

**MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
JUNE 16, 2022, AT 9:00 A.M.**

CALL TO ORDER: The meeting was called to order by Chairman Moore at 9:05 A.M.

ROLL CALL: Taken by Director Beth Kuiper

MEMBERS PRESENT: Chairman Jon Moore, Vice-Chairman Bri Carrol, Commissioners: Josh Ardelean, Bill Gilbert, Lance Omer, and Sue Osika.

MEMBERS ABSENT: Commissioner Melissa Wheeler.

OTHERS PRESENT: Beth Kuiper, Director, Deeann Biondi

AGENDA: IT WAS MOVED BY COMMISSIONER ARDELEAN AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: Nicole Reyna, owner of Sideline Sports in downtown Owosso was present as a new Board of Directors Commissioner starting 6/21/2022.

ITEMS OF BUSINESS:

- 1) **FINAL FY2021/22 BUDGET REVISION** – Deeann Biondi noted the following changes:
The 494 Streetscape Account will not be utilized since the FY2021/22 Vibrancy Grant spent \$40,000.00 rather than the allocated \$55,000.00. \$15,000.00 will be taken out of the DDA/OMS reserves. June payments will be accrued. \$4500.00 was added to the 2021/22 budget for the AmeriCorps Member.

MOTION BY VICE-CHAIR CARROL, SUPPORTED BY COMMISSIONER GILBERT TO APPROVE THE 2021-2022 AMENDED BUDGET AS PRESENTED.

AYES: ALL. MOTION CARRIED.

- 2) **FINANCIAL ADMINISTRATION RESPONSIBILITIES** – Commissioner Gilbert informed the committee that options were presented to the OMS/DDA Financial Committee, and after further understanding processes and pricing from other communities, it is recommended that the City of Owosso maintain book keeping services starting FY2022 on 7/1/2022 when Deeann Biondi retires. The OMS/DDA will pay the City of Owosso 5% of the annual OMS/DDA TIF per year for all services and for the BSA software. The OMS/DDA will have an account separate from the City of Owosso. The annual audit will be the OMS/DDA responsibility for FY2021/22 and then become the City of Owosso's responsibility for FY 2022/23. An OMS/DDA Financial Committee will meet once per month to approve payments and review financial documents. Director Kuiper will be responsible for submitting scheduled check run information, deposits, and creating invoices using the City of Owosso's MR system.

MOTION BY VICE-CHAIR CARROL, SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE THE OMS/DDA FINANCIAL BOOK KEEPING RESPONSIBILITIES TO BE ADMINISTERED BY THE CITY OF OWOSSO'S FINANCIAL DEPARTMENT STARTING 7/1/2022.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None.

BOARD COMMENTS: The OMS/DDA Board would like to thank Deeann Biondi for her volunteer hours.

ADJOURNMENT:

**IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY VICE-CHAIRMAN CARROL TO
ADJOURN AT 9:42 A.M. AYES: ALL. MOTION CARRIED.**

NEXT MEETING: JULY 20, 2022.