

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

September 14, 2022, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chairman Jon Moore at 7:37 A.M.

ROLL CALL: Taken by Molly Hier

MEMBERS PRESENT: Chairman Jon Moore, Vice-Chairman Brianna Marrah, Commissioners: Josh Ardelean (7:47am), Sue Osika, and Melissa Wheeler

MEMBERS ABSENT: Commissioners Lance Omer, Nicole Reyna and Bill Gilbert

OTHERS PRESENT: Beth Kuiper, Director

AGENDA:

IT WAS MOVED BY COMMISSIONER ARDELEAN AND SUPPORTED BY VICE-CHAIR MARRAH TO APPROVE THE AGENDA WITH CHANGES TO TABLE DISCUSSIONS OF THE PULSE REPORT SURVEY AND COMMUNITY SELF-ASSESSMENT TO THE NEXT SCHEDULED MEETING.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY VICE-CHAIR MARRAH AND SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD JULY 20, 2022.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY COMMISSIONER ARDELEAN AND SUPPORTED BY VICE-CHAIR MARRAH TO APPROVE THE MINUTES AS PRESENTED FOR THE SPECIAL MEETING HELD AUGUST 9, 2022.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS:

Kim Springsdorf, Executive Director of the County Visitor's Bureau addressed the Board regarding the Artwalk. She expressed concerns that some business downtown possibly did not have proper notice of the event and would've liked to have seen a better layout of the Artists. She raised questions if a Promotions Committee would be revamped to help with planning future events.

Director Kuiper advised finding participants for the volunteer groups associated with events such as the Artwalk has proven to be difficult but will continue trying to recruit for the future.

Director of Public Safety, Kevin Lenkart and Officer Mike Olsey addressed the Board about vandalism that had taken place over the weekend downtown. Security footage was obtained and contact will be made with the minor individuals involved.

ITEMS OF BUSINESS:

1. **CHECK REGISTER JULY 2022:** Brief update provided regarding expenses.

MOTION BY VICE-CHAIR MARRAH, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE CHECK REGISTER AS PRESENTED FOR JULY 2022.

AYES: ALL. MOTION CARRIED.

2. **BUDGET REPORT:** Short update provided and closure of the Huntington Bank account is pending.
3. **CREDIT CARD RECONCILIATION:** It was noted that two accounts do not accept ACH. Discussion was held to cancel usage of Notions and switch to Google Drive that is more widely used and a cheaper cost.
4. **SHIACASH REPORT:** Future events to be held to help push Shiacash.
5. **CHARGEPOINT REPORT:** Both units are up and working, a Grand Opening will be planned at a later date.
6. **WESNER REIMBURSEMENT AGREEMENT AMENDMENT:** A change in the repayment plan has been set up for monthly payments instead of quarterly. The monthly payment is set at \$512.99 and the agreement is pushed out through December 2029.

MOTION BY COMMISSIONER ARDELEAN, SUPPORTED BY VICE-CHAIR MARRAH TO APPROVE THE PROPOSED AMENDMENT AND AUTHORIZE THE NECESSARY AGREEMENT CHANGES.

AYES: ALL. MOTION CARRIED.

7. **SHI-SPORTSPLEX RLF LOAN APPLICATION:** Discussion held over the proposed floor plan and reviewed the projected income/profits provided by the developers.

MOTION BY VICE-CHAIR MARRAH, SUPPORTED BY COMMISSIONER WHEELER TO APPROVE THE SUBMITTED RLF LOAN APPLICATION.

AYES: ALL. MOTION CARRIED.

8. **BARRISTER BREWERY GRANT APPLICATION:** The grant application was discussed and if awarded will be used for Architecture updates and Fire Suppression. Director Kuiper noted that applying for local grants is a requirement for the MEDC-CRP Grant the Brewery also plans to apply for. The Board expressed interest in meeting the applicants.

MOTION BY VICE-CHAIR MARRAH, SUPPORTED BY COMMISSIONER WHEELER TO APPROVE THE GRANT APPLICATION AS SUBMITTED.

9. **PULSE REPORT SURVEY:** Tabled.
10. **COMMUNITY SELF-ASSESSMENT:** Tabled.

COMMITTEE UPDATES:

1. **Design:** Commissioner Wheeler stated the committee discussed the interest in removing ground plant beds in the downtown sidewalks. There is no uniformity or designated caretakers.
2. **Promotion:** More focus to be aimed at advertising on the local Business owners Facebook page for events in the future. Discussion was held for the downtown businesses to be grouped up dependent on location and each assigned a liaison to be a bridge for communication for future events to ensure they run smoothly.
3. **Organization:** Discussion held to develop a website where changes can be readily made and not having to outsource that task.
4. **Economic Vitality:** Director Kuiper stated she gets a lot of interest in RLF Applications but believes the paperwork deters applicants. Match on Main returns soon.

BOARD CONTINUING EDUCATION/INFORMATION:

Director Kuiper will have RRC training and will provide the Board with a packet for their own review.

DIRECTOR UPDATES:

Financial meeting to be held when all Board members are in attendance to prepare for the audit.

PUBLIC COMMENTS:

NONE

BOARD COMMENTS:

NONE

ADJOURNMENT:

**IT WAS MOVED BY VICE-CHAIR MARRAH AND SUPPORTED BY COMMISSIONER ARDELEAN TO
ADJOURN AT 9:17 A.M.**

AYES: ALL. MOTION CARRIED.

NEXT MEETING OCTOBER 5, 2022.