

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**SEPTEMBER 5, 2018 AT 7:30 AM**  
**CITY COUNCIL CHAMBERS**

**CALL TO ORDER:** The meeting was called to order by Mayor Chris Eveleth at 7:32 a.m.

**ROLL CALL:** Was taken by Recording Secretary, Debbie Hebert.

**AUTHORITY MEMBERS PRESENT:** Mayor Chris Eveleth,

Vice-Chairman Bill Gilbert, Present (7:35 a.m.)

Ken Cushman

Jon Moore

Lance Omer, Present (7:40 a.m.)

Theresa Trecha

Kevin Wiles (7:35 a.m.)

Jim Woodworth

**MEMBERS ABSENT:**. Chairman Dave Acton

**OTHERS PRESENT:** Josh Adams, Main Street Manager; Tracey Peltier, Owosso Main Street/DDA Program Assistant

**AGENDA:**

**IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE AGENDA FOR SEPTEMBER 5, 2018 AS PRESENTED,**

**AYES: ALL. MOTION CARRIED.**

**MINUTES:**

**IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE MINUTES OF JULY 11, 2018, AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:**

**ITEMS OF BUSINESS:**

**1) CHECK REGISTER**

**IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE CHECK REGISTER FOR AUGUST, 2018 AS PRESENTED. AYES ALL. MOTION CARRIED.**

**2) BUDGET REPORT – JOSH ADAMS, MAINSTREET MANAGER**

Beginning new Fiscal Year – Checks will be purchased, maintenance increased by equipment purchases and increase of hours in watering due to hot weather. Assistant City Manager Cyphert is verifying the revolving loan standards, restrictions and how it can be utilized.

**IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE BUDGET REPORT FOR AUGUST, 2018. AYES ALL. MOTION CARRIED.**

**3) PROGRAM ASSISTANT POSITION –** Owosso Main Street/DDA Program Assistant Tracy Peltier resigned her position to begin working with her husband in their architecture firm. Discussion began to contract key components of the position to separate individuals rather than hire one person for all the job duties. Key components derived from list of priorities will be discussed at the next chairman’s meeting to formulate the needed contracted positions.

**4) FAÇADE GRANT UPDATE**

Three properties are moving forward. Hit and Pitch is breaking off to be rebid their project. However, all four properties must be included in the same contract with the MEDC. Hit and Pitch will be rebid this week. The bid will be public for 5 days and the bid opening will take place at the end of the week.

**5) October Board Meeting (Main Street Exchange)**

The October meeting will be a Main Street Exchange with Lapeer Main Street. The meeting will take place as customary on the first Wednesday of the month but the meeting start time will change to 9:00 A.M. There will be an exchange of ideas and issues.

**COMMITTEE UPDATES:**

- 1) **Design & Business Vitality** – The flower program is finishing up. The Wayfinding subcommittee has allocated all of the funds to purchase of signs to places of interests throughout town. There is progress in development of an electronic database that is useful toward developing website and application.  
  
Streetscape subcommittee is planning the shape and size of planters, irrigation system, and tree maintenance.
- 2) **Promotion & Outreach** – A successful Vintage Motorcycle Days with 70 bike displayed was held. The event was somewhat dampened by the weather but still a success. Art Walk is to be held this weekend. A chairperson for this event is being sought. Preparation is beginning for the Glow Season. Santa School will take place at SRI in October
- 3) **Business Owners Committee** – Meetings reconvene in September. The Consultant will be here September 25, 26 & 27. The board will meeting with the consultant at a time to be determined and communicated-

4) **Manager Updates** – Nothing to report at this time.

5) **BOARD CONTINUING EDUCATION/INFORMATION** - Nothing to report at this time.

**PUBLIC COMMENTS:**

Kevin Lenkart, Director of Public Safety, shared that free parking ticket program has ended. New software is being prepared to put in place in October for the downtown area in lots. Employee parking permits has been terminated. Free permits are available for residents. See Tanya in the Building Department. One is issued free per unit issued to the Owner of the building. Additional permits available for purchase.

**BOARD COMMENTS:** Appreciation was expressed to Tracy Peltier for her service.

**ADJOURNMENT:**

**IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:40 A.M.**

**AYES: ALL. MOTION CARRIED.**

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Bill Gilbert, Chairman