

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

April 5, 2023, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chair Jon Moore at 7:32 A.M.

ROLL CALL: Taken by Chair Jon Moore.

MEMBERS PRESENT: Chair Jon Moore, Commissioners: Josh Ardelean, Toni Marr, Emily Olson, Lance Omer, Nicole Reyna, Melissa Wheeler and Mayor Robert J. Teich, Jr.

MEMBERS ABSENT: Commissioner Bill Gilbert, Commissioner Toni Marr

OTHERS PRESENT: Lizzie Fredrick, OMS/DDA Executive Director; Nathan Henne, City Manager; Nick Bruckman, AmeriCorps Member; Clayton Wehner, City Civil Engineer.

AGENDA:

MOTION BY COMMISSIONER OMER, SUPPORTED BY COMMISSIONER WHEELER TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

MOTION BY COMMISSIONER OLSON, SUPPORTED BY COMMISSIONER REYNA TO APPROVE THE MARCH 1, 2023, OMS/DDA MINUTES AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None.

ITEMS OF BUSINESS:

1. **CHECK REGISTER MARCH 2023:** Fredrick highlighted a check disbursement to the Armory and reimbursements to businesses that participated in the Chocolate Walk.

MOTION BY COMMISSIONER ARDELEAN, SUPPORTED BY COMMISSIONER OLSON TO APPROVE THE CHECK REGISTER AS PRESENTED FOR MARCH 2023.

AYES: ALL. MOTION CARRIED.

2. **FINANCIAL REPORTS.** Fredrick provided an overview of the financial reports and notified the Board that monthly service charges from Kelly's Refuse have been moved from Building Maintenance to Contract Services.
3. **CHARGEPOINT REPORT.** Commissioner Omer noted an upward trend of EV charging station use at Main Street Plaza.
4. **ELECTION OF VICE-CHAIR.** Fredrick presented the OMS/DDA Bylaws and recommended the Board elect a vice-chairperson.

Commissioner Omer volunteered.

Board discussed the timeline for the term of officers.

**NOMINATION OF COMMISSIONER OMER FOR OMS/DDA BOARD VICE-CHAIRPERSON BY COMMISSIONER ARDELEAN, SUPPORTED BY COMMISSIONER OLSON.
AYES: ALL. MOTION CARRIED.**

5. ADOPTION OF FY23-24 BUDGET.

Fredrick presented the proposed budget highlighting footnote calculations and the movement of the Kelly's Refuse services.

Board asked for clarification on the transfer the General Fund. Fredrick confirmed she will follow up with an answer.

**MOTION BY COMMISSIONER OMER, SUPPORTED BY COMMISSIONER ARDELEAN TO ADOPT THE FY23-24 BUDGET AS PRESENTED.
AYES: ALL. MOTION CARRIED.**

6. DOWNTOWN STREETLIGHT PROJECT. Fredrick provided an overview of the Downtown Streetlight Project and answered questions.

Wehner shared that a soil boring analysis indicated that the current light foundation cannot be used and must be replaced. As old streetlights are replaced, their parts will be salvaged to repair or replace streetlights in other parts of downtown.

Board discussed the benefits of starting on Washington Street or Exchange Street.

Board asked for Design Committee to discuss at upcoming meeting and bring recommendations before the board, including opportunities for fundraising.

COMMITTEE UPDATES:

1. **Design:** Peterson's Landscaping has moved forward with the Committee's plan to eliminate ground flower beds and replace them with mulch.
2. **Promotion:** Businesses who submitted receipts for the Chocolate Walk are being reimbursed following their submission of their receipts and W9. Vintage Motorcycle Days will meet on April 5 to discuss this year's event. A Promotion Committee Chair must be formally recognized. There is a need for a downtown spring cleanup, preferably before the Curwood Festival.
3. **Organization:** None.
4. **Economic Vitality:** None.

BOARD CONTINUING EDUCATION/INFORMATION: None.

DIRECTOR UPDATES: Fredrick updated the Board on her communications with Michigan Main Street regarding completing the Vibrancy Grant. Staff will direct the remaining funding towards the existing grant programming.

Fredrick confirmed the CEDAM AmeriCorps Host Site Application has been submitted, OMS/DDA did not receive a scholarship and moving forward with the program would include a non-refundable contribution of \$10,000, even if recruitment does not produce a viable candidate. An extension of the host site acceptance has been granted, giving the Board more time to discuss the viability of having a program member this year.

PUBLIC COMMENTS: None.

BOARD COMMENTS: Board welcomed Lizzie Fredrick to Owosso and thanked Clayton Wehner for attending the meeting.

ADJOURNMENT:

MOTION BY COMMISSIONER ARDELEAN, SUPPORTED BY COMMISSIONER OMER TO ADJOURN AT 8:56 A.M.

AYES: ALL. MOTION CARRIED.

NEXT MEETING MAY 3, 2023.

DRAFT