

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**MARCH 1, 2017 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, Marty Stinson.

**MEMBERS PRESENT:** Chairman David Acton, Vice-Chairman Bill Gilbert, Authority Members Kenn Cushman (arrived 7:39 a.m.), Jon Moore, Lance Omer, Theresa Trecha, Kevin Wiles.

**MEMBERS ABSENT:** Shar Haskins, Mayor Chris Eveleth

**OTHERS PRESENT:** Josh Adams, Main Street Manager; Sue Montenegro, Assistant City Manager & Community Development Director; Robert Doran-Brockway, Historical Facilities Director.

**AGENDA:**

**IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE AGENDA FOR MARCH 1, 2017 AS PRESENTED WITH THE ADDITION OF ITEM # 6 APPLICATION BASED SERVICES.**

**AYES: ALL. MOTION CARRIED.**

**MINUTES:**

There were no minutes for February 1, 2017, as quorum was not met.

**PUBLIC COMMENTS:**

Robert Doran-Brockway said that he was going to Detroit today to pick up two of the restored paintings for the castle and will be taking three more for the restoration procedure. They are in the process of restoring all the paintings from the castle.

Tomorrow he starts an exhibition seminar with 20 high school students.

This summer there will be a Farmer's Market by the park when concerts are occurring on Thursday evenings. Traci Peltier is helping along with SAC.

Discussion followed with Chairman Acton about a possible collaboration with their volunteers from DDA and the Historical Commission.

Susan Montenegro reported that she has received a Letter of Intent for the grant work for 344 W. Main St. Qdoba is coming along; vapor barrier has been tested. The Park Plan is being worked on.

## **COMMITTEE UPDATES:**

### **1) DESIGN**

#### WAY-FINDING SIGNS:

Bill Gilbert noted the way-finding signs were up. Jos Adams stated seven are up. The eighth installation failed because they hit the old bridge where MDOT told them to install it in front of Tim Hortons. There are four more signs in storage just waiting for the financing for the poles, installation, the breakaway bolts, etc. Placement of the signs was decided by MDOT. Plaques for the sponsors will be installed later.

Mr. Adams reported on the Design Meeting – they discussed taking people on a Hard Hat Tour such as showing the designs and the story through some of the developments for the last couple years. Maybe this is something that could be established at the city club.

There was also a discussion at the meeting about merging ER and Design. There are a lot of elements and skill sets that could be merged together. They could have two meetings a month and then quarterly update everyone.

#### BIKE RACKS

Mr. Adams commented that six or seven bike racks would be put up when weather breaks. Discussion followed about SLH completing more of them or possibly bidding out for someone else to work on them.

### **2) ECONOMIC RESTRUCTURING**

Committee Chairman Omer noted that a lot has already been discussed from his meeting. They also talked about hospitality training with employees. Ms. Trecha expanded on the idea, and Chairman Acton mentioned hospitality guidelines and hiring practices.

### **3) ORGANIZATION & 4) PROMOTION**

Mr. Adams said that Sue Osika and Cheryl Peterson will be staying on the committees.

The Owosso Main Street 2017 Event Calendar was distributed.

He noted that the Chocolate Walk in February was very successful. They sold 200 tickets – They sold out of boxes and chocolates! People came from all around the state – Kalamazoo, Waterford, Grand Rapids. They netted about \$1,700 in 1.5 hours; plus all the promotions for the businesses. That money will go to further develop the website with the goal to meet accreditation.

They have a new idea – “Sample the City” – giving out samples of food and other items for a future promotion.

## **ITEMS OF BUSINESS:**

### **1) CHECK REGISTER**

(SEE BOARD PACKET FOR CHECK REGISTER)

**IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE CHECK REGISTER FOR MARCH 2016 AS PRESENTED.**

**AYES ALL. MOTION CARRIED.**

## 2) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

Mr. Adams noted that everything is looking good. We may have to take out of reserve funds for the way-finding signs.

**MOTION BY BOARD MEMBER WILES SUPPORTED BY BOARD MEMBER GILBERT TO APPROVE THE BUDGET REPORT AS PRESENTED.**

**AYES ALL. MOTION CARRIED.**

## 3) 2017/2018 BUDGET APPROVAL

Mr. Adams prepared the budget almost exactly as last year. Office Supplies is reduced by \$500 as he bought a filing cabinet this budget year that he won't be buying in the new budget year. Discussion regarding Mark Allen loan and its repayment; 494 Fund and possible future usage.

8:30 a.m. Board Member Wiles left the meeting.

Chairman Acton requested a report on the history and what we have access to in the 494 Fund.

**IT WAS MOVED BY BOARD MEMBER GILBERT AND SUPPORTED BY BOARD MEMBER MOORE TO APPROVE THE 2017/2018 BUDGET FOR THE OWOSSO DDA / MAIN STREET.**

**AYES ALL. MOTION CARRIED.**

## 4. NMS APRIL STRATEGY DEVELOPMENT / ALIGNMENT – DISCUSSION

Mr. Adams gave the board their choice of dates to meet with Norma in April for their Strategy Development. It was determined to meet on April 11 at 3 p.m. for the board and all committees will meet at 6:30 p.m. The topic will be *Transformation Strategies*.

## 5. FAÇADE GRANT UPDATE

Ms. Montenegro noted that grants are slowly coming along for the Dollar Daze building. There will be seven projects there. The Fifth Third Bank's application came in at \$1.5 – 2 million so they waiting for now on theirs.

Mr. Cushman noted that many are interested until they see the final tab. Mr. Adams continued that the less educated about the grants are enthused to start and then back out. We need to work more on helping them to understand that it's the whole restoration and not just choosing a portion for the grant money.

## 6. APPLICATION BASED SERVICES

Mr. Adams discussed this item.

**IT WAS MOVED BY BOARD MEMBER GILBERT SUPPORTED BY BOARD MEMBER CUSHMAN TO SUBMIT THE APPLICATION FOR BASED SERVICES.**

**AYES ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** There were no public comments

**BOARD COMMENTS:**

Mr. Adams submitted updated work plan sheets and work plan correlation sheets to the board. These are more user friendly.

He is working with Nick Pidek to build out the website. They are also working on a volunteer event.

**IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:51 A.M.**

**AYES: ALL. MOTION CARRIED.**

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David Acton, Chairman

mms