

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
AUGUST 2, 2017 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:30 a.m.

ROLL CALL: Was taken by Recording Secretary, Marty Stinson.

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Authority Members Kenn Cushman, Mayor Chris Eveleth, Jon Moore (arrived 7:44 a.m.), Lance Omer, Theresa Trecha, and Jim Woodworth.

MEMBERS ABSENT: Authority Member Kevin Wiles.

OTHERS PRESENT: Josh Adams, Main Street Manager; Tracey Peltier, Owosso Main Street/DDA Program Assistant, and Sue Montenegro, Assistant City Manager & Community Development Director.

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE AGENDA FOR AUGUST 1, 2017 AS PRESENTED, BUT TO MOVE THE VOTING ITEMS OF BUSINESS TO THE BEGINNING OF THE AGENDA TO FACILITATE TIME CONSTRAINTS AND TO ADD AN ITEM ABOUT DOWNTOWN DUMPSTERS FOR APPROVAL.

AYES: ALL. MOTION CARRIED.

ITEMS OF BUSINESS:

1) WELCOME TRACEY!

Chairman Acton welcomed Tracey Peltier from the audience as the new Owosso Main Street/DDA Program Assistant. Owosso Main Street Manager Josh Adams presented a new job description for the assistant to the board.

2) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE CHECK REGISTER FOR JULY, 2016 AS PRESENTED.

AYES ALL. MOTION CARRIED.

3) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

Mr. Adams commented that it was sparse as this was the beginning of the fiscal year.

7:33 Board Member Omer arrived.

4) BOARD SECRETARY SELECTION

Per Mr. Adams, a resolution today is not necessary. Since Alaina Kraus left, no one has held the position. If anyone wants to volunteer today, we can make a motion. This is just for signatures – to sign the minutes as Marty is taking the minutes. We also need someone to sign for TIF, yearly tax collections. It was suggested to put a job description in the packet next month.

5) FAÇADE GRANT UPDATE

Per Mr. Adams, revisions will need to take place. The costs are now six months old. Then we can resubmit. If the rates haven't changed, we'll only need to change the dates. We will request bids in January and the construction can begin next spring for six buildings, seven facades.

6) DUMPSTER PLANS

Mr. Acton described the plan to eliminate about four dumpsters cluttering the alley behind his building on N. Washington and use one large dumpster on J & S Tires property for all the buildings in the area.

7:44 a.m. Board Member Moore arrived.

Those involved will pay the DDA annually for the service. This will allow more parking room in the alley, more room for fire trucks if needed, and a more clean and neat area in the alley. Mr. Adams added the DDA will have written agreements with all involved and will help if there are new businesses to prevent any misunderstandings.

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE DUMPSTER PLAN AS PRESENTED.

AYES ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE MINUTES OF JULY 12, 2017, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

7:50 a.m. Board Member Eveleth left the meeting.

BOARD COMMENTS:

Board Member Woodworth asked who was responsible to clean-up around the Amphitheater. The bushes are overgrown around the entryway. It should be cleaned up before tomorrow night's concert. Ms. Montenegro noted that the city probably couldn't get it done by then. Discussion followed about volunteer organization. Mr. Adams will try to make some phone calls.

Ms. Peltier noted that only one light works around the castle park. It's really dark around there and when vendors are packing up, they have to hold flashlights for them. Ms. Montenegro sent e-mail from the meeting about getting light bulbs replaced.

COMMITTEE UPDATES:

1) DESIGN AND BUSINESS VITALITY.

Board Member Omer commented about realigning common goals for fundraising. Brainstorming discussion continued with needing more work plans and taking advantage of the architecture and history

to create day trip planners and invitations. Mr. Adams continued with suggestions for class reunions or weddings – event destinations; making business recruitment packets. We need a class to teach decorating for retail windows for store fronts and to work on vacant store fronts.

8 a.m. Board Member Gilbert left.

Mr. Adams noted that September 29 the representative from national is coming in because she's heard about Owosso Main Street. In November Michigan Main Street will be going over Training Events. He also announced ERE has invited four Main Street Managers to work on a possible new type of loan which is not made public yet. He was invited and it sounds like an exciting potential for Owosso. Nothing is formalized yet.

2) PROMOTION AND OUTREACH.

Mr. Adams said they have been busy with Cruise to the Pits. Raised \$12,000, spent just over \$7,000 with \$4,600 going to the Child's Advocacy. Ms. Peltier noted the market had a stellar seller day. Some even sold out. The extended hours were great. Mr. Adams said the police reports were great also – very quiet.

Board Member Cushman said that events should pay for themselves and the ones that don't should be repeated. Mr. Adams noted that the film at the Fountain doesn't pay much, but it brings a lot of social investment.

BOARD COMMENTS:

Chairman Acton asked what else should we be doing?

Board Member Trecha asked about Belanger Meat closing. Should we have been doing something more there? Mr. Adams commented it was a family decision to consolidate. Board thought we still needed a meat market in town. Mr. Acton said we need to build a relationship with owners / customer service. Mr. Cushman said that opportunities are missed because avenues aren't available between investors and entrepreneurs. A subcommittee was formed with Cushman as chair with Woodworth, Acton, Peltier and Omer on the committee. More to follow by e-mail on meeting times, etc.

Board Member Moore commented on clean-up around town. Discussion followed about coordinating volunteers with listed chores and blocks of time; possibly services groups too. It was suggested to look into Signup.com.

8:46 a.m. Board Member Cushman left.

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER OMER AND SUPPORTED BY AUTHORITY MEMBER MOORE TO ADJOURN AT 8:50 A.M.

AYES: ALL. MOTION CARRIED.

Dave Acton, Chairman

mms