

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**June 6, 2018 AT 7:30 AM**  
**CITY COUNCIL CHAMBERS**

**CALL TO ORDER:** The meeting was called to order by Chairman Dave Acton at 7:37 a.m.

**ROLL CALL:** Was taken by Recording Secretary, Debbie Hebert

**MEMBERS PRESENT:** Chairman Dave Acton, Vice-Chairman Bill Gilbert, Kenn Cushman, Jon Moore (arrived 7:38), Lance Omer, Theresa Trecha, Kevin Wiles

**MEMBERS ABSENT:** Jim Woodworth, Mayor Chris Eveleth

**OTHERS PRESENT:** Josh Adams, Main Street Manager

**AGENDA:**

**IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE AGENDA FOR JUNE 6, 2018 AS PRESENTED,**

**AYES: ALL. MOTION CARRIED.**

**MINUTES:**

**IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES OF MAY 2, 2018, WITH THE CHANGE TO CORRECT THE MISSPELLING OF THE NAME ROBERT DORAN-BROCKWAY ON PAGE 2.**

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** None

**ITEMS OF BUSINESS:**

**1) CHECK REGISTER**

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

**AYES: ALL. MOTION CARRIED.**

**2) BUDGET REPORT - Josh Adams, Main Street Manager commented. Discussion.**

**3) ARMORY PUBLIC RESTROOM LEASE AGREEMENT** - Discussion took place regarding the cost share of the lease and the maintenance and cleaning of the bathrooms.

**IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE ARMORY PUBLIC RESTROOM TENANT AGREEMENT WITH AN ATTACHMENT THAT CLARIFIES CLEANING AND MAINTENANCE ROLES AND RESPONSIBILITIES.**

**AYES ALL. MOTION CARRIED.**

**4) DOWNTOWN TRASH REMOVAL** – Discussion took place to increase trash pick up to twice a week. **Design and Business Vitality Committee** will review obtaining additional trash containers along with future costs related to increase trash pickup service

**IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE AN ADDITIONAL PICKUP FOR \$500/MONTH WITH CURRENT VENDOR ON FRIDAY THRU JUNE, JULY AND AUGUST.**

**AYES ALL, MOTION CARRIED**

**5) 152 E. HOWARD LETTER OF SUPPORT** – Letter of support is requested as a MEDC Grant is sought for upper level housing. Josh Adams, Main Street Manager commented, Discussion.

**IT WAS MOVED BY AUTHORITY MEMBER OMER AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO AUTHORIZE JOSH ADAMS TO PROVIDE A LETTER OF SUPPORT AND SIGNED BY CHAIRMAN DAVE ACTOR FOR THE 152 E. HOWARD STREET w PROJECT.**

**6) FAÇADE GRANT UPDATE** – Bid document to post within a week to 10 days after **MEDC** review. The goal is to have bid proposals back in shortly after 4<sup>th</sup> of July. Discussion occurred regarding any potential roadblocks.

#### **COMMITTEE UPDATES:**

- 1) **Design & Business Vitality** – Flowers are up, 75 baskets were purchased. recommendation made to purchase 100 baskets next year. Choice of flowers is saving watering costs.
  - a. Streetscape subcommittee – meet 2 times per month- current focus on beds on Exchange Street as a proptype.
  - b. Pedestrian Wayfinding - meet 2 times per month – decisions being made on metal signs and pricing.
- 2) **Promotion & Outreach** – Held public meetings for road closures with no attendance. Preparing for the summer season. A document for new businesses to inform them of services provided by Main Street is being created.
- 3) **Business Owners Committee** – Potlucks are going to be held at various businesses throughout Owosso over the summertime and fall. The first potluck was held at the Steam Railroading Institute. Discussion on the green lights on Hit and Pitch exterior.
- 4) **Manager Updates** – Josh Adams will provide a report to directors.

**Board Continuing Education/Information:** None

**Public Comments:** None

**Board Comments:**

July meeting will be held Wednesday, July 11<sup>th</sup> due to 4<sup>th</sup> of July holiday.

Chairman Acton shared comments people have made to him regarding the green lights at Hit and Pitch. Discussion occurred of alternatives for possible standardizing of lights to use in the future.

In a desire to be proactive as the decision goes to an appeal process, representatives of the board plan to attend the Zoning Board Appeal Hearing to offer an alternative and a possible plan of solution prepared in a handout. Moore, Trecha and Acton will meet to prepare the handout.

**ADJOURNMENT:**

**IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY**

**MEMBER GILBERT TO ADJOURN AT 9:10 A.M.**

**AYES: ALL. MOTION CARRIED.**

---

Dave Acton, Chairman