

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

January 11, 2023, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chairman Jon Moore at 7:32 A.M.

ROLL CALL: Taken by Chairman Jon Moore.

MEMBERS PRESENT: Chairman Jon Moore, Commissioners: Josh Ardelean, Bill Gilbert, Emily Olson, Lance Omer, Melissa Wheeler.

MEMBERS ABSENT: Mayor Robert J. Teich, Jr., Commissioner Reyna.

OTHERS PRESENT: Nathan Henne, City Manager, Brad Barrett, Finance Director.

AGENDA:

IT WAS MOVED BY COMMISSIONER GILBERT AND SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY COMMISSIONER ARDELEAN AND SUPPORTED BY COMMISSIONER GILBERT TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD DECEMBER 7, 2022.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: No public comments.

Appreciation was extended to City Manager Henne for stepping in during the interim period as the DDA seeks out a new Director. One application has been received and the search has been expanded. The link needs to be updated for the website posting. Appreciation was also extended to Sue Osika for her service to the DDA Board.

ITEMS OF BUSINESS:

- 1. CHECK REGISTER DECEMBER 2022:** GLOW Owosso expenses and the New Year's Eve Block Party.

MOTION BY COMMISSIONER WHEELER, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE CHECK REGISTER AS PRESENTED FOR DECEMBER 2022.

AYES: ALL. MOTION CARRIED.

- 2. AUDIT PRESENTATION & APPROVAL.** Outlined by Brad Barrett, City Finance Director, for fiscal year ending June 30, 2022. This will be the last separate DDA audit that will occur as it will be combined with the City's audit. The actual TIF capture will be reflected in the Financial Statements going forward. The audit will now reflect the State report. A processing fee will be charged for Revolving Loans which will become revenue to the DDA.

MOTION BY COMMISSIONER GILBERT, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE AUDIT AS PRESENTED FOR FISCAL YEAR ENDING JUNE 30, 2022.

AYES: ALL. MOTION CARRIED.

3. **BUDGET REPORT:** A request was made for additional line items and some have been added. The Finance Director explained the purchase order process.
4. **WEBSITE:** Discussion regarding whether or not the website has an expiration date. Updates need to be made in a more timely manner than what is available at this time.

Appreciation was given to Nick Bruckman, Americorps Member, for his work on keeping the DDA's social media updated.

COMMITTEE UPDATES:

1. **Design:** Soil Boring for the chairman lights is complete and the reports are being compiled. Farmers Garden will be doing petunias for the downtown baskets this year. Peterson Landscaping will be watering again this year. Chairman Moore suggested communication between made about the long term plans for the flower baskets. Commissioner Wheeler will reach out to Nick Bruckman to have it posted.
2. **Promotion:** New Years Eve Ball Drop was a success and netted a profit. Discussion about raising ticket prices for the Chocolate Walk.
3. **Organization:** There is no committee chair at this time.
4. **Economic Vitality:** The two Match on Main grants are going well. They will wrap up Aviator Jayne's grant first and then they will work on Taphouse. The Vibrancy Grant has components that have not been completed yet and Main Street will be contacted for guidance regarding the Rotating Retail and the Incubator Kitchen. Operation Brown Bag is a program that was proposed with the idea to create exposure for food service businesses that do not offer a delivery program.

BOARD CONTINUING EDUCATION/INFORMATION:

2023 Board Retreat will be held January 11, 2023 from 6:00pm – 9:00pm in Old Town, Lansing-CANCELLED.

National Main Street Conference will be held March 27-29, 2023 in Boston, Massachusetts. Dollars have not been allocated for attendance at this conference.

DIRECTOR UPDATES: The posting is up with a January 23, 2023 deadline. The Board will be involved in the interview process. It was suggested that the City Manager, Board Chair and Commissioner Olson be the application review committee. It will be posted to a Main Street website, if available.

PUBLIC COMMENTS: None.

BOARD COMMENTS: Chairman Moore noted Brianna Marrah resigned from the Board. There is one seat remaining to fill who is required to be a Downtown resident. An advertisement may be an option.

Finance Director Barrett indicated 1098s were mailed as were the coupon books for the RLF loans. The Liquidity Portal is an investment option through Huntington Bank that bears a higher interest rate and may be used for DDA funds.

Chairman Moore indicated a finance committee meeting will be scheduled as budget amendments need to be completed.

ADJOURNMENT:

IT WAS MOVED BY COMMISSIONER GILBERT AND SUPPORTED BY COMMISSIONER OMER TO ADJOURN AT 8:59 A.M. AYES: ALL. MOTION CARRIED.

NEXT MEETING FEBRUARY 1, 2023.