

MINUTES

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

OCTOBER 6, 2021 AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:32 A.M.

ROLL CALL: Taken by Recording Secretary Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Jon Moore, Commissioners: Josh Ardelean, Brianna Carroll, Kenn Cushman, Bill Gilbert, Susan Osika and Melissa Wheeler

MEMBERS ABSENT: Authority Member Lance Omer

OTHERS PRESENT: Amy Fuller, Assistant to the City Manager, DeeAnn Biondi,

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER CARROLL TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD SEPTEMBER 1, 2021 AND SPECIAL MEETING HELD SEPTEMBER 15, 2021.

AYES: ALL, MOTION CARRIED.

PUBLIC COMMENTS: Carrie Farr, Glo Committee volunteer requested information pertaining to the budget for the Glo Committee's event. The board summarized the work plan and confirmed \$6,000 available to the committee for the 2021 event.

ITEMS OF BUSINESS:

1) CHECK REGISTER – Reviewed with no questions.

IT WAS MOVED BY VICE CHAIRMAN MOORE, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE CHECK REGISTER FOR SEPTEMBER 2021 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT – DeeAnn Biondi discussed with the board her intent to tie the current budget to the information in the Quickbooks Program the DDA uses for accounting.

3) EXCHANGE STREET PLANTERS – Melissa Wheeler, Chairman of Streetscape & Beautification Subcommittee serving under Bill Gilbert, Design Committee Chairman presented options available to the board for completion of small planters on Exchange Street as shown below:

1. Hire Sunburst Garden for \$3,600.00 to complete the planters on Exchange Street
2. Purchase 144 bullnose capstones - \$504 have DPW works complete the planters plus labor.
3. Purchase 144 bullnose capstones – organize volunteer group to complete planters.
4. Leave planters as they are and monitor if contents stay put protecting vehicle bumpers that are low.

IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER KENN CUSHMAN TO APPROVE A CHANGE ORDER TO SUNBURST GARDENS CONTRACT FOR \$3,600 TO COMPLETE THE SMALL PLANTERS.

AYES: ALL. MOTION CARRIED.

4) FARMER'S MARKET SPONSORSHIP – The DDA/Mainstreet Board is in full support of the Owosso Farmer's Market. It is the intention of the board to provide a sponsorship of \$5,000 contingent upon the finalization of the process of submission of an application by the November 2021 Board meeting.

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE \$5,000 SPONSORSHIP OF OWOSSO FARMER'S MARKET CONTINGENT UPON SUBMISSION AND APPROVAL OF NEW APPLICATION FORM BY NOVEMBER 2021 MEETING.

AYES: ALL. MOTION CARRIED.

5) OMS SOCIAL MEDIA PLACEHOLDER – The DDA social media posts have been done voluntarily by Tracey Peltier. The board recommends paying \$100 per month for this service retroactive to September 1, 2021, October, November continuing new director is in place and assumes the responsibility.

IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE PAYMENT OF \$100 PER MONTH TO TRACY PELTIER BEGINNING SEPTEMBER 1, 2021 FOR SOCIAL MEDIA POSTS UNTIL NEW DIRECTOR TAKES OVER.

AYES: ALL. MOTION CARRIED.

COMMITTEE UPDATES:

- 1) **Design and Business Vitality** – No discussion
- 2) **Promotion & Outreach** – No discussion
- 3) **Business Owners Committee** – Downtown murals are being discussed and grants are being sought out. A Westtown mixer is being planned.

BOARD CONTINUING EDUCATION/INFORMATION: Osika will provide each board member with a copy of the Master Plan.

PUBLIC COMMENTS: None

BOARD COMMENTS: Downtown business Trick or Treating will be Noon – 1:00 P.M. to coordinate with Owosso Farmer's Market.

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER ARDELEAN AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO ADJOURN AT 8:54 A.M.

AYES: ALL. MOTION CARRIED.