

MINUTES

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

October 7, 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 7:39 A.M.

ROLL CALL: Was taken by Recording Secretary, Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Commissioner Josh Ardelean, Commissioner Ken Cushman, Commissioner Lance Omer, Commissioner Susan Osika, Commissioner Theresa Trecha.

MEMBERS ABSENT: Commissioner John Moore

OTHERS PRESENT: Josh Adams, DDA Director

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE THE AGENDA.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES FOR MEETING HELD SEPTEMBER 2, 2020.

AYES: ALL. MOTION CARRIED

PUBLIC COMMENTS: Josh Ardelean expressed his excitement about the DDA Board and shared his interest in joining their efforts by becoming a member.

ITEMS OF BUSINESS:

1) CHECK REGISTER – Director Adams pointed out the list of 22 checks distributed to area businesses in the amount of \$2,091 each as a result of the Match on Main grant Covid Response Relief for food-related businesses. It was specifically rewarding to receive the grant because of having received other grants previously, receiving 3 consecutive rounds of grants distributed in State of Michigan.

Match on Main Reimbursement Grant money totaling \$6,900.00 for Nom Nom Sweeties Bridge Loan, was received after receipts of expenditures were submitted. OHC Home Tour committee used Owosso Main Street Event Brite page to collect ticket purchases. In preparation of audit it was discovered that the amount of \$725 for those ticket purchases had not been given to OHC. The check register documents the disbursement of \$725.00 to OHC Home Tour.

After meeting with City Manager and Superintendent Department of Public Works to designate maintenance expenses of both the City and Owosso Main Street the designation of maintenance responsibilities developed. As a result, invoices were reviewed to match expenses assigned to Owosso Main Street. The list of delegated responsibilities to each party will be attached to these minutes.

Commissioner Osika asked for clarification of the check to Gilbert's Hardware - \$203.21. Director Adams explained to the board that the expense was a sponsorship for a case of spray paint for social distancing circles to be used at the Amphitheater as a sign of collaboration and unity.

A discussion of proper procedures of this type of expense ensued with Chairman Acton suggesting expenditures of this nature be discussed in committee rather than requiring Director Adams to be placed in the middle to decide participation in sponsorship.

If a sponsorship is requested, Commissioner Osika, proposed a form could be completed specifying the dollar amount requested and marketing provided in exchange during any specified event. If other nonprofits have funds perhaps they should be funding their own events, noted Osika, just as the DDA needs to be accountable with monies allotted in their budget.

Commissioner Omer and Commissioner Ardelean noted that Director Adams should have leverage to make decisions of this level. Commissioner Gilbert proposed that sufficient procedures are in place to protect Director Adams from having to make independent decisions and in the middle of audit questions by having requisitions signed along with two signatures required on all checks.

Director Adams offered that a maintenance request form be created then completed for maintenance items such as the spray paint needed, outside of a work plan, then submitted to an authorized individual for signature showing the level of needed oversight with a committee chair to authorize. This would allow documentation of the entity's request of sponsorship and explanation. Chairman Omer recommended that a limit should at least be established to allow independence of decision making for Adams.

Commissioner Cushman made a motion to approve Director Adams to submit a maintenance request form for any maintenance expense above \$250 not associated with a work plan, to support an entity within our district. The expense will be preapproved prior to a check being distributed. After discussion, a second was not made, Cushman rescinded the original motion. The discussion was tabled to provide additional information for board approval at the next meeting.

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE THE CHECK REGISTER FOR SEPTEMBER, 2020 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) 2020/2021 Budget Report- Commissioner Osika suggested having a committee review all sponsorships and maintenance activities for other entities done thru the DDA. Commissioners Gilbert, Trecha and Omer along with Commissioner Ardelean voiced the opinion that procedures currently in place to safeguard the monies under the structure of the DDA are sufficient. Chairman Acton offered to form a committee to create an "onboarding" overview for new commissioners. Commissioner Osika interjected that she and other new Commissioners will ask questions during board meetings if there are concerns. There will be no changes to the current process.

3) RLF Application Denial – The Revolving loan committee denied a Revolving Loan Fund Grant for Jim Woodworth to make him whole for a mistake causing additional expenses for fire suppression during renovation of building. There was a difference of opinion between Woodworth and the City of Owosso in fault of the mistake. It was determined that the grant could not be utilized for this purpose after the fact. A grant must be requested prior to installation of fire suppression system. An applicant will be reminded to verify that all systems function before signing off on a project.

4) 2021/2022 Yearly Strategic Planning – Goals and objectives have been stalled by Covid 19. Director Adams proposed that current goals and objectives of 2020/2021 strategic planning efforts be extended into 2021/2022 with minor refinements. During December board meeting the goals could be tweaked rather than recreating in the customary Board Retreat.

COMMITTEE UPDATES:

- 1) **Design and Business Vitality** – The committee has been busy this month with the Streetscape subcommittee touring downtown developing formal streetscape plans.

Ready to Recruit service was a success with thanks given to Commissioner Omer along with Amy Fuller, City of Owosso. A technical service was given to develop a recruitment strategy. A Michigan MainStreet consultant was brought in to be involved with a mock business recruiting interview to open a specialty grocery/meat business in downtown Owosso. Michigan MainStreet complimented Owosso as having the best showing of effort and great outcomes. The consultant said he would have opened a business in Owosso with the recruiting efforts provided.

- 2) **Promotion & Outreach** – Glow Committee is moving along with their plans. A Promotion and Shopping Calendar will be coming out for the 4th quarter.

- 3) **Business Owners Committee** – Survey will be provided to business owners asking if quarterly meetings would best way to support them. . More information to come.

BOARD CONTINUING EDUCATION INFORMATION: The Director Report will be available to the board soon. Additional items needed to be “checked off”.

PUBLIC COMMENTS: None

BOARD COMMENTS: Commissioner Ardelean shared he enjoyed the first StreetScape committee meeting. He is looking forward to the future to learn more about the process.

Commissioner Osika, asked if there were any specific items the board would like her to share with City Council. Director Adams and Commissioner Osikia will meet to put together “The Story” that has been created in this county with the collaborative efforts and financial support of the City, DDA and SEDP. The collaboration of DDA and City with the Revolving Loan Fund and Emergency Response programs along with Match on Main provided financial assistance to area businesses. Justin Horvath, SEDP instrumental with grants and working steadily assisting business owners navigate thru the portals of programs offered. The intention would be to tell this unique story exhibiting great joint efforts showcasing it as one that many counties cannot tell. It may be one to be told by local newspapers showing the public the efforts made by all.

Director Adams will continue to provide updates to Commissioner Osika on efforts for 4th quarter events to be shared with Council. Events will be held but need to done keeping the public safe.

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO ADJOURN AT 8:49 A.M.

AYES: ALL. MOTION CARRIED.