

**REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
July 11, 2012 – 7:30 am.**

MEETING CALLED TO ORDER at 7:32 a.m. by Chairman Dave Acton.

ROLL CALL was taken by Recording Secretary Roxane Cramer

MEMBERS PRESENT: Chairman Dave Acton; Treasurer James Demis; Secretary Alaina Kraus; Authority Members Ben Frederick, Bill Gilbert, Dawn Gonyou, Mistie Jordan, and Lance Omer (arrived 7:33a.m).

MEMBERS ABSENT: Vice Chair Barb Bucsi.

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

AGENDA:

**MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE AGENDA FOR JULY 11, 2012.
YEAS ALL. MOTION CARRIED.**

MINUTES:

**MOTION BY AUTHORITY MEMBER OMER ,SUPPORTED BY AUTHORITY MEMBER JORDAN TO APPROVE THE MINUTES FOR THE MEETING OF MAY 15, 2012 WITH THE FOLLOWING CHANGES. UNDER COMMITTEE REPORTS PROMOTIONAL IS LISTED TWICE FIRST ONE SHOULD BE CHANGED TO ORGANIZATIONAL AND CHANGE KRAUSS TO KRAUS.
YEAS ALL. MOTION CARRIED.**

PUBLIC / BOARD / STAFF COMMENTS:

Bill Young spoke regarding the Owosso Car Cruise the 1st Friday of the month. He explained the need to have the car show back on Washington Street. He feels the car show needs to be right the first time to bring back the people. He explained the problem with having the car show on Jerome Street, no power, no bathrooms, no restaurants and the bird droppings cause problems. He would like to work together on this.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL

There was a short discussion with regard to payments made.

07/03/2012	Check No.	Register for Main Street			
Check Date	Vendor Name	Description		Amount	
06/01/2012	118593	MARY BORROUM	DDA-EBT	39.00	Promotions: DOFM SR (subsidy reimbursement)
06/01/2012	118601	AUBREY ANNE GRANT GREAT HARVEST	DDA-MARKET MASTER SERVICES	728.57	Promotions: DOFM Master Wages
06/01/2012	118602	BREAD HALL, ROGER AND	DDA-EBT	15.00	Promotions: DOFM SR
06/01/2012	118603	DAWN INDEPENDENT	DDA-EBT	39.00	Promotions: DOFM SR
06/01/2012	118605	STATIONERS	DDA-RECEIPT BOOKS- FARMERS MARKET	17.13	PromotionsL DOFM Office Supplies
06/01/2012	118607	KELLY, LORI TRACEY ELIZABETH	DDA-EBT	9.00	Promotions: DOFM SR
06/01/2012	118610	MERCADO DEVON MICHAEL	DDA-MARKET MASTER SERVICES	728.57	Promotions: DOFM Master Wages
06/01/2012	118615	REDMOND	DDA-WATER FLOWERS/MISC WORK 44.5 HRS	356.00	Design: Flower Watering
06/01/2012	118617	RICE, JEREMY	DDA-EBT	65.00	Promotions: DOFM SR
06/01/2012	118618	HEATHER R RIVARD	DDA-DIRECTOR SERVICES	1,384.61	Org: MSM Wages

06/15/2012	118664	THE ARGUS PRESS	DDA-NOTICES	13.75	Org: Public Meeting Notices
06/15/2012	118669	MARY BORROUM	DDA-DUFB REIMBURSEMENT	10.00	Promotions: DOFM SR
06/15/2012	118669	MARY BORROUM	DDA-EBT REIMBURSEMENT	8.00	Promotions: DOFM SR
06/15/2012	118670	HEATHER D BROOKS	DDA-DOG WASTE SIGN FOR FOUNTAIN AREA	40.00	Design: Sign at Fountain Org: Office contracting from city
06/15/2012	118677	CITY OF OWOSSO	DDA-REIMBURSEMENTS- PHONE/COPIES/FUEL/IT	330.68	
06/15/2012	118684	CROOKED TREE NURSERY	DDA-MULCH FOR DOWNTOWN- LESS SALES TAX	263.45	Design: Flower Beds
06/15/2012	118695	GILBERT'S TRUE VALUE HARDWARE	DDA-GRASS KILLER/SPRAYER	40.96	Design: Flower Beds
06/15/2012	118695	GILBERT'S TRUE VALUE HARDWARE	DDA-UTILITY TUB	10.99	Design: Flower Beds
06/15/2012	118695	GILBERT'S TRUE VALUE HARDWARE	DDA-COUPLING	5.99	Design: Flower Beds
06/15/2012	118698	AUBREY ANNE GRANT HALL, ROGER AND	DDA-DUFB ADMIN COSTS-FROM GRANT	250.00	Promotions: DOFM Grant admin costs
06/15/2012	118702	DAWN HALL, ROGER AND	DDA-EBT REIMBURSEMENT	56.00	Promotions: DOFM SR
06/15/2012	118703	DAWN INDEPENDENT	DDA-DUFB REIMBURSEMENT	8.00	Promotions: DOFM SR
06/15/2012	118708	NEWSPAPERS	DDA-FARMERS MARKET ADVERTISING	96.00	Promotions: DOFM Ads
06/15/2012	118711	KELLY'S REFUSE	DDA-TRASH SERVICE	562.50	Design: Trash Service
06/15/2012	118712	KELLY, LORI LUDINGTON	DDA-EBT REIMBURSEMENT	44.00	Promotions: DOFM SR
06/15/2012	118720	ELECTRIC, INC.	DDA-EXCHANGE ST REPAIR	135.00	Design: Electric Repair
06/15/2012	118723	MAHAR'S GREENHOUSES	DDA-FLOWERS FOR DOWNTOWN	1,561.50	Design: Flower Beds
06/15/2012	118726	TRACEY ELIZABETH MERCADO	DDA-DUFB ADMIN COSTS-FROM GRANT	250.00	Promotions: DOFM Grant admin costs
06/15/2012	118746	DEVON MICHAEL REDMOND	DDA-DOWNTOWN MAINTENANCE-FLOWER WATERING	404.00	Design: Flower Beds
06/15/2012	118748	HEATHER R RIVARD	DDA-MANAGER SALARY	1,384.61	Org: MSM Wages
06/27/2012	118775	MARY BORROUM	DDA-DUFB REIMBURSEMENT	20.00	Promotions: DOFM SR
06/27/2012	118775	MARY BORROUM	DDA-EBT REIMBURSEMENT	14.00	Promotions: DOFM SR
06/27/2012	118788	GREAT HARVEST BREAD	DDA-EBT REIMBURSEMENT	62.00	Promotions: DOFM SR
06/27/2012	118790	HALL, ROGER AND DAWN	DDA-EBT REIMBURSEMENT	61.00	Promotions: DOFM SR
06/27/2012	118791	HALL, ROGER AND DAWN	DDA-EBT REIMBURSEMENT	61.00	Promotions: DOFM SR
06/27/2012	118791	DAWN	DDA-DUFB REIMBURSEMENT	56.00	Promotions: DOFM SR
06/27/2012	118796	KANTHE FARM	DDA-EBT REIMBURSEMENT	15.00	Promotions: DOFM SR
06/27/2012	118809	DEVON MICHAEL REDMOND	DDA-DOWNTOWN MAINTENANCE-WATERING	364.00	Design: Flower Beds
06/27/2012	118810	HEATHER R RIVARD	DDA-DIRECTOR SALARY	1,384.61	Org: MSM Wages
06/27/2012	118812	SANDY RIDGE FARMS	DDA-EBT REIMBURSEMENT	105.00	Promotions: DOFM SR
06/27/2012	118819	WILLIAM S WESENBERG	DDA-EBT REIMBURSEMENT	101.00	Promotions: DOFM SR
06/27/2012	118819	WILLIAM S WESENBERG	DDA-DUFB REIMBURSEMENT	126.00	Promotions: DOFM SR
06/29/2012	118831	LUDINGTON ELECTRIC, INC.	DDA-REPAIRS DOWNTOWN	374.82	Design: Electric Repair
06/29/2012	118831	LUDINGTON ELECTRIC, INC.	DDA-DOWNTOWN REPAIRS	570.00	Design: Electric Repair
06/29/2012	118841	SUNBURST GARDENS, INC.	DDA-REPAIR DOWNTOWN SPRINKLER SYSTEM	985.00	Design: Flower Beds
06/29/2012	118844	LORRAINE WECKWERT	DDA-DOWNTOWN FLOWER PROGRAM	1,032.19	Design: Flower Beds
Total				14,127.93	

**MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER OMER TO ACCEPT THE CHECK REGISTER AS PRESENTED.
YEAS ALL. MOTION CARRIED.**

2. PURCHASING PROCESS.

Chairperson Acton explained that with this purchasing process the Main Street Manager will be the Purchasing Agent, every purchase order will have a work plan with the purchase order request form. This is not intended for major construction purchases. This will be a totally transparent process.

**MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY BOARD MEMBER GILBERT TO APPROVE PURCHASING PROCESS AS PRESENTED.
YEAS ALL. MOTION CARRIED.**

3. MAIN STREET MANAGER JOB DESCRIPTION

Chairperson Acton explained this is a culmination of the National Main Street and Michigan Main Street Job Description. He would like to get this approved today. There will be an addendum or separate document because Heather's title is Main Street Manager and there is a DDA Manager/Lead when trying to combine them it becomes confusing. The board will get a DDA job description in the next deliverables.

**MOTION BY BOARD MEMBER OMER, SUPPORTED BY BOARD MEMBER JORDON TO APPROVE THE ABOVE MAIN STREET MANAGER JOB DESCRIPTION.
YEAS ALL. MOTION CARRIED.**

**MOTION BY AUTHORITY BOARD MEMBER FREDERICK TO SUSPEND THE RULES FOR IMMEDIATE CONSIDERATION OF #6 CAR CRUISE STREET PERMIT RECOMMENDATION, SUPPORTED BY AUTHORITY BOARD MEMBER KRAUS.
YEAS ALL. MOTION CARRIED.**

6. CAR CRUISE STREET PERMIT RECOMMENDATION

Chairman Acton's understanding is that the Car Cruise people are saying if it is not on Washington Street and it is not on Friday Night they are not having it.

Authority Board Member Kraus questioned how many spaces and where the overflow of cars would go?

Authority Board Member Frederick questioned why we are doing an urgent process mid season? What is the difficulty on another night?

Chairman Acton was at the original public hearing and thought there was a compromise. The people at the public hearing did not represent all the view points. The second public hearing the question was, why couldn't there be a win-win, by changing the night, the location, if no business was at a disadvantage. They would look at and other Main Streets would spend more money after on Jerome and can see why and would say it is unworkable.

Manager Rivard addressed the urgency of the Car Cruise. Bill Young runs several Car Cruises and his thought is it needs to be done well this year or this will not be a successful. It has been heavily advertised as Friday Nights in Owosso.

Chairman Acton shared that Friday Night is the prime night and it aligns with the Artisan Market.

Bill Young was approached by Jumbos last November to do this they picked the 1st Friday and he got a call to push forward. It has been published in "Cruising News" and he could not change the night.

Authority Board Member Frederick made apologies and felt there had been a break down in the beginning of the process because there had never been public approval of Washington Street.

Manager Rivard also extended apologies and said Main Street is taking a hard look at the process and what kind of process and protocol is needed and will continue to get better at this.

**MOTION BY AUTHORITY BOARD MEMBER KRAUS SUPPORTED BY DEMIS WITH THE APPROPRIATE SIGNAGE IN THE PLACE TO DIRECT TRAFFIC, THE OWOSSO DDA MAIN STREET AUTHORIZE THE PROMOTIONS COMMITTEE TO REQUEST A STREET PERMIT TO CLOSE SOUTH WASHINGTON STREET FROM COMSTOCK TO WATER STREET, AUGUST 3RD, SEPTEMBER 7TH, AND OCTOBER 5TH FROM 4:30 – 9PM IN ORDER TO HOLD A CAR CRUISE.
6 YEAS, 2 NAYS MOTION CARRIED.**

COMMITTEE REPORTS:

DESIGN:

Authority Member Gilbert reported design is in process of getting benches bolted down, there is a subcommittee to do that. Woodard Place/ Eaton Alley type areas have gotten quotes and are about to cut purchase orders for that. The subcommittee is working on the plan for Main Street "Streetscape". In the process of investigating the electrical upgrades necessary for down town. Work plan for bike racks on going process. There will be four or five way finding signs to be placed around Owosso that are going through the approval process. Work plan for cement caps on flower beds on Exchange Street have to be replaced and will include continuing maintenance. Flower beds and baskets being rolled into one big work plan is an ongoing process. Sponsorship work plan needs a little bit more of a push. The Business/Owner Stewardship to get everyone involved in a proactive approach. Design committee is working with the new façade program, "Building Basics". Design has two new volunteers.

PROMOTIONS:

Authority Member Jordon reported The Car Show has been a big part of their discussion. The date has been set for the "Art Walk" it is Friday, September 14th. There are other things going on that weekend. The Owosso Community Players are presenting a show and an event on the rebirth of the theater. Committee is in the process of planning for "Glow" and for upcoming events. Promotions Committee is in a state of transition and looking for a Chairman.

ORGANIZATION:

Chairman Acton said that "Organization" is also in a state of transition. The exciting thing for Organization is the three new volunteers.

ECONOMIC RESTRUCTURING:

Chairman Acton reported ER is looking for a new chairperson. He also reported on the "Marketing Plan". ER committee could have waited for "Main Street" funding; instead they have voted to generate local funding to get a marketing plan for our district and this will be funded mostly by business owners. This is a very proactive step.

ADJOURNMENT:

**MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GILBERT, TO ADJOURN THE MEETING AT 8:25 AM.
YEAS ALL. MOTION CARRIED.**

Alaina Kraus, Secretary

r.k.c.