

MINUTES

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

NOVEMBER 4, 2020 AT 7:30 A.M.

VIRTUAL MEETING VIA ZOOM VIDEO CONFERENCING

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:36 A.M.

ROLL CALL: Was taken by Director Josh Adams

MEMBERS PRESENT: Chairman Dave Acton, Commissioner Ken Cushman, Commissioner Lance Omer, Commissioner Susan Osika, Commissioner Theresa Trecha.

MEMBERS ABSENT: Vice-Chairman Bill Gilbert, Commissioner Josh Ardelean, Commissioner John Moore

OTHERS PRESENT: Josh Adams, DDA Director

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE AGENDA.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE THE MINUTES FOR MEETING HELD OCTOBER 7, 2020.

AYES: ALL. MOTION CARRIED

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

- 1) **CHECK REGISTER** – One notable expense was the bond payment of \$14,067.50.

IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE CHECK REGISTER FOR OCTOBER, 2020 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) 2020/2021 Budget Report- Director Adams informed the board that the Charging Station expenses have been deducted but the Revolving Loan Income is yet to be recorded.

3) RLF Application (216 W. Main Street) – The Revolving Loan Committee recommends that the board approve the grant in the amount of \$25,000 to J Harrison Property for the purpose of fire suppression at 216 W. Main. The grant was originally denied. After review of the manual, there was not a requirement to submit request for a grant prior to a project as the reason for the denial.

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE THE RLF Application from J Harrison Property for a grant in the amount of \$25,000.

A roll call vote was taken as follows:

Director Action – Yes

Authority Member Cushman – Yes

Authority Member Trecha – Yes

Authority Member Omer – Yes

Authority Member Osika – **Yes**

AYES: ALL. MOTION CARRIED

4) OMS/DDA & City Financial Responsibility List – A meeting was held in September, 2020 with City Personnel to itemize the financial responsibilities for downtown maintenance designating OMS/DDA and City Department of Public Works. Director Adams will maintain a spreadsheet with service request submitted to DPW, including date of completion. The spreadsheet of service requests will be included in the monthly Board Packets. It will also be reviewed quarterly by the Design and Business Vitality Committee. The list was reviewed by the Board and approved to be a part of the minutes.

IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE LIST PRESENTED OF OMS/DDA & CITY FINANCIAL RESPONSIBILITY.

AYES: ALL. MOTION CARRIED.

5) Downtown Plan: Review – Director Adams provided an overview of the “What do we envision for Downtown Owosso” to be included in the City’s Master Plan. He requests the board members to review the document and make individual comments and suggestions for changes or approval.

6) 2021/2022 Yearly Strategic Planning – Director Adams will be sending last year’s Board Retreat with the initiatives established for Program Goals and Board Driven Objectives. FY 2020/2022. Due to Covid-19 restrictions, initiatives were not completed. His recommendation is to reset the dates, make a few tweaks and move forward with the same plans. No Board Retreat will be held.

COMMITTEE UPDATES:

- 1) Design and Business Vitality** – Multiple meetings have been held streetscape with contractors, coming along fine. EV Charging Stations project has not begun although the Subcommittee will begin meeting right away.

Entrepreneurial Ecosystem subcommittee to begin January 2021 – Preservation and Design subcommittee with a goal to tie together Owosso DDA/MS, Historic District Commission and hopefully the Owosso Historical Commission to develop new programming of Historical Preservation.

- 2) Promotion & Outreach** – Co-Chairman John Hankard is not a board member, report will be given by Director Adams. Glow Owosso is ramping up with Holiday Activities with modifications for social distancing. The New Year’s Block Party announcement will be made to cancel. Event flyers were shared with the Board.
- 3) Business Owners Committee** – Survey will be provided to business owners asking if quarterly meetings would best way to support them asking them what they would like to discuss.

BOARD CONTINUING EDUCATION INFORMATION: The Director Report was provided to Boards Members in their meeting packets to allow for review prior to the Board Meeting. Director Adams invited Board to comment and question any of the report.

Authority Member Osika asked Director Adams if he was aware of the Chambers SHIA Cash Program. Adams will be obtaining information to share with businesses to drop off information to invite them to participate in the SHIA Cash.

PUBLIC COMMENTS: None

BOARD COMMENTS: Chairman Acton wishes for complete transparency in handling all situations. These items will not be resolved in a Board Meeting. Chairman Acton requested Treasurer Cushman to develop a policy allowing Director Adams leeway within a structure for rare, but small issues that occur from time to time for maintenance expenses not associated with a work plan. It will be presented as a resolution in a near future meeting.

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER GI TO ADJOURN AT 8:34 A.M.

AYES: ALL. MOTION CARRIED.