

DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OTSEGO
OTSEGO CITY HALL
August 9, 2021
7:30 A.M.

A Regular Meeting of the Otsego Downtown Development Authority (D.D.A.)/Main Street Board was held Monday, August 9, 2021.

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

APPROVAL OF REGULAR MINUTES

Member Rayburn moved to approve the Regular Minutes of July 12, 2021, seconded by Member Esterline. CARRIED

TREASURER'S REPORT

Member Pobocik moved to accept July Treasurer's Reports, seconded by Member Trobeck. CARRIED.

TEAM LEADER UPDATES

Member Withee, EV Committee – she stated that the committee had met two weeks ago and that they were working on folders, which is a work in progress.

Community Engagement Committee – no report, meeting in two weeks.

Chairman Bennett, Design Committee – he gave an update on the following: the pavilion, potential JBS donation, and connecting the current riverfront trail to Plainwell.

MANGER'S REPORT

Main Street Manager Sweeney gave an update on the following:

- Downtown Focus
- New Businesses in the Downtown
- Announced Sam Jacob's last week and thanked him. Sam Jacobs thanked the DDA/Main Street for the great opportunity to work and gain experience in his hometown.
- Animal Tracks
- Main Street Youth Initiative
- Vacant Property Report

PRESENTATIONS

1. PRESENTATION OF NEW OTSEGO ARTS TEAM AND INITIATIVES –
PAULETTE CARR

Paulette and Tim Carr were in attendance to give an overview of the Otsego Arts Team. She commented that she appreciates the support they have been given. Ms. Carr explained the importance of having local art in the downtown and downtown businesses. She stated that there will be an arts event on August 15th, on the Riverfront. Main Street Manager Sweeney commented that there is a great capacity for this group and recommends forming another Team – Otsego Arts. Member Trobeck commented that she has attended a meeting and thinks this is a fresh, new, exciting team that needs more volunteers.

2. PRESENTATION OF CHAMBER CONTRACT – JIM SZILAGYI & JENNY BOERMAN

Jim Szilagyi and Jenny Boerman of the Otsego/Plainwell Chamber of Commerce gave an overview of the agreement of services and the minor changes to the contract. They noted that Main Street Manager Sweeney and Chamber Director Boerman worked together on the revised contract. Exhibits A and B were reviewed in detail outlining the services that the Chamber will be providing. Main Street Manager Sweeney commented that the key to the relationship with the Chamber is communication. He stated that this is the beginning of establishing a foundation with the Chamber. He commented that he is looking forward to working with them in the future.

CONSIDERATIONS

1. CONSIDERATION TO ADD OTSEGO ARTS AS A VOLUNTEER-LED TEAM

Member Trobeck moved to add Otsego Arts as a volunteer-led Team, seconded by Member Rayburn. CARRIED.

2. CONSIDERATION OF A BUDGET ADJUSTMENT OF \$500 FROM THE CET BUDGET TO OTSEGO ARTS BUDGET

The budget for Otsego Arts was discussed and it was determined that the amount should be \$1,000.00 instead of the proposed \$500.00. Main Street Manager Sweeney commented that representation from the Board is needed on the new Team. He stated that the next meeting is on August 17, 2021, at 6:30 p.m., at the Main Street Office. Member Rayburn moved to authorize a budget adjustment of \$1,000.00 from the CET Budget to the Otsego Arts Budget, seconded by Member Withee. CARRIED.

3. CONSIDERATION OF “THE ART THING” WORK PLAN

Member Rayburn moved to approve “The Art Thing” Work Plan, as presented, seconded by Member Pobocik. CARRIED. It was noted that the funds will be taken out of the CET Budget.

4. Member Trobeck moved to amend the agenda to include a budget adjustment from the CET Budget to the Art Thing Work Plan in the amount of \$400.00, seconded by Member Pobocik. CARRIED.

5. CONSIDERATION OF A BUDGET ADJUSTMENT FROM THE CET BUDGET TO THE OTSEGO ARTS BUDGET

Member Pobocik moved to authorize a budget adjustment in the amount of \$400.00 from the CET Budget to the Otsego Arts Budget, for “The Art Thing” Work Plan, seconded by Member Withee. CARRIED.

6. CONSIDERATION OF CHAMBER OF COMMERCE CONTRACT

At this time, various terms of the contract were discussed in detail. These items included: termination of the contract terms – 90 days; reasons to terminate the lease; loss of funding; specific reports required by the DDA/Main Street Board; and the purpose of the contract – only legal way to provide the Chamber with any funds. Member Pobocik moved to authorize the DDA/Main Street Chairman and Secretary to enter into an agreement with the Otsego/Plainwell Chamber of Commerce, as presented, seconded by Member Rayburn. CARRIED.

DISCUSSION ITEMS

1. MAIN STREET FUNDRAISING

Member Trobeck stated that a date and time needs to be set for a meeting. She asked that the Board be involved and pull together to implement the fundraising plan. Member Trobeck asked Board Members to provide her with names of people they think would be willing to serve on the committee. She commented that she wants the Board to be involved and participate at their comfort level. Chairman Bennett suggested setting up a meeting in September.

2. GUS MACKER 2021

Chairman Bennett gave an update on the player numbers and sponsorships. He commented that final participants numbers will be available tomorrow and the brackets will be available on Friday. He stated that there is still a lot to do before the event. Chairman Bennett commented that volunteers are needed for the event. Main Street Manager Sweeney thanked the Gus Macker Committee for their hard work and everyone that is involved in the event.

ECONOMIC DIRECTOR REPORT

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

MEMBER COMMENTS

None.

PUBLIC COMMENTS

City Manager Mitchell gave an update on Rock-Tenn and stated that there will be a Public Meeting at City Hall on August 17, 2021, at 6:00 p.m.

The meeting was adjourned on a motion by Member Pobocik, seconded by Member Withee. 8:31 a.m.

Angela M. Cronen, MMC
City Clerk