

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
MAY 1, 2019 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:36 a.m.

ROLL CALL: Was taken by Recording Secretary, Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Mayor Chris Eveleth, Ken Cushman, Jon Moore, Lance Omer, Theresa Trecha, and Jim Woodworth.

MEMBERS ABSENT: Vice-Chairman Bill Gilbert

OTHERS PRESENT: Josh Adams, Main Street Manager; Nathan Henne, City Manager; Nick Pidek, Council Member, Robert Doran-Brockway, Owosso Historical Commission Director

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE AGENDA FOR MAY 1, 2019.

AYES: ALL. MOTION CARRIED.

MINUTES

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE MINUTES OF APRIL 3, 2019.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: NONE

BOARD COMMENTS: Mayor Eveleth informed the board the Farmers Market will open with the bell ringing on Saturday, May 4th at 9:00 A.M. This marks the 10th Anniversary of Downtown Farmers Market with Tracy Peltier.

ITEMS OF BUSINESS:

1) CHECK REGISTER

IT WAS MOVED BY AUTHORITY MEMBER MAYOR CHRIS EVELETH, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE CHECK REGISTER FOR APRIL 3, 2019 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT- Adams informed Board that the tax capture from the TIFF was greater than expected. He is seeking clarification from Treasury to verify source of revenue.

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE BUDGET REPORT AS PRESENTED.

AYES: ALL. MOTION CARRIED.

3) DOWNTOWN OWOSSO PROGRAM CRITERIA –THE ECONOMIC & BUSINESS VITALITY COMMITTEE along with Jim Woodworth and Ken Cushman will meet to review the “Program Manual”- “Downtown Owosso UDAG/CDBG Program Criteria” along with criteria established by City Council’s Revolving Loan Committee. Discussion and challenging the fundamental assumptions will take place. The goal is to begin taking applications to make funds available July 1, 2019. No Resolution was made at this time.

COMMITTEE UPDATES:

1) Design & Business Vitality – The downtown cleanup took place. It was the largest gathering of volunteers in the last 4 years and the most thorough cleaning that has ever taken place. The streetscape subcommittee has been meeting to determine what should be done with flower beds. Two varied bids have been created for formal bids although it is possible that just quotes may be obtained from local landscapers depending on rules and/or criteria established for this process. Washington and Exchange streets will be the focus.

The flower program is underway. Adopt-A-Bed program is underway to request donations of \$200 per bed that will include a plaque. The \$200 donation will cover the expense of flowers, weeding and watering the bed. Positions are open for 2 part-time waterers.

2) Promotion & Outreach – Successful Bunny Hop Shop. Photos were taken of children and others with the bunny throughout and posted on Social Media. Work plans were begun. Fund raising matrix/plan is being created for volunteers to use as a template for sponsorship.

3) Business Owners Committee – None

4) Manager Updates – None

Board Continuing Education/Information

- **Director Report** – The board was instructed to read as you can.
- **Important Dates** – Review the “Important Dates” document. As each date approaches, more information will be shared. Reference materials were provided documenting adequate parking exists. The data and tools will be available on the DDA website.
- **Self-Assessment** – Currently gathering information.
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PUBLIC COMMENTS: None

BOARD COMMENTS: None

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER MOORE TO ADJOURN AT 8:57 A.M.

AYES: ALL. MOTION CARRIED.