

**REGULAR MEETING MINUTES OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY/OWOSSO MAIN STREET  
CITY OF OWOSSO**

**December 6, 2023, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chair Jon Moore at 7:35 A.M.

**ROLL CALL:** Taken by Chair Jon Moore

**PRESENT:** Chair Jon Moore, Vice-Chair Lance Omer, Commissioners Daylen Howard, Allié McGuire, Robert J. Teich, Jr., Bill Gilbert and Josh Ardelean.

**ABSENT:** Commissioners Emily Olson and Nicole Reyna

**STAFF PRESENT:** Lizzie Fredrick, DDA/OMS Director and Brad Barrett, Finance Director

**AGENDA:**

**MOVED BY HOWARD, SUPPORTED BY TEICH TO APPROVE THE DECEMBER 6, 2023 DDA/OMS AGENDA AS AMENDED.**

**AYES: ALL  
MOTION CARRIED**

**MINUTES:**

**MOVED BY HOWARD, SUPPORTED BY TEICH TO APPROVE THE OCTOBER 31, 2023 DDA/OMS SPECIAL MEETING MINUTES.**

**AYE: ALL  
MOTION CARRIED**

**PUBLIC COMMENTS:** None.

**ITEMS OF BUSINESS:**

1. **CHECK REGISTER:** Fredrick reviewed the Check Register for September 16, 2023 through November 30, 2023 and answered questions.

**MOVED BY HOWARD, SUPPORTED BY OMER TO APPROVE THE CHECK REGISTER AS PRESENTED FOR SEPTEMBER, OCTOBER AND NOVEMBER 2023.**

**AYES: ALL  
MOTION CARRIED**

2. **REVENUE AND EXPENDITURE REPORT:** Fredrick reviewed the Revenue and Expenditure Report and noted that budget amendments will be presented at the January Board Meeting.
3. **REVOLVING LOAN FUND DELINQUENT LOAN REPORT:** Fredrick presented the RLF Delinquent Loan Report and answered questions.

Barrett confirmed that the City Attorney attended the Ihm Enterprises virtual bankruptcy hearing.

4. **DDA 2023 AUDIT:** Barrett provided a summary of the DDA 2023 Audit noting the DDA Fund Balance increase of \$10,988, now totaling \$151,213, and the bond payment schedule ending in 2029.

Fredrick explained that the Board is in a position to pay off the Electric Vehicle Charging Station RLF balance of approximately \$19,000 and remain above the recommended Fund Balance, which is 30% of the DDA Budget.

Barrett shared that the Revolving Loan Fund 2023 Audit highlighted \$1,136,055 in total assets breaking down to approximately \$585,000 in cash and \$550,000 in receivables.

5. **CHARGEPOINT REPORT:** Fredrick presented the August, September, October and November Electric Vehicle Revenue Reports and the overall monthly report for August, September and October.

Moore pointed out the difference in revenue and charging activity in the months of October and November after repairs had been completed on the charging stations.

Fredrick confirmed that ChargePoint has not completed their repairs and that the charging station warranty ends in October of 2025.

6. **SOCIAL MEDIA ANALYTICS:** Fredrick presented the Downtown Owosso Social Media Analytics for September, October and November and noted the increase in Reach, Profile Visits and Followers during the month of October when the #ExploreOwosso Passport Program took place.
7. **MAIN STREET TECHNICAL SERVICE APPLICATION:** Moore reviewed the Strategic Planning Service and Main 5 Communication Plan; the two Main Street Technical Assistance Services recommend by the Organization Committee.

Fredrick presented the option to customize a service with Michigan Main Street that would include revising the Transformation Strategy and Strategic Planning.

**MOVED BY HOWARD, SUPPORTED BY TEICH TO APPLY FOR THE TRANSFORMATION STRATEGY UPDATE & STRATEGIC PLANNING SERVICE FOR THE ANNUAL MAIN STREET TECHNICAL ASSISTANCE SERVICE AND APPLY FOR THE STRATEGIC PLANNING SERVICE AS THE SECOND CHOICE FOR THE MAIN STREET TECHNICAL ASSISTANCE SERVICE.**

**AYES: ALL  
MOTION CARRIED**

8. **OMS COMMITTEE MEETING SCHEDULE:** Fredrick reviewed the four Main Street Program committees and asked the Board what Committee they would like to join and when the monthly recurring meeting will take place.

McGuire volunteered for the Promotion Committee and Ardelean volunteered for the Design Committee.

Moore and Gilbert volunteered for the Organization Committee, which will meet on the second Tuesday at 2:00 p.m.

Teich, Omer and Howard volunteered for the Economic Vitality Committee, which will meet on the third Tuesday at 2:00 p.m.

#### **COMMITTEE UPDATES:**

1. **Design:** Fredrick provided updates on the Fountain Park Summer Expansion and the Bridge Basket Program including an art-based basket for spring.

2. **Promotion:** Fredrick provided updates on the New Year's Eve event costs, sponsorships, volunteer involvement and future of the event.
3. **Organization:** Fredrick notified the Board that the Organization Committee will be scheduling a Board Retreat and Neighbor Community Tours where each Board Member would attend a scheduled visit to a different community.
4. **Economic Vitality:** No meeting to report on.

**BOARD CONTINUING EDUCATION/TRAINING:** Fredrick invited the Board to attend the 2024 Main Street Now Conference with her in Birmingham, Alabama from May 6<sup>th</sup> through 8<sup>th</sup>.

Ardelean expressed interest in attending.

**DIRECTOR UPDATES:** None.

**BOARD COMMENTS:** Moore introduced and welcomed McGuire to the Board.

**ADJOURNMENT:**

**MOVED BY OMER, SUPPORTED BY HOWARD TO ADJOURN AT 9:15 A.M.  
AYES: ALL  
MOTION CARRIED**

**NEXT MEETING JANUARY 3, 2024.**