



Regular Meeting Agenda
Owosso DDA/Main Street

Wednesday December 3, 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: December 3, 2014

Review and approval of minutes: October 1, 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) DDA/BRA Agreement for Armory Project (Resolution)
- 4) Deeann Biondi Reimbursement (Resolution)
- 5) MMS Year End Update (Discussion)
- 6) Board Retreat (Discussion)
- 7) New Work Plan Approvals (Resolution)
 - a) Evening Shopping
- 8) Downtown Parking Update (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
October 1, 2014



REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
October 1, 2014 – 7:30 am.

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER
FREDERICK TO APPOINT KEN CUSHMAN TEMPORARY CHAIR FOR THE OCTOBER
1, 2014, BOARD MEETING.
YEAS ALL. MOTION CARRIED.

MEETING CALLED TO ORDER at 7:45 a.m. by Ken Cushman.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Authority Members Benjamin Frederick, Dawn Gonyou, Ken
Cushman, Secretary Alaina Kraus, and Treasurer James Demis

MEMBERS ABSENT: Chairman Dave Acton, Authority Members Bill Gilbert, Lance
Omer and Meredith Landino.

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan
Montenegro, City of Owosso; Kevin Lenkart, Public Safety

AGENDA:

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER
FREDERICK TO APPROVE THE AGENDA FOR OCTOBER 1, 2014.
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER
DEMIS TO APPROVE THE MINUTES FOR THE MEETING OF SEPTEMBER 3, 2014.
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1. Design – Manager Adams

Wrapping up the flower program, baskets should be coming down soon. Working on
ways to fundraise for downtown signage. With the success of the drinking glasses, a
second round is in consideration. Not only are there wayfinding signs, but also the
potential of special parking signs specific to downtown Owosso instead of DOT
signs.

2. Economic Restructuring – Manager Adams

Next Monday is the Retail Merchandising Workshop which is a split between one on ones with 8 businesses and then a 6pm workshop at the Comstock. 150 invites have been sent out along with flyers in stores.

The ER committee also talked about welcome packets, business visitations, meet-ups with city staff to become more familiar with DDA incentives.

3. Organization – Manager Adams

Org did not meet last month, but are investigating doing a summer festival to bring in more funds. November 1st is the Decorate Downtown event to hang lights and such. Refreshments and lunch will be provided.

4. Promotion – Manager Adams

GLOW is under way. The Art Walk has been wrapped up. The event had 300-400 people show up before the rain came in. There were over 80,000 views on social media. Owosso Books & More and Apple Tree Lane doubled their sales, Market on Main had a record day, and Abiding in the Vine had over \$1,000 in sales in 4 hours. The passport was removed this year in hopes of these types of results.

This past Monday there was a meeting with 8 downtown businesses to plan late night shopping. These dates are planned a year out including themed sales. There will be 3 late night events in November and 1-2 in December with monthly events following.

Demis mentioned that The Home Tour was last Saturday. Several buildings were in the tour and included a number of our of town visitors. Gonyou mentioned that part of that was due to Homecoming and Frederick said there were two other large home tours going on.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

Nothing unusual to report.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER FREDERICK TO APPROVE THE CHECK REGISTER FOR SEPTEMBER 2014 AS PRESENTED.

YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

Demis pointed out that most of our money comes in in large amounts throughout the year. The same is true of large amounts going out with events like GLOW, so it is not a consistent income/spending throughout the year. Adams has spoken with

Williams about not dividing the bond payment into two payments, but making one once the funds are deposited so that it doesn't have to go to City Council for a delay every year due to cash flow.

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

The DIG is no more. Montenegro shared that she hopes that we will be able to apply for future grants to help get this work accomplished. A TAP grant is being worked on through MDOT for the retaining wall.

4. MMS MERCHANDISING WORKSHOP (JOSH A).

Covered in the Committee updates

5. YEAR END ACCREDITATION (JOSH A).

This will be occurring next week. Norma will be back with along with Michigan Main Street. Meetings will be held throughout the morning. Committee members will be meeting at the Comstock at 10am. The Board will be meeting at 11am at City Hall.

PUBLIC / BOARD / STAFF COMMENTS:

None

MOTION MADE BY KRAUS, SUPPORTED BY AUTHORITY MEMBER FREDERICK TO
ADJOURN AT 8:07 AM.

YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary

November Check Register
By Check Number



10:46 AM

11/26/14

**Owosso Main Street
Check Register - By Check Number
November 2014**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Am...</u>
2041	11/07/2014	Bronner's Commerc...	Balance Due for light bulb (Christma...	296-000-101.250 Checking #0425	
	11/07/2014		Balance Due for light bulb (Christmas) r...	296-200-831.000 MAINTENANCE	-14.00
TOTAL					-14.00
2042	11/07/2014	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	11/07/2014		Manager Wages 10/24/14 to 11/7/14	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2043	11/07/2014	Sue Treen	Reimbursment for Downtown Decor...	296-000-101.250 Checking #0425	
	11/07/2014		Reimbursment for Downtown Decoratio...	296-696-818.000-GLOW	-423.96
TOTAL					-423.96
2044	11/07/2014	Kelly's Refuse	Trash Service	296-000-101.250 Checking #0425	
	11/07/2014		Trash Service 10/1/14 to 10/31/14	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2045	11/21/2014	DayStarr Communic...	Phone Forwarding Services	296-000-101.250 Checking #0425	
	11/18/2014		Phone forwarding services for 12/1/14 t...	296-200-728.000 OPER SUPPLIES	-15.19
TOTAL					-15.19
2046	11/21/2014	Gilbert's Do It Best	Supplies for t-shirt banners	296-000-101.250 Checking #0425	
	11/18/2014		Supplies for t-shirt banners	296-200-831.000 MAINTENANCE	-15.64
TOTAL					-15.64
2047	11/21/2014	Agnew Graphics, Si...	50% deposit required for collectable ...	296-000-101.250 Checking #0425	
	11/19/2014		50% deposit required for collectable pin...	296-697-818.000-FLOWER PROGR...	-405.70
TOTAL					-405.70
2048	11/21/2014	Comstock Inn & Co...	Conference Room Rental	296-000-101.250 Checking #0425	
	11/18/2014		Conference room rental for Year End A...	296-200-728.000 OPER SUPPLIES	-75.20
TOTAL					-75.20

**Owosso Main Street
Check Register - By Check Number
November 2014**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Am...</u>
2049	11/21/2014	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	11/18/2014		Manager Wages 11/7/14 to 11/21/14	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2050	11/21/2014	Jons-R-Us	Port-a-Jon services for Glow Owosso	296-000-101.250 Checking #0425	
	11/20/2014		Port-a-Jon services for Glow Owosso	296-696-818.000-GLOW	-150.00
TOTAL					-150.00
2051	11/21/2014	Sound Wavz DJ Ent...	DJ Entertainment for Glow Owosso	296-000-101.250 Checking #0425	
	11/20/2014		DJ Entertainment for Glow Owosso	296-696-818.000-GLOW	-175.00
TOTAL					-175.00
2052	11/21/2014	Tracy Thomas	Horse & Carriage Rides for Glow Ev...	296-000-101.250 Checking #0425	
	11/18/2014		Horse & Carriage Rides for Glow Event	296-696-818.000-GLOW	-500.00
TOTAL					-500.00
2053	11/21/2014	Bronner's Commerc...	Replacement bulbs for downtown C...	296-000-101.250 Checking #0425	
	11/20/2014		Replacement bulbs for downtown Chris...	296-200-831.000 MAINTENANCE	-288.90
TOTAL					-288.90
2054	11/21/2014	City of Owosso	Downtown Electrical Work	296-000-101.250 Checking #0425	
	11/07/2014		Downtown Electrical Work	296-200-831.000 MAINTENANCE	-317.55
TOTAL					-317.55
2055	11/21/2014	Wintergreen Corpor...	Downtown Christmas Light Purchase	296-000-101.250 Checking #0425	
	11/07/2014		Downtown Christmas Light Purchase	296-696-818.000-GLOW	-963.78
TOTAL					-963.78

November Check Register
By Account Number



Owosso Main Street
Check Register - By Account Number
November 2014

Type	Date	Num	Name	Memo	Paid Amount	Balance
Ordinary Income/Expense						
Expense						
DEP 200 GEN SERVICES						
296-200-728.000 OPER SUPPLIES						
Bill	11/21/2014		Comstock Inn & Conference ...	Conference room rental for Year En...	75.20	75.20
Bill	11/21/2014		DayStarr Communication	Phone forwarding services for 12/1/...	15.19	90.39
Total 296-200-728.000 OPER SUPPLIES					90.39	90.39
296-200-831.000 MAINTENANCE						
Bill	11/07/2014		Kelly's Refuse	Trash Service 10/1/14 to 10/31/14	500.00	500.00
Bill	11/07/2014		Bronner's Commercial Display	Balance Due for light bulb (Christma...	14.00	514.00
Bill	11/21/2014		City of Owosso	Downtown Electrical Work	317.55	831.55
Bill	11/21/2014		Gilbert's Do It Best	Supplies for t-shirt banners	15.64	847.19
Bill	11/21/2014		Bronner's Commercial Display	Replacement bulbs for downtown C...	288.90	1,136.09
Total 296-200-831.000 MAINTENANCE					1,136.09	1,136.09
296-200-999.101 MANAGER WAGES						
Bill	11/07/2014		Joshua Adams	Manager Wages 10/24/14 to 11/7/14	2,115.38	2,115.38
Bill	11/21/2014		Joshua Adams	Manager Wages 11/7/14 to 11/21/14	2,115.38	4,230.76
Total 296-200-999.101 MANAGER WAGES					4,230.76	4,230.76
Total DEP 200 GEN SERVICES					5,457.24	5,457.24
DEP 696 PROMOTION EXPENSES						
296-696-818.000 PRO WK PLNS						
296-696-818.000-GLOW						
Bill	11/07/2014		Sue Treen	Reimbursment for Downtown Decor...	423.96	423.96
Bill	11/21/2014		Wintergreen Corporation	Downtown Christmas Light Purchase	963.78	1,387.74
Bill	11/21/2014		Tracy Thomas	Horse & Carriage Rides for Glow Ev...	500.00	1,887.74
Bill	11/21/2014		Sound Wavz DJ Entertainment	DJ Entertainment for Glow Owosso	175.00	2,062.74
Bill	11/21/2014		Jons-R-Us	Port-a-Jon services for Glow Owosso	150.00	2,212.74
Total 296-696-818.000-GLOW					2,212.74	2,212.74
Total 296-696-818.000 PRO WK PLNS					2,212.74	2,212.74
Total DEP 696 PROMOTION EXPENSES					2,212.74	2,212.74
DEP 697 DESIGN EXPENSES						
296-697-818.000 DES WK PLNS						
296-697-818.000-FLOWER PROGRAM						
Bill	11/21/2014		Agnew Graphics, Signs, & Pro...	50% deposit required for collectable...	405.70	405.70
Total 296-697-818.000-FLOWER PROGRAM					405.70	405.70
Total 296-697-818.000 DES WK PLNS					405.70	405.70
Total DEP 697 DESIGN EXPENSES					405.70	405.70

10:43 AM
11/26/14
Cash Basis

Owosso Main Street
Check Register - By Account Number
November 2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
Total Expense					8,075.68	8,075.68
Net Ordinary Income					-8,075.68	-8,075.68
Net Income					-8,075.68	-8,075.68

November Budget Report



Owosso Main Street
Profit & Loss Budget vs. Actual
 July through November 2014

<u>Ordinary Income/Expense</u>	<u>Jul - Nov 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
296-000-401.403 GEN PROP TAX	28,580.49	27,700.00	880.49
296-000-401.405 TIF	19,552.51	149,300.00	-129,747.49
296-000-671.676 DESIGN INCOME			
296-000-671.676-FLOWER PROGRAM	1,795.00	0.00	1,795.00
Total 296-000-671.676 DESIGN INCOME	1,795.00	0.00	1,795.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	560.00		
296-000-671.678-GLOW	2,825.00		
296-000-671.678-MKTCAMP	250.00		
Total 296-000-671.678 PRO INCOME	3,635.00		
296-000-671.679 ORG INCOME			
296-000-671.679-BUSSTEWARD	75.00		
Total 296-000-671.679 ORG INCOME	75.00		
296-000-671.694 MISC	7.55		
Total Income	53,645.55	177,000.00	-123,354.45

Owosso Main Street
Profit & Loss Budget vs. Actual
 July through November 2014

Expense	<u>Jul - Nov 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	415.60	1,000.00	-584.40
296-200-818.000 CONTRACT SER	0.00	2,800.00	-2,800.00
296-200-831.000 MAINTENANCE	7,837.69	17,000.00	-9,162.31
296-200-858.000 MEMBER + DUES	350.00	500.00	-150.00
296-200-860.000 ED + TRAINING	0.00	1,000.00	-1,000.00
296-200-999.101 MANAGER WAGES	21,153.80	55,000.00	-33,846.20
Total DEP 200 GEN SERVICES	29,757.09	77,300.00	-47,542.91
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	184.22		
DEP 695 ORGANIZATION EXPENSES - Other	0.00	1,000.00	-1,000.00
Total DEP 695 ORGANIZATION EXPENSES	184.22	1,000.00	-815.78
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	3,325.26	6,000.00	-2,674.74
Total 296-696-818.000 PRO WK PLNS	3,550.51	6,000.00	-2,449.49
Total DEP 696 PROMOTION EXPENSES	3,550.51	6,000.00	-2,449.49
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	405.70	6,800.00	-6,394.30
Total 296-697-818.000-FLOWER PROGRAM	555.51	6,800.00	-6,244.49
Total 296-697-818.000 DES WK PLNS	555.51	6,800.00	-6,244.49
Total DEP 697 DESIGN EXPENSES	555.51	6,800.00	-6,244.49
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	19,517.50	75,400.00	-55,882.50
Total DEP 966 TRANSFER OUT	19,517.50	75,400.00	-55,882.50
Total Expense	53,564.83	177,000.00	-123,435.17
Net Ordinary Income	80.72	0.00	80.72
Net Income	80.72	0.00	80.72

Pending Payments
As of 11/26/14



10:47 AM

11/26/14

**Owosso Main Street
Unpaid Bills Detail
As of November 26, 2014**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
City of Owosso					
Bill	11/20/2014		12/19/2014		180.27
Bill	09/29/2014		04/02/2015		19,517.50
Total City of Owosso					19,697.77
Denise Widdows					
Bill	11/21/2014		12/05/2014		894.45
Bill	11/21/2014		12/05/2014		176.84
Bill	11/21/2014		12/05/2014		41.23
Total Denise Widdows					1,112.52
TOTAL					20,810.29

Account Balance
As of 11/26/14



Owosso Main Street
Checking Account Balance
As of Wednesday, November 26, 2014

Checking Account = **\$45,857.12**