



**Regular Meeting Agenda**  
*Owosso DDA/Main Street*  
**Wednesday July 1, 2015, 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:** July 1, 2015

**Review and approval of minutes:** June 3, 2015

**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..... (Resolution)
- 3) Junior Main Street Committee Formation ..... (Resolution)
- 4) Program Remediation Update (Josh) ..... (Discussion)
- 5) Upcoming Board Training Event..... (Discussion)
- 6) Self-Assessment Survey/Accreditation Meeting ..... (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](http://www.ci.owosso.mi.us).]

**OMS/DDA Meeting Minutes**  
June 2015



REGULAR MEETING MINUTES  
OWOSSO DDA / MAIN STREET  
Council Chambers, City Hall  
June 3, 2015 – 7:30 am.

MEETING CALLED TO ORDER at 7:37 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton & Authority Members Ken Cushman, Bill Gilbert, Benjamin Frederick, Lance Omer, Kevin Wiles, Dawn Gonyou (7:40) and Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Char Haskins

OTHERS PRESENT: Susan Montenegro, City of Owosso; Josh Adams, Main Street Manager; Helen Granger, press

AGENDA:

MOTION BY AUTHORITY MEMBER CUSHMAN SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR JUNE 3, 2015.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE MINUTES FOR THE MEETING OF APRIL 1, 2014, AND APRIL 27, 2014 SPECIAL MEETING.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1) Design

Beautification program is in full bloom. Baskets have gone out going up from 60 to 70 mostly on irrigation. There a light in the tunnel bike racks. Wayfinding is underway. 'I Spy' architectural game has a chairman for next year.

Six of the wayfinding signs will be installed this fall and fundraising for the other six over the weekend. A sponsorship is \$1500 and covers the insert, the pole & installation. The frames were covered by the bond.

2) Economic Restructuring

Discussed the information in the Market Study its impact and distribution. A training for the Ask Owosso team will be happening at the end of June. They will be pairs that build relationships and communications with downtown businesses.

### 3) Organization

Party in the Plaza will be happening in late July or August as a recognition and informational gathering for current and future volunteers.

### 4) Promotion

Focusing on Art Walk, Tour Our Town, and Sidewalk Sales (July 17-19). Art Walk got a \$1000 sponsorship from LAFCU and Tour Our Town \$500 from the Cook Family Foundation.

## ITEMS OF BUSINESS:

### 1. CHECK REGISTER APPROVAL.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CHECK REGISTER FOR APRIL AND MAY 2014 AS PRESENTED. YEAS ALL. MOTION CARRIED.

### 2. BUDGET REPORT

We will be in the green largely because we underestimated our tax capture combined with a smaller capital outlay and fund generation through fundraising. Unexpected non-recurring expenses - the fountain pump, lawyer fees - went over their budgeted amounts and need to be adjusted in the budget for year end.

MOTION BY AUTHORITY MEMBER WILES, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE ADAMS TO ADD MONEY TO THE MAINTENANCE AND CONTRACTED SERVICES BUDGETS TO COVER OVERAGES. YEAS ALL. MOTION CARRIED.

Gilbert suggested a meeting with DPW post-Curwood to review what maintenance is covered by the city and what is covered by Main Street.

### 3. DOWNTOWN FOOD TRUCKS

A traffic order was filed out for a food truck, but there was no framework for that so City Council requested Main Street to look into it. Adams spoke with the majority of the downtown restaurant owners about it and the general consensus was no. If necessary then it needs to be restricted.

Frederick pointed out that it is a good problem but it does need structure and they do not pay taxes or maintenance and other expenses that brick and mortar restaurants. Other concerns include parking, pedestrians, and making certain they are within health and legal guidelines.

This issue will go to the ER committee for discussion.

#### 4. MMS QUARTERLY TRAINING - OWOSSO

Michigan Main Street will be doing quarterly training on June 8-9 in Owosso. Up to 65 people are expected at the Tuesday portion. Board training will be happening on Tuesday and is open to non profit boards in the area.

Manager training starts at 1 pm on the 8th followed by a tour of downtown and a private dinner at Lula's which is open to Main Street board members.

#### 5. WESENER DEVELOPMENT UPDATE

October 1st is the expected completion date. Now they are focusing on making sure the objectives are being met. It looks like it will be Leed Gold certified. They plan to share the business model once success is achieved. The focus is to be hyper-local - buy as much locally as possible.

The bookstore will move over to the Wesner once it is complete because the work that will then begin on the other building will be too disruptive to it.

#### 6. OMS/DDA OFFICE COMPUTER

The office computer is currently using XP, which is a security risk. A desktop would be \$1200 or a laptop for \$1500-1600. Additional storage is also needed, which will be done in the form of a terabyte external drive.

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE PURCHASE OF A DESKTOP AND BACKUP DRIVE NOT EXCEEDING \$1500 FROM THE 2015/2016 BUDGET.  
YEAS ALL. MOTION CARRIED.

#### PUBLIC / BOARD / STAFF COMMENTS:

Frederick shared that Indian Trails has agreed to donate \$500 + lift costs for the restoration of the south facing Wildermuth. About \$1900 is still needed, but it could be done by July at the earliest.

MOTION MADE BY GILBERT, SUPPORTED BY AUTHORITY MEMBER WILES TO  
ADJOURN AT 8:24 AM.  
YEAS ALL. MOTION CARRIED.

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Alaina Kraus, Secretary



**June Check Register**  
By Check Number



1:02 PM

06/29/15

**Owosso Main Street**  
**Check Register - By Check Number**  
 June 1 - 29, 2015

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>2114</b>	<b>06/05/2015</b>	<b>Mahar's Greenhouses</b>	<b>Downtown Flower Purchase</b>	<b>296-000-101.250 Checking #0425</b>	
	05/20/2015		Downtown Flower Baskets	296-697-818.000-BASKETS	-2,310.00
			Flower bed flowers	296-697-818.000-BED PLANTS	-1,625.00
TOTAL					-3,935.00
<b>2115</b>	<b>06/05/2015</b>	<b>William C. Brown P.C.</b>	<b>Attorney fees - Wesener Tax ...</b>	<b>296-000-101.250 Checking #0425</b>	
	05/20/2015		Attorney fees - Wesener Tax ...	296-200-818.000 CONTRACT SER	-2,368.08
TOTAL					-2,368.08
<b>2116</b>	<b>06/05/2015</b>	<b>Crooked Tree Nursery</b>		<b>296-000-101.250 Checking #0425</b>	
	06/01/2015		Plantings in Woodard Place	296-697-818.000-BED PLANTS	-68.50
	06/05/2015		Flower Bed Plant Purchase	296-697-818.000-BED PLANTS	-2,096.05
TOTAL					-2,164.55
<b>2117</b>	<b>06/05/2015</b>	<b>Joshua Adams</b>	<b>Manager Wages</b>	<b>296-000-101.250 Checking #0425</b>	
	06/01/2015		Manager Wages 5/22/15 to 6/...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
<b>2118</b>	<b>06/05/2015</b>	<b>Kelly's Refuse</b>	<b>Downtown Trash Service</b>	<b>296-000-101.250 Checking #0425</b>	
	06/05/2015		Downtown Trash Service 5/1-5...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
<b>2119</b>	<b>06/05/2015</b>	<b>Lorraine Weckwert</b>		<b>296-000-101.250 Checking #0425</b>	
	05/20/2015		Flower purchase reimburseme...	296-697-818.000-BED PLANTS	-636.18
	06/05/2015		flower reimbursement for bed ...	296-697-818.000-BED PLANTS	-387.81
TOTAL					-1,023.99
<b>2120</b>	<b>06/05/2015</b>	<b>Sunburst Gardens Inc</b>	<b>Irrigation Repair</b>	<b>296-000-101.250 Checking #0425</b>	
	05/20/2015		Irrigation Repair	296-200-831.000 MAINTENANCE	-250.00
TOTAL					-250.00
<b>2121</b>	<b>06/22/2015</b>	<b>Joshua Adams</b>	<b>Manager Wages</b>	<b>296-000-101.250 Checking #0425</b>	
	06/22/2015		Manager wages 6/5 to 6/19/15	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
<b>2122</b>	<b>06/22/2015</b>	<b>Jeffry Adams</b>	<b>May 2015 Watering - Downto...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/22/2015		May Watering - Downtown flo...	296-200-831.000 MAINTENANCE	-236.35
TOTAL					-236.35
<b>2123</b>	<b>06/22/2015</b>	<b>Sunburst Gardens Inc</b>	<b>Downtown Irrigation System...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/11/2015		Downtown Irrigation System R...	296-200-831.000 MAINTENANCE	-1,206.00
TOTAL					-1,206.00



1:02 PM

06/29/15

**Owosso Main Street**  
**Check Register - By Check Number**  
 June 1 - 29, 2015

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>2124</b>	<b>06/22/2015</b>	<b>The Bagelman</b>	<b>MMS Quarterly Training Sup...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/11/2015		MMS Quarterly Training Suppli...	296-200-831.000 MAINTENANCE	-40.26
TOTAL					-40.26
<b>2125</b>	<b>06/29/2015</b>	<b>City of Owosso</b>		<b>296-000-101.250 Checking #0425</b>	
	06/11/2015		Downtown Electrical Work	296-200-831.000 MAINTENANCE	-262.27
	06/11/2015		Tax OBRA #11 Agreement (C...	296-901-965.730 CAPITOL BOWL	-8,145.00
	06/22/2015		Downtown Electrical Work an...	296-200-831.000 MAINTENANCE	-2,606.28
TOTAL					-11,013.55
<b>2126</b>	<b>06/29/2015</b>	<b>Comstock Inn &amp; Confer...</b>	<b>Conference Room Rental for...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/22/2015		Conference Room Rental for ...	296-200-831.000 MAINTENANCE	-244.10
TOTAL					-244.10
<b>2127</b>	<b>06/29/2015</b>	<b>DayStarr Communication</b>	<b>Phone forwarding service</b>	<b>296-000-101.250 Checking #0425</b>	
	06/22/2015		Phone forwarding service 7/1 t...	296-200-728.000 OPER SUPPLIES	-15.20
TOTAL					-15.20
<b>2128</b>	<b>06/29/2015</b>	<b>Carts "R" Us</b>	<b>Cart Rental for MMS Quarter...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/22/2015		Cart Rental for MMS Quarterly...	296-200-831.000 MAINTENANCE	-53.00
TOTAL					-53.00
<b>2129</b>	<b>06/29/2015</b>	<b>Denise Widdows</b>	<b>Reimbursement - sportpack...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/29/2015		Reimbursement - sportpacks f...	296-696-818.000-GLOW	-384.41
TOTAL					-384.41
<b>2130</b>	<b>06/29/2015</b>	<b>Michigan in Metal</b>	<b>Glow Ornaments - for Glow ...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/29/2015		Glow Ornaments - for Glow Fu...	296-696-818.000-GLOW	-1,603.40
TOTAL					-1,603.40
<b>2131</b>	<b>06/29/2015</b>	<b>Gilbert's Do It Best</b>	<b>Downtown Cleaning Supplies</b>	<b>296-000-101.250 Checking #0425</b>	
	06/11/2015		Downtown Cleaning Supplies	296-200-831.000 MAINTENANCE	-77.09
TOTAL					-77.09
<b>2132</b>	<b>06/29/2015</b>	<b>Joshua Adams</b>	<b>Manager Wages</b>	<b>296-000-101.250 Checking #0425</b>	
	06/29/2015		Manager Wages 6/19/15 to 7/...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38

**June Check Register**  
By Account Number



1:04 PM  
 06/29/15  
 Cash Basis

## Owosso Main Street Check Register - By Account Number June 1 - 29, 2015

Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>Ordinary Income/Expense</b>						
<b>Expense</b>						
<b>DEP 200 GEN SERVICES</b>						
<b>296-200-728.000 OPER SUPPLIES</b>						
Bill	06/29/2015		DayStarr Communicat...	Phone forwardi...	15.20	15.20
Total 296-200-728.000 OPER SUPPLIES					15.20	15.20
<b>296-200-818.000 CONTRACT SER</b>						
Bill	06/05/2015		William C. Brown P.C.	Attorney fees - ...	2,368.08	2,368.08
Total 296-200-818.000 CONTRACT SER					2,368.08	2,368.08
<b>296-200-831.000 MAINTENANCE</b>						
Bill	06/05/2015		Sunburst Gardens Inc	Irrigation Repair	250.00	250.00
Bill	06/05/2015		Kelly's Refuse	Downtown Tras...	500.00	750.00
Bill	06/22/2015		Sunburst Gardens Inc	Downtown Irriga...	1,206.00	1,956.00
Bill	06/22/2015		The Bagelman	MMS Quarterly ...	40.26	1,996.26
Bill	06/22/2015		Jeffry Adams	May Watering - ...	236.35	2,232.61
Bill	06/29/2015		City of Owosso	Downtown Elect...	262.27	2,494.88
Bill	06/29/2015		Gilbert's Do It Best	Downtown Clea...	77.09	2,571.97
Bill	06/29/2015		Comstock Inn & Conf...	Conference Ro...	244.10	2,816.07
Bill	06/29/2015		Carts "R" Us	Cart Rental for ...	53.00	2,869.07
Bill	06/29/2015		City of Owosso	Downtown Elelc...	2,606.28	5,475.35
Total 296-200-831.000 MAINTENANCE					5,475.35	5,475.35
<b>296-200-999.101 MANAGER WAGES</b>						
Bill	06/05/2015		Joshua Adams	Manager Wage...	2,115.38	2,115.38
Bill	06/22/2015		Joshua Adams	Manager wages...	2,115.38	4,230.76
Bill	06/29/2015		Joshua Adams	Manager Wage...	2,115.38	6,346.14
Total 296-200-999.101 MANAGER WAGES					6,346.14	6,346.14
Total DEP 200 GEN SERVICES					14,204.77	14,204.77
<b>DEP 696 PROMOTION EXPENSES</b>						
<b>296-696-818.000 PRO WK PLNS</b>						
<b>296-696-818.000-GLOW</b>						
Bill	06/29/2015		Denise Widdows	Reimbursement...	384.41	384.41
Bill	06/29/2015		Michigan in Metal	Glow Ornament...	1,603.40	1,987.81
Total 296-696-818.000-GLOW					1,987.81	1,987.81
Total 296-696-818.000 PRO WK PLNS					1,987.81	1,987.81
Total DEP 696 PROMOTION EXPENSES					1,987.81	1,987.81
<b>DEP 697 DESIGN EXPENSES</b>						
<b>296-697-818.000 DES WK PLNS</b>						
<b>296-697-818.000-FLOWER PROGRAM</b>						
<b>296-697-818.000-BASKETS</b>						
Bill	06/05/2015		Mahar's Greenhouses	Downtown Flow...	2,310.00	2,310.00
Total 296-697-818.000-BASKETS					2,310.00	2,310.00
<b>296-697-818.000-BED PLANTS</b>						
Bill	06/05/2015		Lorraine Weckwert	Flower purchas...	636.18	636.18
Bill	06/05/2015		Mahar's Greenhouses	Flower bed flow...	1,625.00	2,261.18
Bill	06/05/2015		Crooked Tree Nursery	Plantings in Wo...	68.50	2,329.68
Bill	06/05/2015		Lorraine Weckwert	flower reimburs...	387.81	2,717.49
Bill	06/05/2015		Crooked Tree Nursery	Flower Bed Pla...	2,096.05	4,813.54
Total 296-697-818.000-BED PLANTS					4,813.54	4,813.54
Total 296-697-818.000-FLOWER PROGRAM					7,123.54	7,123.54
Total 296-697-818.000 DES WK PLNS					7,123.54	7,123.54
Total DEP 697 DESIGN EXPENSES					7,123.54	7,123.54

1:04 PM  
06/29/15  
Cash Basis

Owosso Main Street  
**Check Register - By Account Number**  
June 1 - 29, 2015

Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>DEP 901 - CAPITAL OUTLAY</b>						
<b>296-901-965.730 CAPITOL BOWL</b>						
Bill	06/29/2015		City of Owosso	Tax OBRA #11 ...	8,145.00	8,145.00
			Total 296-901-965.730 CAPITOL BOWL		8,145.00	8,145.00
			Total DEP 901 - CAPITAL OUTLAY		8,145.00	8,145.00
			Total Expense		31,461.12	31,461.12
			Net Ordinary Income		-31,461.12	-31,461.12
			<b>Net Income</b>		<b>-31,461.12</b>	<b>-31,461.12</b>

**June Budget Report**  
Year-to-Date



Owosso Main Street  
**Profit Loss Budget vs. Actual**  
 July 1, 2014 through June 29, 2015

<u>Ordinary Income/Expense</u>	<u>Jul 1, '14 - Jun 1, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
296-000-401.403 GEN PROP TAX	33,867.86	33,900.00	-32.14
296-000-401.405 TIF	156,889.64	157,000.00	-110.36
296-000-671.676 DESIGN INCOME			
296-000-671.676-FLOWER PROGRAM	3,411.00	4,000.00	-589.00
296-000-671.676-WAYFINDING	9,000.00	9,000.00	0.00
<b>Total 296-000-671.676 DESIGN INCOME</b>	<b>12,411.00</b>	<b>13,000.00</b>	<b>-589.00</b>
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	560.00	600.00	-40.00
296-000-671.678-GLOW	6,310.75	6,500.00	-189.25
296-000-671.678-MKTCAMP	250.00	250.00	0.00
<b>Total 296-000-671.678 PRO INCOME</b>	<b>7,120.75</b>	<b>7,350.00</b>	<b>-229.25</b>
296-000-671.679 ORG INCOME			
296-000-671.679-BUSSTEWARD	185.00	200.00	-15.00
<b>Total 296-000-671.679 ORG INCOME</b>	<b>185.00</b>	<b>200.00</b>	<b>-15.00</b>
296-000-671.694 MISC	26.59	30.00	-3.41
296-000-695.699 FUND BALANCE	6,793.40	6,793.40	0.00
<b>Total Income</b>	<b>217,294.24</b>	<b>218,273.40</b>	<b>-979.16</b>

Owosso Main Street  
**Profit Loss Budget vs. Actual**  
July 1, 2014 through June 29, 2015

	<u>Jul 1, '14 - Jun 1, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Expense</b>			
<b>DEP 200 GEN SERVICES</b>			
296-200-728.000 OPER SUPPLIES	1,106.45	1,200.00	-93.55
296-200-818.000 CONTRACT SER	5,423.08	5,500.00	-76.92
296-200-831.000 MAINTENANCE	19,550.44	25,000.00	-5,449.56
296-200-858.000 MEMBER + DUES	489.00	500.00	-11.00
296-200-860.000 ED + TRAINING	0.00	0.00	0.00
296-200-999.101 MANAGER WAGES	54,999.88	55,000.00	-0.12
<b>Total DEP 200 GEN SERVICES</b>	<b>81,568.85</b>	<b>87,200.00</b>	<b>-5,631.15</b>
<b>DEP 695 ORGANIZATION EXPENSES</b>			
296-695-728.000 OPER SUPPLIES	0.00	0.00	0.00
296-695-818.000 ORG WK PLNS			
296-695-818.000-EXPO	562.80	600.00	-37.20
Total 296-695-818.000 ORG WK PLNS	562.80	600.00	-37.20
DEP 695 ORGANIZATION EXPENSES - Other	0.00	400.00	-400.00
<b>Total DEP 695 ORGANIZATION EXPENSES</b>	<b>562.80</b>	<b>1,000.00</b>	<b>-437.20</b>
<b>DEP 696 PROMOTION EXPENSES</b>			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	525.25	600.00	-74.75
296-696-818.000-GLOW	9,799.87	12,500.00	-2,700.13
Total 296-696-818.000 PRO WK PLNS	10,325.12	13,100.00	-2,774.88
<b>Total DEP 696 PROMOTION EXPENSES</b>	<b>10,325.12</b>	<b>13,100.00</b>	<b>-2,774.88</b>
<b>DEP 697 DESIGN EXPENSES</b>			
296-697-818.000 DES WK PLNS			
296-697-818.000-CHRISTMAS	605.00	700.00	-95.00
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BASKETS	2,335.98	2,400.00	-64.02
296-697-818.000-BED PLANTS	4,937.37	5,000.00	-62.63
296-697-818.000-FLOWER PROGRAM - Other	881.40	900.00	-18.60
Total 296-697-818.000-FLOWER PROGRAM	8,154.75	8,300.00	-145.25
Total 296-697-818.000 DES WK PLNS	8,759.75	9,000.00	-240.25
<b>Total DEP 697 DESIGN EXPENSES</b>	<b>8,759.75</b>	<b>9,000.00</b>	<b>-240.25</b>
<b>DEP 698 ER EXPENSES</b>			
<b>296-698-818.000 ER WK PLNS</b>			
296-698-818.000-BUSXPROMO	75.20	80.00	-4.80
296-698-818.000 ER WK PLNS - Other	0.00	420.00	-420.00
Total 296-698-818.000 ER WK PLNS	75.20	500.00	-424.80
<b>Total DEP 698 ER EXPENSES</b>	<b>75.20</b>	<b>500.00</b>	<b>-424.80</b>
<b>DEP 901 - CAPITAL OUTLAY</b>			
296-901-965.730 CAPITOL BOWL	8,145.00	8,200.00	-55.00
<b>Total DEP 901 - CAPITAL OUTLAY</b>	<b>8,145.00</b>	<b>8,200.00</b>	<b>-55.00</b>
<b>DEP 966 TRANSFER OUT</b>			
296-966-999.397 SIDEWALK FUND	74,035.00	75,400.00	-1,365.00
<b>Total DEP 966 TRANSFER OUT</b>	<b>74,035.00</b>	<b>75,400.00</b>	<b>-1,365.00</b>
<b>Total Expense</b>	<b>183,471.72</b>	<b>194,400.00</b>	<b>-10,928.28</b>
<b>Net Ordinary Income</b>	<b>33,822.52</b>	<b>23,873.40</b>	<b>9,949.12</b>
<b>Net Income</b>	<b>33,822.52</b>	<b>23,873.40</b>	<b>9,949.12</b>

**Account Balance**  
As of June 29, 2015





Owosso Main Street  
**Checking Account Balance**  
As of Monday, June 29, 2015

Checking Account = **\$59,116.22**

**Pending Payments**  
As of June 29, 2015



1:05 PM

06/29/15

**Owosso Main Street  
Unpaid Bills Detail  
As of June 29, 2015**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>Deluxe Business Checks &amp; Solutions</b>					
Bill	06/29/2015		06/29/2015		342.79
Total Deluxe Business Checks & Solutions					342.79
<b>TOTAL</b>					<b>342.79</b>



# MEETING NOTES

## Design Committee Meeting Notes

Monday, June 29, 2015

8:45am – 10:00am @ City Hall: Lower-level Conference Room

<p><b>Purpose of Meeting:</b> Regular, Monthly Meeting</p>	<p><b>Attendees:</b>          Bill Gilbert          Josh Adams          Lorraine Weckwert</p> <p><b>Absent:</b>          Thomas Ainsworth          Susan Montenegro          Kathryn Gehrs-Pahl</p>
<p><b>Notes Prepared By:</b> Lorraine Weckwert</p> <p><b>Additional Information:</b> None</p>	

**Notes:**

WAY-FINDING SIGNS:

We are still waiting for Agnew Graphics to send us a new proposal for the inserts.

Pole distributor needs the weight of the Woodard Way-finding signs to determine the pole type and material. Josh will get with the DPW to weigh the signs.

DRINKING GLASS FUNDRAISER:

Bill will be checking on a possible display sign for glasses. The committee agreed to sell the glasses at the Farmer’s Market one Saturday a month – A schedule will be developed.

FLOWER PROGRAM:

Josh reported around \$1,000 in sponsorships have come in so far for the program.

Lorraine stated that she would be buying more flowers for the beds (to replace vandalized areas and new bed plantings).

Bill stated that he will provide fertilizer for the flower baskets – Jeff (watering person) can pick the fertilizer up anytime to use on the baskets.

We need to find a watering substitute while Jeff is on vacation (July 1-5). Josh & Bill will seek a substitute.

BIKE RACKS:

Bill will set up a meeting with Baker College to talk about the bike racks, sponsorships, and a construction timeline.

I SPY GAME:

Fernando is still collecting photos. They will be provided to the committee in July for selection and game development.

CLEANING & PAINTING WORK PLAN:

A Cleaning Group has started (as of June 24<sup>th</sup>). Every week, the group will be meeting to clean up the downtown area, freshen up areas within flowerbeds and along the river, and eventually paint and clean downtown buildings.

Our next meeting will be on Tuesday, July 21<sup>st</sup>.

<b>Action Items:</b> <u>Action:</u>	<u>Assigned to:</u>	<u>Due Date:</u>
Get proposal from Agnew & find mounting poles	Josh	pending
Assign Market Booth Volunteers	Thomas & Lorraine	7/6/15
Find Substitute Water Person	Bill & Josh	7/1/15
Talk to Flower Program Sponsors	Bill	pending
Set up meeting date with Baker College	Bill	pending
Finish "I Spy" Photos	Fernando	7/6/15
Continue completing Flower Program Work Plan	Lorraine & Kathryn	ongoing



# MEETING NOTES

## ER Committee Meeting Notes

Friday, June 26, 2015

12:00pm – 1:00pm @ The Bagelman

<b>Purpose of Meeting:</b> Regular, Monthly Meeting	<b>Attendees:</b> Josh Adams Theresa Trecha Alaina Kraus Lance Omer
<b>Notes Prepared By:</b> Josh Adams & Lance Omer	<b>Absent:</b> Rick Hebert Lorraine Weckwert
<b>Additional Information:</b> Emily Pantera w/ MMS joined us for this meeting.	

### MARKET STUDY

Theresa showed the committee the first draft of the Demographic Information Sheet. This is the first of a future series of information sheets that will be used to educate local stakeholders about the information found within the Market Study. The committee added a few additional ideas for the sheet and Theresa will be making the appropriate changes. The next sheet that will be developed will be using leakage data.

### BUSINESS VISITATION WORK PLAN:

The committee agreed that instead of having a large, group training event for Ask Owosso volunteers, they would conduct small trainings for each team of two. This was decided after it became logistically impossible to get the whole team to agree on a single date for the training event. Lance & Josh will be conducting the training events (Theresa as well when she's in town).

The committee assigned the gathering of information for the Ask Owosso Tool Kits & Welcome Packets accordingly:

- The tool kit will include:
  - Instructions on how communication works with OMS and the City - [Josh](#)
  - Calendar of Events – [Alaina & Theresa](#)
  - Downtown Parking Information - [Alaina](#)
  - History of the businesses that each team will be visiting – [Lance & Josh](#) (during training)
  - A note form (to write down all important information) - [Josh](#)
  - Event Flyers and Newsletter (if applicable) – [Committee](#)
  - Chamber, SVB, & SBDC, and Farmer's Market info. – [Rick & Josh](#)

The committee discussed Window Decal "sayings" provided by Theresa.

Our next meeting will be on Friday, July 31<sup>st</sup>.

<b>Action Items:</b> <u>Action:</u>	<u>Assigned to:</u>	<u>Due Date:</u>
Talk to potential team members	Rick & Josh	On-going
Start Ask Owosso training events	Lance & Josh	7/9/15
Create demographic data flyer (final copy)	Theresa	7/13/15
Gather information for the Tool Kit & training materials	Alaina, Rick, Lorraine, & Josh	7/17/15
Gather/Develop Welcome Packet Material	Lance, Theresa, & Rick	7/17/15



# MEETING NOTES

## Promotion Committee Meeting Notes

Wednesday, June 25, 2015

8:00am – 9:30am @ Owosso City Hall (Lower-level Conference Room)

<p><b>Purpose of Meeting:</b> Regular, Monthly Meeting</p>	<p><b>Attendees:</b>          John Hankerd          Josh Adams          Kim Springsdorf          Kevin Wiles          Sue Treen  <b>Absent:</b>          Tracey Peltier          Robert Doran          Debbie Gilbert</p>
<p><b>Notes Prepared By:</b> Josh Adams</p> <p><b>Additional Information:</b> During this meeting we had a special guest: Sue Osika with the Chamber of Commerce was present to talk about the upcoming OktoberFest Event</p>	

**Notes:**

PROMOTION WORK PLAN UPDATES:

- Evening Shopping = Josh will be talking to business owners during the business owner’s meeting about the idea of postponing July’s event to “reboot” the shopping events. Also looking for a volunteer to help organize and plan these monthly events.
- Downtown Cleanup = Collaboration with Organization – Design Committee is continuing this effort with a volunteer group that will meet weekly to help maintain areas of the downtown.
- TOT = Planning is ongoing.
- Sidewalk sales = Dates of the event have been chosen: July 15-18. John is leading the planning and organization of the sponsorships and artists.
- Artwalk = Planning is ongoing
- Owossopalooza = This event needs a new Work Plan Manager. John & Josh will be working with Chemical Bank and Baker College to find that right person.
- Decorate Downtown = Sub-committee is not meeting yet.
- Glow Owosso = Sub-committee is not meeting yet.

PROMOTIONAL MATERIALS:

John mentioned that he will need help collecting money from businesses – this money will be used for the cash prizes for the Chalk Art Contest (during the Sidewalk Sales).

A date for painting the sandwich board signs has been chosen. Saturday, July 11<sup>th</sup> during the Farmer’s Market we will be asking volunteers to help with painting signs. Valley Lumber is providing wood at cost & Gilbert’s will provide paint and paint supplies.

Painting of the vacant windows of the Matthew’s building has begun. Josh Richey (local artist) will be continuing painting of all the windows on the first floor.



Sue Treen mentioned that Glow Owosso would be starting to sell Christmas Ornaments as a fundraiser for the event.

Sue Treen also presented the idea of ArtBike to the committee and mentioned that this would be a great event to help promote biking in Downtown. Since the completion of the CIS bike trail (a rails-trails project), connecting it to the downtown is vital. It was stated that finding bikes & artist would be the first thing that should be looked at. If there were a large response – at that time a Work Plan would be created.

Sue Osika talked about the OktoberFest event – put on by our local Chamber of Commerce. She invited OMS to take part in the event by selling all fundraising materials during the event (via a non-profit vendor booth).

Our next meeting will be on Wednesday, August 26<sup>th</sup>.

<b>Action Items:</b> <i>Action:</i>	<i>Assigned to:</i>	<i>Due Date:</i>
Contact graphic artists about map “mock-ups” (continued)	Josh & Kim	7/17/15
Collect money for Chalk Art Contest	John	7/13/15
Do press releases for Sidewalk Sales	John	7/1/15
Take a closer look at the ArtBike Idea	Sue Treen	7/6/15
Talk to Chamber about a non-profit booth at OktoberFest	Tracey	7/20/15
Talk to business owners about evening shopping events	Josh	6/29/15
Organize Glow ornament fundraising	Sue Treen	7/6/15