

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

January 3, 2024, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chair Jon Moore at 7:35 A.M.

ROLL CALL: Taken by Chair Jon Moore

PRESENT: Chair Jon Moore, Vice-Chair Lance Omer, Commissioners Daylen Howard, Allié McGuire, Robert J. Teich, Jr., Nicole Reyna and Bill Gilbert. Commissioner Josh Ardelean arrived at 7:54 A.M.

ABSENT: Commissioner Emily Olson

STAFF PRESENT: Lizzie Fredrick, DDA/OMS Director

AGENDA:

MOVED BY GILBERT, SUPPORTED BY MCGUIRE TO APPROVE THE JANUARY 3, 2024 DDA/OMS AGENDA AS PRESENTED.

AYES: ALL

MOTION CARRIED

MINUTES:

MOVED BY HOWARD, SUPPORTED BY REYNA TO APPROVE THE DECEMBER 6, 2023 DDA/OMS SPECIAL MEETING MINUTES.

AYE: ALL

MOTION CARRIED

PUBLIC COMMENTS: None.

FINANCIAL REPORTS: Fredrick presented the financial reports and answered questions.

ITEMS OF BUSINESS:

1. **BOARD MEMBER AGREEMENT & JOB DESCRIPTION:** Moore presented the Board Member Agreement and Job Description and asked the Board to sign the agreement.

Gilbert discussed the agreement and job description helping with Board Member onboarding.

2. **FY23-24 BUDGET AMENDMENTS:** Fredrick reviewed the proposed budget amendments highlighting the payoff of the DDA Revolving Loan Debt and that changes in programing, estimated revenue and estimated expenses will decrease the anticipated expenditures from the Fund Balance by approximately \$5,000.

MOVED BY HOWARD, SUPPORTED BY GILBERT TO APPROVE THE FISCALYEAR 2023-2024 BUDGET AMENDMENTS AS PRESENTED.

AYES: ALL

MOTION CARRIED

3. **DOWNTOWN PARKING:** Fredrick presented the proposed street parking updates and highlighted an error in the memorandum.

Fredrick confirmed that the parallel parking spot to be removed is on W. Comstock Street instead of W. Exchange Street.

MOVED BY HOWARD, SUPPORTED BY OMER TO APPROVE THE REMOVAL OF THE PARALELL PARKING SPOT ON W. COMSTOCK STREET NEXT TO THE EAST BOUND STOP SIGN AND UPDATING THE 15-MINUTE PARALLEL PARKING SPOTS ON PARK STREET AND E. COMSTOCK STREET TO A 2-HOUR PARKING LIMIT.

**AYES: ALL
MOTION CARRIED**

COMMITTEE UPDATES:

1. **Organization:** Moore reviewed the December Organization Committee minutes including updates on the Board Member Agreement, the creation of a Volunteer Appreciation Program and Community Newsletter.
2. **Economic Vitality:** Howard announced the Match on Main grant opportunity and shared that the Economic Vitality Committee needs a member from a traditional lending institution.
3. **Promotion:** Fredrick provided a recap of the New Year's Eve event and updated the Board on the Chocolate Walk and Hype Team.
4. **Design:** Fredrick reviewed the December Design Committee minutes including updates on the Fountain Park Summer Expansion and Bridge Basket Program.

DIRECTOR UPDATES: Fredrick notified the Board that the Lapeer DDA and Main Street Board will be visiting Downtown Owosso on January 20th for their Board retreat and reminded the Board she'll be gone at the beginning of May for the Main Street National Conference.

BOARD COMMENTS: None.

ADJOURNMENT:

**MOVED BY GILBERT, SUPPORTED BY TEICH TO ADJOURN AT 8:49 A.M.
AYES: ALL
MOTION CARRIED**

NEXT MEETING FEBRUARY 7, 2024.