

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**SEPTEMBER 6, 2017 AT 7:34 AM**  
**CITY COUNCIL CHAMBERS**

**CALL TO ORDER:** The meeting was called to order by Vice-Chairman Bill Gilbert at 7:34 a.m.

**ROLL CALL:** Was taken by Recording Secretary, Marty Stinson.

**MEMBERS PRESENT:** Vice-Chairman Bill Gilbert, Authority Members Lance Omer, Theresa Trecha, Kevin Wiles, and Jim Woodworth.

**MEMBERS ABSENT:** Chairman Dave Acton, Authority Members Kenn Cushman, Mayor Chris Eveleth, and Jon Moore.

**OTHERS PRESENT:** Josh Adams, Owosso DDA/Main Street Manager; Tracey Peltier, Owosso Main Street/DDA Program Assistant, Sue Montenegro, Assistant City Manager & Community Development Director, and Robert Doran-Brockway, Historical Facilities Director.

**AGENDA:**

**IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE AGENDA FOR SEPTEMBER 6, 2017 AS PRESENTED,**

**AYES: ALL. MOTION CARRIED.**

**MINUTES:**

**IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE MINUTES OF AUGUST 2, 2017, AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** None at this time.

**ITEMS OF BUSINESS:**

**1) CHECK REGISTER**

(SEE BOARD PACKET FOR CHECK REGISTER)

Mr. Adams commented that the Cruise to the Pits event represented many of the checks.

**IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CHECK REGISTER FOR AUGUST, 2016 AS PRESENTED.**

**AYES ALL. MOTION CARRIED.**

**2) BUDGET REPORT**

Mr. Adams noted about \$10,000 in expenditures was from the Cruise to the Pits event as this is their first year. With June 30 ending the fiscal year, they did take in about \$11,000 prior to that, so those expenses were covered. They will be getting their own 501(3)(c) next year so this will be a one-time event on our records.

Mr. Adams also stated he is still waiting on the state for the personal property refund. He will be e-mailing the state treasury soon to check on that status.

Mr. Gilbert stated that the board should meet with the city manager before his retirement and refresh everyone's understanding regarding the responsibilities of the department of public works coordinating efforts and financial responsibilities with the Owosso Main Street regarding downtown soft versus hardscape maintenance.

### **3) BOARD SECRETARY SELECTION**

The Board Secretary job description involves signing the board minutes, signing tax capture notes, TIF requests, etc. Marty Stinson will continue taking the minutes of the board meetings.

**IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO ELECT KEVIN WILES AS BOARD SECRETARY.**

**AYES ALL. MOTION CARRIED.**

### **4) AMPHITHEATER DISCUSSION**

Mr. Adams led a discussion about the Amphitheater concerts during the summertime. He was approached with a request that Owosso DDA/Main Street take over that programing. The current coordinator, Doug Cornell, wants to retire. The building and grounds are owned by the school and the facility is leased by the city. The contract actually expired in 2011, so that is being researched at this point per Ms. Montenegro. Per Mr. Adams, Mr. Cornell would help with the transition. They have meetings October through June and then work all summer during the seven concerts. The show costs run about \$300 - \$1500 per show, but they take in \$150 - \$400 at each concerts. We would need to form a committee. Mr. Adams has potential grant dollars for lights, speakers to upgrade equipment.

Ms. Montenegro noted that at this time, this is still school grounds and no alcohol would be allowed at the amphitheater. Ms. Peltier confirmed the Moonlight Market is coordinated with the Thursday concerts. Mr. Gilbert noted we would need a passionate chairman for this project.

Mr. Adams said the next meeting of the Amphitheater Board will be the second Tuesday of October to go over their year and he will attend.

### **5) FAÇADE GRANT UPDATE**

Mr. Adams had to resubmit the cost estimates which had to be recalculated. They were about 22% higher to accommodate the spring 2018 price increases. He will also need new bank records from owners. He has resubmitted cost estimates to the MEDC Board. Then he will be ready to put out to bid shortly.

**BOARD COMMENTS:** None at this time.

### **COMMITTEE UPDATES:**

#### **1) DESIGN AND BUSINESS VITALITY**

Mr. Omer commented that all the programs are being expanded – Curwood Highlander; flowers; business development; downtown clean-up; worklist; architectural photo hunt; business recruitment packet; volunteer opportunities with the Sign-up Genius; etc.

## **2) PROMOTION AND OUTREACH**

Mr. Adams commented about the Artwalk this weekend on Saturday from 9-5 and Sunday from 1-5 with about 40 Artists; Open Streets on September 10; and the Home Tour on September 16. The Glo Committee is working on Beer, Apples and Cider in November and also an event in Owosso on New Year's Eve.

Mr. Adams also noted that he is looking into a Way Finding Grant for \$50,000. He also reminded the board about their training on Wednesday, September 13 at city hall from 6 – 9 p.m.

Discussion followed regarding need for more frequent trash can pick-up in the market street area for the next couple months. Mr. Adams will look into more frequent, temporary service.

### **ADJOURNMENT:**

**IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:25 A.M.**

**AYES: ALL. MOTION CARRIED.**

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Kevin Wiles, Board Secretary

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