

**MINUTES**

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

**SEPTEMBER 1, 2021 AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chairman Dave Acton at 7:31 A.M.

**ROLL CALL:** Taken by Recording Secretary Debbie Hebert

**MEMBERS PRESENT:** Chairman Dave Acton, Vice-Chairman Jon Moore, Commissioners: Josh Ardelean, Brianna Carroll, Bill Gilbert, Lance Omer and Susan Osika.

**MEMBERS ABSENT:** Ken Cushman

**OTHERS PRESENT:** Nathan Henne, City Manager; Melissa Wheeler, Myrtle Chocolates

**AGENDA:** IT WAS MOVED BY AUTHORITY MEMBER OMER AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO AMEND THE AGENDA - ITEMS OF BUSINESS REQUIRING RESOLUTIONS WITH A BOARD VOTE WILL BE HEARD PRIOR TO ITEMS OF DISCUSSION.

**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 AUGUST 4, 2021.

**AYES: ALL, MOTION CARRIED.**

**ITEMS OF BUSINESS:**

1) **CHECK REGISTER** – Reviewed with no questions.

**IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER CARROLL TO APPROVE THE CHECK REGISTER FOR AUGUST 2021 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

2) **DEEANN BIONDI CONTRACT**

a. To provide bookkeeping services to include Accounts Payable, Accounts Receivable, Bank Reconciliations, Financial Statement Preparation and General Ledger Review.

b. Assistance with the 2020/2021 Annual Audit.

Discussion regarding duties of the temporary contract to end 12/31/2021. City Manager Henne will meet with Ms. Biondi to review his expectations. He advised a future review of internal control measures. Treasurer Gilbert will follow up with the possibility of forming a finance committee with Commissioner Osika to meet regularly with Biondi. Reports will be prepared and reviewed.

**IT WAS MOVED BY AUTHORITY MEMBER CARROLL, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CONTRACT WITH DEEANN BIONDI CONTRACT.**

**AYES: ALL. MOTION CARRIED.**

- 3) **DIRECTOR INTERVIEW COMMITTEE** – Seven applications have been received to date. The deadline for submission of resumes is Friday, September 3, 2021. A meeting will be set with Jessica Unangst, Human Resources Director to walk thru the process and assist with assessment of applications received.
- 4) **SHIACASH REPORT** – no discussion.
- 5) **BUDGET REPORT** – no discussion.

**COMMITTEE UPDATES:**

- 1) **Design and Business Vitality** –
  - a. Recommendation made to add a Dumpster Plan as an agenda item for the streetscape committee. The existing dumpster located in Gilbert’s Hardware Parking Lot will need to be removed for new construction at Gilbert’s Hardware.
  - b. EV Charging Stations - Waiting for consumers to reschedule their time for updating the transformer. Grant funding may be available from the State for future EV Charging Stations making it imperative that the current station be completed as soon as possible.
  - c. Flowerbeds are to be completed this week.
  - d. Sidewalk paver repairs and water service line replacements for the downtown area is being discussed.
- 2) **Promotion & Outreach** – ArtWalk is September 11, 2021 and is currently being promoted. Details may be found on the Owosso Mainstreet Face page.
- 3) **Business Owners Committee** – September 22<sup>nd</sup> will be the first meeting to be held with Business Owners at the Lebowsky Center. Ideas to be submitted for big-impact style projects to be brainstormed and broken down for implementation with a focus of bridging the gap between business owners and DDA.

**BOARD CONTINUING EDUCATION/INFORMATION:** Chairman Acton encouraged all to attend the Virtual MMSC Board Training to be held September 7, 2021.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:**

**ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER ARDELEAN AND SUPPORTED BY AUTHORITY MEMBER MOORE TO ADJOURN AT 8:46 A.M.**

**AYES: ALL. MOTION CARRIED.**