



# 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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September 22<sup>nd</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 Renscak  
*Treasurer*
5. Matt Wilson  
*Secretary*
6. Vacant
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, September 8, 2010
  - Minutes of Regular Meeting, July 28, 2010  
*(Motion required to place minutes on file)*
4. Correspondence
5. Reports
  - Director Report – Nathan Voght
  - Main Street Coordinator Report - Nathan Voght
  - President's Report – Stephanie Schlittler
  - Treasurer's Report – Diana Renscak  
*(Motion required to place reports on file)*
6. Approval of Committee Reports
  - Design Committee – Nathan Voght, Director
  - Promotions Committee –Diana Renscak, Chairperson
  - Organization Committee – Jeff Hansen, Chairperson
  - Business Development Committee – Stephanie Schlittler, Chairperson  
*(Motion required to place all reports on file)*

## WELCOME!

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

7. Payment of Bills – DDA Treasurer  
*(Motion to pay the bills in the amount of \$64,430.94, plus payroll for September 2010)*
8. **Discussion/Action Items:**
  - A. Howell Public Arts Initiative – Discussion
  - B. Howell Area Chamber of Commerce Membership Renewal – Discussion/Action
  - C. Street Musician Regulations/Permitting – Discussion
  - D. Tour de Livingston Downtown Refresh Station – Discussion/Action
  - E. Melon Festival Review
  - E. Parking Lot #1 Construction Update
9. **New Businesses/Business Relocations/Spaces Available Report**
10. **Motion to Adjourn**  
*(Motion Required for Adjournment)*

**Reminders:**

City Council Budget Management Work Session – Tues. September 20<sup>th</sup>, 6:00 p.m. City Hall  
DDA Executive Comm. Meeting – **Wed. Oct. 6<sup>th</sup>**, 8:30 a.m., DDA Office (note EARLIER date)  
Legend of Sleepy Howell – Oct. 23<sup>rd</sup>, 5:00 to 8:00 p.m. (Rain Date: Oct. 24<sup>th</sup>)  
DDA Board Meeting – Wed. Oct. 27<sup>th</sup>, 6:30 p.m.

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  
September 8, 2010 8:30 am

Committee Members Present: President Schlittler, Treasurer Renscak, Secretary Wilson, DDA Director Voght, Assistant Traci Mularoni

Committee Members Absent: Vice-President Hansen

Meeting began at 8:37 at 122 State Street

The Executive Session was to set the agenda for the September 22, 2010 meeting.

The Committee discussed correspondence and their request to seek funds from the DDA. M. Wilson asked if staff has prepared a process for funding requests to DDA, and N. Voght indicated this has not been set up. It was decided to set up the process, inform all organizations requesting funds, and review these requests accordingly. S. Schlittler asked for staff to give the Beautification Committee a map to indicate which areas they maintain around the City and Downtown so the DDA can be informed of this.

S. Schlittler asked about the upgrade of the DTE poles in Parking Lot #1 from fiber glass to metal, to allow banners. Ms. Schlittler indicated there is some concern on the part of the City about maintenance of the poles and when paint chips off they need to be re-painted. N. Voght indicated no one from the City had shared this concern. He indicated he would call Greg, from DTE, and try to find out more information. In addition, staff is still waiting on a price from DTE for the 7 poles proposed for upgrade.

Other agenda items include a parking lot #1 and Melon Festival Update.

N. Voght indicated a street musician issue has come up and the City and DDA staff will be working on drafting a downtown street musician permitting process. It will be added to the agenda for discussion.

There were no other items requested for the agenda.

The meeting adjourned at 9:11 a.m.

Minutes as recorded by Nathan Voght



**MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY**

**WEDNESDAY, JULY 28, 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: Mayor Moen, Matt Wilson, Stephanie Schlittler, Diane Renscak

Members Absent: Holly Neville, Jeff Hansen

Also Present: Nathan Voght, DDA Director, Shea Charles, City Manager, Traci Mularoni, Administrative Assistant, Steve Manor, Michael Benham, Sherrie Boak, Recording Secretary

President Schlittler called the meeting to order at 6:35 pm

Citizens Comments

No comments

Approval of Minutes

**MOTION by Renscak, SUPPORTED by Mayor Moen to approve the minutes from the Executive Committee Meeting of July 14, 2010. MOTION CARRIED UNANIMOUSLY.**

**MOTION by Renscak, SUPPORTED by Mayor Moen to approve the minutes from the Regular Meeting of June 23, 2010. MOTION CARRIED UNANIMOUSLY.**

**MOTION by Renscak, SUPPORTED by Mayor Moen to approve the minutes from the Executive Session of June 23, 2010. MOTION CARRIED UNANIMOUSLY.**

Correspondence

Melon Fest Ball Invitation

Reports

DDA Director

DDA Director Voght informed the Board that the City Council budget meeting was canceled on July 27, any new dates will be forwarded. The public art for Parking Lot #1 is progressing, and the glass artist has chosen to use tempered glass. The Committee is also exploring public art further for other areas. The Michigan Downtown Conference is in Bay City, if any Board members are interested please contact the DDA Director before August 22. Mr. Voght concluded with a Parking Lot #1 update, and confirmed with the Board that he would be meeting with Devin LaRowe, City of Howell Parks and Cemetery, to discuss the DDA/Main Street landscape expenses.

Main Street Coordinator Report

Referenced the Michigan Main Street Monthly Report.

President's Report

President Schlittler reminded the Board that the annual reports need to be turned in by the end of July. President Schlittler updated the Board on new events during the Melon Festival, including a river boat cruise boat on Thompson Lake, train trips from Howell to Byron, and trolley rides in conjunction with the Historical Society.

Treasurer's Report

Board Member Renscak stated there were no updates.

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

Approval of Committee ReportsDesign Committee

Nathan Voght, DDA Director stated the Committee was working on the public art, the façade grant application for 202 S. Michigan approval, and the "Walk through Time" books will be ready for the Melon Festival.

Promotions Committee

Nathan Voght, DDA Director stated the Committee had reviewed the Legend of Sleepy Howell sponsorship applications and have already received interests.

Organization Committee

President Schlittler stated the Committee was focusing on filling the Board vacancies. Ms. Schlittler had made attempts to contact Holly Neville, with no response. President Schlittler and DDA Director Voght will send a letter to Ms. Neville and ask for her resignation from the Board.

Business Development Committee

President Schlittler stated the committee is focusing on the work plans.

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

Payments of Bills

**MOTION by Renscak, SUPPORTED by Mayor Moen to pay the bills in the amount of \$10,243.65 plus payroll for July, 2010.**

President Schlittler asked the DDA Director to follow up on the "Bonk Brothers" invoices with Devin LaRowe; including clarification on areas where the materials are dispersed so the Board can answer any inquires as the materials and expenses.

**MOTION CARRIED with one abstains from Board Member Wilson due to payment in the bills.**

Discussion/Action Items**A. WALLY Update and Funding Request- Discussion/Action**

Shea Charles, City of Howell City Manager, supported the funding request, and stated it was appropriate at this time. Mr. Charles introduced Michael Benham, strategic planner with the Ann Arbor Transit Authority.

Michael Benham gave an update and an over view of the WALLY, and distributed a copy of the WALLY map. Mr. Benham outlined the grant application for a TIGER II grant, and hoping for station construction, and additional money for grade crossing improvements. They have already

received contributions from the Ann Arbor DDA, and Washtenaw County. Board Member Renscak asked if they had contacted Genoa Township and Hamburg Townships for resources for the stations. Mr. Benham stated there was contact with the townships but no confirmation. Board Member Renscak asked if the design would be done by a Michigan based firm, and referenced a firm from Ann Arbor that currently is designing large parks, etc. Mr. Benham confirmed he was not sure, but would research. President Schlittler asked for details on the \$37,000 amount. Mr. Benham stated it is a portion of the overall engineering cost, parking, station construction, access to the site, parking, and was determined by calculation based on station and calculations of the surrounding areas. Mr. Benham stated it is 10% design, no detailed engineering, if the funding is available it will become 30% design which can utilize for conceptual drawings.

**MOTION by Mayor Moen , SUPPORTED by Renscak to approve a payment of \$37,000 to contribute to WALLY Station Design costs. MOTION CARRIED UNANIMOUSLY.**

**B. Amend Parking Lot #1 Contract- Incorporate the S. Michigan Streetscape at Sharks Club**

Board Member asked for clarification on the area of the project. City Manager Charles stated that when the project on D-19/S. Michigan was done Sharks Club did not sign the easement agreement for landscaping. During the approval process for their patio area, the easement was signed. Mr. Charles redefined the DDA bond that was issued to match a federal grant for landscaping, and the bond proceeds that can still be utilized.

**MOTION by Renscak, SUPPORTED by Wilson to approve a change order to Contract No. 10-DPW-3. Parking Lot No. 1 Reconstruction, for the Shark Club Streetscape Improvements in the amount of \$41,140, based upon unit prices.**

**MOTION CARRIED UNANIMOUSLY.**

**C. Parking Lot #1 Construction Updates**

President Schlittler has received positive comments about the parking lot #1 wall and dumpster enclosure.

**D. Election of Officers**

**MOTION by Mayor Moen, SUPPORTED by Wilson to nominate the current Board members to remain in the current positions. President – Schlittler, Vice President- Hansen, Secretary- Wilson, Treasurer – Renscak. MOTION CARRIED UNANIMOUSLY.**

Committee Chairperson will be discussed/nominated at the August meeting

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

Board Member Renscak asked that DDA staff review their process of supplying information of vacant building for sale and lease to create better sources for real estate agents that are making attempts to sell or lease the buildings.

President Schlittler stated that the property at 118 W. Grand River has potential buyers.

Diamonds Restaurant has new owners.

The City received the deed to 118 W. Clinton, and will begin action on the issues with the building.

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

**Closed Session – Directors Evaluation**

**MOTION by Mayor Moen, SUPPORTED by Wilson to close the regular meeting and enter into executive session for director’s evaluation. Roll call vote at 7:40 pm. MOTION CARRIED UNANIMOUSLY.**

**MOTION by Mayor Moen, SUPPORTED by Wilson to open the Executive Session at 7:46 pm. MOTION CARRIED UNANIMOUSLY.**

**MOTION by Wilson, SUPPORTED by Renscak to close the Executive Session at 8:17 pm. MOTION CARRIED UNANIMOUSLY.**

**MOTION by Mayor Moen, SUPPORTED by Renscak to open the regular meeting at 8:18 pm. MOTION CARRIED UNANIMOUSLY.**

**MOTION by Renscak, SUPPORTED by Wilson to adjourn the meeting at 8:18 pm. MOTION CARRIED UNANIMOUSLY.**

Minutes Approved,

Matt Wilson  
Secretary

# MEMORANDUM

**DATE:** September 17, 2010

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

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

**RE:** September 22, 2010 Board Meeting

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## **City Council Budget Work Session**

The first of a series of City Council budget work sessions will be held next Monday night at 6:00 p.m. in City Council chambers. A packet is being prepared and I will forward to the DDA as soon as I receive it. These meetings will allow Council to approach upcoming budget shortfalls strategically, reviewing City services, expenses, budget projections, etc. The DDA's budget and financial outlook will certainly be discussed, as well.

## **Public Art**

The installation of both pieces of art is planned for late October, assuming all landscaping is installed and the contractor is out of the way.

## **Public Arts Initiative**

Please see the attached summary from the Design Committee regarding their efforts so far regarding public art, as well as future plans. Members of the Design Committee's sub-committee on public art will attend the meeting to answer any questions.

## **Michigan Downtown Conference – Sept. 13, 14**

The Michigan Downtown Conference was in Bay City on September 13 and 14. Both Traci and I attended. This conference had some good sessions including "Complete Streets Legislation," "Main Street Marketing on a Shoe String Budget," "Urban Retail Placemaking Principles" and "Sustainable Economic Development." In addition, the key note speaker, James Kunstler, had a dire message about the future of our society if financial, energy, and development trends continue as they have in the last 50 years. We will provide a written report of the most salient information.

## **Parking Lot #1 and Parking Duration**

The east half was paved last Wednesday, and the west half will be paved the week of Sept. 20<sup>th</sup>. Light poles, landscaping and brick pavers are the major remaining items to be done.

This parking lot was historically posted as 2-hour parking between 8:00 a.m. and 5:30 p.m. A downtown parking ad-hoc committee was formed in 2007 made up of DDA staff and board members, property and business owners. The committee met three or four times and made wide-ranging recommendations regarding parking lot duration, parking enforcement and penalties, and others. One recommendation was to increase parking lot duration along Grand River and S. Barnard adjacent to the Theater from 2 hours to 3 hours, to accommodate theater-goers. This change was implemented by police order and City Council approval in 2009. The recommendation for Parking Lot #1 was to increase maximum parking duration from 2 to 4 hours. Part of the discussion surrounding this change was that Cleary's customers often stayed more than 2 hours and risked getting a ticket. I have also received concern from J. Christopher's Salon at the southeast corner of E. Sibley and S. Michigan that the 2-hour parking duration is too short for their customers, who may go to the salon and do other business downtown at the same time. I recommend that the lot parking restrictions be relaxed from 2-hour restriction to 4-hour, consistent with the Parking Ad-Hoc Committee recommendation. Should the DDA agree, the Police Chief will issue a Traffic Control Order to make this change, which will then be approved by City Council.

## **Legend of Sleepy Howell**

This year's event will take place on Saturday, October 23<sup>rd</sup>, from 5:00 to 8:00 p.m. If you'd like to volunteer, please contact Traci. The rain date is Oct. 24<sup>th</sup>.

## **Michigan Festival & Events Association Convention**

The MFEA annual convention will take place in Kalamazoo Nov. 4<sup>th</sup> through 7<sup>th</sup>. The show features over 30 educational workshops, trade show, networking, etc. Carol Stone and Debbie Mikula, Melon Festival Committee members, attended this convention last year and indicated it was valuable for learning best practices, making contacts, and improving your events. I would like to attend this year's convention on Friday/Saturday (Nov. 5<sup>th</sup>-6<sup>th</sup>) considering the role that Melon Festival has become in our organization. We are MFEA members for the Melon Festival listing. Registration is \$135 for members, and \$115/night for hotel. Board members involved in or interested in our events may also consider attending. See the attached information regarding this convention.

## **Annual Downtown Marketing Campaign**

The Howell Main Street Promotions Committee has conducted an annual downtown branding and marketing campaign since 2007, beginning with "Shop Downtown Howell." Last year, we evolved the brand with a new logo, website, and brand tag line, "Shop Different...Shop Downtown Howell." You may recall the campaign included photography of many of our downtown merchants for use on the home page. In addition, four WHMI radio "pushes" were used to promote downtown shopping in the fall, holiday and spring seasons. We maximized advertising efficiency by including our brand message in radio advertisements for Legend of Sleepy Howell, Merry Tuba Christmas, and Grabbin' O' the Green. Finally, two promotional/humorous videos were produced to use a different media to get our brand message out to the public.

The 2010-2011 budget includes \$21,000 for downtown brand promotion, which includes \$3,000 designated for website updates. In discussing this year's campaign with Touch Integrated Communications, it is recommended to continue a similar campaign this year getting additional "mileage" out of our current "Shop Different...." brand tag line. For this year's campaign, we propose to enhance the opportunities on the DDA website available to the downtown business community. This includes continuing to offer specialized photography for downtown merchants, offering enhanced personalization of their individual business directory page, and launching a "special deals" sub-page on the site, where shoppers can find current deals, specials, and promotions being offered at downtown stores and restaurants. We will do a better job of communicating these opportunities to our merchant community. Finally, the website will be further enhanced to better highlight the promotional downtown Howell videos that were, and will be, produced. We want the average website visitor to easily find/discover the videos. I welcome the Board's input on the proposal.

## **Quarterly Michigan Main Street Training**

The next quarterly training will be in Blissfield (one of four new Main Street communities) on December 7 and 8<sup>th</sup>. The first day is for Main Street Managers, and the second day will be for all board members, committee members, volunteers etc. The topic for this training is *good graphic design* for event and marketing material. Please let me know if you would like to join Traci and me for this training on December 8<sup>th</sup>.

## **Tour de Livingston Hospitality Tent**

The Tour de Livingston takes place on Sunday, October 10<sup>th</sup>. Last year, the DDA allowed Rotary to borrow a tent and purchased bananas as a refreshment for the runners for approximately \$100. The refreshment tent will be located downtown this year, and Vice-President Hansen will be discussing Rotary's request for 2010 with the DDA during Agenda Item D.

## **DDA Landscape Maintenance**

I will be meeting with the Interim Parks and Cemetery Director on Tuesday, Sept. 21<sup>st</sup>, to review landscape maintenance of the Downtown. I will report on this meeting to the DDA.

**DDA Office Lease**

Our two-year lease for 122 State Street expires on December 31<sup>st</sup>, 2010. At least 90 days written notice of intent to renew the lease must be given to the landlord no later than 90 days prior to end of the term. This means we must provide written notice by September 31<sup>st</sup>. The lease rate is currently \$1,236/month. Monthly janitorial and utility costs are approximately \$675/month. So, expenses associated with the downtown DDA office are approximately \$23,000/year. While I strongly believe that the DDA should be located downtown and there are numerous advantages to being downtown, given the timing of budget management discussions, I recommend we wait at least 30 days to make any decision on the office lease. The landlord would have to agree to give us a 30 day extension to when renewal notice is required. Should the DDA agree, staff will make that request of the landlord.

**DDA Website Stats:**

Please see attached the website stats for August, compared to the previous month.



Search Events by Region >>

## Convention

**Member Directory - We're busy here at MFEA planning our biggest and best Convention yet!**

Places To Go

Members

Convention

Educational Workshops

Entertainment Showcase

Marketplace Trade Show

MichiganFun Awards

Silent Auction

Sponsor

Registration

Lodging

Seminars

Foundation

Home

Enter your E-mail address and check the appropriate box for your custom MFEA updates:

- Events
- Members
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Go

# The 18th Annual MFEA Convention

HERE'S WHERE THE PARTY'S AT...  
**CONVENTION 2010**

The place to be on **November 4th – 7th** is the **Radisson Plaza Hotel** in Kalamazoo for the **MFEA Annual Convention**. Once again MFEA promises a convention featuring over 30 of the most outstanding workshops, exceptional networking, trade show, showcasing entertainment, silent auction and party fun.

## 2010 MFEA CONVENTION AGENDA

\*subject to change\*

### Thursday, November 4, 2010

- 4:00 PM.....Hotel Check-In
- 4:00 PM - 9:00 PM..... MFEA Registration/Info. Center Open– Great Lakes I
- 5:00 PM – 7:00 PM..... Premium Trade Show Booth Set-Up –Plaza Level Hallway
- 8:00 PM – 10:00 PM..... Premium Trade Show Booth Open (discretion of exhibitor)
- 8:00 PM - 10:00 PM..... Welcome Reception sponsored by Radisson Plaza Hotel —The Meadows
- 10:00 PM – 12:00 AM..... "NETWORKING AT THE TOP" – GRAND LOFT

### Friday, November 5, 2010

- 7:00 AM - 9:00 PM..... MFEA Registration/Info. Center Open
- 8:00 AM - 9:15 AM..... ANNUAL MFEA MEETING & First-time Attendees Welcome – The Meadows
- 9:15 AM – 10:00 AM..... EARLY BIRD Marketplace Trade Show Exhibitor Set-Up w/coffee & donuts
- 9:30 AM - 11:30 AM..... Educational Workshops—Lower Level
- 10:15 AM - 11:30 AM..... Marketplace Trade Show Exhibitor Set-Up Continues - Kalamazoo Room
- 12:00 PM - 2:00 PM..... MichiganFun Awards Luncheon
- 2:15 PM – 3:15 PM..... Marketplace Trade Show Exhibitor FINAL Set-Up – Kalamazoo Room

2:15 PM - 4:15 PM..... Educational Workshops—Lower Level  
 3:30 PM - 6:30 PM..... Marketplace Trade Show Premier Opening w/Happy Hour –  
 3:30 PM – 6:30 PM..... Silent Auction Opens – within Trade Show - Don't forget to BID! BID! BID!  
 4:00 PM..... Hotel Check-In  
 6:30 PM – 8:00 PM..... DINNER ON YOUR OWN  
 8:00 PM - 10:00 PM..... SHOWCASE 2010 – Arcadia Ballroom  
 10:00 PM – 12:00 AM..... EXHIBITORS' EXTRAVAGANZA – 8TH FLOOR

### **Saturday, November 6, 2010**

8:00 AM - 3:00 PM..... MFEA Registration/Info. Center Open  
 8:00 AM - 8:30 AM..... Morning Coffee  
 8:30 AM - 10:00 AM..... Educational Workshops  
 9:00 AM - 10:30 AM..... Exhibitor/Vendor Workshop  
 10:00 AM – 10:15 AM.... Break – Hospitality Café  
 10:15 AM - 11:45 AM..... Educational Workshops  
 11:30 AM – 12:00 PM..... Vendor Lunch  
 12:00 PM - 1:00 PM..... “Serve the Curve” Lunch *sponsored by Koegel Meats* – Kalamazoo Room  
 12:00 PM - 3:00 PM..... Silent Auction – within Trade Show - Don't forget to BID! BID! BID!  
 12:00 PM - 3:00 PM..... Marketplace Trade Show – Kalamazoo Room  
 3:00 PM - 4:30 PM..... “Family FunTime Matinee”  
 3:00 PM - 4:30 PM..... Educational Workshops  
 5:30 PM - 6:30 PM..... Silent Auction Reception & Cash Bar – Arcadia Ballroom  
 6:00 PM ..... Silent Auction winners announced – Arcadia Ballroom  
 6:30 PM - 10:00 PM..... “PARTY AT MI SPACE” BUFFET DINNER & Showcase Extravaganza—  
 Dinner served 6:30 PM – 7:15 PM  
 10:00 PM - 12:00 AM..... “It's ALL About YOU” Afterglow — Kalamazoo Room

### **Sunday, November 7, 2010**

6:00 AM – 10:00 AM.... Marketplace Trade Show Tear Down – Kalamazoo Room  
 9:00 AM - 11:00 AM..... SAFE JOURNEY TO YOUR SPACE – COFFEE

## **HUGH SMITH MEMORIAL EDUCATIONAL SCHOLARSHIP INFORMATION!**

**Deadline for the 2010 Hugh Smith Memorial Educational Scholarship will be September 1, 2010.** Scholarship applications will be mailed in June 2010. You may also download the application after June 1, 2010 from the convention education section, [www.michiganfun.com/conv\\_workshops.cfm](http://www.michiganfun.com/conv_workshops.cfm) - you must be a current MFEA festival/fair/event member and have been a member for at least one year to qualify for the scholarship.

The Foundation Hugh Smith Memorial Education Scholarship enables a member the opportunity to attend the **18th Annual MFEA Convention at the Kalamazoo Radisson Plaza Hotel November 4 – 7, 2010**. Each scholarship (a limited number of scholarships will be awarded) will be one paid full registration and lodging that includes:

- Admittance to all Educational Workshops
- Admittance to Friday Night Showcase
- Admittance to Saturday Showcase Extravaganza
- Admittance to all Hospitality Events
- Entry to the Marketplace Trade Show
- General Session Luncheon with Keynote Speaker
- Saturday Lunch
- Networking Opportunities
- Sunday Celebration Brunch
- Two nights of Lodging at the Radisson Plaza Hotel(November 5 & 6)

CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR AND CITY COUNCIL  
**FROM:** NATHAN VOGHT, DDA/MAIN STREET DIRECTOR  
**DATE:** SEPTEMBER 17, 2010  
**RE:** **DTE DECORATIVE POLE UPGRADE – PARKING LOT #1**

The original plans and cost estimates for Parking Lot #1 included some of the decorative light poles being metal with banner brackets, instead of fiberglass poles. This would allow placement of festive banners on the sides of the poles, which can advertise upcoming events or promotions. Metal poles can handle the increased wind load from banners without breaking, but have a higher cost. All the decorative street lights and poles in the City are owned and maintained by DTE. The City incurs an up-front installation cost and pays a monthly wattage fee for the electricity to illuminate the poles. The monthly fee also accounts for some additional capital costs for the poles, which are spread out over between 10 and 20 years.

The upgrade to metal poles was not specified by the lighting plan developed by DTE for Parking Lot #1, which was an oversight. This was discovered in late July, which is too late to change the light pole order with DTE for the installation this fall. However, DTE has offered to swap out the fiberglass poles for those intended for metal poles in the spring at no charge. The only charge would be the difference in manufacturing cost between the fiberglass and metal, which is \$1,800 per one-sided banner pole, and \$2,200 per double-sided. The five decorative poles along the alley are proposed to be upgraded to single-sided banner poles and the two poles at the extreme east and west end of the parking lot are proposed to be double-sided banner poles. The banner arms would accommodate a 18" x 3 ft. banner, and the bottom of the banner would be 8.5 ft. above grade (poles sit on a 6" concrete base). Total estimated cost would be \$13,400. See the light pole diagram and specification attached to this memo.

There are some additional maintenance considerations with metal (powder-coated) poles. If the powder-coating on the poles is nicked or damaged there is potential for the paint to flake off over time if moisture gets behind the paint. Because the poles are not located in high traffic areas (next to parallel parking spaces for example) and located on a 2.5 foot concrete base, the chance for damage is minimized. DTE would only repaint or repair the poles if they incurred major damage, or if all the poles exhibited major flaking over a number of years. They do not repair cosmetic issues with the poles. I am not concerned that these additional maintenance considerations should be cause for concern or dissuade us from using the metal poles. The addition of banners will be an attractive and festive addition to the parking lot, in my opinion. The integrated banner arm design of the poles would also be very attractive, compared to many poles that are retro-fitted with ugly metal straps you might see in other towns.

Should the DDA direct staff to proceed, a formal purchase agreement and/or contract with DTE reflecting the upgrade could be presented to the DDA at the October 27<sup>th</sup> Board meeting.



## GranVille® LUMINAIRE

*The classic elegance of acorn street lamps adorned metropolitan avenues, residential streets, and plazas during the early 20th Century. The GranVille series captures the essence of this bygone era while incorporating the most advanced technology available today.*

Features of GranVille® Series:

- Pedestrian-scale
- Permanent, durable borosilicate glass
- Prismatic light control
- Four lighting distributions
- Lunar Optics™ option (IESNA Cutoff)
- Five decorative housing choices
- Decorative trim variety





Catalog Number <b>Z W 12 F517 CA BKH GV 100HP 12 L B 3 N C U</b> <b>FG-S BK 4BAB 18 H 4 BK</b>	
Notes	Type

**SPECIFICATIONS**

**POST**

Wadsworth Series Cast Aluminum Post 17" Dia. Base, Extruded Shaft

- Z W 12 F517 CA BKH

**POST TOP LUMINAIRE**

GranVille® Series

- GV 100HP 12 L B 3 N C U

**ACCESSORIES**

Weatherproof Receptacle; Height 6" from top. Receptacle oriented at 90 degrees.

- FG-S BK

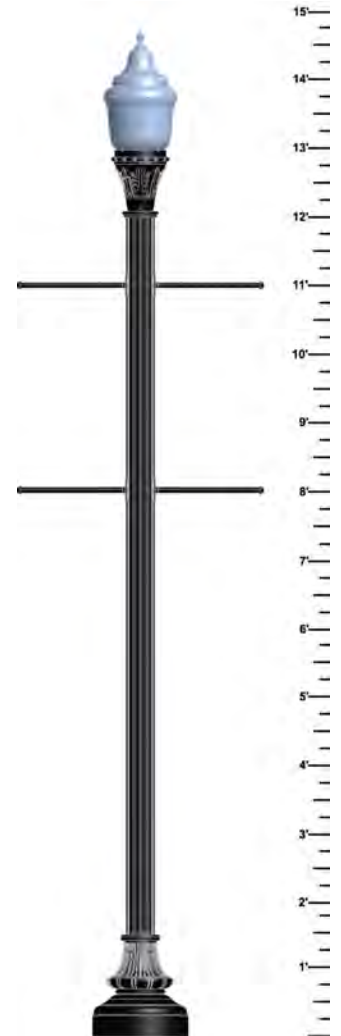
Cast Aluminum Banner Arm; 2@180 T/B arm(s), height 12" from top. Banner arm oriented at 0 degrees.

- 4BAB 18 H 4 BK

**INSTALLATION**

- 12.00"Ø bolt circle.

**GRANVILLE®  
WADSWORTH**



**Anchorage/Orientation Plan**  
*Street Side*

No Anchorage/Orientation  
Image is Available.

**Notes:**

12' pole assembly

Customer Approval:

Job Name: City of Howell - Parking Lot

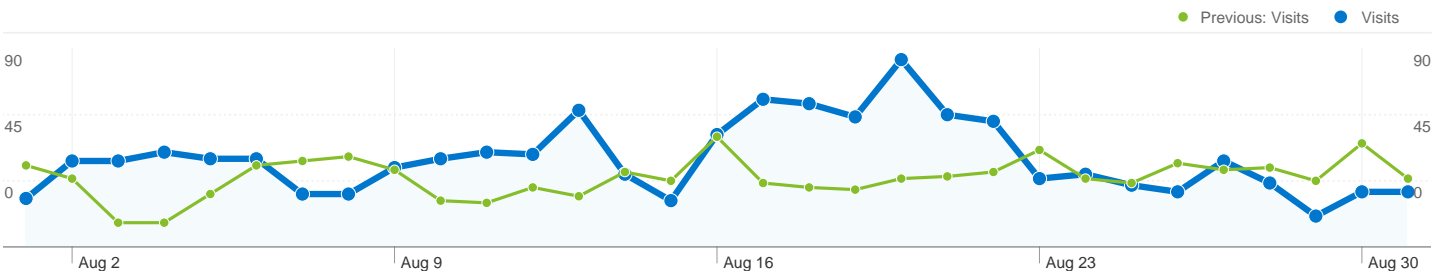
Client Name: Detroit Edison

signature

date

Created By: ll\_main\jsf03

Date: 18-Aug-10



**Site Usage**

**1,241 Visits**

Previous: 971 (27.81%)

**48.35% Bounce Rate**

Previous: 37.38% (29.33%)

**3,322 Pageviews**

Previous: 3,154 (5.33%)

**00:02:00 Avg. Time on Site**

Previous: 00:02:32 (-21.16%)

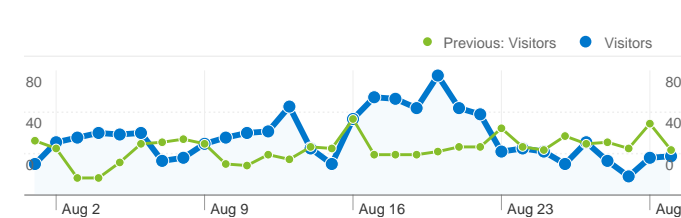
**2.68 Pages/Visit**

Previous: 3.25 (-17.59%)

**78.16% % New Visits**

Previous: 74.77% (4.54%)

**Visitors Overview**

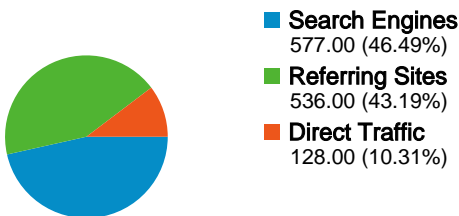


**Visitors**  
**1,056**

**Content Overview**

Pages	Pageviews	% Pageviews
/		
Aug 1, 2010 - Aug 31, 2010	887	26.70%
Jul 1, 2010 - Jul 31, 2010	743	23.56%
% Change	19.38%	13.34%
/business-directory/		
Aug 1, 2010 - Aug 31, 2010	243	7.31%
Jul 1, 2010 - Jul 31, 2010	300	9.51%
% Change	-19.00%	-23.10%
/events/		
Aug 1, 2010 - Aug 31, 2010	222	6.68%
Jul 1, 2010 - Jul 31, 2010	194	6.15%
% Change	14.43%	8.65%
/downtown-howell-eating/		
Aug 1, 2010 - Aug 31, 2010	212	6.38%
Jul 1, 2010 - Jul 31, 2010	198	6.28%
% Change	7.07%	1.66%
/shopping-in-downtown-howell/		

**Traffic Sources Overview**





## 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:** August, 2010

**Community:** Howell

**Program Director or Person Completing Report:**

Nathan Voght, Howell Main Street Manager

### Design

**Volunteer Hours:** 56 hours

**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

**Total: \$**

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

Project Description/Location	Amount invested	Sources of \$	Total Project

**Total: \$**

## Economic Restructuring

Volunteer Hours: -- hrs.

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

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

**Total \$**

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

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

**Total: \$**

**Total dollar of new private investment: \$**

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

Name of Businesses and address	Current use	Future use	Amount of Sale *

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

Name	Type of business

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

Name	Type of business
n/a	

### **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><b>Howell Melon Festival</b>                      This event is Howell Main Street’s Signature Fundraiser. Last year was the first year our program ran the event, with only 4 months to plan. This year’s Howell Melon Festival marked its 50<sup>th</sup> year anniversary of the special melon of Howell, and the Howell Main Street/DDA office couldn’t have been more honored to facilitate this festival, with a year to plan. The event is expanded over previous years, and a Signature Sponsor was secured. Kicking off this year’s event was The Melon Ball – a fun filled evening of dueling pianos, h’or devours and drinks at the historic McPherson Mansion. The event also featured many new attractions like classic diesel train rides, historic trolley tours in a vintage, open-air trolley, a Michigan Micro-Brew tent, live entertainment, Howell Lake river boat tours, Saturday night pajama party and outdoor movie, farmers’ market, arts and crafts fair, sidewalk sales, “Shop Club” merchant promotion, and much more. Final numbers have not come in but it appears a profit will be made this year. See attached for a full listing of events that happened between Thursday, August 19<sup>th</sup> and Sunday, August 22<sup>nd</sup>.</p>	SE	<p><u>Signature Sponsor:</u> Citizens Insurance</p> <p><u>The Festival Tent Sponsor:</u> Lake Trust Credit Union</p> <p><u>Event Sponsors included:</u> Citizens Insurance; Hubbell, Roth &amp; Clark, Inc.; Steve and Patty Gronow, Roger and Kelly Myers; Ballard Benefit Group; Citizens Bank; Pepsi; Medilodge of Howell; Tenpenny’s Furniture of Howell; Meijer; VG’s Grocery</p> <p><u>Entertainment Sponsors included:</u> Flagstar Bank; Art Van Furniture; Radio Disney AM 910; Citizens Insurance; MCACA; Michigan Humanities Council</p> <p><u>Media Sponsors included:</u> Livingston County Press &amp; Argus; WHMI</p> <p><u>Business Supporters included:</u> Bestmaze Corn Maze; Bredernitz, Wagner &amp; Co, PC; Brewer-Bouchey Monument Co.; Chem-Trend LP; Cleary’s Pub; Elite Insurance Agency; EZ Expediting, Inc.; Howell Western Wear; John W. Connell &amp; Associates, PC, CPA’s; Lift and Level; Farmer’s Insurance; Huron Valley Hearing, Inc.; Law Offices of Parker &amp; Parker; Morgan Stanley Smith Barney; State Street Studios; SW Howell Jazzercise; Party Central; Schlittler Chiropractic; Sue A. Hamilton PC; Trends In Tile; Uptown Coffeehouse; Unifie3d Industries; Wally’s Bridal Studio; Watson Electric, Inc.</p>	\$50,000	30,000

Main Street Cost	Total Volunteer Hours	Achievement	Revenue Raised
Hope to make a profit from fundraiser, but won’t know until October.	638	Restored the Melon Festival, which was on the brink of dying. Increased the credibility of our organization. Revived a great 50-year Howell tradition. Increased volunteer involvement significantly.	We’ll know in October...

Total Number of Volunteer Hours: 638 hours

## Organization

Volunteer Hours: -- hrs.

### Organization Activities Completed:

Activity	Achievement
See Signature Fundraiser above.	

### Fundraising/Membership Last Month:

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

### Training Sessions Attended:

Training Event	Who Attended & MS Title	Date	Topic

### Board Member Changes:

### 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. and continues to bring people to our Downtown.

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

1. Committees continue to work on finishing the 2010 - 2011 Work Plans.
2. Organization Committee: Updated the list of contacts to approach to fill board vacancies.
3. Organization Committee: Working on articles for the fall/winter newsletter.
4. Promotions Committee: Worked diligently on this year's Howell Melon Festival. The Legend of Sleepy Howell sponsorships are being collected. Planning for Legend of Sleepy Howell in October and the annual downtown branding campaign. Starting to plan fall volunteer recognition event.
5. Design Committee: Working on Walking Tour Brochure and Bar Code Self-Guided Tour and the Public Art for Parking Lot #1. Forming a Public Arts Initiative for our downtown.
6. Business Committee: Has been on hiatus up to Melon Festival, but will again meet and get going on FY 10-11.

### 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

July 8, 2010

Time: 6:00 p.m.



**Present:** Eric Conn, Gary Kackstetter, Jeri McKeon-Andersen, Pam Lewis, Gudrun Patton , Jessica Tokman, Traci Mularoni, Administrative Assistant, Nathan Voght DDA Director

**Absent:** Ingrid Wickizer, Intern from Cool Cities; Terry Lyons, Bruce McCullen, Ron Gari

1. **Call to Order:** Meeting called to order by N. Voght at 6:12 p.m.
2. **Approval of Design Committee Minutes from June 24, 2010.** Change to Walking Tour Brochure and Bar Code Self Guided Tours: Gudrun said that actually, Ingrid will be making the template. Also E. Conn noted that the end time of the meeting should be p.m.  
*E. Conn made a motion to approve the minutes, G. Patton 2<sup>nd</sup>, unanimously carried.*
3. **202 S. Michigan Ave:** Outside brick colors were discussed. N. Voght discussed that color renderings could be asked for in the future for a better view of the end product. Final inspection from N. Voght is due to be scheduled. Side door issue still exists in that there is 18 inches between door bottom and the sidewalk. Once West Sibley street work gets underway, this problem will be monitored for a solution.
4. **Walking Tour Brochure and Bar Code Self Guided Tours:** N. Voght stated that Ingrid has been updating the Brochure in the interim that J. McKeon Andersen returned from her vacation. Information for the web designer needs to be expanded and also given to the mobile device tour. J. McKeon Andersen suggested adding some other interesting historical information that has happened around historical buildings, example – Peanut Row. G. Patton is in limbo with this project besides looking at the layout of the brochure. J. McKeon Anderson suggested the Design Committee reviewing and adding comment to the Brochure. Discussion followed about updating the Walking Tour Brochure sometime in the near future and that the Intern would be leaving mid August. G. Patton suggested the Intern taking photos and getting information about the significant buildings and do some research (all 14 significant buildings). G. Patton also suggested that this update could also be added to the web page. J. McKeon Andersen will write the introduction for the Walking Tour Brochure. Budget and size of the brochure was also discussed. Quotes on brochure to follow from G. Patton. Suggestion to add a map and art with the walking tour brochure information and then this could be tied into the bar code self-guided tour. It was decided that the Walking Tour Brochure should have only the address, not current address (this could be on the website) so that the brochure wouldn't become out dated. J. McKeon Andersen to draw up a draft of the Walking Tour Brochure to work off of for the future. Jessica will work on the map for the brochure.

5. **Public Art:** Jessica stated that the first mold is done and she is working on the second mold for the glass forms. N. Voght explained the Parking Lot #1 layout in regards to where the art will be located, to the Committee. N. Voght stated that the MEDC Grant was signed for the remainder of the funds for the project.

Pam as sent out information to the Committee for input on starting a public art fund. N. Voght suggested picking a couple of strategies for this project to start work on in the next year. Jessica suggested getting photos for upcoming literature to be produced to excite residents about this endeavor. Idea was given for a t-shirt to promote this idea, maybe with a corresponding membership program. T-shirt colors could reflect donation that was given. Any logo that would be developed for this project would need to be presented to the DDA Board and the Howell City Council. N. Voght suggested using Melon Fest as an introduction to this idea by having an information booth available for residents to view art photos and get excited about the idea.

6. **Haviland Printing Update:** N. Voght spoke with Haviland Printing and stated that all images have been scanned and “A Walk Through Time,” will be done by Melon Fest. Discussion followed on pricing of the booklet and where copies should be available to purchase. Copies will be sold at Melon Fest in the merchandise tent. Decision was made to see the booklet for \$15 each and will be available for purchase at the Howell Main Street office and online.

7. **Work Plan Update:** Work plans were updated last meeting and it was requested that the current plans be emailed out to Committee members for updates.

8. **Volunteer Hours:**

**J. Tokman - 6 G. Patton-2.5 P. Lewis - 4 B.McCullen-  
G. Kackstetter - J. McKeon Andersen- 0 E. Conn- 0**

10. **Adjourn:**

Motion made to adjourn by E. Conn at 7:38 p.m. and was seconded by P. Lewis.  
*Motion approved unanimously.*

*Howell Main Street*

MINUTES

July 22, 2010

Time: 6:00 p.m.



**Present:** Ron Gari, Jeri McKeon-Andersen, Gudrun Patton, Pam Lewis, Terry Lyons, Traci Mularoni, Administrative Assistant, and Nathan Voght, DDA Director

**Absent:** Ingrid Wickizer, Intern from Cool Cities; Bruce McCullen, Eric Conn, Gary Kackstetter, Jessica Tokman

1. **Call to Order:** Meeting called to order by N. Voght at 6:05 p.m.
2. **Approval of Design Committee Minutes from June 24, 2010.** Change June 24<sup>th</sup> Minutes to reflect that Pam Lewis was present. Haviland is misspelled.  
*Motion to approve minutes by Ron Gari, seconded by J. McKeon Andersen.*
3. **202 S. Michigan Ave:** Nathan Voght to have a meeting with City Engineer, Owner of Property to resolve any remaining issues next week. Will report at next Design Committee meeting.
4. **Walking Tour Brochure and Bar Code Self Guided Tours:** The Web Designer has decoded one example page and also a mobile version. Set up on this is complete – just need to use completed condensed walking tour information which J. McKeon Andersen will complete. Discussion ensued on what is relevant information to be included in the condensed brochure. Buildings that will be talked about on the tour and in the brochure are on the National Registry. Interesting facts will be in separate text boxes to generate further interest.
5. **Public Art:** Brick decorative walls are up in Parking Lot #1. Foundation of the tree sculpture was reviewed again. Porcelain Vines will be used as the planting inside of the tree sculpture.
6. **Haviland Printing Update:** Per Nathan - Haviland Printing is still working on completing this project.
7. **Work Plan Update:** Pam Lewis has revised the work plan for the Public Art Funding. Pam Lewis suggests developing a mission statement and logo to promote this idea to the public. Nathan to meet with Debbie Mikula and the Livingston Arts Council to generate some ideas as to what structure should be sent in place, or added to an entity that is already in existence, to make this funding feasible. Discussion followed on the benefits of promoting the current art pieces in Parking Lot #1, so that this work plan could be built upon in the near future.

The Design Committee will have a booth in the Anniversary Alley to promote their current art projects that are in Parking Lot #1. Jeri McKeon Andersen requests a major press release be done regarding Parking Lot #1 art projects and their progress. It was also agreed that the information should coincide with a posting on the DDA website. Future steps involve getting together in a subcommittee setting and evolving the work plan.

8. **Volunteer Hours:**

<b>J. Tokman - 0</b>	<b>G. Patton- 1</b>	<b>P. Lewis - 3</b>	<b>B.McCullen-</b>
<b>G. Kackstetter -</b>	<b>J. McKeon Andersen- 1</b>	<b>E. Conn-</b>	<b>R. Gari - 2</b>
<b>T. Lyons - 0</b>			

10. **Adjourn:**

Motion made to adjourn by T. Lyons at 7:50 p.m. and was seconded by P. Lewis.  
*Motion approved unanimously.*

*Howell Main Street*

MINUTES

August 12, 2010

Time: 6:00 p.m.



**Present:** Ron Gari, Gudrun Patton, Pam Lewis, Traci Mularoni, Administrative Assistant, and Nathan Voght DDA Director, Bruce McCullen, Eric Conn, Gary Kackstetter

**Absent:** Ingrid Wickizer, Intern from Cool Cities; Jeri McKeon-Andersen, Terry Lyons, Jessica Tokman

1. **Call to Order:** Meeting called to order by N. Voght at 6:07 p.m.
2. **Approval of Design Committee Minutes from July 22, 2010.**  
*Motion to approve minutes by E. Conn, seconded by G. Kackstetter. All in favor.*
3. **Public Art Update and Logo:** Separate meetings have been held to develop a public art initiative in Howell. Information was presented that included a mission statement and the development of several logo designs. It is hopeful that during this years Howell Melon Festival that a logo could be presented on a sign along with information on the current art projects that are happening in Parking Lot #1. Ron and Jessica have discussed how to have energy in the name and came up with the logo designs that were presented.

Different design features in the logo were discussed, as in color, wording and the placement of the letters. The committee would like to choose several different colors to brand the logo, but then to have the option to change colors depending on how to present the color for different events to support the public art.

Color palette was decided on beginning logo printing. The basic shape of the logo was approved. It was decided to use two colors on the logo and four core colors were decided on to start printing logo for the Howell Melon Festival tent area to present the art initiative. Dark purple/Cornflower blue, Dark Orange/Cornflower blue, Green/Cornflower blue and Cornflower Blue/Green. Bruce McCullen suggested checking for different font selections in the logo. Examples will be emailed out after Jessica revises.

4. **Façade Grant Modification:** Bruce McCullen presented current information on 202 S. Michigan Avenue. Bruce presented temporary fix to door on north side of this building as being that the door have a pane of glass in place of the door. Long term solutions would be to either 1) raise the sidewalk or 2) revise inside. Building permit was issued, but final City approval will not be issued until a transim window be put in the place of the door. It was asked for a motion to approve the amendment to the previously approved façade grant to approve a current solution being to put glass in, but a future permanent solution be presented in the future. The Design Committee is being asked to approve this second option – the glass panel with a future option to finalize what will happen to this location in the building depending on the building use in the future.

A single pane of glass will be put into the door. It would be less expensive to put the glass into the door instead of lowering the door to meet the sidewalk.

Motion to approve amend a previously approved door, then current solution to glass panel in the door with an option to encourage the door to meet

Motion made by G. Kackstetter with R. Gari seconded to it. All favored by eye, opposed –none. B. McCullen abstained on the vote because of his involvement.

5. **Haviland Printing Update – Proof Approved:** Proof has been approved and is being printed to be ready for purchase at the Howell Melon Festival - 1,000 copies. Added in the front cover was “Third Edition” information. The paper that it was originally printed on is not available, but a comparable paper was chosen to go to print.

6. **Parking Lot #1 Update:** Foundation for the tree sculpture is done. Lighting for the project was discussed. The decorative pattern of the sidewalk areas was discussed. Power connections are happening this week. The schedule for completion is still projected for this fall.

7. **Volunteer Hours:**

<b>J. Tokman -</b>	<b>G. Patton-</b>	<b>P. Lewis - 10</b>	<b>B.McCullen- 8</b>
<b>G. Kackstetter -</b>	<b>J. McKeon Andersen-</b>	<b>E. Conn-</b>	<b>R. Gari -</b>
<b>T. Lyons -</b>			

10. **Adjourn:**

Motion made to adjourn by G. Kackstetter at 7:16 p.m. and was seconded by E. Conn.  
*Motion approved unanimously.*

*Next Meeting: August 26, 2010 at 6:00 p.m. at the DDA/Main Street Office located at 122 State Street.*

**Organization Committee Meeting**  
**MINUTES – July 1, 2010**  
**Time: 9 a.m.**  
**Location: DDA Office**



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Present: Jeff Hansen –Chair; Nathan Voght- DDA Director; Jerilee Cook- Library;  
Traci Mularoni – Administrative Assistant, City Hall.  
Absent: Kathy Ignatowski – County; and Carol Stone – Assistant City Manager.

1. **Call to order:** Jeff Hansen called the meeting to order at 9:06 a.m.
2. **Approval of Meeting Minutes from June 3, 2010.**  
Motion by J. Cook to approve Organization Committee Meeting Minutes from June 3, 2010,  
Seconded by J. Hansen. Motion carried.
3. **Work planning 2010-2011:** Brainstorm on possible winter/early spring fundraisers to support Legend of Sleepy Howell and other Main Street events.
4. **Thank you notes:** Send thank you note to Kim Wilson and the Pink Party Committee Members for The 2010 Pink Party.
5. **100 Friends T-Shirts:** Nathan has reviewed the 100 Friends t-shirt colors, they are ordered and should be done soon. Nathan suggested participating in the Livingston Co. Home Show to promote 100 Friends Club.
6. **Quarterly Newsletter:** Need to get articles submitted and to Susan Pomerville to get Fall Newsletter printed.
7. **Board Nominations:** Sally Reynolds has left the committee. Updated contact list from January, 2010. Updated list will be e-mailed to all committee members for comments, suggestions, assignments.
8. **Other Business:** None at this time.

**Volunteer Hours:**     **J. Hansen - 1**           **S. Reynolds – 0**  
                                  **K. Ignatowski – 0**   **J. Cook – 2**   **Admin Staff/Volunteers – .25**

**Motion by J. Cook to adjourn meeting at 9:37 a.m., 2<sup>nd</sup> by J. Hansen, motion carried.**

**Next Meeting: August 5, 2010 at 9 a.m. at the DDA Office at 122 State Street.**



## Promotions

### MINUTES –July 21, 2010

Time: 8:30 am

Location: DDA/ Main Street Office

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**Present:** Renee Magaluk, Nathan Voght – DDA Director/Main Street Manager, Holly Ward Lamb- Howell Carnegie District Library, J. MacDonald-Lady Rebecca's Choice,

**Absent:** Kim Esper- Howell Area Chamber, J. Boegler – Howell Area Historical Society, Diana Rencsak - Promotions Chair, Nicole Schlect, Carol Stone-Assistant City Manager, Police Chief G. Basar, Dan Glazer

1. **Call to Order:** N. Voght called the meeting to order at 8:37 a.m.
2. **Minutes:** Approval of Meeting Minutes Motion by J. MacDonald to approve Promotions Committee Meeting Minutes from June 15, 2010; Motion seconded by Holly Ward Lamb. Motion Carried.
3. **Community Update:**
  - Pink Party** - The success of the event was discussed.
  - Melon Festival:** N. Voght also updated the committee on the exciting things happening with Melon Festival. Regarding the LAC Tent, it was discussed whether children would be allowed in the tent. Also that Holly Ward Lamb can give a contact name to Mary Heikkinen for the Great lakes Butcher Supply as a vendor.
4. **Legend of Sleepy Howell Sponsorship Packages:** Sponsorship letters for The Legend of Sleepy Howell have been sent out and phone calls and forms are starting to come into the DDA office.
5. **Review Work Plans:** The committee discussed their work plans and agreed they need a little more time to complete them.
6. **Other Business:**
  - Volunteer Hours: Holly Ward Lamb – 2, R. Magaluk – 2, Kim Esper - 2**

Meeting was adjourned at 9:29. Motion made by J. MacDonald, 2<sup>nd</sup> R. Magaluk, Motion Carried.

Next Promotions meeting: August 18th, at 8:30 a.m., 122 State Street.

CITY OF HOWELL DDA  
9/23/2010

Name	Amount	Description
Nextel	\$ 330.80	August & Sept 2010 Cellular Communication
AT& T Long Distance	\$ 0.15	communication
Fifth Third 9-15-2010	\$ 3,447.61	Credit Card
Fifth Third 8-10-2010	\$ 303.04	Credit Card

TOTAL	\$ 4,081.60
BALANCE FORWARD 8-26-2010	\$ 49,061.22
BALANCE FORWARD 9-23-2010	\$ 11,288.12

TOTAL	\$ 64,430.94
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EXE CHECK FOR DATES 08/26/2010 - 08/26/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN  
 Vendor Code Vendor name  
 GAE # Address  
 City/State/Zip  
 CK Run Date Post Date Invoice PO Invoice Description  
 Disc. Date Disc. % Hold Invoice Description  
 Due Date 1099 Sep CR Gross Amount  
 Net Amount

3.7 DESIGN	3.7 DESIGNS	08/25/2010	131	GEN	MOBILE WEB DESIGN	500.00
41642	306 SOUTH MAIN, SUITE 11A ANN ARBOR MI, 48104	08/26/2010	0.0000	N		500.00
				N		0.00
				N		500.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	300.00	0.00
248-729-967.012	PROJECT COSTS - ORGANIZATION	200.00	0.00
		500.00	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	450.00	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	450.00	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	450.00	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	450.00	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	2,102.00	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	2,102.00	0.00

VENDOR TOTAL: 2,102.00

MISC	ANIMAL MAGIC	08/09/2010	MELON FES	GEN	ENTERTAINMENT - MELON FEST	450.00
41314	KOSENTHAL, MARK P.O. BOX 726 BELLEVILLE MI, 48112-0726	08/26/2010	0.0000	N		450.00

LINE CHECK AND PAID (08/26/2010 - 08/26/2010)  
 BOTH COMMITTED AND UNCOMMITTED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code	Vendor Name	Address	City/State/Zip	CK Run Date	Post Date	Invoice	PO	Disc. %	Part	Hold	Invoice Description	Gross Amount
Ref #					Disc. Date				1099	1099		Discount
					Due Date							Net Amount

PD CR# 70242 08/10/2010  
 AMOUNT 450.00  
 AMT RELIEVED 0.00  
 VENDOR TOTAL: 450.00

GL NUMBER 248-729-967.012  
 DESCRIPTION PROJECT COSTS - ORGANIZATION  
 AMOUNT 450.00  
 AMT RELIEVED 0.00

SBC 41263  
 AT & T P.O. BOX 8100 AURORA IL, 60507-8100  
 07/31/2010 517548106807-10 GEN DEB FAX  
 08/26/2010 0.0000 N N  
 08/10/2010 0.0000 N N  
 AMOUNT 34.76  
 AMT RELIEVED 0.00  
 VENDOR TOTAL: 34.76

GL NUMBER 248-729-950.000  
 DESCRIPTION COMMUNICATIONS - TELEPHONES  
 AMOUNT 34.76  
 AMT RELIEVED 0.00

BEARCOM 41599  
 BEARCOM RENTAL AGREEMENT P.O. BOX 200600 DALLAS TX, 75320-0600  
 08/24/2010 31875552 GEN MELON BEST RADIOS  
 08/26/2010 0.0000 N N  
 08/24/2010 0.0000 N N  
 AMOUNT 520.00  
 AMT RELIEVED 0.00  
 VENDOR TOTAL: 520.00

GL NUMBER 248-729-967.012  
 DESCRIPTION PROJECT COSTS - ORGANIZATION  
 AMOUNT 520.00  
 AMT RELIEVED 0.00

HOWELL CITY OF HOWELL  
 07/30/2010 12302-7-2010 GEN WATER/SEWER  
 08/26/2010 0.0000 N N  
 08/04/2010 0.0000 N N  
 AMOUNT 27.99  
 AMT RELIEVED 0.00  
 VENDOR TOTAL: 27.99

GL NUMBER 248-729-920.002  
 DESCRIPTION UTILITIES - WAT / SEW  
 AMOUNT 27.99  
 AMT RELIEVED 0.00

COBB-HALL 41267  
 COBB-HALL INSURANCE 223 W GRAND RIVER AVE SUITE 1 HOWELL MI, 48843  
 08/06/2010 10914 GEN INSURANCE - LIQUOR PENALTY - MELON B  
 08/26/2010 0.0000 N N  
 08/10/2010 0.0000 N N  
 AMOUNT 50.00  
 AMT RELIEVED 0.00  
 VENDOR TOTAL: 50.00

PD CR# 70254 08/10/2010  
 AMOUNT 50.00  
 AMT RELIEVED 0.00  
 VENDOR TOTAL: 50.00

GL NUMBER 248-729-920.002  
 DESCRIPTION UTILITIES - WAT / SEW  
 AMOUNT 27.99  
 AMT RELIEVED 0.00

COBB-HALL 41267  
 COBB-HALL INSURANCE 223 W GRAND RIVER AVE SUITE 1 HOWELL MI, 48843  
 08/06/2010 10914 GEN INSURANCE - LIQUOR PENALTY - MELON B  
 08/26/2010 0.0000 N N  
 08/10/2010 0.0000 N N  
 AMOUNT 50.00  
 AMT RELIEVED 0.00  
 VENDOR TOTAL: 50.00

PD CR# 70254 08/10/2010  
 AMOUNT 50.00  
 AMT RELIEVED 0.00  
 VENDOR TOTAL: 50.00

GL NUMBER 248-729-920.002  
 DESCRIPTION UTILITIES - WAT / SEW  
 AMOUNT 27.99  
 AMT RELIEVED 0.00

COBB-HALL 41267  
 COBB-HALL INSURANCE 223 W GRAND RIVER AVE SUITE 1 HOWELL MI, 48843  
 08/06/2010 10914 GEN INSURANCE - LIQUOR PENALTY - MELON B  
 08/26/2010 0.0000 N N  
 08/10/2010 0.0000 N N  
 AMOUNT 50.00  
 AMT RELIEVED 0.00  
 VENDOR TOTAL: 50.00

PD CR# 70254 08/10/2010  
 AMOUNT 50.00  
 AMT RELIEVED 0.00  
 VENDOR TOTAL: 50.00

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
 EXP CHECK RUN DATES 08/26/2010 - 08/26/2010  
 FOR UNBILIALIZED AND UNBILIALIZED OPEN AMT PAID  
 BANK CODE: GEN

Vendor Code Vendor Name Vendor Address City/State/Zip  
 Ref # City/State/Zip  
 Post Date Invoice No Invoice Description  
 Disc. Date Disc. % Bank Hold  
 Due Date Sep CR

GL NUMBER 248-729-967.012 DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT 50.00 AMT RELIEVED 0.00

VENDOR TOTAL: 50.00

CONSUMERS CONSUMERS ENERGY 07/31/2010 2914-8/2010 GEN 122 N STATE ST 11.65  
 41598 LANING MI, 48937-0001 08/26/2010 0.0000 N 0.00  
 08/24/2010 11.65

PD CK# 70439 08/25/2010  
 GL NUMBER 248-729-920.001 DESCRIPTION UTILITIES - GAS AMOUNT 11.65 AMT RELIEVED 0.00

VENDOR TOTAL: 11.65

CRYSTAL GA CRYSTAL GARDENS 08/25/2010 MELON 2010 GEN MELON BALL 2,304.02  
 41602 5768 E GRAND RIVER 08/26/2010 0.0000 N 0.00  
 HOWELL MI, 48843 08/24/2010 2,304.02

PD CK# 70439 08/25/2010  
 GL NUMBER 248-729-967.012 DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT 2,304.02 AMT RELIEVED 0.00

VENDOR TOTAL: 2,304.02

D R ELEC D R ELECTRIC APPLIANCE SALES 08/24/2010 550363-REV GEN ELECTRICAL PANELS FOR MELON FEST 1,800.00  
 41576 116 W GRAND RIVER 08/26/2010 0.0000 N 0.00  
 HOWELL MI, 48843 08/24/2010 1,800.00

PD CK# 70440 08/25/2010  
 GL NUMBER 248-729-967.012 DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT 1,800.00 AMT RELIEVED 0.00

D R ELEC D R ELECTRIC APPLIANCE SALES 08/25/2010 550379 GEN MELON FEST HOOK UP POWER PANELS 275.00  
 41637 116 W GRAND RIVER 08/26/2010 0.0000 N 0.00  
 HOWELL MI, 48843 08/26/2010 275.00

PD CK# 70457 08/25/2010  
 GL NUMBER 101-747-740.000 DESCRIPTION OPERATING SUPPLIES AMOUNT 275.00 AMT RELIEVED 0.00

VENDOR TOTAL: 2,075.00

MISC DISSEET, TERESA 08/24/2010 MELON#S GEN REFUND BOUTH FEES

Invoice Date: 08/10/2010  
 DE: Howell

EXE CHECK RUN DATES 08/26/2010 - 08/26/2010  
 FROM CANCELLED AND UNDISPATCHED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code	Vendor name	Address	City/State/zip	CK Run Date	Post Date	Invoice FO	Disc. %	Bank Hold	Invoice Description	Gross Amount	Discount	Net Amount
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41578	1202 BUTLER BLVD	HOWELL MI, 48843			08/26/2010	0.0000		N		156.00	0.00	156.00
PD CK# 70941				08/25/2010				N				156.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	156.00	0.00
VENDOR TOTAL:		156.00	

DET EDISON	DTE ENERGY	07/31/2010	2481296-8-2010	GEN	1151 PINEKNEY RD					47.06	0.00	47.06
41290	P O BOX 740786	08/26/2010		N				N				0.00
	CINCINNATI OH, 45274-0786	/ /		N				N				47.06
PD CK# 70268		08/10/2010		N				N				47.06

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.011	UTILITIES - ELEC D-19	47.06	0.00

DET EDISON	DTE ENERGY	07/31/2010	4891888-8/2010	GEN	MAY - JULY 2010 IRRIGATION SYSTEM					43.16	0.00	43.16
41597	P O BOX 740786	08/26/2010		N				N				0.00
	CINCINNATI OH, 45274-0786	/ /		N				N				43.16
PD CK# 70442		08/24/2010		N				N				43.16

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.011	UTILITIES - ELEC D-19	43.16	0.00

DET EDISON	DTE ENERGY	07/30/2010	9774538-8-2010	GEN	122 N STATE ST					140.47	0.00	140.47
41281	F O BOX 740786	08/26/2010		N				N				0.00
	CINCINNATI OH, 45274-0786	/ /		N				N				140.47
PD CK# 70268		08/10/2010		N				N				140.47

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.000	UTILITIES - ELECTRICITY	140.47	0.00

VENDOR TOTAL: 230.69

MISC	DESCRIPTION	AMOUNT	AMT RELIEVED
41519	ECCENTRIC ENTERTAINMENT	2,100.00	0.00
	5870 SAFETY DR NE		
	BELMONT MI, 49306		
PD CK# 70346		2,100.00	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	2,100.00	0.00

Invoice: Date  
 DR: Howell  
 100 CHECK FOR DATES 08/26/2010 - 08/26/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code Vendor name CK Run Date Post Date Invoice Part Invoice Description Gross Amount  
 Fed # Address City/State/Zip Disc. Date Disc. % Held Sep CK Net Amount  
 Due Date 1099

FEDERX  
 41596 PO BOX 371461  
 PITTSBURGH PA, 15250-7461  
 PD CK# 70443 08/25/2010  
 08/24/2010 7-106-13457 GEN ANNUAL REPORT POSTAGE 22.47  
 08/26/2010 / / N N 0.0000 N 0.00  
 08/24/2010 / / N N 0.0000 N 0.00  
 22.47

GL NUMBER DESCRIPTION AMOUNT NET RELIEVED  
 248-729-967.012 PROJECT COSTS - ORGANIZATION 22.47 0.00

VENDOR TOTAL: 22.47

FIRST CLASS ATTRACTION  
 41595 3621 W JEFFERSON  
 P.O. BOX C  
 GRAND LEDGE MI, 48937  
 PD CK# 70444 08/25/2010  
 08/24/2010 81910 GEN SPOTLIGHTS FOR MELON BALL 200.00  
 08/26/2010 / / N N 0.0000 N 0.00  
 08/24/2010 / / Y Y 0.0000 N 200.00

GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED  
 248-729-967.012 PROJECT COSTS - ORGANIZATION 200.00 0.00

VENDOR TOTAL: 200.00

FIRST IMPRESSION PRINT & MARKETING  
 41162 2020 E GRAND RIVER AVE  
 HOWELL MI, 48843  
 PD CK# 70364 08/24/2010  
 07/30/2010 47135 GEN MELON FEST HOSTERS 118.00  
 08/26/2010 / / N N 0.0000 N 0.00  
 08/26/2010 / / N N 0.0000 N 118.00

GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED  
 248-729-967.012 PROJECT COSTS - ORGANIZATION 118.00 0.00

VENDOR TOTAL: 118.00

FITHIAN, LORI  
 41313 4885 BIRCH LANE  
 DEXTER MI, 48130  
 PD CK# 70273 08/10/2010  
 08/09/2010 MELON-2010 GEN DRUMMUNITY SHOWS 1,200.00  
 08/26/2010 / / N N 0.0000 N 0.00  
 08/10/2010 / / N N 0.0000 N 1,200.00

GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED  
 248-729-967.012 PROJECT COSTS - ORGANIZATION 1,200.00 0.00

VENDOR TOTAL: 1,200.00

MISC GOINES, CARL W. 07/30/2010 FINAL PAY GEN TOTLARY SCULPTURE 2,410.00  
 41153 08/26/2010 N



Vendor Code: Vendor Name: CK Run Date Post Date Invoice Date Bank Invoice Description  
 Pmt # Address City/State/Zip Disc. Date Disc. % Sep CK  
 Due Date 1000

GL NUMBER 248-729-675.031 DESCRIPTION MELON FEST FUNDRAISING AMOUNT PMT RELIEVED 210.00 0.00

VENDOR TOTAL: 210.00

JENKINS, I JENKINS, INGRID 07/31/2010 0714200 GEN 009 JANITORY SERV / MILE 2010  
 A1202 P.O. BOX 1122 08/26/2010 0.0000 N 200.00  
 /HOWELL MI, 48844 / / Y 0.00  
 PD CK# 70229 08/03/2010 08/04/2010 Y 200.00

GL NUMBER 248-729-804.001 DESCRIPTION CONTRACT SERV - JANITOR AMOUNT PMT RELIEVED 00.00 0.00

VENDOR TOTAL: 210.00

MISC 41669 JOPPE, BRENT 08/18/2010 08/26/2010 GEN 210.00  
 12520 SHARER AVE NE 08/26/2010 0.0000 Y 0.00  
 CEDAR SPRINGS MI, 49319 / / N 210.00  
 PD CK# 70378 08/24/2010 08/26/2010

GL NUMBER 248-729-675.031 DESCRIPTION MELON FEST FUNDRAISING AMOUNT PMT RELIEVED 210.00 0.00

VENDOR TOTAL: 210.00

KEY EQUIPM KEY EQUIPMENT FINANCE 08/24/2010 08/24/2010 GEN 183.18  
 41591 P.O. BOX 79713 08/26/2010 0.0000 N 0.00  
 CLEVELAND OH, 44194-0796 08/26/2010 N 183.18  
 PD CK# 70447 08/25/2010 08/26/2010

GL NUMBER 248-728-740.019 DESCRIPTION DEFER SUPP/SMALL EQUIPMENT AMOUNT PMT RELIEVED 183.18 0.00

VENDOR TOTAL: 183.18

MISC 41687 LANCE SHERWOOD 08/26/2010 08/26/2010 GEN 250.00  
 08/26/2010 0.0000 N 0.00  
 / / Y 0.00  
 PD CK# 70464 08/27/2010 08/26/2010 N 250.00

GL NUMBER 248-729-967.012 DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT PMT RELIEVED 250.00 0.00

VENDOR TOTAL: 250.00

Vendor Code: Vendor Name: CK Run Date: Invt Date: Invoice No: Bank Code: GEN  
 Ref # Address: City/State/Zip: Disc. Date: Disc. %  
 Due Date: 1099

LIV BUSIN LIVINGSTON BUSINESS FORMS 08/09/2010 29272 GEN MELDN FESTIVAL FLYERS 780.00  
 41297 P.O. BOX 1137 08/26/2010 / / N N 0.00  
 HOWELL MI, 48844 08/26/2010 0.00000 N N 780.00  
 PD CK# 70382 08/24/2010

GL NUMBER DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT AMT BELIEVED  
 248-729-967.012 780.00 0.00  
 LIV BUSIN LIVINGSTON BUSINESS FORMS 08/09/2010 29272 GEN POUND MELDN BALL POSTERS 290.00  
 41290 P.O. BOX 1137 08/26/2010 / / N N 0.00  
 HOWELL MI, 48844 08/26/2010 0.00000 N N 290.00  
 PD CK# 70382 08/24/2010

GL NUMBER DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT AMT BELIEVED  
 248-729-967.012 290.00 0.00  
 LIV BUSIN LIVINGSTON BUSINESS FORMS 08/09/2010 29270 GEN SPECIAL INVITES - MELDN BALL 175.00  
 41286 P.O. BOX 1137 08/26/2010 / / N N 0.00  
 HOWELL MI, 48844 08/26/2010 0.00000 N N 175.00  
 PD CK# 70382 08/24/2010

GL NUMBER DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT AMT BELIEVED  
 248-729-967.012 175.00 0.00  
 LIV BUSIN LIVINGSTON BUSINESS FORMS 07/30/2010 29271 GEN MELDN BALL TICKETS 60.00  
 41288 P.O. BOX 1137 08/26/2010 / / N N 0.00  
 HOWELL MI, 48844 08/26/2010 0.00000 N N 60.00  
 PD CK# 70382 08/24/2010

GL NUMBER DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT AMT BELIEVED  
 248-729-967.012 60.00 0.00  
 LIV BUSIN LIVINGSTON BUSINESS FORMS 07/31/2010 29272 GEN ENVELOPES FOR MELDN BALL 140.00  
 41289 P.O. BOX 1137 08/26/2010 / / N N 0.00  
 HOWELL MI, 48844 08/26/2010 0.00000 N N 140.00  
 PD CK# 70382 08/24/2010

GL NUMBER DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT AMT BELIEVED  
 248-729-967.012 140.00 0.00  
 LIV BUSIN LIVINGSTON BUSINESS FORMS 08/09/2010 29322 GEN 100 FRIENDS SHIRTS 1,222.98  
 41285 P.O. BOX 1137 08/26/2010 / / N N 0.00  
 HOWELL MI, 48844

GL NUMBER DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT AMT BELIEVED  
 248-729-967.012 1,222.98 0.00  
 LIV BUSIN LIVINGSTON BUSINESS FORMS 08/09/2010 29322 GEN 100 FRIENDS SHIRTS 1,222.98  
 41285 P.O. BOX 1137 08/26/2010 / / N N 0.00  
 HOWELL MI, 48844

Vendor Code Ref #	Vendor Name Address City/State/Zip	CR Fun Date	Post Date	Invoice #	Disc. %	Bank Hold	Invoice Description	Gross Amount	Discount	Net Amount
GL NUMBER 248-729-967.012			08/26/2010			N		1,222.58		
DESCRIPTION PROJECT COSTS - ORGANIZATION										
LIV BUSIN 41284	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI, 48844		08/09/2010	29366		N		1,157.40		
DESCRIPTION PROJECT COSTS - ORGANIZATION										
GL NUMBER 248-729-967.012			08/26/2010			N		1,157.40		
DESCRIPTION PROJECT COSTS - ORGANIZATION										
LIV BUSIN 41583	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI, 48844		08/26/2010	0.0000		N		0.00		
DESCRIPTION PROJECT COSTS - ORGANIZATION										
GL NUMBER 248-729-967.012			08/24/2010			N		1,213.38		
DESCRIPTION PROJECT COSTS - ORGANIZATION										
LIV BUSIN 41587	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI, 48844		08/24/2010	0.0000		N		0.00		
DESCRIPTION PROJECT COSTS - ORGANIZATION										
GL NUMBER 248-729-967.012			08/24/2010			N		1,160.24		
DESCRIPTION PROJECT COSTS - ORGANIZATION										
LIV BUSIN 41586	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI, 48844		08/26/2010	0.0000		N		0.00		
DESCRIPTION PROJECT COSTS - ORGANIZATION										
GL NUMBER 248-729-967.012			08/24/2010			N		429.85		
DESCRIPTION PROJECT COSTS - ORGANIZATION										
LIV BUSIN 41585	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI, 48844		08/26/2010	0.0000		N		0.00		
DESCRIPTION PROJECT COSTS - ORGANIZATION										
GL NUMBER 248-729-967.012			08/24/2010			N		215.16		
DESCRIPTION PROJECT COSTS - ORGANIZATION										

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,160.24	0.00
248-729-967.012	PROJECT COSTS - ORGANIZATION	429.85	0.00
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,157.40	0.00
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,157.40	0.00
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,213.38	0.00
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,160.24	0.00
248-729-967.012	PROJECT COSTS - ORGANIZATION	429.85	0.00
248-729-967.012	PROJECT COSTS - ORGANIZATION	215.16	0.00

Invoice: 248-729-967.012  
 DR: HOWELL  
 EXP CHECK AND DATE 08/26/2010 - 08/26/2010  
 BOTH COUNTRILERS AND UNOUPREPAID OPEN AND PAID  
 BANK CODE: GEN

Vendor Code: Vendor Name: CK Run Date: Post Date: Invoice: Bank: Invoice Description: Gross Amount  
 Ref # Address: City/State/Zip: Disc. Date: Disc. %: Sep CR: Net Amount:

248-729-967.012 PROJECT COSTS - ORGANIZATION 215.16 0.00  
 11V BUSIN LIVINGSTON BUSINESS FORMS 08/24/2010 29368 GEN SHOP CLUE ENTREN 372.96  
 41584 P.O. BOX 1137 08/26/2010 / / N 0.00 0.00  
 HOWELL MI, 48844 08/24/2010 / / N 0.00 272.96

PD CR# 70448 08/25/2010  
 GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED  
 248-729-967.012 PROJECT COSTS - ORGANIZATION 272.96 0.00

11V BUSIN LIVINGSTON BUSINESS FORMS 08/24/2010 29382 GEN MELONFEST SHIRTS 1,773.50  
 41588 P.O. BOX 1137 08/26/2010 / / N 0.00 0.00  
 HOWELL MI, 48844 08/24/2010 / / N 0.00 1,773.50

PD CR# 70448 08/25/2010  
 GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED  
 248-729-967.012 PROJECT COSTS - ORGANIZATION 1,773.50 0.00

LIV CRY BL LIVINGSTON COUNTY BUILDING SERVICES 07/30/2010 MELONFEST 25.00  
 41166 420 S HIGHLANDER WAY 08/26/2010 / / N 0.00 0.00  
 HOWELL MI, 48843 08/04/2010 / / N 0.00 25.00

PD CR# 70230 08/03/2010  
 GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED  
 248-729-967.012 PROJECT COSTS - ORGANIZATION 25.00 0.00

GANNETT LIVINGSTON COUNTY DAILY PRESS & ARG 08/24/2010 SEPT 2010 GEN SUBSCRIPTION FOR SEPT 2010 10.33  
 41594 SUBSCRIPTION PAYMENT 08/26/2010 / / N 0.00 0.00  
 F.O. BOX 742530 08/24/2010 / / N 0.00 10.33  
 CINCINNATI OH, 45274-2530

PD CR# 70419 08/25/2010  
 GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED  
 248-728-810.000 DUES & MEMBERSHIPS 10.33 0.00

HOMETOWN LIVINGSTON COUNTY PRESS & ARGUS NEW 07/30/2010 484520 GEN LIVINGSTON CO GUIDE 798.00  
 41522 ACCOUNTS PAYABLE 08/26/2010  
 323 E GRAND RIVER

VENDOR TOTAL: 8,890.07

VENDOR TOTAL: 25.00

User: DEB  
DE: HOWELL

EXT CHECK RUN DATES 08/26/2010 - 08/26/2010  
EXT JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
TRAN CODE: GEN

Vendor Code	Vendor name	CR Run Date	Post Date	Invoice #	Bank	Invoice Description	Cr's Amount
Ref #	Address		Disc. Date	Disc. %	Hold		Balance
	City/State/Zip		Disc. Date		Seq#		Net Amount

PD CR# 70385	HOWELL MI, 48843	/	08/24/2010	0.0000	N		0.00
					N		798.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	798.00	0.00

HOWELLTOWN	LIVINGSTON COUNTY PRESS & ARGUS NEW	07/30/2010	430.54	GEN	GREEN	100.00
41521	ACCOUNTS PAYABLE	08/26/2010		N		
	323 E GRAND RIVER	/		N		0.00
	HOWELL MI, 48843	/		N		100.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	100.00	0.00

HOWELLTOWN	LIVINGSTON COUNTY PRESS & ARGUS NEW	07/30/2010	430.54	GEN	HOWELL HISTORY DAY	653.00
41520	ACCOUNTS PAYABLE	08/26/2010		N		
	323 E GRAND RIVER	/		N		0.00
	HOWELL MI, 48843	/		N		653.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.016	PROJECT COSTS - PROMOTIONS	653.00	0.00

LETS	LIVINGSTON ESSENTIAL TRANSPORTATION	08/25/2010	1616	GEN	MELON FEST SHUTTLE	1,154.05
41640	3950 W GRAND RIVER	08/26/2010		N		1,154.05
	HOWELL MI, 48855	/		N		0.00
		08/26/2010		N		1,154.05

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,154.05	0.00

MISC	LOCHER, LINDA	08/17/2010	REFUND#4	GEN	REFUND BOOTH FEE	100.00
41412	2877 HILDCREST	08/26/2010		N		100.00
	PINCKNEY MI, 48169	/		Y		0.00
		08/26/2010		N		100.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-729-675.031	MELON FEST FUNDRAISING	150.00	0.00

VENDOR TOTAL: 1,154.05

VENDOR TOTAL: 1,581.00



Date: 08/10/2010 10:06 AM  
 By: Howell

EMP CHECK PRINT DATES 08/26/2010 - 08/26/2010  
 BOTH DOWNLOADED AND UNCORRECTED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice	Bank	Division	Description	Gross Amount
101	HOWELL MI, 48943	08/26/2010	08/26/2010	0.0000	GEN	OFFICE SUPPLIES	120.77	120.77

VENDOR TOTAL: 693.75

VENDOR TOTAL: 241.18

VENDOR TOTAL: 150.00

AMOUNT AMT BELIEVED  
39.98 0.00

AMOUNT AMT BELIEVED  
201.20 0.00

AMOUNT AMT BELIEVED  
693.75 0.00

AMOUNT AMT BELIEVED  
120.77 0.00

AMOUNT AMT BELIEVED  
120.77 0.00

*Handwritten mark*

INVOICE APPROVAL BY: [blank] PRINTED AT: 10:04 AM OF 10/19/10  
 END CHECK AND DATE: 08/26/2010 - 08/26/2010  
 BOTH DEDUCTIBLE AND NONDEDUCTIBLE (GEN) AND PAID  
 BANK CODE: GEN

Vendor Code / Vendor name / Address / City/State/Zip  
 Ref # / CR Num Date / Post Date / Invoice # / Bank / Invoice Description / Gross Amount / Discount / NET Amount

Vendor: CR THE ROCKS  
 Address: 495 WEST BROAD ST  
 City: LINDEN MI, 48451  
 CR Num: 70344  
 Date: 08/19/2010  
 Post Date: 08/19/2010  
 Invoice #: 1290  
 Bank: 1290  
 Description: EMERGING SERVICE, TO BE REIMBURSE

GL NUMBER: 248-729-967.012  
 DESCRIPTION: PROJECT COSTS - ORGANIZATION  
 AMOUNT: 2,260.46  
 AMT BELIEVED: 0.00

Vendor Total: 199.77

Vendor Total: 2,260.46

Vendor Total: 2,260.46

Vendor Total: 365.00

Vendor Total: 365.00

Vendor Total: 250.00

Vendor Total: 250.00

Vendor Total: 823.43

Vendor Total: 823.43

Vendor Total: 801.00

Vendor Total: 801.00

Vendor Code	Vendor Name	Address	City/State/Zip	CR Run Date	Post Date	Invoice #	Disc. %	Disc. \$	Disc. Date	Bank Hold	Invoice Description	Gross Amount	Discount	Net Amount

GL NUMBER 248-729-967.012  
 DESCRIPTION PROJECT COSTS - ORGANIZATION  
 AMOUNT 801.00  
 AMT RELIEVED 0.00

MISC	REDMAN, EAM	P.O. BOX 503	GRAND LEDGE MI, 48837	08/17/2010	08/26/2010	REFUND#1	0.0000	0.0000	08/26/2010	GEN	REFUND BOOTH FEE	75.00	0.00	75.00
41409														

PD CK# 70412 08/24/2010  
 GL NUMBER 248-729-675.031  
 DESCRIPTION MELON FEST FUNDRAISING  
 AMOUNT 75.00  
 AMT RELIEVED 0.00

MISC	RICARDSON, LEE	9449 VIEW CT	FENTON MI, 48430	08/18/2010	08/26/2010	MELON REF #6	0.0000	0.0000	08/26/2010	GEN	REFUND BOOTH FEE	210.00	0.00	210.00
41470														

PD CK# 70414 08/24/2010  
 GL NUMBER 248-729-675.031  
 DESCRIPTION MELON FEST FUNDRAISING  
 AMOUNT 210.00  
 AMT RELIEVED 0.00

MISC	SCHUBAN RECYCLING	2419 MILLER RD	KALAMAZOO MI, 49001	07/30/2010	08/26/2010	5452-2ND PAY	0.0000	0.0000	08/04/2010	GEN	FINAL PAYMENT FOR MF RECYCLING	262.50	0.00	262.50
41145														

PD CK# 70233 08/03/2010  
 GL NUMBER 248-729-967.012  
 DESCRIPTION PROJECT COSTS - ORGANIZATION  
 AMOUNT 262.50  
 AMT RELIEVED 0.00

STARDUST	STARDUST THEATRE RENTALS	7763 FARRIDGE HILL DRIVE	BRIGHTON MI, 48116	08/16/2010	08/26/2010	111	0.0000	0.0000	08/16/2010	GEN	MOVIE SCREEN FOR MELON FEST	263.00	0.00	263.00
41372														

PD CK# 70341 08/17/2010  
 GL NUMBER 248-729-967.012  
 DESCRIPTION PROJECT COSTS - ORGANIZATION  
 AMOUNT 263.00  
 AMT RELIEVED 0.00

VENDOR TOTAL: 262.50

VENDOR TOTAL: 210.00

VENDOR TOTAL: 75.00

VENDOR TOTAL: 1,624.43

Vendor Code: Vendor Name: CR FOR DATE: Post Date: Invoice PO: Bank Held: Invoice Description: Gross Amount  
 Ref # Address: City/State/Zip: Dist. Date: Disc. %: Date: Sep CR: Net Amount

STATE STRE	STATE STREET PROPERTIES	08/26/2010	09/24/2010	GEN	PAID FOR SEPT 2010	1,236.00
41552	115 STATE STREET HOWELL MI, 48843	08/26/2010	08/26/2010	N	0.0000	0.00
PD CR# 70452	08/26/2010	08/26/2010	N			1,236.00

GL NUMBER: 248-729-942.000  
 DESCRIPTION: BUILDING LEASE  
 AMOUNT: 1,236.00  
 AMT BELIEVED: 0.00

MISC	SWEATERS, GINNY	08/17/2010	08/26/2010	GEN	REFUND MONTH FEE	150.00
41413	2299 PATTERSON LN RD PINNACRE MI, 48169	08/26/2010	/	N	0.0000	0.00
PD CR# 70419	08/26/2010	08/26/2010	N			150.00

GL NUMBER: 248-729-075.031  
 DESCRIPTION: MELON FEST FUNDRAISING  
 AMOUNT: 150.00  
 AMT BELIEVED: 0.00

SWANK	SWANK MOTION PICTURES INC	08/24/2010	08/26/2010	GEN	MOVIE - MELON FEST	321.00
41582	2844 PAYSHERE CIRCLE CHICAGO IL, 60674	08/26/2010	/	N	0.0000	0.00
PD CR# 70453	08/26/2010	08/24/2010	N			321.00

GL NUMBER: 248-729-967.012  
 DESCRIPTION: PROJECT COSTS - ORGANIZATION  
 AMOUNT: 321.00  
 AMT BELIEVED: 0.00

MISC	TECUMSEH TROLLEY AND LIMB	07/30/2010	08/26/2010	GEN	FINAL PAYMENT FOR MELON FESTIVAL 2	1,344.00
41152	223 E PATTERSON ST TECUMSEH MI, 49286	/	/	N	0.0000	0.00
PD CR# 70234	08/03/2010	08/04/2010	N			1,344.00

GL NUMBER: 248-729-967.012  
 DESCRIPTION: PROJECT COSTS - ORGANIZATION  
 AMOUNT: 1,344.00  
 AMT BELIEVED: 0.00

MISC	THE SCOTTVILLE CLOWN BAND INC	08/09/2010	08/26/2010	GEN	ENTERTAINMENT FOR MELON FEST	3,000.00
41308	119 N GORDON SCOTTVILLE MI, 49454-9634	/	/	N	0.0000	0.00
				Y		0.00

VENDOR TOTAL: 1,344.00  
 VENDOR TOTAL: 1,344.00  
 VENDOR TOTAL: 1,236.00  
 VENDOR TOTAL: 150.00  
 VENDOR TOTAL: 321.00  
 VENDOR TOTAL: 321.00  
 VENDOR TOTAL: 1,344.00  
 VENDOR TOTAL: 3,000.00

USER: DAVE  
 BR: HOWELL  
 EOP CHECK RUN DATES 08/20/2010 - 08/26/2010  
 NOT JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code	Vendor Name	City/State/Zip	CR Run Date	Post Date	TRVLTPE	Form	Invoice Description	Gross Amount
41504	TOUCH INTEGRATED COMMUNICATIONS LLC	312 N COURT ST HOWELL MI, 48843	08/26/2010	08/26/2010	0.0000	N	CONSULTING JUNE/JULY 2010	730.75
70463	TOUCH INTEGRATED COMMUNICATIONS LLC	312 N COURT ST HOWELL MI, 48843	08/25/2010	08/26/2010	0.0000	N	PROJECT COSTS - ORGANIZATION	0.00
70454	TOUCH INTEGRATED COMMUNICATIONS LLC	312 N COURT ST HOWELL MI, 48843	08/24/2010	08/24/2010	0.0000	N	PROJECT COSTS - ORGANIZATION	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RECEIVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	3,000.00	0.00
VENDOR TOTAL:		3,000.00	

GL NUMBER	DESCRIPTION	AMOUNT	AMT RECEIVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,315.50	0.00
VENDOR TOTAL:		1,315.50	

GL NUMBER	DESCRIPTION	AMOUNT	AMT RECEIVED
248-729-967.010	PROJECT COSTS - DESIGN	1,000.00	0.00
VENDOR TOTAL:		1,000.00	

GL NUMBER	DESCRIPTION	AMOUNT	AMT RECEIVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,200.00	0.00
VENDOR TOTAL:		1,200.00	

GL NUMBER	DESCRIPTION	AMOUNT	AMT RECEIVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,200.00	0.00
VENDOR TOTAL:		1,200.00	

GL NUMBER	DESCRIPTION	AMOUNT	AMT RECEIVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,200.00	0.00
VENDOR TOTAL:		1,200.00	

GL NUMBER	DESCRIPTION	AMOUNT	AMT RECEIVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	1,200.00	0.00
VENDOR TOTAL:		1,200.00	

GL NUMBER	DESCRIPTION	AMOUNT	AMT RECEIVED
248-729-967.012	PROJECT COSTS - ORGANIZATION	730.75	0.00
VENDOR TOTAL:		730.75	

IMPOSES APPROVAL BY INVOICE BEFORE FOR CITY OF HOWELL  
 EXP CHECK RUN DATES 08/26/2010 - 08/26/2010  
 FROM JOURNALIZED AND JOURNALIZED OPEN AND PAID  
 BANK CODE: 68W

Vendor Code	Vendor name	CR RUN DATE	Post Date	Invoice	Bank	Invoice Description	Gross Amount
REF #	Address		Disc. Date	NO	HOLD		Discount
	City/State/Zip		Due Date	Disc. %	SEP CR		Net Amount

MISC	WALK, KARIN		08/17/2010	REFUND#8	GEN	REFUND BOOTH FEE	210.00
41414	1011 LENN RD		08/26/2010		N		0.00
	WILLIAMSTON MI, 48898		/ /	0.0000	Y		0.00
PD CR# 70428	08/24/2010		08/26/2010		N		210.00

GL NUMBER 248-729-675.031 DESCRIPTION MELON FEST FUNDRAISING  
 AMOUNT AMT RECEIVED  
 210.00 0.00

VENDOR TOTAL: 210.00

GL NUMBER 248-729-675.031 DESCRIPTION MELON FEST FUNDRAISING  
 AMOUNT AMT RECEIVED  
 210.00 0.00

VENDOR TOTAL: 210.00

TOTAL - ALL VENDORS: 4,092.00



INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
EXP CHECK RUN DATES 09/23/2010 - 09/23/2010  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Vendor Code	Vendor Name	Address	City/State/Zip	CK Run Date	Post Date	Invoice ID	Bank Hold	Invoice Description	Gross Amount
Ref #					Disc. Date <td>Disc. % <td>Sep CK <td></td> <th>Net Amount</th> </td></td>	Disc. % <td>Sep CK <td></td> <th>Net Amount</th> </td>	Sep CK <td></td> <th>Net Amount</th>		Net Amount
					Due Date <td></td> <td>1099</td> <td></td> <td></td>		1099		

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-850.000	COMMUNICATIONS - TELEPHONES	34.63	0.00
<b>VENDOR TOTAL:</b>		<b>34.63</b>	

HOWELL CITY	CITY OF HOWELL	08/31/2010	10540-9/2010	GEN	118 W CLINTON ST	21.00	0.00	21.00
41804		09/23/2010	/	N		0.00		0.00
		/		N				21.00
		09/14/2010		N				
PD CK# 70600 09/15/2010								

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED					
248-728-920.002	UTILITIES - WAT / SEW	21.00	0.00					
HOWELL CITY	CITY OF HOWELL	08/30/2010	10541-9/2010	GEN	118 1/2 W CLINTON ST	54.06	0.00	54.06
41805		09/23/2010	/	N		0.00		0.00
		/		N				54.06
		09/14/2010		N				
PD CK# 70600 09/15/2010								

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.002	UTILITIES - WAT / SEW	54.06	0.00
<b>VENDOR TOTAL:</b>		<b>75.06</b>	

CLEAR VIEW	CLEAR VIEW SERVICES	08/31/2010	6201	GEN	WINDOW CLEANING JULY & AUGUST 2010	40.00	0.00	40.00
41990	JARED & MELIA PUTNAM P.O. BOX 1141 HOWELL MI, 48844	09/23/2010	/	N		0.00		0.00
		/		N		40.00		40.00
Open		09/23/2010		N				

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-804.000	CONTRACTUAL SERVICES	40.00	0.00
<b>VENDOR TOTAL:</b>		<b>40.00</b>	

CLEAR'S P	CLEAR'S PUB	08/30/2010	090810	GEN	REIMBURSEMENT FOR GRABBIN O GREEN	36.76	0.00	36.76
42031	117 E GRAND RIVER HOWELL MI, 48843	09/23/2010	/	N		0.00		0.00
		/		N		36.76		36.76
		09/23/2010		N				
Open								

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-367.012	PROJECT COSTS - ORGANIZATION	36.76	0.00
<b>VENDOR TOTAL:</b>		<b>36.76</b>	

USER: DAUS  
DB: HOWELL

ENTER CHECK AND DATES 09/23/2010 - 09/23/2010  
HOWELLSOLRZED AND UNDISBURSED OPEN AMT PAID  
BANK CODE: GEN

Vendor Code	Vendor name	CK Run Date	Post Date	Invoice PO	Invoice Description	Gross Amount
41991	CONSUMERS ENERGY	09/23/2010	09/23/2010	2914-09/10	122 N STATE ST	11.65
	LANSTING NJ, 48937-0001					0.00
						11.65

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.001	UTILITIES - GAS	11.65	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
41910	DTE ENERGY P O BOX 740786 CINCINNATI OH, 45274-0786	1151 PINCKNEY RD.	45.02
			0.00
			45.02

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.011	UTILITIES - ELEC G-19	45.02	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
41975	DTE ENERGY P O BOX 740786 CINCINNATI OH, 45274-0786	522 E SIBLEY	40.65
			0.00
			40.65

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.000	UTILITIES - ELECTRICITY	40.65	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
41890	DTE ENERGY P O BOX 740786 CINCINNATI OH, 45274-0786	218 E SIBLEY	39.12
			0.00
			39.12

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.000	UTILITIES - ELECTRICITY	39.12	0.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
41909	DTE ENERGY P O BOX 740786 CINCINNATI OH, 45274-0786	122 N STATE ST	139.51
			0.00
			139.51

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
248-728-920.000	UTILITIES - ELECTRICITY	139.51	0.00
VENDOR TOTAL:		264.30	

09/16/2010 07:21 PM  
 User: Russ  
 DE: Howell

EXP CHECK RUN DATES 09/23/2010 - 09/23/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Vendor Code	Vendor name	CK Run Date	Best Date	Invoice PO	Bank Hold	Invoice Description	Gross Amount
Ref #	Address		Disc. Date <th>Disc. %</th> <td>Sep CK</td> <td></td> <th>Discount</th>	Disc. %	Sep CK		Discount
	City/State/Zip		Due Date				Net Amount

DTE ENERGY	DTE ENERGY	09/10/2010	08-17-010	GEN	MELON FEST TEMP ELECT	285.00
41880	37849 INTERCHANGE DRIVE	09/23/2010		N		0.00
	FARMINGTON HILLS MI, 48335			N		285.00
PD CR# 70605	09/15/2010					

GL NUMBER 248-729-967.012  
 DESCRIPTION PROJECT COSTS - ORGANIZATION  
 AMOUNT 285.00  
 AMT RELIEVED 0.00

VENDOR TOTAL: 285.00

JENKINS, I	JENKINS, INGRID	09/02/2010	09082010	GEN	CLEANING FOR AUGUST/SEPT 2010	360.00
42010	P.O. BOX 1122	09/23/2010		N		0.00
	HOWELL MI, 48844			Y		0.00
Open		09/23/2010		Y		360.00

GL NUMBER 248-728-804.001  
 DESCRIPTION JANITORIALS SERVICES  
 AMOUNT 360.00  
 AMT RELIEVED 0.00

VENDOR TOTAL: 360.00

KEY EQUIPM	KEY EQUIPMENT FINANCE	09/08/2010	OCT2010	GEN	COPIER LEASE- OCT 2010	183.18
41869	P.O. BOX 74713	09/23/2010		N		0.00
	CLEVELAND OH, 44194-0796			N		183.18
Open		09/23/2010				

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

VENDOR TOTAL: 183.18

LASHBROOKS	LASHBROOK SEPTIC SERVICE	08/25/2010	15459	GEN	MELON FESTIVAL - PORT A JOHNS	2,055.00
42015	4895 CURBY RD	09/23/2010		N		0.00
	HOWELL MI, 48855			Y		0.00
Open		09/23/2010				2,055.00

GL NUMBER 248-729-967.012  
 DESCRIPTION PROJECT COSTS - ORGANIZATION  
 AMOUNT 2,055.00  
 AMT RELIEVED 0.00

VENDOR TOTAL: 2,055.00

GANNETT	LIVINGSTON COUNTY DAILY PRESS & ARG	09/18/2010	OCT2010	GEN	SUBSCRIPTION FOR OCT 2010	10.33
42002	SUBSCRIPTION PAYMENT	09/23/2010		N		0.00
	P.O. BOX 742330					
	CINCINNATI OH, 45274-2530			N		0.00

Vendor Code Vendor name CK Run Date Post Date Invoice Hold Bank Invoice Description Gross Amount  
 Ref # Address City/State/Zip Disc. Date Disc. \$ Sep CK Net Amount

Open 09/23/2010 N 10.33

GL NUMBER 248-78-846.000 DESCRIPTION DUES & MEMBERSHIPS AMOUNT 10.33 AMT RELIEVED 0.00

VENDOR TOTAL: 10.33

MISC 41712 MAD SCIENCE 12413 STARK RD 08/27/2010 09/23/2010 0.0000 GEN MELNEST ENTERTAINMENT 750.00  
 LIVONIA MI, 48150 / / Y 0.00  
 09/14/2010 N 750.00

PD CK# 70611 09/15/2010

GL NUMBER 248-729-967.012 DESCRIPTION PROTECT COSTS - ORGANIZATION AMOUNT 750.00 AMT RELIEVED 0.00

VENDOR TOTAL: 750.00

MISC 41918 MOORE, DOROTHY 1631 CARDINAL RIDGE 08/31/2010 09/23/2010 0.0000 GEN REFUND -- BOOTH FEE 210.00  
 WEST BLOOMFIELD MI, 48324 / / Y 0.00  
 09/23/2010 N 210.00

Open

GL NUMBER 248-729-967.012 DESCRIPTION PROTECT COSTS - ORGANIZATION AMOUNT 210.00 AMT RELIEVED 0.00

VENDOR TOTAL: 210.00

MR BS 42032 MR B'S 101 W GRAND RIVER 08/31/2010 09/23/2010 0.0000 GEN REIMBURSEMENT FOR GRABBIN O GREEN 95.10  
 HOWELL MI, 48843 / / N 0.00  
 09/23/2010 N 95.10

Open

GL NUMBER 248-729-967.012 DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT 95.10 AMT RELIEVED 0.00

VENDOR TOTAL: 95.10

MISC 42030 RAZZMATAZZ TOYS 109 W GRAND RIVER 08/03/2010 09/23/2010 0.0000 GEN REIMBURSE FOR GRABBIN O GREEN DEBIT 26.32  
 HOWELL MI, 48843 / / Y 0.00  
 09/23/2010 N 26.32

Open

GL NUMBER 248-729-967.012 DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT 26.32 AMT RELIEVED 0.00

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
 EXP CHECK RUN DATES 09/23/2010 - 09/23/2010  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

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

248-729-967.012 SUBJECT COSTS - ORGANIZATION 26.32 0.00

VENDOR TOTAL: 26.32

QTD T/LEC STANDARD ELECTRIC COMPANY 08/18/2010 1/093334-00 GEN MELON FEST ELECTRICAL BOXES 45.29  
 42029 P O BOX 5289 09/23/2010 / / 0.0000 N N 0.00  
 SAGINAW MI, 48603-0239 09/23/2010 / / 0.0000 N N 45.29

Open

GL NUMBER 248-729-967.012 DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT 45.29 AMT RELIEVED 0.00

VENDOR TOTAL: 45.29

WASTE MAN WASTE MANAGEMENT OF MICHIGAN 08/31/2010 7052517-1389-1 GEN 20 YRD DUMPSTER - MELON FEST 300.00  
 42028 ATTN: JENNIFER ADAMS 09/23/2010 48797 ALPHA DR SUITE 150 / / 0.0000 N N 0.00  
 WIXOM MI, 48393 09/23/2010 / / 0.0000 N N 300.00

Open

GL NUMBER 248-729-967.012 DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT 300.00 AMT RELIEVED 0.00

VENDOR TOTAL: 300.00

WHMI 93.5 WHMI 93.5 08/29/2010 31548 GEN ADS FOR MELON FESTIVAL 150.00  
 42029 P.O. BOX 935 09/23/2010 1277 PARKWAY DR / / 0.0000 N N 0.00  
 HOWELL MI, 48844 09/23/2010 / / 0.0000 N N 150.00

Open

GL NUMBER 248-729-967.012 DESCRIPTION PROJECT COSTS - ORGANIZATION AMOUNT 150.00 AMT RELIEVED 0.00

VENDOR TOTAL: 150.00

TOTAL - ALL VENDORS: 11,288.12

# **DESIGN COMMITTEE: PUBLIC ART IN HOWELL**

## **Purpose Statement**

The purpose of Public Art in Howell is to create interest and excitement in our unique Historic District by enhancing public spaces.

## **Mission**

Our mission is to use public art to increase the community's awareness of Howell's history, community events and our architectural features. Public art in various forms will improve a pedestrian's visit and draw motorists to our walkways.

## **History of Public Art in Howell**

The Design Committee was given the mandate to assist in improving the streetscapes of Howell's DDA District. In early 2009, under the request of the DDA Director, a subcommittee to work specifically on bringing public art to Howell was formed. We were informed the budget was \$1,000. The group evaluated other cities public art (a few are: Chicago, Chelsea, Ann Arbor) and met with two cities (Walled Lake and S. Lyon) that expressed an interest in exchanging art sculptures that were donated by artists in a "Call for Sculptures". The other cities chose not to participate and we then researched various art forms and locations. We worked for a length of time toward creating a mosaic piece with an artist from Ann Arbor and that project also fell through.

Parking Lot #1 was in the process of design and we were asked by the DDA Director to evaluate enhancing the location with art. Our group met in Northville with Randy Metz, the landscape architect, and we identified the corner pocket garden areas as sites for art. We approached various artists in an attempt to find someone willing to work on this project without salary. Our hope was to have a sculpture and we made calls to various art programs, (such as Wayne State, University of Michigan) for assistance in locating artists. In our quest for artists, two Howell artists, Jessica Tokman and Carl Goines, agreed to work with us pro bono. After many meetings with the DDA Director, the Design Committee and the artists, two projects were identified.

These art projects met our goals. The "Spirit of Howell" by Jessica Tokman is four slumped glass panels that highlight Howell events and is highly visible as motorist enter our city from the south. The topiary Indian Trail Tree, "Guiding Our Way", will preserve a piece of our history of the Old Grand River Indian Trail and our Indian roots. Both pieces of art will be surrounded by plantings, lights and benches that will improve a pedestrian's journey through Howell. The art group, the artists and their works of art were presented, along with an explanation of our process to the Design Committee, the DDA Board and City Council. All of these groups approved of proceeding.

## **FUNDING**

An estimate of cost was submitted and funding was provided by a combination of the artists donating time and some materials, the DDA Director obtaining a grant from the Michigan Economic Development Corporation (MEDC) and two private businesses, First National Bank and HRC furnished the remaining.

## **FUTURE PLANS**

The public art group under the Design Committee has a goal of obtaining one work of art per year. Various sites in the city have been identified; the sides of the main four corner buildings, east side of Dairy Queen, Farmers' Market area, public alleys, entrance to Howell from the north, the east corners of Parking Lot #1 and there is a request from the DDA Director to consider a work of art when the corner at Clinton and State Street is reconstructed.

Ideas of possible projects:

1. Detroit Institute of Art has expressed a desire to place a temporary, outside, framed, reproduction of one of their paintings in Howell for their spring "Inside Out" Program. We are in the process of obtaining their information packet and application form.
2. Interactive art, such as a large statue of a melon cut in half that children could climb into for fun and pictures, located in the Farmer's Market area.
3. Mosaic piece of art to bring life to the side of a building. We have identified four seasonal pictures of Michigan.
4. Art "themes" such as small mosaic squares in sidewalks as they are reconstructed that could be symbols of "hidden treasures of Howell", or a few character figures painted on walls that appear to be emerging from the brick to create surprise and interest.
5. Look for ways to incorporate art when the city is making changes in areas, such as bike racks, flower planters, signs and benches.
6. Look for ways to use art to enhance eye soars. For example, mosaics on the back of newspaper racks and art to mask abandoned property.
7. Support/encourage property and business owners to consider enhancing their building with adding a form of art, such as PNC's large brick space facing State Street.
8. Encourage groups to support a work of art to create interest in their product, such as the Chamber of Commerce creating a balloon related sculpture or the Youth Center creating a form of art to highlight their cause and use art to help them connect with the city.
9. Continue to pursue sharing art with other cities.
10. Ecological art; such as rain gardens in places like the neglected strip of land in the county parking lot or flower plantings like sedum used in an artistic design. Use of wind, rain, sun in art.

Note: Future projects will include funding of the artist's work. As our two artists have not been covered for their work it is our hope that they will again work with us and receive reimbursement.

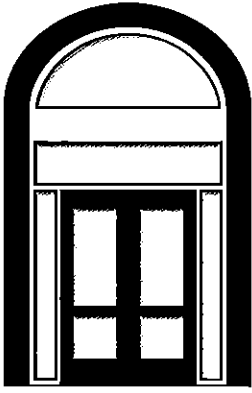
## **PUBLIC ART AWARENESS**

To assist in creating interest and excitement downtown the public and local businesses need to be aware of the two art projects. To inform the public a name for the project was created: ARTS Initiative: Public Art in Howell. This logo and marketing plan was presented to the Design Committee and approved by the committee and the DDA Director to use during the 2010 Melon Fest. A member of the art group spoke at the 175<sup>th</sup> Howell celebration ceremony by request of Mayor Moen. Members of the Design Committee and one City Council member were present at the Howell Melon Festival to inform the public of the two art projects and obtain suggestions for future art in Howell. Positive responses were received, a few suggestion cards were filled and a list of people interested in being informed when the art projects are dedicated was obtained.

CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR AND CITY COUNCIL  
**FROM:** NATHAN VOGHT, DDA/MAIN STREET DIRECTOR  
**DATE:** SEPTEMBER 17, 2010  
**RE:** **HOWELL CHAMBER MEMBERSHIP RENEWAL**

The DDA has been members of the Howell Chamber since 2002. The annual membership cost is \$225, and is now due for 2010-2011. Our partnership with the Chamber has gotten stronger over the years, as Chamber staff has sat on various Main Street Committees, and have most recently assisted with the Melon Festival. The Chamber provides many business and networking services of value to our business owners and organization. The Chamber hosts great downtown and community events like the Farmers' Market, Fantasy of Lights Parade, and Balloonfest. The Chamber membership is a budgeted item under the Main Street Promotions Budget. I recommend that the Board renew our membership with the Chamber for 2010-2011.



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

September 1, 2010

Mr. Nathan Voght  
Howell Mainstreet and DDA  
122 State St.  
Howell, MI 48843

Dear Nathan,

You receive the critical advantage necessary for business success through your membership in the Howell Area Chamber of Commerce.

Business credibility is just one example: According to a recent national study conducted by the Schapiro Group, consumers are 63 percent more likely to buy goods and services from a company that is a local chamber of commerce member.

The chamber's goal is enhance your profitability and bottom line through our four lines of business: Advocacy, Business Development, Member Services and Community Improvement. Your success is our goal.

On behalf of the Board of Directors and the staff of the Howell Area Chamber of Commerce, thank you for your support and membership in the chamber.

Enclosed you will find the anniversary statement for your dues investment covering your membership from October 2010 through September 2011. Please join us once again to ensure a strong chamber and a viable business climate in the coming year.

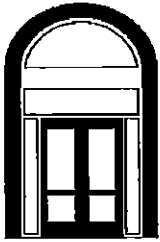
Thank you for your investment in the Howell Area Chamber of Commerce. If you have any questions or comments, please call me or Membership Director Kim Esper at 517.546.3920.

Sincerely,

*Pat Convery Thanks for the great partnership!*

Pat Convery  
President





Howell Area  
CHAMBER of COMMERCE

Date: 10/01/2010  
Inv. No.: 38708  
Account No.: 4058

## Membership Dues Invoice

**Remit To:**

Mr. Nathan Voght  
Howell Mainstreet and DDA  
122 State St.  
Howell, MI 48843

Howell Area Chamber of  
Commerce  
123 E. Washington St.  
Howell, MI 48843

Please Return Top Portion With Payment

Description	Amount
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Annual Membership Dues covering 10/01/2010 through 09/30/2011	\$225.00
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<b>Total:</b>	\$225.00
<b>Paid:</b>	\$0.00
<b>TOTAL DUE:</b>	\$225.00

*Thank You for Your Support Since 2002!*

YES, in addition to my dues renewal, I'd like to make a charitable donation to the Howell Area Chamber of Commerce Foundation:  
 \$10  \$25  \$50  \$100  Other \$

The Howell Area Chamber of Commerce Foundation is responsible for educational, charitable and cultural programs including the Margaret Starkey Scholarship, the Fantasy of Lights Parade, the Art at Lunch initiative, Lunch & Learn, SCORE Business Development Workshops and the Livingston County Wage and Benefit Survey. The Foundation building provides valuable conference facilities for businesses and community groups.

You may charge your payment to Visa or MasterCard.

Name on Card \_\_\_\_\_

Address \_\_\_\_\_

on Card \_\_\_\_\_

with ZIP \_\_\_\_\_

Card Number \_\_\_\_\_ CVV2 # \_\_\_\_\_

MC \_\_\_\_\_ VISA \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

Payment of membership dues is deductible for most chamber members as an ordinary and necessary business expense. Contributions or gifts to the chamber are not deductible as charitable contributions for federal income tax purposes.

CITY OF HOWELL  
MEMORANDUM

**TO:** MAYOR AND CITY COUNCIL  
**FROM:** NATHAN VOGHT, DDA/MAIN STREET DIRECTOR  
**DATE:** SEPTEMBER 17, 2010  
**RE:** STREET MUSICIANS DOWNTOWN

The City has recently encountered some issues with street musicians in the downtown area. The case, currently being examined by staff and the City Attorney, involves a street musician being asked to stop playing after the City received a complaint from a nearby business.

Currently, the only ordinance that remotely deals with this is our noise ordinance, which includes language prohibiting any noise from musical instruments that “annoys or disturbs” nearby people. We have no ordinance dealing with panhandling and no permit process for street musicians. The only permitting process we have is for civic events that include musicians.

Staff and the City Attorney are researching our ordinances and developing alternatives for Council to consider. Our goal is to balance individual rights and the rights of businesses and the community at large. As such, we are looking into a permitting process for street musicians and possibly a panhandling ordinance. Amendments are being considered to the Civic Event policy, as well.

In the interim, the City has suspended enforcement of the noise ordinance as it relates to street musicians. Suspending enforcement allows time for us to review information submitted to us by the ACLU and to research appropriate ordinance language dealing with street musicians and panhandling.

DDA staff is involved with the research and development of a musician permitting process, and the DDA Board will be kept informed of the progress.

## **Downtown Business Update Updated September 22, 2010**

### **New Businesses:**

1. **The Spinning Loft**, 202 S. Michigan Ave.

### **Coming Soon:**

1. **Attitude Bistro**, 106 E. Grand River (Postponed)
2. **Northstar Capital Group - Office** (208 W. Grand River)
3. **Financial Advisor** (East bay of Country Squire)
4. **Ann Arbor Bead Gallery 2** – 114 State St. in August (bga2.com)

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

### **Businesses Closed/Closing:**

1. **Bumble Beeds (July 1)**

### **Buildings for Sale**

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

### **Spaces for Lease**

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

### **Apartments for Lease**

1. 211 E. Grand River, Apartment 600 s.f., \$600
2. 110 W. Grand River Ave. 800 s.f. (\$650, including all utilities)
3. 201 W. Grand River Ave. (2)
4. 111 N. Michigan Ave. 800 s.f. Basement Office
6. 108 W. Grand River (Office – need lease rates)
7. 113 N. Michigan Apt. C (650 sq.ft., \$650/month + utilities)