

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
AUGUST 3, 2016 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:35 a.m.

ROLL CALL: Was taken by Recording Secretary, Susan Montenegro.

MEMBERS PRESENT: Chairman David Acton, Vice-Chairman Bill Gilbert, Authority Members Kevin Wiles, Ken Cushman, Theresa Trecha, Lance Omer, and Mayor Ben Frederick.

MEMBERS ABSENT: Authority Members Jon Moore and Shar Haskins.

OTHERS PRESENT: Josh Adams, Main Street Manager, Susan Montenegro, Assistant City Manager

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY VICE-CHAIRMAN GILBERT TO APPROVE THE AGENDA FOR AUGUST 3, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY VICE-CHAIRMAN GILBERT TO APPROVE THE MINUTES OF JULY 6, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

COMMITTEE UPDATES:

1) DESIGN

POKÉMON PHENOMENON

Josh Adams shared that many businesses within the downtown are actively embracing the Pokémon craze and this was quite the focus of the last Design Committee meeting. The only negatives coming from this so far are the gathering of approximately 20 people between 2 or 3 in the morning. Flowers get trampled, the amount of litter has increased as has vandalism to trash cans and a chair anchored to the sidewalk out in front of Owosso Books and More. Josh reached out to OPD and asked them to increase their patrols around Fountain Park in the middle of the night.

BIKE RACKS:

The initial goal is to get 10 bike racks sponsored, finished, and installed. Josh reported that nine bikes are funded and he is working with DPW to get installed. The ultimate goal is to get 20 bikes funded, finished, and installed; Josh gave Aaron Maike of Baker College the go ahead to schedule the next 10 bikes to be made in the next class. Agnew Graphics stated they can make a custom logo for sponsors that will go on the main cross-pipe of the bike.

WAY-FINDING SIGNS:

Final approvals for Wayfinding signage and installation locations have been approved by MDOT. Josh is working with DPW to get the base for the poles installed and the signs up.

2) ECONOMIC RESTRUCTURING

ER had a brief meeting in July. Josh Adams went to the National Main Street meeting and bought a business investment guide for \$350 to use as a template. The business investment guide will be updated with the correct information for Owosso and then distributed through the "AskOwosso" team. Part of the updating will involve building and zoning and will require city staff input to complete.

3) ORGANIZATION

Org bought a similar template to put together and will use it as a sponsorship guide. The goal is to use this as a volunteer information center where people can look at volunteer opportunities and sign up. This program will be available online as well. Josh stated Chrissie Schemanauer is doing an awesome job at gathering a strong group of base volunteers.

4) PROMOTION

Promotion is gearing up for upcoming fall events: Art Walk (September 10), Art Bike, Chairfair, Sidewalk Chalk, and Vintage Bikes (August 27). Promotion will meet on August 14 to finish the remainder of the 2016 calendar and fill out the 2017 calendar of events.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CHECK REGISTER FOR JULY 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

Josh Adams state the \$1600 invoice from Sunburst has been taken out of the budget report until questions and concerns regarding this bill are resolved.

3) MANAGER EVALUATION AND CONTRACT APPROVAL

Chairman Acton reported the DDA board needs to approve the contract for Josh Adams. Chairman Acton shared three areas of concern regarding the evaluation process:

1. When evaluation process is done it needs to focus on four areas:
 - Current job description
 - Every year the DDA gets evaluated on uniform criteria from Michigan Main Street and believes the evaluation can be applied to the director's position. Acton believes this is a good opportunity to discuss if there are any gaps in current practices update or implement changes, if needed, at that time.
 - Offsite – set priorities.
 - Knowledge legacy. The board must be intentional to make legacy information available for a future Main Street Manager so the transition is smoother when and IF that day comes.
2. Is the evaluation process sound?
3. Is the contract content adequate?

Chairman Acton stated he would put together a document containing the above mentioned items and send it to board members for input and then will bring those results back to the next meeting in September to report to the board.

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER FREDERICK TO APPROVE A 5 YEAR CONTRACT WITH JOSHUA D. ADAMS AS THE DOWNTOWN DEVELOPMENT DIRECTOR (MAIN STREET MANAGER) AND TO GIVE HIM A 3% INCREASE ANNUALLY EFFECTIVE IMMEDIATELY.

AYES: ALL. MOTION CARRIED.

4) FAÇADE GRANT UPDATES

The process has been delayed due to property owners asking for multiple changes to conceptual designs. The committee is waiting on two property owners to sign escrow agreements for design services. Authority member Frederick asked if the project would be started and completed yet this fall. Assistant city manager Montenegro stated the project still needs to go to MEDC for approval, release of the application, and environmental review. Once this process is done it can be sent out for bid, awarded, and then construction can start. The delays, however, may push thing out to the Spring of 2017.

PUBLIC COMMENTS: There were no public comments.

BOARD COMMENTS: None.

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO ADJOURN AT 8:23 A.M.

AYES: ALL. MOTION CARRIED.

David Acton, Chairman

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