



Regular Meeting Agenda

Owosso DDA/Main Street

Wednesday October 1, 2014, 7:30 a.m.

Owosso City Council Chambers,

301 W Main St.

Owosso, MI 48867

7:30 to 7:40

Call to order and roll call:

Review and approval of agenda: October 1, 2014

Review and approval of minutes: September 3, 2014

Public Comments:

7:40 to 8:00

Committee Updates

- 1) Design
- 2) Economic Restructuring
- 3) Organization
- 4) Promotion

8:00 to 8:30

Items of Business:

- 1) Check Register..... (Resolution)
- 2) Budget Report (Discussion)
- 3) DIG Update (Josh A & Susan M). (Discussion)
- 4) MMS Retail/Merchandising Workshop (Josh A.)..... (Discussion)
- 5) Year End Accreditation (Josh A.)..... (Discussion)

Public Comments:

Board Comments:

Adjournment:

[The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 72 hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids on services should contact the City of Owosso by writing or calling Amy Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 (989) 725-0500 or on the Internet. The City of Owosso Website address is www.ci.owosso.mi.us.]

Board Meeting Minutes
September 2014



REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
September 3, 2014 – 7:30 am.

MEETING CALLED TO ORDER at 7:38 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Benjamin Frederick, Bill Gilbert, Dawn Gonyou, Lance Omer, Secretary Alaina Kraus, and Treasurer James Demis

MEMBERS ABSENT: Authority Members Ken Cushman and Meredith Landino.

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Jeff Deason, Chamber of Commerce; Kevin Lenkart, Public Safety (7:49)

AGENDA:

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE AGENDA FOR SEPTEMBER 3, 2014.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE MINUTES FOR THE MEETING OF AUGUST 6, 2014.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1. Design – Authority Member Bill Gilbert

Thinking about adding a new workplan for a downtown coloring book towards historic education. Down to one case each of the drinking glasses. People are starting to ask if a second set will be made.

Kevin Lenkart is talking to the city attorney about the Parking subcommittee exemption and it is hoped to go to the city council next meeting.

2. Economic Restructuring – Dave Acton

The committee has had trouble getting quorum so they will be holding a special meeting to look at workplans for the welcome packet and business visitation as well as confirm merchants for the Retail Merchandising workshop on October 6.

Gilbert inquired about how the Market Study can be made available to people. Adams has been working with Panterra for a breakdown to go to each committee.

3. Organization – Manager Adams

They are looking at a way to do a larger scale fundraiser than anything that has been done before. They are considering a way to do a late July water festival that will cost a bit of money but also raise money. The committee is really focusing on the nuts and bolts of what org should be – fundraising and volunteer organization.

4. Promotion – Manager Adams

Tour Our Town happened weekend before last using Main Street resources. We were the first to use Main Street graphic design resources. Visitors to each location counted over 100 people, varying between locations, and talks have already begun for next year including more downtown businesses and restaurants.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

A different plan will be happening for irrigation next year. Rick Williams is familiar with these types of systems and is willing to help train people.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE CHECK REGISTER FOR AUGUST 2014 AS PRESENTED. YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

Adams and the volunteer who works with Quickbooks will be working on a monthly and yearly budget. Demis brought up the change in the amount of work involved in auditing has decreased greatly without the market being run through Owosso Main Street, so he will talk to them about decreasing that cost again.

We have not gotten TIF and DDA funds for the year, but the big one that is being waited on is whether or not personal property taxes are removed. There is a refund request already in motion for that, but no word has been heard. There is supposed to be a re-appropriation of use tax to make up for the loss of funds, but a back-up plan of pulling from reserves next year is already in motion.

3. DIG UPDATE (SUSAN M & JOSH A).

Bids were opened yesterday. Two bids were in. The one for the retaining wall is unchanged. Bids for the parking lot were approximately \$400,000 over estimates making it approximately \$800,000 over budget. The city is meeting with the MEDC and hoping to be able to remove the retaining wall and fund that in a different way, easing up the budget to be able to do the parking lots. Omer asked if it was unusual to come in so far over estimates. Montenegro said part of it is that it is the end of the

construction year which raises costs. A recommendation will be included to move the kayak launch.

In order to apply for grants like the DIG and façade grants, we must be a low to moderate income community. When we applied the information was pulled from 2000 census data. HUD has since updated and the adjustment makes Owosso ineligible. The city can do a community survey to have a more recent assessment of numbers, but it is costly to complete. Adams has already opened lines of communication with Michigan Main Street on ways that Main Street can be involved in this process. It is a good problem, but the change was unexpected.

Deason said this may be associated with Federal funds, which could limit the MEDC's ability to adjust timeline or other aspects of the grant.

Façade grants would have to come under job creation instead of low/moderate income.

PUBLIC / BOARD / STAFF COMMENTS:
None

MOTION MADE BY DEMIS, SUPPORTED BY AUTHORITY MEMBER KRAUS TO
ADJOURN AT 8:18 AM.
YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary

September Check Register
By Check Number



1:09 PM

09/29/14

Owosso Main Street
Check Register - By Check Number
 September 1 - 29, 2014

Num	Date	Name	Memo	Account	Paid Amount
2026	09/11/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	09/11/2014		Manager Wages - 8/28/...	296-200-999.101 MANAGER WA...	-2,115.38
TOTAL					-2,115.38
2027	09/26/2014	City of Owosso	Office copies & fuel f...	Owosso Main Street Checking	
	09/23/2014		Office copies	296-200-728.000 OPER SUPPLIES	-16.30
			Fuel for flower watering	296-200-831.000 MAINTENANCE	-59.07
TOTAL					-75.37
2028	09/26/2014	Gilbert's Do It Best	Fertilizer for Flower B...	Owosso Main Street Checking	
	09/15/2014		Fertilizer for Flower Ba...	296-697-818.000-BASKETS	-25.98
TOTAL					-25.98
2029	09/26/2014	City of Owosso	Fuel & Electrical Work	Owosso Main Street Checking	
	09/11/2014		Fuel for Downtown Wat...	296-200-831.000 MAINTENANCE	-146.12
TOTAL					-146.12
2030	09/26/2014	DayStarr Communication	Phone service	Owosso Main Street Checking	
	09/15/2014		Phone service - October	296-200-728.000 OPER SUPPLIES	-15.19
TOTAL					-15.19
2031	09/26/2014	Joshua Adams	Manager Services	Owosso Main Street Checking	
	09/23/2014		Manager Services - 9/1...	296-200-999.101 MANAGER WA...	-2,115.38
TOTAL					-2,115.38
2032	09/26/2014	American Speedy Print	Printing - Artwalk Maps	Owosso Main Street Checking	
	09/15/2014		Printing - Artwalk Maps	296-696-818.000-ARTWALK	-225.25
TOTAL					-225.25

September Check Register
By Account Number



1:06 PM
09/29/14
Cash Basis

Owosso Main Street

Check Register - By Account Number

September 1 - 29, 2014

Type	Date	Num	Name	Memo	Paid Amount	Balance
Ordinary Income/Expense						
Expense						
DEP 200 GEN SERVICES						
296-200-728.000 OPER SUPPLIES						
Bill	09/26/2014		DayStarr Communicat...	Phone service - Octo...	15.19	15.19
Bill	09/26/2014		City of Owosso	Office copies	16.30	31.49
Total 296-200-728.000 OPER SUPPLIES					31.49	31.49
296-200-831.000 MAINTENANCE						
Bill	09/02/2014		Kelly's Refuse	Trash Service 8/1/14 ...	500.00	500.00
Bill	09/11/2014		Brad Groll	Downtown Watering -...	514.00	1,014.00
Bill	09/26/2014		City of Owosso	Fuel for Downtown W...	146.12	1,160.12
Bill	09/26/2014		City of Owosso	Fuel for flower watering	59.07	1,219.19
Total 296-200-831.000 MAINTENANCE					1,219.19	1,219.19
296-200-999.101 MANAGER WAGES						
Bill	09/11/2014		Joshua Adams	Manager Wages - 8/2...	2,115.38	2,115.38
Bill	09/26/2014		Joshua Adams	Manager Services - 9...	2,115.38	4,230.76
Total 296-200-999.101 MANAGER WAGES					4,230.76	4,230.76
Total DEP 200 GEN SERVICES					5,481.44	5,481.44
DEP 696 PROMOTION EXPENSES						
296-696-818.000 PRO WK PLNS						
296-696-818.000-ARTWALK						
Bill	09/26/2014		American Speedy Print	Printing - Artwalk Maps	225.25	225.25
Total 296-696-818.000-ARTWALK					225.25	225.25
Total 296-696-818.000 PRO WK PLNS					225.25	225.25
Total DEP 696 PROMOTION EXPENSES					225.25	225.25
DEP 697 DESIGN EXPENSES						
296-697-818.000 DES WK PLNS						
296-697-818.000-FLOWER PROGRAM						
296-697-818.000-BASKETS						
Bill	09/26/2014		Gilbert's Do It Best	Fertilizer for Flower B...	25.98	25.98
Total 296-697-818.000-BASKETS					25.98	25.98
Total 296-697-818.000-FLOWER PROGRAM					25.98	25.98
Total 296-697-818.000 DES WK PLNS					25.98	25.98
Total DEP 697 DESIGN EXPENSES					25.98	25.98
Total Expense					5,732.67	5,732.67
Net Ordinary Income					-5,732.67	-5,732.67
Net Income					-5,732.67	-5,732.67

Budget Report
September 2014



Owosso Main Street
Profit & Loss Budget vs. Actual
July 1 through September 29, 2014

<u>Ordinary Income/Expense</u>	<u>Jul 1 - Sep 29, 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<i>Income</i>			
296-000-401.403 GEN PROP TAX	17,881.81	27,700.00	-9,818.19
296-000-401.405 TIF	0.00	149,300.00	-149,300.00
296-000-671.676 DESIGN INCOME			
296-000-671.676-FLOWER PROGRAM	1,567.00	0.00	1,567.00
Total 296-000-671.676 DESIGN INCOME	1,567.00	0.00	1,567.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	560.00	0.00	560.00
296-000-671.678-GLOW	295.00	0.00	295.00
296-000-671.678-MKTCAMP	250.00	0.00	250.00
Total 296-000-671.678 PRO INCOME	1,105.00	0.00	1,105.00
296-000-671.679 ORG INCOME			
296-000-671.679-BUSSTEWARD	50.00	0.00	50.00
Total 296-000-671.679 ORG INCOME	50.00	0.00	50.00
296-000-671.694 MISC	2.59	0.00	2.59
Total Income	20,606.40	177,000.00	-156,393.60

Owosso Main Street
Profit & Loss Budget vs. Actual
July 1 through September 29, 2014

	<u>Jul 1 - Sep 29, 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<i>Expense</i>			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	310.02	1,000.00	-689.98
296-200-818.000 CONTRACT SER	0.00	2,800.00	-2,800.00
296-200-831.000 MAINTENANCE	5,634.13	17,000.00	-11,365.87
296-200-858.000 MEMBER + DUES	0.00	500.00	-500.00
296-200-860.000 ED + TRAINING	0.00	1,000.00	-1,000.00
296-200-999.101 MANAGER WAGES	12,692.28	55,000.00	-42,307.72
Total DEP 200 GEN SERVICES	18,636.43	77,300.00	-58,663.57
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	103.82	0.00	103.82
DEP 695 ORGANIZATION EXPENSES - Other	0.00	1,000.00	-1,000.00
Total DEP 695 ORGANIZATION EXPENSES	103.82	1,000.00	-896.18
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	225.25	0.00	225.25
296-696-818.000-GLOW	0.00	6,000.00	-6,000.00
Total 296-696-818.000 PRO WK PLNS	225.25	6,000.00	-5,774.75
Total DEP 696 PROMOTION EXPENSES	225.25	6,000.00	-5,774.75
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BASKETS	25.98	0.00	25.98
296-697-818.000-BED PLANTS	123.83	0.00	123.83
296-697-818.000-FLOWER PROGRAM - Other	0.00	6,800.00	-6,800.00
Total 296-697-818.000-FLOWER PROGRAM	149.81	6,800.00	-6,650.19
Total 296-697-818.000 DES WK PLNS	149.81	6,800.00	-6,650.19
Total DEP 697 DESIGN EXPENSES	149.81	6,800.00	-6,650.19
DEP 698 ER EXPENSES			
296-698-818.000 ER WK PLNS	0.00	500.00	-500.00
Total DEP 698 ER EXPENSES	0.00	500.00	-500.00
DEP 901 - CAPITAL OUTLAY			
296-901-965.730 CAPITOL BOWL	0.00	10,000.00	-10,000.00
Total DEP 901 - CAPITAL OUTLAY	0.00	10,000.00	-10,000.00
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	0.00	75,400.00	-75,400.00
Total DEP 966 TRANSFER OUT	0.00	75,400.00	-75,400.00
Total Expense	19,115.31	177,000.00	-157,884.69
Net Ordinary Income	1,491.09	0.00	1,491.09
Net Income	1,491.09	0.00	1,491.09

Pending Payments
As of 9/29/14



1:10 PM
09/29/14

**Owosso Main Street
Unpaid Bills Detail
As of September 29, 2014**

Type	Date	Num	Due Date	Aging	Open Balance
Brad Groll					
Bill	09/29/2014		10/09/2014		228.00
Total Brad Groll					228.00
City of Owosso					
Bill	09/29/2014		04/02/2015		19,517.50
Total City of Owosso					19,517.50
TOTAL					19,745.50

Account Balance
As of 9/29/14



Owosso Main Street
Checking Account Balance
As of Monday, September 29, 2014

Checking Account = **\$32,381.03**