



# 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

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December 1<sup>st</sup>, 2010 DDA Board Meeting

Members and  
other officials normally  
in attendance:

1. Geraldine Moen  
*Mayor*
2. Stephanie Schlittler  
*President*
3. Jeff Hansen  
*Vice-President*
4. Diana Rencsak  
*Treasurer*
5. Matt Wilson  
*Secretary*
6. Natalie Burg
7. Vacant
8. Vacant
9. Vacant
10. Nathan Voght  
*DDA Director*
11. Vacant  
*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, November 17, 2010
  - Minutes of Regular Meeting, October 27, 2010  
*(Motion required to place minutes on file)*
4. Correspondence
  - Farmers' Market Thank You Letter
5. Reports
  - Director Report – Nathan Voght
  - Main Street Coordinator Report - Nathan Voght
  - President's Report – Stephanie Schlittler
  - Treasurer's Report – Diana Rencsak  
*(Motion required to place reports on file)*
6. Approval of Committee Reports
  - Design Committee – Nathan Voght, Director
  - Promotions Committee – Stephanie Schlittler, Chairperson
  - Organization Committee – Natalie Burg, Chairperson
  - Business Development Committee – Diana Rencsak, 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 \$37,640.19, plus payroll for November-December, 2010)*
8. **Discussion/Action Items:**
  - A. Sign Incentive Application – The Bead Gallery 2-114 State Street  
*(Motion to approve sign incentive for The Bead Gallery 2, located at 114 State Street, in the amount of \$463.00)*
  - B. 122 State Street DDA Office Lease Renewal  
*(Motion to approve the lease of the DDA office at 122 State Street from January 1 through June 2011)*
  - C. By-Laws – Proposed Amendments  
*(Motion to approve by-law amendments)*
  - D. Budget Review/Forecast
  - E. DDA Meeting Calendar
  - F. Board Nomination of Committee Chairs
  - G. Budget Amendment Resolution #10-03  
*(Motion to approve Budget Amendment Resolution #10-03, adjusting Organization Committee Melon Festival income and expenses to actual)*
9. **New Businesses/Business Relocations/Spaces Available Report**
10. **Motion to Adjourn**  
*(Motion Required for Adjournment)*

**Reminders:**

Howell Main Street Four-Point Training – Assoc. M/S Communities – Wed. Dec. 1<sup>st</sup> – Cleary’s Pub  
DDA Board Meeting – Wed. Dec. 1<sup>st</sup>, 6:30 p.m.  
Michigan Main Street Quarterly Training – Blissfield – Dec. 7 and 8  
City Council Budget Management Work Session – Mon. December 13<sup>th</sup>, 7:00 p.m. City Hall

**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  
November 17, 2010 8:30 am

Committee Members Present: President Schlittler, Treasurer Renscak, DDA Director Voght, City Manager Charles

Committee Members Absent: Vice-President Hansen, Secretary Wilson

Meeting began at 8:32 at 122 State Street

The Executive Session was to set the agenda for the December 1<sup>st</sup>, 2010 meeting.

The Committee reviewed the draft agenda, including the sign incentive application for 114 State, proposed 6-month lease for 122 State, by-law amendments, and budget.

S. Schlittler asked about the status of the Tanger Sign. N. Voght indicated the approved image is in process and will be installed within a few weeks.

N. Voght indicated that he will look into winterizing 118 W. Clinton to reduce carrying costs.

C. Stanislawski, City of Howell Finance Director, joined the meeting to review a DDA Budget projection spreadsheet. N. Voght explained anticipated revenue reductions and outlook for next three years. If county equalization figures come in by December 1<sup>st</sup>, a more detailed picture of revenues for next FY can be provided. Downtown events, maintenance, and other expenses were discussed.

Each committee's budget figures, inserted in the budget projection as placeholders, have been reduced based on each of the committees' a re-prioritization of work plans, which has been done over the last two months. Given fewer board members and committee volunteers, this was suggested by the Michigan Main Street Evaluation. This will also help with reducing budget expenses in the next few years. The proposed committee work plans will be presented to the Board for review in December or January.

There were no other items requested for the agenda.

The meeting adjourned at 9:39 a.m.

Minutes as recorded by Nathan Voght



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, OCTOBER 27, 2010**

**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.*

Board Members in Attendance: Stephanie Schlittler, Jeff Hansen, Diana Renscak, Matt Wilson, Geraldine Moen

Members Absent: None

Also Present: Nathan Voght, DDA Director, Traci Mularoni, Recording Secretary; Natalie Burg, resident; Beth Schrader, Howell Area Parks and Recreation Authority; Shea Charles, City of Howell City Manager; Tom Darling, WHMI 93.5 Radio

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

Citizens Comments

None

Approval of Minutes

*G. Moen corrected Design Committee Minutes header date; Board Member Diana Renscak corrected Business Development header date.*

**MOTION by G. Moen, SUPPORTED by D. Renscak to approve the minutes from the Executive Committee Meeting of October 6, 2010. MOTION CARRIED.**

**MOTION by G. Moen, SUPPORTED by D. Renscak to approve the minutes from the Regular Meeting of September 22, 2010. MOTION CARRIED.**

Correspondence

Howell Beautification Committee Thank you note

Thank You note from Jennifer Bond regarding the Legend of Sleepy Howell event on October 23, 2010

Michigan Main Street Associate Level Session on December 1, 2010

City Council budget work session packet

Reports

DDA Director

- Budget  
The Howell City Council held second budget session, October 26, 2010. City Manager, Shea Charles presented the upcoming budget with some proposed amendments which reflect the current financial information. DDA Director, N. Voght suggested reviewing the proposed budget amendments with City Treasurer, Catherine Stanislawski. D-19 debt will be shifted to the DDA budget. The City is waiting for debt ratios from Livingston County and it is assumed there will be tax revenue loss. The next fiscal year 2012-2013 looks more

challenging. DDA Director, N. Voght will sit down with City Treasurer, Catherine Stanislawski to review the DDA budget to see where items can be cut or amended.

City Manager, Shea Charles indicated property values are very unpredictable. The first \$600,000 /\$750,000 needs to be trimmed off the general fund budget. When we get beyond 600,000 in reductions, there will be layoffs, service reductions, and major cuts across the whole budget. Our flexibility to react to situations will change due to budget constraints and the effect they will have on City services offered to our residents. Five year projections cannot be made; the City budget is being looked at one year at a time due to economic factors. Discussion followed on TIFA financing and its effects on the DDA. DDA is the core governmental entity and the Main Street is a supplement.

DDA Director, N. Voght commented that \$58,000 per year for 16 years will be taken out of the DDA 2010-2011 Budget. Budget items under review are the lease at 122 State Street and the events that the Howell Main Street/DDA helps fund. Potentially civic events in the future may have a charge for Police and DPW services.

- Michigan Main Street Evaluation  
DDA Director, N. Voght commented on the Michigan Main Street Evaluation Annual Report and their recommendation to cut back internally with some of the work plans in each committee and their separate budgets.
- Public Art Update  
Poles for the glass panels are in place. Carl Goines, the sculpture artist, is going to be contacted to see when wire tree can be put in place in coordination with the Media. Follow up to talk to Howell City Council on a coordinated ribbon cutting event for this fall the opening of Parking Lot #1.
- Parking Lot #1 Extended Parking Hours  
2007 Parking Ad Hoc Committee has requested extending the parking hours for four hours during the day and then polling the property owners for what hours should be posted for the overnight hours. One concern from a tenant was to keep longer parking hours, for convenience in the winter months.

Dumpster area to be kept clear by posting "No Parking Overnight" so that Waste Management can access the dumpster. A recommendation will be made to City Council by a Traffic Control Order to have a four hour parking limit and no prohibition overnight for tenant parking in Parking Lot #1.

- The Howell Rotary thanked us for the Tour de Livingston event help.
- Howell Main Street/DDA Office Lease  
The Howell Main Street/DDA office lease at 122 State Street is up on December 30, 2010. The owners, the Lewis' are willing to give us a 3-6 month lease to get us through the next part of the budget. Lease agreement to be presented at the next month's DDA Board meeting.
- Michigan Main Street Evaluation: Refer to Item D.
- Sympathy cards are to be given in remembrance of the owner of Gus's and also John Howell.
- Agenda for the Michigan Main Street visit on December 1, 2010 was presented for review. A four point training will be held at Cleary's for other communities that want to achieve Associate Level for up and coming communities.

- Legend of Sleepy Howell  
DDA Director, N. Voght thanked the DDA Board for their help during Legend of Sleepy Howell.

#### Main Street Coordinator Report

Referenced the Michigan Main Street Monthly Report.

#### Two buildings sold in the DDA:

402 W. Grand River Avenue and Heller's Flowers location.

#### President's Report

Thank you for attending this month's Howell Happenings Live and help with the Legend of Sleepy Howell.

#### Treasurer's Report

Board Member, Diana Renscak stated there is no new information.

**MOTION by J. Hansen, SUPPORTED by G. Moen to place all presented reports on file. MOTION CARRIED.**

#### Approval of Committee Reports

##### Design Committee

The Annual Michigan Main Street Evaluation was reviewed at the last Design Committee meeting. Conflict of Interest policy was discussed; a new Chair is needed for the Design Committee. More public art downtown is still being discussed. Debbie Mikula, Howell Area Parks and Recreation Director will be attending the Design Committee meeting to give a report on art funding. This committee was told to prioritize, cut back and focus on what is important to the committee.

##### Promotions Committee

Board President, S. Schlittler stated there is a meeting on October 28 to wrap up the Legend of Sleepy Howell event. The Holiday campaign is being launched.

##### Organization Committee

No new news.

##### Business Development Committee

Board member, D. Renscak stated the Howell Business Assistance Team will be discussed at the first meeting in November in regards to the different media avenues to target specific real estate available in Howell. There will be a realtor's round table on November 12, potentially. This will be a discussion with realtors working in downtown Howell to showcase vacant downtown real estate. Property profiles were reviewed.

**MOTION by J. HANSEN, SUPPORTED by D. Renscak to place all reports on file. MOTION CARRIED.**

##### Payments of Bills

**MOTION by G. Moen, SUPPORTED by M. Wilson to pay the bills in the amount of \$21,454.79 plus payroll for October, 2010. MOTION CARRIED.**

Board Member, D. Renscak asked for details regarding the Michigan Downtown Association membership fee of \$400. DDA Director, N. Voght stated that it is a networking tool used to further support Main Street.

Board Member d. Renscak questioned the American Planning Association for the DDA Director. City Manager, Shea Charles stated they are paid as part of his employment agreement.

Board Member Matt Wilson questioned the reimbursement to the Howell Chamber for the farmer's market pre-seasonal vendor fees. Three vendors had to be relocated to another location during the Melon Festival. The Howell Chamber has agreed to change contracts for 2011 Howell Melon Festival so that we don't incur any expenses if vendors need to be relocated. The Howell Chamber has also agreed to add to their contract that during the year no vendor may sell Balloon Festival or Melon Festival merchandise throughout the year.

Board Member Diana Renscak commented on the J.J. Jinkelheimer sweatshirt bill for The Legend of Sleepy Howell; noting we should ask the volunteers to save their sweatshirt to re-use at next year's Legend of Sleepy Howell.

Board Member Matt Wilson indicated Melon Festival signs and poster board enlarged pictures bills from Allegra seemed to be a high price. He offered to assist in the future with the review of quotes to assure we are receiving the right product for the price.

Board Member Matt Wilson questioned the American Imaging bill that includes all copying, color and black/white for the Howell Main Street/DDA office. DDA Director, N. Voght stated price per b/w copy and color copy and the bill was slightly higher this month because it covered both July and August and included all the Melon Festival copies.

Board Member Matt Wilson questioned the bill from Ron Gari which references the public art in Parking Lot #1. It was verified that the bill only covered hardware costs for the public art; all labor is done on a volunteer basis.

Board Member Matt Wilson questioned the cleaning bill for 122 State Street at \$160/month. It was explained that the bill is \$40 per week. The cleaning person is billing after services are completed for the prior month.

DDA Board Members discussed the amount due to VanGilder Farms for the straw bales for the Legend of Sleepy Howell.

#### Discussion/Action Items

##### A. ***Holiday In the Park Sponsorship***

Silver sponsorship from the Howell Main Street/DDA was proposed for approval for this year's Holiday in the Park. Beth Schrader of the Howell Area Parks and Recreation Authority stated that forty trees have already been sponsored, and more are anticipated. The Howell Area Parks and Recreation Authority will coordinate flyers and signs with the Howell Main Street/DDA to promote holiday events. Beth Schrader suggested a Howell Main Street/DDA banner be posted on the way out of the City Park on the City booth or water tower.

The Headless horseman went from 300 to 700 runners at this year's Legend of Sleepy Howell event and was a profitable fundraiser for the Howell Area Parks and Recreation Authority.

Board Member Diana Renscak asked for links on the Howell Area Parks and Recreation website.

**Motion by J. Hansen, supported by G. Moen to approve Silver Sponsorship of the Holiday in the Park by the Howell Area Parks and Recreation. MOTION CARRIED.**

**B. Façade Grant Reimbursement Request – 202 S. Michigan– Discussion/Action**

DDA Director, N. Voght reviewed the process of façade grants. The DDA reimburses fifty percent of the construction costs – up to \$10,000 for the two front facades (located on the north and north east of the building) because it's a corner lot. Total grant amount is \$22,400; including \$1500 reimbursed in architectural fees.

**MOTION by G. Moen, supported by M. Wilson to approve Façade Grant Reimbursement Request for 202 S. Michigan. MOTION CARRIED.**

**C. DTE Lighting Agreement – Parking Lot #1 - \$15,200**

DDA Board President, S. Schlittler questioned the ownership and maintenance of DTE poles in Parking Lot #1. All City historic lighting poles are technically owned and operated by DTE. There are no annual maintenance fees for the poles. Banner arms are not an assumed risk by DTE and are easily replaceable. There will be seven poles replaced as indicated on the map that was presented to the DDA Board. The pole base varies, but finish height will be the same for visual reasons. The DTE poles will be 8.5 foot high.

DDA Board President S. Schlittler also questioned why the poles were taken out and then replaced again. DDA Director, N. Voght commented that banners are a decorative, safety addition to the Parking Lot that will enhance the area of the City. DDA Board President, S. Schlittler asked which committee would be responsible for banner design and content. All committees could be involved and leasing the poles to the Howell Area Chamber of Commerce or other local groups can be discussed at future DDA Board meetings. The painting of the poles will be done by the City's Department of Public Service every two years.

**MOTION by J. Hansen, supported by D. Renscak to approve DTE Lighting Agreement for Parking Lot #. MOTION CARRIED.**

**D. Michigan Main Street Evaluation – Review/Discussion**

DDA Board President S. Schlittler questioned the vision statement on page 15 of the annual Michigan Main Street Evaluation that referred to “vibrant arts and cultural community downtown centered on the restored Opera House.”

Discussion followed on if the Livingston Arts Council should be taking over the Design Committee’s vision for an arts initiative. Board Member D. Renscak asked if the DDA Board could meet as a retreat to discuss the comments made. DDA Director, N. Voght would like to meet in 3 months; after working to fill the DDA Board and committees. Then Michigan Main Street would be asked to come in and discuss roles and work plans with each committee. It is recommended that work plans and also better communication be made a priority between the Howell community, DDA Board, and volunteers so that our vision and mission of the Howell Main Street is clearly projected.

Board Member D. Renscak suggested reaching out to the youth and getting them involved in our program. It was suggested by D. Renscak and G. Moen to reach out to local schools and colleges. Board Member D. Renscak suggested documenting and tracking how many youth are participating as volunteers.

Natalie Burg and Amie Nicholson will be added to the Organization Board and should help with that committee’s role in providing structure and volunteer support to the other committees under Main Street.

G. Moen suggested a By-Law amendment to change the committee structure so Board Members did not need to act as committee chairs. DDA Director, N. Voght to bring to the DDA Board meeting next month.

**E. Conflict of Interest Policy – Discussion/Action**

Michigan Main Street would like our Main Street program to adopt a Conflict of Interest policy. DDA Director, Voght suggested getting together to discuss and review the proposed policy for future use. Board Member, D. Renscak questioned conflict of interest or disclose on certain subjects. G. Moen suggested using one person from each subcommittee and using people that are not all living outside of the City. DDA Board Members Jeff Hansen and Matt Wilson will be on the sub-committee, along with Assistant City Manager, Carol Stone. A future meeting will be determined.

**MOTION by M. Wilson, seconded by J. Hansen to Form Sub-Committee to form a Conflict of Interest Policy. MOTION CARRIED.**

**F. 2010 Melon Festival Financial Report**

DDA Director, N. Voght reviewed the 2010 Melon Festival final budget. Investment that needed to be made and excitement over re-inventing this caused some expenditures that affected this year’s budget. The memorandum outlines expenses that will not be incurred in 2011 and also a list of areas where we can recuperate some expenses from this year’s event. Partnering with other organizations, entertainment booking and a larger sponsorship campaign for the 2011 event will make the budget different next year. Board Member Matt Wilson said if consumables (signs or banners) could be designed by Abovo to be reusable for every event, those costs could be eliminated from year to year. DDA Board President S.

Schlittler commented on how positive the Melon Ball was and how next year's Melon Ball should be a fundraising part of the event.

Entertainment, merchandising, and what parts of the event worked will be updated in the current budget and used to make next year's event budget successful.

**G. Parking Lot #1 Construction Update**

DDA Board President S. Schlittler asked if bushes along Michigan Avenue will be under salt duress during the winter months. City Manager, Shea Charles stated that the bushes will be wrapped and that the plant life has a two year warranty.

DDA Board President S. Schlittler asked about the diesel that was dumped in Parking Lot #1 after it was paved. City Manager, Shea Charles explained that a one hundred foot stretch plus parking bay will need to be re-done in the next two weeks. An investigation is underway to find the contractor that may have caused the damage. Dumpster fencing and gates will be done in the near future – contractor is getting the materials needed to complete that area of the parking lot.

**H. Parking Lot #1 Recommendation to amend a Traffic Control Number to amend the Parking Lot Hours during normal enforcement hours**

The 2007 Parking Ad Hoc committee requested extended parking hours for the overnight hours. One concern from a tenant to keep longer parking hours, for convenience in the winter months.

**MOTION by G. Moen, seconded by M. Wilson to approve the recommendation on Parking Lot #1 Traffic Control Order request that four hour parking be posted during the day during normal enforcement hours. MOTION CARRIED.**

**I. Appointment of Natalie Burg to the DDA Board**

DDA Director, N. Voght introduced potential new DDA Board member, Natalie Burg and the DDA Board extended a welcome.

**MOTION by J. Hansen, seconded by M. Wilson for G. Moen to ask Howell City Council to appoint Natalie Burg as a new DDA Board Member. MOTION CARRIED.**

**New Business/Business Relocations/Spaces Available Report**

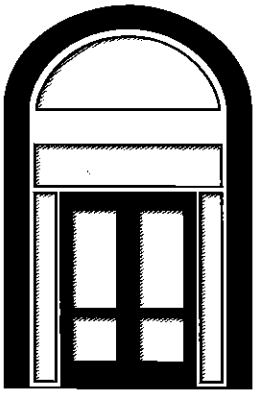
Heller's property sold for \$50,000

The restaurant at 106 E. Grand River Avenue, Attitudes Bistro will not be opening. More information to follow from G. Moen next month.

**MOTION by J. Hansen, SUPPORTED by G. Moen to adjourn the meeting at 8:00 p.m.  
MOTION CARRIED.**

Minutes Approved,

Matt Wilson  
Secretary



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

November 12, 2010

Mr. Nathan Voght AICP  
Director, Howell Main Street/DDA  
City of Howell  
122 State Street  
Howell, Michigan 48843

Dear Nathan,

The 17<sup>th</sup> season of the Howell Farmers' Market has just concluded. Once again it was a very successful event for both the community and the vendors. Each Sunday our market drew many people to downtown Howell. They came to "Buy Fresh, Buy Local", listen to the free weekly entertainment, meet their friends, stroll under the shade trees on the lawn of the courthouse, show off their dogs and frequent the shops and restaurants of local retailers. I am always amazed at how devoted our patrons are, showing up on the miserable cold rainy days, and the unbearable hot humid ones too. Our vendors are equally committed to the market come rain or shine, hot or cold.

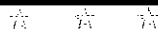
I would like to personally thank everyone from the Howell Main Street / Downtown Development Authority for their continued support of the Howell Farmers' Market. Without the generosity of our supporters we would not be able to offer this event to the community. This was my third season as market manager and I am looking forward to my fourth year. I will work to see that the market continues to grow and go forward effectively supporting our local growers and producers of agricultural products, along with our arts and craft vendors and that it continues to provide residents with a good reason to come together in downtown Howell as a community.

Sincerely,

Nick Bitoff  
Market Manager

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**ACCREDITED**



# MEMORANDUM

**DATE:** November 23, 2010

**TO:** Main Street and  
Downtown Development Authority  
Board of Directors

**FROM:** Nathan Voght, DDA/Main Street Director

**RE:** December 1, 2010 Board Meeting

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## City Council Budget Work Session

The next City Council budget work session is Monday, December 13<sup>th</sup> at 7:00 p.m. in City Council chambers. Any packet prepared will be forwarded to the DDA. Please attend if you are able.

## Budget Forecast and Review

I will be presenting Budget information and a forecast at the meeting. We are awaiting property equalization figures from Livingston County, which will have major implications on DDA revenues next fiscal year. If we receive them in time, I will incorporate them into the forecast.

## DDA Meeting Calendar

Please see attached a current FY calendar with all Committee and Board meeting dates indicated. A regular meeting date for Melon Festival Planning Committee needs to be set. It was set for the third Thursday of every month, which conflicted with Business Development.

I've also attached notice of DDA Board meeting dates for 2011, which is posted in January every year. Due to holiday and event timing, I would recommend meeting dates be shifted. Please see **highlighted** dates for my recommendations.

## Board Officer and Committee Chair Nominations

I would like to welcome Natalie Burg as our newest Board member. Ms. Burg has agreed to take over as Organization Chair. This leaves Mr. Hansen available for an officer position, if so desired. A Chair of Design Committee will be nominated soon, and brought forth for your consideration. A motion and vote would be required to nominate Ms. Burg to Organization Chair, as well as any other changes to Board Officers.

## Budget Amendment Resolution

City Council approved various budget amendments at the November 22<sup>nd</sup> meeting, including adjusting Melon Festival income and expenses to actual. A resolution confirming these adjustments will be provided for DDA Board consideration at the December 1 meeting.



**DRAFT**

**2011 Downtown Development Authority  
Main Street Program**

**4<sup>th</sup> Wednesday of the Month**

**January 26, 2011**

**February 23, 2011**

**March 23, 2011**

**April 27, 2011**

**May 25, 2011**

**June 22, 2011**

**July 27, 2011**

**August 24, 2011 (this would be Wednesday AFTER Melonfest which is 8/20)**

**Option: Mon. 8/15, Tues 8/16, **Wed. 8/31****

**September 28, 2011**

**October 26, 2011 (this would be Wednesday AFTER Legend which is 10/22)**

**Option: **Wed. 11/2****

**December 7<sup>st</sup>, 2010 (1<sup>st</sup> Wednesday in Dec. = Combined Nov./Dec. Mtg)**



## Michigan Main Street Monthly Report

**Due the 10<sup>th</sup> 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:** October, 2010

**Community:** Howell

**Program Director or Person Completing Report:**

Nathan Voght, Howell Main Street Manager

### Design

**Volunteer Hours:** 79.5 hrs.

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

Name of Businesses and address	Private \$\$	Public \$\$	Sources of \$	Total Project
Cleary’s 117 E. Grand River Avenue Rear Stairway Repair	\$3,500		Private	\$3,500

**Total: \$3,500**

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

Project Description/Location	Amount invested	Sources of \$	Total Project
Fall Decorating	\$660	Public	\$660

**Total: \$ 660**

## Economic Restructuring

**Volunteer Hours: 40 hrs.**

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

Name of Businesses and address	Amount invested	Sources of \$	Total Project
All Saints Historic Wedding chapel, 114 S. Walnut New HVAC system	\$10,000	Private	\$10,000

**Total \$ 10,000**

### **New Construction in MSA:**

Name of Businesses and address	Amount invested	Sources of \$	Total Project
n/a			

**Total: \$**

<b>Total dollar of new private investment: \$ 14,100</b>
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### **Buildings Sold in MSA: \*(Amounts available at city assessor's office)**

Name of Businesses and address	Current use	Future use	Amount of Sale *
Heller's Flowers at 203 W. Grand River	Vacant	Gift shop	\$50,000

### **New Businesses Opened in MSA:**

Name	Type of business

### **Existing Downtown Businesses that have expanded in MSA:**

Name	Type of business
Five Star Screen Printing	Printing and promotional products

### **Businesses Closed in MSA:**

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

## Businesses Moved out of Downtown to another Location:

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

## New Housing Completed Downtown:

Type	# of Units	Monthly Rent or Purchase Price
n/a		

## Promotion

### 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
<p>The 8<sup>th</sup> Annual Legend of Sleepy Howell Took place on Saturday, October 23<sup>rd</sup> from 5-8 p.m. in downtown Howell. Sponsored by the Howell DDA/Main Street Promotions Committee, it is one of Livingston County's premier Halloween event. Activities included more than twenty free candy stations; costume contests including a canine costume contest; live music provided by the band, 'Not Yet Dead,' and also a DJ Station with music; hay rides; a hay climb and a hay maze; creepy campfires offering free s'mores; a haunted "bowling" alley, graveyard and train car; storytelling at The Opera House; twenty-three active booths; Broom Ball; and also "spirit wear" available through a local apparel vendor.</p> <p>This year a local church sponsored the event a set up four stations around downtown with a safari theme. Obtain a passport and get it stamped at all four stations and prizes were drawn from all submitted passports.</p>	SE	<p>Meijer sponsored Candy at wholesale cost Citizens Insurance gave \$1,000 sponsorship Howell Bowl-E-Drome sponsored the haunted "bowling" alley for \$250 First National Bank in Howell sponsored the Children's Inflatables area for \$800 Dr. Thomas Kellogg, DDA sponsored the hay rides for \$200 SonRise Church sponsored event with \$1,000</p> <p><u>Spooky Spider Sponsorships @ \$200 each:</u> John W. Connell &amp; Associates, PC, CPA; Pyro Heating &amp; Cooling, Inc., Renewal by Andersen,</p> <p><u>Fan of Legend Sponsorships @ \$100 each:</u> Bamwell Professionals/Keller Williams Realty, Bead Gallery 2, Bob Evans Restaurant, Buffalo Wild Wings, Dairy Queen, Diamonds Steak &amp; Seafood, Jimmie Johns, Law Office of Sue Hamilton, PC; Maurices, Mr. B's Rustic Tavern, Roy's Autoworks, Simplicity Salon, Stines Dental Associates, Sunny J's Lingerie and Leisure, The Community Theater of Howell, The Home Depot, Timothy P. MacDonald, PLC; Where the Wild Things Grow</p> <p><u>Mummy Merchant Sponsors @ \$40 each:</u> Howell Area Historical Society, Carriage House Designs, Dennis Perkins, PC; Morgan Stanley/Peter Bowen, State Street Studios, Cobb Hall Insurance, The Spinning Loft, Uptown Coffeehouse, Razzmatazz Toys, Rocket Grilled Subs and Burgers, American Red Cross, Howell Carnegie District Library, Livingston County 4-H, BowenWorks4 Kids</p> <p><u>Mummy Merchant Sponsors @ \$75 each:</u> Doyle Construction, Dr. Samuel Daniels, DDS; Liberty Tax Service of Howell, Motor City Health and Fitness, Trends in Tile</p> <p>In Kind Sponsorships included: Dunkin' Donuts – 1,000 donuts for a donut-eating contest Howell Village Market - S'more supplies for 2,000 packets Grundy's Ace Hardware donated brooms for Broomball Bartown ran the canine costume contest and gave away certificates and prizes Countryside Veterinary Hospital donated prizes for canine costume contest</p> <p>Prizes donated for contests: One free 8" Ice Cream cake from Dairy Queen \$50 in Howell Area Parks &amp; Recreation gift certificates \$25 Where the Wild Things Grow gift certificate \$30 in Razzmatazz gift certificates \$20 Mr. B's Rustic Tavern gift certificate \$15 Uptown Coffeehouse gift certificate</p>	\$11,579.86	12,000±

		Howell Main Street/DDA donated 5 Legend of Sleepy Howell T-shirts and Melon Festival T-shirts, hats and pins also 2 each Downtown Howell Gift Certificates in the amount of \$50, \$35 & \$20 to be used at the following sponsors: Bead Gallery 2, Brewer-Bouchey Monument Co., Country Squire Lighting, Diamond's Steak & Seafood, Lady Rebecca's, Mark's Midtown Coney Cafe, Mr. B's Rustic Tavern, Razzmatazz Toys, The Spinning Loft, Sunny J's Lingerie & Leisure, Uptown Coffeehouse, Where the Wild Things Grow		

Main Street Cost	Total Volunteer Hours	Achievement	Revenue Raised
\$4,662.86 (net)	823.5	This event has grown tremendously over the last 8 years, and is beginning to explode in popularity. The event fits nicely into the Downtown Howell niche, which is family-friendly. The lasting positive impression this event leaves on the participants is powerful, and difficult to measure. The event is universally praised, and draws from a wider region every year. We are VERY excited about the future of this event!	\$6,917 (gross income) This event is a net loss event

**Total Number of Volunteer Hours:**

**Committee Meeting Hours: 40; Volunteer Hours: 783.5 = 823.5 Grand Total**

**Organization**

**Volunteer Hours: 2 hrs.**

**Organization Activities Completed:**

Activity	Achievement
Recruited a new board member and Org. Chair: Natalie Burg New organization committee member-Aimee Nicholson	New board member

**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
Michigan Main Street Trailing in Portland, MI	Traci Mularoni, Main Street Coordinator	October 5	Main Street Program Education

**Board Member Changes:**

**Assistance Received:**

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

**Other News or Commentary:**

1. The Farmers' Market that takes place every Sunday from 9 a.m. to 2 p.m. finished up its season the last Sunday of October.
2. The final Melon Festival budget was presented at the DDA Board Meeting on October 27, 2010.

**Program: & Outlook (List Critical Issues, Problems, and Successes of the Past Month and future challenges):**

1. All committees have almost completed reviewing all work plans and re-setting all projects to manageable goals for 2010-2011.
2. Organization Committee: New committee chair, Natalie Burg and another member approached for vacancy on this committee.
3. Organization Committee: Discussion about how to get a tangible newsletter out to the community in a cost effective manner.
4. Promotions Committee: October 23<sup>rd</sup> was the The Legend of Sleepy Howell event with the largest attendance as to date.
5. Promotions Committee: Working diligently on all holiday campaign work plans including Merry TubaChristmas on December 11<sup>th</sup> and also employee discount cards will be handed out this holiday season.
6. Design Committee: Public Art (in Parking Lot #1) hardware and landscaping installed. Looking forward to the upcoming art installation and ribbon cutting which should happen in November.
7. Business Committee: Howell Happenings Live meeting on October 20<sup>th</sup> at Mr. B's Rustic Tavern. Information presented on current events downtown, construction, public art, and our Howell Business Assistance Team (business retention team). Diana Rencsak will be the new chair for this committee. Realtor Round table is being set up for December that will bring together local realtors to showcase and give information on vacant properties in our main street area. Committee has been assigned various existing merchants to contact and report back issues expressed, etc.

**Suggestions for State and National Staff:** (Suggestions on services or training topic; new resources; questions):

*No suggestions at this time.*

Please return your **completed report** by the **10<sup>th</sup>** 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](mailto:krizovl@michigan.gov) - Please call Laura Krizov at 517.241.4237 with any questions.

*Howell Main Street*

MINUTES

October 28, 2010

Time: 6:00 p.m.



**Present:** Pam Lewis; Traci Mularoni, Administrative Assistant; and Nathan Voght DDA Director; Eric Conn, Gary Kackstetter, Terry Lyons, Ron Gari, Jeri McKeon-Andersen, Jessica Tokman

**Absent:** Bruce McCullen, Gudrun Patton

1. **Call to Order:** Meeting called to order by N. Voght at 6:16 p.m.
2. **Approval of Design Committee Minutes from October 14, 2010.**  
Correction of volunteer hours: **E. Conn- 4, R. Gari – 16, Lyons - 15**  
*Motion to approve amended minutes by E. Conn, seconded by G. Kackstetter. Motion carried unanimously.*
3. **Public Art and Parking Lot 1 Update:** N. Voght spoke with Carl Goines and he will be done with the galvanizing of the tree at the end of next week. Glass panels and hardware installation should be done around the same time. Media will be contacted when installation is going to happen so that press coverage can be taken. N. Voght has asked Shea and City Council and also the Mayor and DDA Board when a ribbon-cutting event could happen. No definitive answer yet. DTE will add banner arms to the light poles.  
  
N. Voght gave an overview of the City's upcoming budget amendments and how they will affect the DDA budget. DDA will take on D-19 bond payments of \$58,000 starting next July, 2011. Debt payment for Parking Lot #1 will start next year also. Possible move of the DDA office back to the City Hall building at 611 E. Grand River. There is also talk of charging extra fees for some of the charges during our downtown events, like Department of Public Works and Police overtime fees.
4. **Public Arts Initiative Update**
  - a) Debbie Mikula to attend November 11<sup>th</sup> Design meeting for information about non-profit, public arts funding. Another person the Design Committee would like to meet with is John Sauve from Brighton. Anja from Dr. Bonine's office also suggested to Pam to use the Chelsea Art Walk as a model. The Bonine walk has a poetry included in their walk and Pam and Jeri suggest using poetry in the area of Parking Lot #1 near the wire Indian tree. Suggestion to add the poems, "Indian Trail" by Anabel Kellogg VanWinkle and also "The Embers' Heritage" by Letzter Heller .The Design Committee would like to recommend to the DDA Board to add poetry to Parking Lot #1 near the wire tree once the tree is in place.

Jessica gave information regarding her art's plaque for Parking Lot #1. She hopes to carve letters into the back of glass and then having it mounted on steel with the same hardware as the glass art panels.

b) Need to think about work plan for the public arts initiative.

**5. Work Plans – Prioritize and Update**

E. Conn brought out volunteer, communication and vision were the three major concerns that he got out of the MMS Evaluation. Other things noted from the Michigan Main Street Annual Evaluation were the communication between Design and the DDA Board, conflict of interest policy and the chair of the Design Committee.

For 2010-2011 Budget: Design Committee agrees to delete the work plans for: Design 101 Workshop, Property Owner Workshop, Peanut Row Alley Entryway Enhancement, and Consolidated Newspaper Racks

Consolidate Mosaic public art project and Clinton and state street public art project under the Title of Public Arts Initiative in Howell.

Howell History Days Loft Tours – not in budget; but would like to keep this and add to Melon Festival if Howell History Days doesn't happen as an event.

For 2010-2011 Fiscal Year Budget:

Sign Grant \$5,000

Façade Grant \$25,500

Arts Initiative \$0 (Pam)

Historic Preservation Design Awards \$1,500 (Jeri)

Design PDF Brochure for Website \$100 (Pam)

Design Training for Committee Members \$500 (Terry)

Self-Guided Bar Code Waling Tours \$500 (Jess)

Walking Tour Brochure \$0 (Jeri)

For 2011-2012 Fiscal Year Budget: Walking Tour, Sign Grant, Façade Grant, Arts Initiative, HP Design Awards

All work plans to be updated and emailed to N. Voght by the next meeting for review.

**6. Volunteer Hours:**

**J. Tokman - 3**

**G. Patton- 1**

**P. Lewis - 2**

**B. McCullen-**

**G. Kackstetter - 1**

**J. McKeon Andersen- 1**

**E. Conn- 1**

**R. Gari - 13**

**T. Lyons - 13**

**10. Adjourn:**

Motion made to adjourn by at 8:34 p.m. by T. Lyons and was seconded by E. Conn.

*Motion approved unanimously.*

*Next Meeting: November 11th, 2010 at 6:00 p.m. at the DDA/Main Street Office located at 122 State Street.*

*Howell Main Street*

MINUTES

November 11, 2010

Time: 6:00 p.m.



**Present:** Pam Lewis, Gary Kackstetter, Bruce McCullen, Eric Conn, Jessica Tokman, Jeri McKeon-Andersen, Guest Speaker – John Sauve; Traci Mularoni and Nathan Voght from the Howell Main Street/Downtown Development Authority.

**Absent:** Ron Gari and Gudrun Patton

1. **Call to Order:** Meeting called to order by N. Voght at 6:10 p.m.
2. **Approval of Design Committee Minutes from October 28, 2010.**  
*Motion to approve minutes by E. Conn, seconded by G. Kackstetter. Motion carried unanimously.*
3. **Public Art Initiative:**
  - a) **Guest Speaker: John Suave.** N. Voght gave an overview of Downtown Howell's public art in Parking Lot #1. Discussion on public art logos and how they can often get diluted. Questions from the Design Committee to John included: What is the best way to raise money for future art installation? With only a group of volunteers under the DDA, can you avoid becoming a 501 C3? What advice can be given for the future? John Suave is an artist himself and with his contacts has become a tool in helping communities bring public art into their downtowns. There are not a lot of people that do large public art presentations in the area. In Port Huron their public art presentation started in the City Hall, overlooking the public art along the waterway and then they contacted the press and they give their promotional posters to every dignitary that visits the city to promote and sell their public art. John suggested, "that your public art is only as good as you put into the promotion of it, try to keep the brand alive by constantly promoting your public art." John gave an overview of a typical public art program that he would facilitate and what kinds of sponsorships you would need to facilitate his program.

Jessica Tokman asked what would come first: the art or the funding? John answered with two proposals: 1) your committee could ask for submissions and then pick from the submissions, wait for the artist to bring his work to downtown and pay him directly; or 2) John could facilitate to do a curated invitational with artists that can come up with art by a certain date – all pieces would be ready, hardware and all. All pieces would be reviewed prior to a commitment to have them downtown. Fundraising and the artists would be contacted at the same time that you are growing this art program. John suggests at least ten pieces for the art show – timeline could run anywhere from 6 months and beyond. It just takes fundraising efforts. Suggestion to attend Chicago's International Sculpture Symposium next year if the committee wanted to attend and present the committee's desire to have artists come and provide

public art for Howell. John expressed his interest in helping the Design Committee with future endeavors. John will send his program outline for the committee's review.

- a) Debbie Mikula is scheduled to attend the next Design Committee on December 9 to discuss her knowledge on grants and funding of programs.

**3. 114 State Street Sign Incentive Application – Bead Gallery 2**

N. Voght discussed the proposed sign drawing and proposed materials. The Committee discussed the merits of the sign, the fact that it was projecting and had raised elements. A motion was made to approve the sign incentive grant for 114 State Street, The Bead Gallery 2, in the amount of \$463; based on the raised lettering of the sign, projecting nature of the sign and the high quality of the sign. Motion made by J. McKeon-Andersen, Seconded by E. Conn. Unanimous approval with Pam Lewis abstaining from the vote.

**4. Work Plans – Prioritize and Update**

Committee members to submit all work plans with updates by December 9<sup>th</sup> meeting.

**5. Volunteer Hours:**

**P. Lewis - 4**

**B. McCullen - 2**

**E. Conn - 1**

**10. Adjourn:**

Motion made to adjourn by at 7:50 p.m. by J. McKeon-Anderson and was seconded by E. Conn.

*Motion approved unanimously.*

***Next Meeting: December 9th, 2010 at 6:00 p.m. at the DDA/Main Street Office located at 122 State Street.***



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Present: Natalie Burg –Chair; Nathan Voght- DDA Director; Amie Nicholson – new committee member; and Traci Mularoni – Administrative Assistant

Absent: Kathy Ignatowski – County; Jerilee Cook- Library and Carol Stone – Assistant City Manager

1. Call to order: Natalie Burg called the meeting to order at 9:10 a.m.
2. Approval of Meeting Minutes from October 7, 2010.  
Motion by Committee Chair – Natalie Burg to review minutes from October 7 and November 4, at the next Organization meeting on December 2, 2010.
3. New Committee Member Introduction: N. Voght introduced Amie Nicholson as a new Organization committee member and then gave an overview of the Michigan Main Street program and how it is funded.
4. Melon Festival Financial Review: Review of the 2010 Howell Melon Festival memorandum from N. Voght, DDA Director and the final event budget that was presented to the DDA Board. Recommendation was made that Mary Stotler of Michigan Main Street (Promotions Specialist) attend an upcoming meeting to review this year's Melon Festival budget and make recommendations for next year's budget.
5. Existing Work Plan Review and Assignments: Recommendation from chair, N. Burg to use Google Docs (through Gmail) as an easier tool used to keep work plans updated electronically. There is one link that everyone can use to update the work plans.
6. Volunteer Recruitment Strategy: Two methods were discussed:
  - 1) Outreach campaign comprised of a media outreach by posting an advertisement in the Volunteers section of the Livingston Press & Argus; a Facebook campaign; posters and 1/3 page flyers be handed out locally that would state that each committee in our program has a display at Howell Main Street office – invitation to stop by and see what the committees are about and information on how to become a member; use a window display at the DDA office for recruitment; ask current volunteers to bring a friend to the committee meetings and become involved; and possibly offer a scholarship or incentive for young volunteers. It was also suggested to make an invitation for high school or college interns to interview for a position in each committee. Work plan to be provided at the next meeting.
  - 2) Orientation for each committee that includes a working binder that would be comprised of contact phone numbers and our Vision and Mission Statements; a "to-do list" for each month, our meeting calendar, Michigan Main Street booklets, and a copy of the current work plans. Prototype to be provided by N. Burg at the next meeting.
7. Adopted Vision Statement Awareness: this will follow the Volunteer Recruitment Campaign and will be an open community forum that will take place close to when the DDA Board would like to review and amend our current Vision Statement.
8. Internal Program Communications – Proposal to purchase or have donated a dry erase board that the committees can use to post their current information and communications.

9. External Communications – Newsletter & Email Blast Calendar: Proposal to email blast twice per month and have a newsletter out every three months. There is a newsletter template in place. Work plan to be provided by N. Burg.

10. Other Business:

Volunteer Hours:      N. Burg - 5                      C. Stone –  
                                    A. Nicholson – 1                      J. Cook –                      Admin Staff/Volunteers – .25

Motion by N. Voght to adjourn meeting at 10:25 a.m., seconded by A. Nicholson; motion carried.

***Next Meeting: December 2, 2010 at 9 a.m. at the DDA Office at 122 State Street.***



## Promotions

### MINUTES –November 11, 2010

Time: 8:30 am

Location: DDA/ Main Street Office

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**Present:** Stephanie Schlittler Kim Esper; Traci Mularoni and Nathan Voght from the Howell Main Street/DDA; and Tom Bloomer and Peter Carey from Touch Integ. Communications

**1. Call to Order:** S. Schlittler called the meeting to order at 8:33 a.m.

**2. Employee Discount Card – December 6-12, 2010:**

Merchant deals are due by Monday, November 15<sup>th</sup>. Cards will be printed and then distributed by November 22 with the help of volunteers to every business in the Downtown Development Area (this includes Main Street area). Names of companies to contact will be emailed out for committee members to contact prior to card delivery, so permission is granted for card distribution. Kim Esper will approach: Serve Pro, Performance Fabricating, Irish, LOC, LESA, Hatch, Diamond Chrome, Tomato Brothers, Excell, Highland, Morelco, DataPak, Howell Care, Chem Trend, Ogihara, Pepsi and Medilodge. Nathan to draft email to send out to businesses so they may request employee discount cards if they want to distribute them. Nathan will also send an email to Promotion with businesses that Kim does not take to see if anyone can help contact them. Kim Esper to supply names to Nathan Voght from the EDC list.

**3. Howell for the Holidays – Holiday Campaign:**

The holiday informational letter for the Main Street area went out November 9<sup>th</sup>. The letter highlights all holiday promotions available to help promote their business. Kim Wilson from Carriage House Designs will do the bows for the winners of the best window display contest.

- a) Radio Ads (done): These ads will run two weeks prior to the Fantasy of Lights parade and then right before Christmas again.
- b) Holiday Poster: Posters to be done by the delivery of the employee discount cards so that they can be delivered at the same time.
- c) Holiday Flyers (done): delivery with the posters for delivery at the same time.

**4. Merry TubaChristmas – December 11:**

Traci gave update on upcoming event. It will take place on December 11<sup>th</sup> with sign up and practice at The Opera House, concert at the amphitheater at 2 p.m. If there is inclement weather, the concert will happen at the Opera House. Nathan to contact Devin of Parks & Cemeteries to inquire about help with snow removal the day of the event. Traci to get back up volunteers to shovel the snow. Press release to be sent out this week.

**5. Michigan Main Street – “Shop MI Downtown Holiday Campaign”:**

- a) Press release sent on November 8<sup>th</sup>
- b) Logos, posters, and in-store flyers to be delivered with an explanation letter on Friday, November 12.
- c) Use of social media: This promotion is mainly being pushed on Facebook. Make a note for next year’s campaign to offer a local contest of whoever spends the most money downtown to win something downtown.

**6. February or March retail event - Discussion:**

Thursday, March 17<sup>th</sup> is St. Patrick’s Day. Discussion followed about last year’s Grabbin O’ The Green event. Suggestion was made to bring an Irish dancing group in for the event. Also maybe focus on being outside at a central location (Close State Street, south of Clinton) and use the tented area as a place for a costume contest with prizes, chili cook-off, cash booth located here and other things. The idea of incorporating a race was discussed, with a partnership with the Recreation Authority. N. Voght mentioned concern about logistics for races and police and DPW support needed. With upcoming budget cuts, needed support will get more difficult to provide. N. Voght to discuss possibility with Debbie Mikula and report back.

**7. Other Business**

- a) **Volunteer Hours:** Kim Esper – 1, Tom Bloomer – 1, Peter Carey – 2, Stephanie Schlittler – 3
- b) **Blissfield Quarterly Training:** Michigan Main Street quarterly training to take place in Blissfield on December 8<sup>th</sup> – Promotions Committee members are encouraged to attend and are asked to RSVP their attendance to Traci by December 1.
- c) **Howell High School Choir:** Peter Carey has contacted the Howell High School choir through their director, Ron Bushey, to sing “Oh there’s no place like Howell for the Holidays...” And will use the recording in the holiday radio ads. This choir will be approached to join in the Merry TubaChristmas event and help with the Christmas caroling following the tuba concert.

Meeting was adjourned at 9:35 a.m.

Next Promotions meeting: December 9th, at 8:30 a.m., 122 State Street.

CITY OF HOWELL DDA

10/28/2010

Name	Amount		Description
Nextel	\$ 83.03	Nov 2010	Cellular Communication
Fifth Third 10-15-2010	\$ 4,331.59		Credit Card
Office Max	\$ 14.28		Copy Paper
Resesrve Account	\$ 1.32		Postage
Kroger	\$ 15.98		Garbage bags & Paper towels
AT & T	\$ 0.19		Communications
C-Blue	\$ 39.16		Paper for signs and maps
Lashbrook Septic Service	\$ 70.00		Additional Port A John
JJ Jenkleheimer & Co	\$ 276.60		Sweatshirts for Sleepy Howell
Mularoni, Traci	\$ 144.61		Legend Expenses
VanGlider, Linda	\$ 120.00		straw bales for hayride
TOTAL	\$ 5,096.76		
BALANCE FORWARD 11-25-2010	\$ 32,543.43		
TOTAL	\$ 37,640.19	*****	

EXP CHECK RUN DATES 11/24/2010 - 11/25/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	CK Run Date	A/P Post Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
A-1 RENT 42781	A-1 RENT ALL STOP 1305 E GRAND RIVER HOWELL MI, 48843		10/25/2010 11/25/2010 / / 11/25/2010	12900 0.0000	GEN N N N	LEGEND STAGE, TENT, TABLES, FOG MAC	 1,381.25 0.00 1,381.25

PD CK# 71083 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	1,381.25	0.00
VENDOR TOTAL:			1,381.25

ABOVO VIS 42782	ABOVO VISUAL COMMUNICATIONS 5075 N BURKHART RD HOWELL MI, 48855	10/29/2010 11/25/2010 / / 11/25/2010	59610 0.0000	GEN N N N	2010 LEGEND DESIGN AND GRAPHICS, AN	 1,067.00 0.00 1,067.00
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PD CK# 71084 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	1,067.00	0.00
VENDOR TOTAL:			1,067.00

SBC 42989	AT & T P.O. BOX 8100 AURORA IL, 60507-8100	10/31/2010 11/25/2010 / / 11/09/2010	517548106810-10 0.0000	GEN N N N	DDA FAX LINE	 34.65 0.00 34.65
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PD CK# 71074 11/15/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-850.000	COMMUNICATIONS - TELEPHONES	34.65	0.00
VENDOR TOTAL:			34.65

BONK BROS 42986	BONK BROTHERS SUPPLIES INC. 3280 W GRAND RIVER HOWELL MI, 48855	10/01/2010 11/24/2010 / / 11/09/2010	18299 0.0000	GEN N N N	SOIL FOR MUMS	 22.73 0.00 22.73
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PD CK# 71061 11/09/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-881.001	BEAUTIFICATION SUPPLIES	22.73	0.00
VENDOR TOTAL:			22.73

HOWELLCITY 42994	CITY OF HOWELL ,	10/11/2010 11/25/2010 / /	10540-11-2010 0.0000	GEN N N	118 W CLINTON ST	 21.00 0.00
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EXP CHECK RUN DATES 11/24/2010 - 11/25/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	CK Run Date	A/P Post Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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PD CK# 71095	11/19/2010	11/23/2010			N		21.00
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GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.002	UTILITIES - WAT / SEW	21.00	0.00

HOWELLCITY 42995	CITY OF HOWELL	10/30/2010	12302-11-10	GEN	122 STATE ST	
		11/25/2010		N		28.67
		/ /	0.0000	N		0.00
		11/23/2010		N		28.67

PD CK# 71095 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.002	UTILITIES - WAT / SEW	28.67	0.00

VENDOR TOTAL: 49.67

CLEAR VIEW 43067	CLEAR VIEW SERVICES JARED & MELIA PUTNAM P.O. BOX 1141 HOWELL MI, 48844	10/31/2010	6696	GEN	WINDOW CLEANING SEPT & OCT 2010	
		11/25/2010		N		40.00
		/ /	0.0000	N		0.00
		11/25/2010		N		40.00

PD CK# 71096 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-804.001	CONTRACT SERV - JANITOR	40.00	0.00

VENDOR TOTAL: 40.00

CONSUMERS 42997	CONSUMERS ENERGY LANSING MI, 48937-0001	10/31/2010	2914-11-10	GEN	122 N STATE ST	
		11/25/2010		N		19.96
		/ /	0.0000	N		0.00
		11/23/2010		N		19.96

PD CK# 71099 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.001	UTILITIES - GAS	19.96	0.00

VENDOR TOTAL: 19.96

DET EDISON 43086	DTE ENERGY P O BOX 740786 CINCINNATI OH, 45274-0786	10/31/2010	4891888-11-2010	GEN	908 E SIBLEY ST	
		11/25/2010		N		38.72
		/ /	0.0000	N		0.00
		11/16/2010		N		38.72

PD CK# 71075 11/15/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
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EXP CHECK RUN DATES 11/24/2010 - 11/25/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	CK Run Date	A/P Post Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
248-728-920.011	UTILITIES - ELEC D-19					38.72 0.00	
VENDOR TOTAL:							38.72
MISC 43142	ETHAN PROPERTY, LLC 124 HOLIDAY LANE HOWELL MI, 48843		11/16/2010 11/25/2010 / / 11/25/2010	11162010 0.0000	GEN N Y N	FACADE GRANT REIMBURSEMENT 202 S M	22,400.00 0.00 22,400.00
PD CK# 71116 11/19/2010							
GL NUMBER 248-729-967.010	DESCRIPTION PROJECT COSTS - DESIGN					AMOUNT 22,400.00	AMT RELIEVED 0.00
VENDOR TOTAL:							22,400.00
GRUNDYS AC 42802	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI, 48843		10/18/2010 11/25/2010 / / 11/25/2010	68308 0.0000	GEN N N N	CHRISTMAS DECORATIONS DDA	31.45 0.00 31.45
PD CK# 71122 11/19/2010							
GL NUMBER 248-728-880.000	DESCRIPTION HOLIDAY DECORATIONS					AMOUNT 31.45	AMT RELIEVED 0.00
VENDOR TOTAL:							31.45
HOW CHAMBE 43007	HOWELL AREA CHAMBER OF COMMERCE 123 E WASHINGTON ST HOWELL MI, 48843		10/31/2010 11/25/2010 / / 11/25/2010	39023 0.0000	GEN N N N	OCT - MAY GML SUBSCRIPTION VOGHT	140.00 0.00 140.00
PD CK# 71129 11/19/2010							
GL NUMBER 248-729-860.000	DESCRIPTION CONFERENCE /TRANSPORTATION					AMOUNT 140.00	AMT RELIEVED 0.00
VENDOR TOTAL:							140.00
HOW CONFER 43008	HOWELL CONFERENCE & NATURE CENTER 1005 TRIANGLE LAKE HOWELL MI, 48843		10/31/2010 11/25/2010 / / 11/25/2010	10252010 0.0000	GEN N N N	2ND DAY BUS - MELONFEST	250.00 0.00 250.00
PD CK# 71130 11/19/2010							
GL NUMBER 248-729-967.012	DESCRIPTION PROJECT COSTS - ORGANIZATION					AMOUNT 250.00	AMT RELIEVED 0.00
VENDOR TOTAL:							250.00

EXP CHECK RUN DATES 11/24/2010 - 11/25/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	Disc. Date	PO	Hold		Discount
	City/State/Zip		Due Date	Disc. %	Sep CK		Net Amount
					1099		

HOW PARKS	HOWELL PARKS AND RECREATION AUTHORI	10/09/2010		HMF2010	GEN	REIMBURSEMENT FOR PROCEEDS FROM HMF	
43009	925 W GRAND RIVER	11/25/2010			N		1,070.88
	HOWELL MI, 48843	/ /		0.0000	N		0.00
		11/25/2010			N		1,070.88

PD CK# 71133 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,070.88	0.00

VENDOR TOTAL: 1,070.88

J J JINKLE	J J JINKLEHEIMER & CO	10/31/2010		25510	GEN	2010 LEGEND T-SHIRTS/SWEATSHIRT ORD	
43010	P O BOX 446	11/25/2010			N		64.50
	HOWELL MI, 48844	/ /		0.0000	N		0.00
		11/25/2010			N		64.50

PD CK# 71134 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	64.50	0.00

VENDOR TOTAL: 64.50

JENKINS, I	JENKINS, INGRID	11/10/2010		11-10-2010	GEN	CLEANING FOR NOV 2010	
43138	P.O. BOX 1122	11/25/2010			N		160.00
	HOWELL MI, 48844	/ /		0.0000	Y		0.00
		11/25/2010			Y		160.00

PD CK# 71137 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-804.001	JANITORIALS SERVICES	160.00	0.00

VENDOR TOTAL: 160.00

KEY EQUIPM	KEY EQUIPMENT FINANCE	11/17/2010		11/17/2010	GEN	COPIER LEASE- DEC 2010	
43144	P.O. BOX 74713	11/24/2010			N		0.00
	CLEVELAND OH, 44194-0796	11/24/2010		0.0000	N		0.00
		11/24/2010			N		183.18

PD CK# 71141 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-740.019	OPER SUPP/SMALL EQUIPMENT	183.18	0.00

VENDOR TOTAL: 183.18

MISC	KLASS, MIKE	11/11/2010		11112010	GEN	MERRY TUBA CONDUCTOR FEE	
43076	1206 S MAY ST	11/25/2010			N		150.00
	BAY CITY MI, 48706	/ /		0.0000	Y		0.00

EXP CHECK RUN DATES 11/24/2010 - 11/25/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	CK Run Date	A/P Post Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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PD CK# 71079 11/15/2010  
 11/16/2010 N 150.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	150.00	0.00

VENDOR TOTAL: 150.00

KROGER 42810	KROGER-COLUMBUS CUSTOMER CHARGES MICHIGAN 3444 SOLUTIONS CENTER CHICAGO IL, 60677-3004	10/20/2010 11/25/2010 / / 11/25/2010	142943-10-2010 0.0000	GEN N N N	LEGEND VOLUNTEERS - FOOD AND SUPPLI	176.04 0.00 176.04
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PD CK# 71142 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	176.04	0.00

VENDOR TOTAL: 176.04

LIV ARTS 43015	LIVINGSTON ARTS COUNCIL P O BOX 626 HOWELL MI, 48844-0626	11/03/2010 11/25/2010 / / 11/25/2010	2010 0.0000	GEN N N N	MERRY TUBA RENTAL AGREEMENT DEC 11	250.00 0.00 250.00
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PD CK# 71145 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	250.00	0.00

VENDOR TOTAL: 250.00

MISC 43016	LIVINGSTON CO. BLDG SERVICES 420 S HIGHLANDER WAY HOWELL MI, 48843	11/03/2010 11/25/2010 / / 11/25/2010	2010TUBA 0.0000	GEN N Y N	REQUEST DEC 11, 2010, AMPHITHEATE	25.00 0.00 25.00
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PD CK# 71146 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	25.00	0.00

VENDOR TOTAL: 25.00

GANNETT 43139	LIVINGSTON COUNTY DAILY PRESS & ARG SUBSCRIPTION PAYMENT P.O. BOX 742530 CINCINNATI OH, 45274-2530	11/01/2010 11/25/2010 / / 11/25/2010	DEC2010 0.0000	GEN N N N	SUBSCRIPTION RENEWAL FOR DEC 2010	10.33 0.00 10.33
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EXP CHECK RUN DATES 11/24/2010 - 11/25/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	Disc. Date	PO	Hold		Discount
	City/State/Zip		Due Date	Disc. %	Sep CK		Net Amount

PD CK# 71147 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-840.000	DUES & MEMBERSHIPS	10.33	0.00

VENDOR TOTAL: 10.33

MML	MICHIGAN MUNICIPAL LEAGUE	10/22/2010	DDA-10/2010	GEN	ATTRACTING AND RETAINING ENTREPRENE	
42878	P.O. BOX 7409	11/25/2010		N		70.00
	ANN ARBOR MI, 48107-7409	/ /	0.0000	N		0.00
		11/09/2010		N		70.00

PD CK# 71066 11/09/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-860.000	CONFERENCE /TRANSPORTATION	70.00	0.00

VENDOR TOTAL: 70.00

MR BS	MR B'S	11/16/2010	2010 LEGEND	GEN	REIMBURSE FOR GIFT CERTIFICATE	
43137	101 W GRAND RIVER	11/25/2010		N		50.00
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/25/2010		N		50.00

PD CK# 71161 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	50.00	0.00

VENDOR TOTAL: 50.00

MISC	MULARONI, TRACI	11/09/2010	1109	GEN	MILEAGE & PARKING FEES	
43024	1784 MIST WOOD	11/25/2010		N		117.25
	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		11/25/2010		N		117.25

PD CK# 71162 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-860.000	CONFERENCE /TRANSPORTATION	117.25	0.00

VENDOR TOTAL: 117.25

MISC	RAZZMATAZZ TOYS	11/15/2010	2010LEGENDDO	GEN	GIFT CERTIFICATE REIMBURSEMENT	
43131	109 W GRAND RIVER	11/25/2010		N		9.55
	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		11/25/2010		N		9.55

PD CK# 71171 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
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EXP CHECK RUN DATES 11/24/2010 - 11/25/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	CK Run Date	A/P Post Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
248-729-967.016	PROJECT COSTS - PROMOTIONS					9.55 0.00	
VENDOR TOTAL:							9.55
MISC 42825	SCHLITTLER, STEPHANIE		10/20/2010	102010	GEN	REIMBURSEMENT FOR HHL SUPPLIES	
			11/25/2010		N		44.47
			/ /	0.0000	Y		0.00
			11/09/2010		N		44.47
PD CK# 71071 11/09/2010							
GL NUMBER	DESCRIPTION					AMOUNT	AMT RELIEVED
248-729-967.018	PROJECT COSTS - BUSINESS DEVELOPMENT					44.47	0.00
VENDOR TOTAL:							44.47
SPARTAN BA 43133	SPARTAN BARRICADING & TRAFFIC CONTR 1560 CEDAR ST HOLT MI, 48842		10/31/2010	97186	GEN	MESSAGE BOARD FOR SLEEPY HOWELL	
			11/25/2010		N		660.00
			/ /	0.0000	N		0.00
			11/25/2010		N		660.00
PD CK# 71174 11/19/2010							
GL NUMBER	DESCRIPTION					AMOUNT	AMT RELIEVED
248-728-940.000	EQUIPMENT RENTAL					660.00	0.00
VENDOR TOTAL:							660.00
STATE STRE 43145	STATE STREET PROPERTIES 118 STATE STREET HOWELL MI, 48843		11/17/2010	11/17/2010	GEN	RENT FOR DEC 2010	
			11/24/2010		N		0.00
			11/24/2010	0.0000	N		0.00
			11/24/2010		N		1,236.00
PD CK# 71180 11/19/2010							
GL NUMBER	DESCRIPTION					AMOUNT	AMT RELIEVED
248-728-942.000	BUILDING LEASE					1,236.00	0.00
VENDOR TOTAL:							1,236.00
MISC 42708	SWAN, KEVIN		10/23/2010	DDA 2010LEGEND	GEN	LEGEND 2010	
			11/25/2010		N		500.00
			/ /	0.0000	Y		0.00
			10/26/2010		N		500.00
PD CK# 70957 10/27/2010							
GL NUMBER	DESCRIPTION					AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS					500.00	0.00
VENDOR TOTAL:							500.00

EXP CHECK RUN DATES 11/24/2010 - 11/25/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code	Vendor name	A/P	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	Post Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

TOUCH	TOUCH INTEGRATED COMMUNICATIONS LLC	11/17/2010	DDA-010-10	GEN	HOLIDAY CREATIVE AND WEBSITE COPY U	
43143	321 N COURT ST	11/25/2010		N		1,200.00
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/25/2010		N		1,200.00

PD CK# 71183 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	1,200.00	0.00

VENDOR TOTAL: 1,200.00

VANDENBERG	VANDENBERG BULB CO INC	10/21/2010	487078	GEN	TULIP BULBS FOR DOWNTOWN	
43140	P.O. BOX 468	11/25/2010		N		75.35
	HOWELL MI, 48844-0468	/ /	0.0000	Y		0.00
		11/25/2010		N		75.35

PD CK# 71184 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-881.001	BEAUTIFICATION SUPPLIES	75.35	0.00

VENDOR TOTAL: 75.35

MISC	WHERE THE WILD THINGS GROW	11/15/2010	2010 LEGEND	GEN	REIMBURSEMENT FOR 2010 LEGEND GIFT	
43136	109 E GRAND RIVER	11/25/2010		N		25.45
	HOWELL MI, 48843	/ /	0.0000	Y		0.00
		11/25/2010		N		25.45

PD CK# 71189 11/19/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	25.45	0.00

VENDOR TOTAL: 25.45

WHMI 93.5	WHMI 93.5	10/24/2010	31875	GEN	LEGEND RADIO ADS	
42898	P.O. BOX 935	11/25/2010		N		840.00
	1277 PARKWAY DR	/ /	0.0000	N		0.00
	HOWELL MI, 48844	10/09/2010		N		840.00

PD CK# 71073 11/09/2010

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	840.00	0.00

WHMI 93.5	WHMI 93.5	10/31/2010	31960	GEN	WHMI.COM BANNER AD	
43033	P.O. BOX 935	11/25/2010		N		150.00
	1277 PARKWAY DR	/ /	0.0000	N		0.00
	HOWELL MI, 48844					

EXP CHECK RUN DATES 11/24/2010 - 11/25/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	CK Run Date	A/P Post Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
PD CK# 71190	11/19/2010		11/25/2010		N		150.00
GL NUMBER 248-729-967.016	DESCRIPTION PROJECT COSTS - PROMOTIONS				AMOUNT	AMT RELIEVED	
					150.00	0.00	
VENDOR TOTAL:							990.00
TOTAL - ALL VENDORS:							32,543.43

CITY OF HOWELL  
MEMORANDUM

**TO:** DOWNTOWN DEVELOPMENT AUTHORITY  
**FROM:** NATHAN VOGHT, DDA/MAIN STREET DIRECTOR  
**DATE:** NOVEMBER 23, 2010  
**RE:** **114 STATE STREET SIGN INCENTIVE**

The Main Street Design Committee approved a Sign Incentive Application for a projecting sign for The Bead Gallery 2, located at 114 State Street. The approved incentive amount is \$463, which is 25% of the total cost of the sign, pursuant to the incentive guidelines.

The Design Committee referenced the high-quality of the sign, with raised lettering, quality materials, and the fact that it is a projecting sign, as reasons for approval.



Julie VanDyke  
The Bead Gallery 2  
114 State Street  
Howell, MI 48843

**SUBJECT: Design Committee Approval of Sign Grant Application – 114 State Street**

November 12, 2010

Dear Ms. VanDyke,

I am pleased to inform you that the Howell Main Street/DDA Design Committee has recommended approval of your Sign Incentive Application for a projecting, two-sided sign for the Bead Gallery 2 at 114 State Street, in the amount of \$463.

The proposed sign meets the Sign Incentive Program guidelines in that it is high quality, is projecting from the façade, and used raised or three-dimensional elements. Your application will be sent to the Howell Downtown Development Authority Board for final approval on December 1, 2010.

Sincerely,

Nathan Voght, AICP  
City of Howell DDA/Main Street Director

Rec'd 11/9/10



**Howell Main Street/DDA  
Sign Incentive Program Application**

Your Name Julie VanDyke

Address of Proposed Sign Installation: 114 State St. Howell, MI  
Bead Gallery 2

I am the  building owner  business owner

Contact Phone Number 734 945 9651 E-mail Julie@bga2.com

**Sign Company Information**

Name R. Gari Signs + Display

Address 9043 Buckhorn Lane Brighton, MI 48116

Phone 810-355-1245 Contact R. Gari

**Sign Costs**

Estimated Total Cost of Sign: \$ 1852.00

Materials \$ 200.00

Design \$ 1640.00

Installation \$ \_\_\_\_\_

**Enclosure Check List**

- \_\_\_\_\_ Sign Incentive Program Application
- \_\_\_\_\_ Sign Permit Application from City of Howell
- Written permission from building owner (if applicant is leasing) *Pamela D. Lewis*
- \_\_\_\_\_ Sign design, drawn to scale, including dimensions and colors

Julie VanDyke  
Signature of Applicant

11/8/10  
Date

Date Received:	Approved	Tabled	Denied
Date Reviewed:	Yes	No	
Letter Issued:	Approved	Denied	
Incentive was	\$ _____		



# R. Gari Sign & Display, Inc.

9043 Buckhorn Lane  
 Brighton, MI 48116  
 810-355-1245 rgari@rgari.com  
 www.rgari.com

## Work Order

Date	Estimate #
11/9/2010	712

Name / Address
Bead Gallery 2

Terms	Project
Deposit req'd, balance C.O.D.	

Item	Description	Cost	Qty	Total
Labor	Design, fabricate and installation labor for proposed projecting sign	1,600.00	1	1,600.00
Sign	Materials for projecting sign	200.00	1	200.00
Permit	Howell sign permit	40.00	1	40.00

NOTE: A DEPOSIT OF \$1,000.00 DUE AT TIME OF ORDER WITH SIGNED WORK ORDER. BALANCE DUE UPON INSTALLATION. Thank you.

*PAID* # *check*  
*NOV 9-10* # *1015*  
*[Signature]*

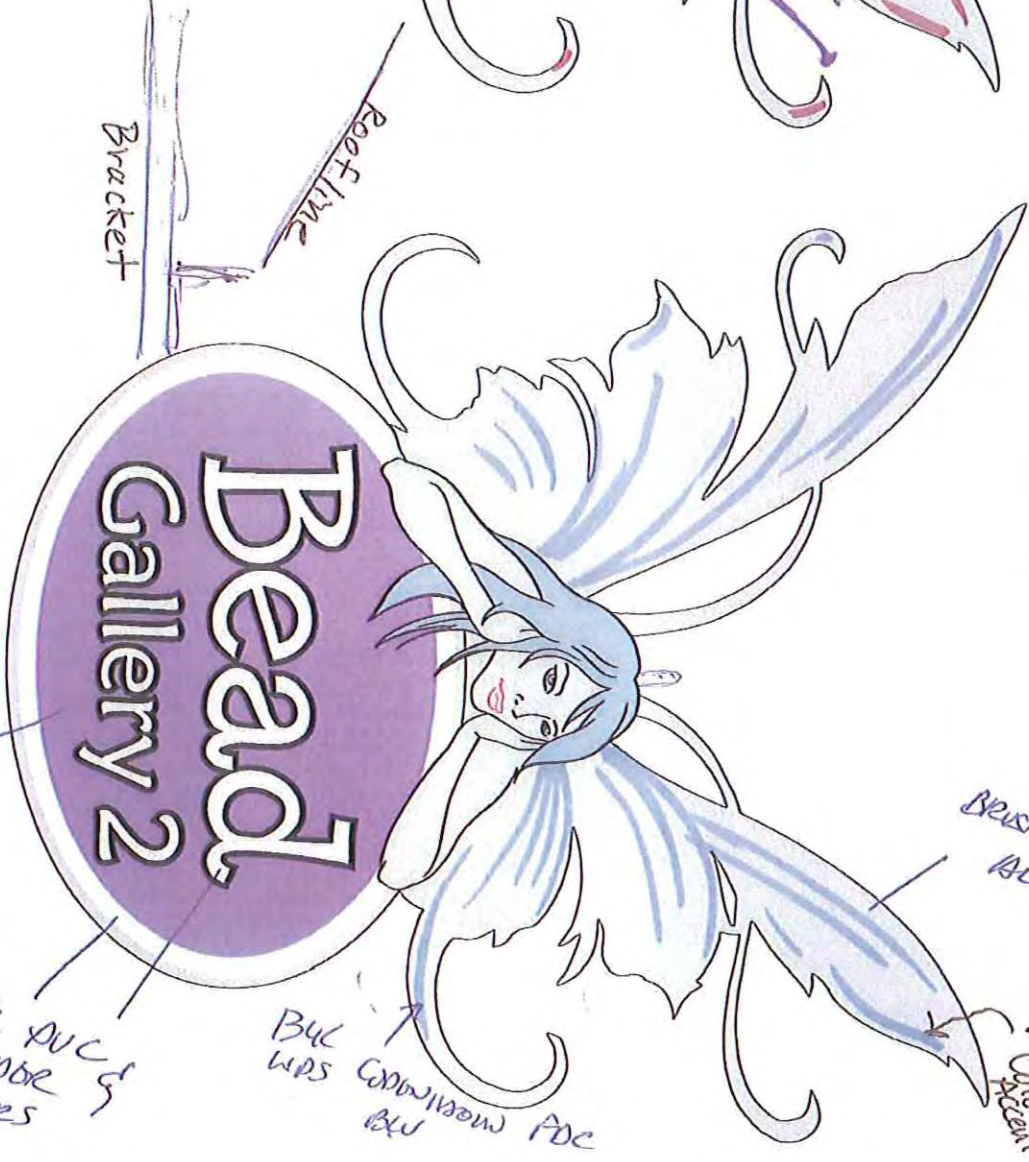
TO BE INSTALLED BEFORE  
 NOV 25th

PLEASE NOTE PAYMENT TERMS IN BODY OF WORK ORDER.

(X) Signature *[Signature]*

Subtotal	\$1,840.00
Sales Tax (6.0%)	\$12.00
<b>Total</b>	<b>\$1,852.00</b>

MAX SIZE 40" WIDE 48" TALL



2-SIDED NOT SLOW

BRUSHED SILVER ALU PANEL

Viny! Color Accents

BK WPS COORDINATE POC BK

OPAC 407 DEEP VIOLET

1/2 PVC & RAISED LETTERS

Bracket

Roofline

CITY OF HOWELL  
MEMORANDUM

**TO:** DOWNTOWN DEVELOPMENT AUTHORITY  
**FROM:** NATHAN VOGHT, DDA/MAIN STREET DIRECTOR  
**DATE:** NOVEMBER 23, 2010  
**RE: DDA OFFICE LEASE RENEWAL**

Attached is a proposed 6-month lease for 122 State Street, from January 1, 2011 to June 30, 2011. The terms are identical to current terms (\$1,236 monthly lease rate). This limited time period will allow full budget discussions to be completed for FY 2011-2012. A decision about continued occupancy of 122 State Street can be made in the spring.

## STATE STREET PROPERTIES

**This Lease Agreement** (this "Lease") is dated December 1, 2010 by and between Donald E. Lewis and Pamela Lewis, his wife, d/b/a/ State Street Properties ("Landlord"), whose address is 118 State Street, Howell, Michigan, 48843 and the Downtown Development Authority of the City of Howell, a Michigan Municipal Corporation ("Tenant"), whose address is 611 E. Grand River, Howell, MI 48843.

The Parties agree as follows:

**PREMISES.** Landlord, in consideration of the lease payments provided for in this Lease, leases to Tenant, 122 State Street, Howell, Michigan 48843, consisting of approximately 800 rentable sq. ft. of space in a building consisting of 1,600 rentable square feet, and includes a pro rata share of common area space.

**TERM.** The Lease Term will begin on January 1, 2011 and will terminate on June 30, 2011.

**LEASE PAYMENTS.** Tenant shall pay to Landlord the sum of Twelve-Hundred Thirty-Six Dollars (\$1,236), payable in monthly installments, in advance on the first day of each month.

Lease payments shall be made to the Landlord at 118 State Street, Howell, Michigan 48843, which address may be changed from time to time by the Landlord.

**SECURITY DEPOSIT.** At the time of the signing of this Lease, Landlord acknowledges a Security Deposit of Twelve-Hundred Dollars (\$1,200) was previously paid to be held and disbursed for Tenant damages to the Premises (if any) as provided by law.

**POSSESSION.** Tenant shall be entitled to immediate possession\* and shall yield possession to Landlord on the last day of the term of this Lease, unless otherwise agreed by both parties in writing. At the expiration of the Term, Tenant shall remove its goods and effects and peaceably yield up the Premises to Landlord in as good a condition as when delivered to tenant, ordinary wear and tear excepted. \*(See comments under TERM.)

**PROPERTY INSURANCE.** Landlord and Tenant shall each maintain appropriate insurance for their respective interests in the Premises and property located on the Premises. Landlord shall be named as additional insured on Tenant's policies. Tenant shall deliver appropriate evidence to Landlord as proof that adequate insurance is in force issued by companies reasonably satisfactory to Landlord. Landlord shall receive advance written notice from the insurer prior to any termination of such insurance policies.

**RENEWAL TERMS.** Tenant may renew for an additional period of one (1) year per renewal term, by giving advance written notice of its intent to renew no later than ninety (90) days prior to the end of the term or renewal term. The lease terms during any such renewal term shall be the same as those contained in this Lease except that the monthly rent installment payments for the renewed year shall be increased 5%.

**MAINTENANCE.** Landlord's obligations for maintenance shall include:

- the roof, foundations, outside walls and other structural parts of the building;
- the sewer, water pipes and other matters relating to plumbing;
- the electrical wiring; building components and systems.
- the heating, ventilation and air conditioning system; and
- the common areas of the building;
- all other items of maintenance not specifically delegated to Landlord under this Lease.

Tenant's obligations for maintenance shall include:

- Interior of the Demised Premises.

**UTILITIES AND SERVICES.** Tenant shall be responsible for gas, electric, water, rubbish and cable utilities and services incurred in connection with the Premises.

**TAXES.** Taxes attributable to the Premises or the use of the Premises shall be allocated as follows:

**REAL ESTATE TAXES.** Landlord shall pay all real estate taxes and assessments for the premises.

**PERSONAL TAXES.** Tenant shall pay all personal property taxes, personal taxes and any other charges which may be levied against the Premises and which are attributable to Tenant's use of the Premises, along with all sales and/or use taxes (if any) that may be due and payable with lease payments.

**DEFAULTS.** Tenant shall be in default of this Lease if Tenant fails to fulfill any lease obligation or term by which Tenant is bound. Subject to any governing provisions of law to the contrary, if Tenant fails to cure any financial obligation within five (5) days (or any other obligation within ten (10) days) after written notice of such default is provided by Landlord to Tenant, Landlord may take possession of the Premises without further notice (to the extent permitted by law) and without prejudicing Landlord's right to damages. In the alternative, Landlord may elect to cure any default and the cost of such action shall be added to the Tenant's financial obligations under this Lease. Tenant pay all costs, damages and expenses (including reasonable attorney fees and expenses suffered by Landlord by reason of Tenant's defaults. All sums of money or charges required to be paid by Tenant under this Lease shall be additional rent, whether or not such sums or charges are designated "additional rent". The rights provided by this paragraph are cumulative in nature and are in addition to any other rights afforded by law.

**LATE PAYMENTS.** Payment is due the first of the month. For any payment that is not paid on its due date, Tenant shall pay a late fee of Seventy-Five Dollars (\$75.00).

**HOLDOVER.** If Tenant maintains possession of the Premises for any period after the termination of this Lease ("Holdover Period"), Tenant shall pay to Landlord lease payment(s) during the Holdover Period at a rate equal to the normal payment rate set forth in the Renewal Terms paragraph.

**CUMULATIVE RIGHTS.** The rights of the parties under this Lease are cumulative and shall not be construed as exclusive unless otherwise required by law.

**NON-SUFFICIENT FUNDS.** Tenant shall be charged Twenty Five Dollars (\$25.00) for each check that is returned to Landlord for lack of sufficient funds, said sum payable immediately upon Landlord's presentation of documentation of such non-sufficient funds.

**REMODELING OR NON-STRUCTURAL IMPROVEMENTS.** Tenant shall have the obligation to conduct any construction or remodeling (at Tenant's expense) over those construction and remodeling items described in "Landlord's Work" below, that may be required to use the Premises as specified above. Tenant may also install such fixtures on the premises (at Tenant's expense) that appropriately facilitate its use for such purposes. Such construction shall be undertaken and erected and such fixtures may be installed only with the prior written consent of the Landlord which shall not be unreasonably withheld. Tenant shall not install awnings or advertisements on any part of the Premises without Landlord's written consent. At the end of the Lease Term, Tenant shall be entitled to remove (or at the request of Landlord shall remove) such fixtures and shall restore the Premises to substantially the same condition of the Premises at the commencement of this Lease.

#### **LANDLORD WORK**

The Landlord agrees as follows.

1. Front and rear façade will be rehabilitated in accordance with architectural plans.
2. All facade work will be completed within six months of occupancy. Minimum work to include restoration of all original first-floor windows and transoms, scrape and paint front façade and new entrance doors at original recessed location.
3. The two windows facing the rear alley will be restored with appropriate windows.
4. Install wiring for telephone and computer system lines. Tenant pays costs and Landlord coordinates installation.

**ACCESS BY LANDLORD TO PREMISES.** Subject to Tenant's consent (which shall not be unreasonably withheld), Landlord shall have the right to enter the Premises to make inspections, provide necessary services or show the Premises to prospective buyers, mortgages, tenants or workers. However, Landlord does not assume any liability for the care or supervision of the Premises. As provided by law, in the case of an emergency, Landlord may enter the Premises without Tenant's consent. During the last three months of this Lease or any extension of this Lease, Landlord shall be allowed to display the usual "To Let" or "For Lease" signs and show the premises to prospective tenants.

**INDEMNITY REGARDING USE OF PREMISES.** To the extent permitted by law, Tenant agrees to indemnify, hold harmless and defend the Landlord from and against any and all losses, claims, liabilities and expenses including reasonable attorney fees, if any, which Landlord may suffer or incur in connection with Tenant's possession, use or misuse of the Premises, except for Landlord's act or negligence.

**WAIVER OF SUBROGATION:** Anything in this Lease to the contrary notwithstanding, the parties hereto hereby waive any and all rights of recovery, claim, action or cause of action

(except for Rent) against each other, their agents, officers, and employees, for any loss or damage that may occur to the premises hereby demised, or any improvements thereto, or any personal property (whether that of Lessor or Lessee) in or on said Building or improvement, or said Building of which the Leased Premises are a part, or any improvements thereto, by reason of fire, the elements, or any other cause which is insured against under the terms of fire and extended coverage insurance policies of either party hereto, regardless of cause of origin, including negligence of the parties hereto, their agents, officers and employees.

**DANGEROUS MATERIALS.** Tenant shall not keep or have on the Premises any article or thing of a dangerous, flammable or explosive character that might substantially increase the danger of fire on the Premises, or that might be considered hazardous by a responsible insurance company, unless prior written consent of Landlord is obtained and proof of adequate insurance protection is provided by Tenant to Landlord. Notwithstanding the foregoing, Lessee may, without Lessor's prior consent, but in compliance with all Applicable Law, use any ordinary and customary materials reasonably required to be used by Lessee in the normal course of Lessee's business permitted on the Premises, so long as such use does not expose the Premises or neighboring properties to any risk of contamination or damage or expose Lessor to any liability therefore.

**COMPLIANCE WITH REGULATIONS.** Tenant shall promptly comply with all laws, ordinances, requirements and regulations of the federal, state, county, municipal and other authorities and the fire insurance underwriters. However, Tenant shall not by this provision be required to make alterations to the exterior of the building or alterations of a structural nature.

**MECHANICS LIENS.** Neither the Tenant nor anyone claiming through the Tenant shall have the right to file mechanics liens or any other kind of lien on the Premises and the filing of this Lease constitutes notice that such liens are invalid. Further, Tenant agrees to (1) give actual advance notice to any contractors, subcontractors or suppliers of good, labor or services that such liens will not be valid, and (2) take whatever additional steps are necessary in order to keep the Premises free of all liens resulting from construction done by or for Tenant.

**SUBORDINATION OF LEASE.** This Lease is subject and subordinate to all ground or underlying leases, mortgages and deeds of trust which effect the property or the Project, including all renewals, modifications, consolidations, replacements and extensions thereof; provided, however, if the Landlord under any such lease or the holder or holders of any such mortgage or deed of trust shall advise Landlord that they desire or require this Lease to be prior and superior thereto, upon written request of Landlord to Tenant, Tenant agrees to promptly execute, acknowledge and deliver any and all documents or instruments which Landlord, holder or holders deem necessary or desirable for purposes thereof. Landlord shall have the right to cause this Lease to be and become and remain subject and subordinate to any and all ground or underlying leases, mortgages or deeds of trust which may hereafter be executed covering the Premises, the Project or the property or any renewals, modifications, consolidations, replacements or extensions thereof, for the full amount of all advances made or to be made thereunder and without regard to the time or character of such advances, together with interest thereon and subject to all the terms and provisions thereof; provided, however, that Landlord obtains from the lender or other party in question a written undertaking in favor of Tenant to the effect that such lender or other party will not disturb Tenant's right of possession under this Lease if Tenant is not then or thereafter in breach of any covenant or provision of this Lease.

Tenant agrees, within ten (10) business days after Landlord's written request therefore, to execute, acknowledge and deliver upon request any and all documents or instruments requested by Landlord or necessary or proper to assure the subordination of this Lease to any such mortgages, deed of trust, or leasehold estates. Tenant agrees that in the event any proceedings are brought for the foreclosure of any mortgage or deed of trust or any deed in lieu thereof, to attorn to the purchase or any successors thereto upon any such foreclosure sale or deed in lieu thereof as so requested to do so by such purchaser and to recognize such purchaser as the lessor under this Lease; Tenant shall, within ten (10) business days after request execute such further instruments or assurances as such purchaser may reasonably deem necessary to evidence or confirm such attornment. Tenant agrees to provide copies of any notices of Landlord's default under this Lease to any mortgagee or deed of trust beneficiary whose address has been provided to Tenant and Tenant shall provide such mortgagee or deed of trust beneficiary a commercially reasonable time after receipt of such notice within which to cure any such default. Tenant waives the provisions of any current or future statute, rule or law which may give or purport to give Tenant any right or election to terminate or otherwise adversely affect this Lease and the obligations of the Tenant hereunder in the event of any foreclosure proceeding or sale.

**ASSIGNABILITY/SUBLETTING.** Tenant may not assign or sublease any interest in the Premises, nor effect a change in the majority ownership of Tenant (from the ownership existing at the inception of this Lease) nor assign, mortgage or pledge this Lease without the prior written consent of Landlord, which shall not be unreasonably withheld. Notwithstanding the foregoing, Tenant may assign this Lease or sublet the Premises or any portion thereof, without Landlord's consent and without extending any recapture or termination option to Landlord, to any corporation which controls, is controlled by or is under common control with Tenant or to any corporation resulting from a merger or consolidation with Tenant, or to any person or entity which acquires all the assets or Tenant's business as an on-going concern.

**NOTICE.** Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid and addressed as follows:

**LANDLORD**

Donald E. Lewis and Pamela Lewis  
d/b/a State Street Properties  
118 State Street  
Howell, MI 48843

**TENANT**

DDA of the City of Howell  
c/o Nathan Voght, Director  
611 E. Grand River  
Howell, MI 48843

Such addresses may be changed from time to time by either party providing notice as set forth above. Notice mailed in accordance with the above provisions shall be deemed received on the third day after posting.

**GOVERNING LAW.** This Lease shall be construed in accordance with the laws of the State of Michigan.

**ENTIRE AGREEMENT/AMENDMENT.** This Lease Agreement contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease. This Lease may

be modified or amended in writing, by mutual consent, if the writing is signed by both parties to this Lease Agreement.

**SEVERABILITY.** If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

**WAIVER.** The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party’s right to subsequently enforce and compel strict compliance with every provision of this Lease.

**BINDING EFFECT.** The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors and assigns.

**NON-SMOKING BUILDING.** This is a non-smoking building. Smoking is not permitted within any portion of the building. In addition, no burning of candles nor use of live Christmas trees.

**AUTHORITY TO EXECUTE LEASE**

Both parties hereby represent that they have full authority to execute and enter into this Lease, Landlord as Owner of the premise and Tenant as an independent authority, which is allowed to enter into its own contractual obligations.

**LANDLORD:**

**TENANT:**

STATE STREET PROPERTIES

DDA of the City of Howell

\_\_\_\_\_  
By: Donald E. Lewis  
Its: Owner

\_\_\_\_\_  
By: Nathan Voght  
Its: Director

Dated:\_\_\_\_\_

\_\_\_\_\_  
By: Pamela Lewis  
Its: Owner

Dated:\_\_\_\_\_

CITY OF HOWELL  
MEMORANDUM

**TO:** DOWNTOWN DEVELOPMENT AUTHORITY  
**FROM:** NATHAN VOGHT, DDA/MAIN STREET DIRECTOR  
**DATE:** NOVEMBER 23, 2010  
**RE: PROPOSED BY-LAWS AMENDMENTS**

Please see attached proposed amendments to the Howell Downtown Development Authority By-Laws. Michigan Main Street recommended we amend the By-Laws to allow any Main Street Committee member to be a Chairperson. This will allow more flexibility within the committee structure, particularly during Board and Committee volunteer transitions.

HOWELL DOWNTOWN DEVELOPMENT AUTHORITY  
HOWELL, MICHIGAN

BY-LAWS

ARTICLE 1: PURPOSE AND POWERS

Section 1 – Mission Statement

Howell will be a unique, historical community with a vibrant mix of commercial, residential and cultural features – a friendly place to work, shop and live.

Section 2 – Purpose

The purpose of the Howell Downtown Development Authority (hereinafter referred to as Howell DDA or DDA) is to act in accordance with Act 197 of the Public Acts of 1975, as such statute may be amended from time to time, including: to correct and prevent deterioration in the downtown district; to encourage historical preservation, to create and implement development plans in the district, to promote economic growth and redevelopment of the district, and to encourage the expansion of commercial enterprises in the downtown district.

Section 3 – Powers

The Howell DDA shall have the powers to:

1. Prepare an analysis of economic changes taking place in the downtown district;
2. Study and analyze the impact of metropolitan growth upon the downtown district;
3. Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple –family dwelling unit which may be necessary or appropriate to the execution of a plan, which in the opinion of the Board of Directors of the Howell Downtown Development Authority “hereinafter referred to as the DDA Board”, aids in the economic growth of the downtown district;
4. Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt and prevent the deterioration of the property values, economic stagnation and decline, and competitive decline in the downtown district; and to promote the economic growth of the downtown district, and take such steps as may be appropriate to persuade property owners to implement the plans to the fullest extent possible;

5. Implement any plan of promotions, development and financing in the downtown district necessary to achieve the purposed of Act 197, in accordance with the powers of the Authority as granted by Act 197;
6. Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties;
7. Acquire by purchase or otherwise, on terms and conditions and in a manner the Authority deems proper, or own, convey, or otherwise dispose of, or lease as lesser or lessee, and other property, real or personal, or rights or interest therein, which the Authority determines is reasonably necessary to achieve the purposes of Act 197, and to grant or acquire licensees, easements and options with respect thereto;
8. Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings and any necessary or desirable appurtenances thereto, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or combination thereof;
9. Fix, charge and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents and charges of the payment of revenue bonds issued by the Authority;
10. Lease any building or property under its control, or any part thereof;
11. Accept grants and donations of property, labor or other things of value from public or private source;
12. Acquire and construct public facilities;
13. Prepare its own budget for approval by the City Council
14. Utilize Tax Increment Financing (TIF) or other revenue measures throughout the DDA District or portions thereof as authorized under Public Act 197 of 1975, as may be amended in the future;
15. To employ a Director, Main Street Manager, administrative staff, legal counsel, maintenance staff, consultants and other service providers;
16. Any other allowed actions approved by City Council as permitted by the laws of the State of Michigan.

## ARTICLE 2: OFFICES

### Section 1 – Offices

The Howell DDA shall maintain such offices as it may determine or the business of the Authority may require from time to time. The current offices of the Howell DDA are situated at 611 E Grand River, Howell, Michigan 48843.

## ARTICLE 3: BOARD MEMBERS

### Section 1 – General Powers

The business affairs of the Howell DDA shall be managed by the “DDA Board”.

### Section 2 – Number, Tenure and Qualifications

The “DDA Board” shall consist of eight (8) plus the acting Mayor, however not more than 12 voting Members, including the Officers, the Mayor of the City of Howell, and the Chair of each Standing Committee. The Mayor shall serve as the Chief Executive Officer of the DDA. The Members of the Board shall be appointed for a 4 year term. Not less than a majority of the members shall be persons having an interest in property located in the DDA District or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it.

The “DDA Board” may also include not more than 5 Ex-Officio non-voting Members. The Ex-Officio Members of the “DDA Board” shall include the prior Members of the “DDA Board”, residents of the City of Howell and representatives from the Chamber of Commerce, Schools, St. Joseph Mercy Hospital, Citizens Insurance, Cleary College or other major employer within the greater Howell area. The outgoing Board President may remain on the Board as a non-voting Ex-Officio member (“Past President”) for one year after his/her term has ended.

### Section 3 – Selection of Board Members

The Mayor shall appoint the voting Members of the “DDA Board”, upon consultation with the “DDA Board”, subject to the approval of City Council. Subsequent voting “DDA Board” Members shall be appointed in the same manner as the original appointments at the expiration of each Board Members term of office. Candidates for the Member position on the “DDA Board” shall be identified through a recruitment application and selection process that will consider the needs of its programs. The Mayor may ask for the assistance or advice of the “DDA Board”, standing committees, or the DDA Director in selecting voting “DDA Board” Members candidates. A person so appointed by the Mayor shall be declared a voting member of the “DDA Board” upon

taking the oath of office. The “DDA Board” shall approve Ex-Officio Members after considering the recommendations of the Mayor and City Council.

#### Section 4 – Expiration of Term; Continuation in Offices; Reappointment; Filling Vacancies

If a vacancy on the “DDA Board” is created by the death, resignation or removal of a Member, a successor shall be appointed by the Mayor, subject to the approval of City Council. Candidates for the Member position on the “DDA Board” shall be identified through a recruitment, application and selection process that considering the needs of its programs. The Mayor may ask for the assistance or advice of the “DDA Board”, standing committees, or the DDA Director in selecting voting “DDA Board” Members candidates.

#### Section 5 – Board Member Attendance

1. When appointed, each Member should state his/her willingness and intention to attend each scheduled monthly meeting of the “DDA Board”.
2. In the event of business trips, family vacation, changed job requirements, sickness or other personal matters that prohibit the Member from attending a “DDA Board” Meeting, the Member shall notify DDA Staff or the “DDA Board President” as early as possible of the inability to attend the scheduled meeting, thus insuring that a quorum will be present for the meeting.
3. If a Member is absent from more than three (3) meetings in any 12-month period of time, the “DDA Board” shall recommend through the Mayor to City Council that the “Member” be removed.

#### Section 6 – Removal

Pursuant to notice and after having been given an opportunity to be heard, a Member of the “DDA Board” may be removed for cause by the City Council.

#### Section 7 – Disclosure of Interests

A Director of the “DDA Board” or an employee who has a direct interest in any matter before the “DDA Board” shall disclose his or her interest prior to the “DDA Board” taking any action with respect to the matter, which disclosure shall become a part of the official record of the proceedings.

#### Section 8 – Annual Meeting

An annual meeting of the “DDA Board” shall be held in the month of July each year, beginning with the year 2006, for the purpose of strategic planning, assessment of yearly goals and accomplishments, election of Officers, and for the transaction of such

other business as may come before the meeting. Nominations for the Officers of the “DDA Board” shall be recommended in June of each year.

#### Section 9 – Regular Meetings

Regular meetings of the “DDA Board” shall be held at such time and place, as the “DDA Board” shall from time to time determine. Regular meetings shall be held, a minimum of once per month, unless the “DDA Board” determines otherwise. The President shall determine the specific time and day of each month that regular meetings shall be held based on the availability of the Members of the “DDA Board”. Notice of the regular meeting shall be posted outside of City Hall and on the “DDA Board” website. All meetings shall be held in accordance with the Open Meetings Act.

#### Section 10 – Special Meetings

Special meetings of the “DDA Board” may be called at the request of the Mayor of the City of Howell or the “DDA Board” President. The person calling the special meeting of the “DDA Board” may fix the time and place for the holding of the special meeting, with no less than 48-hours notice to all “DDA Board” Members. Notice shall be by telephone, email, posted on the “DDA Board” website and posted outside of City Hall. All meetings shall be held in accordance with the Open Meetings Act.

#### Section 11 – Notice of Meetings

All meetings shall be preceded by public notice in accordance with the Open Meetings Act.

#### Section 12 – Quorum and Voting

A majority of the Members of the “DDA Board” then in office shall constitute a quorum for the transaction of business. In the event that the number of Members available to vote is reduced because of Disclosure of Interests (Article 3, Section 6), a majority of the remaining Members eligible to vote shall constitute a quorum for the transaction of business. The vote of majority Members present at a meeting at which a quorum is present shall constitute the action of the “DDA Board” unless the vote of larger number of Members is required by statute or elsewhere in these Bylaws.

#### Section 13 – Public Meetings

The meetings of the “DDA Board” shall be public and shall follow all provisions of the Michigan Open Meetings Act.

#### Section 14 – Compensation of Members

Members of the “DDA Board” shall serve without compensation, but shall be reimbursed for actual and necessary expenses subject to authorization by a vote of the majority of the “DDA Board” then eligible to vote.

Section 15 – Minutes of All Meetings

The minutes of any meeting of the “DDA Board” will be prepared and provided to all Members for their review prior to the next regularly scheduled meeting and to each Member of City Council. Minutes of closed meetings shall be maintained in conformity with and shall be subject to the provisions of the Open Meetings Act.

ARTICLE 4: OFFICERS

Section 1 – Officers

The Officers of the “DDA Board” shall be a President, Vice-President, Secretary and Treasurer.

Section 2 – Election and Term of Office

Officers of the “DDA Board” shall be elected annually by the Members at the regular annual meeting of the “DDA Board”. If the election of Officers shall not be held at annual meeting, the election shall be held within 90 days of annual meeting date. The first election of Officers shall be held at the first regular meeting of the “DDA Board” to be held following adoption of these By-Laws by City Council. The initial term of office for the Officers shall expire upon the election of Officers at the next Annual Meeting of the “DDA Board”.

Each officer shall hold office until his successor shall have been duly elected. An Officer shall serve only one two-year term in the same office. No Member shall hold more than one office at a time. An Officer must be a current “DDA Board” Member.

Section 3 – Removal

After notice and having been given an opportunity to be heard, the “DDA Board” may remove any Officer from his or her Officer position for cause whenever the “DDA Board” determines, by a majority vote, that it is in the best interest of the “DDA Board”. The removed Officer shall continue to be a Member of the “DDA Board” until removed from his or her membership by the City Council (see Article 3, Section 6).

Section 4 – Vacancies

A vacancy in office because of death, resignation, removal, disqualification or otherwise, may be filled by a current “DDA Board” Member appointed by the Board

President or Mayor, subject to approval of the “DDA Board,” for the unexpired portion of the term.

Section 5 – President

The President shall preside at all meetings of the “DDA Board” and shall discharge the duties of the presiding officer. To be eligible a candidate for President must have served one full year on the “DDA Board,” with the exception of the first year after the adoption of the By-Laws.

Section 6 –Vice President

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice-President shall perform the duties of the President. When so acting, the Vice-President shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned by the President or the “DDA Board”. To be eligible as a candidate for Vice-President, the Director must have served one full year on the “DDA Board” with the exception of the first year after the adoption of the By-Laws.

Section 7 –Secretary

The Secretary shall record, review and present to the “DDA Board” for approval all meeting minutes, committee reports and correspondence.

Section 8 –Treasurer

The Treasurer shall review and present to the “DDA Board” for approval all DDA fund and expense reports created by the City of Howell Treasurer.

ARTICLE 5: STANDING COMMITTEES

Section 1 – Standing Committees

Standing Committees of the “DDA Board” shall be the Design Committee, Business Development Committee, Promotions Committee, the Organizational Committee, and an Executive Committee consisting of the President, Vice President and Secretary; and any other Committee subsequently created by the “DDA Board.”

Section 2- Standing Committee Structure

No fewer than five (5) Committee Members and no more than 20 Committee Members shall serve on each committee. No more than three (3) “DDA Board”

Members shall serve on one Committee. The “DDA Board” staff shall act as permanent consultants to each Committee without needing to be in attendance at all meetings. Committee Members shall be volunteers who reside in the City of Howell or are persons who have an interest in property or businesses in the community.

Section 3- Term of Office

Each Member of the Standing Committees shall volunteer to participate in the Committee for one-year, unless the committee shall be sooner terminated, or unless such member is removed from the committee, or unless the member shall cease to qualify as a member. There shall be no limit to the number of terms of office for a Committee Member.

Section 4 – Chairperson

The Chairperson of a Standing Committee ~~must also~~ may be a Member of the “DDA Board” or a Member of the Standing Committee.

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Section 5 – Quorum

Unless otherwise provided in the resolution of the “DDA Board” designating a Committee, it shall not be necessary for a quorum to be present for the Committee to act. The Members of the Committee present at a meeting of the Committee shall be authorized to act.

Section 6 – Power of Committees

Standing Committees shall determine and schedule their meeting times, dates (minimum of monthly) and locations; consult with outside sources; interface with other City-appointed Boards and Commissions for an exchange of ideas that would then be presented to the “DDA Board” for action.

Section 7 – Duties

The duties of the Standing Committees are to notify the DDA Director and the President of the “DDA Board” of all meeting times, dates and locations; create agendas and keep written minutes of each meeting to be filed with the records of Secretary of the “DDA Board”; keep the DDA Director informed of the events of each meeting; fulfill requests of and answer to the “DDA Board”; present monthly Committee reports at the “DDA Board” Meetings; act in the best interest of the “DDA Board” at all times.

ARTICLE 6 – CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1 – Contracts

The “DDA Board” may authorize the DDA Director, DDA Treasurer, Howell City Manager or City Clerk to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Howell DDA. Such authorization may be general or confined to specific instances.

Section 2 – Checks, Drafts, etc

All orders for the payment of money, notes or other evidences of indebtedness shall be signed by the Director and forwarded to the Finance Department of the City of Howell for issuance of payment. If for any reason the “DDA Board” establishes a bank account outside of the City of Howell’s bank accounts, then all checks, drafts, and orders for payment of money, notes or other evidences of indebtedness shall be co-signed by the Director and the Treasurer or Deputy Treasurer of the City of Howell.

Section 3 – Deposits

All funds of the Howell DDA shall immediately be deposited into the appropriate fund or account to the credit of the Howell DDA in such banks, trust companies or other depositories as the utilized by the City of Howell for this purpose or as authorized by the “DDA Board” under Article 6, Section 2, above.

Section 4 – Gifts

The “DDA Board” may accept any contributions, gifts, bequests, or devises for the general purposes or for any special purpose of the Howell DDA, as allowable by the General Accounting Standards Board, generally accepted accounting principals, the Internal Revenue Service or applicable regulations. The Director shall inform the City Council of the receipt of such gifts. The identity of the donor need not be reported should the donor wish to remain anonymous.

Section 5 – Budget

The Standing Committees shall submit proposed objectives and goals to the “DDA Board” in January for the development of an annual budget. The “DDA Board” shall set goals and objectives annually by February 1 to develop and approve a budget for the fiscal year beginning the first day of July. The “DDA Board” shall submit an annual budget to the City of Howell Finance Department by March 1 for inclusion in the annual budget presentation to City Council.

ARTICLE 7: BOOKS AND RECORDS

The Howell DDA shall keep correct and complete books and records of account, and shall also keep minutes of “DDA Board” meetings and Standing Committee meetings. The Howell DDA shall also keep at the principal office a record giving names and addresses of the Members entitled to vote. The books and records of the Howell

DDA shall be open to the public at all times in accordance with the State of Michigan Freedom of Information Act. The “DDA Board” Treasurer shall provide the “DDA Board” with regular financial reports of activity including revenues received and expenditures. All bank accounts maintained by the Howell DDA shall incorporate the words “Howell Downtown Development Authority” in the title of such accounts. The Director shall notify City Council of the creation of any new accounts.

#### ARTICLE 8: FISCAL YEAR

The fiscal year of the “DDA Board” shall begin on the first day of July and end on the last day of June the following year.

#### ARTICLE 9: AMENDMENTS TO BY-LAWS

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted if written notice is given of intention to adopt new By-Laws at a meeting of the “DDA Board”. The full nature of the By-Law changes shall be included in the notice. Adoption of By-Law changes shall require affirmative votes by two-thirds of the Members and shall be subject to approval by City Council.

#### ARTICLE 10: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the “DDA Board” in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the “DDA Board” may adopt.

Adopted as amended by Howell Downtown Development Authority Board Members on December 1, 2010, ~~September 26, 2007.~~

~~\_\_\_\_\_~~  
Stephanie Schlittler ~~Charlotte Swann~~, Board Member

~~\_\_\_\_\_~~  
Jeff Hansen ~~Victoria Hartman~~, Board Member

~~\_\_\_\_\_~~  
Matt Wilson ~~Trevor Brooks~~, Board Member

~~\_\_\_\_\_~~  
Stephanie Schlittler, Board Member

~~\_\_\_\_\_~~  
Diana Rencsak ~~Sue Hamilton~~, Board Member

~~\_\_\_\_\_~~  
Natalie Burg ~~Jacob Heikkinen~~, Board Member

~~\_\_\_\_\_~~  
Jeff Hansen, Board Member

Adopted by Howell City Council, on December 20, 2010 ~~December 17, 2007~~

\_\_\_\_\_  
Geraldine K Moen, Mayor

\_\_\_\_\_  
Jane Cartwright, City Clerk



## 2010-2011 Howell Main Street Downtown Development Authority CALENDAR

June							July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
October							November							December							January						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30	31					
February							March							April							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

■ Holiday—Office Closed

■ Design Committee Meetings

■ DDA Board Meetings

■ Organization Committee Meetings

■ Business Development Committee Meetings

■ Promotion Committee Meetings

Melon Festival Meetings?

## **Downtown Business Update Updated November 23, 2010**

### **New Businesses:**

#### **Coming Soon:**

1. **Fortress Wealth Management (2-3 FT)**, 205 W. Grand River (opening soon)
2. **Natural Healing Store** – 204 W. Grand River (details coming)
3. **Kitchen/Bath Designer** – 124 State Street/Ste 200
4. **Heart of Michigan** – MI Made products 203 W. Grand River (seeking artisans)

#### **Businesses Relocating/Moved:**

1. **Five Star Shirts** – Moved from 204 W. Grand River to 102 N. Michigan Ave.
2. **Denise Policella Attorney** – Moved from 102 N. Mich. To 110 ½ N. Michigan

#### **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
3. *118 W. Grand River Ave.*, Former Spag's
4. *209 W. Grand River Ave.*, 1st Floor occupant, Country Squire (*Willing to down size and/or sell building*) (*reduced to \$699,000*)
5. *116 N. Michigan Ave.*, Former Tea Time Fun
6. *120 W. Grand River Ave.*, Current tenant Lady Rebecca's Choice
7. *122 W. Grand River Ave.*, Former Swann's (price reduced to \$425,000)
8. Banker's Square Condo facing State for sale, \$34,900
9. *107-109 E. Grand River* (\$499,900)
10. *215 E. Grand River* (Thai Café bldg) \$249,900

#### **Spaces for Lease**

1. 116 N. Michigan Ave., Former Tea Time Fun (\$13.33/s.f. NNN 1,440 s.f.)
2. 207 N. Michigan Ave. (Ste 201 office, 2,443 s.f. \$16/s.f. Gross + Utilities)
3. 207 N. Michigan Ave. (Ste 102 office, 1,351 s.f. \$16/s.f. Gross + Utilities)
4. 213 E. Grand River Office Space - \$1,330/month + Utilities
5. 202 S. Michigan (4,900 s.f., \$14/s.f. NNN)
6. 113 E. Grand River (Pur-Se to move) 1,700 s.f. retail, \$1,800/month NNN
7. 107 E. Grand River ground floor commercial-\$2,250/month, 2,200 s.f.

#### **Apartments for Lease**

1. 110 W. Grand River Ave. 800 s.f. (\$650, including all utilities)
2. 201 W. Grand River Ave. (2)
3. 111 N. Michigan Ave. 800 s.f. Basement Office
4. 102.5 N. Michigan Ave. 600 s.f. 2 BR, above Yax Jewelers (\$575/month + Utilities)