

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

November 2, 2022, AT 7:30 A.M.

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

ROLL CALL: Taken by Director Kuiper

MEMBERS PRESENT: Chairman Jon Moore, Vice-Chairman Brianna Marrah, Commissioners: Josh Ardelean, Lance Omer, Nicole Reyna.

MEMBERS ABSENT: Commissioners Bill Gilbert, Sue Osika, and Melissa Wheeler

OTHERS PRESENT: Beth Kuiper, Director; Nick Bruckman, AmeriCorps Service Member

AGENDA:

IT WAS MOVED BY COMMISSIONER ARDELEAN AND SUPPORTED BY VICE-CHAIR MARRAH TO APPROVE THE AGENDA.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY COMMISSIONER ARDELEAN AND SUPPORTED BY VICE-CHAIR MARRAH TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD OCTOBER 5, 2022 WITH AMENDED YEAR.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS:

No public comments.

ITEMS OF BUSINESS:

- 1. CHECK REGISTER OCTOBER 2022:** Brief update provided regarding expenses.

MOTION BY COMMISSIONER GILBERT, SUPPORTED BY VICE-CHAIR MARRAH TO APPROVE THE CHECK REGISTER AS PRESENTED FOR OCTOBER 2022.

AYES: ALL. MOTION CARRIED.

- 2. BUDGET REPORT:** Financial committee to meet November 17, 2022 for further discussion.
- 3. SHIACASH REPORT:** No longer will the ShiaCash Report be on the agenda as an item of business. The Shiawassee Chamber of Commerce manages this program, not the DDA.

4. **CHARGEPOINT REPORT:** No longer will the ChargePoint Report be on the agenda as an item of business. Director Kuiper will notify the Board of Directors if significant changes are presented with use and/or financial status.
5. **ELECTRIC VEHICLE STATIONS:** Charge Deals will be incorporated into the stations for small business support. A ribbon cutting is scheduled for 11/10/22 at 1pm. Please see the attached invite to this packet. Future Energy, Consumers Energy, Charge Deals, and three EV vehicles will be present. Bangin' Bowls will also be on site with samples.
6. **OMS NATIONAL CERTIFICATION:** The OMS National Certification must be renewed for another 2 years. All paperwork has been submitted and the Michigan Main Street and National Main Street will be following up with Director Kuiper for next steps.
7. **WEBSITE CHANGES:** Director Kuiper met with current website host AJ Morris to discuss website changes. Morris submitted a program and service detail with associated costs to streamline processes and utilize software to reduce error and labor. Revisions from the Board were given to Director Kuiper for a website host renewal resolution by next month.
8. **FINANCIAL COMMITTEE:** The financial committee will meet monthly with quarterly revisions to the budget in order to satisfy the State of Michigan Corrective Action Plan.

COMMITTEE UPDATES:

1. **Design:** Fountain Park wall will be repaired mid-November. No November meeting due to elections and open gun season. Christmas decorating staff will not be hired this year due to budget constraints.
2. **Promotion:** Ghoul's Night Out was a huge success, Influencer Program with the Vibrancy Grant is coming to fruition, Glow decorating is November 5th at 10am at Main Street Plaza, NYE Block Party is in full swing with planning.
3. **Organization:** A social media schedule was introduced, reaching out to content creators and the District Liaison program is getting lifted.
4. **Economic Vitality:** 2 Revolving Loan Fund applications were passed at City Council and 2 Match on Main grant applications to be submitted by 10/29.

BOARD CONTINUING EDUCATION/INFORMATION:

RRC training has been completed. Director Kuiper to send out survey for available dates for the 2023 Board Retreat.

DIRECTOR UPDATES:

PUBLIC COMMENTS:

BOARD COMMENTS:

ADJOURNMENT:

IT WAS MOVED BY COMMISSIONER REYNA AND SUPPORTED BY CHAIRMAN MOORE TO ADJOURN AT 9:01 A.M.

AYES: ALL. MOTION CARRIED.

NEXT MEETING: DECEMBER 7, 2022.