

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
SEPTEMBER 4, 2019 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:33 a.m.

ROLL CALL: Was taken by Recording Secretary, Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Commissioner Ken Cushman, Commissioner Jon Moore, Commissioner Lance Omer, Commissioner Theresa Trecha, and Commissioner Jim Woodworth.

MEMBERS ABSENT: Mayor Chris Eveleth, Commissioner Bobbi Fuller

OTHERS PRESENT: Josh Adams, DDA Director; Robert Doran-Brockway, OHC Director.

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE AGENDA FOR SEPTEMBER 4, 2019.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE MINUTES OF AUGUST 7, 2019.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: NONE

ITEMS OF BUSINESS:

1) CHECK REGISTER

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE CHECK REGISTER FOR AUGUST, 2019 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) SEPTEMBER 2019 BUDGET REPORT- Discussion leading to revenue will probably increase as the year goes forward. Maintenance expenses have increased including watering costs and \$4,000 for mowing of Fountain Park; along the river behind Public Safety to the Armory, JC Penney/Roma's area May – October.

The Streetscape Committee will restart for continuing discussion of maintenance concerns while following the chain of command when working with the City. Signage outside of district will be added to the City Maintenance list.

Residents have asked about restoring Quaker Oats sign on wall has. Overlays can be made applied as a skin for \$3,000 to \$5,000. The board determined to move this topic to the Design Committee to consider A) Historical B) Modern C) Combination of both and discussion of mural on Gilbert's Hardware wall.

3) Revolving Loan Fund – Manual Revision – Inadvertent wording mistake was discovered in the manual. Refine ineligible products wording with Match on Main wording.

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH, SUPPORTED BY AUTHORITY MEMBER MOORE TO MODIFY THE REVOLVING LOAN PROCEDURE MANUAL AND PRESENT TO CITY COUNCIL FOR FINAL APPROVAL.

AYES: ALL. MOTION CARRIED.

4) Entrepreneurial Ecosystem Service #2 – Matt Wagner will be in Owosso in 9/13/19. A series of 2 meetings will be held with an AM and PM sessions lasting 2-3 hours each. The Design and Business Vitality Committee is encouraged to attend.

5) National Mainstreet Coordinators Meeting – will be held in Owosso, October 3rd and 4th. 35 - 40 registrants will be staying at Comstock. The entire National Mainstreet Center will be in Owosso meeting at Armory for a 3-hour session then continuing with sessions for their annual meeting. Owosso Mainstreet may be requested to provide an overview of Owosso's program and may be requested to provide a tour of Owosso Downtown District. Owosso DDA is honored to have the National organization choose Owosso to hold their annual meeting.

COMMITTEE UPDATES:

1) Design & Business Vitality – Reviewed loan applications, approved two applications: 1-Grant, 1-Loan. More to come for grant and loan requests. The guidelines for the process went well. Outreach is key to communicate the grant and loan programs are available. Business owners may be invited for an event with a presentation of the programs available

2) Promotion & Outreach – Largest number of Motorcycles participated in the Vintage Motorcycle Days totaling 95. The committee raised a record amount of funds. Discussion will include expanding another block. Artwalk is scheduled for 9/14/19. Partnering with OHC Home Tour on 9/21/19. The Glo committee will be holding their first meeting today at 6:00 PM. The first NYE meeting will take place tomorrow. A unique collaboration with Owosso Community Players is developing to merge the organizations. Sponsors are needed for Glo and NYE. Christmas Extravaganza will not be held this year. A "Christmas on Main" is being considered during the two Saturdays before Christmas with activities in the Plaza.

3) Business Owners Committee – Low attendance throughout the summer. September 17, 2019, Tuesday will be the next meeting at 6:30 P.M.

4) Manager Updated – See Director Report.

Board Continuing Education/Information:

- **Director Report** – The Chairman noted that the comprehensive Director's report is excellent. It is important that residents see the Director's Report. It is being published on the Business Owner's page. Owosso is on target 90/10 Streetscape Grant: It would allow 157 chairman lights to be replaced, and retaining wall repaired along with other items on list. A training on October 9th is being conducted in Grand Haven focusing on Marketing. Any interested commissioners may attend.

PUBLIC COMMENTS: None

BOARD COMMENTS: None

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:40 A.M. AYES: ALL. MOTION CARRIED.