

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
SEPTEMBER 7, 2016 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:34 a.m.

ROLL CALL: Was taken by Recording Secretary, Bridget Cannon.

MEMBERS PRESENT: Chairman David Acton, Vice-Chairman Bill Gilbert, Authority Members Kevin Wiles, Ken Cushman, Lance Omer, Theresa Trecha, Jon Moore and Mayor Benjamin Frederick

MEMBERS ABSENT: Authority Member Shar Haskins

OTHERS PRESENT: Josh Adams, Main Street Manager

AGENDA:

IT WAS MOVED BY VICE-CHAIRMAN GILBERT AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE AGENDA FOR SEPTEMBER 7, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE MINUTES OF AUGUST 3, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

COMMITTEE UPDATES:

1) DESIGN

The wayfinding signs are all set for installation by City of Owosso DPW. Additionally, there are five bike racks complete and waiting for installation by DPW, and five bike racks still in the process of being made by students at Baker College. Locations for both the wayfinding signs and the bike racks have been finalized. Agnew Graphics will make a custom logo for sponsors, which will be displayed on the main cross-pipe of the bike rack. Baker College students are scheduled to continue to make the next group of ten bike racks.

2) ECONOMIC RESTRUCTURING

The board noted the Business Owners meeting had a great turnout and they could see and feel the excitement in regards to Oktoberfest and other upcoming events, by those in attendance.

Josh Adams passed out a draft example of the downtown map that will be handed out to businesses for visitors to the city of Owosso. The map will eventually be displayed at the photo booth in Main Street Plaza. It will also feature a calendar of events for the upcoming year, and a list of local businesses.

Bill Gilbert relayed a story how he came across a volunteer weeding flower beds and disposing of the grass clippings and expressed his sense of community pride in our volunteers. Ben Frederick asked how we may convey the message of the impact these volunteers have on our community, the flower beds, etc. He does not want people to assume "the city" will maintain all areas, pick up litter strewn in the flower beds, etc. Josh Adams stated he will continue to post thank-you's on social media, and the board discussed posting small signs that state whom is maintaining and volunteering their time at each flower bed.

3) ORGANIZATION

There was no Org meeting this last month. Org is in the process of creating a task list with due dates for multiple projects. Each work plan will be two-fold: 1) Sponsorship package for events, seek sponsorships outside of the budget; 2) Comprehensive volunteer management strategy -- volunteer list.

Party in the Plaza is coming up later in September – this is a thank you for the volunteers. The smart phone app is available for download, although it is tied to the old website. Org is waiting to promote this app until the website has been updated. Josh Adams is hoping to hire a website contractor to maintain and freshen up the website in the coming year. The website should be the main form of communication between the DDA and the public.

4) PROMOTION

The Owosso Vintage Motorcycle Days held in August was a success, despite the rain. Josh Adams estimates between 300-400 people were in attendance at the event. There were over 80 bikes on display and there was even a 1911 Thor motorcycle from Ohio on display. Thank you to the main sponsor of the event, BMW Motorcycles of Southeast Michigan. Thank you to the Durand Eagle Riders for help directing traffic for the vintage motorcycle ride.

The ArtWalk is planned for the weekend of September 10 -- there is a lot of excitement for the event. We are anticipating a huge event with a lot of artists and visitors to the downtown.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE CHECK REGISTER FOR AUGUST, 2016 AS PRESENTED.

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

Josh Adams noted that this is the beginning of the fiscal year, so the budget report will reflect the expenses and not the income. Josh has also included the Budget Breakdown with revenue figures from last fiscal year that was voted on by the board, so the board can see an estimate of expected revenue to get a better idea of the complete budget.

3) WATER STREET IMPROVEMENTS

The board reviewed the bid from Seifert Concrete to replace the sidewalk at 220 W. Main Street. The board agreed they would like to see multiple bids for future improvements, so they can see comparable. The board tabled the discussion of the Water Street improvements, as they would like to do more research and diligence in defining streetscape vs. hardscape repair. The board agreed they would like to pursue a partnership discussion between the city, the stakeholder, and the DDA.

4) FAÇADE GRANT UPDATE

There are currently eight properties in the approval stage with MEDC. There were some delays in the façade design stage. Construction on the facades is expected to start in the Spring, 2017.

IT WAS MOVED BY AUTHORITY MEMBER OMER AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:42 A.M.

AYES: ALL. MOTION CARRIED.

David Acton, Chairman

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