



Regular Meeting Agenda
Owosso DDA/Main Street
Wednesday June 1, 2016, 7:30 a.m.
Owosso City Council Chambers,
301 W Main St.
Owosso, MI 48867

Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by promoting historic preservation and drawing both local residents and visitors to our city.

7:30 to 7:40

Call to order and roll call:

Review and approval of agenda: June 1, 2016

Review and approval of minutes: May 4, 2016

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/Budget Updates..... (Discussion)
- 3) Budget Revisions (Resolution)
- 4) Façade Grant Update (Susan)..... (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 audiotapes 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
May Minutes



MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
MAY 4, 2016 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Vice-Chairman Bill Gilbert at 7:34 a.m.

ROLL CALL: Was taken by Recording Secretary, Bridget Cannon.

MEMBERS PRESENT: Chairman David Acton, Vice-Chairman Bill Gilbert, Authority Members Kevin Wiles (7:46 a.m.), Ken Cushman, Shar Haskins, Theresa Trecha, Jon Moore, Lance Omer (7:39 a.m.), Mayor Ben Frederick

MEMBERS ABSENT: None

OTHERS PRESENT: Josh Adams, Main Street Manager; Susan Montenegro, Assistant City Manager and Director of Community Development; Jessica Hickey, Independent Newspaper Group

AGENDA:

IT WAS MOVED BY VICE-CHAIRMAN GILBERT AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE AGENDA FOR MAY 4, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER HASKINS TO APPROVE THE MINUTES OF APRIL 6, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

COMMITTEE UPDATES:

Committee reports will be completed in the next couple of days and distributed to board members.

Owosso had a successful Arbor Day celebration and Downtown Owosso clean-up, which took place April 30, 2016. 37 volunteers assisted in the clean-up efforts.

1) DESIGN

BIKE RACKS:

The Design committee is currently looking for bike rack sponsorships. The committee has received five sponsorships thus far. Baker College will assist with the production of the bike racks.

WAY-FINDING SIGNS:

Josh Adams is meeting with MDOT to get approval for proposed located of the signs. The City of Owosso's Department of Public Works will eventually install the signs after approval, etc.

FLOWER PROGRAM:

Owosso Masonic Lodge #81 recently raised \$400 for the flower program with proceeds from their Chicken and Waffle brunch.

2) ECONOMIC RESTRUCTURING

The committee is currently organizing an "Ask Owosso" team. The team will be made up of volunteers that will distribute educational and informative material to downtown property owners. It is the committee's goal to educate local stakeholders. Josh Adams reiterated the building code requirement as state law, and will be used in redevelopment projects in Owosso.

Susan Montenegro is working on a FAQ with the Building Department, which will describe the step-by-step process for redevelopment in the city of Owosso, including permits, etc.

3) ORGANIZATION

The Organization Committee is working on a database of volunteers. Sue Osika and Tracy Peltier are working with Nick Pidek to create summer social media classes. The summer classes will serve as a fundraiser for Main Street, and the funds will go towards community signage and banners.

The Downtown Owosso app for phones and tablets is in its final stages. This free app will be available in mid-summer. A directory of local businesses and parking information will be available on the app, and will also offer the option of receiving push notifications for upcoming events.

4) PROMOTION

A Main Street 2016 Calendar of Events was distributed to the board. Opening day for the Downtown Farmer's Market will be Saturday, May 7, 2016. There will be a Mother's Day celebration at the market that Saturday.

Main Street is working on website design and hopes to eventually offer a community calendar on the website. Currently, an event calendar is available online at the Shiawassee Regional Chamber of Commerce website.

Josh Adams introduced a possible marketing opportunity for business owners at \$20/month – it is in the planning stages to offer marketing downtown as a whole with spotlights on the contributing businesses.

Board Member Trecha suggested reducing cost to \$10/month to get more business owners on board with the marketing opportunity.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY VICE-CHAIRMAN GILBERT AND SUPPORTED BY BOARD MEMBER TRECHA TO APPROVE THE CHECK REGISTER FOR APRIL, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

The board reviewed the Profit & Loss Budget vs. Actual. Josh Adams made a special mention that \$11,000 was raised by Glow Owosso. They are using \$7,000 of those funds to purchase a large, pre-lit artificial Christmas tree for the plaza. The tree comes with a warranty on the lights. It is viewed as a long-term investment for the community, and additional sections can be purchased as time progresses.

3) BUDGET REVISIONS

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY VICE-CHAIRMAN GILBERT TO APPROVE THE BUDGET REVISIONS FOR FISCAL YEAR 2015/2016, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

4) FAÇADE GRANT UPDATES

Susan Montenegro gave a brief update on the status of the façade grant applications. They are hoping to see the projects start this summer.

PUBLIC COMMENTS: There were no public comments.

BOARD COMMENTS: Authority Member Mayor Frederick stated there is confidence in both the DDA Board and the budget for DDA, from the city council level.

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO ADJOURN AT 8:20 A.M.

AYES: ALL. MOTION CARRIED.

David Acton, Chairman

May Check Register
By Check Number



Owosso Main Street
Check Register - By Check Number
May 2016

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2274	05/06/2016	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	05/04/2016		Manager Wages 4/2...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2275	05/06/2016	American Speedy Print	Downtown Print Pr...	296-000-101.250 Checking #0425	
	05/04/2016		Downtown Print Pro...	296-696-818.000-GLOW	-122.00
TOTAL					-122.00
2276	05/06/2016	Bridget Cannon	May Board Meeting...	296-000-101.250 Checking #0425	
	05/04/2016		May Board Meeting ...	296-200-818.000 CONTRACT SER	-50.00
TOTAL					-50.00
2277	05/06/2016	Kelly's Refuse	Downtown Trash S...	296-000-101.250 Checking #0425	
	05/04/2016		Downtown Trash Ser...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2278	05/20/2016	American Speedy Print	Postcard Printing	296-000-101.250 Checking #0425	
	05/16/2016		Postcard Printing	296-696-818.000-GLOW	-160.00
			Flyer Printing	296-696-818.000-GLOW	-80.00
TOTAL					-240.00
2279	05/20/2016	DayStarr Communication	Phone Forwarding ...	296-000-101.250 Checking #0425	
	05/16/2016		Phone Forwarding S...	296-200-728.000 OPER SUPPLIES	-15.27
TOTAL					-15.27
2280	05/20/2016	Gilbert's Do It Best	Downtown Clean-u...	296-000-101.250 Checking #0425	
	05/16/2016		Downtown Clean-up ...	296-200-831.000 MAINTENANCE	-219.16
TOTAL					-219.16
2281	05/20/2016	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	05/20/2016		Manager Wages 5/7/...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38

Budget Report
As of 6/1/16



Owosso Main Street
Profit & Loss Budget vs. Actual
 July 2015 through May 2016

<u>Ordinary Income/Expense</u>	<u>Jul '15 - May 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
296-000-401.403 GEN PROP TAX	28,728.35	28,800.00	-71.65
296-000-401.405 TIF	165,244.07	165,244.07	0.00
296-000-671.676 DESIGN INCOME			
296-000-671.676-BIKERACKS	300.00	600.00	
296-000-671.676-FLOWER PROGRAM	2,147.00	3,000.00	-853.00
Total 296-000-671.676 DESIGN INCOME	2,447.00	3,600.00	-1,153.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	1,400.00	1,400.00	0.00
296-000-671.678-GLOW	11,745.91	11,800.00	-54.09
296-000-671.678-MKTCAMP	50.00	50.00	0.00
296-000-671.678-PALOOZA	200.00	200.00	0.00
Total 296-000-671.678 PRO INCOME	13,395.91	13,450.00	-54.09
296-000-671.694 MISC	19.84	0.00	19.84
Total Income	209,835.17	211,094.07	-1,258.90

Owosso Main Street
Profit & Loss Budget vs. Actual
July 2015 through May 2016

	<u>Jul '15 - May 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	1,513.68	1,900.00	-386.32
296-200-818.000 CONTRACT SER	3,165.00	3,200.00	-35.00
296-200-831.000 MAINTENANCE	18,028.43	23,000.00	-4,971.57
296-200-858.000 MEMBER + DUES	489.00	500.00	-11.00
296-200-860.000 ED + TRAINING	111.29	1,000.00	-888.71
296-200-999.101 MANAGER WAGES	48,653.74	55,000.00	-6,346.26
Total DEP 200 GEN SERVICES	71,961.14	84,600.00	-12,638.86
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	362.23	0.00	362.23
296-695-818.000 ORG WK PLNS			
296-695-818.000-VOLPARTY	280.60		
296-695-818.000 ORG WK PLNS - Other	0.00	1,000.00	-1,000.00
Total 296-695-818.000 ORG WK PLNS	280.60	1,000.00	-719.40
Total DEP 695 ORGANIZATION EXPENSES	642.83	1,000.00	-357.17
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	1,526.41	1,600.00	-73.59
296-696-818.000-GLOW	17,271.92	17,500.00	-228.08
296-696-818.000-MKTCAMP	111.00	120.00	
296-696-818.000-PALOOZA	387.00	400.00	
Total 296-696-818.000 PRO WK PLNS	19,296.33	19,620.00	-323.67
Total DEP 696 PROMOTION EXPENSES	19,296.33	19,620.00	-323.67
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-CHRISTMAS	600.00	600.00	0.00
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BED PLANTS	273.31	0.00	273.31
296-697-818.000-FLOWER PROGRAM - Other	47.95	6,800.00	-6,752.05
Total 296-697-818.000-FLOWER PROGRAM	321.26	6,800.00	-6,478.74
Total 296-697-818.000 DES WK PLNS	921.26	7,400.00	-6,478.74
296-697-974.000-WAYFINDING	3,239.04	9,000.00	
Total DEP 697 DESIGN EXPENSES	4,160.30	16,400.00	-12,239.70
DEP 698 ER EXPENSES			
296-698-818.000 ER WK PLNS	480.32	500.00	-19.68
Total DEP 698 ER EXPENSES	480.32	500.00	-19.68
DEP 901 - CAPITAL OUTLAY			
296-901-965.730 CAPITOL BOWL	1,789.44	9,000.00	-7,210.56
Total DEP 901 - CAPITAL OUTLAY	1,789.44	9,000.00	-7,210.56
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	78,437.50	79,000.00	-562.50
Total DEP 966 TRANSFER OUT	78,437.50	79,000.00	-562.50
Total Expense	176,767.86	210,120.00	-33,352.14
Net Ordinary Income	33,067.31	974.07	32,093.24
Net Income	33,067.31	974.07	32,093.24

Account Balance
As of 6/1/16



Owosso Main Street
Checking Account Balance
As of May 31, 2016

Checking Account = **\$94,156.43**

Pending Payments
As of 6/1/16



Owosso Main Street Unpaid Bills Detail

As of May 31, 2016

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
American Speedy Print						
	Bill	05/31/2016		06/03/2016		69.00
Total American Speedy Print						69.00
City of Owosso						
	Bill	05/20/2016		05/20/2016	11	541.48
	Bill	05/16/2016		06/09/2016		3,367.35
Total City of Owosso						3,908.83
Sunburst Gardens Inc						
	Bill	09/16/2015		10/15/2015	229	1,625.00
Total Sunburst Gardens Inc						1,625.00
TOTAL						5,602.83

Proposed 2015/2016 Budget Revisions
Initial 2015/2016 Numbers
Final Proposed Numbers of 6/1/16





Owosso DDA/Main Street

**Budget Breakdown
Fiscal Year 2015/2016**

REVENUE

Tax	unknown use last year's numbers	\$27,700.00
TIF	unknown use last year's numbers	\$156,800.00
<i>TOTAL</i>		<i>\$184,500</i>

EXPENSES

DDA Expenses

Capitol Bowl	\$10,000
Downtown Renovation "Sidewalk" Fund	\$75,400
Maintenance	\$17,000
Contracted Services	\$2,800
TOTAL	\$105,200

OMS Operating Expenses

Manager Wages	\$55,000
Operating Supplies	\$1,000
Membership + Dues	\$500
Education/Training	\$1,000
TOTAL	\$57,500

Owosso Main Street Work Plan Net Expenses

Promotion	\$6,000
Organization	\$1,000
Design	\$6,800
Economic Restructuring	\$500
TOTAL	\$14,300

<i>TOTAL Expense</i>	<i>\$177,000</i>
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Owosso DDA/Main Street

Budget Breakdown – Updated 6/1/16
Fiscal Year 2015/2016

REVENUE (TO-DATE)

Tax	unknown use last year's numbers	\$28,728.35
TIF	unknown use last year's numbers	\$165,244.07
Promotion Fund Generation (FG)		\$13,395.91
Design Fund Generation (FG)		\$2,447.00
Money from Reserve (last year's Wayfinding FG)		\$9,000.00
TOTAL		\$218,815.33

EXPENSES

DDA Expenses

Capitol Bowl	\$9,000
Downtown Renovation "Sidewalk" Fund	\$79,000
Maintenance	\$25,000
Contracted Services	\$3,200
TOTAL	\$116,200.00

OMS Operating Expenses

Manager Wages	\$55,000
Operating Supplies	\$1,900
Membership + Dues	\$500
Education/Training	\$1,000
TOTAL	\$58,400

Owosso Main Street Work Plan Net Expenses

Promotion	\$20,000
Organization	\$1,000
Design	\$19,000
Economic Restructuring	\$500
TOTAL	\$40,500

TOTAL Expense **\$215,100.00**

NOTE: \$3,000.00 from reserve was left within the budget for contingency in case any unforeseen expenses come up during the month of June. If not spent, reserve will not be used.