

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
MARCH 6, 2019 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:34 a.m.

ROLL CALL: Was taken by Recording Secretary, Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Kenn Cushman, Mayor Chris Eveleth, Jon Moore, Lance Omer, Theresa Trecha, and Jim Woodworth.

MEMBERS ABSENT: Vice-Chairman Bill Gilbert

OTHERS PRESENT: Josh Adams, Main Street Manager

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE AGENDA FOR MARCH 6, 2019 WITH THE ADDITION OF THE TOPIC 15-MINUTE PARKING UNDER ITEMS OF BUSINESS.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE MINUTES OF JANUARY 9, 2019, WITH THE NOTATION THAT THE BOARD RETREAT WAS MOVED TO THE ARMORY.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: NONE

ITEMS OF BUSINESS:

1) CHECK REGISTER

IT WAS MOVED BY AUTHORITY MEMBER MAYOR EVELETH AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE CHECK REGISTER FOR JANUARY AND FEBRUARY, 2019 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

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

TIF money has been received, with an increase of over \$6,000 created some flexibility in the budget although budget remains tight. Maintenance is higher due to trash pickup. A different billing cycle is being negotiated.

IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE BUDGET REPORT AS PRESENTED.

AYES ALL. MOTION CARRIED.

3) BOARD MEETING TIME - Purpose of discussion to adjust the meeting time if appropriate to encourage public attendance, members schedule conflicts requiring them to leave the meeting early. At this point, the time will remain the same but with open mindedness toward change as needed.

4) DRAFT EXPECTATION PLAN – To develop an enhancement of communication between committee members. The plan outlines expectations for committees and its volunteers. Developed to bring in volunteers of varying ages. Request was made to the board to review and provide feedback.

5) SELF-ASSESSMENT TOPICS – Josh will send the self- assessment document to board members, highlighted with topics of improvement. Each board member will respond by suggesting, prior to the next meeting, two items for discussion. The board will decide at the next meeting which item to address first, and then take them one at a time. It will become a part of the regular routine of each meeting.

6) 15-MINUTE PARKING – Local business owners would like an opportunity to provide parking for short-term takeout. Discussion that signs should note “pickup/drive up” rather than setting a time limit. Specific parking space locations were discussed. This item will be sent to the Business Owners Committee for further development.

COMMITTEE UPDATES:

1) Design & Business Vitality – a walk thru the downtown will take place next week to draft a plan for main street development. Proposal of plans will be sent to landscaping companies for bids.

The flower program goal is to seek sponsors for each bed to “Adopt- A-Bed” so that funds will be provided for weeding, planting and fall cleanup. The beds will be done by paid individuals instead of volunteers. This will allow budgeted monies to go back into maintenance and streetscape.

2) Promotion & Outreach - A subcommittee has been formed to begin a Sponsorship Plan for various activities. The Chocolate Walk Event was a success. \$3,000 was raised. Promotions are beginning for summer events. April 6th will be a volunteer recruiting event at Foster’s.

3) Business Owners Committee – the meeting will be held March 12, 2019, at Roma’s, 6:30 PM. The Economic Vitality Specialist from Michigan Mainstreet will be provide training on Pop-Up Shops for business owners and how retail businesses can focus on event- based retail.

4) Manager Updates – None

Board Continuing Education/Information:

- **Director Report** – For board review.
- **Upcoming City 2019/2020 Budget** – Board approval will be sought in April, 2019.

PUBLIC COMMENTS: None

BOARD COMMENTS: Camera placements at area businesses were noted as beneficial for identifying persons disfiguring properties.

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:37 A.M.

AYES: ALL. MOTION CARRIED.