

DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OTSEGO
April 13, 2020
10:00 A.M., Otsego City Hall – Zoom Meeting

A Regular Meeting via Zoom of the Otsego Downtown Development Authority (D.D.A.)/Main Street Board was held Monday, April 13, 2020.

Chairman Bennett called the meeting to order at 7:30 a.m. with the following members present: Stacey Withee, Cyndi Trobeck, Scot Reitenour, Toby Esterline, Kim Rayburn, and Sue Cramer. Absent: Bruce Meles, and Ben Pobocik. Also present: Joel Saukas, Main Street Manager; City Manager, Aaron Mitchell; City Finance Director, Matthew Storbeck; and Economic Development Director, Dave Rayman.

APPROVAL OF REGULAR MINUTES

Member Rayburn moved to approve the March 9, 2020, minutes, seconded by Member Withee. CARRIED

TREASURER'S REPORT

Member Withee moved to approve the March Treasurer's Report, seconded by Member Reitenour. CARRIED.

PRESENTATIONS

COMMITTEE CHAIR UPDATES

No Updates

CONSIDERATIONS

A. CONSIDERATION OF APPROVAL OF THE 2020-2021 DDA/MAIN STREET BUDGET

At this time, Finance Director Storbeck reviewed the 2020-2021 budget. He stated that anticipated revenue for the DDA Fund is \$328,250, and anticipated expense is \$370,665, with no capital improvements. Finance Director Storbeck stated that the information that he has received indicates that the reimbursement from the State will be approximately \$257,000. He discussed cash at the end of the year and the DDA's assets.

Member Reitenour moved to approval the 2020-2021 DDA/Main Street Budget, as presented, seconded by Member Esterline. CARRIED.

DISCUSSION ITEMS

- A. BOARD CHECK-IN – at this time all board members gave a brief update on their business and family.

- B. BRAINSTORM IDEAS FOR DOWNTOWN BUSINESSES – GOAL & PRIORITIES – Main Street Manager Saukas asked if anyone had any ideas. Chairman Bennett asked board members to send ideas to Main Street Manager Saukas.

- C. PLAN FOR MEETINGS FOR THE MONTH OF APRIL – Main Street Manager Saukas stated that he will follow-up with committee chairs to see how they would like to proceed with their upcoming meetings. He commented that members need to be kept engaged, and suggested that an agreed upon time be scheduled.

DDA/MAIN STREET MANAGER’S REPORT

The Main Street Manager provided a written report and gave a brief update on the pavilion cost estimate, which they are awaiting.

Chairman Bennett commented that a special meeting may need to be scheduled when the pavilion will be put out to bid. He commented that the MEDC is being generous with the timelines to complete projects and they will extend our project into 2021.

ECONOMIC DIRECTOR REPORT

Economic Development Director Dave Rayman gave a brief update and provided a written report.

MEMBER COMMENTS

None.

PUBLIC COMMENTS

City Manager Mitchell gave an overview of the drawings from Wightman. He commented that they provided good, better and best options. He stated that MDOT will be starting construction in the downtown removing the mast arms. He commented that this project should be completed by July 13, 2020.

At this time, Chairman Bennett asked Main Street Manager Saukas to depart to discuss the Main Street Manager’s potential raise. Chairman Bennett commented that other non-union City employees are slated to receive a 1.9% raise for the new fiscal year, and he also commented that this amount could change. Member Rayburn moved to recommend a 1.9% raise or an amount equal to other non-union City employees for the Main Street Manager, seconded by Member Esterline. CARRIED.

The meeting was adjourned on a motion by Member Rayburn seconded by Member Esterline.
10:45 a.m.

Angela M. Cronen, MMC