

**MINUTES**

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

**FEBRUARY 3, 2021 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 7:30 A.M.

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

**MEMBERS PRESENT:** Chairman Dave Acton, Vice-Chairman Bill Gilbert, Commissioners: Kenn Cushman, Jon Moore, Lance Omer, and Susan Osika.

**MEMBERS ABSENT:** Commissioner Josh Ardelean

**OTHERS PRESENT:** Josh Adams, DDA Director

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

**AYES: ALL. MOTION CARRIED.**

**MINUTES:** IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE MINUTES AS PRESENTED FOR MEETING HELD JANUARY 6, 2021.

**AYES: ALL. MOTION CARRIED**

**PUBLIC COMMENTS:** None

**ITEMS OF BUSINESS:**

**1) CHECK REGISTER -** When asked if there were any expenses out of the ordinary, Director Adams noted the Glo Parade Awards had been disbursed. Otherwise, all other items were customary expenses.

**IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE CHECK REGISTER FOR JANUARY, 2021 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**2) 2020/2021 Budget Report Discussion-** Director Adams informed the board that the budget is on target as planned.

**3) SHIACASH REPORT –** Director Adams presented the board with monthly reports as requested. Commissioner Gilbert was encouraged at the number of businesses participated. Adams will ensure that the Support Agreement includes Owosso DDA/Mainstreet as a primary sponsor in printed materials and also has a monthly social media presence.

**4) DOWNTOWN SOCIAL DISTRICT** – The board reviewed the documents presented as Adams informed - On July 1st, 2020 the Michigan legislature amended 1998 PA 58 to allow local governmental units to establish within their boundaries a Social District and within the Social District a Commons area where patrons of properly permitted, licensed alcohol providers may be outside with a single open container. To promote the continued development and economic vitality of Downtown Owosso, while promoting public health and social distancing, Owosso Main Street/DDA proposes the creation of a Social District as defined by 1998 PA 58 – Sec. 551 and the creation of a Commons area within the Social District as described below. A map with the proposed boundaries of the Social District is attached to this document. Owosso Main Street/DDA is proposing the formation of one (1) Commons area.

Discussion surrounded specified times, containers allowed, and no-entry into other businesses with alcoholic beverages. Chief of Police Kevin Lenkart and City Manager, Nathan Henne have both been consulted. Once the plan is submitted to LARA, revisions from LARA may be recommended prior to receiving permit.

**IT WAS MOVED BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE PLAN FOR THE DOWNTOWN SOCIAL DISTRICT.**

**AYES: ALL, MOTION CARRIED.**

**5) RLF Deferment Plan** – The board reviewed the section in the Revolving Loan Manual addressing the deferment of existing loans. Osika requested an additional step of approval by the DDA Board prior to submitting to City Council be added.

**IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE RLF DEFERMENT PLAN WITH THE ADDITION OF APPROVAL BY THE DDA BOARD.**

**AYES: ALL, MOTION CARRIED.**

**6) Flowerbed Repair & Removal Bid** – A bid package is being prepared for publication thru the city's Bid Coordinator. Moore noted that the bid package presented showed some flower beds reduced in size. Adams stated the bids allowed for specifications of both materials and size allowing for future planning. The bid process will follow the procedures set in place for approval of City Council.

**7) Match on Main Grant – 2021** – Materials are now available for the current year's round of available grants. Adams will send materials to board members for review. The timeframe is short to submit requests by early March. Owosso DDA/Mainstreet has been the recipient of all three rounds previously offered.

**COMMITTEE UPDATES:**

- 1) Design and Business Vitality** – Gilbert reported that the Streetscape subcommittee received quotes for the purchase of flower baskets and watering. The flower baskets will be purchased from Farmer's Garden. Four variations of white flowers will be added. Sixteen additional but larger and more ornate baskets will be purchased from Everlastings in the Wildwood. Doug Peterson Landscaping will be watering. A reduction in cost of \$1,500 is expected. Weeding and lawn mowing quotes are being obtained.
- 2) Promotion & Outreach** – the committee is starting face to face meetings again. Chocolate Walk tickets are available via online purchase thru EventBrite. Paper tickets are now available at Apple Tree Lane.
- 3) Business Owners Committee** – On Hold.

**BOARD CONTINUING EDUCATION/INFORMATION:**

Directors Update Report will be sent to commissioners.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:**

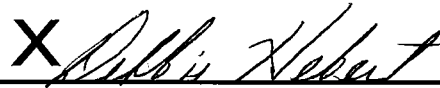
Omer offered his appreciation to Director Adams for the additional reports provided for the board's review.

Osika requested assistance from fellow commissioners to promote the Chocolate Walk. It is a customer favorite that promises to bring in local and out of town shoppers.

Gilbert expressed his gratitude for events like The Chocolate Walk, He enjoys the opportunity to obtain a new customer that may be a repeat customer for life. It is a great opportunity for all the businesses.

**ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO ADJOURN AT 8:34 A.M.**

**AYES: ALL. MOTION CARRIED.**

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Debbie Hebert  
Recording Secretary