



Regular Meeting Agenda
Owosso DDA/Main Street

Wednesday August 3, 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: August 3, 2016

Review and approval of minutes: July 6, 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) Manager Evaluation & Contract Approval..... (Resolution)
- 4) Façade Grant Update (Josh & 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
July 2016 Meeting



MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
JULY 6, 2016 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Vice-Chairman Bill Gilbert at 7:41 a.m.

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

MEMBERS PRESENT: Chairman David Acton, Vice-Chairman Bill Gilbert, Authority Members Kevin Wiles, Theresa Trecha, and Lance Omer

MEMBERS ABSENT: Authority Members Ken Cushman, Shar Haskins, Jon Moore, and Mayor Ben Frederick

OTHERS PRESENT: Josh Adams, Main Street Manager; Jessica Hickey, Independent Newspaper Group

AGENDA:

IT WAS MOVED BY VICE-CHAIRMAN GILBERT AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE AGENDA FOR JULY 6, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY VICE-CHAIRMAN GILBERT TO APPROVE THE MINUTES OF JUNE 1, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

ITEMS OF BUSINESS:

1) CHECK REGISTER

Waiting on itemized list of work completed from Sunburst Gardens at the Wesener Building.

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE CHECK REGISTER FOR JUNE, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

COMMITTEE UPDATES:

1) DESIGN

BIKE RACKS:

Hoping to get sponsorship/funding for total of twenty bike racks. There are six bike racks currently funded. Cost needing sponsorship is \$300 for each bike rack. Individual sponsorships for bike racks will have placard or signage. The bike racks placement should be out of the way for snow removal, and should not be an issue.

WAY-FINDING SIGNS:

The committee went over the exact items and verbiage that will be listed on the signs. Placement has been approved by MDOT for eight of the locations. Board is excited to see this plan come to fruition, as it has been in the planning and execution stage for a long time.

FLOWER PROGRAM:

There was \$2,500 in sponsorship for the flower program this year. Unfortunately, vandalism of the flower beds has been very bad. Estimation of close to \$1,000 worth of flowers has been stolen thus far.

2) ECONOMIC RESTRUCTURING

Committee is in the process of constructing a Business Development guide. The guide will be comprehensive and custom-fitted, and eventually be distributed by the "AskOwosso" team that is being organized.

The committee is also collaborating with the Building Department and MainStreet to development a guide for rehabilitation of a commercial building, and the steps that should be taken in the permit process.

3) ORGANIZATION

No physical meeting this month, but Josh Adams has been talking with Susan Montenegro and Chrisy Schemenauer. A sponsorship guide is being developed, that will serve as a comprehensive plan for promotions moving forward. DDA does not want to be viewed as a donator; they would like to increase sponsorships by educating property owners about local events that will serve as an opportunity for sponsorships, and will generate revenue.

A database of volunteers is being generated. The committee is being transformed back in to what it should be: 1) assembling volunteers and 2) getting the cash flow to fund events.

Website design is another project the organization committee would like to address this year. They would like to hire a website designer to update the site and post links to the community calendars, volunteer opportunities, and link to the Downtown Owosso app.

4) PROMOTION

The downtown map is in its final stages. There will be a directory of all downtown businesses. This will be kept in the refurbished phone booth in Main Street Plaza. There will also be a map available on the Main Street website, through the app, and possibly be posted throughout the downtown on various buildings.

Upcoming Events:

July 14-16: Downtown Owosso Sidewalk Sales

August 26-27: Owosso Vintage Motorcycle Days

There was a board discussion of business spotlight opportunity from Jordan Sovis. Sovis is accepting payment plans, and will develop a 45-second highlight of businesses, that can be posted on YouTube, or used for marketing.

ITEMS OF BUSINESS:

(continued)

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

Budget Breakdown – Fiscal Year 2015/2016 – Money from Reserve (last year's Wayfinding WG) - \$9,000 – not added in to total figure, as the big expenses for the wayfinding signs, i.e. inserts, placards, install, etc. were not purchased before July 1. This figure was supposed to be deleted.

Unpaid bills section – only bills we have been invoiced for, and received thus far.

Revenue minus the expenses for year result in roughly \$4,000 in reserve this year.

Finalized budget for 2016/2017 will be presented to the board at the August meeting.

4) FAÇADE GRANT UPDATES

The city originally had 19 façade grant applicants, which was cut to 14. Due to attrition, several dropped out. Currently, there are 8-9 applicants, which we are hoping to push through all of them this first round with MEDC. A cost estimate breakdown is required of each project. The façade projects will then go before the Historic District Commission, and finally the Building Department for review and approval.

PUBLIC COMMENTS: There were no public comments.

BOARD COMMENTS: Board to discuss Main Street Manager, Josh Adams.

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

AYES: ALL. MOTION CARRIED.

David Acton, Chairman

July 2016 Check Register
By Check Number



Owosso Main Street
Check Register - By Check Number
July 2016

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2293	07/01/2016	American Speedy Print	Printing Services	296-000-101.250 Checking #0425	
	06/29/2016		Printing Services	296-696-818.000-GLOW	-30.00
TOTAL					-30.00
2294	07/01/2016	Lorraine Weckwert	Reimbursement for flo...	296-000-101.250 Checking #0425	
	06/24/2016		Reimbursement for flowe...	296-697-818.000-BED PLANTS	-921.86
TOTAL					-921.86
2295	07/01/2016	Mahar's Greenhouses	Downtown Flower Bas...	296-000-101.250 Checking #0425	
	06/24/2016		Downtown Flower Baskets flowers for flower beds	296-697-818.000-BASKETS 296-697-818.000-BED PLANTS	-2,978.00 -2,503.80
TOTAL					-5,481.80
2296	07/01/2016	City of Owosso	Misc. Downtown Maint...	296-000-101.250 Checking #0425	
	07/01/2016		Misc. Downtown Mainten...	296-200-831.000 MAINTENANCE	-379.04
TOTAL					-379.04
2297	07/01/2016	First Bank Card	July CC payment	296-000-101.250 Checking #0425	
	07/01/2016		July CC payment	296-000-202.100 Credit Card	-1,021.42
TOTAL					-1,021.42
2298	07/01/2016	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	06/29/2016		Manager wages 6/18/16 ...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2299	07/15/2016	Bridget Cannon	July Board Meeting Mi...	296-000-101.250 Checking #0425	
	07/14/2016		July Board Meeting Minu...	296-200-728.000 OPER SUPPLIES	-50.00
TOTAL					-50.00
2300	07/15/2016	Jeffry Adams	Downtown Watering S...	296-000-101.250 Checking #0425	
	07/14/2016		Downtown Watering Ser...	296-200-831.000 MAINTENANCE	-922.25
TOTAL					-922.25
2301	07/15/2016	Shiawassee Arts Center	Made in Owosso Spon...	296-000-101.250 Checking #0425	
	07/14/2016		Made in Owosso Sponso...	296-696-818.000-MKTCAMP	-500.00
TOTAL					-500.00
2302	07/15/2016	Gilbert's Do It Best	downtown repairs - irri...	296-000-101.250 Checking #0425	
	07/14/2016		downtown repairs - irriga...	296-200-831.000 MAINTENANCE	-193.03
TOTAL					-193.03
2303	07/15/2016	Kelly's Refuse	Downtown Trash Remo...	296-000-101.250 Checking #0425	
	07/14/2016		Downtown Trash Remov...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00

Owosso Main Street
Check Register - By Check Number
July 2016

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2304	07/15/2016	Shane Maginity	Downtown Flower Wat...	296-000-101.250 Checking #0425	
	07/14/2016		Downtown Flower Wateri...	296-200-831.000 MAINTENANCE	-136.00
TOTAL					-136.00
2305	07/15/2016	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	07/14/2016		Manager Wages 7/2/16 t...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2306	07/29/2016	Kathryn Gehrs Pahl	Flower reimbursement	296-000-101.250 Checking #0425	
	07/29/2016		Flower reimbursement	296-697-818.000-BED PLANTS	-28.50
TOTAL					-28.50
2307	07/29/2016	Lorraine Weckwert	Flower reimbursement ...	296-000-101.250 Checking #0425	
	07/29/2016		Flower reimbursement fo...	296-697-818.000-BED PLANTS	-379.18
TOTAL					-379.18
2308	07/29/2016	American Speedy Print	Printing Services	296-000-101.250 Checking #0425	
	07/29/2016		Printing Services	296-696-818.000 PRO WK PLNS	-32.79
TOTAL					-32.79
2309	07/29/2016	First Bank Card	August CC payment	296-000-101.250 Checking #0425	
	07/29/2016		August CC payment	296-000-202.100 Credit Card	-292.42
TOTAL					-292.42
2310	07/29/2016	Sunburst Gardens Inc	Irrigation Start-up	296-000-101.250 Checking #0425	
	07/29/2016		Irrigation Start-up	296-200-831.000 MAINTENANCE	-250.00
TOTAL					-250.00
2311	07/29/2016	City of Owosso	Summer Taxes (Trecha...	296-000-101.250 Checking #0425	
	07/29/2016		Parcel #: 050-470-028-0...	296-901-965.730 CAPITOL BOWL	-280.15
			Parcel #: 050-470-028-0...	296-901-965.730 CAPITOL BOWL	-680.51
			Parcel #: 050-300-000-0...	296-901-965.730 CAPITOL BOWL	-772.04
TOTAL					-1,732.70
2312	07/29/2016	DayStarr Communication	phone forwarding servi...	296-000-101.250 Checking #0425	
	07/29/2016		phone forwarding service...	296-200-728.000 OPER SUPPLIES	-90.27
TOTAL					-90.27
2313	07/29/2016	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	07/29/2016		Manager Wages 7/16/16...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38

Budget Report
As of August 1, 2016



Owosso Main Street
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	312.14	2,000.00	-1,687.86
296-200-831.000 MAINTENANCE	2,380.32	21,000.00	-18,619.68
296-200-999.101 MANAGER WAGES	4,230.76	55,000.00	-50,769.24
Total DEP 200 GEN SERVICES	6,923.22	78,000.00	-71,076.78
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS		8,500.00	
296-696-818.000-MKTCAMP	500.00		
296-696-818.000 PRO WK PLNS - Other	236.79		
Total 296-696-818.000 PRO WK PLNS	736.79	8,500.00	-7,763.21
Total DEP 696 PROMOTION EXPENSES	736.79	8,500.00	-7,763.21
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS		8,000.00	
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BED PLANTS	407.68	0.00	407.68
Total 296-697-818.000-FLOWER PROGRAM	407.68	0.00	407.68
Total 296-697-818.000 DES WK PLNS	407.68	8,000.00	-7,592.32
Total DEP 697 DESIGN EXPENSES	407.68	8,000.00	-7,592.32
DEP 901 - CAPITAL OUTLAY			
296-901-965.730 CAPITOL BOWL	1,732.70	9,000.00	-7,267.30
Total DEP 901 - CAPITAL OUTLAY	1,732.70	9,000.00	-7,267.30
Total Expense	9,800.39	103,500.00	-93,699.61
Net Ordinary Income	-9,800.39	-103,500.00	93,699.61
Net Income	-9,800.39	-103,500.00	93,699.61



Owosso DDA/Main Street

**Budget Breakdown
Fiscal Year 2016/2017**

REVENUE

Tax	unknown use last year's numbers	\$33,867.86
TIF	unknown use last year's numbers	\$156,889.64
<i>TOTAL</i>		<i>\$190,757.50</i>

EXPENSES

DDA Expenses

Capitol Bowl	\$9,000
Downtown Renovation "Sidewalk" Fund	\$75,400
Maintenance	\$21,000
Contracted Services	\$3,100
TOTAL	\$108,500

OMS Operating Expenses

Manager Wages	\$55,000
Operating Supplies	\$2,000
Membership + Dues	\$1,000
Education/Training	\$1,500
TOTAL	\$59,500

Owosso Main Street Work Plan Net Expenses

Promotion	\$8,500
Organization	\$2,500
Design	\$8,000
Economic Restructuring	\$1,500
TOTAL	\$20,500

TOTAL Expense ***\$188,500***

OTHER FUNDS

Bond Expenses	
Planned Bond Expenses	\$0.00
TOTAL	\$0.00

Account Balance
As of 8-1-16



Owosso Main Street
Checking Account Balance
As of August 1, 2016

Checking Account = **\$56,998.06**

Pending Payments
As of August 1, 2016



Owosso Main Street
Unpaid Bills Detail
As of August 1, 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	08/01/2016		08/20/2016		204.00
Total American Speedy Print						<u>204.00</u>
TOTAL						<u><u>204.00</u></u>