

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
APRIL 4, 2018 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:30 a.m.

ROLL CALL: Was taken by Executive Director, Josh Adams.

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Authority Members Mayor Chris Eveleth, Jon Moore, Theresa Trecha, Kevin Wiles, and Jim Woodworth.

MEMBERS ABSENT: Treasurer Kenn Cushman and Authority Members Lance Omer

OTHERS PRESENT: Josh Adams, Main Street Manager; Nathan Henne, City Manager; Sue Montenegro, Assistant City Manager & Community Development Director; Robert Doran, Executive Director of Owosso Historical Commission; and Kevin Lenkart, Public Safety Director

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER EVELETH TO APPROVE THE AGENDA FOR APRIL 4, 2018 AS PRESENTED,

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE MINUTES OF MARCH 8, 2018, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: Mr. Nathan Henne introduced himself as Owosso's new city manager. Mr. Henne gave a brief description of his experience & background and expressed his excitement to work with Owosso Main Street/DDA in the future.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE CHECK REGISTER FOR APRIL, 2018 AS PRESENTED.

AYES ALL. MOTION CARRIED.

2) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

Mr. Adams noted that all tax capture has been collected and programming is continuing. Mr. Adams noted that their might be a slight increase in the maintenance portion of the budget.

3) WORK PLANNING (preliminary strategy approval)

Mr. Adams gave a brief update to the programs work planning process in the future. One step in that process will be "Preliminary Strategy Planning" – the purpose of this step is to better understand how Work Plans correlate with OMS's Transformation Strategy and the Goals, Objectives, and Measurable Outcomes (defined during the Strategic Planning Sessions). The board looked over detailed Work Plan Alignments Sheets to get an overall view of how each proposed Work Plan fits the current Goal, Objectives, and the Measurable Outcomes that have been pre-determined.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE BUDGET AS PRESENTED.

AYES ALL. MOTION CARRIED.

4) FAÇADE GRANT UPDATE

Mr. Adams stated that the City was still pending property owner's 50% for the construction drawing. He stated the project has been delayed slightly as a result. There was much discussion regarding the timing & structure of the grant work-flow. The Board asked Mr. Adams to build a formal structure/timeline for the grant program to help aid in future grants applications.

COMMITTEE UPDATES:

1) DESIGN AND BUSINESS VITALITY

The Committee discussed the overall timeframe and structure of future meeting. They also discussed how each meeting will be Work Plan driven moving forward.

2) PROMOTION AND OUTREACH

The Committee talked about upcoming schedules and future Work Plans. They set a Work Plan Workshop/Planning Session for May 2nd. Committee Chair, John Hankerd will be leading that meeting.

PUBLIC COMMENTS: Mr. Lenkart talked about the possible increase in parking violation fees and late-fees. Mr. Lenkart has compiled data from my communities throughout our state (similar in size to Owosso) to aid in comparable rates. He stated that Public Safety will be researching this in greater detail and wanted to inform the Board.

Ms. Peltier noted that the Downtown Owosso Farmers Market starts on Saturday, May 5th.

BOARD COMMENTS:

None

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER MOORE TO ADJOURN AT 8:38 A.M.

AYES: ALL. MOTION CARRIED.

Dave Acton, Chairman

jda