors.*
3. *Visual, functional, and emotional.*

The Board adopted the attached Vision Statement on April 23, 2008.

The Mission Statement, on the other hand, is supposed to be a statement of **HOW** the program will achieve its future vision for the downtown. The Downtown Howell Mission Statement was adopted on July 22, 2009:

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.

It is recommended that the Board review both the Vision Statement and Mission Statement for possible revisions. Questions to ask ourselves as to whether these should be revised include:

- *Has the community's vision changed for the future of downtown?*
- *Are there components incorporated in the 2009 Downtown Vision Plan that need to be reflected in our Vision Statement?*
- *Was there feedback garnered during the 2008-2009 community charrette process that garners attention?*
- *Has our program evolved or changed in some way that should be reflected in our Mission Statement?*

Howell Main Street Vision Statement - 2008

By 2020, downtown Howell will be transformed into a leader for Michigan in the traditional downtown pedestrian-oriented shopping, dining, and entertainment experience. The visitors' experience will be one that fills the senses, where all storefronts are occupied with vibrant and interesting businesses and with compelling products and services displayed behind transparent, historic façades. Touching the limestone, brick, and wood on these facades imbues an immediate sense of importance, belonging, and place. The active foot traffic brings life to the sidewalks, inviting people to be a part of the activity. The sounds of laughter and music can be heard on special occasions throughout downtown from events that celebrate our heritage and culture. The alluring smell of coffee and warmth of high, red brick walls will invite many to duck into the corner coffeehouse to seek shelter and an excuse to visit their second home. People are naturally drawn to downtown Howell – The Center – to seek a unique experience like seeing an old friend, buying a unique item, running into a neighbor, talking with a shopkeeper, and having other unplanned exchanges that only urban life can provide, and, most of all, to satisfy the soul.

In the year 2020, many attractive, high-quality physical improvements are visible in the downtown. Attractive signage brings attention to important venues, institutions, and our National Register Historic District. Many buildings have undergone historic rehabilitations; and dense, mixed-use infill development has occurred to provide uninterrupted street-level uses. Alleyways are unique passageways within the district improved with landscaping, lighting, and other features that create interesting and unique places to explore and discover. Parking facilities are attractive, functional and adequately serve all downtown uses. Careful attention to the design and quality of all physical improvements has resulted in a beautiful built environment. Community workshops are held to raise awareness of the importance of preserving one-of-a-kind historic buildings and our downtown National Register District. History is celebrated during annual events that highlight Howell's past. Façade and signage grant programs are available as inducements for property owners to make appropriate and high-quality changes to historic buildings. A team of Main Street volunteers, who are experts in historic preservation, architecture, construction, and design, is available to assist building owners with making good decisions about proposed work to historic buildings.

The downtown Howell business and use mix is represented by successful, interesting, and entertaining businesses and institutions, with an appropriate balance of small, independent retail and service businesses and brand name corporate-owned stores. The majority of second and third floors above stores are occupied by residential and other uses, so Howell is a community in natural balance. Howell is a transportation hub for commuter rail between Lansing and Ann Arbor anchored by dense, transit-oriented development around the rail. There is a vibrant arts and cultural community downtown centered on the restored Opera House. An increasing proportion of local residents, as well as residents of neighboring communities, now visit Howell on a more frequent basis to seek services, goods, entertainment, and a unique experience. Implementation of an appropriate marketing strategy has helped achieve this proper balance, which includes identification of key existing and prospective businesses and persistent efforts to retain and attract those businesses. An annual marketing campaign helps convey an evolving brand for shopping and experiencing downtown Howell. The image of Howell will be reshaped through these campaigns by establishing a recognizable, fresh brand for downtown and will deliver a message that evolves with the changing business environment.

In 2020, Howell Main Street is considered a model of a successful Main Street program in Michigan, which enjoys broad, enthusiastic community support. By 2009, the Howell Main Street program has

received national certification. The program is highly self-reliant with representation and involvement from a broad cross-section of the community. The program will continue to grow over time and become more efficient, effective, and shows increasing results year after year. The growth and success of the program has been achieved by reaching out and engaging the community about the Main Street program, the value of community involvement, the importance of our Main Street and Historic Preservation, and community pride. Volunteers participate in Main Street events and join various committees and are eager to advance to more active positions in the Howell Main Street program.

In 2020, through the Main Street Program's careful attention to proper planning and execution of quality special events, Howell is known for hosting festivals and cultural events that are of high quality and fun and attract people from a diverse cross-section of demographic groups. These events are so successful that they attract visitors from adjacent counties to neighboring states. These festivals celebrate Howell's heritage, culture, and traditions.

The culmination of this vision for Howell is the creation of a traditional, pedestrian-oriented mixed-use district that has evolved into the heart of transportation, culture, business, and entertainment for the region.



MEMORANDUM

DATE: March 19, 2010

TO: Main Street and
Downtown Development Authority
Board of Directors

FROM: Nathan Voght, DDA/Main Street Director

RE: Preliminary DDA Budget

Please see attached the preliminary budget submitted for your consideration. This budget reflects an 8% reduction in TIF revenues due to decreasing property values. Main Street fundraising is shown with modest increases. The bond proceeds, and D-19 bond redemption proceeds are reflected in the current fiscal year budget.

Economic Development and Main Street wages are proposed to be flat for next fiscal year, which is consistent with City personnel compensation policy.

Main Street Committee Project Costs will be reduced to under \$200,000. This was based on work planning accomplished so far, including reductions in:

- 1) Annual Marketing Campaign from \$29,000 to \$21,000 (including website updates).
- 2) Façade Grant Program from \$39,000 to \$20,000.
- 3) Sign Grant Program from \$8,000 to \$5,000.
- 4) Numerous miscellaneous cost savings from various projects.

Based on the outcome of final work planning, additional tweaks may be needed to each Committee's projects.

At the Board Retreat, maintaining cash reserves at about \$350,000 was discussed as a general target. However, after reviewing this year's project costs, bonding, and anticipated year-end numbers, cash reserves will be left at a lower level of approximately \$127,000 at the end of the current fiscal year. This will be discussed in more detail at the meeting.

03/18/2010

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
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	1,200,000	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	2,012,306	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 2,047,844 566,178 576,178

APPROPRIATIONS							
Dept 728: ECONOMIC DEVELOPMENT ACTIVITY							
248-728-702.000	SAL & WAGES	17,583	0	0	0	0	0

03/18/2010

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
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
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

03/18/2010

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
-----------	-------------	---------------------	------------------------------	--	----------------------------------	--------------------------------	----------------------------------

* 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

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.

03/18/2010

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
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
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 *

03/18/2010

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
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	13,250	13,250 *
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	197,005	197,005

* 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
967.010	PROJECT COSTS - DESIGN						

03/18/2010

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
	DESIGN 101 WORKSHOP						350
	SIGN INCENTIVE PROGRAM						5,000
	FACADE GRANT PROGRAM (DOES NOT INCLUDE FUTURE PAYOUTS FROM 09-10 COMMITMENTS)						20,000
	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						2,000
	CLINTON AND STATE ST. PUBLIC ART PROJECT						4,000
	CONSOLIDATED NEWSPAPER RACKS						6,000
	PEANUT ROW ALLEY ENTRYWAY ENHANCEMENT						
					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

03/18/2010

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
	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
						TOTAL	55,550
967.018	PROJECT COSTS - BUSINESS DEVELOPMENT						
	UPDATE DOWNTOWN HOWELL MARKET STUDY						4,000
	UPDATE BUSINESS RECRUITMENT BROCHURE						3,000
	REALTORS' ROUND TABLE(S)						2,000
	REAL ESTATE PROPERTY LISTINGS ON WEBSITE						
	HOWELL HAPPENINGS LIVE (X3)						2,000
	ANNUAL BUSINESS RETENTION SURVEY (ONLINE)						500
	SMALL BUSINESS TRAINING						1,750
						TOTAL	13,250
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

03/18/2010

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
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							
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	340,000	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	398,224	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	2,268,787	573,272	573,272
NET OF REVENUES/APPROPRIATIONS - FUND 2		(320,693)	0	(719,922)	(220,943)	(7,094)	2,906
BEGINNING FUND BALANCE		669,052	348,361	348,361	348,361	127,418	127,418
ENDING FUND BALANCE		348,359	348,361	(371,561)	127,418	120,324	130,324

Downtown Business Update **Updated March 19, 2010**

New Businesses:

1. **Where the Wild Things Grow (109 E. Grand River)**

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:

1. **Aria Booksellers** (end of February)

Businesses Closed/Closing:

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 (\$800,000)*
11. *203 W. Grand River* (Heller's Flowers) \$230,000 (possible deal fell through-could not finance)
12. *211 N. Michigan* Condo for sale, \$84,900, 2 BR, 2 BT

Spaces for Lease

1. 116 N. Michigan Ave., Former Tea Time Fun
4. 207 N. Michigan Ave. (Ste 200 office, 2,443 s.f. \$15/s.f. NNN)
5. 120 State Street (office 800 s.f., \$900/month)
7. 202 S. Michigan (former Gray Nash Auction house – 3,144 s.f. at \$10/s.f. NNN)
8. 110 ½ N. Michigan Ave. Office. (heat/water included) call 517-546-1434
9. 123 E. Washington Office Space – 200 sq. ft. \$400/month Gross
10. 213 E. Grand River Office Space - \$1,330/month + Utilities
11. 102 S. Michigan (former Mama Gaia's - \$1,000/month 1,100 sq.ft.)
12. 124 State St. Ste 200 (10x12 ft. office, \$500/month, includes utilities, shared with Hansen)

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)