

**REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
October 5, 2011 – 7:30 am.**

Meeting was called to order at 7:34 a.m. by Chairperson John Hankerd.

Roll Call was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairperson John Hankerd, Vice-chairperson Barb Bucsi; Secretary Alaina Kraus, Authority Members Dave Acton, Ben Frederick (arrived 7:38, left 8:45); James Demis; Bill Gilbert.

MEMBERS ABSENT: Debbie Johnson, and vacancy.

OTHERS PRESENT: Adam Zettel, Assistant City Manager and Director of Community Development; Cheryl Peterson and Linda Keenan, representatives from the Owosso Community Players; Lance Omer, future member of the DDA / Main Street Board.

AGENDA:

MOTION BY AUTHORITY MEMBER BUCSI SUPPORTED BY AUTHORITY MEMBER ACTON TO APPROVE THE AGENDA FOR OCTOBER 5, 2011 WITH REVERSING ORDER OF BUSINESS ITEMS 2 AND 3.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER BUCSI, SUPPORTED BY AUTHORITY MEMBER ACTON TO APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 7, 2011.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

- 1) Staff memorandum
- 2) Meeting minutes of September 7, 2011
- 3) September invoices
- 4) September budget report
- 5) Lebowsky request
- 6) Payment policy

Chairperson Hankerd noted that he received a letter from Tracy Mercado (Farmer's Market Manager). She had lunch with some new people which lead to an unsolicited compliment about how happy they were to see the changes and vitality in downtown Owosso.

Mr. Zettel was in receipt of a letter from the Owosso Community Players regarding a donation from the DDA.

7:38 am. Authority Member Frederick arrived.

PUBLIC COMMENTS: None

BOARD COMMENTS: Chairman Hankerd introduced Lance Omer from the audience as the next board member who is in the process of being appointed.

ITEMS OF BUSINESS:

1. September Invoices

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>
American Speedy Printing Center	\$ 259.00	Art walk Brochures/questionnaires
Aubrey Grant	\$ 500.00	Farmers Market Master Services-October 2011
City of Owosso	\$ 97.64	copies/cell phone-reimbursements
Connectic Marketing	\$ 75.00	Advertising-Final Payment

DayStarr Communications	\$ 25.32	Phone Forwarding-October 2011
Independent Newspaper Group	\$ 845.00	Advertising-August 2011
Independent Newspaper Group	\$ 450.00	Advertising-September 2011
Intelligent Products Inc	\$ 57.63	Mutt Mitt Dispenser
Kelly's Refuse Service	\$ 562.50	Downtown Trash-Sept 2011
Lorraine Weckwert	\$ 701.42	Reimbursement for flowers
Ludington Electric	\$ 418.59	Downtown Repairs
Office Depot	\$ 63.13	Office Supplies
Owosso Community Players	\$ 26.00	Art Walk Prize
Patricia Stevenson	\$ 200.00	Art Walk Entertainment
Proton Development LLC	\$ 175.00	Bathroom us for 2011
Reimbursements	\$ 410.00	Farmers Market vouchers
Sunburst Gardens	\$ 45.00	Sprinkler Repair-Plaza Lot
Sunburst Gardens	\$ 2,250.00	Flower Watering-September 2011
Tracy Mercado	\$ 500.00	Farmers Market Master Services-October 2011
Win's Electric	\$ 205.64	Downtown Repairs
Total	<u>\$ 7,866.87</u>	

MOTION BY AUTHORITY MEMBER ACTON, SUPPORTED BY AUTHORITY MEMBER BUCSI TO APPROVE THE PENDING INVOICES FOR PAYMENT BY THE DDA / MAIN STREET AS PRESENTED WITH THE ADDITION OF \$225 FOR THE SUNBURST GARDENS MAKING A TOTAL OF THAT PAYMENT FOR FLOWER WATERING \$2,250; MAKING A TOTAL FOR THE MONTHLY INVOICES OF \$7866.87.

YEAS ALL. MOTION CARRIED.

2. Lebowsky Donation

Cheryl Peterson stated that a letter was sent out in July to the DDA requesting funds. Today she is asking the DDA Board to consider a gift of \$50,000 that could possibly be used in two different ways. One way might be used to sustain the theater in the long term. Another way the money could be used would be for items that have been pulled off the list such as the marquee, could be added back in.

Authority Member Gilbert asked if the \$5 million market tax credit has been obtained. Ms. Peterson stated yes. They are still fund raising for other items.

Authority Member Bucsi asked if they were seeking a one-time donation or a long-term donation. Ms. Peterson stated it could be a one-time donation or a pledge that would be fulfilled by the end of 2012.

Authority Member Demis stated he would have to abstain from voting, but asked if this would be a legal transaction. Should we contact Attorney Bill Brown? He would like to go on the record as not objecting to the donation, but would like to table any action until it is found out if it is legal for the board to make that donation, and if the DDA budget would allow for it.

Authority Member Bucsi said this is a very worthwhile cause, but we haven't talked about the budget. We have to make sure funds are available, and she would also like to table this issue.

Authority Member Gilbert said the DDA has a long history. Is this really a donation or are we providing funds for a project?

Mr. Demis said we have to get something in return.

Mr. Gilbert commented that we used funds for the bowling alley building and the Wesener Building.

**MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER BUCSI, TO AUTHORIZE THE EXPENDITURE TO CONTACT CITY ATTORNEY BROWN TO CHECK THE LEGALITY OF MAKING THE REQUESTED DONATION.
YEAS ALL. MOTION CARRIED.**

Ms. Peterson expressed appreciation for the previous support from the DDA over the long term. Mr. Gilbert thinks it's amazing how far the Community Players have come with the theater so far. The leaders need to be commended for their efforts.

3. Payment Policy

Authority Member Demis has discussed the payment policy with Mr. Zettel and has also met with Rick Williams, Finance Director for the City of Owosso. He will also be working with the new auditors for the city. Mr. Demis commented that invoices are currently paid once a month with some of them being paid late. Mr. Demis will be working with Rhonda in the city finance offices. He will review the invoices and initial them if they are acceptable for payment. He will set aside anything that is questionable. In the end, there will be four or five sets of eyes reviewing each bill or invoice. This procedure just follows the DDA Bylaws Article IV, Section 7.2 Treasurer, which describes how the treasurer is to approve all vouchers for the expenditure of funds of the Authority.

Mr. Demis continued that the Bylaws supersede the Rules and Regulations. The Rules and Regulations state that the executive director is the treasurer. He recommends updating the Rules and Regulations to be consistent with the Bylaws. There are about 15 items which do not agree with the Bylaws.

Authority Member Acton suggested that we start with the Bylaws and make them accurate. Then they could be updated as needed. Mr. Zettel stated the Bylaws are harder to change than Rules and Regulations.

It was determined to review the Bylaws and combine the Rules and Regulations into the Bylaws.

8:18 am, Authority Member Frederick left.

4. OMS Manager Position

Authority Member Acton is on the committee to choose the next manager along with Authority Members John Hankerd, Barb Bucsi, Bill Gilbert; Director of Community Development Adam Zettel; and Human Resource Director for the City of Owosso, Jessica Unangst. They compared the rankings of applicants and quickly came to a consensus. Chairman Hankerd prepared a profile of skills, attitude, etc. Several candidates have taken the assessment. On Friday, the committee will look at the matched scores. After that evaluation, they will have face-to-face interviews and then make a selection. There were a lot of good candidates from which to choose.

5. MMS Reports, Newsletter, Markets, Etc.

Chairperson Hankerd will be distributing the newsletter downtown today, and will mail out about 250 copies. Next month there will be a help wanted section added.

Michigan Main Street will have a year end evaluation on October 27. Mr. Hankerd distributed an agenda for that date. It's important that the board attend as much of that day as possible. This will be a good re-starting point. He also asked committee chairs to please bring as many committee members to the 11 am. meeting as possible.

Mr. Hankerd also reported that four people are working twice a week on the manager's job, and it's working out quite well. The MMS reports are up to date.

Mr. Hankerd also had a four page letter from the Farmers Market managers with several suggestions for changes next year. One was to raise the rate for the vendors to \$100 per season from \$65. Daily rate from \$15 to \$20. They also suggested moving the whole market to Exchange Street and completely out of the Armory parking lot due to the pedestrian traffic on Water Street and close calls with vehicles. On the last

page of the letter, the managers noted that they worked about 18 hours per week each. They are requesting a raise from \$100 per week to \$200. Mr. Hankerd will send the letter on to the Promotions Committee.

Discussion about a restaurant possibly going into the former J. Oliver Restaurant location which may need those parking spaces on Saturday mornings for customers. More discussion to continue about the placement of the Farmers Market for next year.

Several members of the board feel that they have the right people as manager for the Farmers Market. They created a lot of interest in the market with additional activities this year. Authority Member Acton appreciates the great momentum that has been created.

Mr. Hankerd said it was time for MMS board training. Main Street can tell us as a board what we should be doing. This will be about 2 hours long. The training was set for Thursday, November 17 at 1 – 3 p.m.

COMMITTEE UPDATES:

1. ORGANIZATION

Board Member Kraus stated the website has been updated and board members will soon get log on information. It is at OwossoMainStreet@gmail.net. They are also working on the cookbooks. The ornaments are in and ready to be sold. There will be small ads in the Find It Guide.

2. PROMOTIONS

Chairman Hankerd reported that most of his committee's news is in the newsletter just submitted to the board members. There will a Pre-Holiday Open House on November 11 for night shopping. There will be special sales from 6 – 9 p.m.

8:45 am. Authority Members Bucsi and Demis left the meeting. Quorum ended.

This year they are not decorating for Christmas all over downtown. They are only decorating parking lots, the Paymaster Building and the Main Street bridge.

3. ECONOMIC RESTRUCTURING

Authority Member Hankerd commented that they worked on the Downtown Diva program. It's a wonderful program and tomorrow they will start entering the data. It will help greatly with the monthly reports.

4. DESIGN

Authority Member Acton reported that this committee is ready to select the supplier for the way finding signs. There will be six to ten signs from the 2011 budget. There will be three types with wrought iron framing. They are (1) directional, (2) QR codes, and (3) map.

He also reported there is a new concept on the splash park designs. Instead of spending \$75,000, the cost can be reduced to \$10 – 15,000. They are totally self-contained; and maybe we can have a couple of them located around town.

PUBLIC / BOARD COMMENTS: None

ADJOURNMENT:

DUE TO LACK OF QUORUM, CHAIRMAN HANKERD CLOSED THE MEETING AT 8:50 A.M.

Alaina Kraus, Secretary