

MINUTES

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

JANUARY 5, 2022, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chairman Jon Moore at 7:34 A.M.

ROLL CALL: Taken by Recording Secretary Debbie Hebert

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

MEMBERS ABSENT: None

OTHERS PRESENT: Beth Kuiper, Director; Brad Barrett, Finance Director: Nathan Henne, City Manager, Deeann Biondi,

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

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER CARROLL AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD DECEMBER 1, 2021.

AYES: ALL, MOTION CARRIED.

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1) **CHECK REGISTER: DECEMBER 2021** – Noted: The Future Energy payment of \$44,000 will be reimbursed from grant received.

IT WAS MOVED BY AUTHORITY MEMBER CARROLL, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE THE CHECK REGISTER FOR DECEMBER 2021 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

3) **BUDGET REPORT** – Income/Expenses are in line with annual reporting. The grant monies will be refunded in 45-60 days. Currently working on month-to-date reporting by next month's board meeting,

4) **CREDIT CARD RECONCILIATION** – No expenses to report.

5) **SHIACASH REPORT** – Additional business owners have signed participation agreements in the ShiaCash Program. The report was reviewed showing \$43,000 still in circulation. The chamber can answer questions regarding balances. Osika suggested pushing the use of ShiaCash, perhaps utilizing it in marketing promotions.

5) EXTEND DEEANN BIONDI'S CONTRACT – The Finance Committee recommends to the board an extension of Deeann Biondi's contract for 10 hours per month at \$50 per hour thru June 30, 2022. It is noted that Deeann serves as a volunteer on the Finance Committee. Appreciation was extended to Deeann for her community service.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE EXTENSION OF BIONDI'S CONTRACT THRU JUNE 30, 2022.

AYES: ALL. MOTION CARRIED.

6) 2020/2021 AUDIT APPROVAL – Brad Barrett, Finance Director presented a copy of the audit to the board members. Highlights from the report were presented. Brad noted that the auditor provided a clean opinion, unmodified opinion. He recommended to the board to receive, file and approve the auditors report.

IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER OMER TO WRITE OFF THE 2006 CAPITOL BOWL REMITTANCE IN THE AMOUNT OF \$60,000.

AYES: ALL. MOTION CARRIED.

7) CAPITAL BOWL/TRECHA ENTERPRISES REMITTANCE – Auditor made recommendations to write off an old asset from 2006 deriving from reimbursement on a Brownfield Plan deemed unrealistic and likelihood of payment was slim. The Brownfield plan expires 4/21/2022. No further capture of funds is possible. The company is no longer in existence. This effects balance sheet not cash balance.

IT WAS MOVED BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER OMER TO WRITE OFF A LOAN TO CAPITAL BOWL/TRECHA ENTERPRISES FINANCED BY THE DDA IN THE AMOUNT OF \$60,000 ASSOCIATED WITH INFRASTRUCTURE IMPROVEMENTS MADE AT 219 WASHINGTON STREET IN 2006-2007.

AYES: ALL. MOTION CARRIED.

8) DOWNTOWN SECURITY CAMERAS – Surveillance of wired security cameras will be moved from DayStarr in house to Public Safety. Installation of cameras and IT Development will be done my Mike Cross, LJ Ink,Inc. Wired cameras are the preferred method of surveillance with better video quality and reliability.

IT WAS MOVED BY AUTHORITY MEMBER CARROLL, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO MOVE FORWARD WITH 6 ADDITONAL SECUIRTY CAMERAS WITH LJ INK, Inc.

AYES: ALL. MOTION CARRIED

9) FOOD TRUCK ORDINANCE – Food trucks have approached the City of Owosso to establish something like Little Fleet in Traverse City. The city has created a draft ordinance and has requested the board to review and make recommendations for changes and locations of food trucks. Discussion centered around competition to existing brick and mortar restaurants. Concerns were raised regarding negative impact.

A Special Meeting of the Owosso Mainstreet/DDA will be posted for Friday, January 7, 2022, 11:00 a.m. at Books and Beans, 108 N Washington to discuss the Food Truck Ordinance.

COMMITTEE UPDATES:

- 1) **Design and Business Vitality –**
 - A. Streetscape and Beautification - Meetings will begin again this month,
 - B. EV Charging Stations Committee – Next step, tomorrow, January 6th, ChargePoint will do the activation and programming of the charging stations. Ours with marketing has not yet been completed. The committee is scheduled to meet to discuss numerous agenda items today after the boards' meeting concludes.

- 2) **Promotion –**
 - A. NYE Wrap-Up: Determined to be successful. Fireworks and Ball Drops were great. Weather did not cooperate. Great photos were captured. Carl Ludington
 - B. Chocolate Walk is coming up. A chair needs to be determined for the Chocolate Walk. If the event is to take place it must begin ASAP to allow for promotion.

- 3) **Outreach –** No updates. Beth Kuiper is currently building this committee.

- 4) **Economic Vitality –**
 - A. **Revolving Loan Fund** – Committee to meet to review and update policies.
 - B. **Business Owners Committee** – Meetings paused over the holidays. Hoping to meet in WestTown with the addition of Blue Ashe and the move of Cupcakes and Kisses.
 - C. **Optimize Main Street** – New grant kick off on February 21, 2022. \$ 2,500 grants awarded to improve technology and/or online purchasing. All businesses may apply. DDA will make selections of applications for recommendation. The suggestion was made to utilize the RLF Committee to accept and review the applications for recommendations.

Board Continuing Education/Information: Annual planning meeting is held in 1st quarter, January 2022. in preparation for Budget to establish goals, objectives and workplans for upcoming year. A survey will be conducted to determine date/time of meeting. A main street facilitator is recommended to assist with the planning with the addition of a new director and new board members. Chairman Jon Moore directed Beth Kuiper to contact Michigan Main Street for available dates.

Director Updates: Updates were provided throughout the meeting.

PUBLIC COMMENTS: None

BOARD COMMENTS: Chairman Jon Moore extended his gratitude to Brianna Carroll, Fitness Coliseum for support provided to Foster Coffee. He also extended his appreciation for the success of his first meeting as Chairman of City of Owosso DDA/Mainstreet.

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER CARROLL AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8: A.M.

AYES: ALL. MOTION CARRIED.