

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
February 3, 2016 – 7:30 am.

MEETING CALLED TO ORDER at 7:52 a.m. by Bill Gilbert.

ROLL CALL was taken by Executive Director Josh Adams.

MEMBERS PRESENT: Vice-Chairman Bill Gilbert, Authority Members Kevin Wiles, Ken Cushman, Lance Omer, Shar Haskins

MEMBERS ABSENT: Chairman Dave Acton, Authority Members Ben Frederick, Theresa Trecha

OTHERS PRESENT: Josh Adams, Main Street Manager; Susan Montenegro, City of Owosso

AGENDA:

MOTION BY AUTHORITY MEMBER WILES SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE AGENDA FOR FEBRUARY 3, 2016.
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER WILES, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES FOR THE MEETING OF DECEMBER 2, 2015
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1) Design

Still pending state approval on the wayfinding signs.

Flower program sponsorship letters have been drafted and will be sent out soon.

Committee worked with Michigan Main Street (MMS) to select 3 downtown properties to receive free façade design services: 115 N. Washington St; 216 W. Main St; and 112 N. Washington St.

2) Economic Restructuring

The Committee met in January and discussed work plans for the next fiscal year. They agree that maintaining the same work plans as the prior year will be beneficial. It will allow them to implement the “Ask Owosso Team” and grow the Business Recruitment plan into a larger scope of work.

A special meeting will be taking place with MMS on Friday, February 26th from Noon – 1pm at the Hot Spot Lounge to discuss Succession Planning for small businesses. MMS is

collaborating with Owosso Main Street to explore the viability of such services to other Main Street communities throughout the state.

3) Organization

The committee met in January with 3 new committee members. The meeting consisted of informal training educating new members about the Main Street program and its history in Owosso.

MMS will be in town on February 25th to formally train all new committee members.

4) Promotion

The committee met in January and discussed the upcoming calendar of events in the downtown district. The first major event is on Saturday, February 13th from 10am – 2pm = The Chocolate Walk.

Over 18 people attended January's Business Owners meeting. Owners also discussed upcoming events along with marketing, cross-collaboration, and a proposed, future advertising campaign that would involve YouTube.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE CHECK REGISTER FOR JANUARY 2016 AS PRESENTED. YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT/BUDGET UPDATES

The board reviewed the budget, no comments made.

3. OMS INDEPENDENT AUDIT REPORT

Mr. Adams introduced the independent audit conducted by the Rehmann Group. This is the yearly audit reviewing the financials of the program. Mr. Adams point out two points to of the audit:

- OMS had an increase in fund balance this past year of \$24,722.00; and
- Rehmann found one error in the program's record keeping. An entry of the Wesener DDA loan payment was entered into the system wrong (interest & principal were not separated). This error has already been fix by the OMS accountant & the proper journal entries have been filed.

4. NEW OMS/DDA TREASURER

Upon talks with the board and OMS staff, Ken Cushman has agreed to become the OMS/DDA Treasurer.

MOTION BY AUTHORITY MEMBER WILES, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE AUTHORITY MEMBER KEN CUSHMAN AS TREASURER.
YEAS ALL. MOTION CARRIED.

5. FAÇADE GRANT UPDATE

Ms. Montenegro stated that everything is on schedule. The City and prospective property owners will be meeting with an architect in the weeks to come to start collecting costs for each property.

6. APPLICATION-BASED SERVICES

Mr. Adams introduced the MMS Application-Based services offered by the state program this year. Some of the applications for services require a board vote to pursue them. Mr. Adams recommended a vote to approve the completion of all applications for submission to MMS.

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE COMPLETION OF THE APPLICATION-BASED SERVICES AS PRESENTED.

YEAS ALL. MOTION CARRIED.

7. NEW OMS/DDA SECRETARY

Mr. Adam stated that the board needs to find a secretary for the organization now that former authority member Alaina Krauss is now gone.

Mr. Gilbert recommended getting quotes from the City to see how much they would charge to have staff take minutes during meetings.

8. NEXT MONTH: BUDGET APPROVAL

Mr. Adams reminded the board that next month's meeting will be involve approving the budget for the next fiscal year.

PUBLIC / BOARD / STAFF COMMENTS:

None.

MOTION MADE BY OMER, SUPPORTED BY AUTHORITY MEMBER WILES TO ADJOURN AT 9:11 AM.
YEAS ALL. MOTION CARRIED.

Josh Adams, Executive Director