



# 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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Wednesday, May 26th, 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 regular meeting, April 28, 2010  
*(Motion required to place minutes on file)*
  4. Correspondence  
Howell Depot Fundraiser Ground Breaking Invitation
  5. Reports
    - Director Report – Nathan Voght
    - Main Street Coordinator Report – Karen Williams
    - President's Report – Stephanie Schlittler
    - Treasurer's Report – Diana Renscak  
*(Motion required to place reports on file)*
  6. Approval of Committee Reports
    - Design Committee – Nathan Voght, Director
    - Promotions Committee –Diana Renscak, Chairperson
    - Organization Committee – Jeff Hansen, Chairperson
    - Business Development Committee – Stephanie Schlittler, Chairperson  
*(Motion required to place all reports on file)*

## WELCOME!

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

7. Payment of Bills – DDA Treasurer  
*(Motion to pay the bills in the amount of \$15,101.08, plus payroll for May 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. Last Day Breakaway Sponsorship Request – Discussion/Action  
*(Motion to approve a sponsorship for the 2010 Last Day Breakaway on June 15<sup>th</sup> for \$300)*
  - 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**
11. **Motion to Adjourn**  
*(Motion Required for Adjournment)*

**Reminders:**

Howell History Days, Saturday, May 22<sup>nd</sup>  
DDA Board Meeting – Wed. May 26<sup>th</sup>  
Melon Festival Committee Meeting – Thurs. May 27<sup>th</sup>, 8:30 a.m.  
Depot Brick Fundraiser Ground Breaking – Sat. June 6<sup>th</sup> 10:00 a.m. to 12:00 p.m.  
Pink Party – Thursday, June 17<sup>th</sup>  
Balloofest – June 25-27

**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.*

***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.

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



**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 9<sup>th</sup> 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 17<sup>th</sup> is the Pink Party

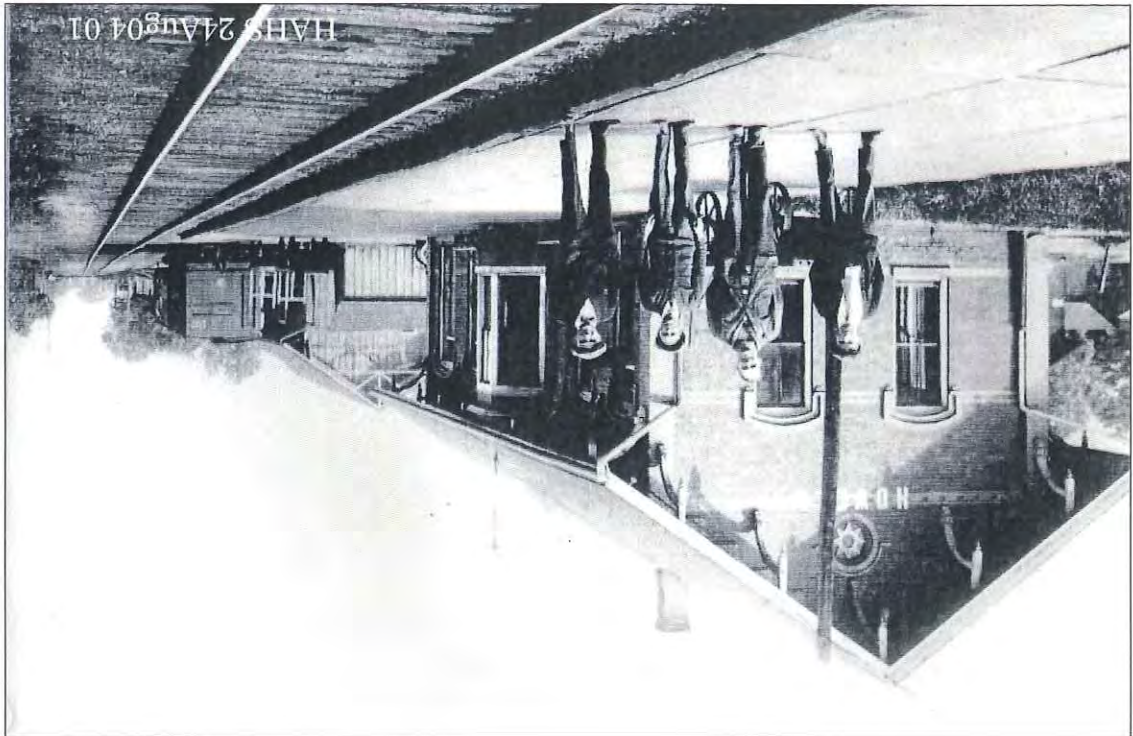
**MOTION by Hansen, SUPPORTED by Wilson to adjourn the meeting at 7:10 pm**

**MOTION CARRIED UNANIMOUSLY.**

Minutes Approved,

Matt Wilson  
Secretary

*Come celebrate our future, as we preserve our past.*



Thanks to our **This Place Matters** Sponsors

*Presenting Sponsors*

Haviland Printing & Marketing  
R & W Excavating, Inc.  
BD Electrical Worldwide Supply

*Depot Sponsors*

Datapak Services Corporation  
MacDonald's Funeral Home  
Howell Meijer 3883 E. Grand River  
Neuhart Auctioneering

*Train Sponsors*

Accu-Temp Heating and Air Conditiong, Inc.  
Sue A. Hamilton P.C. Attorney at Law  
First National Bank in Howell  
Nyatex Chemical Company

*Brick Volunteer Committee: Kathy Alward, Jon Boegler, Duane Brown, Phil Carpenter, Susan Kelly, Cathy Russell*



The Howell Depot was built in 1886 and houses a museum of many historical treasures and memories. It is the home of the Howell Area Historical Society. If you listen quietly, you can almost here the whispers of our forefathers.

*You are cordially invited to*

*This Place Matters Brick Fundraiser*

*Ground Breaking Ceremony*

*Saturday, June 5, 2010 10:00 a.m. - Noon*

*at the Depot, 128 Wetmore St.*

*Food, Refreshments and Entertainment*

Join in and celebrate as Howell once again unites to support a most worthy cause. Contributing to the restoration of this historical landmark while creating an enduring symbol of pride. Bricks will be available for purchase during the Ground Breaking ceremony, but why wait. Call (517) 548-6876 to reserve yours today!



## MEMORANDUM

**DATE:** May 20, 2010

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

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

**RE:** May 26<sup>th</sup>, 2010 Board Meeting

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### **Director Evaluation:**

Please turn in your evaluation forms to Carol Stone in order for her to do a summary report for the Closed Session Evaluation.

### **Public Art**

I have been in touch with both corporate sponsors and their contributions will be made soon, which will allow the artists to proceed with purchase of the raw materials. It is our hope to have the pieces completed by Melon Festival in order to have a public unveiling in Anniversary Alley.

### **Howell History Days**

The 8<sup>th</sup> Howell History Days is scheduled for tomorrow, May 22<sup>nd</sup>. Come down and enjoy the festivities! The Urban Loft and Hidden History tours have over 100 reservations!

### **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.

### **Last Day Breakaway Sponsorship Request**

Please find attached a letter from the Howell Area Parks and Recreation Authority requesting a \$300 sponsorship of the Last Day Breakaway event for Howell students to be held on June 15<sup>th</sup> at Page Field and Howell Teen Center. The DDA previously sponsored this event in 2007, 2008, and 2009 and it was a great success. This event offers a fun and safe alternative for end-of-the-year celebrations for Howell middle school students. These funds have been allocated under the Main Street Promotions Committee budget. I recommend that we again support this event as it provides a safe and alternative way for middle school students to celebrate the end of the school year.

### **Vision Statement Revisions**

I will present proposed revisions to the Board at the meeting.

# 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

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**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.



## **MINUTES –April 21, 2010, 2010**

Time: 8:30 am

Location: DDA/ Main Street Office

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**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 5<sup>th</sup>. Schedule is as follows.

<b>Time</b>	<b>Location</b>	<b>Event</b>
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"> <li>• Dave Rozema Signing autographs</li> <li>• Tony’s Dog</li> <li>• Old Fashion Ice Cream Social</li> </ul>
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 130<sup>th</sup> Anniversary Celebration. Details at [allsaintschapel.net](http://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, 2<sup>nd</sup> H. Ward- Lamb, Motion Carried.**

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



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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3.7 DESIGN 00039807	3.7 DESIGNS 306 SOUTH MAIN, SUITE LLA ANN ARBOR MI 48104	05/14/2010 05/27/2010 / / 05/27/2010	88	GEN N N N	DOWNTOWN & MELON WEBSITE MAINTENANCE	 540.00 0.00 540.00
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OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.012	PROJECT COSTS - ORGANIZATION	540.00
		-----
		540.00

VENDOR TOTAL: 540.00

ABOVO VIS 00039761	ABOVO VISUAL COMMUNICATIONS 5075 N BURKHART RD HOWELL MI 48855	04/30/2010 05/27/2010 / / 05/27/2010	89410	GEN N N N	MELON FESTIVAL PUBLICATION/ HHD CREATIVE	 805.00 0.00 805.00
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OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.012	PROJECT COSTS - ORGANIZATION	75.00
248-729-967.016	PROJECT COSTS - PROMOTIONS	730.00
		-----
		805.00

VENDOR TOTAL: 805.00

SBC 00039643	AT & T P.O. BOX 8100 AURORA IL 60507-8100	04/30/2010 05/27/2010 / / 05/06/2010	517548106804-10	GEN N N N	COMMUNICATIONS	 44.95 0.00 44.95
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PAID

GL #	DESCRIPTION	AMOUNT
248-728-850.000	COMMUNICATIONS - TELEPHONES	44.95
		-----
		44.95

VENDOR TOTAL: 44.95

HOWELLCITY 00039644	CITY OF HOWELL	04/30/2010 05/27/2010 / / 05/11/2010	12302/5-10	GEN N N N	122 STATE ST	 24.48 0.00 24.48
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PAID

GL #	DESCRIPTION	AMOUNT
248-728-920.002	UTILITIES - WAT / SEW	24.48
		-----
		24.48

VENDOR TOTAL: 24.48

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 00039720	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	04/30/2010 05/27/2010 / / 05/25/2010	2481296/5-2010	GEN N N N	1151 PINCKNEY ST	48.33 0.00 48.33
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OPEN

GL #	DESCRIPTION	AMOUNT
248-728-920.011	UTILITIES - ELEC D-19	48.33
		-----
		48.33

DET EDISON 00039722	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	04/30/2010 05/27/2010 / / 05/25/2010	4891888/5-2010	GEN N N N	908 E SIBLEY	10.21 0.00 10.21
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OPEN

GL #	DESCRIPTION	AMOUNT
248-728-920.000	UTILITIES - ELECTRICITY	10.21
		-----
		10.21

DET EDISON 00039766	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	04/30/2010 05/27/2010 / / 05/25/2010	9774538/5-2010	GEN N N N	122 N STATE ST	68.62 0.00 68.62
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OPEN

GL #	DESCRIPTION	AMOUNT
248-728-920.000	UTILITIES - ELECTRICITY	68.62
		-----
		68.62

VENDOR TOTAL: 127.16

MISC 00039767	ECCENTRIC ENTERTAINMENT CORP 5870 SAFETY DR NE BELMONT MI 49306	05/13/2010 05/27/2010 / / 05/18/2010	2010/MELON	GEN N Y N	DEPOSIT ON INFLATABLES AND RIDES	4,300.00 0.00 4,300.00
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OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.012	PROJECT COSTS - ORGANIZATION	4,300.00
		-----
		4,300.00

VENDOR TOTAL: 4,300.00

HOW CHAMBE 00039809	HOWELL AREA CHAMBER OF COMMERCE 123 E WASHINGTON ST HOWELL MI 48843	05/14/2010 05/27/2010 / / 05/14/2010	2010FARMERS	GEN N N N	FARMERS MARKET SPONSORSHIP	4,000.00 0.00 4,000.00
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PAID

GL #	DESCRIPTION	AMOUNT
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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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GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	4,000.00
		-----
		4,000.00
	VENDOR TOTAL:	-----
		4,000.00

HOW HARDW 00039783	HOWELL HARDWARE 1076 S MICHIGAN AVE HOWELL MI 48843	05/13/2010 05/27/2010 / / 05/27/2010	045297	GEN N N N	BATTERIES	20.97 0.00 20.97
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GL #	DESCRIPTION	AMOUNT
248-728-881.001	BEAUTIFICATION SUPPLIES	20.97
		-----
		20.97

HOW HARDW 00039784	HOWELL HARDWARE 1076 S MICHIGAN AVE HOWELL MI 48843	05/13/2010 05/27/2010 / / 05/27/2010	045372	GEN N N N	IRRIGATION SUPPLIES	27.70 0.00 27.70
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GL #	DESCRIPTION	AMOUNT
248-728-881.001	BEAUTIFICATION SUPPLIES	27.70
		-----
		27.70
	VENDOR TOTAL:	-----
		48.67

INTL' COUN 00039489	INTL COUNCIL OF SHOPPING CENTERS P.O. BOX 26958 NEW YORK NY 10087-6958	05/01/2010 05/27/2010 / / 05/27/2010	2010-RENEW	GEN N N N	ICSC DUES	100.00 0.00 100.00
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GL #	DESCRIPTION	AMOUNT
248-729-840.000	DUES & MEMBERSHIPS	100.00
		-----
		100.00
	VENDOR TOTAL:	-----
		100.00

KEY EQUIPM 00039894	KEY EQUIPMENT FINANCE P.O. BOX 74713 CLEVELAND OH 44194-0796	05/21/2010 05/27/2010 05/27/2010 05/27/2010	05/21/2010	GEN N N N	COPIER LEASE- JUNE 2010	183.18 0.00 183.18
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GL #	DESCRIPTION	AMOUNT
248-728-740.019	OPER SUPP/SMALL EQUIPMENT	183.18
		-----
		183.18

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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KEY EQUIPM 00039491	KEY EQUIPMENT FINANCE P.O. BOX 74713 CLEVELAND OH 44194-0796	04/30/2010 05/27/2010 / / 05/27/2010	0501	GEN N N N	LEASE EQUIPMENT	-29.00 0.00 -29.00
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OPEN

GL #	DESCRIPTION	AMOUNT
248-728-740.019	OPER SUPP/SMALL EQUIPMENT	-29.00
		-----
		-29.00

VENDOR TOTAL: 154.18

MISC 00039494	LAMPLIGHTERS BARBERSHOP QUARTET	04/30/2010 05/27/2010 / / 05/11/2010	5-20-10	GEN N Y N	ENTERTAINMENT FEE - HOWELL HISTORY DAYS	150.00 0.00 150.00
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PAID

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

VENDOR TOTAL: 150.00

LIV BUSIN 00039789	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI 48844	04/30/2010 05/27/2010 / / 05/27/2010	29104	GEN N N N	HISTORY DAYS FLYERS	640.20 0.00 640.20
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OPEN

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	640.20
		-----
		640.20

LIV BUSIN 00039790	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI 48844	04/30/2010 05/27/2010 / / 05/27/2010	29117	GEN N N N	HISTORY DAYS POSTERS	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

LIV BUSIN 00039788	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI 48844	04/30/2010 05/27/2010 / / 05/27/2010	29118	GEN N N N	4TH ANNUAL DESIGN AWARDS INVITE	296.00 0.00 296.00
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OPEN

GL #	DESCRIPTION	AMOUNT
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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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GL #	DESCRIPTION	AMOUNT
248-729-967.010	PROJECT COSTS - DESIGN	296.00
		-----
		296.00
	VENDOR TOTAL:	----- 1,086.20

GANNETT 00039774	LIVINGSTON COUNTY DAILY PRESS & ARG SUBSCRIPTION PAYMENT P.O. BOX 742530 CINCINNATI OH 45274-2530	05/13/2010 05/27/2010 / / 05/18/2010	MAY & JUNE 2010 GEN	GEN	SUBSCRIPTION MAY & JUNE 2010	19.88 0.00 19.88
OPEN						

GL #	DESCRIPTION	AMOUNT
248-729-840.000	DUES & MEMBERSHIPS	19.88
		-----
		19.88
	VENDOR TOTAL:	----- 19.88

MISC 00039447	NEVILLE, HOLLY	04/27/2010 05/27/2010 / / 04/27/2010	4/27/10	GEN	TRAVEL ADVANCE	250.00 0.00 250.00
PAID						

GL #	DESCRIPTION	AMOUNT
248-000-044.000	TRAVEL ADVANCES RECEIVABLE	250.00
		-----
		250.00

MISC 00039893	NEVILLE, HOLLY	05/21/2010 05/27/2010 / / 05/27/2010	ADVANCE-5-10	GEN	REIMBURSE TRAVEL EXPENSES	134.17 0.00 134.17
OPEN						

GL #	DESCRIPTION	AMOUNT
248-000-044.000	TRAVEL ADVANCES RECEIVABLE	-250.00
248-729-860.000	CONFERENCE /TRANSPORTATION	384.17
		-----
		134.17
	VENDOR TOTAL:	----- 384.17

MISC 00039612	ROZEMA, DAVE	04/30/2010 05/27/2010 / / 05/11/2010	5-20-2010	GEN	AUTOGRAPH SESSION	500.00 0.00 500.00
PAID						

GL #	DESCRIPTION	AMOUNT
248-729-967.016	PROJECT COSTS - PROMOTIONS	500.00
		-----
		500.00
	VENDOR TOTAL:	----- 500.00

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
=====						
STATE STRE 00039895	STATE STREET PROPERTIES 118 STATE STREET HOWELL MI 48843	05/21/2010 05/27/2010 05/27/2010 05/27/2010	05/21/2010	GEN N Y N	RENT FOR JUNE 2010	 1,236.00 0.00 1,236.00
OPEN						
GL # 248-728-942.000	DESCRIPTION BUILDING LEASE			AMOUNT 1,236.00		
				-----	1,236.00	
VENDOR TOTAL:						1,236.00
-----						
TOUCH 00039826	TOUCH INTEGRATED COMMUNICATIONS LLC 6563 GRAND CIRCLE DR BRIGHTON MI 48116	05/14/2010 05/27/2010 / / 05/27/2010	DDA-05-10	GEN N N N	2ND PROMO VIDEO & HHD RADIO SPOTS	 970.00 0.00 970.00
OPEN						
GL # 248-729-967.016	DESCRIPTION PROJECT COSTS - PROMOTIONS			AMOUNT 970.00		
				-----	970.00	
VENDOR TOTAL:						970.00
-----						
VOGHT 00039446	VOGHT,NATHAN 337 FOWLER ST HOWELL MI 48843	04/27/2010 05/27/2010 / / 04/27/2010	04272010	GEN N N N	TRAVEL ADVANCE	 250.00 0.00 250.00
PAID						
GL # 248-000-044.000	DESCRIPTION TRAVEL ADVANCES RECEIVABLE			AMOUNT 250.00		
				-----	250.00	
VOGHT 00039892	VOGHT,NATHAN 337 FOWLER ST HOWELL MI 48843	05/21/2010 05/27/2010 / / 05/27/2010	ADVANCED-5-10	GEN N N N	MEALS AND MILEAGE REIMBURSEMENT	 3.64 0.00 3.64
OPEN						
GL # 248-000-044.000 248-728-860.000	DESCRIPTION TRAVEL ADVANCES RECEIVABLE CONFERENCE /TRANSPORTATION			AMOUNT -250.00 253.64		
				-----	3.64	
VENDOR TOTAL:						253.64
TOTAL - ALL VENDORS:						14,744.33



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 11<sup>th</sup> 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.

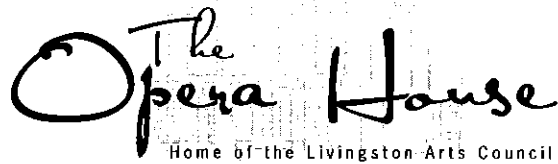
As always, I remain available to meet with the DDA board to answer any questions that you may have.

Sincerely,

Roger S. Dresden  
Livingston Arts Council

123 W Grand River  
PO Box 626  
Howell, MI 48844  
517.540.0065  
[www.theoperahouse.us](http://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](http://www.theoperahouse.us)



925 W. Grand River Ave.  
Howell, Michigan 48843  
517.546.0693  
517.546.6018 Fax  
www.howellrecreation.org

*"Communities coming together to enrich lives by promoting active and healthy lifestyles"*

April 16, 2010

Mr. Nathan Voght  
Howell DDA  
611 E Grand River  
Howell, MI 48843

Dear Mr. Nathan Voght:

We need your help to make the Ninth Annual "Last Day Break Away" a fabulous success!

Last June, with major financial support from Citizens Insurance Company, Howell Area Chamber of Commerce, Howell DDA, Highlander Way Middle School PTO and Buffalo Wild Wings, we hosted over 250 kids at the Howell Teen Center and Page Field for a very successful end-of-school-year event. Howell area kids soaked in the sun, played games, ate pizza, and enjoyed the outpouring of community support.

**And this year on June 15, 2010 from 2:30-5 p.m., we plan to do it all over again!**

This event is designed to provide positive and fun activities for our community's middle school and high school aged students. This year's event will take place behind the Howell High School Freshman Campus which will allow kids to stay on campus and immediately engage in the celebration of the last day of school.

To continue our successes, we are asking if Howell DDA would once again be one of our Major Sponsors. Last year Howell DDA contributed \$300. Would it be possible for you to do the same this year?

For this Major Sponsorship your company's will receive the following:

- Be listed as a Major Sponsor on the student registration form and on our website,
- Your company logo printed on the T-shirts that our volunteers and participants will be wearing,
- Signage behind Howell Freshman Campus during the event, and
- Several mentions of your company's sponsorship by our DJ during the course of the event.

Your sponsorship will go toward bouncers, shaving cream, shirts, and supplies for games for the hundreds of middle and high school students that participate in the Last Day Break Away. Your business name will also become part of a wonderful memory for Howell school kids, event volunteers, and parents.

It is our hope that you will consider continuing your support as a Major Sponsor of Last Day Break Away. Please fill out the enclosed sponsorship form and return it to Howell Area Parks & Recreation Authority in the enclosed self-addressed envelope. Thank you for your consideration. We hope to hear from you by May 10th!

Sincerely,

Kyle Aulette  
Teen Center Director  
Howell Area Parks & Recreation Authority



925 W. Grand River Ave.  
Howell, Michigan 48843  
517.546.0693  
517.546.6018 Fax  
www.howellrecreation.org

*"Communities coming together to enrich lives by promoting active and healthy lifestyles"*

## SPONSORSHIP AGREEMENT

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Please indicate form of payment:*

- Check (payable to Howell Recreation)
- Visa
- Mastercard
- American Express
- Please invoice me

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

*Please keep a photocopy of this form as your receipt.*

I agree to provide a sponsorship of \$300 for the Last Day Break Away Event. In return my business will receive:

- Be listed as a Major Sponsor on the student registration form and on our website,
- Your company logo printed on the T-shirts that our volunteers and participants will be wearing,
- Signage at the new location behind Howell Freshman Campus during the event, and
- Several mentions of your company's sponsorship by our DJ during the course of the event.

## Volunteers Needed

We are also seeking volunteers for the Last Day Break Away. If you or your employees would be interested in volunteering with us that afternoon, we could use the extra help to set up the event, games, directing traffic, etc. We have blast at this event, so come and join us!

Please check this box if you are interested and we'll call you as we begin our volunteer scheduling.

**THANK YOU!**

**We hope to hear from you by May 10th, 2010.**

Please fax this sponsorship agreement to the Howell Area Parks & Recreation Authority at 517/546-6018 or return in the enclosed self addressed envelope.

## **Downtown Business Update** **Updated May 20, 2010**

### **New Businesses:**

#### **Coming Soon:**

1. **Attitude Bistro**, 106 E. Grand River (Open House during HHD, soft opening early June)
2. **Northstar Capital Group - Office** (208 W. Grand River)

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

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

1. **Heller's Flowers** (April 15<sup>th</sup>)
2. **Bumble Beeds** (end of May?)

#### **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)