

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
FEBRUARY 07, 2018 AT 7:35 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:35 a.m.

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

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Kenn Cushman, Mayor Chris Eveleth (left 7:50 a.m.), Jon Moore, Lance Omer (arrived 7:38 a.m.), Kevin Wiles, and Jim Woodworth.

MEMBERS ABSENT: Vice-Chairman Bill Gilbert and Authority Member Theresa Trecha.

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

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE AGENDA FOR FEBRUARY 7, 2018 AS PRESENTED,

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER EVELETH TO APPROVE THE MINUTES OF JANUARY 10, 2018, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None

7:38 A.M. AUTHORITY MEMBER OMER ARRIVED

ITEMS OF BUSINESS:

- 1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE CHECK REGISTER FOR FEBRUARY, 2018 AS PRESENTED.

AYES ALL. MOTION CARRIED.

- 2) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

Authority Member Cushman asked if the library was going to opt out. Josh Adams, Main Street Manager didn't think that they will. Mr. Adams also noted Senator Horn and Representative Frederick are against the Republican initiative to eliminate Downtown Development Authorities. There has been some history around the state of misuse of funds which has brought about this potential legislation. There is a plan now to postpone for at least a couple years and examine treasury reports for two years. Mr. Adams testified for Rep. Frederick, so we are hoping for the best at this point. Having the DDA designation is a great local tool.

Mayor Eveleth noted that he needs to make an appointment to the Library Board so if anyone is interested, please let him know.

Chairman Acton noted we've recently had an influx of cash and the website would be a great place to use that.

3) FAÇADE GRANT UPDATE

Mr. Adams said that an architect needs to be chosen and approved. Then we can start the bidding process. Would like to get the bids out late March for September construction.

7:50 a.m. Board Member Eveleth left the meeting.

4) WAY-FINDING GRANT

Per Mr. Adams, the way-finding check is guaranteed \$50,000. This would be for pedestrian traffic along with detailed maps; and redoing the welcome to downtown signs. The grant pays for the actual signs and installation, but not the design costs. This is a Michigan Main Street grant.

COMMITTEE UPDATES:

1) DESIGN AND BUSINESS VITALITY

Mr. Adams noted that the upcoming budget will have to be approved. Another subcommittee is being developed, Streetscape. Lorraine Weckwert is going to head this subcommittee. She and Mr. Adams will be developing a list, particularly along Exchange Street and checking out the flower beds, trees, etc. They will start out with a five year plan and be making a continual plan over the years. Chairman Acton asked if we were still on the right track to remove the brick pavers. General agreement, yes.

2) PROMOTION AND OUTREACH

Mr. Adams commented on the upcoming Chocolate Walk on Friday, February 9th from 5 – 8 p.m. It is sold out for 350 participants. The businesses have to pay for the chocolates so at this time, they dictate how many they can afford. Maybe next year they can bump up more. There is certainly interest for many more. 100% of the money goes to Main Street with each box costing \$10. That money is designated for the website build out. 27 businesses are participating in Owosso. Lansing's event costs \$25, so our event is quite appealing. Myrtles and Apple Tree Lane are making many of the chocolates, so it benefits even more so locally.

3) BUSINESS OWNERS COMMITTEE

There is a National Manager Main Street event in March that Mr. Adams will be participating. He will be a panel member as Owosso is highly regarded. Michigan is teaching other states how to run their programs, and Owosso is one of Michigan's most highly rated cities.

PUBLIC COMMENTS: None

BOARD COMMENTS:

Chairman Acton reminded the board that this is the year of our full accreditation. Is there anything we should be thinking about? Mr. Adams noted that documentation of work plans – making them look nicer would be a plus. He is also going to make an application for the armory work for the Great American Main Street award in the late spring.

Ms. Peltier wanted to address the trees in the downtown. After talking to a business owner, she said they should be of a size so that the business signs are still visible and they should have yearly maintenance to trim the trees. Ms. Montenegro commented that the city’s arborist, Bill Brooks, should be included on the committee that makes decisions about which trees to purchase for replacement trees.

Board Member Moore asked how the meeting with Mr. Adams and the City Treasurer went. Mr. Adams stated that it went well and it created more transparency. There would no longer be funds pooling. He would be notified as soon as money arrives at the city for the DDA.

Board Member Moore also noted he was on MLive.

Chairman Acton said that SRI was on Under the Radar awhile back, also.

ADJOURNMENT:

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

AYES: ALL. MOTION CARRIED.

Dave Acton, Chairman

mms