

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

February 1, 2023, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chairman Jon Moore at 7:32 A.M.

ROLL CALL: Taken by Chairman Jon Moore.

MEMBERS PRESENT: Chairman Jon Moore, Commissioners: Bill Gilbert, Emily Olson, Lance Omer, Melissa Wheeler, Nicole Reyna, Toni Marr, Mayor Robert J. Teich, Jr., Josh Ardelean (joined after roll call).

MEMBERS ABSENT: None.

OTHERS PRESENT: Nathan Henne, City Manager, Nick Bruckman, AmeriCorps Member.

AGENDA:

IT WAS MOVED BY COMMISSIONER GILBERT AND SUPPORTED BY COMMISSIONER WHEELER TO APPROVE THE AGENDA WITH CORRECTED AGENDA DATE OF FEBRUARY 1, 2023.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY COMMISSIONER OMER AND SUPPORTED BY COMMISSIONER REYNA TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD JANUARY 11, 2023.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None.

IT WAS MOVED BY COMMISSIONER OLSON AND SUPPORTED BY COMMISSIONER OMER TO ADD DISCUSSION REGARDING DOWNTOWN PARKING WITH CHIEF LENKART TO THE AGENDA UNDER ITEMS OF BUSINESS.

AYES: ALL. MOTION CARRIED.

ITEMS OF BUSINESS:

- 1. CHECK REGISTER JANUARY 2023:** Commissioner Omer asked for clarification on a charge by Harris Electric; downtown lights and outlets were repaired. Fabrication charges were for bike racks and trash cans. Soil borings were completed for downtown light installation.

MOTION BY COMMISSIONER GILBERT, SUPPORTED BY COMMISSIONER OMER TO APPROVE THE CHECK REGISTER AS PRESENTED FOR JANUARY 2023.

AYES: ALL. MOTION CARRIED.

- 2. PARKING.** Chief Lenkart introduced Officer Ryan Jenkins. Parking enforcement will be in full force once again, especially for those who work downtown and park for many hours consecutively. Commissioner Gilbert requested the parking lot study be revisited that was completed several years ago outlining the various parking areas and their time limits. Chief Lenkart requested assistance in getting the information to downtown business owners. Chairman Moore requested information be given to business owners on the value of the parking spot being available to the customers. Nick Bruckman will communicate with business owners. March 1, 2023 will be start date for parking enforcement. Tickets will need to be paid in person.

3. **BYLAWS AMENDMENT:** City Manager Henne outlined the requested changes: membership of the board increase from 9 to 11 members, add mayor's power to nominate a designee and eliminate the ex-officio members section completely.

MOTION BY COMMISSIONER OLSON, SUPPORTED BY COMMISSIONER OMER TO AMEND THE BYLAWS TO REMOVE THE PARAGRAPH REGARDING EX-OFFICIO MEMBERS, ADD LANGUAGE FOR THE MAYOR'S DESIGNEE AS PRESENTED. MEMBERSHIP SHALL REMAIN AT THE CURRENT LEVEL OF NINE MEMBERS, NOT INCREASE TO ELEVEN.

AYES: ALL. MOTION CARRIED. ←

AYES: Commissioners Moore, Gilbert, Olson, Omer, Wheeler, Reyna, Marr, Ardelean
NAYS: Mayor Teich

4. **2ND QUARTER BUDGET AMENDMENT:** City Manager Henne detailed the loss of library millage revenue and the budget amendments, as presented.

MOTION BY COMMISSIONER GILBERT, SUPPORTED BY COMMISSIONER OMER TO AMEND THE BUDGET, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

5. **BUDGET REPORT:** Monthly report presented. The events are paying for themselves and making money. The Chocolate Walk is upcoming.
6. **DIRECTOR INTERVIEWS, SCHEDULE WITH BOARD:** Five applications received, four have met qualifications for the posting.

MOTION BY COMMISSIONER WHEELER, SUPPORTED BY COMMISSIONER REYNA TO SCHEDULE DIRECTOR INTERVIEWS FOR 9:00AM-2:00PM ON WEDNESDAY, FEBRUARY 8, 2023 WITH FRIDAY, FEBRUARY 10, 2023 AS AN ALTERNATE DATE.

AYES: ALL. MOTION CARRIED.

COMMITTEE UPDATES:

1. **Design:** Commissioner Wheeler ordered replacement bridge baskets.
2. **Promotion:** Americorps requires a project code/designation for any revenue generated beyond the cost of the Chocolate Walk event in order for Nick Bruckman to be involved in the planning of the event. Finance Director Barret has been made aware. Nick noted there are more participating businesses this year than ever before.
3. **Organization:** Communications-RLF Coupon Book and 1098 Notices will be sent to recipients. A long delinquent Emergency Response loan is now being collected.
4. **Economic Vitality:** None.

BOARD CONTINUING EDUCATION/INFORMATION: National Main Street Conference – March 27-29, 2023 Boston, MA. No one is planning to attend this year.

DIRECTOR UPDATES: None.

PUBLIC COMMENTS: None.

BOARD COMMENTS: Commissioner Olson noted the downtown events are mostly store discounts, not actual events that will draw the community. Commissioner Wheeler noted it is more of an invitation to enjoy downtown. Chairman Moore listed the free events that are offered as a downtown draw.

ADJOURNMENT:

IT WAS MOVED BY COMMISSIONER GILBERT AND SUPPORTED BY COMMISSIONER WHEELER TO ADJOURN AT 8:56 A.M. AYES: ALL. MOTION CARRIED.

NEXT MEETING MARCH 1, 2023.