

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
MAY 2, 2018 AT 7:31 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Vice-Chairman Bill Gilbert at 7:31 a.m.

ROLL CALL: Was taken by Recording Secretary, Marty Stinson.

MEMBERS PRESENT: Vice-Chairman Bill Gilbert, Authority Members Kenn Cushman, Mayor Chris Eveleth, Jon Moore, Lance Omer (arrived 7:34 a.m.), Theresa Trecha (arrived 7:33 a.m.), Kevin Wiles (arrived 7:37 a.m.), and Jim Woodworth.

MEMBERS ABSENT: Chairman Dave Acton.

OTHERS PRESENT: Josh Adams, Main Street Manager; Tracey Peltier, Owosso Main Street/DDA Program Assistant; Robert Doran-Brockway, Historical Facilities Director.

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE AGENDA FOR MAY 2, 2018 AS PRESENTED,

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER EVELETH TO APPROVE THE MINUTES OF APRIL 4, 2018, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None

Authority Member Trecha arrived 7:33 a.m.

Authority Member Omer arrived 7:34 a.m.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE CHECK REGISTER FOR MAY, 2018 AS PRESENTED.

AYES ALL. MOTION CARRIED.

2) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

Josh Adams, Main Street Manager, reported that things are setting pretty well right now. Next month, the budget will need formal approval.

3) WORK PLAN APPROVAL

Authority Member Wiles arrived 7:37 a.m.

As of 4/29/18 there are 7 WPs that are in the "Work Plan Parking-Lot" meaning that they are waiting for a Work Plan Leader. They are:

- Ask Owosso
 - Downtown Workshops
 - Downtown Business Videos
 - Downtown Discussions
 - Open Streets Owosso
 - Volunteer Program
 - Fundraising Program
- These are ready for start-up*

There are also 4 WPs that do have Work Plan Leaders, but the Work Plans are not completed yet. These WPs will be presented to the board at next month's meeting. They are:

- Historic Design Booklet
- Way-Finding Sub-Committee
- Street-scape Sub-Committee
- Volunteer Party

Discussion on refining Work Plans; including data history on events with work plans to track success.

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE WORK PLANS AS PRESENTED.

AYES ALL. MOTION CARRIED.

4) FAÇADE GRANT UPDATE

Mr. Adams referred the Board to the timeline submitted to them.

COMMITTEE UPDATES:

1) Design & Business Vitality

Vice-Chairman Gilbert reported that it was a good meeting and people are stepping up with new people also included. He also reported that the Chairman's Committee met and they focused on strategies. It was noted that Mr. Adams and Board Member Omer did some general clean-up on Exchange Street. Mr. Loran-Brockway noted that "Girls Count" cleaned around the Curwood Castle Park.

2) Promotion & Outreach

Mr. Adams noted that this group focused on the work plans, planning sessions, and brainstorming.

3) Business Owners Committee

This group met at the Fortune House. Attendance varies from 10 to 35 with good response.

4) Manager Updates

Mr. Adams had a new report this month. He discussed the Art Grant progress. Flowers, trees, Exchange Street; the handicap kayak launch on the river which will cost about \$34,000; presented by the Friends of the River by the Armory. It will involve a grant application.

Ms. Peltier commented that the Farmers' Market starts this Saturday. There are more vendors this year than ever before. Discussed road closure meetings regarding Washington Street.

BOARD CONTINUING EDUCATION/INFORMATION

This item was tabled until next month's meeting.

PUBLIC COMMENTS:

Mr. Doran-Brockway thanked Mr. Woodworth for the two antique chandeliers at the Gould House.

BOARD COMMENTS:

Mayor Eveleth thanked those who were reappointed to the board. At 9 a.m. on Saturday, there will be the ringing of the Fire Department bell at the new public area in front of the Armory to officially start the market. Mr. Adams commented that the public rest rooms at the armory are ready. There will be auto locks at certain hours.

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO ADJOURN AT 8:17 A.M.

AYES: ALL. MOTION CARRIED.

Bill Gilbert, Vice-Chairman

mms