



**HOWELL DOWNTOWN DEVELOPMENT
AUTHORITY MEETING AGENDA**
City Council Chambers, Lower Level – 6:30 P.M.
611 E. Grand River, Howell, MI 48843



Visit the City of Howell website at www.CityofHowell.org
or download the My Howell MI app

Wednesday, March 22, 2023

Members and other
officials normally in
attendance:

1. Robert Ellis
Mayor
2. Marc Harlow
President
3. Heather KS Nalley
Vice President
4. Blythe Patterson
Treasurer
5. Jennifer Webb
Secretary
6. Kathryn Tuck
7. Kevin Hinkley

Kate Litwin
Director

Lexie Wilcox
*HMS Outreach
Coordinator*

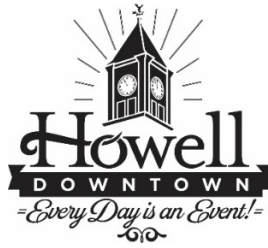
1. Regular Meeting Called to Order
2. Citizens' Comments (items not on the agenda)
3. Approval of DDA Minutes
 - A. Regular Meeting Minutes, December 7, 2022
 - B. Executive Committee Minutes, January 9, 2023
 - C. Special Meeting Minutes, January 30, 2023
 - D. Executive Committee Minutes, March 13, 2023
4. Correspondence
5. Officers' Reports:
 - A. Director's Report: Kate Litwin
 - B. President's Report: Marc Harlow
 - C. Treasurer's Report: Blythe Patterson
(Motion required to place reports on file.)
6. Payment of Bills
Motion to pay the bills in the amount of \$127,344.95, plus payroll for February, 2023.
7. Presentation: HMS IMPACT Report
8. Discussion: Budget for FY 23/24
9. Discussion: Depot Lot Update
10. Business Updates
11. Old Business
12. New Business
13. Absences
14. Adjournment
(Motion required for adjournment)

Public Comment Guidelines

Members of the public are permitted to address a meeting of the DDA upon recognition by the Chairperson. 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 2 allows for Citizens' Comments on any non-agenda item. The Chairperson may allow additional time at his/her discretion.

All remarks shall be addressed to the DDA Board as a body, and not to any member. No person, other than members of the DDA Board and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked to the Board Members, except through the Chairperson. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the DDA Board may be requested to leave the lectern.

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



**HOWELL DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING
WEDNESDAY, DECEMBER 7th, 2022
CITY COUNCIL CHAMBER**

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 Bob Ellis, Marc Harlow, Jennifer Webb, Blythe Patterson, Kevin Hinkley, Kathryn Tuck

Not Present: Heather Nalley

Staff: Kate Litwin, Lexie Wilcox

MEETING CALLED TO ORDER: Marc Harlow called the meeting to order at 6:30 PM

CITIZENS COMMENTS: None

APPROVAL OF MEETING MINUTES:

Approval of regular meeting minutes tabled until next meeting.

**MOTION by B. Ellis SUPPORT from J. Webb to approve October 26th, 2022 DDA Board meeting minutes
MOTION CARRIED.**

**MOTION by B. Ellis SUPPORT from J. Webb to approve October 26th, 2022 Executive meeting minutes
MOTION CARRIED.**

**MOTION by K. Hinkley SUPPORT from K. Tuck to approve November 14th, 2022 Information Session meeting minutes
MOTION CARRIED.**

CORRESPONDENCE: None

REPORTS:

1. *President's Report*

a. None

2. *Director's Report*

a. HMS recently approved two sign grants for Vibology and Stitch in Time. The new signs are on display.

- b. HMS recently approved a façade grant for the Van Winkle building and construction has begun.
- c. HMS approved a façade grant for the Commiskey Building (Dairy Queen) to assist in the rehabilitation of their façade.
- d. National Main Street conference will be held in Boston at the end of March 2023. Board members should notify K. Litwin if they would like to attend. DDA budget has room to cover trip expenses.
- e. The City of Howell will release a new app this month for visitors and residents to receive notifications about road closures, events, etc. K. Litwin attended training with City staff.
- f. Impact report will be printed within the next few weeks.
- g. Small Business Saturday was successful. Multiple Cash Mob certificates were passed out and nearly \$2,000 worth of certificates were spent.

3. *Treasurer's Report*

- a. \$25,000 remaining on project cost for COVID recovery
- b. Bathroom payment not yet made; original invoice was incorrect.

MOTION by K. Tuck SUPPORT from B. Patterson to place reports on file. MOTION CARRIED.

MOTION by B. Patterson SUPPORT from J. Webb to pay bills in the amount of Three-Thousand Two-Hundred Thirty-Three Dollars and Eighty-Nine Cents (\$3,233.89) plus payroll. MOTION CARRIED.

DISCUSSION/ACTION ITEMS:

1. **TIF Master Plan Committee:** Needs to be rewritten in 2024. Committee will consist of K. Litwin, L. Wilcox, and 3 board members.

BUSINESS UPDATES: Quartz and Company held a grand re-opening event. Artisan bakery is moving into the old Marcy's Barbershop building and has begun renovations. Below Wholesale Discounts opened by the Historic Howell Theater. Lighting Heart and Home is continuing renovations and will open in 2023. 202 S. Michigan Avenue has interested buyers.

MOTION by B. Ellis, SUPPORT from B. Patterson to excuse the absence of H. Nalley from the meeting (reason stated). MOTION CARRIED.

MOTION by K. Hinkley, SUPPORT from B. Patterson to move to closed session to discuss the DDA director review. MOTION CARRIED.

Roll Call Vote – B. Ellis (Aye), M. Harlow (Aye), J. Webb (Aye), B. Patterson (Aye), K. Hinkley (Aye), K. Tuck (Aye)

CLOSED SESSION CALLED TO ORDER AT 7:08 PM

CLOSED SESSION ADJOURNED AT 7:47 PM

OPEN MEETING CALLED TO ORDER AT 7:48 PM

MOTION by B. Patterson, SUPPORT from J. Webb to revise the DDA Director's MLU evaluation period from calendar year to fiscal year MOTION CARRIED.

MOTION by K. Hinkley, SUPPORT from B. Patterson to adjourn meeting at 7:54 PM. MOTION CARRIED.



**DOWNTOWN DEVELOPMENT AUTHORITY
EXECUTIVE COMMITTEE MEETING
DDA BOARD MEETING
January 9, 2023 at 4:00 pm**

Committee Members Present: President, Marc Harlow; Treasurer, Blythe Patterson; Secretary, Jen Webb; Director, Kate Litwin.

Meeting called to order at 3:55p.

This Executive Session was held to determine the agenda for the January 25, 2023, DDA Board of Directors meeting. Topics covered included:

- Director's Review (closed session requested by Director)
- Budget Workshop date
- HMS IMPACT Report presentation
- Depot Lot Update

Meeting adjourned at 4:07 p.m.

Minutes as recorded by K. Litwin



**Special Meeting of the Downtown Development Authority Board
Monday January 30, 2023 5:00pm
Howell City Council Chambers – Lower Level**

1. The special meeting of the DDA Board was called to order by President Marc Harlow at 5:00 p.m.

Board Members Present: Marc Harlow, Mayor Bob Ellis, Blythe Patterson, Kathryn Tuck, Jennifer Webb, Kevin Hinkley

Board Members Absent: Heather Nalley

Staff Present: Kate Litwin, Lexie Wilcox

Guests: Councilman Alex Clos, Councilman Jacob Schlittler

The Special Meeting was scheduled to discuss the DDA Director's potential merit increase and salary increase.

2. **CITIZENS COMMENTS**

None

3. **CLOSED SESSION**

MOTION by B. Patterson, SUPPORT by K. Tuck, to enter a closed session. MOTION CARRIED (6-0, roll call vote)

MOTION by K. Hinkley, SUPPORT by B. Ellis, to end the closed session. MOTION CARRIED (6-0, roll call vote)

4. **MOTIONS**

MOTION by B. Patterson, SUPPORT by B. Ellis, to award the DDA Director lump sum merit pay at 10% of her current annual salary. MOTION CARRIED

MOTION by B. Ellis, SUPPORT by K. Tuck, to increase the DDA Director's annual salary by 4%. MOTION CARRIED

5. **ABSENCES & ADJOURNMENT**

MOTION by B. Patterson, SUPPORT by K. Hinkley, to excuse H. Nalley from the DDA Special Meeting held on January 30th at 5:00 PM. MOTION CARRIED

MOTION by K. Tuck, SUPPORT by K. Hinkley, to adjourn the special meeting of the DDA Board

at 5:32 p.m. MOTION CARRIED (5-0)



**DOWNTOWN DEVELOPMENT AUTHORITY
EXECUTIVE COMMITTEE MEETING
DDA BOARD MEETING
March 13, 2023 at 4:00 pm**

**Committee Members Present: President, Marc Harlow; Vice President, Heather KS Nalley
Director, Kate Litwin.**

Meeting called to order at 4:05pm.

This Executive Session was held to determine the agenda for the March 22, 2023, DDA Board of Directors meeting. Topics covered included:

- Budget Workshop date
- HMS IMPACT Report
- Depot Lot Update
- Marketing Plan

Meeting adjourned at 4:12p.m.

Minutes as recorded by K. Litwin



Director's Update March 2023

Main Street Conference: Lexie and I will be headed to Boston on March 25 for the annual Main Street conference, therefore the office will be closed from March 27-31. I look forward to providing a recap at our April meeting. If there are any immediate downtown related issues that arise, please call city hall for assistance.

"Van Winkle Building" construction update: I met with Mitchell Cleary and his architect, Bruce McCullen, yesterday afternoon. New plans for the rear façade were drawn when it was determined by a structural engineer that the rear wall is not structurally sound. This delayed their start date a little bit, but both believe they will be ready to pull construction permits by the end of the month and will begin construction thereafter. The grant deadline is in October, 2023, which they still expect to meet, however this is very much dependent upon contractor availability. It is becoming increasingly difficult to find a brick mason in the state of Michigan, especially one with historic brick and mortar experience.

Howell Main Street Golf Outing: Registration is now open for HMS' 3rd annual golf outing on June 19 at Hunter's Ridge. If you are interested in participating please visit: bit.ly/3mWsPRY

HMS is still in need of sponsorship for the golf outing and other events/project. For information regarding all HMS sponsorship opportunities, please visit: bit.ly/hmssponsorship

For Your Calendar:

Lighting Hearth & Home Ribbon Cutting: Wednesday, March 22. Event begins at 4:00p and the ribbon cutting takes place at 4:30p. Hope to see you there!

CTA Training (for those signed up): Thursday, March 23 in Hartland

Applause Awards: Thursday, April 27, 5:30p at Block Brewing. Please RSVP (if you haven't already) at <http://evite.me/rMnTHmu1K2> I have this event set up so that invitees cannot automatically add a +1, however if board members would like to bring a guest, please just let me know so that I can factor them into the head count.

Next Regular Board Meeting: Wednesday, April 26, 2023 at 6:30p in City Council Chambers

Take care,

User: KLitwin

PERIOD ENDING 02/28/2023

DB: Howell

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/23	AVAILABLE BALANCE	% BDDT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND							
Revenues							
Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY							
248-728-404.000	CAPTURED REAL PROPERTY TAX	495,400.00	495,400.00	250,000.00	250,000.00	245,400.00	50.46
248-728-404.100	PPT REIMBURSEMENT	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
248-728-665.000	INVESTMENT INTEREST	0.00	0.00	1,737.94	544.88	(1,737.94)	100.00
248-728-667.000	RENTAL INCOME	22,100.00	22,100.00	14,965.00	5,995.00	7,135.00	67.71
Total Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY		526,500.00	526,500.00	266,702.94	256,539.88	259,797.06	50.66
TOTAL REVENUES		526,500.00	526,500.00	266,702.94	256,539.88	259,797.06	50.66
Expenditures							
Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY							
248-728-702.000	SAL & WAGES	0.00	0.00	677.42	507.32	(677.42)	100.00
248-728-702.001	SAL & WAGES ADMINISTRATION	72,600.00	72,600.00	48,082.17	12,361.97	24,517.83	66.23
248-728-702.002	SAL & WAGES OVERTIME	0.00	0.00	190.26	38.38	(190.26)	100.00
248-728-702.004	SAL & WAGES DPS	45,000.00	45,000.00	36,641.53	2,448.37	8,358.47	81.43
248-728-713.000	EMPLOYER SHARE FICA	5,600.00	5,600.00	3,291.60	945.69	2,308.40	58.78
248-728-714.000	EMPLOYEE MEDICAL INSURANCE	17,700.00	17,700.00	11,569.00	2,866.35	6,131.00	65.36
248-728-714.002	EMP DISABILITY / LIFE INSURANCE	800.00	800.00	521.18	118.88	278.82	65.15
248-728-714.003	WORKER COMPENSATION PREM	500.00	500.00	0.00	0.00	500.00	0.00
248-728-714.004	ICMA RETIREMENT	6,700.00	6,700.00	4,119.68	580.56	2,580.32	61.49
248-728-714.006	HEALTH INSURANCE PAYOUT	0.00	0.00	267.63	0.00	(267.63)	100.00
248-728-717.000	FRINGE BENEFITS	17,000.00	17,000.00	14,139.85	1,248.75	2,860.15	83.18
248-728-727.000	OFFICE SUPPLIES	6,000.00	6,000.00	190.95	31.68	5,809.05	3.18
248-728-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
248-728-740.000	OPERATING SUPPLIES	200.00	200.00	0.00	0.00	200.00	0.00
248-728-740.019	OPER SUPP/SMALL EQUIPMENT	0.00	0.00	1.98	0.00	(1.98)	100.00
248-728-804.000	CONTRACTUAL SERVICES	1,500.00	1,500.00	575.11	0.00	924.89	38.34
248-728-804.001	CONTRACT SERV - JANITOR	2,000.00	2,000.00	780.00	135.00	1,220.00	39.00
248-728-807.000	AUDITOR	2,500.00	2,500.00	2,500.00	0.00	0.00	100.00
248-728-840.000	DUES & MEMBERSHIPS	1,000.00	1,000.00	436.00	0.00	564.00	43.60
248-728-850.000	COMMUNICATIONS - TELEPHONES	400.00	400.00	256.27	28.52	143.73	64.07
248-728-850.008	COMMUNICATIONS - INTERNET	300.00	300.00	0.00	0.00	300.00	0.00
248-728-860.000	CONFERENCE /TRANSPORTATION	5,000.00	5,000.00	3,229.44	0.00	1,770.56	64.59
248-728-880.000	HOLIDAY DECORATIONS	10,000.00	10,000.00	12,927.32	0.00	(2,927.32)	129.27
248-728-881.000	COMMUNITY PROMOTION	5,000.00	5,000.00	488.70	45.91	4,511.30	9.77
248-728-881.001	BEAUTIFICATION SUPPLIES	15,000.00	15,000.00	5,650.00	0.00	9,350.00	37.67
248-728-900.000	PRINTING & PUBLISHING	1,500.00	1,500.00	931.14	0.00	568.86	62.08
248-728-918.000	PROPERTY TAX PAYMENTS	3,700.00	3,700.00	3,583.68	0.00	116.32	96.86
248-728-920.000	UTILITIES - ELECTRICITY	3,300.00	3,300.00	2,849.21	0.00	450.79	86.34
248-728-920.001	UTILITIES - GAS	1,000.00	1,000.00	317.07	96.21	682.93	31.71
248-728-920.002	UTILITIES - WAT / SEW	500.00	500.00	272.78	0.00	227.22	54.56
248-728-920.011	UTILITIES - OTHER	1,100.00	1,100.00	80.19	0.00	1,019.81	7.29
248-728-930.012	REPAIRS - 118 W CLINTON	23,000.00	23,000.00	374.00	374.00	22,626.00	1.63
248-728-940.000	EQUIPMENT RENTAL	2,800.00	2,800.00	1,390.68	0.00	1,409.32	49.67
248-728-940.003	EQUIPMENT RENTAL - HOURLY	15,000.00	15,000.00	13,233.15	0.00	1,766.85	88.22
248-728-957.000	EDUCATION / TRAINING	4,000.00	4,000.00	290.00	65.00	3,710.00	7.25
248-728-967.017	PROJECT COST COVID 19 RECOVERY	25,000.00	25,000.00	420.95	420.95	24,579.05	1.68
248-728-980.004	EQUIP /COMPUTER HARDWARE	1,500.00	1,500.00	102.95	0.00	1,397.05	6.86
248-728-980.005	EQUIP / COMPUTER SOFTWARE	1,000.00	1,000.00	300.00	0.00	700.00	30.00
Total Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY		298,300.00	298,300.00	170,681.89	22,313.54	127,618.11	57.22
Dept 729 - MAIN STREET PROGRAM							

REVENUE AND EXPENDITURE REPORT FOR CITY OF HOWELL

PERIOD ENDING 02/28/2023

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/23	AVAILABLE BALANCE	% BGD USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND							
Expenditures							
248-729-804.040	CONTRACT SERV - MAIN STREET	90,000.00	90,000.00	90,000.00	45,000.00	0.00	100.00
248-729-990.001	RECREATION RESTROOM	0.00	0.00	80,070.00	80,070.00	(80,070.00)	100.00
Total Dept 729 - MAIN STREET PROGRAM		90,000.00	90,000.00	170,070.00	125,070.00	(80,070.00)	188.97
Dept 906 - DEBT SERVICE							
248-906-991.000	PRINCIPAL	78,000.00	78,000.00	74,683.00	0.00	3,317.00	95.75
248-906-995.000	INTEREST	24,700.00	24,700.00	26,155.64	0.00	(1,455.64)	105.89
Total Dept 906 - DEBT SERVICE		102,700.00	102,700.00	100,838.64	0.00	1,861.36	98.19
Dept 966 - TRANSFERS IN/OUT							
248-966-999.013	TRANS OUT / GENERAL FUND	32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
248-966-999.101	TRANS OUT / GENERAL FUND	0.00	0.00	21,666.64	2,708.33	(21,666.64)	100.00
248-966-999.228	TRANS OUT IT REPLACEMENT FUND	3,000.00	3,000.00	2,000.00	250.00	1,000.00	66.67
Total Dept 966 - TRANSFERS IN/OUT		35,500.00	35,500.00	23,666.64	2,958.33	11,833.36	66.67
TOTAL EXPENDITURES		526,500.00	526,500.00	465,257.17	150,341.87	61,242.83	88.37
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		526,500.00	526,500.00	266,702.94	256,539.88	259,797.06	50.66
TOTAL EXPENDITURES		526,500.00	526,500.00	465,257.17	150,341.87	61,242.83	88.37
NET OF REVENUES & EXPENDITURES		0.00	0.00	(198,554.23)	106,198.01	198,554.23	100.00

**DDA
WARRANT COVER
February 13, 2023**

NAME	AMOUNT	DESCRIPTION
Accounts Payable	\$ 127,344.95	Medical, Visa, Utilities Office Cleaning
TOTAL	<u>\$ 127,344.95</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND							
Dept 728 ECONOMIC DEVELOPMENT ACTIVITY							
248-728-714.000	01/10/23	BLUE CARE NETWORK OF MICHIGAN	ACTIVE EMPLOYEE - FEBRUARY 2023	FEB 2023	02/13/23	1,224.67	
248-728-714.000	02/01/23	DELTA DENTAL OF MICHIGAN	ACTIVE/RETIREE - FEBRUARY 2023	FEB 2023	02/13/23	146.82	
248-728-714.000	01/18/23	VSP INSURANCE CO. (CT)	VISION INSURANCE - ACTIVE EMPLOYEES	FEB 2023	02/13/23	26.78	
248-728-714.002	02/01/23	MUTUAL OF OMAHA	STD/LTD/LIFE - ACTIVE EMPLOYEES - J.	Multiple	02/13/23	118.88	
248-728-727.000	02/01/23	VISA	VISA - DDA - JANUARY 2023	02012023	02/13/23	31.68	
248-728-804.001	12/30/22	T & M CLEANING SERVICE	JANITORIAL SERVICES - DECEMBER 2022	0014792	02/13/23	45.00	
248-728-881.000	02/01/23	VISA	VISA - DDA - JANUARY 2023	02012023	02/13/23	45.91	
248-728-920.001	01/20/23	CONSUMERS ENERGY	CITY UTILITIES - GAS - 118 W CLINTON	400001202023	02/13/23	96.21	
248-728-930.012	02/01/23	VISA	VISA - DDA - JANUARY 2023	02012023	02/13/23	374.00	
248-728-957.000	02/01/23	VISA	VISA - DDA - JANUARY 2023	02012023	02/13/23	65.00	
248-728-967.017	02/01/23	VISA	VISA - DDA - JANUARY 2023	02012023	02/13/23	100.00	
Total For Dept 728 ECONOMIC DEVELOPMENT ACTIVITY						2,274.95	
Dept 729 MAIN STREET PROGRAM							
248-729-804.040	01/31/23	HOWELL MAIN STREET INC.	TRANSITION AGREEMENT - JANUARY 31,	01312023	02/13/23	45,000.00	
248-729-990.001	10/06/22	QUALITY PRECAST INC.	DOWNTOWN BATHROOM	20203	02/13/23	80,070.00	
Total For Dept 729 MAIN STREET PROGRAM						125,070.00	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						127,344.95	
Total For All Funds:						127,344.95	
--- TOTALS BY GL DISTRIBUTION ---							
		248-728-714.000	EMPLOYEE MEDICAL INSURANCE			1,398.27	
		248-728-714.002	EMP DISABILITY /LIFE INSURANCE			118.88	
		248-728-727.000	OFFICE SUPPLIES			31.68	
		248-728-804.001	CONTRACT SERV - JANITOR			45.00	
		248-728-881.000	COMMUNITY PROMOTION			45.91	
		248-728-920.001	UTILITIES - GAS			96.21	
		248-728-930.012	REPAIRS - 118 W CLINTON			374.00	
		248-728-957.000	EDUCATION / TRAINING			65.00	
		248-728-967.017	PROJECT COST COVID 19 RECOVERY			100.00	
		248-729-804.040	CONTRACT SERV - MAIN STREET			45,000.00	
		248-729-990.001	RECREATION RESTROOM			80,070.00	
--- FUND TOTALS BY VENDOR ---							
Fund 248 DOWNTOWN DEVE							
		BANK AA - VISA				616.59	
		BLUE CARE - BLUE CARE NETWORK OF MICHIGAN				1,224.67	
		CONSUMERS - CONSUMERS ENERGY				96.21	
		DELTA DNLT - DELTA DENTAL OF MICHIGAN				146.82	
		HWLL MAIN - HOWELL MAIN STREET INC.				45,000.00	
		MUTUAL - MUTUAL OF OMAHA				118.88	
		QPI - QUALITY PRECAST INC.				80,070.00	
		T & M CLEA - T & M CLEANING SERVICE				45.00	
		VSP - VSP INSURANCE CO. (CT)				26.78	
TOTAL FUND 248 DOWNTOW						127,344.95	

DDA
 BANK OF ANN ARBOR
 CREDIT CARD DETAIL JANUARY 2023

Vendor	Acct No	Amount	Description
AAA SERVICE NETWORK	248-728-930.012	\$ 150.00	DRYER REPAIR 118 1/2 CLINTON ST
BIGGBY	248-728-881.000	\$ 4.67	MEETING
KROGER	248-728-727.000	\$ 31.68	OFFICE SUPPLIES
MICHIGAN ECONOMIC DEV. ASSOC.	248-728-957.000	\$ 30.00	MEDA WORKSHOP
AAA SERVICE NETWORK	248-728-930.012	\$ 224.00	DRYER REPAIR 118 1/2 CLINTON ST
HOWELL CONEY ISLAND	248-728-881.000	\$ 33.57	STAFF LUNCH
BOBCAT BONNIE'S	248-728-881.000	\$ 49.87	RECRUITMENT MEETING
HOWELL CHAMBER OF COMMERCE	248-728-881.000	\$ 210.00	CHAMBER DINNER
HOWELL CHAMBER OF COMMERCE	248-728-957.000	\$ 35.00	CHAMBER WORKSHOP
HOWELL CHAMBER OF COMMERCE	248-728-967.017	\$ 50.00	CONTEST GIVEAWAY
HOWELL CHAMBER OF COMMERCE	248-728-967.017	\$ 50.00	CONTEST GIVEAWAY
BANK OF ANN ARBOR	101-191-956.003	\$ 38.00	BANK CHARGES
BANK OF ANN ARBOR	248-728-881.000	\$ (252.20)	CREDIT
		<u>\$ 654.59</u>	



Be our guest and experience downtown Howell for yourself!

Explore our unique mix of independent dining, entertainment, and "shoppportunity" options that you simply won't find anywhere else.

2023 EDITION

HOWELL MAIN STREET INC.

517.540.4240

downtownhowell.org



State of DOWNTOWN

13 Blocks

108 Parcels

856 Public parking spaces

85 First-floor storefronts

51 Residential units

17 Restaurants

25 Retail stores

1.4% Storefront vacancy rate

Howell Main Street is making a BIG difference

Howell Main Street Inc. is at the heart of a movement to develop downtown Howell as an entrepreneurial, innovative, and environmentally sustainable community that exists for everyone. Downtown Howell is a place where residents and visitors of all ages experience an array of diverse, locally owned shopping and dining establishments; a place to engage in many inclusive events and gathering spaces; a place where memories are made; and a place that feels like home.

Downtown's Goals

- Expand the physical environment and sense of place in downtown Howell to reflect environmental sustainability and inclusive, sustainable community gathering spaces
- Support and strengthen long-term, mutually beneficial partnerships and relationships with all stakeholders
- Target a mix of locally owned commercial "shoppertunities" that serve local residents



TRANSFORMING HOWELL'S DOWNTOWN



Rock the Block returned to State Street, treating residents and guests to free live music for all ages.



A brand new event, Oktoberfest, was introduced this year, bringing more than 400 guests to downtown Howell!



Guests of all ages were able to celebrate public art and creativity during Art in the Garden.

REINVESTMENT STATS 2021-2022

PRIVATE INVESTMENT
\$282,250

Program to date: \$26,255,301



9 Façade & Building Improvements
Program to date: 343



6 New Businesses
Program to date: 185

Community Profile

City of Howell | 2022



Population
10,172



Households
4,586



Median HH Income
\$54,802



Median Age
37.4 years



Housing Units
4,873



94% Housing is occupied
44% Owner-occupied
50% Renter-occupied

Main Street is Helping Businesses Thrive

- #cashmobhowell Covid-19 program
- Local and state façade programs
- Ribbon cutting and grand opening ceremonies
- Pre-development Assistance Team
- Sign incentive grants
- Downtown merchant meetings
- Match on Main funding program
- Small Business Saturday Champion

“Being part of a Main Street community helps my store thrive! The events and programming facilitated by Howell Main Street bring thousands of visitors downtown year-round and provide business support, especially after rough years due to the Covid-19 pandemic.”

—Cathy Boaz, Owner, Kokopelli's Korner

Downtown Drive Time Markets

	5 Minutes	10 Minutes	20 Minutes
Population	16,299	39,198	148,542
Households	7,033	15,806	57,541
Median HH Income	\$62,828	\$78,836	\$91,154

In-demand Businesses

Food & Drink

- Breakfast/brunch restaurant
- Farm-to-table restaurant
- Deli/sandwich shop
- Ethnic restaurant
- Casual dining eatery

Shopping & Retail

- Bookstore
- Arts, crafts, and hobbies
- Wine and specialty foods store
- Women's clothing
- Home furnishings

Oktoberfest Brings Residents & Guests Downtown

In 2022, Howell Main Street Inc. added a new event to programming, helping achieve its mission of bringing residents and guests to Howell, year-round. Hundreds of attendees celebrated on our festival street, toasting the beginning of the fall harvest season with authentic German dancers, an oomp band, traditional food like bratwurst and pretzels, and enjoyed German-style beers. Due to the popularity of the event, a second Annual Oktoberfest is planned for 2023, with even more fun for all ages.



2022 Pulse of Downtown



- 83%** Visit downtown Howell most often for dining
- 37%** Described recent trends in downtown Howell as improving or making progress.
- 28%** Said the frequency of their visits to downtown Howell increased during the past year.

Social Connection



- 14,735+** Facebook Followers
- 2,045+** Instagram Followers
- 2,500+** Twitter Followers
- 160+** TikTok Followers

Volunteer Connection



- 1,940** Volunteer hours in 2021–2022
- 58,706** Volunteer hours (Program to date)
- \$55,000** Volunteer value in 2021–2022
- \$1,664,315** Volunteer value (Program to date)

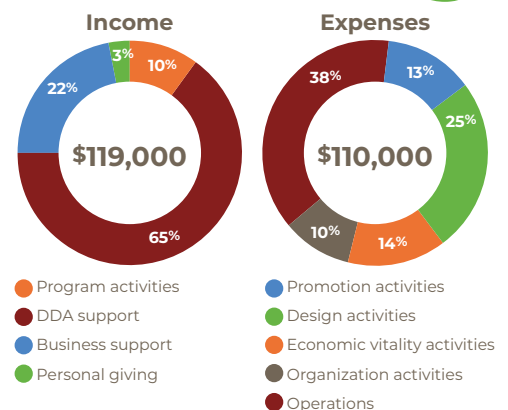
VOLUNTEER SPOTLIGHT

“Volunteering for the Howell Main Street Inc. organization is an investment in our community and the people who live in it. Building camaraderie with people from different backgrounds and working towards a common goal has had a profound effect on my sense of purpose.”

—Clark Gill, Aberrant Ales owner/operator, 2022 Volunteer of the Year



In the Numbers



DOWNTOWN ALIVE

Howell Main Street Events 2021-22

11,856

Est. event attendance

- Food Truck Tuesdays
- Applause Awards
- Holiday Storefront Decorating Contest
- CornHowell Tournament
- Ribbon Cutting Ceremonies
- Small Business Saturday
- Christmas in July Scavenger Hunt
- Rock the Block
- Witches Night Out
- Art in the Garden



New Community Mural



Downtown Howell Dressed for Fall



Holiday Storefront Decorating Contest Winners



Holiday Gift Wrapping Service

“Comprehensive support provided by the Michigan Main Street Network, including customized strategic services, educational sessions and workshops, and state-wide community-to-community networking opportunities, are vital to the success of downtown Howell and communities throughout the state of Michigan.”

—Kate Litwin, Howell Main Street Executive Director and COO

Howell's Board of Directors

President: Marc Harlow

Member: Jeff Humphries

Executive Director/COO:

Vice President: Kim Schafer

Member: Clark Gill

Kate Litwin

Treasurer: Don Maiolatesi

Member: David McDonald

Outreach Coordinator:

Secretary: Richard Lim

Lexie Wilcox

MICHIGAN MAIN STREET

A Network of Leaders in Grassroots Economic Development

Real Impact. | The numbers prove it!



\$60,607,647

2021-22 Total Private Investment

\$407,127,406

Program to date



\$8,138,196

2021-22 Total Public Investment

\$137,057,816

Program to date



41,186

2021-22 Volunteer Hours

851,890

Program to date



131

2021-22 New Businesses

1,753

Program to date



174

2021-22 Façade & Building Improvements

2,673

Program to date

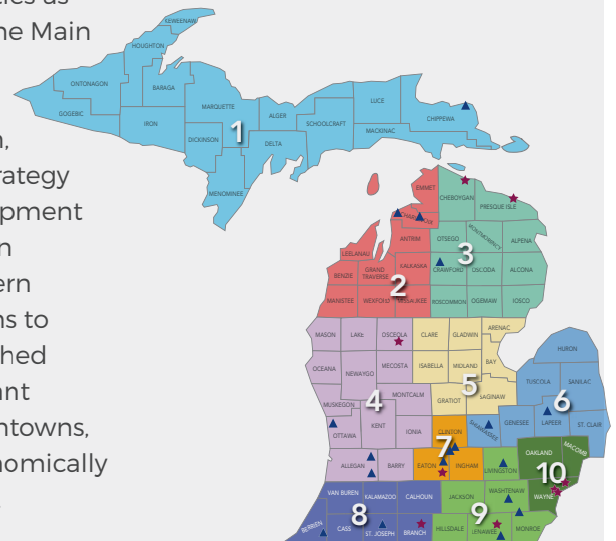


Michigan Main Street

provides technical assistance to local communities as they implement the Main Street Four-Point Approach®, a community-driven, comprehensive strategy

encouraging economic development through historic preservation in ways appropriate for the modern marketplace. The program aims to create communities distinguished by economically vital and vibrant commercial districts and downtowns, thereby making the state economically stronger and culturally diverse.

Our MMS Communities



Select Level



Master Level



MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

www.miplace.org

03/15/2023

BUDGET REPORT FOR CITY OF HOWELL: DDA

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY						
248-728-404.000	CAPTURED REAL PROPERTY TAX	497,367.96	495,400.00	250,000.00	548,000.00	548,000.00
248-728-404.100	PPT REIMBURSEMENT	7,726.33	9,000.00			9,000.00
248-728-665.000	INVESTMENT INTEREST	119.97		1,737.94	1,737.94	1,750.00
248-728-667.000	RENTAL INCOME	10,472.00	22,100.00	14,965.00	20,440.00	22,000.00
248-728-671.000	MISCELLANEOUS REVENUES	807.31				
248-728-677.017	DONATIONS COVID 19 RECOVERY	350.00				
Totals for dept 728 - ECONOMIC DEVELOPMENT ACTIVITY		516,843.57	526,500.00	266,702.94	570,177.94	580,750.00
TOTAL ESTIMATED REVENUES		516,843.57	526,500.00	266,702.94	570,177.94	580,750.00

APPROPRIATIONS

Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY

248-728-702.000	SAL & WAGES	(823.79)		2,529.36		
248-728-702.001 * *	SAL & WAGES ADMINISTRATION	70,571.52	72,600.00	53,337.23	73,250.00	75,000.00
248-728-702.002	SAL & WAGES OVERTIME	68.54		563.25		3,282.00
248-728-702.004	SAL & WAGES DPS	46,235.00	45,000.00	38,761.84	54,830.00	55,060.00
248-728-713.000	EMPLOYER SHARE FICA	5,224.47	5,600.00	3,291.60	4,700.00	5,300.00
248-728-714.000	EMPLOYEE MEDICAL INSURANCE	17,816.08	17,700.00	11,595.78	17,400.00	17,500.00
248-728-714.002	EMP DISABILITY / LIFE INSURANCE	963.97	800.00	580.62	800.00	1,000.00
248-728-714.003	WORKER COMPENSATION PREM		500.00			
248-728-714.004	ICMA RETIREMENT	6,568.92	6,700.00	4,640.18	6,300.00	7,000.00
248-728-714.006	HEALTH INSURANCE PAYOUT	1,605.33		267.63		
248-728-717.000	FRINGE BENEFITS	21,742.50	17,000.00	15,742.26	22,000.00	24,677.00
248-728-727.000 * *	OFFICE SUPPLIES	664.65	6,000.00	674.82	4,500.00	5,000.00
248-728-730.000	POSTAGE		100.00		50.00	100.00
248-728-740.000	OPERATING SUPPLIES	64.65	200.00		200.00	200.00
248-728-740.019	OPER SUPP/SMALL EQUIPMENT	14.47		1.98		
248-728-801.000 * *	PROFESSIONAL SERVICES					20,000.00
248-728-804.000 * *	CONTRACTUAL SERVICES	599.80	1,500.00	575.11	1,200.00	20,500.00
248-728-804.001	CONTRACT SERV - JANITOR	1,275.00	2,000.00	810.00	1,300.00	1,300.00
248-728-807.000	AUDITOR	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
248-728-840.000 * *	DUES & MEMBERSHIPS	1,266.00	1,000.00	436.00	1,000.00	1,000.00
248-728-850.000	COMMUNICATIONS - TELEPHONES	342.24	400.00	256.27	640.00	450.00
248-728-850.008	COMMUNICATIONS - INTERNET		300.00		300.00	300.00
248-728-860.000 * *	CONFERENCE /TRANSPORTATION	577.37	5,000.00	3,229.44	5,030.00	6,000.00
248-728-880.000	HOLIDAY DECORATIONS	2,175.20	10,000.00	12,927.32	12,930.00	10,000.00
248-728-881.000 * *	COMMUNITY PROMOTION	527.19	5,000.00	530.71	4,600.00	10,000.00
248-728-881.001	BEAUTIFICATION SUPPLIES	6,530.00	15,000.00	5,650.00	11,300.00	12,000.00
248-728-900.000	PRINTING & PUBLISHING	1,402.58	1,500.00	931.14	1,530.00	1,750.00
248-728-918.000	PROPERTY TAX PAYMENTS	3,607.65	3,700.00	3,583.68	3,580.00	3,800.00
248-728-920.000 * *	UTILITIES - ELECTRICITY	1,973.76	3,300.00	3,396.15	5,700.00	6,000.00
248-728-920.001	UTILITIES - GAS	977.90	1,000.00	391.39	1,000.00	1,000.00
248-728-920.002 * *	UTILITIES - WAT SEW	175.11	500.00	495.76	540.00	1,000.00
248-728-920.011	UTILITIES - OTHER	542.23	1,100.00	846.00	1,000.00	1,000.00
248-728-930.012	REPAIRS - 118 W CLINTON	3,087.00	23,000.00	374.00	5,000.00	18,000.00
248-728-940.000	EQUIPMENT RENTAL	2,576.65	2,800.00	1,390.68	7,422.00	12,061.00
248-728-940.003	EQUIPMENT RENTAL - HOURLY	14,302.87	15,000.00	13,233.15	13,234.00	
248-728-957.000	EDUCATION / TRAINING	1,365.00	4,000.00	585.00	4,000.00	4,000.00
248-728-967.017	PROJECT COST COVID 19 RECOVERY	128.04	25,000.00	1,545.95	5,000.00	
248-728-980.004	EQUIP /COMPUTER HARDWARE	86.84	1,500.00	102.95	1,500.00	1,500.00
248-728-980.005	EQUIP / COMPUTER SOFTWARE	713.75	1,000.00	300.00	600.00	600.00

Totals for dept 728 - ECONOMIC DEVELOPMENT ACTIVITY	217,448.49	298,300.00	186,077.25	274,936.00	328,880.00
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* NOTES TO BUDGET: DEPARTMENT 728 ECONOMIC DEVELOPMENT ACTIVITY

702.001	SAL & WAGES ADMINISTRATION				
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WHO IS BUDGETED HERE? KATE?

727.000	OFFICE SUPPLIES				
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NEW OFFICE FURNITURE

801.000	PROFESSIONAL SERVICES				
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	FOOTNOTE AMOUNTS:				20,000.00
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TIF MASTER PLAN REWRITE

804.000	CONTRACTUAL SERVICES				
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	FOOTNOTE AMOUNTS:				1,500.00
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	FOOTNOTE AMOUNTS:				19,000.00
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REFURBISH DELAMINATED PARKING LOT SIGNS

	ACCOUNT '804.000' TOTAL				20,500.00
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840.000	DUES & MEMBERSHIPS				
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	FOOTNOTE AMOUNTS:		236.00		250.00
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CHAMBER

	FOOTNOTE AMOUNTS:		400.00		400.00
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MI DOWNTOWN ASSOC

	FOOTNOTE AMOUNTS:		315.00		350.00
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MEDA

	ACCOUNT '840.000' TOTAL		951.00		1,000.00
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860.000	CONFERENCE /TRANSPORTATION				
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	FOOTNOTE AMOUNTS:				2,500.00
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IDA CONFERENCE

	FOOTNOTE AMOUNTS:				2,000.00
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MDA CONFERENCES & WORKSHOPS

	FOOTNOTE AMOUNTS:				1,000.00
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MEDA CONFERENCES & WORKSHOPS

	FOOTNOTE AMOUNTS:				2,500.00
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	MAIN STREET CONFERENCE						
	ACCOUNT '860.000' TOTAL						8,000.00
881.000	COMMUNITY PROMOTION						
	FOOTNOTE AMOUNTS: INCREASED MARKETING EFFORTS						10,000.00
920.000	UTILITIES - ELECTRICITY						
	INCREASE DUE TO APARTMENT						
920.002	UTILITIES - WAT SEW						
	INCREASE DUE TO BATHROOMS						
	DEPT '728' TOTAL					951.00	59,500.00
Dept 729 - MAIN STREET PROGRAM							
248-729-702.000	SAL & WAGES	(274.44)					
248-729-727.000	OFFICE SUPPLIES	79.89					
248-729-804.040	CONTRACT SERV - MAIN STREET	80,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00
248-729-990.001	RECREATION RESTROOM			80,070.00	80,070.00	80,070.00	
Totals for dept 729 - MAIN STREET PROGRAM		79,805.45	90,000.00	170,070.00	170,070.00	170,070.00	90,000.00
Dept 906 - DEBT SERVICE							
248-906-991.000	PRINCIPAL	71,496.00	78,000.00	74,683.00	74,683.00	74,683.00	75,000.00
248-906-995.000	INTEREST	28,719.00	24,700.00	26,155.64	28,486.28	28,486.28	29,000.00
Totals for dept 906 - DEBT SERVICE		100,215.00	102,700.00	100,838.64	103,169.28	103,169.28	104,000.00
Dept 966 - TRANSFERS IN/OUT							
248-966-999.013	TRANS OUT / GENERAL FUND		32,500.00				
248-966-999.101 * *	TRANS OUT / GENERAL FUND	29,999.96		6,666.64	36,024.00	36,024.00	40,554.00
248-966-999.228	TRANS OUT IT REPLACEMENT FUND	2,657.04	3,000.00	2,000.00	3,000.00	3,000.00	3,000.00
Totals for dept 966 - TRANSFERS IN/OUT		32,657.00	35,500.00	8,666.64	39,024.00	39,024.00	43,554.00
* NOTES TO BUDGET: DEPARTMENT 966 TRANSFERS IN/OUT							
999.101	TRANS OUT / GENERAL FUND						
	FOOTNOTE AMOUNTS: IT, FIN, HR, CM, CD SERVICES PER AGREEMENT					10,000.00	10,000.00
	FOOTNOTE AMOUNTS: 1 MILLAGE PER AGREEMENT					26,024.00	30,554.00
	ACCOUNT '999.101' TOTAL					36,024.00	40,554.00

DEPT '966' TOTAL				36,024.00	40,554.00
TOTAL APPROPRIATIONS	430,125.94	526,500.00	465,652.53	587,199.28	566,434.00

NET OF REVENUES/APPROPRIATIONS - FUND 248	86,717.63		(198,949.59)	(17,021.34)	14,316.00
BEGINNING FUND BALANCE	171,811.40	258,529.03	258,529.03	258,529.03	241,507.69
ENDING FUND BALANCE	258,529.03	258,529.03	59,579.44	241,507.69	255,823.69