

MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET CITY OF OWOSSO

DECEMBER 2, 2020 AT 7:30 A.M.

VIRTUAL MEETING VIA ZOOM VIDEO CONFERENCING

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:44 A.M.

ROLL CALL: Was taken by Recording Secretary Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Commissioner Jon Moore, Commissioner Lance Omer, Commissioner Susan Osika, Commissioner Josh Ardelean.

MEMBERS ABSENT: Commissioner Kenn Cushman

OTHERS PRESENT: Josh Adams, DDA Director

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO AMEND THE AGENDA TO INCLUDE A DISCUSSION ON FUTURE BOARD MEMBERS.

AYES: ALL. MOTION CARRIED.

FUTURE BOARD MEMBERS DISCUSSION – Director Adams shared that Mayor Eveleth has had conversations with 2-3 candidates to fill vacancies.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE MINUTES AS AMENDED BELOW FOR MEETING HELD NOVEMBER 4, 2020.

Amendments:

- 1) Chairman Dave Acton's last name misspelling to be corrected from Action to Acton.
- 2) Commission Jon Moore's first name misspelling to be correct from John to Jon.
- 3) **Original:** RLF Application (216 W. Main Street) – After review of the manual, there was not a requirement to submit request for a ~~grant~~ prior to a project as the reason for the denial.

Corrected: After review of the manual, there was not a requirement to submit request for a **loan/grant** prior to a project as the reason for the denial.

- 4) OMS/DDA & City Financial Responsibility Maintenance List was not attached as noted. It will be attached to the minutes of the meeting held December 2, 2020.

Amendments (continued)

5) BOARD COMMENTS:

Original: ~~Chairman Acton wishes for complete transparency in handling all situations.~~

Corrected: Chairman Acton wishes for complete transparency in handling all financial situations.

Original: ~~Chairman Acton requested Treasurer Cushman to develop a policy allowing Director Adams leeway within a structure for rare, but small issues that occur from time to time for maintenance expenses not associated with a work plan. It will be presented as a resolution in a near future meeting~~

Corrected: Chairman Acton requested Treasurer Cushman to develop a Sponsorship Application for nonprofits or other entities in the community or thru the DDA to request sponsorship or donated dollars from the DDA.

AYES: ALL. MOTION CARRIED

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1) CHECK REGISTER - Adams shared the details of the American Speedy Printing invoice received late this fall for Shiawassee Safe July Promotional Materials.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE CHECK REGISTER FOR NOVEMBER, 2020 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) 2020/2021 Budget Report- Director Adams in response to a question, explained that the Glo Budget is currently at \$800. As expenses and income come in, they will be applied against that budget. If any profit, it will returned to Glo to increase their budget to purchase additional supplies for the event. Other discussion occurred on additional fixed costs.

3) RLF Manual Revision – Loans and grants cannot be issued to projects that have either started or been completed prior to approval of program application.

Under Application Process Steps – Item # 11 will be added - **The application is then presented to City Council for final approval.**

IT WAS MOVED BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE THE REVISIONS TO THE RLF MANUAL.

ALL AYES. MOTION CARRIED.

4) OMS/DDA Annual Audit

IT WAS MOVED BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE ANNUAL AUDIT AS PRESENTED.

AYES: ALL. MOTION CARRIED.

- 5) **2021/2022 Goals & Objective Approval** – The board agreed to continue the FY 2019/2020 that were difficult to complete due to Covid constraints into **FY 2020/2021**. No Board Retreat will be held.

IT WAS MOVED BY AUTHORITY MEMBER OMER , SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE 2021/2022 Goals & Objectives.

AYES: ALL. MOTION CARRIED.

6) Woodard Place (pocket park) – Discussion

Director Adams received calls over Thanksgiving Holiday from Roger Snyder regarding Central Pharmacy on W. Exchange Street regarding foundation issues - mortar popping out in the basement due to water. Doug Peterson was contacted to remove dirt. The leak stopped. The water had been going thru the spots where their utilities went into the building. A quote will be obtained to backfill and restore to original condition to drain away from wall.

COMMITTEE UPDATES:

- 1) **Design and Business Vitality** – Reviewed plans/goals for FY20/2021 to refine ideas with additional information. Downtown decorations are looking very nice. The ladies hired have gone above and beyond for the fee that they charge. All supplies purchased are included in their budget.
- 2) **Promotion & Outreach** – Glo Weekend and Small Business Saturday have been held. Adaptations were done to meet Covid restrictions. Communication issues arose. Neighborhoods and houses may be added in upcoming years. Glo Run took place with 134 runners with a phased start . Preliminary reports from downtown business owners report sales higher than expected. Local support provided a great boost for them.
- 3) **Business Owners Committee** – Survey was sent. Data is still being collected. To date, only 10 businesses have responded. from over 100 sent. Individual messages will be sent.

BOARD CONTINUING EDUCATION INFORMATION:

Director Adams will be sending the board an updated Directors Report. A winterization Grant was completed from the SBAM for purchasing outdoor igloos and heaters for downtown restaurants. OMS/DDS did not receive that grant. MEDC is offering another round of Covid Response funding. This round will focus restaurants, tourist locations, gyms and theaters.

PUBLIC COMMENTS: None

BOARD COMMENTS: Osika suggests that once grant information received December 15, 2020 from MEDC that it be sent to board members to circulate information to downtown businesses.

Moore shared his family's enjoyment of the weekend's activities. He notes that Owosso does a great job showing a true sense of community.

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 9:02 A.M.

AYES: ALL. MOTION CARRIED.

Minutes of a meeting – City of Owosso and OMS/DDA representatives – 9-3-20

Purpose of the meeting: To determine the list of streetscape maintenance items and assign financial responsibility for each to either OMS/DDA or the City of Owosso

Attendees: City Manager Nathan Henne, Mayor Pro Tem and City Council representative to OMS/DDA Sue Osika, OMS/DDA Executive Director Josh Adams, DPW Director Mark Mitchell, OMS/DDA Board Chair Dave Acton, and OMS/DDA Design Committee Chair Bill Gilbert

The former list of items needing to be paid for was reviewed and updated.

What follows is the current list and the agreed upon responsibility.

- Repair/replace curbs – City
- Paint pavement per any applicable codes – City
- Remove/prevent weeds in paver cracks – OMS/DDA
- Sweep and/or wash sidewalks to keep them free of dirt, debris, leaves, cigarette butts, etc. (including power washing to remove stains, gum, paint, etc. as required) – OMS/DDA
- Machine sweep streets along curbs to remove dirt, debris, leaves, butts, etc. – City
- All aspects of flower beds and flower containers including plant selection, and the labor to plant, weed, clean up after growing season, and water (including the cost of the water) – OMS/DDA
- Purchase of flower containers – OMS/DDA
- Tree trimming – City
- Tree removal and replacement labor – City
- Tree purchases – OMS/DDA
- Tree selection – OMS/DDA (ideally in collaboration with Bill Brooks)
- Sidewalk paver maintenance and repair – City
- Grass cutting – City
- Grass weeding and edging – OMS/DDA
 - OMS/DDA will create a specification including a map of what grass and walkways need cutting, weeding, and edging
 - The specification will be reviewed, and consensus will be achieved with the City (Mark Mitchell) prior to the 2021 growing season (target no later than February 1st, 2021)
- Light fixture and maintenance (painting, cleaning, repairing) – City
- Light fixture and maintenance if a licensed electrician must do the work – OMS/DDA
- Light bulb replacement labor (use only LED's) – City
- Light bulb purchase (use only LED's) – OMS/DDA
- Wire, connectors, etc. pertaining to the downtown district maintenance only – OMS/DDA
- Utility plug maintenance (in flower beds, at base of light fixtures, etc.) – OMS/DDA

OMS/DDA may accomplish their responsibility items with volunteers or contractors or a combination of volunteers and contractors, the City may accomplish their responsibility items with City staff or contractors or a combination of staff and contractors.

Submitted by Dave Acton