

**ANNUAL MEETING MINUTES OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/OWOSSO MAIN STREET
CITY OF OWOSSO**

June 7, 2023, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chair Jon Moore at 7:36 A.M.

ROLL CALL: Taken by Chair Jon Moore

PRESENT: Chair Jon Moore, Vice-Chair Lance Omer, Commissioners: Bill Gilbert, Toni Marr, Nicole Reyna, Melissa Wheeler

ABSENT: Commissioner Emily Olson and Mayor Robert J. Teich, Jr.

OTHERS PRESENT: Nathan Henne, City Manager; Lizzie Fredrick, DDA/OMS Director and Nick Bruckman, AmeriCorps Member

AGENDA:

MOVED BY OMER, SUPPORTED BY ARDELEAN TO APPROVE THE JUNE 7, 2023 DDA/OMS AGENDA AS PRESENTED.

**AYES: ALL
MOTION CARRIED**

MINUTES:

MOVED BY OMER, SUPPORTED BY WHEELER TO APPROVE THE MAY 3, 2023 DDA/OMS MEETING MINUTES.

**AYES: ALL
MOTION CARRIED**

PUBLIC COMMENTS: None.

ITEMS OF BUSINESS:

1. **CHECK REGISTER MAY 2023:** Fredrick presented the May Check Disbursement Report.

MOVED BY OMER, SUPPORTED BY REYNA TO APPROVE THE CHECK REGISTER AS PRESENTED FOR MAY 2023.

**AYES: ALL
MOTION CARRIED**

2. **REVENUE AND EXPENDITURE REPORT:** Fredrick reviewed the OMS/DDA year-to-date revenue and expenses.
3. **TRIAL BALANCE REPORT:** Fredrick provided an overview of the Trial Balance Report.
4. **LOAN INVENTORY REPORT:** Fredrick provided an overview of the Revolving Loan Fund inventory.
5. **CHARGEPOINT REPORT:** Fredrick presented the financial summary for the electric vehicle charging stations for the month of May and noted that the charging stations were out of service for a portion of the month.

6. **SOCIAL MEDIA ANALYTICS:** Fredrick reviewed the monthly social media analytics and answered questions.
7. **ELECTION OF OFFICERS:** Moore reviewed the DDA/OMS bylaws for the election of officers.

MOVED BY ARDELEAN, SUPPORTED BY WHEELER TO REELECT JON MOORE AS CHAIR AND LANCE OMER AS VICE-CHAIR.

AYES: ALL

MOTION CARRIED

8. **FY 22-23 BUDGET AMENDMENTS:** Fredrick updated the Board on the Fiscal Year 2022-23 budget and answered questions.

MOVED BY GILBERT, SUPPORTED BY REYNA TO APPROVE THE OMS/DDA QUARTERLY BUDGET AMENDMENTS AS PRESENTED.

AYES: ALL

MOTION CARRIED

9. **OMS/DDA WEBSITE:** Chair Moore updated the Board on the current state of the OMS/DDA website.

Fredrick presented the new proposed website service contract to the Board.

MOVED BY OMER, SUPPORTED BY REYNA TO APPROVE THE WEBSITE HOSTING, MAINTENANCE AND CONTENT UPDATES CONTRACT WITH AJ MORRIS IN THE AMOUNT OF \$1,800 AND AUTHORIZE THE OMS/DDA EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT.

AYES: ALL

MOTION CARRIED

10. **ELECTRIC VEHICLE PARKING VIOLATION:** Fredrick reviewed the current and proposed parking fee structure and assessments.

MOVED BY ARDELEAN, SUPPORTED BY WHEELER TO RECOMMEND CITY COUNCIL AMEND THE EV PARKING VIOLATION FEE STRUCTURE AS PRESENTED.

AYES: ALL

MOTION CARRIED

11. **MICHIGAN MAIN STREET ACCREDITATION:** Fredrick reviewed the Michigan Main Street Accreditation process and timeline.

Board discussed scheduling a Special Meeting to complete the Owosso Main Street Self-Assessment.

COMMITTEE UPDATES:

1. **Design:** Wheeler updated the Board that petunias are now planted in the hanging baskets and that the Design Committee is working on long-term infrastructure plans.
2. **Promotion:** Fredrick informed the Board that the current Promotion Chair has stepped back from volunteering and provided updates on the current state of the Art Walk event planning.

Bruckman updated the Board about Open Streets Owosso and Vintage Motorcycle Days event planning.

3. **Organization:** Fredrick updated the Board on the Vibrancy Grant and on Notions software being used for work plans and the downtown district databases.
4. **Economic Vitality:** Omer updated the Board on the Electric Vehicle charging stations.

BOARD CONTINUING EDUCATION/INFORMATION: Vice-Chair Omer provided a summary of the EV 101 seminar that he attended with Chair Moore.

Chair Moore shared that he is participating in monthly Michigan Main Street Board Chair meetings.

DIRECTOR UPDATES: Fredrick updated the Board on downtown maintenance needs including a pump replacement for the Fountain Park fountain.

Fredrick welcomed Public Safety Chief Kevin Lenkart who introduced Dr. Gary Duehring and updated the Board on downtown parking enforcement and community outreach.

BOARD COMMENTS: The Board discussed scheduling a downtown cleanup day and needing events to have an established committee with time for planning for the event to occur.

ADJOURNMENT:

MOVED BY ARDELEAN, SUPPORTED BY OMER TO ADJOURN AT 9:13 A.M.

AYES: ALL

MOTION CARRIED

NEXT MEETING JULY 5, 2023.