

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**DECEMBER 1, 2021, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chairman Dave Acton at 7:33 A.M.

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

**MEMBERS PRESENT:** Chairman Dave Acton, Vice-Chairman Jon Moore, Commissioners: Brianna Carroll, Kenneth Cushman, Lance Omer and Melissa Wheeler

**MEMBERS ABSENT:** Josh Ardelean, Bill Gilbert, Susan Osika

**OTHERS PRESENT:** Beth Kuiper, Director, Deeann Biondi, and Kevin Lenkart, Chief of Public Safety

**AGENDA:** IT WAS MOVED BY AUTHORITY MEMBER CARROLL AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE AGENDA AS PRESENTED.

**AYES: ALL. MOTION CARRIED.**

**SPECIAL MEETING MINUTES:** IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE MINUTES FOR THE SPECIAL MEETINGS HELD OCTOBER 1, 2021 AND OCTOBER 4, 2021.

**AYES: ALL, MOTION CARRIED.**

**MINUTES:** IT WAS MOVED BY AUTHORITY MEMBER CARROLL AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD NOVEMBER 3, 2021.

**AYES: ALL, MOTION CARRIED.**

**PUBLIC COMMENTS:** Biondi asked the board to consider changing the meeting dates to the 2<sup>nd</sup> Wednesday of each month to allow for dispensation of financial reports. After a short discussion, it was concluded that most meetings do not fall as early in the month as December 1<sup>st</sup>. No change was made in the meeting schedule.

**ITEMS OF BUSINESS:**

**1) ELECTION OF OFFICERS – BY PROCLAMATION CHAIRMAN ACTON NOMINATED JON MOORE AS CHAIRMAN AND BRIANA CARROLL AS VICE CHAIRMAN.**

**IT WAS MOVED BY AUTHORITY MEMBER KENNETH CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER OMER TO ELECT JON MOORE AS CHAIRMAN AND BRIANNA CARROLL AS VICE CHAIRMAN EFFECTIVE WITH JANUARY 5, 2022 MEETING.**

**AYES: ALL, MOTION CARRIED.**

**2) CHECK REGISTER: NOVEMBER 2021** – the board discussed the need for a purchase order form and procedure to be developed. The task will be assigned to the Finance Committee for further development.

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

**AYES: ALL. MOTION CARRIED.**

**3) BUDGET REPORT – Discussion**

**4) SHIACASH REPORT** – Beth Kuiper, Director will contact Consumers Energy to reenergize the program. She also has a scheduled meeting with John Adams, Shiawassee Regional Chamber of Commerce to request increase marketing of the DDA/Mainstreet Board.

**5) REVOLVING LOAN FUND-** Reports have been requested for loan balances for the city's finance department. The Revolving Loan Committee will meet to review and update guidelines/rules in the Revolving Loan Manual.

**IT WAS MOVED BY AUTHORITY MEMBER CARROLL, SUPPORTED BY AUTHORITY MEMBER WHEELER TO APPROVE THE REVOLVING LOAN APPLICATIONS FOR THE FOLLOWING:**

**Three Fit Chicks Business Solutions, LLC dba Banging Bowls - \$50,000**  
**Azee Business Solutions, LLC - \$23,000**

**AYES: ALL. MOTION CARRIED.**

**6) SECURITY CAMERAS** – An estimate will be obtained to move security cameras In House with the City of Owosso. It will require IT development. The desire remains to add additional security cameras throughout downtown.

**COMMITTEE UPDATES:**

- 1) Design and Business Vitality** – Streetscape Subcommittee is waiting on estimate for cement work to be done on Washington/Main. Christmas decorations have been completed. Meetings are temporarily suspended until January 2022.
- 2) Promotion & Outreach** – Glow Parade was a huge success – profitable and ran smoothly. A suggestion was made by outgoing Chairman Hankerd to separate Promotion from Outreach with 2 different chairmen. Small Business Saturday will continue to be developed to further showcase downtown businesses.
- 3) Business Owners Committee** – Continuing to follow up with mural project. Meetings are temporarily suspended until January, 2022 with a meeting to be held in Westtown. An upcoming meeting idea suggested having a panel with the Revolving Loan Committee available for questions from existing and potential business owners.
- 4) EV Charging Stations Committee** – Next on schedule for committee is a collaboration with businesses to strategize what will happen when EV charger users get out of their car while car is charging. Maps may be made available, possibly arrows pointing to various locations or a QR code linking to discounts at participating businesses. Collaboration with businesses will be key. Chargers are ready to be activated at any time. A ribbon cutting ceremony will be scheduled offering an explanation of the user experience.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:** Michigan Main Street will be offering new executive director training. Webinars will be offered to new board members. A survey will be conducted to determine best date for attendance. An In-Person meeting is desired. The board welcomed the new DDA/Mainstreet Director, Beth Kuiper. Outgoing Chairman Dave Acton extended his congratulations to Chairman, Jon Moore and Vice Chairman Brianna Carroll.

**ADJOURNMENT:** IT WAS MOVED BY AUTHORITY MEMBER CARROLL AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:57 A.M.

**AYES: ALL. MOTION CARRIED.**