

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
MAY 5, 2021 AT 7:30 A.M.

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 Debbie Hebert

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

MEMBERS ABSENT: Commissioners Ken Cushman

OTHERS PRESENT: Josh Adams, DDA Director

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO AMEND THE AGENDA TO INCLUDE "SOCIAL DISTRICT" AS A TOPIC OF DISCUSSION UNDER: ITEMS OF BUSINESS - #5.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE MINUTES FOR MEETING HELD APRIL 7, 2021.

AYES: ALL, MOTION CARRIED.

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1) **CHECK REGISTER** – Entries were reviewed. An overpayment of TIFF revenue was reimbursed. Adams was asked to include a detail of the charge card expenses in future reports.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE THE CHECK REGISTER FOR APRIL, 2021 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) **Budget Report - Discussion-** The current budget report shows nothing different than reported previous month. Next month's budget report will offer transfers in line items.

3) Shia Cash Reports – Reports did not arrive in time for this meeting. Information was gathered from the Chamber’s Dashboard showing \$2,400 in purchases of Shia Cash. \$19,000 is still in circulation. DDA has not received the once per month recognition as noted in agreement with the Chamber.

IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO DIRECT ADAMS TO FOLLOW-UP WITH THE CHAMBER OF COMMERCE TO ADHERE TO THE AGREEMENT TO PROMOTE THE DDA ONE TIME PER MONTH IN EXCHANGE FOR ONE-TIME SPONSORSHIP.

AYES: ALL. MOTION CARRIED.

4) Director Performance Review Development – Discussion

Chairman Acton and Vice-Chairman Gilbert have met and developed topics based on Director Adams Role Description. The board will discuss these topics in a live discussion with Director Adams after the June 2nd board meeting. A summary will be provided to the board prior to the meeting in preparation for the discussion.

A selection of City Staff, Business Owners, Chamber of Commerce, SEDP, Michigan Mainstreet and National Mainstreet was shared with the board with an opportunity to add or delete any participants listed. Each participant will be sent a written questionnaire to be followed up by a phone call to obtain their responses relating to Director Adams effectiveness in carrying out his Role Description.

5) Downtown Commons Social District - Discussion

The opening of the Social District was not able to begin May 1st as planned. Supplies and banners were delayed. Discussion focused on further information needed to assist with the understanding of the guidelines of the Social District. A press release will highlight the opening of Downtown Commons on May 22, 2021 accompanied by clear communication of the guidelines.

COMMITTEE UPDATES:

1) Design and Business Vitality –

Historic plaques to be mounted on buildings in the downtown area have been created with information unique to each building.

The committee reviewed the entire streetscape and beautification process about to begin. Sunburst Gardens will be refurbishing 18 flowerbeds. Doug Peterson Landscaping’s contracts for weed removal and mowing were reviewed. Hanging baskets will be arriving in a couple of weeks. Double baskets (8) hangers are in the design phase. Farmers Garden Greenhouse has contracted to provide hanging baskets along with Everlastings in the Wildwood creating 16 baskets (two per pole) on Washington/Main and Water/Main.

Moveable flower pots will be ordered for Woodard Place pocket park, paint the gate, sign will be rehung. Umbrellas will be placed on the tables. Park will be freshened up.

An upcoming discussion with Retriever Solutions will be held to target specific areas for placement of security cameras.

EV Charging Stations update: City signed easement for transformer areas. The new transformer installation is being added to Consumers Schedule however, a date has not been provided. Future Energy is coordinating their efforts with Consumers Energy. The subcommittee may start meeting to address and share information as it evolves.

Two revolving loan applications will be reviewed by the board in the next meeting.

- 2) **Promotion & Outreach** – Committee will meet later in month of May. The Art Walk process is beginning. Vintage Motorcycle Days will be held this year by that organization.

This year's downtown cleanup event was a great success having the largest cleanup group that has ever volunteered. Much was accomplished.

Promotion of the Amphitheater Concert Series will begin.

Sidewalk Sales will take place the 3rd weekend of July taking place on the 16th, 17th and 18th. Information will be sent to business owners.

- 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 attended some virtual presentations of the conference along with participating as a speaker. The next National Main Street Conference in May, 2022 will be held in Richmond, Virginia in May, 2022. Board Members expressed an interest in attending.

Director Update: See attached report.

PUBLIC COMMENTS: None

BOARD COMMENTS:

Oskika requested that downtown trash bins be monitored for consistent overflow. Director Adams will request to have Kelly Refuse dump on Monday mornings. The overflow is primarily due to Farmers Market on Saturdays. Gilbert's Hardware will donate 30 trash cans with liners to be placed throughout the Farmers Market. Volunteers will empty the cans to be disposed of in specified dumpsters: Gilbert's Hardware and DDA.

Shiawassee Arts Council will be promoting their 100th birthday reported Osika. She also noted a sign out of compliance with ordinances to be handled thru the city's Code Enforcement office.

Ardelean asked if downtown striping of parking spaces will be done. Director Adams was aware of the task being planned by DPW to occur soon.

Osika shared the need to have City of Owosso maps available to distribute to visitors coming into Owosso. Director Adams noted that revisions have recently been accomplished, will be going to print and available the 2nd week. Of May.

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO ADJOURN AT 9:05 A.M.

AYES: ALL. MOTION CARRIED.