

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
NOVEMBER 6, 2019 AT 7:30 A.M.
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:02 A.M.

ROLL CALL: Was taken by Recording Secretary, Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert (8:50am), Commissioner Ken Cushman, Mayor Chris Eveleth, Commissioner Bobbi Fuller, Commissioner Jon Moore and Commissioner Theresa Trecha.

MEMBERS ABSENT: Commissioner Lance Omer, Commissioner Jim Woodworth

OTHERS PRESENT: Adam Perry, Josh Adams, DDA Director

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES OF REGULAR MEETING HELD OCTOBER 3, 2019 NOTING A CORRECTION OF SPELLING TO CHAIRMAN DAVE ACTON'S NAME TO ACTON.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: NONE

ITEMS OF BUSINESS:

1) CHECK REGISTER

IT WAS MOVED BY AUTHORITY MEMBER MAYOR EVELETH, SUPPORTED BY AUTHORITY MEMBER FULLER TO APPROVE THE CHECK REGISTER FOR OCTOBER, 2019 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) NOVEMBER 2019 BUDGET REPORT- Maintenance budget is high, Director Adams will discuss with Kelley's Refuse options to decrease expenses. Flower watering expense doubled. It is advisable that Design and Business Vitality review that program for next year. There will be a motivation to increase fund raising this year during Glo and NYE. Snow Queen appears to be an opportunity to raise funds with 3 possible candidates running.

3) NOTION INTRODUCTION – ADAM PERRY, Contracted Super Volunteer, presented a detailed introduction to the NOTION APP. He shared that NOTION was chosen for its functionality along with its ability to store data long term. It is available for use with Android and Apple Phones along with

PC Users. The app allows for Work Plans to be interactive between volunteers and the board. Level of Access is provided by permissions allowed per user. Concerns noting the app to be for users that are Tech savvy rather than user friendly were discussed. **Owosso DDA** is pleased to be the **ONLY** Mainstreet community providing this type of work plan coordination with administration and its volunteers.

4) ELECTRIC CAR CHARGING STATIONS – The availability of charging stations was discussed as a tool to encourage visitors to City of Owosso to park, charge and browse local businesses. A tentative plan was to form a subcommittee of Design & Business Vitality to seek out information on Voltage, Hardware, and Fee to Users. The first step will be to seek Grants available for the purpose of creating charging stations.

5) PULSE SURVEY – Director Adams will have survey to Commissioners by Friday, November 8, 2019.

6) STRATEGIC PLANNING SCHEDULE - Board Retreat to review Goals and Objectives set for Wednesday, December 11, 2019, 7:30 P.M. – 9:30 P.M. at Roma's.

COMMITTEE UPDATES:

1) Promotion & Outreach – Glo and NYE committees are meeting. Event planning is happening with both GLO and NYE. GLO is seeing earlier results than ever. 18 parade applications have been received and 50 runners have registered. Facebook numbers show 4,000 people have shown an interest in the event. More information will be coming for Christmas on Main. Organization is needed to bring businesses together.

2) Business Owners Committee – Encouraging businesses to sign up for Shopping Site. Discussion occurred surrounding the benefits of collective marketing reaching additional customers.

3) Manager Updated – See Director Report.

Board Continuing Education/Information:

- **Director Report** – Extensive detailed written report presented to Commissioners for their review. Chairman Dave Acton expressed his appreciation of the high quality of the detailed information provided covering all aspects of the functions of the DDA.

PUBLIC COMMENTS: None

BOARD COMMENTS: Commissioner Trecha shared her experience with a new form of vandalism to warn fellow business owners. On November 5th, the main power supply was shut down at Capitol Bowl by an anonymous individual. The vandalism was reported to Public Safety.

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER MOORE TO ADJOURN AT 9:00 A.M.

AYES: ALL. MOTION CARRIED.