

MINUTES

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

July 20, 2022, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chairman Jon Moore at 7:30 A.M.

ROLL CALL: Taken by Molly Hier

MEMBERS PRESENT: Chairman Jon Moore, Vice-Chairman Brianna Carrol, Commissioners: Josh Ardelean (7:44am), Sue Osika, Nicole Reyna, Lance Omer and Melissa Wheeler (8:02am).

MEMBERS ABSENT: Commissioner Bill Gilbert

OTHERS PRESENT: Beth Kuiper, Director and City Manager, Nathan Henne

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER SUE OSIKA AND SUPPORTED BY VICE-CHAIR BRIANNA CARROL TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY VICE-CHAIR CARROL TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD JUNE 1, 2022.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY COMMISSIONER OMER TO APPROVE THE MINUTES AS PRESENTED FOR THE SPECIAL MEETING HELD JUNE 16, 2022.

AYES: ALL

PUBLIC COMMENTS: NONE

ITEMS OF BUSINESS:

- 1) **CHECK REGISTER: MARCH 2022** – Director Kuiper provided a brief summary of the March 2022 check register to the Board.

MOTION BY AUTHORITY MEMBER OSIKA, SUPPORTED BY VICE-CHAIR CARROL TO APPROVE THE CHECK REGISTER AS PRESENTED FOR MARCH 2022 AS PRESENTED.

AYES: ALL

- 2) **BUDGET REPORT** – Director Kuiper provided an update that there are still two outstanding bills that will need to be paid. Additional expenses have been paid and the proper funds have been transferred to the City account. It is around \$2500 to repair the chairman lights and she is still waiting on quotes for trash cans.

- 3) **CREDIT CARD RECONCILIATION** – Pre-payments have been made and the card will be closed soon.

- 4) **SHIACASH REPORT** – Commissioner Omer inquired as to how long the ShiCash is good for, Director Kuiper stated the most is 5 years.
- 5) **CHARGEPOINT REPORT**– Director Kuiper stated both Chargepoint stations located in the Main St. Plaza are still inactive; there are problems with overheating and wiring issues; parts are on order currently. The Board would like to see monthly reports of the stations.
- 6) **123 N. WASHINGTON BROWNFIELD PLAN** – City Manager Nathan Henne provided an update to the Board; Woodworth has hired Bruce Johnson to help assist with the grant program through the MEDC. City Council and the Brownfield Authority have approved the necessary plans, the plan is for 20 years, totaling around \$2.9 million. He suggested the DDA consider an agreement to allow the Brownfield project to capture tax increments revenue from their dedicated millage, which is an estimated \$9500 cost to the DDA. There is an estimated 11 residential units included in the renovation project.

MOTION BY AUTHORITY MEMBER OSIKA, SUPPORTED BY VICE-CHAIR CARROL TO APPROVE THE 123 N. WASHINGTON STREET BROWNFIELD PLAN.

AYES: ALL

- 7) **REVOLVING LOAN FUND AMENDMENTS** – It was agreed by the Board to approve the revision from the RLF Subcommittee to the Revolving Loan Fund Manual & Applications: All property development loans must be repaid in full if there is a transfer of the property title. The OMS/DDA recommended with the guidance of City Manager Nathan Henne to modify the recommended 5% interest rate to prime interest rate plus 1%.

MOTION BY VICE-CHAIR CARROL, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE AMENDEMENT FOR THE REVOLVING LOAN IN THAT INSTEAD OF A 5% FLAT RATE, IT IS A PRIME PLUS %1 INTEREST RATE AT THE TIME OF APPLICATION.

AYES: ALL

- 8) **ELECTRIC VEHICLE STATIONS** – Director Kuiper stated it was a Social Media Bootcamp course offered by AZee Business Solutions. She also has concerns the Chargepoint stations are starting to cost the Board money since they have been inactive for so long. The warranty is good through October 3, 2024, she posed the question do we remove them if they cannot be fixed and stay operable. Vice-Chair Carrol asked if switching providers is an option, Beth states no, there is limited manufacturer's and limited electricians who can fix the issues. Commissioner Omer suggested to make a request to extend the warranty. Chairman Moore offered to meet with Chargepoint. The Board is interested in meeting with a Chargepoint representative.
- 9) **AMERICORPS MEMBER** – Director Kuiper stated she has received five applications; two of which are local and she feels are both invested. She has met with the applicants for an initial interview and walked through programs they'll focus on and benefits offered to them. The board would like to have backup applicants.
- 10) **SPONSORSHIP OPPORTUNITIES** – Vice Chair Carrol took over for Chairman Moore who left at 8:20am. She detailed the upcoming Artwalk on September 10, 2022; she has met with sponsors from previous years; one more sponsor is needed. There will be an interactive art station for adults and children sponsored by Woodworth as well as a chalk-art contest sponsored by CLH Insurance.

Many businesses in the downtown area have exhibits planned that are inclusive to the public; the event hours are 3:00 – 8:00pm.

COMMITTEE UPDATES:

- 1) **Design** – Commissioner Wheeler spoke about the chairman lights, funds have been provided by the City for replacement. Additionally the Fountain Park is in the process of approval for repair after being hit by a vehicle. All the flowers have been donated by local businesses. Authority Member Osika requested obtaining petunias for the next year. Surrounding Cities have hanging pots and planters and the Board agreed they would like to see more in Owosso’s downtown potentially replacing flower beds in the future.
- 2) **Organization – No updates**
- 3) **Economic Vitality** – Director Kuiper stated seven people signed up and four individuals showed up, it was an informative meeting.

Board Continuing Education/Information:

Authority Member Osika recommended everyone visit the new E-Bikes Store located in the old JcPennys Salon. She also stated she has received complaints regarding weeds in the downtown sidewalks and flowerbeds. The individual that had planned to care for this issue is too busy to keep up; DPW is also very busy this season. Director Kuiper stated that Washington Street sidewalks had been sprayed but there are some remaining. The Board agreed on a day to pull weeds themselves since outside sources are unable to.

Director Kuiper stated she would like to add signs to the bike racks downtown. Commissioner Reyna would like a bike rack in front of Sidelines for customers who peddle to the restaurant.

Director Updates:

Director Kuiper will be on vacation August 27, 2022 – September 6, 2022. The Board agreed to postpone the next meeting until September 14, 2022.

PUBLIC COMMENTS:

NONE

BOARD COMMENTS:

NONE

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY COMMISSIONER OMER TO ADJOURN AT 8:45 A.M.

AYES: ALL. MOTION CARRIED.