

DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OTSEGO
July 20, 2020
7:30 A.M., Otsego City Hall

A Regular Meeting of the Otsego Downtown Development Authority (D.D.A.)/Main Street Board was held Monday, July 20, 2020.

Chairman Bennett called the meeting to order at 7:30 a.m. with the following members present: Stacey Withee, Bruce Meles, Ben Pobocik, Kim Rayburn, and Sue Cramer. Absent: Cyndi Trobeck, Scot Reitenour, and Toby Esterline. 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 Withee moved to approve the June 15, 2020, minutes with one correction, seconded by Member Pobocik. CARRIED

TREASURER'S REPORT

Member Meles moved to approve the June Treasurer's Report, seconded by Member Rayburn. CARRIED.

PRESENTATIONS

COMMITTEE CHAIR UPDATES

Member Withee, EV Committee – she gave an update on the following: pictures for the website.

Member Trobeck arrived – 7:34 a.m.

Main Street Manager Saukas, Community Engagement Committee – he gave an update on the following: Pet Mayor, Newsletter, virtual tours, new events, Pavilion ribbon cutting, fundraisers.

Member Esterline arrived at 7:35 a.m.

Chairman Bennett, Design Committee – he gave an update on the following: Pavilion – as a meeting for the Design Committee was scheduled for tonight.

Member Cramer – she gave a brief update on the downtown mural. She commented that she has been communicating with Jim Misner and teachers at the school, who have sent drawings. She stated that the new owners will work with them on the project next Spring.

CONSIDERATIONS

A. CONSIDERATION TO APPROVE CHANGE OF OTSEGO MAIN STREET
DIRECTOR SALARY THROUGH INSURANCE BUYOUT

Main Street Manager Saukas left the room. No action was taken, as the \$2.00/hour stipend is outlined in the City of Otsego's Personnel Policy.

B. CONSIDERATION OF A RECOMMENDATION TO THE CITY COMMISSION TO APPROVE THE ELECTRICAL BID FROM ESPER ELECTRIC FOR THE RIVERFRONT PAVILION, NOT TO EXCEED \$18,200

The low bid for the electrical work at the pavilion was Ron McFanin, which was two thousand dollars less than Esper Electric. After speaking with Mr. McFanin, he couldn't guarantee the project would get completed in a timely manner, as he is very busy and he suggested that the bid go to Esper Electric. Esper Electric agreed to match the bid of Mr. McFanin. Member Meles moved to recommend to the City Commission that the Electrical Bid be awarded to Esper Electric in the amount of \$18,200, seconded by Member Esterline. CARRIED.

C. CONSIDERATION TO KEEP MAIN STREET OFFICE AT THE MUSEUM BUILDING FOR REDUCED RENT OF \$400.00, PER MONTH

Chairman Bennett stated that a meeting had taken place with the museum and they had proposed to reduce the rent to four hundred dollars a month. He also stated that office could be housed at City Hall. Main Street Manager Saukas commented that he heard that the museum offered somewhere between two hundred and four hundred. A lengthy discussion took place regarding the possibility of moving the Main Street office to City Hall, the DPW Building, or other vacant buildings in the downtown. It was the consensus of the board that they wished to keep the office at the museum. It was the consensus of the board to move forward with a month to month lease with the museum. Member Withee moved to authorize an expenditure of \$300.00 per month, on a month to month basis, for Main Street Office space at the Museum, seconded by Member Meles.

D. CONSIDERATION TO APPROVE NEW OTSEGO HISTORICAL SOCIETY LEASE OF THE MUSEUM

The terms of the new lease would be a one year lease beginning September 28, 2020. Either party could terminate without cause as soon as March 31, 2021, a six month period is guaranteed. After the six months either party has to give at least thirty days written notice. Member Rayburn moved to authorize the new museum lease agreement with the Otsego Historical Society, as presented, seconded by Member Pobocik. CARRIED.

DISCUSSION ITEMS

A. RIVERFRONT PAVILION UPDATE

No update, as the Design Committee will be meeting tonight.

B. FUND DEVELOPMENT TRAINING

Main Street Manager Saukas stated that the Fund Development Training can either be in person or Zoom. He commented that the training will be six to eight hours long. Various dates were discussed. It was the consensus of the Board to have in person training and have Main Street Manager Saukas get some dates for the Board to choose from.

DDA/MAIN STREET MANAGER'S REPORT

Chairman Bennett reminded the Board to review the Main Street Manager's Report and the Economic Development Director's report.

The Main Street Manager provided a written report.

ECONOMIC DIRECTOR REPORT

Economic Development Director Dave Rayman provided a written report.

MEMBER COMMENTS

None.

PUBLIC COMMENTS

City Manager Mitchell commented that the Otsego/Plainwell Chamber will be at the Commission Meeting having a conversation about the Creative Arts Festival.

At 8:09 a.m., Member Pobocik moved to go into Closed Session regarding the potential sale of real estate, seconded by Member Withee. CARRIED.

At 8:49 a.m., Member Pobocik moved to resume the Regular Meeting, seconded by Member Meles. CARRIED.

The meeting was adjourned on a motion by Member Meles seconded by Member Pobocik.
8:50 a.m.

Angela M. Cronen, MMC