

**MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
OCTOBER 5, 2016 AT 7:30 AM
CITY COUNCIL CHAMBERS**

CALL TO ORDER: The meeting was called to order by Acting Chairman, Authority Member Ken Kushman at 7:34 a.m.

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

MEMBERS PRESENT: Authority Members Kevin Wiles (7:36 a.m.), Ken Cushman, Theresa Trecha, Jon Moore, Lance Omer, Mayor Ben Frederick

MEMBERS ABSENT: Chairman David Acton, Vice-Chairman Bill Gilbert

OTHERS PRESENT: Josh Adams, Main Street Manager; Susan Montenegro, Assistant City Manager and Director of Community Development; Jessica Hickey, Independent Newspaper Group, Phil Hathaway, Guy Bazanni, Steve Cohen.

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE AGENDA FOR OCTOBER 7, 2016 WITH THE FOLLOWING CHANGES:

ADD REHMAN GROUP AUDIT TO ITEMS OF BUSINESS.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE MINUTES OF SEPTEMBER 7, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

(Items of business and committee updates were switched around due to time constraints of authority members and their need to leave early)

ITEMS OF BUSINESS:

1) DDA LOAN REVISIONS – WESENER DEVELOPMENT

Phil Hathaway approached the board about restructuring the current loan the Wesener Development group has with the DDA. (Please see attached memorandum presented at the meeting)

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER WILES TO AUTHORIZE VICE-CHAIRMAN GILBERT TO DISCHARGE THE EXISTING LOAN ONCE A REVOLVING LOAN THROUGH THE CITY IS GRANTED. MOTION IS CONTINGENT UPON APPROVAL TO RECEIVE THE LOAN THROUGH THE CITY AND IS NULL AND VOID IF THE LOAN IS NOT RECEIVED. VICE-CHAIRMAN GILBERT IS INSTRUCTED TO SIGN DUE TO CHAIRMAN ACTON'S INVOLVMENT/OWNERSHIP OF THE WESENER DEVELOPMENT PROJECT.

AYES: ALL. MOTION CARRIED.

2) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE CHECK REGISTER FOR SEPTEMBER, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

Discussion was held regarding check register.

3) WATER STREET IMPROVEMENT

Mark Hanna, business owner at 220 W. Main, approached Josh Adams about his desire to replace the sidewalks in front of his business along N. Water Street. Cost estimates for this work is approximately \$4300-4500. Hanna is willing to put money into this project and would like a loan he could repay. Discussion was also held on matching amounts between the city, the DDA and Hanna. Concern was raised over setting a precedence with other businesses in the downtown.

MOTION BY AUTHORITY MEMBER WILES, SUPPORTED BY AUTHORITY MEMBER OMER, TO PROVIDE A 100% LOAN OPTION TO MR. HANNA THAT IS REPAYABLE OVER ____ YEARS.

AYES: ALL. MOTION CARRIED.

4) REHMAN ROBSON, CERTIFIED PUBLIC ACCOUNTANTS, TO AUDIT FISCAL YEAR ENDING JUNE 30, 2016.

The board held discussion on auditing services that will be needed for fiscal year ending June 30, 2016. Rehman Robson, Certified Public Accountants, will already be auditing the city of Owosso in November and will therefore be established. Board decided it would make sense to have them audit DDA books as well.

MOTION BY AUTHORITY MEMBER WILES, SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE USING REHMAN ROBSON, CERTIFIED PUBLIC ACCOUNTANTS, TO AUDIT FISCAL YEAR ENDING JUNE 30, 2016.

AYES: ALL. MOTION CARRIED.

5) FAÇADE GRANT UPDATES

Susan Montenegro gave a brief update on the status of the façade grant applications. 5/3 Bank has asked to enter the current round of façade grant applicants. Meetings with the architect and the bank have taken place and conceptual drawings/fees are expected within the next week. Project is slated to go before the MEDC at the end of October/beginning of November to start the approval process at the State level.

COMMITTEE UPDATES:

1) DESIGN

BIKE RACKS:

Five (5) bike racks are complete and waiting at Baker College to be picked up and installed. Josh Adams is working with DPW to set up a date and time to get this done. Baker to work on completing more bike racks.

WAY-FINDING SIGNS:

Josh Adams reported that the first set of holes and bolts for wayfinding signs will be put in today!

2) ECONOMIC RESTRUCTURING

Committee chairman Omer reported the group met two times last month to go over the business development guide templates, giving suggestions on tweaking for Owosso. Also discussed at these meetings was Ask Owosso. Josh Adams is also working on using an equation to figure out the value of parking spots in the downtown, especially those in front of businesses.

3) ORGANIZATION

Committee is working on developing a volunteer database and sponsorship database.

4) PROMOTION

Committee is gearing up for Glow Event (with a 5K run) to be held on November 25th. Small business promotion will be held on the following Saturday. A packet for marketing/promo will be distributed at the business owners meeting.

PUBLIC COMMENTS: There were no public comments.

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER MOORE TO ADJOURN AT 8:08 A.M.

AYES: ALL. MOTION CARRIED.

David Acton, Chairman