

MINUTES

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

APRIL 7, 2021 AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:35 A.M.

ROLL CALL: Was taken by Recording Secretary Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Commissioners: Ken Cushman, Jon Moore, and Lance Omer.

MEMBERS ABSENT: Commissioners Josh Ardelean and Sue Osika

OTHERS PRESENT: Josh Adams, DDA Director

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO AMEND THE AGENDA TO INCLUDE "NEW BOARD MEMBERS" AS A TOPIC OF DISCUSSION UNDER: ITEMS OF BUSINESS - #6.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER MOORE TO AMEND THE MINUTES FOR MEETING HELD MARCH 3, 2021 BY CHANGING THE FOLLOWING:

DELETE

5) RLF Manual Update – Page 3 – Criteria for Eligible Project Types, Section 3, Upper Story Housing Development, D. Fire Suppression is eligible for a grant of up to \$12,500 per unit, but no more than a total of \$25,000.

ADD CORRECTION:

5) RLF Manual Update – Page 3 – Criteria for Eligible Project Types, Section 3, Upper Story Housing Development, D. Fire Suppression is eligible for a grant of up to \$12,500 per unit, but no more than a total of \$50,000.

AYES: ALL, MOTION CARRIED.

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1) CHECK REGISTER - No Discussion

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CHECK REGISTER FOR MARCH, 2021 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) Budget Report Discussion- Director Adams reported TIFF revenue received was higher than estimated. The maintenance budget has been increased for known repairs. Additional funds will be applied for streetscape improvements. Commissioners further discussed future investing and increasing revenues ideas to add to the budget.

3) ShiaCash Reports – Reports provided by Director Adams reflected no activity. It is expected that this may be the situation in some months. Commissioners encouraged Adams to share with the Chamber to seek companies to provide matching grants.

4) Flowerbed Reconstruction and Repair Bid

A bid was posted thru the City's Bid Coordinator on March 11 to replace and repair flowerbeds. Bids were accepted thru March 30th. Two bids were received and reviewed by the Streetscape Committee. The committee recommended the board approve the lowest bid presented by Sunburst Gardens.

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE BID PROPOSAL SUBMITTED BY SUNBURST GARDENS FOR THE 2021 FLOWERBED REPAIR AND REPLACEMENT BID.

AYES: ALL, MOTION CARRIED

5) Director Performance Review Format

Chairman Acton and Vice Chairman Gilbert will develop discussion topics based on Director Josh Adam's Role Description. The topics will be submitted to the board for approval to be discussed with Adams during a live meeting with the board. A select group of businesses and city staff will be asked to complete a written form based on the same topics. The businesses and city staff chosen will also be approved by the board as a favorable selection to accomplish the goal of performance review.

6) New Board Members Update

Prospective members are being considered by Executive Team. Director will be setting up meetings with candidates and board chairman. During discussion with candidates, they are asked the following:

- A) Do you have a passion for Downtown Owosso?
- B) Do you have time to take on additional commitments?
- C) What area do you want to focus your energy?
- D) What skill set do you have to match with existing committees?

Once interviewed, prospects will be presented to the board for approval then, to the City Clerk's office for council's approval at the last May, 2021 Council Meeting.

COMMITTEE UPDATES:

- 1) Design and Business Vitality –**New Notion Platform is up. All work plans & volunteer information is imported. Step by step sign-in directions have been sent to board & committee members. Flower bed Repair & Replace Bids have been received and reviewed with recommendation for acceptance of low bidder. The focus will be on Exchange Street. Some flowerbeds will be eliminated and replaced with appropriate tree species. The committee will consider additional art sculptures throughout the downtown. More businesses are linking to the website for online shopping.
- 2) Promotion & Outreach –** 1) Volunteer Owosso Event is scheduled for Saturday, April 10th. Director Adams will have a table set up in Fosters Coffee to answer questions and provide information on volunteer opportunities. 2) Downtown Cleanup is scheduled for Saturday, April 24th – trash & leaf pickup, flowerbed cleaning, weed spraying, painting, & power washing will take place during this event. 4th Quarter activities are being planned as in previous years prior to pandemic.
- 3) Business Owners Committee –** Continuing to obtain input for future meeting dates, times and content. Businesses are being visited and personal messages are being sent.

BOARD CONTINUING EDUCATION/INFORMATION:

Director Adams will be a speaker in the National Main Street Virtual Conference. Information has been provided to commissioners for participation if desired.

Director Update:

Social Districts have been approved by LARA, desired to be functioning by 5/1/2021. In the meantime, quotes for banners, signs and cups are being sought. The Niche and Roma's permits to participate have been preliminarily approved.

It was a sad day for Owosso when Jumbo's Restaurant building was lost to fire. However, the City of Owosso's Public Safety is to be commended for their work to ensure there were neither injuries nor businesses harmed during the fire. The neighboring business, Cupcakes and Kisses was able to open the next morning at 9 a.m.

PUBLIC COMMENTS: None

BOARD COMMENTS: None

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER MOORE TO ADJOURN AT 8:40 A.M.

AYES: ALL. MOTION CARRIED.