

**REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
November 2, 2011 – 7:30 am.**

Meeting was called to order at 7:31 a.m. by Chairperson John Hankerd.

Roll Call was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairperson John Hankerd, Treasurer James Demis; Secretary Alaina Kraus; Authority Members Dave Acton, Ben Frederick (left 8:15), Bill Gilbert, Deb Johnson, Lance Omer (arrived 7:35).

MEMBERS ABSENT: Vice-chairperson Barb Bucsi (excused).

OTHERS PRESENT: Adam Zettel, Assistant City Manager and Director of Community Development; Terri Brown, Memorial Healthcare Silver Stars; Heather Rivard and Ayca Guralp from the Owosso / Corunna Common Place.

AGENDA:

**MOTION BY AUTHORITY MEMBER KRAUS SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR NOVEMBER 2, 2011.
YEAS ALL. MOTION CARRIED.**

MINUTES:

**MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER ACTON TO APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 5, 2011 WITH THE CORRECTION ON THE LAST PAGE UNDER COMMITTEE UPDATES, ORGANIZATION; THE WEBSITE ENDS IN .NET RATHER THAN .COM.
YEAS ALL. MOTION CARRIED.**

COMMUNICATIONS:

- 1) Staff memorandum
- 2) Meeting minutes of October 5, 2011
- 3) October check register – forthcoming
- 4) October budget report – forthcoming
- 5) MMS training handout – forthcoming

7:35 AM. COMMISSIONER OMER ARRIVED.

PUBLIC COMMENTS:

Chairman Hankerd introduced Terri Brown, Memorial Healthcare, Silver Stars. This program has been active with the DDA for the last three years. Last year the sponsored trees were installed in the front lawn of City Hall. Each tree sponsorship is \$30 with \$10 going to the Silver Stars. This money goes for cancer screening for under insured or for people with no insurance. The next screening will be November 12. The Foundation web site has more information. Mike Bruff will be chairing the Christmas tree event this year. Last year the event raised \$300 for the Silver Stars. Chairman Hankerd presented them with a \$300 check today.

Heather Rivard and Ayca Guralp presented information about the Owosso / Corunna Common Place which is an online bulletin board so the communities can share events and announcements. Ms. Rivard and Ms. Guralp plan to attend the next Main Street Promotions Committee on November 15 at 10:30 am. to exchange further information. This website is searchable and has a daily bulletin. They also promoted the Civic Art 2011 website which is high school art displayed in local businesses.

COMMITTEE UPDATES:

1. ORGANIZATION

Board Member Kraus stated the website needs more content. She would like to add a column called "The Face of Owosso". She would conduct short interviews for this column. She also wants to do some advertising. Ms. Kraus has also set up an online drop-box for storage. The board members can add pictures and other items to this online file and it will be accessible for anyone with permission to access.

2. PROMOTIONS

Chairman Hankerd reported that this committee is working on holiday items. They are working on the Glow Parade which will be the day after Thanksgiving. It will start at Fayette Square; have about 30 floats and be larger this year than last year. There will be carriages in the parade and they will give rides for two hours after the parade.

This Saturday from 10 a.m. to 2 p.m. the decorating work on the plaza will begin. November 11 is the Holiday Open House. Businesses will be open late that evening. They will have a warming tent.

3. ECONOMIC RESTRUCTURING

Authority Member Acton stated that work plans were revised and will be sent out by Renita. The downtown Diva had about 200 businesses already entered on it. It is not user friendly. We may have a software improvement coming from a friend of Mr. Acton.

Theresa Trecha is working on the Block Captain program. There will be training at the chamber on November 16 at 5:30 p.m.

4. DESIGN

Authority Member Acton reported that this committee is refining the work plans in time for the budget cycle. Several projects were mentioned that are not in the budget. One project was the bike racks. Twelve are planned at \$230 each.

The committee also discussed the International Baccalaureate students cleaning the streets; the picnic area at the Eat-In-Alley between Sobaks and the dentist office. He also mentioned the display windows in vacant businesses. They are also looking to include the city gateways into the budget.

ITEMS OF BUSINESS:

1. MMS Review

Chairman Hankerd reported that they met on Thursday. They were impressed with the people attending and saw that Owosso is doing well. We will get a report in about two weeks. Authority Member Gilbert thanked Hankerd and the leaders for their good work while the DDA is without a manager.

2. MMS Training

Chairman Hankerd noted that Board Training was supposed to be on the 17th, but that date is to be deleted from the calendars because no trainer is available for that date. It will be rescheduled when a trainer is available.

3. Lebowsky Donation

Treasurer Demis discussed the request made last month for a donation requested for the Lebowsky Theater. Mr. Demis sent a letter to City Attorney Bill Brown asking for an opinion about the DDA / OMS making that donation. He has not heard back from Mr. Brown yet.

4. Bylaws and Rules

Treasurer Demis stated there are conflicts between the bylaws and the rules. He suggested that the rules be disregarded and the DDA should follow the bylaws.

He also met with Tracy and Aubrey from the Farmers Market, and Adam Zettel in reference to prompt payments. They are going to follow city procedures. The board can move funds.

8:15 am. – Authority Member Frederick left meeting.

Authority Member Acton asked about more detail on the DDA check register. Mr. Demis said each invoice has documentation that leaves no doubt that they are DDA invoices. Mr. Acton asked about two season tickets. Mr. Zettel replied they were Art Walk prizes. It was suggested to bring invoices to the meeting. Mr. Demis noted that by the time they are paid the invoices have already been reviewed by three sets of eyes.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE CHECK REGISTER AND THE \$300 SILVER STARS DONATION FROM 2010. YEAS ALL. MOTION CARRIED.

5. OMS Manager Position

Mr. Zettel commented they will soon be meeting for the next phase of interviewing. They are down to 12 – 14 people who have had phone interviews. They hope to narrow it down to face interviews within the next couple weeks.

6. MMS Reports, Newsletter, Markets, Etc.

Chairman Hankerd stated he will be working on the newsletter and the month-end-report. The Halloween event last Saturday brought in 800 children downtown. Nicki had comments about how nice this event was. There were blow up toys on Exchange Street.

PUBLIC / BOARD COMMENTS:

Next month the Farmers Market managers will give a report.

ADJOURNMENT:

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER ACTON TO ADJOURN THE MEETING AT 8:34 A.M. YEAS ALL. MOTION CARRIED

Alaina Kraus, Secretary

m.m.s.