

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**JANUARY 9, 2018 AT 8:00 AM**  
**CITY COUNCIL CHAMBERS**

**CALL TO ORDER:** The meeting was called to order by Chairman Dave Acton at 7:35 a.m.

**ROLL CALL:** Taken by Recording Secretary, Debbie Hebert.

**AUTHORITY MEMBERS PRESENT:** Chairman Dave Acton, Vice-Chairman Bill Gilbert (7:42 a.m.), Jon Moore, Lance Omer, Theresa Trecha, Jim Woodworth.

**MEMBERS ABSENT:** Mayor Chris Eveleth, Kevin Wiles

**OTHERS PRESENT:** Josh Adams-Main Street Manager

**AGENDA:**

**Approved as moved by Authority Member Woodworth and supported by Authority Member Trecha to approve the Agenda for the January 9, 2019 meeting as presented,**

**AYES: ALL. MOTION CARRIED.**

**MINUTES:**

**A motion was made by Authority Member Woodworth to approve the minutes of the meeting held November 7, 2018 as presented and supported by Authority Member Omer.**

**AYES: ALL. MOTION CARRIED**

**PUBLIC COMMENTS:** None

**ITEMS OF BUSINESS:**

**1) CHECK REGISTER**

Discussion surrounding the ice skating rink donations and expense - **Approved as moved by Authority Member Moore and supported by Authority Member Woodworth to approve the Check Register for November, 2018 as presented.**

**AYES ALL. MOTION CARRIED.**

**2) BUDGET REPORT – JOSH ADAMS, MAINSTREET MANAGER**

Adams may need to utilize reserve funds depending on spring fund raising. More promotions were done, less funds raised from Glow this past year. Maintenance expenses increased including trash pickup. Overall, events were successful and business owners benefited by them.

DDA will receive approximately \$17,000 from the Parks/Recreation and Historic Commission 2 year mileage passed. Revenue will begin in 2021.

**3) MMS MASTER LEVEL CONTRACT**

It was agreed that affiliation with the Michigan Main Street Program positions the board to received direct and indirect benefits.

**A motion was made by Vice Chairman Bill Gilbert and supported by Lance Omer to sign the 2 year agreement to continue the Master Level Contract.**

**AYES ALL. MOTION CARRIED.**

**4) ADDITIONAL CHECK SIGNATURE**

Checks must be signed by a Board Member utilizing accountability tracking sheets. At times, an additional signer would be beneficial when others are unavailable.

**A motion was made by Authority Member Woodworth to approve Authority Member Jon Moore as an additional authorized check signer and supported by Authority Member Bill Gilbert.**

**AYES ALL. MOTION CARRIED.**

**5) PROGRAM ASSESSMENT TOOL - Discussion**

Josh Adams issued a reminder to complete the assessment tool and submit it to him within the next week. Josh will resend the document to all.

**6) BOARD RETREAT – Discussion**

It will be held Thursday, January 31, 2019 at the Wesener Building. Topics will be Mission; Vision; Goals and Objectives; DDA/TIF Plan narrative with Amy Cyphert, Assistant City Manager/Community Development.

**COMMITTEE UPDATES:**

**1) Design & Business Vitality – Did not meet in December, 2018.**

Subcommittee Streetscapes should obtain bids for flower beds and tidying up downtown to begin work in May, 2018 utilizing funds from the \$35,000 of 494 Streetscape Bond. Adams will attempt to obtain MEDC matching funds grant for the \$35,000. The discussion to meet with City Manager, Nathan Henne was revisited. Members discussed who would serve on the committee. The committee will meet at 9:00 AM on January 16, 2019.

**2) Promotion & Outreach – Did not meet in December, 2018.**

**3) Business Owners Committee**

Committee scheduled to meet Tuesday, January 15<sup>th</sup> at 6:30 P.M. at Jim Woodworth's apartment development above Radio Shack. The list of Business Owner contacts will be reviewed to eliminate inappropriate contacts. The distribution list will be reviewed, purged and locked.

#### **4) Manager Updates**

Highlights of report: Wayfinding signage is complete. Department of Public Works will install large maps. Façade Grant signing is complete, next move will be by First Contracting to set up scaffolding to begin work. Information was offered about Grubstake, which is training provided to the community to invest in local business. Matching on Main was discussed.

#### **BOARD CONTINUING EDUCATION/INFORMATION**

**1) Board Self-Assessment Due**

**2) Director Report**

**3) 2019 Event Calendar**

**PUBLIC COMMENTS:** None

#### **BOARD COMMENTS:**

Sidewalk sales date on calendar is usually contingent on JC Penney. It was discussed to be proactive, choose a date and offer it to JC Penney if the local store can decide apart from Corporate. The dates of July 18, 19, 20 and 21<sup>st</sup> are the most likely dates to offer to JC Penney.

Gallagher's Frozen Yogurt is not going out of business. The business is For Sale. They will reopen in spring even if not sold.

Bagelman has closed. The owners plan to retire. There may be a future similar business reopening the building.

#### **ADJOURNMENT:**

**It was moved by Vice-Chairman Bill Gilbert and supported by Authority Member Moore to adjourn at 8:41 A.M.**

**AYES: ALL. MOTION CARRIED.**