

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
December 3, 2014 – 7:30 am.

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER GONYOU FOR BEN FREDERICK TO ACT AS TEMPORARY CHAIR.

MEETING CALLED TO ORDER at 7:40 a.m. by Ben Frederick.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Authority Members Benjamin Frederick, Dawn Gonyou, Lance Omer, Ken Cushman, and Secretary Alaina Kraus

MEMBERS ABSENT: Chairman Dave Acton, Authority Members Bill Gilbert, Meredith Landino, and Treasurer James Demis.

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Jeff Deason, Chamber of Commerce; Rick Williams, Brownfield Authority; Helen Granger, press.

AGENDA:

MOTION BY AUTHORITY MEMBER CUSHMAN SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE AGENDA FOR DECEMBER 3, 2014.
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE MINUTES FOR THE MEETING OF OCTOBER 1, 2014.
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1) Design - Josh Adams

Seven wayfinding signs have sponsors and are in progress for 2015. Bridge baskets paid for with drinking glasses.

2) Economic Restructuring - Lance Omer

A Market Study meeting will be held for the public on January 12th.

3) Organization - Josh Adams

Sticking to nuts and bolts. A subcommittee has been formed to look at the Mission and Vision.

4) Promotion - Josh Adams

GLOW was last weekend. There were 120 runners. Numbers are not yet back of how many attended the parade, but are expected to meet or exceed last year. There have been some late night shopping events that have done well for retailers, though non-strickly retail locations still have light foot traffic.

Frederick shared the he's been getting good feedback on downtown from lifelong residents.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

There is an increase in checks due to GLOW.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE CHECK REGISTER FOR NOVEMBER 2014 AS PRESENTED. YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

We may not have to pull from reserve due to receiving tax reimbursement earlier.

3. DDA/BRA AGREEMENT FOR ARMORY PROJECT

Rick Williams spoke on behalf of the Brownfield Board about the Armory project. They need to go on the tax rolls as of December 31, 2014. The proposed agreement is to remit the tax capture to the Brownfield Authority to repay the developer for eligible costs. The agreement would be for up to 30 years, but is expected that the \$500,000 would be repaid in 10-12 years at which point it would return to being a DDA tax capture.

The billing will be very low when it comes online at the end of December. The Armory currently has a taxable value of \$0 and the Chamber Building is valued at \$49,700. It is estimated that when the Armory project is complete its taxable value will be \$1,000,000. The project is to be completed as of December 2015.

This was passed unanimously at City Council.

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GONYOU TO ACCEPT THE PROPOSAL AS WRITTEN. YEAS ALL. MOTION CARRIED.

4. DEEANN BIONDI REIMBURSEMENT

Deeann Biondi is a certified accountant who has been helping with Quickbooks over the last year. She came in to help with our first audit with the budget in our hands. She ended up spending 10-15 hours working with the auditors and city financials. Though she typically volunteers, due to the length of time it has been recommended that we reimburse her for this

work. Further, Adams is recommending bringing her on for a few hours of month to better prepare for future audits. This would be included in a future proposal.

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER KRAUS TO REIMBURSE BIONDI IN AN AMOUNT NOT TO EXCEED \$300.
YEAS ALL. MOTION CARRIED.

8. DOWNTOWN PARKING UPDATE

Parking changes have gone into effect, but signs are not in place yet, so enforcement is not currently as strict due to the transition period. The plan is to have large signs at the entrances. The signs would come out of the maintenance budget.

The late night parking issue will be addressed by doing a traffic control order instead of an ordinance change due to the other being too vague.

5. MMS YEAR END UPDATE

Adams has not yet received the powerpoint from Main Street's review, but we should be getting information from Brittany at Michigan Main Street soon.

6. BOARD RETREAT

The Board Retreat will be December 15th. Adams is still looking into locations, but is looking into the Dimmick House. In previous years Michigan Main Street has facilitated the retreat, but this year will be facilitated by Adams. The retreat is expected to be 6:30-8:30 p.m.

7. NEW WORK PLAN APPROVAL

Ben Frederick departed 8:15.

a) Evening Shopping

This has been started, but the committee has been tasked with making a workplan which should be presented in 2015.

PUBLIC / BOARD / STAFF COMMENTS:
None

MOTION MADE BY OMER, SUPPORTED BY AUTHORITY MEMBER KRAUS TO ADJOURN AT 8:19 AM.
YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary