1. Meeting Called to Order

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

3. Approval of DDA Minutes
   • Minutes of Informational Session on October 30, 2019
   • Minutes of Regular Meeting on October 30, 2019
   • Minutes of Executive Committee meeting on November 11, 2019

4. Correspondence

5. Reports
   • Director Report — Kate Litwin
   • President's Report — Brian Walker
   • Treasurer's Report — Kathryn Tuck
     (Motion required to place reports on file)

6. Payment of Bills-Board
   • Motion to pay the bills in the amount of $1278.23 plus payroll for the month of November

7. Discussion/Action Items:
   a. Board Member Application—Blythe Patterson (Brian)
      Motion Required
   b. Secretary Role Vacancy Beginning January 2 (Brian/Kate)
      Discussion/Motion
   c. City Manager Search Update (Nick/Erv)
   d. Parking Study QBS Update (Kate/Erv)
      Discussion/Motion
   e. RRC Priority Site/Library Parking Update (Kate/Erv)
   f. Depot Lot Purchase Update: (Erv/Kate)

8. Business Updates:

9. Absences:

10. Action Items/New Business:

11. Motion to Adjourn
    (Motion Required for Adjournment)
MISSION STATEMENT:
The Howell DDA is a volunteer-led organization focused on creating a vibrant, strong, and economically viable downtown. Our mission is accomplished throughout our commitment to historic preservation, infrastructure improvements, quality events, and promoting downtown Howell as the heart and hub of the community.

Members in attendance: Mayor Nick Proctor, Brian Walker, Marc Harlow, Kathryn Tuck, Mary Helfmann,
Not Present: Richard Lim, Jonathan Myers
Staff: Kate Litwin, Shannon Harvey
Guests: Steve Manor

MEETING CALLED TO ORDER by President B. Walker at 6:15pm

CITIZENS COMMENTS: None

REVIEW OF PROJECTS COMPLETED OVER THE LAST YEAR
B. Walker listed the projects the DDA has led or assisted with in FY 18/19.
Peanut Row Alley Project
Assisted with planning of State Street and adjoining alley construction project
Futures of Downtown Development Report led by Howell Main Street
Downtown garbage cans – clean and maintain in cooperation with DPS
Benches put out seasonally
Holiday Décor
Flower Pot maintenance
Maintain planted beds and mulch throughout DDA
Irrigation systems for planted areas throughout DDA
Coordinate snow removal, litter pick-up, salt, etc. with DPS throughout DDA district
Contract with Howell Main Street Inc. for events and downtown activities in the CBD

S. Manor asked if State Street was a DDA project? K. Litwin explained that though the DDA did not actually perform the work on the project, the organization helped with the planning process, assisted with coordination of businesses, and along with Howell Main Street Inc. helped facilitate the grant funding.
S. Manor asked for clarification on responsibilities of the Howell Beautification Committee vs DDA landscaping as indicated. K. Litwin explained that what is referenced in the list of activities is the landscaping and maintenance throughout the district including the flower beds on Michigan Ave. and on Sibley Street.

**FY 2019-2020 PLANS:** K. Litwin highlighted the following projects on the list, as presented in the packet.

Potential monthly community conversations regarding parking, commercial development, community spaces, residential, storm water, etc.

Coordination with City staff and RRC team to market downtown priority sites. Staff, RRC team, and members of the community will meet on November 25 to discuss ideas for RFP/RFQ and marketing materials for the site.

K. Litwin has been asked to be on the steering committee participating in the MSU Designing Great Neighborhoods Project, as approved by the City Council and coordinated by Community Development Director and HPD.

S. Manor asked if vibrancy grants are for business owners or property owners, and K. Litwin responded that these grants could potentially be for both, depending on the project. Vibrancy grants are meant to be small micro-grants to help defray some of the costs of improving property aesthetics.

**MOTION** by M. Helfmann, **SUPPORT** from M. Harlow to adjourn at 6:25 p.m. **MOTION CARRIED.**
MISSION STATEMENT:
The Howell DDA is a volunteer-led organization focused on creating a vibrant, strong, and economically viable downtown. Our mission is accomplished throughout our commitment to historic preservation, infrastructure improvements, quality events, and promoting downtown Howell as the heart and hub of the community.

Members in attendance: Nick Proctor, Brian Walker, Marc Harlow, Kathryn Tuck, Mary Helfmann,
Not Present: Richard Lim, Jonathan Myers
Staff: Kate Litwin, Shannon Harvey, Erv Suida
Guests: Steve Manor

MEETING CALLED TO ORDER: by B. Walker at 6:30pm

APPROVAL OF MEETING MINUTES:
MOTION by N. Proctor, SUPPORT by K. Tuck to approve Minutes of Regular Meeting on August 28, 2019. MOTION CARRIED.

MOTION by N. Proctor, SUPPORT by M. Harlow to approve Minutes of Closed Session on August 28, 2019. MOTION CARRIED.

MOTION by B. Walker, SUPPORT by K. Tuck to approve Minutes of Executive Committee meeting on September 9, 2019. MOTION CARRIED.

MOTION by B. Walker, SUPPORT by M. Harlow to approve Minutes of Special Meeting on October 1, 2019. MOTION CARRIED.

CORRESPONDENCE – None

DIRECTOR’S REPORT K. Litwin introduced Shannon Harvey to the Board. Shannon will serve as Outreach Coordinator with Howell Main Street Inc. on a full-time basis.

PRESIDENT’S REPORT (B. Walker) – President Walker provided a book recommendation (Revenge of Analog, David Sax) to the Board, as the content reminded him of Howell and he thought other members may enjoy the read as well.

TREASURER’S REPORT (K. Tuck) –
MOTION by Mayor Proctor, Support by K. Tuck to pay bills in the amount of Two thousand nine hundred sixty eight dollars and twenty two cents ($2968.22) for September. MOTION CARRIED.
MOTION by Mayor Proctor, SUPPORT by B. Walker to pay bills of One thousand two hundred seventy eight dollars and twenty three cents ($1278.23) for October.

DISCUSSION / ACTION ITEMS:

Update on DDA Director Hiring Process & KPI – MOU approved.

MOTION by M. Helfmann, SUPPORT from B. Walker to approve the Memorandum of Understanding for DDD Director, Kate Litwin, as presented. MOTION CARRIED.

B. Walker read the list of Key Performance Indicators (KPI) as presented in the board packet. Discussion took place regarding including Howell Main Street (HMS) in KPI, but because they are entirely separate organizations it was agreed to keep KPI DDA specific.

MOTION by M. Harlow, SUPPORT from K. Tuck to approve KPI as presented. MOTION CARRIED.

City Manager Search Update – Mayor Proctor explained that Council received 28 applications for the position of City Manager. They narrowed down the applicants to 7 and chose to interview 3. After interviews, Council made a conditional offer to John Light. He’s a Michigan native, currently living and working in Illinois. Mr. Light conditionally accepted the offer and MML began the background investigation. Council hopes that Mr. Light will start early 2020.

State Street and Water Main Update – E. Suida indicated that the State Street construction project is complete. The Grand River water main project in final stages to be completed in the next two weeks. Both projects came in under bid, which was a huge accomplishment.

Grand River Parking Pilot – E. Suida explained the background regarding the Pilot and the process of looking at this concept again, and the results obtained by HRC. Unfortunately, back-in angle parking would not increase parking capacity along Grand River due to MDOT requirements, so at this time no parking modifications will be made.

Parking Study – K. Litwin and E. Suida initiated a discussion regarding a comprehensive parking study in the CBD. Council is interested in recommendations from the DDA, and currently the DDA does have $15,000 budgeted for a study. However, those funds alone will not provide a comprehensive study, which is estimated around $40,000, so the City will have to allocate additional resources. Additionally, members agreed that a study also has to come with implementation strategies because no one wants another study that looks good on the shelf but has no hope of actually providing solutions.

E. Suida recommends the QBS process to determine solutions. This involved setting a list of criteria/deliverables and a rating system for proposals to obtain creative ideas and then factor in cost of study to find the best consultant for our needs.

MOTION by Mayor Proctor, SUPPORT from M. Helfmann, to authorize DDA staff to work with City staff to develop QBS for solutions based parking study to present to DDA Board and City Council. MOTION CARRIED.

RRC Priority Site – E. Suida explained that there has been some interest in the “Holkins”/Hive property. The State is marketing the site as is the property owner and his agent(s). In order for the Library to sell their portion, the City and developers will have to come up with roughly 26 parking spots for Library use.
**Depot Lot Purchase Agreement** – E. Suida & K. Litwin met with developer today regarding the Depot Lot. With regard to the KaBoom! Grant, HMS is considering other locations for the project and Thai Summit is still committed to the project overall, regardless of final location. City Council will need to determine whether they want to sell the lot or keep it for municipal parking. Decision should be made at their meeting on November 11.

**BUSINESS UPDATES**

Squires Architectural will be moving to Milford in the next three months and property owner, Mike Hall, is looking for new tenants for that space.

Coratti’s received a Match on Main grant from the Michigan Main Street Center/MEDC to purchase a brick oven for their restaurant.

K. Litwin has met with at least five prospective business owners in the last two months. All have good ideas that will blend well with our business mix, however all of them are in the very preliminary phase and need some professional guidance from the SBDC or SCORE to get started.

Mark’s Coney – E. Suida reported that final inspections are in progress. There is rumor that another entity may want to purchase the building, so this may expedite the final inspection process.

K. Litwin also reported that the old Sunoco station may be up for sale soon, and that Don Lewis is selling a couple of his properties on State Street.

**ABSENCES** – MOTION by Mayor Proctor, SUPPORT from K. Tuck to excuse R. Lim and J. Myers from the meeting (reasons stated.) MOTION CARRIED

**NEW BUSINESS** - K. Litwin reported that the basement is leaking at 118 W. Clinton building and mold is growing on surfaces. E. Suida explained that this is a health hazard and needs to be professionally cleaned. The cost will be approximately $4,000 to clean the walls, sanitize, and cover with mold resistant paint. The windows and foundation also need attention as well. The DDA invested $250,000 into the rehabilitation of the building, but never took ownership of the property from the City. Neither the City nor the DDA have money in the budget for repairs and an agreement was never established regarding which organization(s) are responsible for repair and maintenance of the property. A long-term agreement needs to be created and approved by both boards.

K. Litwin spoke to Bramlett Heating & Cooling because the HVAC hasn’t been serviced since occupancy in 2014. Estimated cost is $300 to inspect and clean.

**MOTION by B. Walker, SUPPORT from Mayor Proctor to adjourn the meeting at 7:24 p.m.** MOTION CARRIED.
Downtown Updates -

State Street Construction Update: Construction on State Street is virtually complete except for a few punch list items on the “to do” list, which includes the alley lights as part of our Alley Improvement Project. The delay in installing the lights has been because all of the electric poles need to be removed by DTE before the criss-cross lights can be placed. Staff anticipates this work to be complete within the next six weeks and looks forward to working with Matt Davis (DPW) on the final light installation.

Holidays Downtown: Howell Main Street, the DDA, and our downtown businesses are in the midst of a busy and lucrative holiday season downtown. Thanksgiving weekend not only highlights Fantasy of Lights, but we have just under 30 businesses participating in the Holiday Storefront Decorating Contest. Thanks to Mike Hall for personally sponsoring the Public Choice and Mayor’s Choice winner.

Small Business Saturday (and that entire weekend) can be one of the best sales days for our downtown business owners. This year, Aalpha Promotional Products took the lead on encouraging all to #ShopSmall by offering prizes in exchange for visiting stores. All entrants will be eligible to win a grand prize which is chock full of donations from downtown businesses. Thank you to Aalpha representatives Jackie and Chet Mullaney, for their hard work to make downtown Howell successful on Small Business Saturday.

Downtown Holiday Décor: For the 3rd year, the Howell DDA was pleased to cover the holiday garland, lights, and bows throughout the entire DDA district. This makes our community look extra festive for our residents, those that come home for the holidays, and those that are visiting our community.

Howell Main Street Inc. Updates:
Howell Main Street Inc. Board is prepping for the budget season, and planning programming for the next fiscal year.

While nothing has been finalized, major highlights for the upcoming year include:

- Return of Art Week/The Howell Art Project from May 8-15, 2020
- Food Truck Rally – only 1 this year, scheduled for May 30
- Food Truck Tuesdays – continuing May-September
- Rock the Block—first Wednesday of June, July, and August on State Street only
• Flowers downtown – Spring/Summer flowers and Fall décor continued via sponsorship
• Rental Subsidy Assistance Program
• Façade & Sign Incentive Program
• Small Business Saturday
• Holiday Storefront Decorating Contest
• Business Package & Recruitment Activities
• Volunteer Recruitment and Incentive Program
• Applause Awards
• Pop-Up Fundraising Activities
• Grant-writing
• Goal of Fundraising: $100,000 for FY 2019/20
• Downtown Promotion & Individual Business Promotion
• Merchant Communications
• Digital Marketing Campaign
• Downtown Guide
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**Both Journalized and Unjournalized Open and Paid**

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**PD CK# 91956 11/14/2019**

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TOTAL - ALL VENDORS: 1,897.69
### Revenues

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**Total Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY** 462,826.00 462,826.00 75,522.42 15,647.42 387,303.58 16.32

#### Dept 729 - MAIN STREET PROGRAM

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**Total Dept 729 - MAIN STREET PROGRAM** 110,000.00 110,000.00 55,000.00 0.00 55,000.00 50.00

### Expenditures

#### Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY

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#### Dept 729 - MAIN STREET PROGRAM

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**Total Dept 729 - MAIN STREET PROGRAM** 110,000.00 110,000.00 55,000.00 0.00 55,000.00 50.00

### Notes

- **Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND**
- **Total Revenues** 462,826.00 462,826.00 75,522.42 15,647.42 387,303.58 16.32
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<td>NET OF REVENUES &amp; EXPENDITURES</td>
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<td>9,019.00</td>
<td>(129,776.81)</td>
</tr>
<tr>
<td>BEG. FUND BALANCE</td>
<td>88,885.85</td>
<td>88,885.85</td>
<td></td>
</tr>
<tr>
<td>END FUND BALANCE</td>
<td>97,904.85</td>
<td>97,904.85</td>
<td></td>
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CITY OF HOWELL

APPLICATION FOR MEMBERSHIP ON CITY BOARD OR COMMISSION

Deliver completed application to: City Manager’s Office
611 E. Grand River Ave.
Howell, Michigan 48843
Fax: 517-546-6030

Thank you for your interest in serving on a City of Howell board or commission. The Howell City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City.
- Appointee is a registered elector of the City.

Name in Full: Blythe Ann Patterson
Home Address: 2424 East Coon Lake Trail Howell Phone: (517) 546 - 8454
Place of Employment: ASI Workholding, Inc Title: President/CFO
Business Address: 1258 Fendt Drive Howell, MI 48843
Business Phone (517) 540 - 0400 Business Fax: (517) 540 - 0375
E-Mail Address: blythepatterson@asichuck.com
Length of Residence in City: N/A 
Own or Rent: 
Are you a U.S. Citizen? ☒ Yes ☐ No
Educational Background: BA University of Michigan

Occupational Background: CFO ASI Workholding 1987-2019
Owner Great Escape 2004-2016

Community Activities: Board of Directors Livingston Arts Council 2007-2019
Charter School Boards (Livingston Technical Academy, Kensington Woods FlexTech High School) 2001-2019

Board or Commission on which you are interested in serving:

1) Downtown Development Authority Board 2) 
3) 4)
Additional information on experience, qualifications, etc.

Mother of four children who went to school in Howell. Developed two businesses in this community and currently supports the robotics programs for CSPA. The quality of life in Livingston County is important to me.

Have you ever attended the Howell Citizens Academy?
☐ Yes  ☒ No  If yes, date attended:

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission:

I am a supporter of the growth and development of downtown Howell. My time on the LAC Board has allowed me to develop an understanding of how the DDA works to support downtown businesses and the community. I think I can help with that.

Are you, your spouse, or an immediate family member related to any City Official or Department Head?  ☐ Yes  ☒ No  If yes, please explain below.

Do you, your spouse, or an immediate family member currently have a business relationship with the City of Howell?  ☐ Yes  ☒ No  If yes, please explain below.

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled or expunged or sealed by the Court?  ☐ Yes  ☒ No  If yes, please explain below.

References:

Name: Brent Earl  
Relationship to you: Business Associate
Telephone: (517) 294-1271

Name: Doug Fairbanks  
Relationship to you: Business Associate
Telephone: (810) 632-5161

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations, subject to any restrictions, which I have included, to the City of Howell Office of the City Manager.

I, Blythe Patterson, certify that the information provided in this application is, to the best of my knowledge, true and accurate.

Signature: Blythe Patterson  
Date: 11/04/2019

I am a supporter of the growth and development of downtown Howell. My time on the LAC Board has allowed me to develop an understanding of how the DDA works to support downtown businesses and the community. I think I can help with that.

Brent Earl
Business Associate
517 294 1271

Doug Fairbanks
Business Associate
810 632 5161

Blythe Patterson
11/04/2019
Boards & Commissions

Board of Review
March – Reviews the City's assessment roll, corrects assessed value and/or tentative taxable value.
July and December – Corrects clerical errors, mutual mistakes of fact, poverty and homestead exemptions.
City Resident

Brownfield Redevelopment Authority facilitates the implementation of Brownfield plans; promote the revitalization of environmentally distressed areas.
Non-Resident; however, need to be a representative from a business in the City of Howell

Building Authority provides oversight for the debt obligations on the purchase and/or improvement of the City Hall facility.
City Resident

Cable TV Commission provides oversight for the City's cable TV franchise and associated activities and issues related to cable TV in the City.
City Resident

Capital Improvement and Rate Advisory Board (CIRAB) provides oversight for the operation and management of the jointly expanded wastewater treatment plant that serves the City of Howell and Marion Township.
City Resident, Marion Twp Resident, Marion Twp Board Representative, County Representative

Downtown Development Authority (DDA) provides oversight for efforts to help with the development and improvement of properties and businesses in the City’s DDA designated area.
Non-Resident; however, must own/run business in the City of Howell

Economic Development Authority of Howell (EDC) provides oversight for economic development projects in the City that receive funding through the use of industrial development revenue bonds.
City Resident

Howell District Library is the oversight board for the operation of the business and property of the Howell Carnegie District Library
City Resident

Howell Parks and Recreation Commission is the oversight board for the operation of the public park and recreation facilities that serve the recreational needs of the municipalities that are members of the Commission.
Members are representatives from each Township

Local Officers Compensation Commission is charged with establishing the compensation for members of the City Council.
City Resident

Planning Commission develops the City master plan and zoning ordinances for land use and other activities in the City as well as reviewing site plans for development in the City.
City Resident

Storm Water Management Advisory Committee is pursuant to encourage public participation in the development and implementation of the Storm Water Master Plan.
City Resident

Tax Increment Finance Authority (TIFA) provides oversight for industrial development activities and the funding of public infrastructure needs in the area where the TIFA district was established.
City Resident

Thompson Lake Board provides oversight for lake improvements, chemical treatment and harvesting.
City Resident, Lake Resident and County Representatives

Local Development Finance Authority is pursuant to promote economic growth in a set district area in the City and in the City as a whole.
City Resident & a representative from the Howell Schools

Zoning Board of Appeals reviews requests for variances from the City's zoning ordinances.
City Resident

Applications for Boards/Commissions can be located in the Downloads section of our web site at www.cityofhowell.org.