

**SPECIAL MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
May 16, 2012 – 7:30 am.**

MEETING CALLED TO ORDER at 7:38 a.m. by Chairman Dave Acton.

ROLL CALL was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairman Dave Acton; Vice Chair Barb Bucsi; Treasurer James Demis; Authority Members Ben Frederick, Bill Gilbert, Dawn Gonyou, and Lance Omer.

MEMBERS ABSENT: Authority Members Mistie Jordan and Alaina Kraus.

OTHERS PRESENT: Heather Rivard, Interim DDA / Owosso Main Street Manager; Adam Zettel, Assistant City Manager and Director of Community Development; John Hankerd, former Main Street Member.

AGENDA:

**MOTION BY AUTHORITY MEMBER BUCSI, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE AGENDA FOR MAY 16, 2012 WITH THE ADDITION OF A BUSINESS ITEM TO APPROVE THE DESIGN COMMITTEE BENCHES.
YEAS ALL. MOTION CARRIED.**

PUBLIC / BOARD / STAFF COMMENTS:

Chairman Acton stated they are still working on the Farmers Market parking and will persevere until all have favorable results. Manager Rivard stated she had four businesses comment about the increased foot traffic at their businesses on the days of Farmers Market.

Commissioner Gonyou asked why the Farmers Market wasn't in the parking lot by the bowling alley. Commissioner Gilbert responded that the whole idea was to get additional foot traffic to adjoining businesses downtown.

ITEMS OF BUSINESS:

1. Car Cruise Permit

Manager Rivard said they had meeting on Monday and decided to try to car cruise on Jerome Street instead. The request has been sent to Public Safety for their review. Chairman Acton noted that he appreciated having this meeting before the board meeting. This is a good process. This meeting ironed out some questions from business owners.

Commissioner Frederick also appreciates the process by having the committee meeting prior to the Main Street Board meeting.

Commissioner Omer asked how the street closing on Exchange has been going. Manager Rivard shad she has been working on it on-going with the business owners. They have the same concerns. She did a press release about parking in the lots.

**MOTION BY AUTHORITY MEMBER BUCSI, SUPPORTED BY AUTHORITY MEMBER FREDERICK THAT THE OWOSSO DDA / MAIN STREET HEREBY REQUEST THE PERMIT FOR THE STREET CLOSING BE SUBMITTED TO THE CITY COUNCIL.
YEAS ALL. MOTION CARRIED.**

2. FY 2012 Budget

Manager Rivard said the goal today was to have a document today; however she and Chairman Acton are going to work together to create a document to be submitted monthly to the board.

Chairman Acton commented that the 2011 -12 budget has to be closed out yet. Last year's budget was set with the idea of fund generation. They want to give the board a true picture. They are asking each committee to submit what they will spend this year. Each committee will run their budget according to the work plans. We need to re-energize the fund generation; find sponsorships.

Authority Member Frederick said the city Finance Department is intertwined with this process. Treasurer Demis said yes. We get monthly reports from the city.

Chairman Acton said we will overly the work plans with the budget and take it up one more level. We are not asking the city to do anything more than what they are doing now. This will be done month by month so there are no surprises.

Authority Member Gilbert stated that last month we had a remaining \$13,500 to be withdrawn from fund balance. That was needed for a payment to the bowling alley. There will be \$6,500 for the plant beds, \$5,000 for the flowers, and \$2,000 for the watering. The Design Committee is also working on the Eaton Alley between Sobaks and Wells Fargo. There is the wrought iron fencing, brickwork, trees, etc. tied into the streetscape and into the farmers Market. We've priced out the furniture and we have money left over from the VSCI grant – about \$75-80,000. He proposes that some things for the current budget, such as \$28,000 for wayfinding and Eaton Alley.

3. Design Committee Proposal - Benches

Authority Member Gilbert said we have the placement of the benches, but they are not bolted down. Now the benches are being moved and scratched. Now we need to have the DPW to bolt them down. We need a subcommittee to decide the final placement. He would like to see it done before the Curwood Festival. From the feedback received, they want the benches turned toward the street.

Treasurer Demis commented about cleaning around the bench in front of his office. There is very little space and he suggested that they be pulled out a bit for easier cleaning underneath them.

Authority Member Omer said we are paying the DPW; what is the cost point? Mr. Gilbert replied that is it under budget maintenance. It has to be part of the Design Committee so it can be budgeted. If we provide our own personnel, the DPW doesn't charge us. If we hire our own person, for 25 – 30 hours a week, they can perform many functions: water, painting light poles, assisting at events, leaf blowing around the benches, etc.

Authority Member Frederick said a staff memo is needed. Manager Rivard would put together a proposal, send it to the board and vote on it June 6.

Ms. Rivard asked the board members to please write on the fund raising letters she had supplied.

4. CLOSED SESSION - EMPLOYMENT

The board went into closed session at 8:25 am. The board came out of closed session at 9:04 am.

ADJOURNMENT:

**MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER BUCSI,
TO ADJOURN THE MEETING AT 9:04 AM.**

YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary

m.m.s.