1. Meeting Called to Order

2. Citizen's Comments (items not on the agenda)

3. Approval of DDA Minutes
   - Minutes of Executive Committee meeting on May 13, 2015
   - Minutes of Regular Meeting, April 27, 2015
   (Motion required to place minutes on file)

4. Correspondence

5. Reports
   - Director Report-Cathleen Edgerly
   - President's Report — Eric Conn
   - Treasurer's Report - (Budget Amendment-Motion required?)
   (Motion required to place reports on file)

6. Approval of Committee Reports
   - Design Committee- Michael Mulvahill/Courtney
   - Promotions Committee — Kate/Cathleen
   - Outreach Committee – Brian Walker, Chairperson
   - Business Development Committee — Kevin McCarthy, Chairperson
   - (Motion required to place all reports on file)

7. Payment of Bills- DDA Treasurer
   (Motion to pay the bills in the amount of $9,090.12 plus payroll for April, 2015)

8. Discussion/Action Items:
   a. Budget Update (Kevin/Eric)
      Discussion

   b. Rock the Block Summer Series - (Cathleen/Kate)
      (Discussion)

   c. Fund Development Services (Kevin/Cathleen)
      Discussion

   d. Parking update & Plans (Eric/Mayor)
      Discussion/Action

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.
Please refer to the printed guidelines at the bottom of the agenda.
i. Part Time Business Liaison – (Eric)

j. New Businesses/Business Relocations/Spaces Available Update- Cathleen

k. Excused Absences

l. Motion to Adjourn  
(Motion Required for Adjournment)

Next Meeting: Wednesday, June 17, 2015  
5:00-7:00p.m. – Fund Development Services Kick-Off  
7:00 p.m.-Board Meeting Start

Public Comment Guidelines
Members of the public are permitted to address a meeting of the Howell Main Street DDA Board upon recognition by the Board Chair. Each person shall begin by stating their name and address and shall be permitted to speak once on each agenda item for three (3) minutes. Agenda item 4 allows for Citizens’ Comments on any non-agenda item. Where the Agenda provides Public Hearing comment, each person addressing the Board shall be limited to five (5) minutes regarding the specific agenda Public Hearing item. The Board Chair may allow additional time at his/her discretion.

All remarks shall be addressed to the Board as a body, and not to any member. No person, other than members of the Board and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Board. No questions shall be asked of the Board Members, except through the Board Chair. 

Any person making personal, impertinent or slanderous remarks, or who shall become boisterous, while addressing the Board, may be requested to leave the lectern.

Interested parties, or their authorized representatives, may address the Main Street DDA Board by written communication in regard to any matter concerning the organization’s business or over which the Board has control at anytime by direct mail or by addressing the Main Street DDA Director, and copies will be distributed to Board Members.

MISSION STATEMENT

Howell Main Street and Downtown Development Authority uses the Main Street Four-Point Approach™ to promote downtown Howell as an attractive, vibrant, historic, pedestrian-oriented shopping, dining, and entertainment district for residents and visitors. We help preserve our historic downtown by encouraging the restoration and adaptive re-use of buildings’ storefronts and upper stories for both residential and or office use. We rely on strong partnerships with stakeholder organizations, broad-based community support, and a growing volunteer base to accomplish our work. Our downtown is the heart and hub of the community.
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: Eric Conn, Michael Mulvahill, Kevin McCarthy, Brian Walker, Jeanne Clum, Mayor Nick Proctor
Staff: Cathleen Edgerly, Kate Litwin, Shea Charles
Board members not in attendance: Adam Merkel, Courtney Tarara

MEETING CALLED TO ORDER:
President Conn called the meeting to order at 6:40 p.m.

CITIZENS COMMENTS
None

APPROVAL OF MINUTES
• Minutes of Executive Committee meeting on April 15, 2015
• Minutes of Regular & Special meeting on March 25, 2015
Motion by K. McCarthy, SUPPORT by B. Walker to approve Executive Committee, Regular, and Special meeting minutes. MOTION CARRIED.

Correspondence
None

Appointment of Treasurer
MOTION by J. Clum, SUPPORT from M. Mulvahill to appoint Kevin McCarthy to the position of Treasurer. MOTION CARRIED.

Director’s Report
C. Edgerly provided an update on Pure Michigan business training, which will be held on May 6, 2015 at the Lansing Community College Campus. The training helps businesses learn how to list their company on the Pure Michigan website, and provides some information regarding marketing in general. This project is being coordinated by C. Edgerly, Donna Olson of the Howell Carnegie Library, and Barb Barden from the Livingston Convention and Visitors Bureau. They are currently working on press releases and plan to include information in this month’s newsletter.

On April 27th C. Edgerly and K. McCarthy will hold a meeting in Lansing with financial specialist, Patrice
Martin regarding fund development services. They will provide an update to the Board at the next meeting in May.

C. Edgerly asked the Board to mark their calendars for June 9th, which is Main Street Quarterly training in Owosso. Specifically geared around Boards, and highly recommended by Michigan Main Street that as many Board members attend this training geared toward planning, succession planning, etc. M. Mulvahill and J. Clum are planning to attend, B. Walker indicated that he cannot attend due to work commitment that day. C. Edgerly will e-mail all Board members with information and times, agenda, etc.

**President’s Report**

President Conn began his report with an attendance reminder to the Board, mentioning that the bylaws state that Board members are only allowed to miss three meetings in a calendar year due to an unexcused absence. The Board recommends that a process for excusing absences should be implemented, because not all absences could be construed as unexcused and warrant negative action against Board members. E. Conn will implement a suggestion asking for excused absences, which will start at the end of this meeting. An excused absence would require advisement in advance, so there are no surprises at the scheduled meeting time, and this process would be in place mostly for purposes of quorum. E. Conn mentioned that B. Walker, up until his illness in March, had perfect attendance and thanked B. Walker for his dedication to service.

**Treasurer’s Report**

K. McCarthy had only a few quick points to mention in his report as there wasn’t much financial activity for March. The biggest issues are the budget amendments from last meeting, which city council approved on Monday night, but are not reflected in the packet. K. McCarthy pointed out that there was $4500 in revenue generated for March, which was mostly revenue generation from the Lunar New Year Festival, and rent from the apartment at 118 W. Clinton. Expenditures were general and normal recurring expenses. The Main Street program indicates some project costs of $4,500, including: the new printing of downtown guides, kiosk repair and map printing. Next month K. McCarthy stated he will dive in deeper and hit on other items requiring attention. M. Mulvahill and B. Walker thanked K. McCarthy for his excellent, easy-to-understand presentation.

MOTION by M. Mulvahill, SUPPORT from B. Walker to place Director’s, President’s, and Treasurer’s reports on file. MOTION CARRIED.

**Design Committee Update**—M. Mulvahill

M. Mulvahill reported that the Up North Décor sign is finished and hanging on front of the building, and that the committee is pleased with backdrop to soften covering the window. The final invoice is included in the Board packet and has been paid in full by the sign owner. The committee discussed re-writing the sign incentive grant paperwork, as they want to clean up holes in order to help the applicant understand the process and to assist the committee in making a more educated decision at time of application. The committee is strongly considering requiring that the applicant attending a Design committee meeting to articulate nuances of signage, i.e. placement, design, mounting hardware, etc… Attendance from business owners will allow the committee time to ask questions the questions that night, get an immediate answer and expedite the process. The committee will review at their next meeting and an update will be provided at our next Board meeting.

The Howell Art Project is moving along, but volunteer help and sponsorships are still needed! If anyone is interested please invite them to get them involved and pass their information along to C. Edgerly or K.
Litwin. There is a lot of work that needs to be done for the project, and having the Art Project return will be great for Howell.

**Promotions Committee—C. Edgerly**

C. Edgerly reported that the Promotions committee has been very busy working on items later in tonight’s agenda. The billboard co-op campaign is going well, with just two openings for the rest of the year and the rest of the slots are sold through December, 2016. The committee is working with Adams Outdoor to try and keep the pricing locked in for next year, to streamline the process with templates including DDA branding already in place. C. Edgerly also mentioned that #HowellLove merchandise sales are still going well, and approximately $150 in sales occurred last night at the Applause Awards.

**Outreach Committee—B. Walker**

B. Walker reported that the committee has decided to continue with the booth space at the Howell Farmers’ Market. The goal is to have one volunteer from Outreach, one from Promotions, and one Board member at the space each month. Dates include: May 17, June 28th, July 19th, August 16th, September 20th, and October 18th. The committee also discussed businesses to feature each month at the market and ideas included 2FOG’s Pub, Casa de Bella Salon, and The Roost.

B. Walker also mentioned the Summer merchant newsletter and stated that K. McCarthy will write the Board member article. Lastly, the committee is working on a revamp of the ‘100 Friends of Howell’ campaign for the new fiscal year.

**Business Development—K. McCarthy**

K. McCarthy reported that in last week’s meeting the committee discussed a number of new businesses and prospective businesses that may be looking at space downtown, including a brewery that is interested in the Country Squire location. The committee also selected a business of the month for May, Thai Café, and will be writing an article featuring the business in the May e-newsletter. Plans were made for a field trip to look at ideas for prospective businesses and recruitment efforts. Committee members attended the April 9th ribbon cutting at Kokopelli’s Korner, which was an event partnered with the Howell Area Chamber of Commerce.

J. Clum mentioned that All Saints Chapel was purchased by Cathy at Brunner’s for a new endeavor. C. Edgerly will follow up with Cathy for additional information and assistance, if needed. Mayor Proctor mentioned that Donald’s Jewelers will be closing in September.

**MOTION by M. Mulvahill, SUPPORT from J. Clum to place committee reports on file. MOTION CARRIED.**

**MOTION by Mayor Proctor, SUPPORT from K. McCarthy to pay the bills in the amount of three thousand seven hundred eight dollars and thirty one cents ($3708.31) plus payroll for March, 2015. MOTION CARRIED.**

**Director’s Evaluation—E. Conn**

E. Conn thanked everyone who submitted an evaluation of Director Edgerly and that he received enough responses to reach a quorum, so E. Conn, M. Mulvahill, and C. Edgerly met over dinner to discuss the evaluations received to this point. The evaluations were very positive. E. Conn will compile one sheet with an average ranking, plus whether KPI was passed, an outline of new KPI, and comments/areas of concern. Overall, the evaluation and discussion went well, concerns were shared, but overall
performance has been good based on reviews.

Recommendations:
C. Edgerly has asked for 3% raise over pay from last year, but E. Conn recommends 5%. There was discussion over whether the budget can sustain the raise and Treasurer McCarthy felt that it can and that the DDA Director has a positive impact on the budget, can sustain and justify the salary increase. J. Clum stated that the revenue generation goal was set for $2500 for last year, which she feels C. Edgerly surpassed and frankly blew out of water. J. Clum feels that revenue generation needs to continue in the KPI and that C. Edgerly’s performance warrants the salary increase. Board is in support of continued revenue generating being included in KPI as stated in C. Edgerly’s Memorandum of Understanding.

**MOTION by Mayor Proctor, SUPPORT from B. Walker to increase the Director’s salary by 5%, effective next pay period. MOTION CARRIED.**

KPI for next year were discussed and as written into memorandum of understanding will be decided on a rolling basis, every 6 months for the first year of employment and annually thereafter.

Prior year KPI included:
- Professional Development
- Revenue/Fundraising goal of $2500
- Rental of 118 W. Clinton Street (apartment has been rented out, tenant took occupancy on March 1st, and there’s a signed lease agreement with a tenant for the back studio space, tenant will take occupancy in May)
- Maintain regular communications with volunteers and businesses
- Hold meeting of all committees together as one (completed in March)
- Identify new fundraising opportunities (projects being discussed on a closed basis, plantings)

E. Conn recommended awarding merit pay in the amount of $2,500.

**MOTION by K. McCarthy, SUPPORT from B. Walker to award Director Edgerly merit pay in the amount of two thousand five hundred dollars ($2500) for achievement of KPI and performance. MOTION CARRIED.**

C. Edgerly thanked the Board for accepting and supporting her during her first year, stated she loves being in Howell, and enjoys working with the Board.

E. Conn mentioned there will be a need to review raise for K. Litwin and this will require action in later months. There has been a request by Director Edgerly to bring in Hillary Morrison as a part time staff person, 10 hours per week to fill in gaps. H. Morrison has been coming into office for at least 18 months to help with day to day operations, help out staff, has built rapport with businesses in downtown, and helps with functions that all committees have undertaken.

Hiring H. Morrison was discussed before in prior meetings but now looking at July timeframe, as laid out in the upcoming budget. Her hourly rate would be $10/hour, for 10 hours per week. J. Clum and Mayor Proctor understood the need for support staff, but mentioned the ongoing need to watch budget. M. Mulvahill is also concerned about budget, but is also concerned about supporting staff and assisting in their ability to continue at the current positive fast momentum that has taken place. K. McCarthy mentioned that there is a provision in requested budget for next fiscal year, and from a
staffing standpoint we need this new position to accomplish the things we have set out to do, to achieve fundraising goals and meet the challenges to move the organization forward. E. Conn told the Board to keep in mind that should the Board approve the hiring they can request details explaining how the role would be filled, and request proof of fiscal responsibility, and demonstrate how a new revenue stream would be generated to pay for new employee costs. The decision to hire needs to be made prior to July.

KPI for Director Edgerly were briefly discussed but E. Conn stated that at this time they are not ready to be set since all evaluations have not been submitted. The Board should be thinking about KPI and C. Edgerly needs a full year to implement these new standards. The goals should be identifiable, realistic, achievable and measurable.

One concern C. Edgerly mentioned in her evaluation was communication with the Board and feeling like she answers the same question repeatedly, which is not necessarily a bad thing as this means more Board members are engaged and trying to obtain information, but it becomes repetitive and time consuming. Discussion took place over various methods for disseminating information to the entire Board and it was agreed that general weekly reports would be an appropriate solution, to hit on major points. C. Edgerly will send a list of bullet points to Board members on Fridays moving forward.

**Rock the Block—C. Edgerly**
The Promotions committee is working on a new event called Rock the Block—a music and foodie festival. C. Edgerly provided a basic update, and explained that a volunteer, Bradley Hesser, designed and turned around the festival logo within 24 hours. Thank you to B. Hesser for his efforts in getting the design work done so quickly. 2Stones Events is working behind the scenes on securing bands, promotion, and sponsorship recruitment. Rock the Block will take place the first Wednesday of June, July, and August, from 6-8pm. Details are in the works, including selling VIP passes, and Best Bites on the Block featuring The Great Foodini Renee Chodkowski. The music and entertainment will be free to public, and revenue would be generated through the sale of VIP passes, which will be $25/adult per day or all access for all 3 events for $50, and a family pass will be available for $75 pre-sale, $100 day of the event, and a kids pass will be $10. The committee is working on securing specials to incorporate fun specials and activities which will bring added value to attendees experience. More concrete details will be provided in C. Edgerly’s weekly report and at the May Board meeting. Whitney from 2Stones is assisting in securing sponsors, and meetings are scheduled later this week. Block Brewing Company is considering holding an “after party” in August, and those details are being worked on as well.

**118 W Clinton St. Update—M. Mulvahill**
M. Mulvahill congratulated C. Edgerly for a great job securing a tenant for the studio space. The tenant wants to pay the whole year’s rent up front and possibly extend the lease.

C. Edgerly asked for an update on paving as the tenants are starting to question when this will be completed. S. Charles did not have an update on paving at this time as the City is finalizing design and discussions at city council level, which may impact the project overall. The earliest would be mid-late summer, but S. Charles will speak to DPW Director Erv Suida to see if he can get it going faster. M. Mulvahill brought up shared access between building and parking lot and the likelihood of getting it fixed. S. Charles indicated that without looking at the actual plans, he believes DDA property rights end at the brick pavers. S. Charles is confident that the owner of the adjacent property would enjoy having the city/DDA to do some improvements on his property and it would be worth having a conversation with the owner to discuss options.
**Budget Update—K. McCarthy**
The DDA’s requested budget, along with all City departmental budgets will go before city council on April 25th. K. McCarthy will attend the meeting to be available for any questions regarding the budget. K. McCarthy doubts will bring back any questions/challenges to the budget, but is hoping for acceptance at that time. S. Charles reported that the Council must adopt the budget by May 18th, with a hearing notice published days beforehand, but consensus must be reached on May 6th which is a secondary session with follow up questions. S. Charles also mentioned that Council will be discussing unexpected expenses, including the east wall of city hall, which creates a big problem when looking at overall cash reserves. There may be a recommendation that the City doesn’t front the full $250k loan to the DDA for 118 W. Clinton St. if the city needs cash reserves to resolve city hall issues. S. Charles said this recommendation will come with an acknowledgement that City would front cash if a DDA unexpected project expense comes up and the City will help with financing at that time. There was a discussion of accounting rules, and how this would impact internal accounting. If the City does not provide the loan as previously stated the debt service payment would not exist and would decrease expenses by roughly $20k. The DDA fund balance without the loan would be $48,000. S. Charles stated he will forward information on the loan to K. McCarthy and E. Conn.

S. Charles stated that Council may adopt budget as is, with the full loan amount in place, then amend depending on answers with regard to the city hall east wall situation. E. Conn recommended allowing for the removal of the loan by the City, with the understanding that should an unexpected project arise for the DDA that the City would then assist with financing that project. S. Charles understands this request and feels it is both appropriate and that Council would support.

**Applause Awards Re-Cap—J. Clum**
J. Clum shared that the Applause Awards last night was very fun and thanked all of the Board members who attended, including Mayor Proctor, M. Mulvahill and B. Walker. The Applause Awards recognized key volunteers and community stakeholders. J. Clum gave kudos to the Outreach committee for making the event fun and enjoyable for all attendees. Special awards were given out during the ceremony. M. Mulvahill was presented with the Downtown Hero Award. Dan Jablonski, co-owner of Holly Candle Shoppe, was declared Volunteer of the Year and received a proclamation from the governor, state legislature, and Rep. Hank Vaupel presented Dan with the proclamation. Gary Kacksetter, who could not attend the event, was recognized with the Lifetime Main Streeter Award, recognizing long-term volunteers with more than 10 years of service. Past volunteers of the month were also recognized. Event sponsors, ARC Engineering Solutions, were very pleased with the event and attendance of roughly 55 people. Block Brewing Company was an amazing venue. C. Edgerly thanked J. Clum for leading the project and also reported that $202 were raised in #HowellLove merchandise sales, and raffle, with the potential for more with new ‘100 Friends’ memberships. E. Conn stressed that attendance policy for Board meetings also stretches to attending functions like this, shows engagement with community, and shows a united group of people who support each other. It is the responsibility of the Board to show support to the organization.

**Historic Preservation and Design Awards—C. Edgerly, K. Litwin**
The 9th Annual Historic Preservation and Design Awards will be held on May 13th, 5:30 pm to 7:30 pm at the Heart of Howell building, with networking, appetizers, and silent auction at 2FOG’s Pub, then the awards presentation in the west side of Heart of Howell, with desserts, etc., similar to the Wyoming visit. Design committee members are securing silent auctions. E. Conn will emcee the event and G.
Kacksetter will design the awards, which will be framed by Howell Art and Frame.

**Added to the agenda—E. Conn**

E. Conn mentioned that the Board needs to approve the reimbursement amount of the Up North Décor sign approved at last Board meeting in April.

**MOTION by E. Conn, SUPPORT from M. Mulvahill to approve sign incentive reimbursement in the amount of One thousand dollars ($1000) to Up North Décor. MOTION CARRIED.**

E. Conn also mentioned that the Board needs to excuse A. Merkel and C. Tarara from this meeting as A. Merkel is sick and C. Tarara has a business related commitment.

**MOTION by M. Mulvahill, SUPPORT from J. Clum to excuse A. Merkel and C. Tarara from the April 23, 2015 Board Meeting. MOTION CARRIED.**

**New Business—C. Edgerly**

None

**MOTION by B. Walker, SUPPORT from M. Mulvahill to adjourn at 8:11 pm. MOTION CARRIED.**

Minutes Approved,

Courtney Tarara
Secretary
Committee Members Present: President, Eric Conn; Vice President, Michael Mulvahil; DDA Director, Cathleen Edgerly

Meeting called to order at 7:30 p.m. by E. Conn.

This Executive Session was held to determine the agenda for the May 27, 2014, DDA Board of Directors meeting.

The Executive Committee reviewed the draft agenda, including the following items:
- Rock the Block
- Parking and Alley Improvements
- Budget Update
- Main Street Fund Development Services
- Main Street Quarterly Training
- Possibly KPI for Cathleen dependant on Board member input

Motion by M. Mulvahill to adjourn meeting at 7:52 p.m. Second by E. Conn. Motion passed unanimously.

Minutes as recorded by C. Edgerly
Director Update

Fundraising: A lot of activity has taken place over the last month with events and fundraising campaigns.

- The annual 100 Friends of Howell Campaign will kick off in June to begin revenue generation by July 1, 2015. However, due to our recent ‘100 Friends of Howell’ VIP Events and Historic Preservation & Design Awards, we already have 2 friends who have renewed their membership, bringing in $200 in ‘100 Friends’ revenue.

- Rock the Block Sponsorship: $5500 has been raised in Rock the Block sponsorships, with an additional $1900 in in-kind donations. Thanks to all who have helped with this endeavor.

- Howell Art Project: $1000 in sponsorship has been raised to date, plus $200 from the Applause Awards, in addition to $375 in funds generated from participating artists’ application fees.

- Merchandise Sales: $95 in new merchandise sales

TOTAL Fundraising for the Main Street DDA: $7,370.00 in cash raised. $1900 in in-kind fundraising.

Update on 118 W. Clinton St. Suite B – Commercial Studio Space:
Our new lease Marc Harlow has begun to work on the commercial studio space and plans to open his office June 1.

Farmers Market: -Thank you to M. Mulvahill and B. Walker for working at our first Farmers’ Market booth of the season! As some of you may recall, each month we partner with a DDA business to featured them with our monthly booth space. 2FOGS Pub partnered with us for the May space and received a lot of added awareness about their business while handing out promotional products!

We still need Board members to help promote our organization and tell our story at the following Farmers’ Markets:

- June 28th
- July 19th
- September 20th
- October 18th.

Flint Farmers Market: Business Development Committee members and staff visited the Flint Farmers Market on May 14 to meet with their Market manager, discuss their vendor set-up, view the successful businesses located within the market, etc. This was a very productive visit as we sat down with the Market Manager for 2 hours and were provided a wealth of information
regarding annual budget, vendor dues/space pricing, events, parking, etc. The architect and builder of the Flint Farmers Market were also on site that day so we had an opportunity to sit down with them and received a lot of good information regarding that meeting.

**State Façade Program:** Tim Schmitt, City of Howell Community Development Director and I met with 4 properties last week regarding the Façade Incentive Program with the state and their interest in moving forward with this process. A June deadline has been set for architectural renderings, estimates, etc. so the City can apply for our first two properties to take advantage of this State Façade Grant Program. Future updates will be provided for which businesses are first to take advantage of the program.

**June Board Training in Owosso:** Thanks to all of you who have let me know that if you could/could not attend the June 9th Board training in Owosso, MI for our quarterly Main Street training. Please let me know as soon as possible if you have not already, whether you plan on attending and if you need hotel accommodations for the night before. I second Eric’s statement regarding the value that this training will bring not only to you as a Board member, but to our entire organization. I look forward to seeing many of you in Owosso!

**September Design Quarterly Training:** Save the Date for September 15, 2015 for a full day Michigan Main Street Design training session in Hart, MI. Although this Main Street quarterly training is Design-themed, all Board members are welcome to attend! Please let me know as soon as possible if you are able to attend this valuable training session. I will be at the training Monday for Managers, and into Tuesday for Design Committee Members and Board Members. Hotel accommodations can be made in Ludington (approx. 20-25 min. from Hart) if you wanted to drive in the evening before and join us all for dinner Monday night.
1. Call to Order
   - Volunteer to take meeting minutes

2. Review April 15, 2015 Meeting Minutes (Motion Required)

3. Update on 118 W. Clinton
   - Commercial Studio Space New Tenant & Samples
   - Parking Lot Paving

4. Final Review of Encore 118 Completed Sign for Reimbursement
   - Discussion & Recommendation Needed

5. Sign Incentive Language Approval (Cathleen sent revisions to all committee members)

6. Howell Art Project Update (Sharon/Gary)
   - Sponsors Needed!
   - Volunteers Needed!

7. Historic Preservation Awards (Michael/Cathleen)
   - Date: Wednesday, May 13 from 5-7pm at Heart of Howell
   - Invites
   - Presentation (Update Slideshow, present)
   - Help from Committee securing raffle prizes
   - Awards – Estimated Completion Date
   - Volunteers Needed for: Invites mailed out, set-up, clean-up, manning raffle prize table

8. Action Items for Next Month:
   - Volunteer to help with and attend Historic Preservation & Design Awards
   - Gary working on awards
   - Sponsors
   - Silent Auction Items

9. Volunteer Hours:

   Next meeting: Wednesday, June 10, 2015 at 5:00 p.m. Howell Main Street DDA
Design Committee Meeting Minutes
Meeting Date: April 15, 2015 at 5:00 PM
Howell Main Street DDA Office, 118 W. Clinton St. Howell, MI

PRESENT: Michael Mulvahill, Gary Kackstetter, Sharon Fisher, Jeff Humphries,
NOT PRESENT: Ron Gari, Courtney Tarara, Jeff Newstead
STAFF PRESENT: Cathleen Edgerly
GUEST: Lori

1. **Call to Order:** The April 15, 2015 meeting was called to order by M. Mulvahill at 5:07 p.m.

2. **Approval of March 11, 2015 meeting minutes:**
   Motion by J. Humphries motioned to approve the meeting minutes. Second by M. Mulvahill. Motion passed unanimously.

3. **Up North Sign Incentive**
   Initial discussion revolved around the board’s approval of the updated sign renderings. Gary raised a question as to whether the updated sign renderings did in fact meet the design committee’s standards. The sign would cover up architecture that the committee is responsible for protecting. Upon this discussion, further discussion of the sign incentive program and its direction will be pondered by the Committee. M. Mulvahill proposed that all future applicants be required to meet with the committee prior to application to create a more open form of communication with applicants, and that sign plans be presented with all required measurements, views, colors, etc. before they proceed.

4. **Art Project**
   S. Fisher conveyed that an April 16 meeting would take place to further work on the rapidly approaching art project. At the time of the meeting, three of the four buildings had been selected for the display of art work. They included Cleary’s and Uptown Coffee House. Sharon did say that volunteer help is needed for the unveiling and reception. Initial sponsors include Maki J’s and Farm Bureau Insurance.

5. **Historic Preservation Awards**
   List of nominees was presented for discussion. S. Fisher recommended the Opera House be awarded under the category of Exterior Rehab. This was for work performed on the windows. After much discussion, this category was awarded to Heart of Howell as their project was deemed more complete. Initial list of awardees are as follows:
   - Diamond’s Steakhouse- Property Improvement
   - Heart of Howell- Exterior Rehab
   - Block Brewery- Building Interior
Motioned made by G. Kackstetter to approve all awards as listed above. Motion was seconded by Jeff
Original motion amended to award Cleary's for Preservation Stewardship by G. Kackstetter. Amended motion approved unanimously.

6. **Sign Incentive Language Review:**
The committee discussed the additions that need to be included in Sign Incentive language to improve the quality and completeness of applications submitted. M. Mulvahill and G. Kackstetter included their concerns and items that should be submitted by applicants. The entire committee would like to see applicants attend a meeting in person so the committee can ask questions of their application or design submittal. Other requests include color printed sign designs, cross views, mounting hardware, etc. This information is being requested to cut down on misperceptions and too many back and forth conversation. Director C. Edgerly will revise language based on recommendations from the committee and email to all committee members for review prior to next month’s meeting.

7. **Bike Racks**
M. Mulvahill updated the Committee that he and J. Newstead have agreed to lead this project. They are asking for input on where the committee feels bikes should be located. The committee called for a study of the usage of bikes in the downtown area. All committee members are asked to notify Michael or Cathleen if they notice locations where bikes are usually parked throughout downtown.

8. **Historic Preservation & Design Awards**
C. Tarara reminded the committee that this event will take place Wednesday, May 13 from 5:00-7:00 p.m. This year’s event is planned to take place at the Heart of Howell building, with the presentation occurring in the far west side of the main floor, with food, networking, and silent auction items located in 2FOGS prior to the presentation. Staff will be reaching out to the Rec. Center regarding the use of tables and chairs for the event. Committee members were asked to assist with securing Silent Auction items. J. Newstead had some ideas and contacts and volunteered to secure some items. C. Tarara will reach out to Lakelands Golf.

9. **Action Items for Next Month:**
- Volunteer to help with Historic Preservation & Design Awards
- Secure Gary working on awards
- Sponsors needed for HPA and Art Project
- Silent Auction Items needed for HPA

10. **Volunteer Hours:** 21 hours total

11. **Meeting Adjourned:** G. Kackstetter made motion to adjourn meeting at 6:40 p.m., S. Fisher seconded. Motion passed unanimously.

Next meeting RESCHEDULED for Wednesday, May 6, 2015 at 5:00 p.m. Howell Main Street DDA Office.
10. Call to Order

11. Volunteer to take minutes

12. Review Minutes from March 9, 2015 & April 13, 2015 Meeting

13. Recap of Applause Awards: Jeanne

14. ‘100 Friends’ VIP Event Recap: Jeanne

15. Newsletters & Social Media: Kate
   - Ideas for June e-news
   - Select Volunteer of the Month
   - Additional items for merchant newsletter
   - Social media statistics

16. 2015 Farmers Market: (Brian)
   - 3rd Sunday of each month, except for June (Balloonfest weekend, June 28th)
   - Volunteers are needed to man the booth and represent Outreach
   - Determine meeting location, time
   - Supplies needed
   - Begin list of businesses to approach about sharing space, volunteers to contact businesses and get dates locked down

17. 2015/16 ‘100 Friends of Howell’ Campaign (Brian)
   - Redesign of brochures, wording
   - Send letters to current ‘Friends’ to renew membership
   - Campaign promotion

18. Other Items/New Business

19. Volunteer Hours

   Next Meeting, Monday, June 8, 2015 at 5:30 p.m. at Main Street DDA Office
Call to Order: Meeting was called to order by Chairperson Brian Walker at 5:30 p.m.

Review March 11, 2015 Meeting Minutes: The meeting minutes of March 11, 2015 were tabled until the next meeting as quorum was not met.

Applause Awards Update – J. Clum shared that all is set for the event, which is scheduled for April 21 at Block Brewing Company, from 5-7 p.m. Staff has coordinated the awards to be presented, door prizes have been procured, appetizers and cash bar will be available. Volunteers are scheduled to assist with #HowellLove merchandise sales, greeting guests and t-shirt distribution. Discussion took place as to who should be selected as the April Volunteer of the Month, and Heather Ruby was chosen. Additionally, nominees for Volunteer of the Year were discussed and committee voted on a winner.

Motion by B. Walker, support from J. Clum to select Dan Jablonski as Volunteer of the Year. Motion carried.

Newsletter Articles for May E-newsletter – K. Litwin provided an update on the April e-newsletter, and provided statistics for social media including Facebook and Twitter. The e-newsletter continues a strong open rate of 32% and the total number of subscribers has grown to 748, a 109% increase since last year. Facebook only gained 8 likes for the month, but overall growth year to date is over 33%. Twitter gained 50 followers this month, which is a 4% growth over last month.

Committee discussed ideas for the e-newsletter for May which included: Farmers’ Market update, Howell Art Project, wrap up of Applause Awards, Historic Preservation & Design awards, Mother’s Day (brunch at winery, Diamonds, flowers, jewelry, massage/pampering, etc...), Beautification sponsor, save the date for The Pink Party, Rock the Block

Ideas for the quarterly merchant newsletter were discussed including: The Pink Party, Board member article which will be written by Kevin McCarthy, Howell Art Project, Rock the Block, information about who to contact for other special events (ie. Melon Festival, Balloonfest, Legends), information about Concerts at the Courthouse, Howell Rotary’s Tour de Livingston Kick Off Ride
5. **‘100 Friends’ VIP Event** – J. Clum shared that the arrangements for 2FOGS ‘100 Friends’ VIP event are complete on April 28 from 5-6:30 p.m. 2FOGS will provide appetizers and a cash bar will be available. Staff shared that we received new Friends as soon as the mailing went out! Future exclusive ‘100 Friends’ event ideas included tours of the renovated historical library, VIP mini walking tours to include the Courthouse and Preston House, all for future discussion.

6. **2015 Sunday Farmers Market** – B. Walker shared that we will have a table at the market the 3rd Sunday of the month, with the exception of June, which will be the 4th Sunday. Volunteers from Outreach, Promotions, the DDA board and a business owner are needed to cover the booth. 2015 dates are June 28, July 19, August 16, September 20, and October 18.

7. **Other Items / New Business** –
   - J. Clum shared that Jeannine Pratt would like to join the Outreach Committee. A ‘first date’ will be set with Jeannine.
   - Historic Preservation & Design Awards Meeting is scheduled for May 13 from 5:30-7:30 p.m. at the Heart of Howell building.
   - Rock the block will be the first Wednesday of the month, June, July, and August.

8. **Volunteer Hours**: Volunteer hours totaled 36 for the month

Next meeting, May 11, 2015 at the Howell Main Street DDA office, 118 W. Clinton Street
Promotions Committee Meeting
AGENDA – Thursday, May 21, 2015
Time: 9:30 a.m.
DDA office at 118 W. Clinton Street

20. Call to Order

21. Volunteer to take Minutes

22. Approval of April 16, 2015 Meeting Minutes

23. Rock the Block/Best Bites on the Block (Barb/Staff)
   -Dates: June 3rd, July 1st, August 5th (6pm-8pm)
   -Update on status, businesses participating, next steps
   -Sell VIP passes
   -Volunteers needed all three dates

24. Promotional Sale Items (Hillary):
   -Update on status, inventory, items for website
   -Need volunteers to help sell merchandise at Farmers Market on May 17th

25. Billboard Campaign (Cathleen)
   -Update status, months available

26. New business

27. Action Items
   -Farmers’ Market volunteers: May 17th, June 28th, July 19th, August 16th, September 20th, October 18th
   -Rock the Block: help sell VIP passes, volunteer at event
   -Sell Billboard Co-Op Campaign open spaces
   -Recruit New Members, ongoing

28. Volunteer Hours

29. Motion to Adjourn

Next Meeting: Thursday, June 18, 2015 at 9:30 a.m at DDA Office
Meeting was called to order by Jacci Patton at 9:50 a.m.

Motion by H. Morrison, support by D. Brusich to approve the March meeting minutes. Motion carried.

Lunar New Year Recap - C. Edgerly updated the committee on the outcome of the event and it was agreed that the event went well as the Dragon Run doubled the number of registrants, events at the Opera House had over 100 people, and the dinner sold out twice. The subcommittee plans to change things up for next year to keep the event fresh and fun. Richard Lim will head the entertainment portion and H.U.R.T. will continue their involvement in the race. C. Edgerly feels confident that sponsors would be likely to sponsor this event again next year.

Downtown Guides - D. Brusich updated the committee on the current status of the downtown guides. S. Gunn secured the acrylic boxes to attach to the Kiosks in town to hold our downtown guides, which should be available late spring or early summer. D. Brusich provided a timeline of next steps, with July 31 as the deadline for updated content information and advertisement sales.

Kiosks Update - C. Edgerly updated the committee on the status of the wayfinding kiosks. They are very expensive and they will be updated annually (there was thought that we could update twice a year, but is cost prohibitive). All six kiosks were updated, two were replaced completely due to damage. continue DPW will attach the downtown guide acrylic boxes to the kiosks. The boxes will have both the DDA Logo as well as the logo of the realtor association.

Billboard Co-op Update - C. Edgerly explained that currently both the June and July 2015 spots are available, but if they are not filled by one of the businesses in the district the DDA could fill the spot with Rock the Block advertisements. August is still open, however September-December are full.

Music Festival Update - Barb was not present so C. Edgerly updated the committee on the event’s progress. A meeting is scheduled for Monday April 20th with 2Stone, Cathleen and Barb. Estimated cost for this project is six thousand dollars for a contract wit 2Stone. Sponsors are being secured and in-kind sponsors are always welcome. The concerts will be held the first Wednesdays of each of the summer months (June, July and August). We discussed six location spots around town to hold smaller bands and one location for the grand finale/after party. The six locations are: 2Fogs, Holkins property on Clinton Street - back deck, Court House, Historic Howell Theater, Cobb Hall, Peanut Row (alley behind
Uptown, Holly's Candle Shoppe, Skater's Advocate). The committee voted and selected three sites for the concerts including: Historic Howell Theater, Cobb Hall and 2Fogs outdoor deck area. The committee discussed VIP passes and what they might include: Family pass for $75 pre-purchased to include (as an example) free cup of popcorn, etc... Or single pass for $25 pre-purchased passes per night, $50 for all 3 nights, and a children's pass for $10 also pre-purchased. Block Brewery was voted to be the location of the grand finale/after party for August. H. Morrison explained that businesses are interested in holding sidewalk sales at the same time as the music is being played. Renee Chodkowski, the Great Foodini will be reaching out the local restaurants for special samples to be purchased during the festival. She is calling this ‘Best Bites on the Block’. Renee will be marketing this part of the festival as well as serving as emcee of the event.

**Howell Love Merchandise Update:** H. Morrison, with the help of K. Litwin, gave an update on merchandise sales and presented new sample items for freshening up for spring. K. Litwin and H. Morrison had a meeting with the staff of J. J. Jinkleheimer and they advise having 6-8 items on our web page, featuring one special item a month. Currently, we are very low on sweatshirts and the women's heart tee. We do have quite a few of the Courthouse tees and tote bags. The committee decided to go with a spring lightweight sweatshirt with a new logo and a women's tee. C. Edgerly or K. Litwin will ask D. Jablonski to make some changes to artwork to put a hot-air balloon in "Howell" instead of the "o". H. Morrison will order samples and obtain quotes for our new items. Our deadline for the new items is May 1st so that we will have our bulk items in hand for the third Sunday in May (our first Farmers Market booth date). We will then be looking at getting items for the Rock the Block festival, and setting up the webstore (webpage).

**Action Items/Reminders:** C. Edgerly spoke to the committee about the following upcoming events; --**Applause Awards**, being held at Block Brewing on April 21st from 5pm to 7pm. Four hundred people were invited. Please RSVP if you intend to attend this event.

-**'100 Friends' VIP Event** is being held at Heart of Howell/2FOG’s Pub on April 28th at 5pm until 6:30pm. The new '100 Friends' campaign will begin in June so this is the last event from the 2014/15 year.

-**Historic Preservation/Design Awards** are being held on May 13th at Heart of Howell/2FOG's Pub at 5pm until 7pm.

-**Howell Art Project** will be run June through August. Public voting will take place June 14-24th, with unveiling on August 6th.

-**Howell Farmers’ Market** begins in May and runs through October. We will be holding a booth every third Sunday as we did last year. We are looking for to volunteers to help "man" the booth to sell and promote our Howell Love Merchandise. June’s Farmer’ market will be held during Balloon Fest on the last Sunday of the month instead of the regular date.

**Motion by D. Brusich, support by H. Morrison to adjourn at 11:13 a.m. Motion carried.**

Next meeting, Thursday, May 21, 2015 at 9:30 a.m. at DDA Office, 118 W. Clinton Street
Business Development Committee Meeting
AGENDA – Thursday, May 21, 2015
Time: 12p.m.
Howell Main Street DDA – 118 W. Clinton St.

1. Call to Order

2. Identify Team Volunteer to take this week’s meeting minutes

3. Introduce Hillary as new team member

4. Update on Businesses (Cathleen/Pat)
   a. Firewood Grille
   b. Abberant Ales Brewery
   c. Simplicity Salon

5. Pure Michigan Event- Re-Cap (Pat/Cathleen)

6. Crowdfunding to drive investment for Downtown Updates? (Kevin/Kate)

7. Howell Video Progress (Kate)

8. Work Plan Updates and Progress
   a. Vacancy listings & Potential new Businesses
   b. Business Recruitment & Retention Packet (completed)
   c. Sponsor List
   d. Website Business & Real Estate Listings

9. Business of the Month for June (Committee)

10. Other New Items

11. Action Items
   - Business of the month interview

11. Volunteer Hours

12. Motion to Adjourn

Next Meeting: Thursday, June 18, 12:00 p.m. at DDA Office Conference Room
Business Development Committee
Meeting Minutes from Thursday, April 16, 2015
Location: 118 W. Clinton St.

Present: Pat Convery, Jake Freeland, Kevin McCarthy, Andrea Dahline
Not Present: Donna Ellis, Robert Ellis
Staff: Cathleen Edgerly

1. Call to order: 4/16/2015 at 12:05pm

2. Identify Team Volunteer to take this week’s meeting minutes: A. Dahline volunteered.

3. Approval of April Meeting minutes. Minutes to be tabled till next meeting in May as meeting attendance did not meet the minimum number required from the last meeting to approve.

4. Update on New Businesses (Cathleen/Pat):
   a. Kokopelli’s Korner: Had ribbon cutting and Steam Punk attire party. Pat missed the ribbon cutting but had a Chamber representative there. Kate Litwin attended on behalf of the DDA. Owner is thrilled with space and has had many sales.
   b. Up North Décor: Opened in early April. Cathleen is working with Donna on a ribbon cutting date.
   c. Firewood Grill: New restaurant in Mr. D’s space. Opening slated for Mid-May
   d. Abberant Ales Brewery: They have a location for brewing but not one for eating/brewery. Looking at purchasing/leasing a portion of an existing downtown location as a possible site. This business is still in the planning stages but looking for space in downtown.

5. Pure Michigan Connect (Pat/Cathleen): C. Edgerly and P. Convery spoke about the marketing training opportunity from the Pure Michigan. On behalf of a partnership between Pure Michigan, the LCCVB, Howell Chamber, Main Street DDA, and Howell Carnegie Library, there will be a Pure Michigan training held on May 6th in the morning and afternoon at the LCC in Parker Middle School. Business attendees will learn how to get their business, attraction, or event listed on the Pure Michigan website. This training is geared for Retailers, Restaurants, and Vacation destinations.

6. Crowdfunding to drive investment for Downtown (Kevin/Cathleen): At National Mainstreet Conference, a community from West Virginia presented a community event they have been putting on where new creative projects are pitched and voted on. Local DDA receives a portion of the proceeds. They had $5 at the door and $10 to present their community project idea. They also used local Sponsors (in their example it was a law firm) to cover the costs of the event (food and venue). C. Edgerly will request the work plan from the West Virginia community for us to assess whether this might be a good model for our community.
7. Howell Video: Lindsay Root is still editing the video. We should have funds for payment available by July 2015. He will have this ready for delivery in July-August.

8. Business of the Month for May (Committee): This month the committee selected Thai Café as the Business of the Month. Pat will call them in 2 weeks to interview.

9. Other New Items: Façade Grants- Tim Schmitt will be sending out meeting notice to all community participants interested in submitting paperwork for the grant. Of all the interested parties, 2-3 to be the first turn in their proposals and paperwork will be in the running for the funds this year.

   Upcoming events: Applause awards at Block Brewing on Apr. 21st
   -VIP event for 100 Friends of Howell on April 28th
   -Good Morning Livingston on May 12th @ 7:30am; Adam M. and Renee C. will present on the Adventures in the Food Biz
   -Historic Preservation Event on May 13th at 2Fog’s Pub where there will be light appetizers and desserts
   -Rock the Block will be kicked off in June (1st Wednesday evening Jun-Aug: 6pm-8pm) with multiple music groups, best bites, cooking demonstrations by Renee C. Free to attend and listen to the music. VIP tickets available for food, etc.
   -Cathleen was approached by a Brighton business looking to move to Howell and she will follow up with them.

10. Action Items:
    a. Andrea- Add updates to work plan and status to next Bus Development Agenda.
    b. Cathleen- Request project work plan for Show of Hands project in West Virginia, Follow up with the Wine and Cheese Shop
    c. Pat- Follow up with Thai Café by end of April

11. Volunteer hours: 15

12. Motion to Adjourn Meeting: A. Dahline made a motion to adjourn, second by P. Convery, meeting adjourned at 1:12pm

   Next meeting scheduled for Thursday, May 21st, 2015 12:00 PM at 118 W. Clinton Street.
CITY OF HOWELL

Job Description

MAIN STREET BUSINESS LIAISON – PART TIME

Position Overview: Under the direction of the Howell Downtown Development Authority, position performs a variety of administrative, and professional work to support the Downtown Development Authority and the Main Street Program. The Business Liaison will promote commercial district business activities, educate businesses serve as listener, and coordinator with businesses within the district, the Business Development Committee, staff, and as needed, the Main Street DDA Board of Directors. The Main Street DDA Business Liaison will promote public awareness of the program and district, as well as act as liaison to existing and potential new businesses in the district.

Salary: $10 per hour, not to exceed paid working hours of 10 hours per week. Position is part time and does not include benefits or paid leave time.

Supervision Received: Position is at-will and serves under the general guidance and direction of the Downtown Development Authority Board of Directors, with direct reporting to the Main Street DDA Director. Works in close collaboration with all staff and the Business Development Committee. Works independently and exercises judgment and discretion in completion of duties.

Supervision Provided: Position coordinates volunteer committee members and supervises Business Development activities.

Essential Responsibilities: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assists Director in coordinating the activities of the Main Street Business Development Committees. Ensures that communication from that committee is shared with other committees, volunteers, staff and the Board.
- Provides leadership and direction in the development of work plans with Business Development.
- Acts as a primary contact, along with the Director to existing and new businesses within the district.
- Assures that Business listings and Real Estate listings on website are up to date and accurate.
- Assures all businesses are listed in Promotions Committee’s Downtown Guide.
- Establishes strong working relationships with downtown businesses through personal contact. Creates and implements a program for regular, monthly contacts with existing and new members of the downtown area in order to foster support and participation in the Main Street Program.
- Assures that assigned areas of responsibility are performed within budget; assures effective and efficient use materials and time.
- Develops and maintains a comprehensive inventory of available buildings and sites in the community for economic development purposes.
- As required of all staff, this Business Liaison acts as downtown and DDA district advocate. Creates and maintains a cooperative working relationship with existing and new business.
owners. Includes working with businesses for involvement in downtown events and activities. Communicates on behalf of the businesses with other organizations to ensure district businesses are being represented and their concerns are heard.

- Maintains and disseminates information pertaining to the district as a whole.
- Attends all required training and technical assistance visits provide by the Michigan Main Street Program.

**Minimum Qualifications:**

**Education & Experience:** A bachelor’s degree from an accredited college or university and 1-3 years work experience in volunteer or non-profit office work, small business development, business administration, or a related field is required.

**Desired Attributes, Skills & Abilities:**

- Must be imaginative, well-organized and capable of working independently and producing results with minimal supervision.
- Must have a thorough knowledge of the four-point Main Street approach to economic revitalization.
- Must be sensitive to confidential information and protecting the concerns of district business owners, staff, community organizations, and volunteers
- Developed confidence in public speaking skills and oral and written communication skills.
- Ability to establish positive working relationships with Main Street Committee and businesses, Main Street DDA Staff and Board members.
- Must have general computer skills and proficiency in word processing, spreadsheets, data base management and basic graphic design/publishing applications.
- Working knowledge of social media applications to include e-mail, list-serves, website management, Facebook, Twitter.
- Must be detail, deadline, and goal-oriented.
- Must be able to successfully manage multiple tasks and stressful situations.
- Must be able to exercise sound judgment in evaluating and making decisions.
- Must be available to work nights, weekends and special events.

**Licensing & Certifications:**

- Must possess valid Michigan driver’s license or ability to obtain one within six months of appointment.

**Tools & Equipment:** Personal computer including word processing, spreadsheet, data base and publishing software applications, cell phone.

**Physical Demands:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting with some outdoor work required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee
is frequently required to talk and hear; sit; use hands to finger, handle, feel or operate tools, objects or controls; and reach with hands or arms.

The employee is frequently required to stand or walk. The employee must occasionally lift or 25 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:** The work environment described herein is representative of those an employee normally encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually quiet in the office and moderately noisy in the field. While in the field, employee may be exposed to sun, heat, cold, rain, snow, etc.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and the requirements of the job change.

The City of Howell and the Howell DDA are Equal Opportunity Employers.