



MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY BOARD AGENDA

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

Wednesday, June 23rd, 2010

Members and
other officials normally
in attendance:

1. Geraldine Moen
Mayor
2. Stephanie Schlittler
President
3. Jeff Hansen
Vice-President
4. Diana Renscak
Treasurer
5. Matt Wilson
Secretary
6. Holly Neville
7. Vacant
8. Vacant
9. Vacant
10. Nathan Voght
DDA Director
11. Karen Williams
Main Street Coordinator
12. Shea Charles
City Manager

1. Meeting Called to Order
2. Citizen's Comments (items not on the agenda)
3. Approval of DDA Minutes –Secretary, Matt Wilson
 - Minutes of Executive Committee, May 18, 2010
 - Minutes of Executive Committee, June 9, 2010
 - Minutes of Regular meeting, April 28, 2010
(Motion required to place minutes on file)
4. Correspondence
5. Reports
 - Director Report – Nathan Voght
 - Main Street Coordinator Report – Karen Williams
 - President's Report – Stephanie Schlittler
 - Treasurer's Report – Diana Renscak
(Motion required to place reports on file)
6. Approval of Committee Reports
 - Design Committee – Nathan Voght, Director
 - Promotions Committee –Diana Renscak, Chairperson
 - Organization Committee – Jeff Hansen, Chairperson
 - Business Development Committee – Stephanie Schlittler, Chairperson
(Motion required to place all reports on file)

WELCOME!

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

7. Payment of Bills – DDA Treasurer
(Motion to pay the bills in the amount of \$14,992.19, plus payroll for June 2010)
8. **Discussion/Action Items:**
 - A. Concerts at the Courthouse Sponsorship Request – Discussion/Action
(Motion to approve a sponsorship for the 2010 Concerts at the Courthouse by the Livingston Arts Council in the amount of \$1,000)
 - B. Budget Amendment Resolution #10-02
(Motion to approve various budget amendments to adjust actual bond proceeds, Design and Business Development project costs, Parking Lot #1 contributions, current year debt service, and West Sibley Street contribution, in the total amount of \$260,665.)
 - C. Vision Statement Revisions – Discussion/Action
 - D. Parking Lot #1 Construction Update
9. **New Businesses/Business Relocations/Spaces Available Report**
10. **Closed Session – Director’s Evaluation and Property Acquisition**
11. **Motion to Adjourn**
(Motion Required for Adjournment)

Reminders:

Pink Party – Thursday, June 17th
Balloonfest – June 25-27th
Executive Committee Mtg. – July 14th 8:30 a.m.
Next DDA Board Mtg. – July 28th 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

Howell Main Street and Downtown Development Authority
Executive Committee Session
May 18, 2010 8:30 am

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

Committee Members Absent: Secretary Wilson,

Meeting began at 8:38 at 122 State Street

The Executive Session was to set the agenda for the May 26th, 2010 meeting.

The Committee discussed the draft agenda, which includes sponsorship requests for both
Concerts at the Courthouse and Last Day Breakaway. No correspondence at this point. The
Vision Statement revisions were discussed, and the difference between the Mission and Vision
Statements. A construction update on Parking Lot #1 will be added to the agenda.

N. Voght indicated that the MEDC Grant was granted to Howell for \$31,500, which will pay for
part of the Public Art and Brick Pavers in the alley for Parking Lot #1. C. Stone is still awaiting
all evaluations for the Director. A Closed Session to discuss the Director's Evaluation will be
scheduled assuming all evaluations are turned in soon.

There were no other items requested for the agenda.

The meeting adjourned at 9:08 a.m.

Minutes as recorded by Nathan Voght

Howell Main Street and Downtown Development Authority
Executive Committee Session
June 9, 2010 8:30 am

Committee Members Present: President Schlittler, Vice-President Hansen, DDA Director Voght, City Manager Charles, Assistant Traci Mularoni

Committee Members Absent: Treasurer Renscak, Secretary Wilson,

Meeting began at 8:33 at 122 State Street

The Executive Session was to set the agenda for the June 23rd, 2010 meeting.

The Committee discussed the draft agenda, including the concerts at the courthouse sponsorship. Since there was no quorum for the May meeting, this item was postponed to June. Due to timing for the Recreation Authority's Last Day Breakaway event, the \$300 was paid, given this was a budgeted item.

N. Voght mentioned the revisions to the Vision Statement will be put back on the agenda for review by the Board. N. Voght further discussed that the condition of the downtown trees is a concern to the City, and Marcel Goch and the Director inspected the condition of the trees last week and recommends possible solutions be reviewed, with consultation with Grissim-Metz, Landscape Architects, if necessary. Staff will present options and a recommendation to the Board in July.

N. Voght indicated that a closed session would be requested for the Director's Evaluation and to discuss Property Acquisition.

The Howell Beautification Committee donation request to the DDA from 2009 was discussed and S. Charles indicated the Committee beautifies many areas around the City. The City financially supports some of the committee's operations and functions.

There were no other items requested for the agenda.

The meeting adjourned at 9:05 a.m.

Minutes as recorded by Nathan Voght



MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, APRIL 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: Jeff Hansen, Mayor Moen, Matt Wilson, Holly Neville, Stephanie Schlittler, Diane Renscak

Members Absent: All Members Present

Also Present: Nathan Voght, DDA Director, Shea Charles, City Manager, Sherrie Boak, Recording Secretary, Nick Bitoff, Farmers' Market Manager

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

Citizens Comments

No comments

Approval of Minutes

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

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

Correspondence

Opera House Founder & Friend Benefit Dinner Invitation

Mayor Moen stated she plans to attend, and DDA Director Voght stated that all other RSVP's should be sent directly to the Opera House.

Reports

DDA Director

DDA Director Voght reminded the Board to submit their evaluation forms to Carol Stone as soon as possible, and a review will be done at the May meeting. Mr. Voght asked the Board to update the agenda with two action items for Parking Lot #1.

Main Street Coordinator Report

Main Street Coordinator Williams was absent from the meeting, no report.

President's Report

President Schlittler reiterated the importance of submitting the Directors Evaluation as soon as possible.

Treasurer's Report

No report.

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

Board Member Renscak arrived at 6:35 pm.

President Schlittler amended the agenda to include Parking Lot #1 Paving and Lighting Alternatives. Supported by Board Member Hansen, motion carried unanimously.

Approval of Committee Reports

Design Committee

Nathan Voght, DDA Director stated the Committee was finalizing *Walk through Time*, and working on Howell History Days tours.

Promotions Committee

Nathan Voght, DDA Director stated the Committee was working on Howell History Days and their work plans.

Organization Committee

Vice President Hansen referenced the Committee minutes, and commented on their search for more members. Board Member Renscak stated she would make contact with a potential representative.

Business Development Committee

President Schlittler stated the Committee was working on new businesses for downtown. It was stated that June 9th will be the next Howell Happenings Live, 8 am location TBD.

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

Payments of Bills

MOTION by Mayor Moen, SUPPORTED by Renscak to pay the bills in the amount of \$10,924.77 plus payroll for April, 2010.

President Schlittler asked about the payment to *Lion Tree Communications* for \$200. DDA Director Voght stated it was for an ad in an Ann Arbor Art Magazine for the Made in Michigan Arts and Craft Show in coordination for the Melon Festival.

MOTION CARRIED UNANIMOUSLY.

Discussion/Action Items

A. Farmers' Market Sponsorship Request – Discussion/Action

Nick Bitoff with the Chamber of Commerce Farmers' Market highlighted the program and vendors. President Schlittler acknowledged Mr. Bitoff's submission outlining the past sponsorships.

MOTION by Mayor Moen, SUPPORTED by Hansen to approve a sponsorship for the 2010 Downtown Howell Sunday Farmers' Market in the amount of \$4000. MOTION CARRIED UNANIMOUSLY.

The 2010/2011 fiscal year budget will require all sponsorship requests to be submitted earlier due to the budget reductions.

B. FY 2010-2011 Budget Review and Approval – Discussion/Action

DDA Director Voght highlighted the proposed budget, the reductions, and the reserve of \$270,000 at the end of fiscal year. Mr. Voght will submit a breakdown on what services DDA provides, and what is provided by the Main Street program. Mr. Voght reminded the Board of the City Council Budget Meeting date on Saturday, May 1st.

City Manager Charles stated that the Council had been reviewing the budgets since the Council Retreat, and there is a plan to keep the 2010/2011 budget as is, and begin a budget review and management plan beginning this summer for the 2011/2012 budget.

MOTION by Mayor Moen, SUPPORTED by Hansen to approve the budget as presented. MOTION CARRIED UNANIMOUSLY.

C. Parking Lot #1 Lighting Alternatives

DDA Director Voght outlined the proposed 20" high anchored lights and their locations in the landscaping to illuminate the public art. Mr. Voght stated that the designs, specifications, and modifications have estimated soft costs of \$1000, and the fixtures and installation will be an estimated \$5500.

Board Member Renscak asked for clarification on the purchase for lighting when the grant for the art work was not obtained yet.

City Manager Charles stated that 50% of the funds have been obtained from private donors, and if the grant does not happen, the DDA Director has verbal commitments from the sponsors to cover the full amount. Mr. Charles did confirm that the lights will work in regards to what ever is located there.

MOTION by Renscak, SUPPORTED by Mayor Moen to approve the additional costs for lighting as presented, to illuminate the public art in parking lot #1.

Board held a brief discussion on the cost to replace, and what the cost covers including material, times and install.

MOTION CARRIED UNANIMOUSLY.

Parking Lot #1 Pavement Alternatives

President Schlittler updated the Board on the option that was offered to the business owners abutting Parking Lot #1, and the installation of brick pavers on their private property. DDA Director Voght stated that if there is not a complete response to install brick pavers, the Board should consider covering the cost to upgrade to concrete in those areas, which will avoid a patch-work of asphalt and concrete against the newly upgraded brick pavers in the public alley.

Mayor Moen asked if the City had pursued a special assessment option for those owners, as was done with the owners abutting Peanut Row. City Manager Charles stated that the option was not extended considering there was only a suggested survey of interest offered at this time. Mr. Charles stated that staff could meet to evaluate the option, and if the special assessment was taken as the option to take, the DDA would pay the cost up front, and then the special assessment would reimburse the DDA over time.

MOTION by Mayor Moen, SUPPORTED by Renscak to authorize upgrading the replacement material to concrete, and authorize staff to pursue the approach to upgrade to an all paver option, as a 5-year special assessment to property owners. MOTION CARRIED UNANIMOUSLY.

New Business/Business Relocations/Spaces Available Report

108 W. Grand River- Upstairs Apartment Renovations

203 W Grand River- Business Closed, vacant

119 N Michigan- Occupied Upstairs Apartment

June 17th is the Pink Party

MOTION by Hansen, SUPPORTED by Wilson to adjourn the meeting at 7:10 pm

MOTION CARRIED UNANIMOUSLY.

Minutes Approved,

Matt Wilson
Secretary

MEMORANDUM

DATE: June 17, 2010

TO: Main Street and
Downtown Development Authority
Board of Directors

FROM: Nathan Voght, DDA/Main Street Director

RE: June 23rd, 2010 Board Meeting



Public Art

We will be executing the grant agreement with MEDC soon, which will release 50% of the grant funds within 30 days. Both artists are beginning work on the art pieces.

Howell History Days

The 8th Howell History Days was held on May 22nd. It was a nice event, and the highlights were the tractor show, the Medicine Man at the Depot, the Urban Loft tours, which sold out, and the Vintage Baseball Game.

Concerts at the Courthouse Sponsorship Request

Please see enclosed a letter from Roger Dresden of the Livingston Arts Council requesting a \$1,000 sponsorship for the Friday night concert series during July and August in the Courthouse Amphitheater. This is budgeted under the Main Street Promotions Committee.

Vision Statement Revisions

Please see attached proposed revisions to the Vision Statement.

Second Downtown Howell Promotional Video Released

The second video in our series was released yesterday, via press release, YouTube, Facebook, and a News item on the DDA website (with embedded video). This second video captures the continued adventures and discovery of Downtown Howell, it's shopping, architecture, and paranormal activity by our intrepid report, Peter Carey. We plan to continue to use video to strategically express Downtown Howell's brand edge and unique shops and historic setting. I will show the video at the meeting!

Paranormal Tours

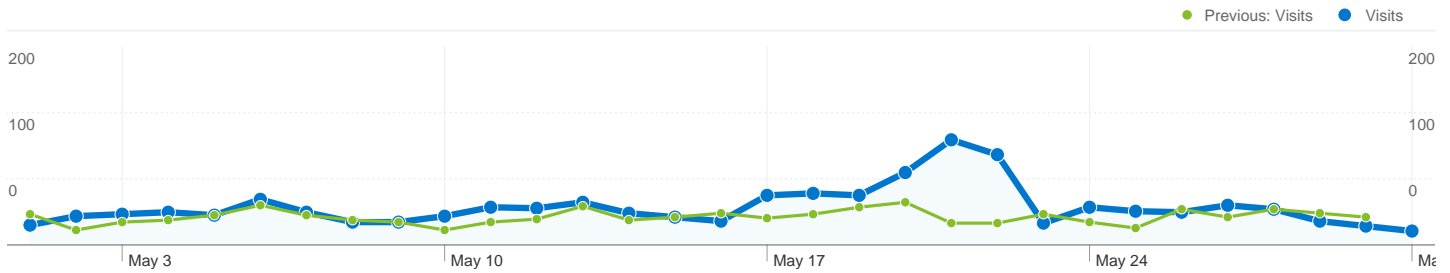
I met with a paranormal investigation group recently, which is working with the Barb Barden of the Visitor's Bureau to create downtown Howell ghost tours. Staff believes there could be potential to create another niche brand for downtown with these kinds of tours. The group still has some hurdles to put the tours together, but you'll see why our latest video can help with this marketing effort.

DDA Website Stats:

Please see attached the website stats for May, compared to April. Website traffic was up due to Howell History Days.

Youth Connection Courthouse Clean-up:

You may recall Chief Basar organizing a community meeting a few months ago to try to address the teen hang-out issue on State Street and the Courthouse Lawn. Part of the solution is opening a dialogue between the business and property owners and teens. A courthouse clean up event was organized for teens involved with the Youth Connection, and was held on June 9th. The Youth Connection came down and cleaned up the courthouse lawn and then ate some pizza and pop after, provided by some business sponsors. We hope to continue to organize these types of engagement activities with the youth so that all sides may better understand each other.



Site Usage

1,181 Visits

Previous: 844 (39.93%)

3,375 Pageviews

Previous: 2,478 (36.20%)

2.86 Pages/Visit

Previous: 2.94 (-2.67%)

42.17% Bounce Rate

Previous: 47.04% (-10.35%)

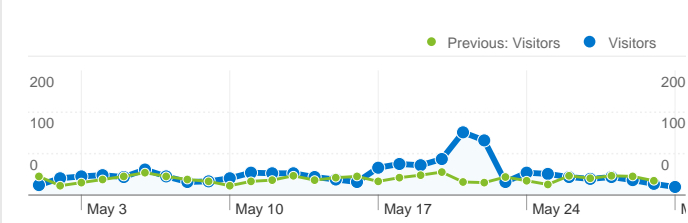
00:02:14 Avg. Time on Site

Previous: 00:02:19 (-3.45%)

72.73% % New Visits

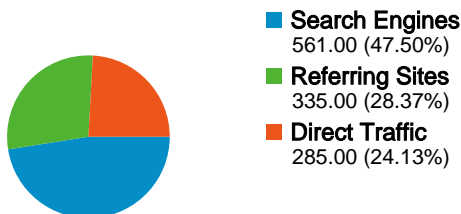
Previous: 75.00% (-3.02%)

Visitors Overview



Visitors
959

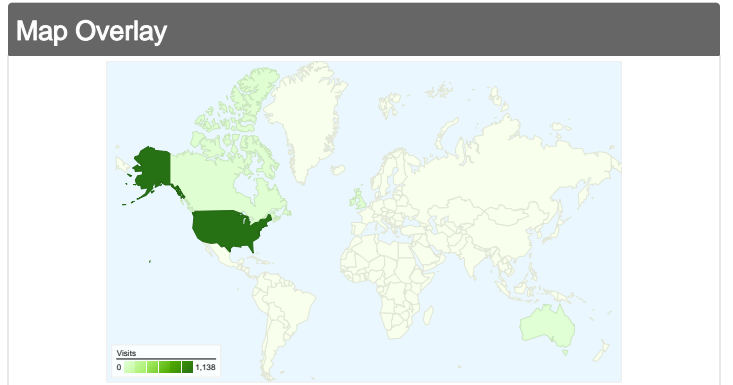
Traffic Sources Overview



Content Overview

Pages	Pageviews	% Pageviews
/		
May 1, 2010 - May 31, 2010	817	24.21%
Apr 1, 2010 - Apr 30, 2010	605	24.41%
% Change	35.04%	-0.85%
/howell-history-days-may-22nd-201/		
May 1, 2010 - May 31, 2010	275	8.15%
Apr 1, 2010 - Apr 30, 2010	17	0.69%
% Change	1,517.65%	1,087.71%
/business-directory/		
May 1, 2010 - May 31, 2010	261	7.73%
Apr 1, 2010 - Apr 30, 2010	219	8.84%
% Change	19.18%	-12.50%
/events/		
May 1, 2010 - May 31, 2010	247	7.32%
Apr 1, 2010 - Apr 30, 2010	92	3.71%
% Change	168.48%	97.12%
/shopping-in-downtown-howell/		

May 1, 2010 - May 31, 2010	207	6.13%
Apr 1, 2010 - Apr 30, 2010	186	7.51%
% Change	11.29%	-18.29%



MEMORANDUM



DATE: May 21, 2010

TO: Main Street and
Downtown Development Authority
Board of Directors

FROM: Karen Williams
Main Street Coordinator

RE: Monthly Main Street Coordinator's Report

Michigan Main Street Monthly Report: April, 2010

Howell Main Street's monthly report for April was mailed to the Michigan State Housing Development Authority on May 21, 2010. (Report included in packet).

Total volunteer hours: March - 48

National Main Street Conference: H. Neville and N. Voght attended the National Main Street Conference in Oklahoma, I did not attend as I was on medical leave.

Committee Updates:

Business Development: The Business Development team attended the Economic Summit hosted by the Chamber of Commerce.

Design Committee: The committee is assisting with the walking tours for Howell History Days. HP Design Awards was May 20, 2010, those receiving awards:

Building Interior: State Street Studios, 124 State Street, Jeff and Kelly Hansen

Building Exterior: Downtown Development Authority 122 State Street, Don and Pam Lewis

Preservation Stewardship: Livingston County Courthouse, 200 E. Grand River Ave.

Sympathetic Addition: First Presbyterian Church, 323 W. Grand River Ave.

Property Improvement: Livingston Business Forms 107 W. Grand River Ave., Jackie Mullaney

Promotions Committee: Promotions Committee is focused on Howell History Days and Dan Glazer, our newest member, has been writing scripts for the tours. Response to the Walking Tours has been enormous, Nathan added 3 tours and we are still receiving calls. Many of those have suggested hosting tours during Melon Festival.

Organization Committee: Organization committee did not meet in May as Nathan was in Oklahoma and I was off.

MEMORANDUM



DATE: June 17, 2010

TO: Main Street and
Downtown Development Authority
Board of Directors

FROM: Karen Williams
Main Street Coordinator

RE: Monthly Main Street Coordinator's Report

Leaving Howell: My last day working for the Downtown Development Authority will be June 25th, as I will be moving to Charleston, S.C. I would like to take this opportunity to thank everyone for their support and help during my time here. I have become a better person and employee through my experiences while working for the City as well as the exceptional training I received through Michigan Main Street. The business owners in Howell have inspired me in many ways and Howell will remain a very special place to me. I cannot express in words my gratitude for all I have gained while working in Howell and my appreciation to the board and Nathan.

Annual Assessments: Please remember to have your annual assessments into Nathan by July 30th.

Michigan Main Street Monthly Report: June 2010

Howell Main Street's monthly report for May was mailed to the Michigan State Housing Development Authority on June 10, 2010. (Report included in packet).

Total volunteer hours: March – 48, April 85.5, May 365.5

Committee Updates:

Business Development: The Business Development team hosted a successful Howell Happenings Live, June 16th at the Howell Theater.

Design Committee: The Design Committee is working on hard on the Walking Tour brochures as well. The work on 202 S. Michigan is complete, but a punch list has been sent to the owner, based on our grant inspection conducted last week. Once all paid invoices are submitted and punch list items completed, the grant reimbursement request will go to the Board.

Promotions Committee: Promotions Committee is focused on finishing Work plans and approved sponsorship letter for Legend of Sleepy Howell which should go out in July.

Organization Committee: Organization committee has spent a great deal of time on work plans and reviewing possible candidates for the DDA board and Organization committee.

Howell Main Street
Design Committee Meeting
Meeting Minutes – April 22, 2010
Time: 6:00 p.m.
DDA Office, 122 State Street



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

- 1. Call to Order.** Meeting called to order by N. Voght at 6:05pm
- 2. Historic Preservation and Design Awards.**

The Committee discussed invitations, food, press release, All Saints Florist centerpiece donation, setup, and frames. The press should be invited to the event, too.

- 3. Walking Tours during Howell History Day**

N. Voght asked if there were volunteers to help lead the urban loft/hidden history tours during Howell History Days. Terry and Jeri volunteered to lead tours. The committee asked about the status of the 175th Howell anniversary celebration.

- 4. Volunteer Hours**

R. Gary	?	G. Kackstetter	5
T. Lyons	0		
Jeri	1	Gudrun	3

- 5. Adjourn**

Motion by T. Lyons Support G. Kackstetter to adjourn at 7:14 pm

Howell Main Street
Design Committee Meeting
Meeting Minutes – May 13, 2010
Time: 6:00 p.m.
DDA Office, 122 State Street



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

1. Call to Order. Meeting called to order by N. Voght at 6:05pm

2. Historic Preservation and Design Awards.

J. McKeon-Andersen asked if we could contact Candy Speigel to get an article on the awards in the paper. N. Voght indicated he would call her and send her some photos. N. Voght asked for ideas for his presentation, and the idea of before/after photos of downtown to show progress may be nice.

3. Walking Tours during Howell History Day

N. Voght asked to confirm who could help lead tours. P. Lewis, J. Tokman, Terry Lyons all volunteered to lead some tours. G. Kackstetter volunteered to present the historical information in the Swann's building.

4. 202 S. Michigan - Proposed Paint Color

Project Architect, Bruce McCullen, presented two colors being considered for the building. The committee discussed and agreed the darker color is preferred. The color is Sherwynn-Williams, Copper Mountain, SW6356.

5. Historic Self-Guided Walking Tour – FY 2010-2011 Design Project

N. Voght reminded the committee of this proposed project for next fiscal year, which includes placing small bar codes on historical buildings for a self-guided walking tour using a QR reader program for any Blackberry or iPhone device. N. Voght indicated a Cool Cities Intern has been assigned to work with Design Committee to develop this project. J. McKeon-Andersen reminded the committee that the walking tour brochure from 6 or 7 years ago is proposed to be updated this FY, and perhaps this bar-code walking tour can be integrated and done concurrently with the update of the brochure. N. Voght indicated he will invite the intern to the next meeting.

6. Volunteer Hours

B. McCullen	12	J. Tokman	1	G. Kackstetter	17	P. Lewis	10
T. Lyons	1	Jeri	0.5	G. Patton	5	R. Gari	2

7. Adjourn – Motion by T. Lyons Support G. Kackstetter to adjourn at 7:19 pm

Howell Main Street
Design Committee Meeting
Meeting Minutes – May 27, 2010
Time: 6:00 p.m.
DDA Office, 122 State Street



Present: **Terry Lyons, Ron Gary, Gary Kackstetter, Gudrun Patton, Karen Williams -Main Street Coordinator, Bruce McCullen, Pam Lewis, Jeri McKeon-Anderson, Nathan Voght DDA Director, Ingrid Wickizer Intern from Cool Cities.** Absent: **Eric Conn, Jessica Tokman,**

1. **Call to Order.** Meeting called to order by N. Voght at 6:08 p.m.
2. **Approval of Minutes from May 13, 2010.** Motion to approve minutes by R. Gary, Seconded by G. Kackstetter, unanimously approved.
3. **Historic Preservation and Design Awards** All agreed one of the nicest awards banquets. Everyone liked the trip and enjoyed people speaking when they received the award.
4. **Howell History Days Urban Loft and Hidden History Tour Recap:** All tour times were filled and residents were still calling to book a tour. Very positive feedback – residents loved it.
5. **Work Planning:** Schedule special Design work planning session to finish up FY 10-11 work plans.
6. **Public Art for Parking Lot #1:** Waiting on sponsor payments but money has been committed to project.
7. **Bar Code Self-Guided Walking Tour:** Cool Cities Intern: Ingrid Wickizer will assist with the project. She will coordinate with Gudrun and Jeri.
8. **202 S. Michigan Façade Grant:** They are going to have an inspection and we will review at next meeting.
9. **Volunteer Hours**

a.	B. McCullen	3	J. Tokman	0	G. Kackstetter	21	P. Lewis	18
b.	T. Lyons	7	Jeri	14	G. Patton	0	R. Gari	3
10. **Adjourn** – Motion by G. Kackstetter supported T. Lyons to adjourn at 7:26 p.m.

Howell Main Street
Design Committee Meeting
MINUTES – June 10, 2010
Time: 6:00 p.m.
City Hall 2nd Floor Conference Room



Present: Terry Lyons, Gary Kackstetter, Jeri McKeon-Andersen, Jessica Tokman, Eric Conn, Ron Gari, Karen Williams Main Street Coordinator, Bruce McCullen, Ingrid Wickizer Intern from Cool Cities;
Absent: Gudrun Patton, Pam Lewis, Nathan Voght DDA Director

1. **Call to Order:** Meeting called to order by Karen Williams at 6:04 pm.
2. **Approval of Design Committee Minutes from May 27, 2010.** T. Lyons made a motion to approve the minutes. E. Conn supported with the amendment that Gudrun Patton be awarded three volunteer hours. Amendment supported and motion passed unanimously.
3. **202 S. Michigan Ave:**
K. Williams asked Bruce McCullen for an update on the building inspection. B. McCullen said the inspection went well except for the fact that Jim Rowell, building inspector, raised issue of the new door on Sibley St. does not meet code requirements because it is fourteen inches above the sidewalk. B. McCullen noted that the original plans had been approved with the notion of raising the sidewalk, but this plan was later changed. All members expressed approval that the new door was placed in the original opening and had been designed to reflect the original architectural design of the building. B. McCullen said the problem of whether the building receives DDA grant money lies with the Building Department's approval of the door, but that he does not have the time to volunteer to work with the Department to gain approval.
4. **Walking Tour Brochure:**
J. McKeon-Anderson was asked about her work on the brochure project. She mentioned that she had not worked on it and plans to do so upon her return from her vacation in the first week of July. Issues of coordination with Barcode Walking Tour project, length of information, budget for brochure, and B. McCullen's new photos of buildings addressed but not discussed at length. Gudrun Patton not there to discuss graphic design portion of project.
5. **Public Art for Parking Lot # 1:**
J. Tokman says project is moving along, and she will have the glass pieces tempered. Money received from sponsors, grant money awarded but not yet received. K. Williams mentioned the decision not to display public art in temporary installation at Melon Festival to be brought up with Melon Festival committee, but most members agree that this display is not a good idea.

6. **Bar Code Self-Guided Walking Tour:**
I. Wickizer asked about status of project. Issue of coordinating information with J. McKeon-Anderson and Gudrun Patton addressed, agreed that this could wait until after J. McKeon-Anderson returns in July and that technological issues can be addressed in the meantime.
7. **Nominations for the Michigan Downtown Conference Awards:**
K. Williams reminded members that they should submit as many nominations as possible. Members discussed nominating the 202 S. Michigan redesign project. G. Kackstetter clarified that the awards pertain to the period of June 2009 to May 2010. Deadline to send in nominations at end of July.
7. **Work Planning:**
Agreed to reschedule to June 24, 2010 meeting as long as N. Voght is present.
8. **Volunteer Hours:**

J. Tokman: 2	B. McCullen: 7	J. McKeon-Anderson: 1	
G. Kackstetter: 0	R. Gari: 2	E. Conn: 0	T. Lyons: 1
9. **Adjourn:**
Motion made by T. Lyons at 6:50p.m. and was seconded by E. Conn. Motion approved unanimously.

Business Development Committee Meeting
MINUTES –May 20, 2010



Time: 8:30 a.m.
Location: Main Street/ DDA office

Present: Chair -Stephanie Schlittler, Jane Cartwright, Al Patterson, Karen Williams (Main Street Coordinator), Nathan Voght (DDA Director). Absent: Mary Heikkinen, Pat Convery, Carol Stone (assistant city mgr)

1. Call to Order: S. Schlittler called the meeting to order at 8:31 a.m.

2. Approval of Meeting Minutes

Motion by J. Cartwright to approve Business Development Committee Meeting Minutes from March 18, 2010; Motion seconded by A. Patterson; Carried.

3. Howell Happenings Live: HHL has been moved to June 16th at 8am. We are looking to see if the theater would be willing to host us since we are having a movie debut. Invitations will be out the first week in June and a personal phone call from one of the committee members as an personal invitation. N. Voght was checking with the theater. S. Schlittler will be sending an email with the four people that the committee will call each. The Topics will include the Pink Party, Balloon Fest, Melon Fest, parking lot 1 update, and the main street video. The next HHL will feature website info and how the DDA businesses can benefit!

4. Work Plan FY 2010-2011: Changes are being made in regards to new projects.

5. Other Business.

Property Profiles: Updates on businesses sold, opening, closing and moving.

Wally: MDOT is underway with Track improvements

Volunteer Hours. – (hours, plus meetings) S. Schlittler 6 april and 3 may.

6. Motion to adjourn by J. Cartwright at 9:20 am, 2nd by A. Patterson, Motion Carried.

Next Business Development Committee Meeting: Thursday June 17th, 2010 at 8:30am

**Organization Committee Meeting
MINUTES – April 1, 2010**

Time: 9 a.m.

Location: DDA Office



Present: Jeff Hansen –Chair, Nathan Voght- DDA Director, Karen Williams- Main StreetCoordinator, Kathy Ignatowski – County, Jerilee Cook- Library Absent: Sally Reynolds – County and Carol Stone – Assistant City Manager

1. **Call to order:** Jeff Hansen called the meeting to order at 9:05 a.m.
2. **Approval of Meeting Minutes from January March 4, 2010.**
Motion by K. Ignatowski to approve Organization Committee Meeting Minutes from March 4, 2010, Seconded by J. Cook, Motion carried.
3. **Work plans:** The committee is emailing K. Williams the work plans If they have not already done do.
4. **Board Nominations:** City Manager S. Charles is talking to owner of Joanna’s Market. N. Voght is playing email tag with M. Helfman from A- 1 Rent All. K. Ignatowski noted that she new the owner of Joanna’s and would mention to him the positives of being on committee with the DDA.
5. **Other Business:** J. Cook let the committee know that it would cost the DDA double to do a joint newsletter with the library due to the fact that the Recreation Authority has completely dropped out of the newsletter and we would have to fill their space. The cost would be \$3,000 opposed to \$1,500. The committee is 100 percent supportive in ordering new 100 Friends shirts as it is time for the membership drive again and we offer shirts for those who donate a certain amount. K. Williams noted that she and N. Voght would be out of town on May 6th so the next Organization meeting will not be until June.

Volunteer Hours: Jeff Hansen - 4, J. Cook - 2, K. Ignatowski - 2, S. Reynolds - 1

Motion by K. Ignatowski to adjourn meeting at 9:40 a.m., 2nd by J. Cook, motion carried.

Next Meeting: June 3, 2010, 9 a.m. at the DDA Office at 122 State Street.

**Organization Committee Meeting
MINUTES – June 3, 2010**

Time: 9 a.m.

Location: DDA Office



Present: Jeff Hansen –Chair; Nathan Voght- DDA Director; Karen Williams- Main Street Coordinator; Jerilee Cook- Library; Traci Mularoni – Administrative Assistant, City Hall.

Absent: Sally Reynolds – County; Kathy Ignatowski – County; and Carol Stone – Assistant City Manager.

1. **Call to order:** Jeff Hansen called the meeting to order at 9:05 a.m.
2. **Approval of Meeting Minutes from April 1, 2010.**
Motion by J. Cook to approve Organization Committee Meeting Minutes from April 1, 2010, Seconded by T. Mularoni, There was no June Organization Committee Meeting. Motion carried.
3. **Work planning 2010-2011:** The committee will be scheduling a time in the next 2 weeks to schedule work planning.
4. **Thank you notes:** Jerilee Cook offered to finish and mail out thank you notes for Howell History Days.
5. **100 Friends T-Shirts:** Discussion on high cost of polo shirt vs. screen-printed t-shirt led to a vote that a light yellow, screen-printed t-shirt with logo on front only would be handed out to 100 Friends who have sponsored campaign. Karen to check with Jackie Mullaney to verify t-shirt prices. 100 Friends brochure will be updated with t-shirt being offered to sponsors.
6. **Quarterly Newsletter:** The quarterly newsletter needs to have articles assigned including articles on: New Volunteers, Volunteer of the Year, Library Updates, 100 Friends Campaign, Public Art, Howell History Days Recap, Melonfest Article, Parking Lot #1 Construction Update, Pink Party, Current Businesses in Downtown update, Announcements from Businesses, Committee Dates.
7. **Board Nominations:** Spoke of possible business owners that could be approached to join. J. Cook to check and see if a Library Board Member would be interested.

8. **Other Business:** J. Cook let the committee know that it would cost the DDA double to do a joint newsletter with the library due to the fact that the Recreation Authority has completely dropped out of the newsletter and we would have to fill their space. The cost would be \$3,000 opposed to \$1,500. The committee decided not to pursue this option due to cost. N. Voght to speak with Susan Pomerville about upcoming quarterly newspaper being an accessible PDF from DDA Website. Work Plans that need to be updated and completed: Media Outreach, Fundraising (including 100 Friends Membership Drive, Signature Fundraiser, Holiday Fundraiser, Holiday Open House at the DDA Office), Update of Mainstreet brochure.

Volunteer Hours: Jeff Hansen - 1, J. Cook - 1,

Motion by J. Cook to adjourn meeting at 10:06 a.m., 2nd by J. Hansen, motion carried.

Next Meeting: July 1, 2010, 9 a.m. at the DDA Office at 122 State Street.



MINUTES –April 21, 2010, 2010

Time: 8:30 am

Location: DDA/ Main Street Office

Present: Holly Ward Lamb- Howell Carnegie District Library, Renee Magulek, Nathan Voght – DDA Director/Main Street Manager, and Karen Williams- Main Street Coordinator, Dan Glazer – 2 Mission, Jeff Blagg, from Sunrise Church Absent: Diana Rencsak, Promotions Chair, Nicole Schlect, Carol Stone-Assistant City Manager, Police Chief G. Basar, Kim Esper- Howell Area Chamber, J. MacDonald-Lady Rebecca’s Choice, J. Boegler – Howell Area Historical Society,

1. **Call to Order:** N. Voght called the meeting to order at 8:45 a.m.
2. **Minutes:** No Minutes were approved; they will be approved at the next meeting.
3. **Legend of Sleepy Howell:** Pastor Jeff Blagg, Sunrise Church, presented their plan for being a part of Legend of Sleepy Howell 2010. Jeff expressed the desire to be a \$1,000 - \$1,200 sponsor. For the past few years Sunrise has hosted a special festival in downtown during the same time of year, but thought it made sense to join ours. Sunrise will be helping boost the festival to another level and help set precedence as a community organization showing that working together helps make events better for all. Their ideas include: Possibly having a gorilla in costume all over the event with safari people trying to capture the gorilla.
 1. A main tent, 20 X 60, would include: pictures, safari passports, music, food, and perhaps a 12 ft video wall. Location may be near Cobb Hall where the hay maze is so that parents can linger while children go through the maze. Other option is at the 4 corners. If located at Cobb hall we would not need a DJ down there.
 2. Sunrise Safari headquarters 20 X 40 tent (location not definite but maybe State Street or Michigan Ave.)
 3. Wood frame tent at the Depot which would be called the Bush tent. There would be an old jeep, and campfire at this location. This past year we provided s’mores but they could possibly take over the s’mores aspect and save us money and volunteers.
 4. Sunrise Health Clinic, 10 x 10 easy up tent, where malaria pills (jelly beans) could be handed out. This tent would be located near courthouse near hay climb. Possibly put mosquito netting over the hay to give the safari look. Sunrise may partner with a pet store or clinic and have water for pets and other items since this is near the Canine Costume contest. K. Williams noted that we partner with Barktown and Countryside Vet for the Canine Costume Contest so Sunrise may want to contact them first. R. Magulek noted that Pet X was also very community oriented.
4. **Howell History Days:** Schedule is set. Dan Glazer is writing scripts for the tours but is waiting for more information from the archives. Dan noted that the “Walk Through Time” book was an fantastic resource for this project. K. Williams noted that 3 participants from the Renaissance festival will be at specific locations recounting the past of the buildings. The committee also noted it could be beneficial for the person leading the tour to have a small hand book to refer to which includes: the history of the buildings and pictures, as well as basic history of Howell. It was also discussed to have small handbooks for the participants. N. Voght will have historical pictures blown up and displayed at tour locations. N. Voght would like to find an old

“Republican” newspaper for display. The press and Argus newspaper will run the ad and articles in the special Entertainment section of the paper, May 5th. Schedule is as follows.

Time	Location	Event
9 – 2 p.m.	Masonic Lodge 401 W Grand River	Antique Appraisals Hand carry items only
9 – 6 p.m.	Depot	Tony’s Dogs, Model Train Display and helium balloons for children
10 – 2 p.m.	Lib lot (grassy)	Civil War Tribute
10 - 2 p.m.	Meet on Library Lawn	Howell Hidden History and Urban Loft Tours (pre registration required 517.545.4240)
10 - 2 p.m.	Walnut Street	Woodcreek Farm Alpacas vendor- yarn roving, felting kits, silk scarves, silk dresses (hand dyed), knit socks
10 – 5 p.m.	Walnut Street	Antique Tractors
10 – 5 p.m.	Library	Chain Saw Artisan, Wood Carving Artisan and Quilt Display
11 - 4 p.m. every hour on the hour	Depot	Dr. Balthazar’s Medicine Man Show
11 – 5 p.m.	Depot	Classic Car Show
2:30 p.m.	Field behind Barnard Community Center 415 Barnard Road	<ul style="list-style-type: none"> • Dave Rozema Signing autographs • Tony’s Dog • Old Fashion Ice Cream Social
3 p.m.	Field behind Barnard Community Center 415 Barnard Road	Vintage Game vs. locals

Additional Events:

- Toy Tool Time Merchant Game (Can do all week of HHD) Sunday 10 a.m. – 2 p.m. Courthouse tours (meet on Courthouse Lawn)
- Week of Howell History Days Vintage Wedding Dresses on Display at 216 West Grand River Ave.
- All Saints Chapel 130th Anniversary Celebration. Details at allsaintschapel.net

5. Other Business:

Volunteer Hours: R. Magulek - 2, H. Ward Lamb – 3, D. Glazer - 2

Meeting was adjourned at 9:45. Motion made by R. Magulek, 2nd H. Ward- Lamb, Motion Carried.

Next Promotions meeting May 19, 2010, 2010, at 8:30 a.m., 122 State Street.



Promotions

MINUTES –May 19, 2010

Time: 8:30 am

Location: DDA/ Main Street Office

Present: Renee Magaluk, Nathan Voght – DDA Director/Main Street Manager, Kim Esper-Howell Area Chamber, J. MacDonald-Lady Rebecca’s Choice and Karen Williams- Main Street Coordinator, Dan Glazer – 2 Mission, Absent: Diana Rencsak - Promotions Chair, Nicole Schlect, Holly Ward Lamb- Howell Carnegie District Library, Carol Stone-Assistant City Manager, Police Chief G. Basar, J. Boegler – Howell Area Historical Society,

- 1. Call to Order:** N. Voght called the meeting to order at 8:35 a.m.
- 2. Minutes:** Approval of Meeting Minutes Motion by K. Esper to approve Promotions Committee Meeting Minutes from March 24, 2010 and April 21, 2010; Motion seconded by J. MacDonald; Carried.
- 3. Howell History Days:** Schedule is set and tours are booked, Dan Glazer is completing scripts for ours. K. Esper noted she needed clothes line to hang quilts. N. Voght said that E. Templeton may open her building for tours during Howell History days as she will be opening “The Attitude Bistro” soon.
- 4. Pink Party:** N. Voght reminded the committee that Pink Party is June 17th. He also told everyone about the 3 on 3 basketball tournament that would be going on downtown on the Saturday of Balloonfest.
- 5. Other Business:**
Volunteer Hours: D. Glazer – 4, K. Esper – 2, J. MacDonanld – 2

Meeting was adjourned at 9:48. Motion made by K. Esper, 2nd D. Glazer, Motion Carried.

Next Promotions meeting June 16, 2010, at 8:30 a.m., 122 State Street.

June 23, 2010

HOWELL DDA

AT&T	\$	33.88
AT& T LONG DISTANCE		0.05
FIFTH THIRD BANK		2,625.59
BONK BROS		136.36
HOWELL AREA PARKS & REC		300.00
MILLER CANFILEDPADDOCK		2,670.62
CONSUMERS ENERGY		18.50

COMMUNICATIONS - TELEPHONES
COMMUNICATIONS - TELEPHONES
OFFICE SUPPLIES
MULCH
LAST DAY BREAK AWAY
BOND ISSUANCE COST
GAS

Total \$ 5,785.00

Balance Forward \$ 9,207.19

Total \$ 14,992.19

DDA JUNE 2010

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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CLEARY'S P 00039962	CLEARY'S PUB 117 E GRAND RIVER HOWELL MI 48843	05/27/2010 06/30/2010 / / 06/15/2010	DDA2010	GEN N N N	ICE CREAM HOWELL HISTORY DAYS	265.86 0.00 265.86
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PAID

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	265.86

		265.86

CLEARY'S P 00039899	CLEARY'S PUB 117 E GRAND RIVER HOWELL MI 48843	05/26/2010 06/30/2010 / / 05/26/2010	GRABBINOGREEN	GEN N N N	GIFT CERTIFICATE REIMBURSEMENT	50.00 0.00 50.00
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PAID

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	50.00

		50.00

VENDOR TOTAL: 315.86

COPPER 00040100	COPPER PICKLE DELI & MARKET 119 W GRAND RIVER HOWELL MI 48843	05/30/2010 06/30/2010 / / 06/15/2010	00723	GEN N N N	MAIN ST AWARDS REFRESHMENTS	450.00 0.00 450.00
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PAID

GL #	DESCRIPTION	AMOUNT
248-729-967.010	PROJECT COSTS - DESIGN	450.00

		450.00

VENDOR TOTAL: 450.00

DET EDISON 00040129	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	05/30/2010 06/30/2010 / / 06/15/2010	4891889-5-2010	GEN N N N	522 E SIBLEY	10.63 0.00 10.63
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PAID

GL #	DESCRIPTION	AMOUNT
248-728-920.000	UTILITIES - ELECTRICITY	10.63

		10.63

DDA JUNE 2010

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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DET EDISON 00040130	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	05/30/2010 06/30/2010 / / 06/15/2010	7507916-5-2010	GEN N N N	218 E SIBLEY	10.63 0.00 10.63
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PAID

GL #	DESCRIPTION	AMOUNT
248-728-920.000	UTILITIES - ELECTRICITY	10.63

		10.63

VENDOR TOTAL: 21.26

MISC 00040013	GOINES, CARL W.	06/01/2010 06/30/2010 / / 06/01/2010	06012010	GEN N Y N	50% DOWN PAYMENT- TOPIARY	2,430.00 0.00 2,430.00
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PAID

GL #	DESCRIPTION	AMOUNT
248-729-967.010	PROJECT COSTS - DESIGN	2,430.00

		2,430.00

VENDOR TOTAL: 2,430.00

HOW HARDW 00040109	HOWELL HARDWARE 1076 S MICHIGAN AVE HOWELL MI 48843	05/30/2010 06/30/2010 / / 06/30/2010	045485	GEN N N N	COUPLINGS	2.36 0.00 2.36
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OPEN

GL #	DESCRIPTION	AMOUNT
248-728-881.001	BEAUTIFICATION SUPPLIES	2.36

		2.36

VENDOR TOTAL: 2.36

HOW PARKS 00039989	HOWELL PARKS AND RECREATION AUTHORI 925 W GRAND RIVER HOWELL MI 48843	06/01/2010 06/30/2010 / / 06/01/2010	2010LASTDA	GEN N N N	LAST DAY BREAK AWAY SPONSORSHIP	300.00 0.00 300.00
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PAID

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	300.00

		300.00

VENDOR TOTAL: 300.00

DDA JUNE 2010

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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JOHNDEEREL 00040110	JOHN DEERE LANDSCAPES 24110 NETWORK PLACE CHICAGO IL 60673-1241	05/30/2010 06/30/2010 / / 06/30/2010	54624055	GEN N N N	DDA PLANT FOOD	35.00 0.00 35.00
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OPEN

GL #	DESCRIPTION	AMOUNT
248-728-881.001	BEAUTIFICATION SUPPLIES	35.00

		35.00

VENDOR TOTAL: 35.00

LASHBROOKS 00040111	LASHBROOK EXCAVATING & SEPTIC 4895 CURDY RD HOWELL MI 48855	05/30/2010 06/30/2010 / / 06/30/2010	14672	GEN N N N	HOWELL HISTORY DAYS PORTA JOHNS	150.00 0.00 150.00
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OPEN

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

		150.00

VENDOR TOTAL: 150.00

LOWES HOME 00040113	LOWE'S HOME CENTERS INC P O BOX 530954 ATLANTA GA 30353-0954	05/30/2010 06/30/2010 / / 06/30/2010	25851	GEN N N N	IRRIGATION TIMER	39.98 0.00 39.98
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OPEN

GL #	DESCRIPTION	AMOUNT
248-728-881.001	BEAUTIFICATION SUPPLIES	39.98

		39.98

VENDOR TOTAL: 39.98

MFEA 00040115	MICHIGAN FESTIVALS & EVENTS ASSOCIA P.O. BOX 22 CHESANING MI 48616	06/07/2010 06/30/2010 / / 06/30/2010	12282	GEN N N N	MEMBERSHIP RENEWAL	150.00 0.00 150.00
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OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.012	PROJECT COSTS - ORGANIZATION	150.00

		150.00

VENDOR TOTAL: 150.00

DDA JUNE 2010

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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R.GARI SIG 00040014	R.GARI SIGN & DISPLAY, INC 9043 BUCKHORN LANE BRIGHTON MI 48116	06/01/2010 06/30/2010 / / 06/01/2010	6010	GEN N N N	1/2 DOWN ON GLASS PANEL AND HARDWARE	1,115.00 0.00 1,115.00
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PAID

GL #	DESCRIPTION	AMOUNT
248-729-967.010	PROJECT COSTS - DESIGN	1,115.00

		1,115.00

VENDOR TOTAL: 1,115.00

MISC 00040382	TECUMSEH TROLLEY & LIMOUSINE	06/14/2010 06/30/2010 / / 06/14/2010	06182010	GEN N Y N	50% DOWN PAYMENT ON TROLLEY FOR TOURS	480.00 0.00 480.00
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PAID

GL #	DESCRIPTION	AMOUNT
248-729-967.012	PROJECT COSTS - ORGANIZATION	480.00

		480.00

VENDOR TOTAL: 480.00

MISC 00040015	TOKMAN, JESSICA	06/01/2010 06/30/2010 / / 06/01/2010	TOKMAN2010	GEN N Y N	PUBLIC ART 50% DOWN	1,000.00 0.00 1,000.00
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PAID

GL #	DESCRIPTION	AMOUNT
248-729-967.010	PROJECT COSTS - DESIGN	1,000.00

		1,000.00

VENDOR TOTAL: 1,000.00

WHMI 93.5 00040120	WHMI 93.5 P.O. BOX 935 1277 PARKWAY DR HOWELL MI 48844	05/30/2010 06/30/2010 / / 06/30/2010	30834	GEN N N N	HOW HISTORY DAYS ADS	735.00 0.00 735.00
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OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	735.00

		735.00

VENDOR TOTAL: 735.00

DDA JUNE 2010

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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WILCZEWSKI 00040118	WILCZEWSKI GREENHOUSE 1260 N HUGHES HOWELL MI 48843	05/30/2010 06/30/2010 / / 06/15/2010	786298	GEN N N N	DOWNTOWN FLOWERS	1,982.73 0.00 1,982.73
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PAID

GL #	DESCRIPTION	AMOUNT
248-728-881.001	BEAUTIFICATION SUPPLIES	1,982.73
		----- 1,982.73

VENDOR TOTAL:	1,982.73
TOTAL - ALL VENDORS:	9,207.19



May 12, 2010

Mr. Nathan Voght
Howell Downtown Development Authority
Howell, MI

To the DDA Board of Directors;

On July 2, the Livingston Arts Council will begin the 11th season of "Concerts at the Courthouse". Over the duration of the series, it has grown into a major regional musical event.

Crowd estimations range from 850 to 1,000 attendees each week for the shows. We hope that the concerts have been a benefit to our downtown.

A copy of this year's lineup is attached for your review.

The LAC would like you to again consider our request of a grant of \$1,000 to aid in the production of this year's edition of "Concerts at the Courthouse". This would help to cover the cost of the artists, promotion, and on site facilities, expected to be \$15,000.

As always, I remain available to meet with the DDA board to answer any questions that you may have.

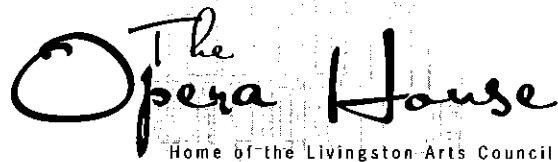
Sincerely,

A handwritten signature in black ink, which appears to read "Roger S. Dresden". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Roger S. Dresden
Livingston Arts Council

123 W Grand River
PO Box 626
Howell, MI 48844
517.540.0065
www.theoperahouse.us

Come Inside!



create • exhibit • perform • inspire

2011 CONCERTS AT THE COURTHOUSE

July 2; The Matt Keil Band; At last! Something for those under 35!
July 9; The Rhythm Society Orchestra; USO Show
July 16; Zebula Avenue; Detroit Music Award winners for "Best World Music"
July 23; Steve King and the Dittilies;
July 30; The Bugs Beddow Band; Detroit Music Award; "Best R&B Band"
August 6; The Rusty Wright Blues Band;
August 13; Echoes of Pink Floyd: Night time show with lights and lasers
August 20; The Rhythm Society Orchestra; Las Vegas Revue
August 27; "Livingston's Got Talent"; Sponsored by Livingston Community News

The Livingston County Press "Livingston Sensation" semi-finals will be held prior to the Echoes of Pink Floyd concert on August 20.

123 W Grand River
PO Box 626
Howell, MI 48844
517.540.0065

Come Inside!

www.theoperahouse.us

CITY OF HOWELL
MEMORANDUM

TO: HOWELL MAIN STREET/DDA BOARD OF DIRECTORS
FROM: NATHAN VOGHT, DDA/MAIN STREET DIRECTOR
DATE: JUNE 18, 2010
RE: **BUDGET AMENDMENT RESOLUTIONS #10-02**

Please find attached a budget amendment resolution for your consideration. The amendments are intended to adjust the current fiscal year's budget numbers with actual spending. This gives the Board a better idea of year-end numbers, and where cash reserves will end up.

The amendments include a reduction to reflect actual bond proceeds, reduction in Design and Business Development Committee spending, and reduction in current year DDA contribution to Parking Lot #1, a reduction in current year debt service (first bond payment did not hit the current FY), and a reduction in West Sibley Street contribution.

I would be happy to discuss these amendments in more detail at the meeting.

RESOLUTION #10-02

WHEREAS, the City Council adopted the FY2010 Budget on May 18, 2009 to go into effect on July 1, 2009; and

WHEREAS, additional information is available and the Downtown Development Authority and Main Street board wishes to make adjustments to the adopted budget;

WHEREAS, the DDA and Main Street board wishes to adjust the budget by \$118,789 for the following purposes:

- o Adjust to actual bond proceeds (\$150,000)
- o Reduce Project Costs Design and Business Development to actual (\$25,000)
- o Reduce current year contribution to Parking Lot # 1 (\$161,514)
- o Reduce current year debt service – payment not required until next fiscal year (\$56,275)
- o Reduce current year contribution to the West Sibley project (\$26,000)

BE IT RESOLVED, that the budget for the Downtown Development Authority fiscal year beginning July 1, 2009 as recommended by the DDA Board and as revised by the City Council, and as described in summary as follows:

	CURRENT	AMENDED
ESTIMATED REVENUES		
Department 728 Economic Development Activity	565,441	565,441
Department 729 Main Street Program	30,000	30,000
Department 420 Bond Redemption	240,000	240,000
Department 698 Bond Proceeds	1,600,000	1,450,000
Department 999 – Use of Fund Balance	110,665	0
TOTAL ESTIMATED REVENUES	\$2,546,106	\$2,285,441
APPROPRIATIONS		
Department 728 Economic Development Activity	247,231	247,231
Department 729 Main Street Program	286,240	261,240
Department 899 Tax Tribunal Refunds	15,000	15,000
Department 900 Capital Outlay	1,637,514	1,450,000
Department 906 Debt Service	116,397	60,122
Department 966 Transfers Out	243,724	243,724
Department 999 – Surplus Fund Balance	0	8,124
TOTAL APPROPRIATIONS	\$2,546,106	\$2,285,441

BE IT RESOLVED, that such amendments to the FY2010 Budget including Fund 248 subject to approval by the Downtown Development Authority Board are adopted pending said approval;

Adopted by the City of Howell Downtown Development Authority this 23rd day of June 2010.

Stephanie Schlitter, President

Jane Cartwright, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution No. 10-02, adopted by the City of Howell Downtown Development Authority, Livingston County, Michigan, at a regular meeting held on the 23rd day of June 2010 and that the meeting was held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 23rd day of June 2010.

BY: Howell City Clerk

Howell Main Street Vision Statement – 2008

(Draft revisions 5-26-10)

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

In the year 2020, ~~many attractive, high-quality physical improvements are visible in the downtown~~ the downtown has undergone many physical changes, including streetscape enhancement, increased on-street parking supply with reverse back-in angled parking along Grand River, reduction of street width coupled with installation of roundabouts at key intersections to more efficiently handle traffic volumes as well as increase pedestrian safety and walkability. ~~Attractive signage brings attention to important venues, institutions, and our National Register Historic District. Many buildings have undergone historic rehabilitations; and dense, mixed-use infill development has occurred to provide uninterrupted street-level uses. Alleyways are unique passageways within the district improved with landscaping, lighting, and other features that create interesting and unique places to explore and discover. Parking facilities are attractive, functional and adequately serve all downtown uses. Careful attention to the design and quality of all physical improvements has resulted in a beautiful built environment. Community workshops are held to raise awareness of the importance of preserving one-of-a-kind historic buildings and our downtown National Register District. History is celebrated by recognizing individual efforts to preserve it and providing on-going education and awareness of the importance of our historic built environment.~~ during annual events that highlight Howell's past. Façade and signage grant programs are available as inducements for property owners to make appropriate and high-quality changes to historic buildings. A team of Main Street volunteers, who are experts in historic preservation, architecture, construction, and design, is available to assist building owners with making good decisions about proposed work to historic buildings.

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

branding campaign helps convey an evolving brand for shopping and experiencing downtown Howell. The image of Howell will be reshaped through these campaigns by establishing a recognizable, fresh brand for downtown and will deliver a message that evolves with the changing business environment.

In 2020, Howell Main Street is considered a model of a successful Main Street program in Michigan, which enjoys broad, enthusiastic community support. ~~By 2009, The Howell Main Street program is a nationally-accredited Main Street Program. has received national certification.~~ The program is highly self-reliant with representation and involvement from a broad cross-section of the community. The program will continue to grow over time and become more efficient, effective, and shows increasing results year after year. The growth and success of the program has been achieved by reaching out and engaging the community about the Main Street program, the value of community involvement, the importance of our Main Street and Historic Preservation, and community pride. Volunteers participate in Main Street events and join various committees and are eager to advance to more active positions in the Howell Main Street program.

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

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

CITY OF HOWELL
MEMORANDUM

TO: HOWELL MAIN STREET/DDA BOARD OF DIRECTORS
FROM: NATHAN VOGHT, DDA/MAIN STREET DIRECTOR
DATE: JUNE 18, 2010
RE: DIRECTOR EVALUATION

Pursuant to the Open Meetings Act, I would like to request that my evaluation be conducted in Closed Session. Note that a motion to go into Closed Session is required, and a Roll Call Vote is required to pass the motion.

Downtown Business Update **Updated June 18, 2010**

New Businesses:

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)

Businesses Relocating/Moved:

Businesses Closed/Closing:

1. **Heller's Flowers** (April 15th)
2. **Bumble Beeds** (After Pink Party?)
3. **Antiques on the River** (N. Michigan Antique Store)
4. **Antiques on the Avenue** (Fred Wojnar, owner, passed away. Future of business uncertain)

Buildings for Sale

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

Spaces for Lease

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

Apartments for Lease

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