



**Regular Meeting Agenda**

*Owosso DDA/Main Street*

**Wednesday August 5, 2015, 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 5, 2015

**Review and approval of minutes:** July 1, 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..... (Discussion)
- 3) MMS Self-Assessment Survey Reminder..... (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).]

**July Board Meeting Minutes**  
7/1/15



REGULAR MEETING MINUTES  
OWOSSO DDA / MAIN STREET  
Council Chambers, City Hall  
July 1, 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, Benjamin Frederick, Kevin Wiles, Dawn Gonyou, Shar Haskins, and Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Bill Gilbert & Lance Omer

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

AGENDA:

MOTION BY AUTHORITY MEMBER WILES SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE AGENDA FOR JULY 1, 2015.  
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE MINUTES FOR THE MEETING OF JUNE 3, 2015.  
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1) Design

Minutes provided in packet

Cleaning and painting work plan has started and will continue weekly to clean up downtown. Eventually this may go down to a couple times a month.

The waterer is out of town for the 4th, but it had been rainy enough that it shouldn't be a problem.

Lorraine may be buying more flowers, but the budget is fine for this and it will be out of new fiscal year.

2) Economic Restructuring

Minutes provided in packet

ER is working on turning the Market Study into smaller information sheets. These will be given to the Ask Owosso team.

An updated parking map is on the website and will be provided to Ask Owosso as well that reflects the new parking hours. New signs are coming and DPW will be striping the lots.

### 3) Organization

No meeting in June. Organization will be meeting next week.

### 4) Promotion

Minutes provided in packet

Sidewalk Sales are coming in July.

Art Bikes will be decorating downtown to promote biking with several bike events in August.

Sandwich boards are being updated from Art Walk to Events.

## ITEMS OF BUSINESS:

### 1. CHECK REGISTER APPROVAL.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE CHECK REGISTER FOR JUNE 2015 AS PRESENTED. YEAS ALL. MOTION CARRIED.

### 2. BUDGET REPORT

Final numbers for 2014/2015 good and replacing the reserve that had to be pulled in 2013/2014.

Wesner and Capital Bowl are considered non-liquid assets because are getting paid back.

### 3. JUNIOR MAIN STREET COMMITTEE FORMATION

6-7 teens from sophomore to senior are very interested in and passionate about downtown. The summer will be spent educating on the history of Main Street. Then they would become involved in talks on work plans.

Initially Josh would lead then find a peer to lead.

Potentially the name may be Youth Ambassadors.

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE YET TO BE NAMED BODY OF.  
YEAS ALL. MOTION CARRIED.

#### 4. PROGRAM REMEDIATION UPDATE (JOSH)

We are officially out of a master level Main Street. All need to do a board and chair training before Accreditation.

Primary things for us are to continue to maintain a good relationship with State office make sure we are reporting well for National.

#### 5. UPCOMING BOARD TRAINING EVENT

We will be a board training event. Potential dates are July 27-30. Josh will email to this.

Committee chair training in August.

#### 6. SELF-ASSESSMENT SURVEY/ACCREDITATION MEETING

Josh printed off the assessment with fact based direct yes or no question answered.

Acton would like to use responses for planning in the future. To make sure we're all interpreting the same, an overview of questions will be sent out for board members to use as a guide. This will also be part of the board training on July 29th.

Assessments are due to be finished online on August 7th.

PUBLIC / BOARD / STAFF COMMENTS:

MOTION MADE BY CUSHMAN, SUPPORTED BY AUTHORITY MEMBER KRAUS TO  
ADJOURN AT 8:17 AM.  
YEAS ALL. MOTION CARRIED.

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Alaina Kraus, Secretary



**July Check Register**  
By Check Number



**Owosso Main Street  
Check Register - By Check Number  
July 2015**

| <u>Num</u>  | <u>Date</u>       | <u>Name</u>                    | <u>Memo</u>  | <u>Account</u>                        | <u>Paid Amount</u> |
|-------------|-------------------|--------------------------------|--|---------------------------------------|--------------------|
| <b>2134</b> | <b>07/16/2015</b> | <b>Apple Tree Lane</b>         | <b>Supplies for MMS Quarterly Training</b>         | <b>296-000-101.250 Checking #0425</b> |                    |
|             | 06/29/2015        |                                | Supplies for MMS Quarterly Training                | 296-200-831.000 MAINTENANCE           | -62.97             |
| TOTAL       |                   |                                |  |                                       | -62.97             |
| <b>2135</b> | <b>07/16/2015</b> | <b>City of Owosso</b>          |  | <b>296-000-101.250 Checking #0425</b> |                    |
|             | 06/29/2015        |                                | Paying Agent Fee 2014/2015                         | 296-200-831.000 MAINTENANCE           | -100.00            |
|             | 06/30/2015        |                                | Paying Agent Fee 2015/2016                         | 296-200-831.000 MAINTENANCE           | -750.00            |
|             | 07/06/2015        |                                | Summer Tax: Parcel No. 050-300-000-024...          | 296-200-831.000 MAINTENANCE           | -769.08            |
|             | 07/06/2015        |                                | Summer Tax: Parcel No. 050-470-028-005...          | 296-200-831.000 MAINTENANCE           | -677.91            |
|             | 07/06/2015        |                                | Summer Tax: Parcel No. 050-470-028-009...          | 296-200-831.000 MAINTENANCE           | -279.11            |
| TOTAL       |                   |                                |  |                                       | -2,576.10          |
| <b>2136</b> | <b>07/16/2015</b> | <b>John Hankerd</b>            | <b>Projector Purchase Reimbursement</b>            | <b>296-000-101.250 Checking #0425</b> |                    |
|             | 06/29/2015        |                                | Projector Purchase Reimbursement                   | 296-696-818.000-GLOW                  | -540.55            |
| TOTAL       |                   |                                |  |                                       | -540.55            |
| <b>2137</b> | <b>07/16/2015</b> | <b>Jeffry Adams</b>            | <b>Downtown Flower Watering - June 2015</b>        | <b>296-000-101.250 Checking #0425</b> |                    |
|             | 06/30/2015        |                                | Downtown Flower Watering - June 2015               | 296-200-831.000 MAINTENANCE           | -440.10            |
| TOTAL       |                   |                                |  |                                       | -440.10            |
| <b>2138</b> | <b>07/16/2015</b> | <b>Kelly's Refuse</b>          | <b>Downtown Trash Service - 6/1 to 6/30/15</b>     | <b>296-000-101.250 Checking #0425</b> |                    |
|             | 06/30/2015        |                                | Downtown Trash Service - 6/1 to 6/30/15            | 296-200-831.000 MAINTENANCE           | -500.00            |
| TOTAL       |                   |                                |  |                                       | -500.00            |
| <b>2139</b> | <b>07/16/2015</b> | <b>Owosso Ampitheater A...</b> | <b>Amphitheater Maintenance</b>                    | <b>296-000-101.250 Checking #0425</b> |                    |
|             | 06/30/2015        |                                | Amphitheater Maintenance                           | 296-200-831.000 MAINTENANCE           | -400.00            |
| TOTAL       |                   |                                |  |                                       | -400.00            |
| <b>2140</b> | <b>07/16/2015</b> | <b>Gilbert's Do It Best</b>    | <b>Christmas Light storage &amp; Downtown C...</b> | <b>296-000-101.250 Checking #0425</b> |                    |
|             | 06/30/2015        |                                | Totes for Christmas Light Storage                  | 296-696-818.000-GLOW                  | -209.70            |
|             |                   |                                | Downtown Clean-up Supplies                         | 296-200-831.000 MAINTENANCE           | -31.97             |
| TOTAL       |                   |                                |  |                                       | -241.67            |



12:33 PM

08/03/15

**Owosso Main Street  
Check Register - By Check Number  
July 2015**

| <u>Num</u>  | <u>Date</u>       | <u>Name</u>                   | <u>Memo</u>  | <u>Account</u>                                  | <u>Paid Amount</u> |
|-------------|-------------------|-------------------------------|--|---|--------------------|
| <b>2141</b> | <b>07/16/2015</b> | <b>Joshua Adams</b>           | <b>Manager Wages</b>                               | <b>296-000-101.250 Checking #0425</b>           |                    |
|             | 07/15/2015        |                               | Manager Wages 7/3/15 to 7/17/15                    | 296-200-999.101 MANAGER WAGES                   | -2,115.38          |
| TOTAL       |                   |                               |  |   | -2,115.38          |
| <b>2142</b> | <b>07/31/2015</b> | <b>Lorraine Weckwert</b>      |  | <b>296-000-101.250 Checking #0425</b>           |                    |
|             | 06/30/2015        |                               | Flowerbed replacment flower reimbursem...          | 296-200-831.000 MAINTENANCE                     | -140.42            |
|             | 07/29/2015        |                               | Flower reimbursement for downtown flowe...         | 296-697-818.000-BED PLANTS                      | -198.90            |
| TOTAL       |                   |                               |  |   | -339.32            |
| <b>2143</b> | <b>07/31/2015</b> | <b>American Speedy Print</b>  | <b>Event flyer &amp; ppostcard printing</b>        | <b>296-000-101.250 Checking #0425</b>           |                    |
|             | 07/29/2015        |                               | Glow Owosso Posters<br>TOT Postcards               | 296-696-818.000-GLOW<br>296-696-818.000-MKTCAMP | -41.00<br>-79.00   |
| TOTAL       |                   |                               |  |   | -120.00            |
| <b>2144</b> | <b>07/31/2015</b> | <b>DayStarr Communication</b> | <b>Phone forwarding service &amp; domain na...</b> | <b>296-000-101.250 Checking #0425</b>           |                    |
|             | 07/29/2015        |                               | Phone forwarding service & domain name ...         | 296-200-728.000 OPER SUPPLIES                   | -90.20             |
| TOTAL       |                   |                               |  |   | -90.20             |
| <b>2145</b> | <b>07/31/2015</b> | <b>Joshua Adams</b>           | <b>Manager Wages</b>                               | <b>296-000-101.250 Checking #0425</b>           |                    |
|             | 07/29/2015        |                               | Manager Wages for 7/17/15 through 7/31/15          | 296-200-999.101 MANAGER WAGES                   | -2,115.38          |
| TOTAL       |                   |                               |  |   | -2,115.38          |

**July Check Register**  
By Account Number



12:31 PM  
 08/03/15  
 Cash Basis

**Owosso Main Street**  
**Check Register - By Account Number**  
 July 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                                 | 07/31/2015 |     | DayStarr Communi...  | Phone forwarding service & domain name s... | 90.20       | 90.20    |
| Total 296-200-728.000 OPER SUPPLIES  |            |     |                      |   | 90.20       | 90.20    |
| <b>296-200-831.000 MAINTENANCE</b>   |            |     |                      |   |             |          |
| Bill                                 | 07/16/2015 |     | City of Owosso       | Paying Agent Fee 2014/2015                  | 100.00      | 100.00   |
| Bill                                 | 07/16/2015 |     | Apple Tree Lane      | Supplies for MMS Quarterly Training         | 62.97       | 162.97   |
| Bill                                 | 07/16/2015 |     | Kelly's Refuse       | Downtown Trash Service - 6/1 to 6/30/15     | 500.00      | 662.97   |
| Bill                                 | 07/16/2015 |     | City of Owosso       | Summer Tax: Parcel No. 050-300-000-024-...  | 769.08      | 1,432.05 |
| Bill                                 | 07/16/2015 |     | City of Owosso       | Summer Tax: Parcel No. 050-470-028-005-...  | 677.91      | 2,109.96 |
| Bill                                 | 07/16/2015 |     | City of Owosso       | Summer Tax: Parcel No. 050-470-028-009-...  | 279.11      | 2,389.07 |
| Bill                                 | 07/16/2015 |     | Gilbert's Do It Best | Downtown Clean-up Supplies                  | 31.97       | 2,421.04 |
| Bill                                 | 07/16/2015 |     | Jeffry Adams         | Downtown Flower Watering - June 2015        | 440.10      | 2,861.14 |
| Bill                                 | 07/16/2015 |     | Owosso Ampitheat...  | Amphitheater Maintenance                    | 400.00      | 3,261.14 |
| Bill                                 | 07/16/2015 |     | City of Owosso       | Paying Agent Fee 2015/2016                  | 750.00      | 4,011.14 |
| Bill                                 | 07/31/2015 |     | Lorraine Weckwert    | Flowerbed replacment flower reimbursement   | 140.42      | 4,151.56 |
| Total 296-200-831.000 MAINTENANCE    |            |     |                      |   | 4,151.56    | 4,151.56 |
| <b>296-200-999.101 MANAGER WAGES</b> |            |     |                      |   |             |          |
| Bill                                 | 07/16/2015 |     | Joshua Adams         | Manager Wages 7/3/15 to 7/17/15             | 2,115.38    | 2,115.38 |
| Bill                                 | 07/31/2015 |     | Joshua Adams         | Manager Wages for 7/17/15 through 7/31/15   | 2,115.38    | 4,230.76 |
| Total 296-200-999.101 MANAGER WAGES  |            |     |                      |   | 4,230.76    | 4,230.76 |
| Total DEP 200 GEN SERVICES           |            |     |                      |   | 8,472.52    | 8,472.52 |
| <b>DEP 696 PROMOTION EXPENSES</b>    |            |     |                      |   |             |          |
| <b>296-696-818.000 PRO WK PLNS</b>   |            |     |                      |   |             |          |
| <b>296-696-818.000-GLOW</b>          |            |     |                      |   |             |          |
| Bill                                 | 07/16/2015 |     | John Hankerd         | Projector Purchase Reimbursement            | 540.55      | 540.55   |
| Bill                                 | 07/16/2015 |     | Gilbert's Do It Best | Totes for Christmas Light Storage           | 209.70      | 750.25   |
| Bill                                 | 07/31/2015 |     | American Speedy P... | Glow Owosso Posters                         | 41.00       | 791.25   |
| Total 296-696-818.000-GLOW           |            |     |                      |   | 791.25      | 791.25   |
| <b>296-696-818.000-MKTCAMP</b>       |            |     |                      |   |             |          |
| Bill                                 | 07/31/2015 |     | American Speedy P... | TOT Postcards                               | 79.00       | 79.00    |
| Total 296-696-818.000-MKTCAMP        |            |     |                      |   | 79.00       | 79.00    |
| Total 296-696-818.000 PRO WK PLNS    |            |     |                      |   | 870.25      | 870.25   |
| Total DEP 696 PROMOTION EXPENSES     |            |     |                      |   | 870.25      | 870.25   |

12:31 PM  
 08/03/15  
 Cash Basis

**Owosso Main Street**  
**Check Register - By Account Number**  
 July 2015

| <u>Type</u>                           | <u>Date</u> | <u>Num</u> | <u>Name</u>                          | <u>Memo</u>                                  | <u>Paid Amount</u> | <u>Balance</u>   |
|---------------------------------------|-------------|------------|--------------------------------------|--|--------------------|------------------|
| <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-BED PLANTS</b>     |             |            |                                      |  |                    |                  |
| Bill                                  | 07/31/2015  |            | Lorraine Weckwert                    | Flower reimbursement for downtown flower ... | 198.90             | 198.90           |
|                                       |             |            | Total 296-697-818.000-BED PLANTS     |  | 198.90             | 198.90           |
|                                       |             |            | Total 296-697-818.000-FLOWER PROGRAM |  | 198.90             | 198.90           |
|                                       |             |            | Total 296-697-818.000 DES WK PLNS    |  | 198.90             | 198.90           |
|                                       |             |            | Total DEP 697 DESIGN EXPENSES        |  | 198.90             | 198.90           |
|                                       |             |            | Total Expense                        |  | 9,541.67           | 9,541.67         |
|                                       |             |            | Net Ordinary Income                  |  | -9,541.67          | -9,541.67        |
|                                       |             |            | <b>Net Income</b>                    |  | <b>-9,541.67</b>   | <b>-9,541.67</b> |

**July 2015 Budget Report**



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

|  | <u>Jul '15 - Jun 16</u> | <u>Budget</u>  | <u>\$ Over Budget</u> |
|--|-------------------------|----------------|-----------------------|
| Ordinary Revenue/Expense               |                         |                |                       |
| <u>Revenue</u>                         |                         |                |                       |
| 296-000-401.403 GEN PROP TAX           | 0.00                    | 27,700.00      | -27,700.00            |
| 296-000-401.405 TIF                    | 0.00                    | 149,300.00     | -149,300.00           |
| 296-000-671.676 DESIGN INCOME          |                         |                |                       |
| 296-000-671.676-FLOWER PROGRAM         | 204.00                  | 0.00           | 204.00                |
| Total 296-000-671.676 DESIGN INCOME    | 204.00                  | 0.00           | 204.00                |
| Total Income                           | 204.00                  | 177,000.00     | -176,796.00           |
| <u>Expense</u>                         |                         |                |                       |
| DEP 200 GEN SERVICES                   |                         |                |                       |
| 296-200-728.000 OPER SUPPLIES          | 90.20                   | 1,000.00       | -909.80               |
| 296-200-818.000 CONTRACT SER           | 0.00                    | 2,800.00       | -2,800.00             |
| 296-200-831.000 MAINTENANCE            | 1,726.10                | 17,000.00      | -15,273.90            |
| 296-200-858.000 MEMBER + DUES          | 0.00                    | 500.00         | -500.00               |
| 296-200-860.000 ED + TRAINING          | 0.00                    | 1,000.00       | -1,000.00             |
| 296-200-999.101 MANAGER WAGES          | 4,230.76                | 55,000.00      | -50,769.24            |
| Total DEP 200 GEN SERVICES             | 6,047.06                | 77,300.00      | -71,252.94            |
| DEP 695 ORGANIZATION EXPENSES          |                         |                |                       |
| 296-695-818.000 ORG WK PLNS            | 0.00                    | 1,000.00       | -1,000.00             |
| Total DEP 695 ORGANIZATION EXPENSES    | 0.00                    | 1,000.00       | -1,000.00             |
| DEP 696 PROMOTION EXPENSES             |                         |                |                       |
| 296-696-818.000 PRO WK PLNS            |                         |                |                       |
| 296-696-818.000-ARTWALK                | 0.00                    | 500.00         | -500.00               |
| 296-696-818.000-GLOW                   | 41.00                   | 6,000.00       | -5,959.00             |
| 296-696-818.000-MKTCAMP                | 79.00                   |                |                       |
| Total 296-696-818.000 PRO WK PLNS      | 120.00                  | 6,500.00       | -6,380.00             |
| Total DEP 696 PROMOTION EXPENSES       | 120.00                  | 6,500.00       | -6,380.00             |
| DEP 697 DESIGN EXPENSES                |                         |                |                       |
| 296-697-818.000 DES WK PLNS            |                         |                |                       |
| 296-697-818.000-FLOWER PROGRAM         |                         |                |                       |
| 296-697-818.000-BED PLANTS             | 198.90                  | 0.00           | 198.90                |
| 296-697-818.000-FLOWER PROGRAM - Other | 0.00                    | 6,800.00       | -6,800.00             |
| Total 296-697-818.000-FLOWER PROGRAM   | 198.90                  | 6,800.00       | -6,601.10             |
| Total 296-697-818.000 DES WK PLNS      | 198.90                  | 6,800.00       | -6,601.10             |
| Total DEP 697 DESIGN EXPENSES          | 198.90                  | 6,800.00       | -6,601.10             |
| 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          | 0.00                    | 75,400.00      | -75,400.00            |
| Total DEP 966 TRANSFER OUT             | 0.00                    | 75,400.00      | -75,400.00            |
| Total Expense                          | 6,365.96                | 177,500.00     | -171,134.04           |
| Net Ordinary Income                    | -6,161.96               | -500.00        | -5,661.96             |
| Net Income                             | <b>-6,161.96</b>        | <b>-500.00</b> | <b>-5,661.96</b>      |

**Account Balance**  
As of 8/3/15



Owosso Main Street  
**Checking Account Balance**  
As of Monday, August 3, 2015

Checking Account = **\$49,346.82**



**July Committee Meeting Notes**

Organization Notes

Design Notes

Economic Restructuring Notes

Youth Ambassador Notes

Promotion Notes – *did not meet this month (only meet every-other month)*





# MEETING NOTES

## Organization Committee Meeting Notes

Thursday, July 9, 2015

10:00am – 11:30am @ It's a Deli Thing

|   |  |
|---|--|
| <b>Purpose of Meeting:</b> Regular, Monthly Meeting                                   | <b>Attendees:</b><br>Alaina Kraus<br>Josh Adams<br>Kevin Wiles |
| <b>Notes Prepared By:</b> Alaina Kraus & Josh Adams                                   |  |
| <b>Additional Information:</b> Meredith was unable to make this meeting work schedule |  |

### OWOSSO MAIN STREET PHONE/TABLET APP:

- No updates from Meredith at this point. Josh will contact her to get a progress report.

### PARTY IN THE PLAZA:

- The committee agrees that the event should happen in August – 10<sup>th</sup>, 24<sup>th</sup>, or 31<sup>st</sup>. We are leaning to the 31<sup>st</sup>.
- To-Do List =
  - Info Graphics for reporting – economic stats, volunteer hours, etc.
  - Tables & Chairs – Kevin will be checking with the Mason's Lodge for chairs & tables
  - Develop Main Street talking points
  - Order Awards (Talk to John and Shaddock)
  - Create a food list
  - Email invitations

### VOLUNTEER RECRUITMENT & RETENTION PLAN:

- Alaina will be reviewing options for a volunteer database
- Scheduled Facebook posts will be planned out and distributed on a regular basis
- Alaina & Josh will start reviewing new, quick newsletter templates to start using in the fall.

### FUNDRAISING PLAN:

- Alaina & Meredith will start gathering event stats, views, and retail numbers to help form a sponsorship sheet to provide corporate companies and other local businesses. Our hope is to stop asking for “charity” and start showing that OMS is an organization that is “worth” investing marketing and advertising dollars into. We have a huge local footprint, using this to generate funds is key for budget growth.
- The Committee has agreed to research the idea of having a Summer and/or Winter festival that will help raise funds for the program

### OTHER DISCUSSION:

Committee members were encouraged to further brainstorm on additional “Volunteer Recruitment” and “Fund Generation” strategies that they will be responsible for developing next month. The committee will rely ideas via email until the next meeting.

| <b>Action Items:</b><br><u>Action:</u>                        | <u>Assigned to:</u> | <u>Due Date:</u> |
|---|---------------------|------------------|
| Coordinate App update with Meredith                           | Meredith            | 7/20/15          |
| Finish Party in the Plaza "To-Do" List                        | Committee           | 7/20/15          |
| Set final date for Party in the Plaza                         | Josh                | 7/20/15          |
| Start gather information for both Volunteer & Fundraising WPs | Committee           | 8/1/15           |



# MEETING NOTES

## Design Committee Meeting Notes

Wednesday, July 21, 2015

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

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

**Notes:**

WAY-FINDING SIGNS:

Agnew Graphics has sent in a proposal for the Way-finding signs. The costs are significantly lower than what was estimated. – Good news!!!

Pole distributor has been given the weight of a way-finding insert – now just waiting to get a proposal back from them for poles.

DRINKING GLASS FUNDRAISER:

Need to contact Thomas about sale progress. Also, Design will be asking the Org Committee for assistance in selling the glasses (possible Youth Ambassador project). Also, Oktoberfest would be a great opportunity for sales – committee will be contacting the Chamber for a booth during the event – this could be an opportunity for all OMS Committees to sell fundraiser goods at.

FLOWER PROGRAM:

Lorraine reports that the program is running great. General watering and maintenance is underway – Downtown is looking wonderful.

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 August for selection and game development.

CLEANING & PAINTING WORK PLAN:

A Cleaning Group is still meeting weekly 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, August 18<sup>th</sup>.

| <b>Action Items:</b><br><i>Action:</i>       | <i>Assigned to:</i> | <i>Due Date:</i> |
|--|---------------------|------------------|
| Get proposal find mounting poles             | Josh                | pending          |
| Contact Chamber about Oktoberfest booth      | Thomas & Lorraine   | 8/10/15          |
| Set up meeting date with Baker College       | Bill                | pending          |
| Finish "I Spy" Photos                        | Fernando            | 8/10/15          |
| Continue downtown cleanup                    | Lori Maginity       | ongoing          |
| Continue completing Flower Program Work Plan | Lorraine & Kathryn  | ongoing          |



# MEETING NOTES

## ER Committee Meeting Notes

Friday, July 31, 2015

12:00pm – 1:00pm @ It's a Deli Thing

|  |  |
|--|--|
| <p><b>Purpose of Meeting:</b> Regular, Monthly Meeting</p>   | <p><b>Attendees:</b><br/>         Josh Adams<br/>         Rick Hebert<br/>         Alaina Kraus<br/>         Lance Omer<br/> <b>Absent:</b><br/>         Theresa Trecha<br/>         Lorraine Weckwert</p> |
| <p><b>Notes Prepared By:</b> Josh Adams &amp; Lance Omer</p> |  |
| <p><b>Additional Information:</b> Emily</p>                  |  |

### MARKET STUDY

The committee reviewed Theresa's demographic information sheet and agreed it looks great and will be very useful. The only addition is suggested was a one page "summary" would be nice to have with each info sheet the committee sends out. This is help explain what each sheet means and how business/property owners can use the information for their benefit.

### BUSINESS VISITATION WORK PLAN:

Ask Owosso team training is underway and the committee approved the tool kit information listed below:

- The tool kit will include:
  - Instructions on how communication works with OMS and the City - Josh
  - Calendar of Events – complete = Theresa – needs a few date changes – other than that it's good
  - Downtown Parking Information – complete = Alaina will be making slight changes to the icons
  - History of the businesses that each team will be visiting – Lance & Josh (during training)
  - A note form (to write down all important information) - complete
  - Event Flyers and Newsletter (if applicable) – complete = ongoing
  - Chamber, SVB, & SBDC, and Farmer's Market info. – complete = ongoing
- Committee needs to get a cost from John Hankerd for nametags for team members

### WELCOME PACKETS

- All information has been collected – need to create custom packets with OMS branding

### WINDOW DECALS

- Language was approved – need to get a proposal from John Hankerd for signs

Our next meeting will be on Friday, August 28<sup>th</sup>.

| <b>Action Items:</b><br><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                   | On-going         |
| Finish & distribute demographic data flyer (final copy)  | Committee                      | 8/10/15          |
| Gather information for the Tool Kit & training materials | Alaina, Rick, Lorraine, & Josh | On-going         |
| Finish Welcome Packets                                   | Alaina & Josh                  | 8/10/15          |



# MEETING NOTES

## Owosso Youth Ambassador Meeting Notes

Tuesday, July 17, 2015

3:00pm – 5:00pm @ the home of Mr. Gordon Pennington

|   |  |
|---|--|
| <p><b>Purpose of Meeting:</b> Regular, Weekly Meeting</p>   | <p><b>Attendees:</b><br/>         Sidney Voss<br/>         Dallas Lunsford<br/>         Cece Munroe<br/>         Caleb Scollon<br/>         Natalie Taylor<br/>         Jason Hudson<br/>         Kara Kay<br/>         Chris Riley<br/>         Jaren Flynn<br/>         Gordon Pennington<br/>         Josh Adams<br/>         Peter Strople</p> |
| <p><b>Notes Prepared By:</b> Josh Adams</p> <p><b>Additional Information:</b> We had the honor of Mr. Peter Strople w/ “Friends of Peter” join us during this meeting. Peter has been called “One of the World’s Great Rainmakers,” “The Most Connected Man in America,” and “One of the Most Connected People in the World.” He is a former director with Dell Computer Corp. and Grid Systems Corporation (Inventor of the Modern Clamshell Style Laptop). Mr. Strople is passionate about young people and has been gracious to help us in the development of this committee. He will be a great source of wisdom and aid as we continue this process. He will be monitoring our progress from his home in Austin, Texas as we move forward.</p> |  |

INTRODUCTIONS:

- Due to this being the first, formal meeting with all members present, we took a substantial time to introduce one another. We shared our age, grade (for some), and what our interests were.

PETER STROPLE:

- Mr. Strople talked to the committee about his story and background.
- He spent most of his discussion presenting the idea of how “real” relationships are important in forming committees like ours. He was wonderful in encouraging the student team and empowering them in the understanding that their insights and opinions matter. The students walked away from Peter’s discussion with a sense that confidence – they can be a big help within our community.

PLANNING FOR FUTURE MEETINGS:

- The group discussed our future mission and vision for this committee.
  - We agreed to focus on these things during our next meeting.
- The students expressed the most interest in three critical steps in moving forward.
  1. Knowledge – they are eager to learn more about the history of Owosso and its people. And how Owosso Main Street and other city organizations work.
  2. Needs of the Community – they are very passionate about finding the needs that are within our community (individual & organizational).
  3. Opportunity – Once needs are identified, the group will find or create opportunities in which their generation can aid in the process of fulfilling each need.
- Lastly, the group agreed to conduct a day of service work throughout the community on Thursday, July 17<sup>th</sup> from 10am-5pm. The idea is to start showing a youth volunteer presence throughout the community as soon as possible.



The committee agreed to conduct its next meeting on Tuesday, July 21<sup>st</sup> from 3pm to 5pm at Mr. Pennington's home on Oliver Street. Our guest speaker for that meeting will be the mayor Mr. Ben Frederick.

| <b>Action Items:</b><br><u>Action:</u>       | <u>Assigned to:</u> | <u>Due Date:</u> |
|--|---------------------|------------------|
| Coordinate the July 17 <sup>th</sup> cleanup | Dallas & Gordon     | 7/17/15          |



# MEETING NOTES

## Owosso Youth Ambassador Meeting Notes

Tuesday, July 21, 2015

3:00pm – 5:00pm @ the home of Mr. Gordon Pennington

|  |  |
|--|--|
| <p><b>Purpose of Meeting:</b> Regular, Weekly Meeting</p>  | <p><b>Attendees:</b><br/>         Sidney Voss<br/>         Dallas Lunsford<br/>         Cece Munroe<br/>         Caleb Scollon<br/>         Justin Watkins<br/>         Kara Kay<br/>         Chris Riley<br/>         Josh Decker<br/>         Jaren Flynn<br/>         Gordon Pennington<br/>         Josh Adams<br/>         Mayor Ben Frederick<br/>         Robert Doran<br/>         Elaine Greenway</p> |
| <p><b>Notes Prepared By:</b> Josh Adams</p> <p><b>Additional Information:</b> We had the honor of three guest speakers during this meeting.</p> <ul style="list-style-type: none"> <li>• Mayor Ben Frederick spoke on community vision and how young people can play a role within our community.</li> <li>• Robert Doran &amp; Elaine Greenway spoke on the Owosso Historical Commission, its role within the community and how young people can get involved in the organization.</li> </ul> |  |

INTRODUCTIONS:

- Due to the group growing and a few new faces, we took a substantial time to introduce one another. We shared our age, grade (for some), and what our interests were.

MISSION & VISION FOR OYA

- The group discussed the meanings of Mission & Vision Statements, reviewed the Owosso Main Street vision & mission statements, and discussed what might be some things that OYA could build a mission and vision statement around for there committee. They are as follows:
  - Mission Statement:
    - Educate youth
    - Create youth ride for their community
    - Bring Youth to the downtown area
    - Preserve our communities legacy (maintain properties, events, activities, etc.)
  - Vision Statement:
    - Motivated residents
    - No vacant storefronts
    - A clean river
    - Many people taking part in downtown shopping, events, and gatherings
    - A music venue downtown
- The groups agreed to develop a mission & vision statement from these list in the next meeting.

NEEDS OF THE COMMUNITY:

- The group discussed their views on what our community needs the most, they are listed as follows:
  - Bring generations together throughout our community
  - Fix up and freshen up all public areas
  - Bring more “culture” to our community

OPPORTUNITIES TO IMPACT OUR COMMUNITY

- We talked with the group about ways in which they could plug into current opportunities to help meet the needs they listed above.
- Many within the group were interested in historical organizations and wanted to know ways to serve within them.
- The youth within the group made it clear that they wanted to know what opportunities are out there for them to plug into – they feel that many of the organizations, boards, commissions, and service groups do little to inform them on ways in which their generation can take part within the community.

Guest Speakers

- Ben Frederick, Robert Doran, & Elaine Greenway all spoke about the community, and ways in which younger people can get more involved.
- Our goal as a group is to continue educating ourselves, and find where it is each individual can take a bigger role with helping Owosso.

The committee agreed to conduct its next meeting on Tuesday, July 28<sup>th</sup> from 3pm to 5pm. We will be reaching out to Lorraine Weckwert (town historian) to be our guest speaker that day.

| <b>Action Items:</b><br><i>Action:</i>             | <i>Assigned to:</i> | <i>Due Date:</i> |
|--|---------------------|------------------|
| Be thinking about Mission & Vision Statement Ideas | Group               | 7/28/15          |



# MEETING NOTES

## Owosso Youth Ambassador Meeting Notes

Tuesday, July 28, 2015

3:00pm – 5:00pm @ City Hall: lower-level conference room

|  |  |
|--|--|
| <p><b>Purpose of Meeting:</b> Regular, Weekly Meeting</p>  | <p><b>Attendees:</b><br/> Sidney Voss<br/> Dallas Lunsford<br/> Cece Munroe<br/> Caleb Scollon<br/> Justin Watkins<br/> Kara Kay<br/> Chris Riley<br/> Josh Decker<br/> Jason Hudson<br/> Jaren Flynn<br/> Gordon Pennington<br/> Josh Adams<br/> Lorraine Weckwert<br/> Schafer Fox<br/> Erin Riley</p> |
| <p><b>Notes Prepared By:</b> Josh Adams</p> <p><b>Additional Information:</b> We had the honor of two guest speakers during this meeting.</p> <ul style="list-style-type: none"> <li>• Lorraine Weckwert &amp; Shafer Fox – City of Owosso Historians</li> <li>• Devin Gill – Executive Director of Friends of the Shiawassee River</li> </ul> |  |

INTRODUCTIONS:

- Due to the group growing and a few new faces, we took a substantial time to introduce one another. We shared our age, grade (for some), and what our interests were.

MISSION & VISION FOR OYA

- The group further discussed vision & mission statements. They agreed to come to the next meeting with ideas/sentences that they feel you best fit the mission and vision of the committee.

Guest Speakers

- Lorraine Weckwert & Schafer Fox spent the majority of the meeting time talking about the history of Owosso.
- Devin Gill introduced the committee to the Friends of the Shiawassee River and talked about the river's health and ways young people can help with the organization's efforts.

The committee agreed to conduct its next meeting on Tuesday, August 11<sup>th</sup> from 3pm to 5pm at City Hall.

| <b>Action Items:</b><br><i>Action:</i>             | <i>Assigned to:</i> | <i>Due Date:</i> |
|--|---------------------|------------------|
| Be thinking about Mission & Vision Statement Ideas | Group               | 8/11/15          |