

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
November 7, 2018 AT 8:00 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 8:03 a.m.

ROLL CALL: Taken by Recording Secretary, Debbie Hebert.

AUTHORITY MEMBERS PRESENT: Mayor Chris Eveleth, Vice-Chairman Bill Gilbert, Ken Cushman, Jon Moore, Lance Omer, Theresa Trecha, Jim Woodworth

MEMBERS ABSENT: Kevin Wiles

OTHERS PRESENT: Josh Adams-Main Street Manager; Robert Doran-Brockway-OHC Director, Members of Lapeer DDA Main Street, Small Business Specialist, Michigan Main Street, Chuck Donaldson, MEDC.

AGENDA:

Approved as moved by Vice Chairman Bill Gilbert and supported by Authority Member Ken Cushman to approve the Agenda for the November 7, 2018 meeting as presented,

AYES: ALL. MOTION CARRIED.

MINUTES:

October 3, 2018 meeting was cancelled due to a lack of a quorum.

PUBLIC COMMENTS:

ITEMS OF BUSINESS:

1) CHECK REGISTER

Discussion and explanation of purchasing process took place. **Approved as moved by Authority Member Woodworth and supported by Authority Member Gilbert to approve the Check Register for October, 2018 as presented.**

AYES ALL. MOTION CARRIED.

2) BUDGET REPORT – JOSH ADAMS, MAINSTREET MANAGER

Discussion and review of process occurred, differentiating between hardscape and softscape items and responsibility of expenditures.

3) Square Account for program

Fund raising for various committees are finding that sales could be higher if there was an avenue to process debit/card cards. Square provides customizable options to separate fund raising revenue per committee. Jon Moore will spearhead the process in a subcommittee under Design & Business Vitality

A motion to pursue a Square Account is approved as moved by Authority Member Gilbert and supported by Authority Member Woodworth.

AYES ALL. MOTION CARRIED

4) Façade Grant Update

Owner background checks completed. A preconstruction meeting will be held November 9, 2018. Construction to begin and work throughout the winter.

5) Program Self-Assessment Tool

Each board member will complete the online PDF by December 31, 2018 to have it compiled for the Board Retreat January 22, 2019 to be held at the Acton's home.

COMMITTEE UPDATES:

- 1) **Design & Business Vitality** – \$35,000 funds available to start tidying up the downtown area with a desire to find matching funds. A meeting will be arranged with City Manager Henne to further discuss the financial responsibilities of the City and DDA.
- 2) **Promotion & Outreach** – Flyers are out for the upcoming events. Goal is to do one giant event each week to become a 4th Quarter destination. Tent cards are displayed throughout downtown. Benefits of rebranding are visible with new logo. Fundraising thru merchandising with new logo may now be feasible. Robert Doran-Brockway will assist in merchandise choices.
- 3) **Business Owners Committee** – A meeting will be November 7th to share how businesses can participate in the Santa Express Event. The next Regular Business Owners meeting will be November 20, 2018.
- 4) **Manager Updates** – Wayfinding signage is complete. Woodward has completed. Agnew is to finish inserts. Department of Public Works will install. Contracts are in the process of finalizing as discussed to replace program assistant.
- 5) **BOARD CONTINUING EDUCATION/INFORMATION** – None

PUBLIC COMMENTS: None

BOARD COMMENTS: Appreciation expressed to Lapeer DDA for visiting. A question and answer period will take place after the meeting is adjourned.

ADJOURNMENT:

It was moved by Authority Member Woodworth and supported by Authority Member Moore to adjourn at 8:55 A.M.

AYES: ALL. MOTION CARRIED.