

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
NOVEMBER 3, 2021, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:30 A.M.

ROLL CALL: Taken by Recording Secretary Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Jon Moore, Commissioners: Josh Ardelean, Brianna Carroll, Kenn Cushman, Bill Gilbert, Lance Omer, Susan Osika and Melissa Wheeler

MEMBERS ABSENT: None

OTHERS PRESENT: Interim Director, Nathan Henne, Kevin Lenkart, Chief of Police; Scott Gould, City Attorney; and Deeann Biondi.

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

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD OCTOBER 6, 2021.

AYES: ALL, MOTION CARRIED.

PUBLIC COMMENTS: Scott Gould, Attorney expressed his appreciation to be in attendance to see the program of the DDA/Owosso Mainstreet Board in action.

ITEMS OF BUSINESS:

1) CHECK REGISTER – OCTOBER 2021

IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY VICE CHAIRMAN MOORE TO APPROVE THE CHECK REGISTER FOR OCTOBER 2021 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT – Nathan Henne, Interim Director, informed the board the “Profit & Loss Budget vs Actual Report- July through October 2021 “is included in packet for their review. Additionally, Deeann Biondi informed the board the budgeted incomes were entered corresponding with work plans.

Vice Chairman Moore noted the New Year’s Eve committee is scheduled to meet. The overall budget needed will be reduced to \$4,000 working capital. The event will be simplified utilizing the downtown Social District. Sponsorships will be obtained to cover the actual expenses. (Cont.)

IT WAS MOVED BY AUTHORITY MEMBER CARROLL, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE A \$4,000 BUDGET TO BE ADDED TO THE DOWNTOWN PROMOTION EXPENSE FOR THE NEW YEAR'S EVE COMMITTEE AS WORKING CAPITAL, WITH THE EXPECTATION THAT SPONSORSHIP WILL COVER THE \$4,000 EXPENSE.

AYES: ALL, MOTION CARRIED.

3) EV STATION RATE AND FEES

IT WAS MOVED BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE \$0.35 Kwh RATE FOR EV CHARGING STATION AND AN IDLE FEE IN THE AMOUNT OF \$25.00 PER HOUR.

AYES: ALL. MOTION CARRIED.

4) CHRISTMAS DECORATIONS – Discussion to use general funds for Christmas Decorations.

Christmas Baskets will be eliminated this year due to weather induced damage. Includes items visible in daytime hours NOT lighting decorations. Sponsorships will be obtained moving forward.

IT WAS MOVED BY AUTHORITY MEMBER CARROLL, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE \$5,500 FOR DOWNTOWN CHRISTMAS DECORATIONS FROM THE STREETSCAPE BUDGET.

AYES: CHAIRMAN ACTON, VICE-CHAIRMAN MOORE, AUTHORITY MEMBERS: MOORE, ARDELEAN, CARROLL, CUSHMAN, GILBERT, OMER, AND WHEELER.

NAYS: AUTHORITY MEMBER OSIKA

MOTION CARRIED.

FARMER'S MARKET SPONSORSHIP – Scott Gould, City Attorney offered his legal opinion with a recommendation to deny a contribution to the Downtown Owosso Farmer's Market without changes to DOFM's Articles of Incorporation, complete financial disclosures and the Owosso Downtown Development Authority's review and input of DOFM's Policies.

Further discussion continued to discover ways to help and support the Owosso Farmer's Market after reviewing the Tax Increment Finance Plan.

COMMITTEE UPDATES:

- 1) Design and Business Vitality** – Streetscape Subcommittee waiting on bid for concrete to be poured for the four corners of Washington and M21 for planters in the spring. Plans have been given to Sunburst for planters on Exchange Street.
- 2) Promotion & Outreach** – Osika shared that John Hankerd has volunteered for 30 years. Moore shared that the New Years' Eve Committee meets within a week and that the Notion application is a powerful tool. The Notion application will run on a smartphone or a computer and all our workplans are available online for viewing and updating through this application which is available for downloading. Board members may contact Moore for assistance with the application if needed.
- 3) Business Owners Committee** – Infrastructure items were discussed. A downtown mural project walkabout was done identifying buildings and contacting business owners. Next business owners meeting will be held in a new business recently opened in Westtown.

INTERIM DIRECTOR UPDATES: Beth Kuiper, new DDA/Main Street Director will begin her position on Monday, November 8th. This meeting is the last meeting for Interim Director, Nathan Henne.

PUBLIC COMMENTS: None

BOARD COMMENTS: The Board offered their gratitude to Nathan Henne for serving in the capacity of Interim Director of the DDA/Mainstreet. Director Acton confirmed that the Board Agenda and Packet is posted to the City Website.

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER ARDELEAN AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO ADJOURN AT 8:32 A.M.

AYES: ALL. MOTION CARRIED.