

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

February 7, 2024, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chair Jon Moore at 7:34 A.M.

ROLL CALL: Taken by Chair Jon Moore

PRESENT: Chair Jon Moore and Commissioners Daylen Howard, Josh Ardelean, Allié McGuire, Robert J. Teich, Jr., Emily Olson and Bill Gilbert.

ABSENT: Commissioners Nicole Reyna and Lance Omer

STAFF PRESENT: Lizzie Fredrick, DDA/OMS Director

AGENDA:

MOVED BY OLSON, SUPPORTED BY GILBERT TO APPROVE THE FEBRUARY 7, 2024 DDA/OMS AGENDA AS PRESENTED.

**AYES: ALL
MOTION CARRIED**

MINUTES:

MOVED BY GILBERT, SUPPORTED BY OLSON TO APPROVE THE JANUARY 3, 2024 DDA/OMS SPECIAL MEETING MINUTES.

**AYE: ALL
MOTION CARRIED**

PUBLIC COMMENTS: None.

REPORTS: Fredrick presented the financial reports and 2024 Impact Report.

INFORMATIONAL MEETING: Fredrick reviewed the Informational Meeting presentation covering 2023 DDA/OMS programming and answered questions.

ITEMS OF BUSINESS:

1. **DOWNTOWN STREETLIGHT PROJECT:** Fredrick presented the estimated project costs and images of the Regency Lamp Post and Yorktown LED Luminaire with and without the Lexington Single Cross Arm.

Fredrick updated the Board that the Michigan Economic Development Corporation confirmed purchasing the streetlight without the arm will not affect the Revitalization and Placemaking 2.0 grant award.

Olson asked if additional streetlights will be purchased with the estimated cost savings.

Fredrick confirmed that a location for a potential expansion of Phase I has not been solidified and that will be a determining factor in how many additional streetlights could be purchased with the estimated cost savings from removing the arm on the streetlight.

Olson asked what other plans for funding have been made for the project besides the \$275,000 American Rescue Plan Act allocation and \$300,000 RAP grant award.

Fredrick confirmed that future phases of the project are estimated to be smaller than Phase I and will be dependent upon grants, fundraising and the DDA budget.

Olson asked if funds have been budgeted for repairing streetlights that are not part of Phase I.

Fredrick referenced a downtown maintenance fund, with a current budget of \$49,200, which covers repairs for the streetlights and reminded the Board that the completion of Phase I of the Downtown Streetlight Project will alleviate maintenance costs for that portion of downtown leaving funding to cover the replacement or repairs of streetlights located outside of Phase I.

MOVED BY HOWARD, SUPPORTED BY MCGUIRE TO APPROVE THE REGENCY LAMP POST WITH THE YORKTOWN LED LUMINAIRE FOR THE DOWNTOWN STREETLIGHT PROJECT.

AYES: ALL

MOTION CARRIED

- 2. MAIN STREET ACCREDITATION SUMMARY:** Fredrick reviewed the Main Street Accreditation Summary and noted that strategic planning with work plans is the only baseline requirement that OMS currently needs to implement.

Gilbert shared that work plans are a guiding principle to continue programming if a key volunteer decides to no longer lead the program.

Fredrick updated the Board that the four committees are in the beginning stages of implementing work plans for their programming.

Fredrick presented the City of Owosso Downtown and Master Plan Goals and Capital Improvement Plan for the Board to use for strategic planning and work plans.

Board discussed timelines and funding for the Capital Improvement Plan projects.

Teich asked Fredrick to meet with the City Manager to discuss parking lot refurbishment plans.

COMMITTEE UPDATES:

- 1. Organization:** Moore reminded the Board that the strategic planning workshop will be in the fall and the current OMS/DDA Transformation Strategies are Day Tripper Tourism and Residential Development.
- 2. Promotion:** McGuire announced that the Downtown Owosso Chocolate Walk will be held on April 20th and said the Committee has been discussing the downtown event calendar and defining key volunteers to lead the events.
- 3. Design:** Fredrick updated the Board that she has begun communicating with businesses near Fountain Park to discuss the potential Ball Street road closer that would occur with the Fountain Park Summer Expansion.
- 4. Economic Vitality:** Howard shared that the Committee is working to get the Revolving Loan and Grant Program relaunched by July and develop a Business of the Month program that will need a volunteer to oversee it.

DIRECTOR UPDATES: Fredrick notified the Board that Michigan Main Street will host a webinar training on February 21st and 22nd for new directors and board members along with an in-person planning and zoning training on March 12th in Lapeer.

BOARD COMMENTS: Moore noted that OMS events are volunteer led and that the event date may be dependent on the volunteers on the event's planning committee.

Olson shared that OatFest is slated to be held in the fall and her goal is to have an art event scheduled in May.

Howard supported the Chocolate Walk being in warmer weather as it helps avoid additional costs of having the Department of Public Works plow and salt the sidewalks, which occurred in 2023.

ADJOURNMENT:

**MOVED BY HOWARD, SUPPORTED BY ARDELEAN TO ADJOURN AT 9:11 A.M.
AYES: ALL
MOTION CARRIED**

NEXT MEETING MARCH 6, 2024.