



Regular Meeting Agenda
Owosso DDA/Main Street

Wednesday October 5, 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: October 5, 2016

Review and approval of minutes: September 7, 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) DDA Loan Revisions – Wesener Development (Resolution)
- 2) Check Register (Resolution)
- 3) Budget Report/Budget Updates..... (Discussion)
- 4) Water Street Improvement..... (Resolution)
- 5) 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
September 2016



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

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton 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, Ken Cushman, Lance Omer, Theresa Trecha, Jon Moore and Mayor Benjamin Frederick

MEMBERS ABSENT: Authority Member Shar Haskins

OTHERS PRESENT: Josh Adams, Main Street Manager

AGENDA:

IT WAS MOVED BY VICE-CHAIRMAN GILBERT AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE AGENDA FOR SEPTEMBER 7, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE MINUTES OF AUGUST 3, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

COMMITTEE UPDATES:

1) DESIGN

The wayfinding signs are all set for installation by City of Owosso DPW. Additionally, there are five bike racks complete and waiting for installation by DPW, and five bike racks still in the process of being made by students at Baker College. Locations for both the wayfinding signs and the bike racks have been finalized. Agnew Graphics will make a custom logo for sponsors, which will be displayed on the main cross-pipe of the bike rack. Baker College students are scheduled to continue to make the next group of ten bike racks.

2) ECONOMIC RESTRUCTURING

The board noted the Business Owners meeting had a great turnout and they could see and feel the excitement in regards to Oktoberfest and other upcoming events, by those in attendance.

Josh Adams passed out a draft example of the downtown map that will be handed out to businesses for visitors to the city of Owosso. The map will eventually be displayed at the photo booth in Main Street Plaza. It will also feature a calendar of events for the upcoming year, and a list of local businesses.

Bill Gilbert relayed a story how he came across a volunteer weeding flower beds and disposing of the grass clippings and expressed his sense of community pride in our volunteers. Ben Frederick asked how we may convey the message of the impact these volunteers have on our community, the flower beds, etc. He does not want people to assume "the city" will maintain all areas, pick up litter strewn in the flower beds, etc. Josh Adams stated he will continue to post thank-you's on social media, and the board discussed posting small signs that state whom is maintaining and volunteering their time at each flower bed.

3) ORGANIZATION

There was no Org meeting this last month. Org is in the process of creating a task list with due dates for multiple projects. Each work plan will be two-fold: 1) Sponsorship package for events, seek sponsorships outside of the budget; 2) Comprehensive volunteer management strategy -- volunteer list.

Party in the Plaza is coming up later in September – this is a thank you for the volunteers. The smart phone app is available for download, although it is tied to the old website. Org is waiting to promote this app until the website has been updated. Josh Adams is hoping to hire a website contractor to maintain and freshen up the website in the coming year. The website should be the main form of communication between the DDA and the public.

4) PROMOTION

The Owosso Vintage Motorcycle Days held in August was a success, despite the rain. Josh Adams estimates between 300-400 people were in attendance at the event. There were over 80 bikes on display and there was even a 1911 Thor motorcycle from Ohio on display. Thank you to the main sponsor of the event, BMW Motorcycles of Southeast Michigan. Thank you to the Durand Eagle Riders for help directing traffic for the vintage motorcycle ride.

The ArtWalk is planned for the weekend of September 10 -- there is a lot of excitement for the event. We are anticipating a huge event with a lot of artists and visitors to the downtown.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

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

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

Josh Adams noted that this is the beginning of the fiscal year, so the budget report will reflect the expenses and not the income. Josh has also included the Budget Breakdown with revenue figures from last fiscal year that was voted on by the board, so the board can see an estimate of expected revenue to get a better idea of the complete budget.

3) WATER STREET IMPROVEMENTS

The board reviewed the bid from Seifert Concrete to replace the sidewalk at 220 W. Main Street. The board agreed they would like to see multiple bids for future improvements, so they can see comparable. The board tabled the discussion of the Water Street improvements, as they would like to do more research and diligence in defining streetscape vs. hardscape repair. The board agreed they would like to pursue a partnership discussion between the city, the stakeholder, and the DDA.

4) FAÇADE GRANT UPDATE

There are currently eight properties in the approval stage with MEDC. There were some delays in the façade design stage. Construction on the facades is expected to start in the Spring, 2017.

IT WAS MOVED BY AUTHORITY MEMBER OMER AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:42 A.M.

AYES: ALL. MOTION CARRIED.

David Acton, Chairman

bac

DDA Loan Revisions for Wesener Development
10/5/16 Memorandum



MEMORANDUM: PROPOSED REVISIONS—OCTOBER 5, 2016

DDA/OBRA AGREEMENT TO THE WESENER BROWNFIELD RED'P PLAN

The Wesener project is completed and the as-built costs for the Brownfield Plan are being recalculated and have increased owing to structural deficiencies revealed during construction and having their cause from the 2007 fire and site activity before Wesener's ownership. While the Brownfield Plan is being amended to reflect these cost increases, the project Developers request a change in the agreement between the DDA and the Owosso Brownfield Redevelopment Authority. The changes are subject to other public entity approvals. The DDA is the starting point for the request. The proposals are:

- 1) To pay the DDA the balance of the DDA loan now. It is estimated at \$48,979. The source of the payment would be the City's Revolving Loan Fund that is a better source for the Developer's overall project management.
- 2) If Paragraph 1 is acceptable the DDA would discharge the lien on the property and authorize the DDA Chair to execute the document.
- 3) A revised DDA-OBRA agreement would cease to reference all the provisions for the DDA loan and loan securities.
- 4) A revised DDA-OBRA agreement would continue the terms of the existing agreement for DDA TIF transfers in the years 2026, 2027 and 2028 according to the estimated annual brownfield plan capture schedule. This amount, subject to local tax millage levels and Wesener's captured assessed value, remains at the same estimated value from the earlier brownfield plan at \$28,000 per year. The DDA investment is consistent with two parameters: 1) The eligible investment projects for the DDA in the 2003 DDA Development Plan, and; 2) the level of eligible expenses that occurred prior to Wesener ownership—principally the demolition of the entire rear wall and asbestos contamination in the basement soil.
- 5) As part of the 2013 Brownfield Redevelopment Plan, the DDA and OBRA executed a reimbursement agreement for the loan that should be declared null and void. The other DDA-OBRA agreement, "Captured Tax Transfer Agreement" will be amended to reflect the above-mentioned changes. Upon acceptance, the DDA would adopt a motion to accept the agreement revisions and authorize the DDA Chair to execute the revised agreement.

The proposal and any DDA action on the above would contain the provisional term that require the Wesener Developer to successfully gain a new loan for the balance owed with the City's Revolving Loan Fund. If the loan is not acquired for any reason the terms of the existing arrangements in the 2013 Plan would continue as before.

A representative of the Wesener project will attend the October 5, 2016, DDA meeting to present the above memorandum and answer any questions.

September Check Register
By Check Number



Owosso Main Street
Check Register - By Check Number
September 2016

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2324	09/09/2016	Bryan Mortimer	Elizabeth Reed appearance f...	296-000-101.250 Checking #0425	
	08/29/2016		Elizabeth Reed appearance fo...	296-696-818.000-CRUISE2CAS	-600.00
TOTAL					-600.00
2325	09/09/2016	Sloan's Tank Service, L...	Portable restroom rental	296-000-101.250 Checking #0425	
	08/29/2016		Portable restroom rental for Vi...	296-696-818.000-CRUISE2CAS	-160.00
TOTAL					-160.00
2326	09/09/2016	Sunburst Gardens Inc	Downtown Irrigation System...	296-000-101.250 Checking #0425	
	08/15/2016		Downtown Irrigation System R...	296-200-831.000 MAINTENANCE	-4,032.00
TOTAL					-4,032.00
2327	09/09/2016	Gilbert's Do It Best	Downtown Maintenance Sup...	296-000-101.250 Checking #0425	
	09/07/2016		Downtown Maintenance Suppl...	296-200-831.000 MAINTENANCE	-175.70
TOTAL					-175.70
2328	09/09/2016	Kelly's Refuse	Downtown Trash Service	296-000-101.250 Checking #0425	
	09/07/2016		Downtown Trash Service 8/1-8...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2329	09/09/2016	Bridget Cannon	Board Meeting Minute Recor...	296-000-101.250 Checking #0425	
	09/07/2016		Board Meeting Minute Recordi...	296-200-818.000 CONTRACT SER	-50.00
TOTAL					-50.00
2330	09/09/2016	Jeffry Adams	Downtown Water Services	296-000-101.250 Checking #0425	
	09/07/2016		Downtown Water Services - A...	296-200-831.000 MAINTENANCE	-374.00
TOTAL					-374.00
2331	09/09/2016	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	09/07/2016		Manager Wages 8/26/16-9/9/16	296-200-999.101 MANAGER WAGES	-2,178.84
TOTAL					-2,178.84
2332	09/23/2016	A Family Affair Face Art...	Face-painting & balloon art f...	296-000-101.250 Checking #0425	
	09/14/2016		Face-painting & balloon art for...	296-696-818.000-ARTWALK	-100.00
TOTAL					-100.00
2333	09/23/2016	Logan Trevorrow	Musical Performance for Art...	296-000-101.250 Checking #0425	
	09/14/2016		Musical Performance for ArtW...	296-696-818.000-ARTWALK	-200.00
TOTAL					-200.00
2334	09/23/2016	Whitney Dedic	Photography for Artwalk 2016	296-000-101.250 Checking #0425	
	09/14/2016		Photography for Artwalk 2016	296-696-818.000-ARTWALK	-300.00
TOTAL					-300.00

Owosso Main Street
Check Register - By Check Number
September 2016

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2335	09/23/2016	American Speedy Print		296-000-101.250 Checking #0425	
	09/14/2016		Flyers for ArtWalk 2016	296-696-818.000-ARTWALK	-45.00
	09/23/2016		ArtWalk 2016 Map Printing	296-696-818.000-ARTWALK	-396.00
TOTAL					-441.00
2336	09/23/2016	Carrier & Gable, Inc.	Bolt Sysytems for Way-findi...	296-000-101.250 Checking #0425	
	09/23/2016		Bolt Sysytems for Way-finding...	296-697-974.000-WAYFINDING	-1,537.64
TOTAL					-1,537.64
2337	09/23/2016	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	09/23/2016		Manager Wages 9/10-9/23/16	296-200-999.101 MANAGER WAGES	-2,178.84
TOTAL					-2,178.84
2338	09/23/2016	First Bank Card	October CC payment	296-000-101.250 Checking #0425	
	09/23/2016		October CC payment	296-000-202.100 Credit Card	-448.81
TOTAL					-448.81

Budget Report
As of 10/3/16



Owosso Main Street
Profit & Loss Budget vs. Actual
 July 1 through October 3, 2016

Ordinary Income/Expense	Jul 1 - Oct 3, 16	Budget	\$ Over Budget
<u>Income</u>			
296-000-401.403 GEN PROP TAX	22,508.95	34,000.00	-11,491.05
296-000-671.676 DESIGN INCOME			
296-000-671.676-BIKERACKS	400.00	3,000.00	-2,600.00
Total 296-000-671.676 DESIGN INCOME	400.00	3,000.00	-2,600.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	40.00	100.00	-60.00
296-000-671.678-CRUISE2CAS	1,292.00	1,300.00	-8.00
Total 296-000-671.678 PRO INCOME	1,332.00	1,400.00	-68.00
Total Income	24,240.95	38,400.00	-14,159.05

Owosso Main Street
Profit & Loss Budget vs. Actual
 July 1 through October 3, 2016

	<u>Jul 1 - Oct 3, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	475.43	2,000.00	-1,524.57
296-200-818.000 CONTRACT SER	50.00	3,100.00	-3,050.00
296-200-831.000 MAINTENANCE	8,588.44	21,000.00	-12,411.56
296-200-860.000 ED + TRAINING	55.00	1,500.00	-1,445.00
296-200-999.101 MANAGER WAGES	12,882.66	56,650.00	-43,767.34
Total DEP 200 GEN SERVICES	22,051.53	84,250.00	-62,198.47
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	1,041.00	0.00	1,041.00
296-696-818.000-BIKESHOW	821.95	0.00	821.95
296-696-818.000-MKTCAMP	500.00	0.00	500.00
296-696-818.000 PRO WK PLNS - Other	545.02	0.00	545.02
Total 296-696-818.000 PRO WK PLNS	2,907.97	8,500.00	-5,592.03
Total DEP 696 PROMOTION EXPENSES	2,907.97	8,500.00	-5,592.03
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
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
296-697-974.000-WAYFINDING	2,737.64	0.00	2,737.64
Total DEP 697 DESIGN EXPENSES	3,145.32	8,000.00	-4,854.68
DEP 698 ER EXPENSES			
296-698-818.000 ER WK PLNS	370.00	1,500.00	-1,130.00
Total DEP 698 ER EXPENSES	370.00	1,500.00	-1,130.00
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
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	18,033.75	75,400.00	-57,366.25
Total DEP 966 TRANSFER OUT	18,033.75	75,400.00	-57,366.25
Total Expense	48,241.27	186,650.00	-138,408.73
Net Ordinary Income	-24,000.32	-148,250.00	124,249.68
Net Income	-24,000.32	-148,250.00	124,249.68



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
TOTAL		<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 10/3/16



Owosso Main Street
Checking Account Balance
As of October 3, 2016

Checking Account = **\$60,639.59**

Pending Payments
As of 10/3/16



**Owosso Main Street
Unpaid Bills Detail
As of October 3, 2016**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
City of Owosso					
Bill	09/23/2016		01/01/2017		18,033.75
Total City of Owosso					18,033.75
DayStarr Communication					
Bill	09/23/2016		10/07/2016		15.27
Total DayStarr Communication					15.27
TOTAL					18,049.02

Water Street Sidewalk Proposal
Sidewalk Replacement



From: Mark A. Sedlak
Sent: Monday, August 15, 2016 4:45 PM
To: Joshua D. Adams
Cc: Donald D. Crawford
Subject: FW: Seifert Concrete

Josh this is the quote for Mark Hannah's sidewalk.

mark

From: Wallace Street AFC [mailto:wallacest@bearnest.net]
Sent: Wednesday, July 27, 2016 10:58 AM
To: Jane E. Hunt
Subject: Seifert Concrete

SEIFERT CONCRETE
608 WEST OAK STREET
ASHLEY MICHIGAN 48806
(989) 620-0158
BID/INVOICE: 7-
27-15

CITY OF OWOSSO

LOCATION

CORNER OF WATER ST & SHIAWASSEE ST
583 SQFT OF SIDEWALK REMOVAL & REPLACE UNIT PRICE: \$5.00/SQFT

TOTAL:
\$2,915.00

52 LNFT OF F-4 CURB & GUTTER UNIT PRICE \$25.00/LNFT TOTAL
\$1,300.00

TOTAL BID/INVOICE AMOUNT: \$4,215.00