

REGULAR MEETING MINUTES
(February 2, 2011 meeting was postponed due to a blizzard.)
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
February 9, 2011

Meeting was called to order at 7:43 a.m. by Chairperson John Hankerd.

Roll Call was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairperson John Hankerd, Authority Members Barb Bucsi, Ben Frederick, Bill Gilbert, and Barb Spagnuolo.

MEMBERS ABSENT: Authority Members Dave Acton, Alaina Kraus, Jeff Reeves, and Susan Treen.

OTHERS PRESENT: Adam Zettel, Assistant City Manager and Director of Community Development; and Don Crawford, City Manager.

AGENDA:

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER BUCSI TO APPROVE THE AGENDA FOR FEBRUARY 9, 2011 WITH THE ADDITION OF BUSINESS ITEM # 4. MARKETS.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER BUCSI, SUPPORTED BY AUTHORITY MEMBER SPAGNUOLO TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JANUARY 5, 2011.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

- 1) Staff memorandum
- 2) Meeting minutes of January 5, 2011
- 3) January invoices
- 4) January Check Register
- 5) Committee budget information

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1. Status of Deana Doan

Adam Zettel, Assistant City Manager and Director of Community Development, reported that Ms. Doan has started working half days from 1 p.m. to 5 p.m. and will continue as her doctor permits. She is working on catching up with Main Street instruction and discussing future projects with Mr. Zettel.

2. Payment of Invoices

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>
Gilbert's True Value	\$ 63.79	Glow supplies
City of Owosso	\$15,014.37	Annual Hotel Demo Cost
Connectic Marketing	\$ 75.00	Center City-January 2011
Green Ray Studio	\$ 640.00	Art Walk photo booth
Kelly's Refuse Service	\$ 125.00	January 2011 Downtown Trash Pickup
Ludington Electric	\$ 421.91	Electrical Work Downtown

Michael Treen	\$ 135.49	Gas/electric reimbursement
Radio Shack	\$ 20.29	Glow Supplies
Smith Janitorial	\$ 42.20	Liners for downtown

Total \$16,538.05

MOTION BY AUTHORITY MEMBER BUCSI, SUPPORTED BY AUTHORITY MEMBER FREDERICK TO APPROVE THE INVOICES FOR PAYMENT BY THE DDA / MAIN STREET AS PRESENTED. YEAS ALL. MOTION CARRIED.

3. 2012 Fiscal Budget/Workplans

Mr. Zettel sketched out the timetable that will be used for the preparation for the fiscal budget for the DDA/Main Street Board.

4. Markets

Chairperson Hankerd stated the Artisan Market is a wonderful addition to the downtown; however, Authority Member Treen will not be able to devote the time to it this year as she did last year.

Mr. Zettel stated that the Farmers Market has not been resolved between the two separate groups applying for the same parking lot at the same time. City Manager Don Crawford stated that both groups are probably legitimate. The group that has operated for 30 years never put themselves together legally. The new market manager set up separate accounts and then incorporated. When the vendors were informed, they thought money had been stolen. Mr. Davidson is holding the paperwork. The older vendors said if you don't get rid of Mr. Davidson, we're moving elsewhere. Mr. Crawford continued that the DDA could manage the Farmers Market, or a tentative board could be set up as a guiding entity. Another idea was to block off Exchange Street at a couple locations to accommodate each group of vendors. A decision has to be made.

Chairperson Hankerd asked if Mr. Davidson was a vendor. Mr. Crawford replied yes.

Authority Member Gilbert asked are we sure there has been no impropriety with the money? Mr. Crawford said yes, as far as we can tell. We're only talking about a couple thousand. Authority Member Gilbert stated that struggles are usually over power or money.

Mr. Crawford said that they are looking for a board. Mayor Ben Fredrick states that he likes what he's hearing about the steps that are being taken, but they need a formal board structure. Mr. Crawford noted that outside consultants have offered their services.

Chairperson Hankerd said that Saturdays are a great day to have the market downtown. Moving the market to Exchange Street is a good idea. We definitely want to keep the Farmers Market downtown.

Mr. Zettel said the DDA members can run the Farmers Market and the DDA can hire a Market Manager. Mr. Crawford stated the farmers are not interested in the DDA running the market.

8:03 a.m. Authority Member Frederick left. Quorum was no longer met.

Authority Member Bucsi stated the focus was to bring people downtown on Saturday mornings. Authority Member Gilbert said we need to find someone to manage both the Farmers and Artisan Markets. We need to offer a bonus – the city wants to form an umbrella with the DDA members to keep it downtown. They could have regular meetings. They trusted Liz [the former Market Master].

Authority Member Bucsi commented that insurance was a big issue at one time. If it's presented right, as we want to "help" rather than run the markets, it may be more acceptable to the market members.

Mr. Zettel said that it can't be voted on right now [no quorum], but did he understand that the DDA Board wanted staff to work on an agreement. It appeared to be affirmative.

Authority Member Gilbert stated that a board would have control rather than just a couple people. Is there a template from other cities for these agreements? Mr. Crawford and Mr. Zettel both replied yes. Authority Member Gilbert asked if we could present a complete program to the whole group. Mr. Zettel stated that he has worked with a DDA that has run a Farmers Market. There are a lot of different ways to approach this. We could have five vendor stalls available constantly. We could have multi-day sales. It could be a permanent fixture depending on the market manager and the marketing they do.

Mr. Crawford said that merchants may complain about the competition, but the main thing is to draw people downtown. Chairperson Hankerd said yes; let the farmers know that we're here. Authority Member Gilbert stated that if they need help formulating a plan, he could help. He has worked with Liz and knows a lot of the farmers. We just want success for everyone.

Mr. Zettel asked should we start looking for a Thursday night person. Chairman Hankerd answered yes. City Manager Crawford stated it starts from about 2 p.m. on Thursdays.

COMMITTEE UPDATES: No reports available

1. ORGANIZATION
2. PROMOTIONS
3. ECONOMIC RESTRUCTURING
4. DESIGN

ADJOURNMENT:

Chairperson Hankerd closed the meeting at 8:25 a.m.

Alaina Kraus, Secretary

m.m.s.