

**MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
MAY 4, 2022, AT 7:30 A.M.**

CALL TO ORDER: The meeting was called to order by Chairman Moore at 7:35 A.M.

ROLL CALL: Taken by Deputy City Clerk Carrie Farr

MEMBERS PRESENT: Chairman Jon Moore, Commissioners: Dave Acton, Josh Ardelean (7:46), Kenneth Cushman, Bill Gilbert, Lance Omer, Sue Osika and Melissa Wheeler.

MEMBERS ABSENT: Vice-Chairman Brianna Carroll.

OTHERS PRESENT: Beth Kuiper, Director, Deeann Biondi

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

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY COMMISSIONER OSIKA AND SUPPORTED BY COMMISSIONER CUSHMAN TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD APRIL 6, 2022.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None.

ITEMS OF BUSINESS:

- 1) **CHECK REGISTER: APRIL 2022** – Deeann Biondi noted the chart of accounts has been brought into line with the requirements for 2022.

IT WAS MOVED BY COMMISSIONER GILBERT, SUPPORTED BY COMMISSIONER WHEELER TO APPROVE THE CHECK REGISTER AS PRESENTED FOR APRIL 2022.

AYES: ALL. MOTION CARRIED.

- 2) **BUDGET REPORT** – Deeann Biondi detailed information about the budget and the 494 account. \$14,665 will be requested from the City. Repairs and maintenance line item continues to be high.
- 3) **CREDIT CARD RECONCILIATION** – This will eventually be eliminated. One item was erroneously charge to credit card for the Historical Commission; they have been billed.
- 4) **SHIACASH REPORT.**
- 5) **CHARGEPOINT REPORT**– It was decided a ribbon cutting would be scheduled for May 21st; noting the second unit will be online this Summer.
- 6) **ARMORY BATHROOM CONTRACT**– Director Kuiper met with Chamber President John Adams. The cost to the DDA to have bathrooms open for the year would be \$3,000.00. Hours would be Monday-Friday 7:00am-7:30pm, Saturday 9:00am-3:00pm; open for special events including amphitheater concerts. June 30th would be the date of payment with contract beginning July 1st, 2022. The Board would like to review contract before payment is made. The Farmer's Market has opted not to renew their contract this season for use of the restrooms. It was noted there has been a change in leadership at the City and a relationship needs to be made.

MOTION BY COMMISSIONER OSIKA, SUPPORTED BY COMMISSIONER CUSHMAN TO APPROVE THE ONE YEAR ARMORY BATHROOM CONTRACT IN THE AMOUNT OF \$3,000.00 CONTINGENT UPON BOARD REVIEW OF THE CONTRACT BEFORE PAYMENT IS MADE.

AYES: Chairman Jon Moore, Commissioners: Dave Acton, Josh Ardelean, Kenneth Cushman, Lance Omer, Sue Osika and Melissa Wheeler.

NAYS: Commissioner Bill Gilbert.

ABSENT: Vice Chair Brianna Carroll.

MOTION PASSED.

- 7) **2021-2022 AMENDED BUDGET**– Bond interest was renegotiated. The biggest adjustment was expenses for maintenance.

MOTION BY COMMISSIONER CUSHMAN, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE 2021-2022 AMENDED BUDGET AS PRESENTED.

AYES: ALL. MOTION CARRIED.

- 8) **2022-2023 PROPOSED BUDGET**– Debt Service line item was added for clarity for auditing purposes. The expenses have been broken out in greater detail.

MOTION BY COMMISSIONER CUSHMAN, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE 2022-2023 PROPOSED BUDGET AS PRESENTED.

AYES: ALL. MOTION CARRIED.

- 9) **L4029** – Sets tax rate to be collected. Due to Headlee Rollback, DDA is not collecting full 2 mils.

MOTION BY COMMISSIONER ARDELEAN, SUPPORTED BY COMMISSIONER GILBERT TO APPROVE THE L4029 TO BE SIGNED AS PRESENTED.

AYES: ALL. MOTION CARRIED.

- 10) **AMERICORPS MEMBER** – Director Kuiper detailed the eligibility of the DDA to hire a full time Americorps employee for one year. Cost of \$4,500.00 to be pre-paid by May 19, 2022. Concerns were raised if the contract was revocable if the employee was not a good fit. That will be reviewed. The contract runs from September 19, 2022-August 25, 2023.

MOTION BY COMMISSIONER GILBERT, SUPPORTED BY COMMISSIONER OMER TO APPROVE THE AGREEMENT TO HIRE AN AMERICORPS MEMBER AS A FULL TIME EMPLOYEE.

AYES: ALL. MOTION CARRIED.

- 11) **REDEVELOPMENT READY** – Zoning would change at the City level to include Westtown businesses and this would enable cooperation with Michigan Economic Development Corporation to assist in finding developers for available sites. Preparation of the infrastructure would be key.

COMMITTEE UPDATES:

- 1) **Design** – Commissioner Wheeler noted employees from Stash Ventures and many new faces turned out to the Downtown Cleanup. The flowers will be in soon for the beds and baskets. The phone booth is being fixed. The Main Street Plaza fence has been removed. It was agreed that no approvals will be given for projects based on prototypes (Main Street Plaza is now crumbling). The Vibrancy Grant was awarded.
- 2) **Promotion** – A Volunteer Appreciation night will be held to thank all volunteers and Dave Acton and John Hankerd for their service as they make way for Jon Moore and Mike Phelps.

- 3) **Organization** – It was asked if there is a phone app for ShiaCash. It was noted not at this time through the current vendor.
- 4) **Economic Vitality** – The Revolving Loan Fund documents have been updated and are on the website. DDA has received \$66,000 in grants this year. The Business Resource Toolkit is at the printer. Gilbert’s will be hosting their Grand Opening this month. Owosso Books & Beans is also hosting a grand opening event. Shiawassee Arts Council has a pop-up event hosted at the Wesener Building. Opening Day of the Downtown Owosso Farmers Market is May 7, 2022.

Board Continuing Education/Information: Director Kuiper will be in Richmond, Virginia for conference May 16-18, 2022.

Director Updates: Director Kuiper updated the Board on items throughout the meeting.

PUBLIC COMMENTS: None.

BOARD COMMENTS: None.

ADJOURNMENT:

IT WAS MOVED BY COMMISSIONER ARDELEAN AND SUPPORTED BY COMMISSIONER OSIKA TO ADJOURN AT 8:38 A.M. AYES: ALL. MOTION CARRIED.

COMMISSIONER CUSHMAN LEFT MEETING AT 8:27am. COMMISSIONER GILBERT LEFT MEETING AT 8:36am.

NEXT MEETING: JUNE 1, 2022.