

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
JULY 12, 2017 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Vice-Chairman Bill Gilbert at 7:38 a.m.

ROLL CALL: Was taken by Recording Secretary, Marty Stinson.

MEMBERS PRESENT: Vice-Chairman Bill Gilbert, Authority Members Jon Moore, Lance Omer, Theresa Trecha, Kevin Wiles, and Jim Woodworth.

MEMBERS ABSENT: Chairman David Acton, Authority Members Kenn Cushman and Mayor Chris Eveleth.

OTHERS PRESENT: Josh Adams, Main Street Manager; and Sue Montenegro, Assistant City Manager & Community Development Director.

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE AGENDA FOR JULY 12, 2017 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE MINUTES OF JUNE 7, 2017, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None

COMMITTEE UPDATES:

1) DESIGN AND BUSINESS VITALITY.

Authority Member Omer reported that the flowers were looking good. Main Street Manager Adams reported that Ms. Lorraine Weckwert has about 90 volunteers this year to work on the flowers downtown. We've been getting good rain this year.

Mr. Gilbert noted that Woodard Place (the alleyway on W. Exchange) has ongoing water issues. Mr. Adams commented that Glen Chinavare and Mark Mitchell from the city met with him at Sobak's. They and the DPW are working on the concrete around the wrought iron gate. It is not the fault of the low flow irrigation system for the flowers, but rather when a heavy rain occurs and floods this area. The DPW is digging in and applying concrete to better seal next to the building on the east side of the alley.

2) PROMOTION AND OUTREACH.

There are some events coming up. "Sample the City" has been moved to the fall.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

Per Mr. Adams, June was the end of the fiscal year and there were a lot of checks written. There will need to be a big check to Children's Advocacy later on of about \$5-6,000 from the Cruise to the Pits.

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

AYES ALL. MOTION CARRIED.

2) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

Mr. Adams commented that there was money moved from reserve because the state didn't cut the personal property check of \$18,000 because of their error. We won't receive that until December or February. We may still be receiving June bills after July 1st, so there is still some cushion in the budget as you see it today.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE BUDGET REPORT AS PRESENTED.

AYES ALL. MOTION CARRIED.

3) MANAGER CONTRACT REVISION & UPDATE

Per Mr. Adams, this contract is the same as August of 2016 except Section 4 which makes reference to the new joint agreement with the City. This still goes to 2021. This new portion doesn't jeopardize the Main Street Manager position. Managers in other cities are already doing these duties. The new budget will reflect the changes. The DDA will bill the city for their portion and city will issue the appropriate reimbursement.

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE MAIN STREET MANAGER CONTRACT REVISION AND UPDATE.

AYES ALL. MOTION CARRIED.

4) PROGRAM ASSISTANT CONTRACT & JOB DESCRIPTION – TRACEY PELTIER

Per Mr. Adams, the document enclosed in the packet is in draft form. The Manager's new contract frees up about \$20,000 and this contract would be for about \$15,000. Chairman Acton suggested a rough time sheet with this new position. Mr. Adams said that he was going to do one also. Board Member Woodworth asked if there was a problem with not posting this job opening. Mr. Adams said no, but he could post it if the board requested so. Mr. Adams recommended Ms. Peltier because of her low training curve with her background. She already knows everyone downtown. This would be a yearly contract with a 14 day clause to quit. This would be at will employment.

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE PROGRAM ASSISTANT CONTRACT AND THE HIRING OF TRACEY PELTIER.

AYES ALL. MOTION CARRIED.

5) DOWNTOWN SECURITY CAMERA PROPOSAL

Mr. Adams met with Mike Cross from Say Computer who also brought in Colin from Daystar. This was to work up the estimate for the security camera proposal for the Fountain Park parking lot due to previous significant vandalism to vehicles. Daystar is donating the hosting of a 4G server and the included labor. This support would normally cost \$1-2,000 per month. Discussion followed including the length of the recording before “looping” – 67 days. Clips of any events reported would be forwarded to the Public Safety for their oversight. Mr. Gilbert noted that we have a lot of investment in the downtown and we need to protect it. Board Member Woodworth stated he would support the fourth camera.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE PURCHASE PER THE SUBMITTED SECURITY CAMERA PROPOSAL FROM SAY COMPUTER.

AYES ALL. MOTION CARRIED.

6) OMS EVENTBRITE & PAYPAL ACCOUNT

Mr. Adams stated that Ken is the treasurer and that by setting up an Eventbrite account that he, Dave and/or Bill could access would be very helpful during events such as the Chocolate Walk. It would be at Chemical Bank and once a month the bank would automatically move specified funds to the general account of the DDA. Eventually the DDA plans on more events.

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE SET UP OF THE EVENTBRITE ACCOUNT.

AYES ALL. MOTION CARRIED.

7) DOWNTOWN PERMIT PARKING RECOMMENDATIONS – DISCUSSION

Mr. Adams began the discussion by stating that they are looking into restructuring the parking permits program for the downtown parking lots. There are 57 people currently with parking permits. About half are employees and half residents. The idea is to phase out employees and to have residents lease with their landlords. If a car is to park for more than 72 hours, it should park in a 72 hours area. Then we can take down leased parking signs and have more parking spaces for customers. We will also need to address zoning requirements in the downtown areas in case of big events.

PUBLIC COMMENTS: There were no public comments

BOARD COMMENTS: There were no board comments

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:42 A.M.

AYES: ALL. MOTION CARRIED.

Bill Gilbert, Vice-Chairman

mms