

**MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
APRIL 6, 2022, AT 7:30 A.M.**

CALL TO ORDER: The meeting was called to order by Chairman Moore at 7:33 A.M.

ROLL CALL: Taken by Deputy City Clerk Carrie Farr

MEMBERS PRESENT: Chairman Jon Moore, Vice-Chairman Brianna Carroll, Commissioners: Dave Acton, Josh Ardelean, Kenneth Cushman (7:45), Sue Osika (7:34) and Melissa Wheeler.

MEMBERS ABSENT: Commissioners Bill Gilbert and Lance Omer.

OTHERS PRESENT: Beth Kuiper, Director, Deeann Biondi

AGENDA: IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD MARCH 2, 2022.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None.

ITEMS OF BUSINESS:

- 1) **CHECK REGISTER: MARCH 2022** – It was noted the Match on Main funds had been deposited as the DDA is a pass through.

IT WAS MOVED BY VICE CHAIR CARROLL, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE CHECK REGISTER AS PRESENTED FOR MARCH 2022.

AYES: ALL. MOTION CARRIED.

- 2) **BUDGET REPORT** – Deeann Biondi detailed information about the budget and it's timing. She noted the fiscal year will begin in July. Quarterly the Board will reassess the budget. Taking of the minutes will be billed at \$49.00.
- 3) **CREDIT CARD RECONCILIATION** – The previous credit has been resolved.
- 4) **SHIACASH REPORT** – It was noted someone used ShiaCash to purchase a roof.
- 5) **CHARGEPOINT REPORT**– One charging station is down due a faulty part that needs to be replaced. Commissioner Acton will again speak to the contact for that work. There has been use even without marketing/ribbon cutting.
- 6) **SECURITY CAMERAS**– Director Kuiper detailed the history of the security cameras installed to prevent vandalism downtown. Commissioner Osika noted the agreement title should say "Development," not "District." Commissioner Acton inquired about the availability of Public Safety Staff to monitor cameras.

MOTION BY COMMISSIONER CUSHMAN, SUPPORTED BY VICE CHAIR CARROLL TO APPROVE MOVING THE CAMERA OPERATIONS TO THE PUBLIC SAFETY BUILDING.

AYES: ALL. MOTION CARRIED.

- 7) **TRASH CONTRACT**– DDA helped facilitate one large dumpster for location behind Wesener Building for many parties to share in lieu of having several dumpsters and providers. The cost was split amongst those parties, but many have failed to pay their portion leaving the DDA with much of the cost plus the burden of billing those participating parties.

MOTION BY VICE CHAIR CARROLL, SUPPORTED BY COMMISSIONER ACTON TO APPROVE THE DDA STEPPING OUT OF CONTRACT FOR SINGLE DUMPSTER BEHIND WESENER BUILDING, PROVIDING NOTICE TO SAID PARTICIPATING PARTIES AND TURNING CONTROL OF THAT OVER TO THE BUSINESS OWNERS. DDA WILL ASSIST, AS NECESSARY AND IT WILL CONCLUDE AT THE END OF THIS FISCAL YEAR WITH THE GOAL OF KEEPING ONE DUMPSTER SHARED IN THE AREA. AYES: ALL. MOTION CARRIED.

- 8) **ARMORY BATHROOM CONTRACT** – Discussion regarding the amount of payment, the shared use with the Farmer’s Market and actual costs incurred, now that it can be tracked. A decision will be postponed until Director Kuiper can meet with John Adams, Chamber President, to ascertain actual costs and come to an agreement.
- 9) **REVOLVING LOAN FUND MANUAL UPDATE** – It was noted that monies for legal fees (preparation of Promissory Note and supporting documents) will be deducted from the payout for grants and loans in the future. There will be a cap on the number of grants available. Director Kuiper will be the contact point for application.

MOTION BY VICE CHAIR CARROLL, SUPPORTED BY COMMISSIONER CUSHMAN TO ADOPT THE CHANGES TO THE RLF FUND MANUAL, AS PRESENTED. AYES: ALL. MOTION CARRIED.

- 10) **OMS/DDA PROGRAM FLOWCHART** – Reviewed changes to the flowchart. Artwalk and Summer Sensation are upcoming events.

COMMITTEE UPDATES:

- 1) **Design** – Commissioner Wheeler gave an update regarding application for a landscaping grant. The downtown flower program has a sponsor so it can continue. The Chairman lights are on hold until funding can be obtained. Downtown Cleanup will be 9am-12noon on April 23, 2022.
- 2) **Promotion** – Bunny Hop, Artwalk, Custom Car Show, Vintage Motorcycle Days and Sidewalk Sales are all coming up. The Social District will be tagged and advertised with appropriate downtown events.
- 3) **Organization** – April is Volunteer month and a small event will be held to recognize them.
- 4) **Economic Vitality** – DDA did not obtain the Vibrancy Grant this year.

Board Continuing Education/Information: Director Kuiper will be in Richmond, Virginia for conference May 16-18, 2022.

Director Updates: Director Kuiper updated the Board on items throughout the meeting.

PUBLIC COMMENTS: None.

BOARD COMMENTS: None.

ADJOURNMENT:

IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY COMMISSIONER ARDELEAN TO ADJOURN AT 8:33 A.M. AYES: ALL. MOTION CARRIED.

NEXT MEETING: MAY 4, 2022.