

**REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
August 1, 2012 – 7:30 am.**

MEETING CALLED TO ORDER at 7:30 a.m. by Chairman Dave Acton.

ROLL CALL was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairman Dave Acton; Treasurer James Demis; Authority Members Bill Gilbert, Dawn Gonyou, Mistie Jordan. Authority Member Lance Omer (arrived 7:31 am.). Vice-chairperson Barb Bucusi (arrived 7:35 a.m.); Secretary Alaina Kraus (arrived 7:35 a.m.).

MEMBERS ABSENT: Authority Member Ben Frederick.

OTHERS PRESENT: Heather Rivard, DDA / Owosso Main Street Manager; Adam Zettel, Assistant City Manager and Director of Community Development.

AGENDA:

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR AUGUST 1, 2012.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER BUCSI TO APPROVE THE MINUTES FOR THE MEETING OF JULY 11, 2012 WITH THE FOLLOWING CHANGES: BEN FREDERICK WAS IN ATTENDANCE; UNDER PURCHASING PROCESS, CHANGE WORK ORDER TO WORK PLAN, AND CHANGE PROPER FORM TO PURCHASE ORDER REQUEST FORM; UNDER MAIN STREET MANAGER JOB DESCRIPTION REMOVE THE SECOND PARAGRAPH; UNDER CAR CRUISE STREET PERMIT RECOMMENDATIONS REMOVE REFERENCES TO A THIRD PUBLIC HEARING; UNDER COMMITTEE REPORTS, DESIGN, REMOVE TRASH CANS BEING BOLTED DOWN; AND THE MEETING WAS ADJOURNED AT 8:25 A.M. YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS: None

COMMITTEE UPDATES

1. **Design** – Authority Member Gilbert

Mr. Gilbert reported that the big task is ahead now – putting the plans into action. He reviewed the list of work plans, and commented on business stewardship. He said the businesses should get involved in their own footprint such as removing grass in the sidewalk in front of their business and washing their own windows.

2. **Promotion** – Authority Member Jordan

Ms. Jordan stated they had a good meeting and reviewed the many successes. They have five work plans which she likes very much. The details become clearer with a work plan.

3. **Organization** – Chairman Acton

Mr. Acton said that all former members continued this year, and there is a new volunteer for the work plans and another for the newsletter. Mr. Acton's wife is working on a volunteer data base, and a business inventory is also completed by her. There is also a volunteer now for photo archives and picture taking.

4. **Economic Restructuring** – Chairman Acton

Mr. Acton explained each new plan.

Authority Member Gilbert said there are 31 work plans. If something happens where another work plan evolves, the board needs to approve it. If a plan needs financing more than the plan calls for, that also needs to come back to the board.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

JULY CHECK REGISTER - OWOSSO MAIN STREET

Check Date	Vendor Name	Description	Account Number	Amount	Check Number	FY12	FY13
7/12/2012	Aubrey Grant	Promo - DOFM Market Master Wages, July 2012	296-696-818.700	728.57	1502		x
7/12/2012	Tracey Mercado	Promo - DOFM Market Master Wages, July 2012	296-696-818.700	728.57	1504		x
7/12/2012	Devon Redmond	Design - Flower Bed Watering	296-697-818.000	260.00	1506		x
7/12/2012	Devon Redmond	Design - Flower Bed Watering	296-697-818.000	184.00	1507	x	
7/12/2012	Sunburst Gardens	Design - Flower Bed Maintenance + Prep	296-697-818.000	2,775.00	1521	x	
7/19/2012	Heather Rivard	Org - Main Street Manager wages	296-200-818.000	1,384.61	1522		x
7/20/2012	Burning Media Group	Design - Wayfinding costs	296-697-974.000-WAYFINDING	7,500.00	1525	x	
7/25/2012	Tractor Supply Company	Promo - Cruise to the Castle	296-696-818.770	209.94	1526		x
7/25/2012	AutoZone	Promo - Cruise to the Castle	296-696-818.770	235.07	1527		x
7/25/2012	Aubrey Grant	Promo - DOFM Market Master Wages, August 2012	296-696-818.700	728.57	1529		x
7/25/2012	Tracey Mercado	Promo - DOFM Market Master Wages, August 2012	296-696-818.700	728.57	1530		x
7/25/2012	Jeff Peltier	Promo - Advertising Trailer	296-696-802.000	200.00	1531	x	
7/25/2012	John Hankerd	Promo - Advertising Trailer	296-696-802.000	150.00	1532	x	
7/25/2012	B&C DJ's and Sound	Promo - Car Cruise	296-696-818.760	200.00	1533		x
7/25/2012	Community Radio Watch Owosso Ampitheater Association	Promo - Car Cruise	296-696-818.760	100.00	1534	x	
7/25/2012		Promo - Advertising	296-696-802.000	400.00	1535	x	
7/25/2012	B&C DJ's and Sound The Independent Newspaper Group	Promo - Cruise to the Castle	296-696-818.770	400.00	1536		x
7/25/2012		Promo - Farmers Market Advertising	296-696-818.700	446.00	1537	x	
7/25/2012	Mary Borroum	Promo - DOFM Subsidy Reimbursement	296-000-158.200	32.00	1538		x
7/25/2012	Roger and Dawn Hall	Promo - DOFM Subsidy Reimbursement	296-000-158.200	106.00	1539		x
7/25/2012	Joseph Jelinek	Promo - DOFM Subsidy Reimbursement	296-000-158.200	140.00	1540		x
7/25/2012	Bill Wesenberg	Promo - DOFM Subsidy Reimbursement	296-000-158.200	206.00	1541		x
7/25/2012	Forest Wolfrom	Promo - DOFM Subsidy Reimbursement	296-000-158.200	6.00	1542		x
7/25/2012	Mary Borroum	Promo - DOFM Subsidy Reimbursement	296-000-158.000	34.00	1543		x
7/25/2012	Mary Gibson	Promo - DOFM Subsidy Reimbursement	296-000-158.000	23.00	1544		x
7/25/2012	Great Harvest Bread	Promo - DOFM Subsidy Reimbursement	296-000-158.000	119.00	1545		x
7/25/2012	Roger and Dawn Hall	Promo - DOFM Subsidy Reimbursement	296-000-158.000	89.00	1546		x
7/25/2012	Joseph Jelinek	Promo - DOFM Subsidy Reimbursement	296-000-158.000	75.00	1547		x
7/25/2012	Kanthe Farm	Promo - DOFM Subsidy Reimbursement	296-000-158.000	15.00	1548		x
7/25/2012	Sue Treen	Promo - DOFM Subsidy Reimbursement	296-000-158.000	8.00	1549		x
7/25/2012	Bill Wesenberg	Promo - DOFM Subsidy Reimbursement	296-000-158.000	168.00	1550		x
7/25/2012	Forest Wolfrom	Promo - DOFM Subsidy Reimbursement	296-000-158.000	11.00	1551		x
7/25/2012	Great Harvest Bread	Promo - DOFM Subsidy Reimbursement	296-000-158.000	25.00	1552		x
7/25/2012	Roger and Dawn Hall	Promo - DOFM Subsidy Reimbursement	296-000-158.200	60.00	1553		x
7/25/2012	Roger and Dawn Hall	Promo - DOFM Subsidy Reimbursement	296-000-158.000	35.00	1554		x

7/25/2012	Kanthe Farm	Promo - DOFM Subsidy Reimbursement	296-000-158.000	10.00	1555	x
7/25/2012	Mary Borroum	Promo - DOFM Subsidy Reimbursement	296-000-158.200	22.00	1556	x
7/25/2012	Mary Borroum	Promo - DOFM Subsidy Reimbursement	296-000-158.000	16.00	1557	x
7/25/2012	Mary Gibson	Promo - DOFM Subsidy Reimbursement	296-000-158.200	20.00	1558	x
7/25/2012	Pam Baese	Promo - DOFM Subsidy Reimbursement	296-000-158.000	29.00	1559	x
7/25/2012	Sue Treen	Promo - DOFM Subsidy Reimbursement	296-000-158.000	7.00	1560	x
7/25/2012	Tammy Hart	Promo - DOFM Subsidy Reimbursement	296-000-158.000	45.00	1561	x
7/25/2012	Ed Wracan	Promo - DOFM Subsidy Reimbursement	296-000-158.000	36.00	1562	x
7/25/2012	Jim Demis	Org - Supplies	296-200-728.000	10.00	1563	x
7/25/2012	Connectic Marketing and Printing	Org - Year of the Volunteer	296-695-818.000	22.00	1564	x
7/25/2012	Heather Rivard	Org - Main Street Manager wages	296-200-818.000	1,384.61	1565	x
7/25/2012	Crooked Tree Nursery	Design - Woodard Place	296-697-974.000- WOODARDPLC	8,948.26	1566	x
7/25/2012	Lorraine Weckwert	Design - Flower beds downtown	296-696-818.000	393.53	1567	x
7/25/2012	City of Owosso	Org - Copying and IT services	296-200-728.000	101.69	1568	x
7/25/2012	City of Owosso	Design - Maintenance (taxes)	296-200-831.000	655.91	1569	x
7/25/2012	City of Owosso	Design - Maintenance (water bill)	296-200-831.000	360.40	1570	x
7/25/2012	City of Owosso	Design - Maintenance (taxes)	296-200-831.000	270.71	1571	x
7/25/2012	City of Owosso	Design - Maintenance (taxes)	296-200-831.000	742.43	1572	x
7/25/2012	City of Owosso	Design - Maintenance (water bill)	296-200-831.000	123.04	1573	x
7/25/2012	Kelly's Refuse Service	Design - Maintenance - Trash Service	296-200-831.000	562.50	1574	x
7/25/2012	Sunburst Gardens	Design - Flower Bed Maintenance + Prep	296-697-818.000	215.00	1575	x
7/25/2012	Sunburst Gardens	Design - Flower Bed Maintenance + Prep	296-697-818.000	560.00	1576	x
7/25/2012	Sunburst Gardens	Design - Flower Bed Maintenance + Prep	296-697-818.000	1,600.00	1577	x
7/25/2012	City of Owosso	Design - Flower Bed Maintenance + Prep	296-697-818.000	193.66	1578	x
7/25/2012	Faber's Greenhouse	Design - Flower baskets	296-697-818.700	4,800.00	1579	x
TOTAL				39,639.64		

MOTION BY AUTHORITY MEMBER BUCSI, SUPPORTED BY AUTHORITY MEMBER KRAUS TO ACCEPT THE CHECK REGISTER AS PRESENTED. YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

Ms. Heather Rivard, DDA / Owosso Main Street Manager, handed out the budget report as she explained it is in transition. The account numbers will soon correlate with the work plans. Each committee will know where they stand with money balances.

3. MICHIGAN MAIN STREET REQUIRED MONTHLY REPORTS FY 12

4. MICHIGAN MAIN STREET REQUIRED MONTHLY REPORTS FY 13

5. MICHIGAN MAIN STREET REQUIRED ANNUAL REPORT FY 12

Ms Rivard stated that as of yesterday, all monthly reports are completed and up to date with data she has accumulated. This is a valuable tool when in discussion with other organizations. Starting in August, each committee chair is responsible for their section. Ms. Rivard will be working with the committee chairs in developing tools for reporting the pertinent data. Chairman Acton said that we can start using this as a self-evaluation tool also.

Ms. Rivard stated the annual report is about 80% from the monthly reports and that she will complete this year's report. Next year should be done with committee chairs.

6. MICHIGAN MAIN STREET REQUIRED SELF ASSESSMENT.

Mr. Acton stated that all board members are asked to do a self assessment by August 10. Evaluation and results from Main Street will lead to great improvements for the board. Authority Member Kraus said that each question has an explanation portion. Authority Member Gilbert stated it has taken him 20 to 30 minutes previously to complete the questionnaire.

7. BOARD BOOKS.

Each board member was given a large binder. Ms. Rivard reported that it was Chairman Acton's idea to have crystal clear communications. Every month there will be many policies and other documents. There are eight parts to the binder. Ms. Rivard explained each section and what would go in them.

Chairman Acton noted they will still be using electronic communication, but giving board members individual opportunity to print what they need. Ms. Rivard distributed the purchasing policy and the director's job description for inclusion in the new binders.

8. COMMITTEE CHAIR JOB DESCRIPTIONS.

The descriptions are updates from previous forms to reaffirm to the current chairs what their responsibilities are per Chairman Acton. They will also be getting booklets from Main Street for each committee when they become available.

MOTION BY AUTHORITY MEMBER BUCSI, SUPPORTED BY AUTHORITY MEMBER JORDAN TO ACCEPT THE COMMITTEE CHAIR JOB DESCRIPTIONS AS PRESENTED.

YEAS ALL. MOTION CARRIED.

Director Rivard distributed copies of the descriptions to the board and will have the chairs sign after the meeting. Chairman Acton noted there will be a volunteer job description coming along in the future.

9. BOARD MEETING MINUTES TAKING

Because of staff changes, Marty Stinson has had to take on additional work causing overtime. She will no longer be available to take the DDA/OMS minutes. Board Member Kraus will do the minutes in the future.

Director Rivard noted that Michigan Main Street pushes for minimal minutes. Board Member Demis mentioned that he has seen two hour meetings boiled down to one page.

BOARD COMMENTS:

Director Rivard set September 5 for a meeting with MMS at 10 a.m. for a one hour meeting. They will also meet with each committee that same day and then with the whole board. Times for those meetings will be set later.

Another meeting was set for Work Plan Development for December 10 from 3 to 8 p.m. at Chairman Acton's office at the Woodard Station. They will be setting goals for 2013.

Board Member Jordan mentioned that a new store, "Etcetera" is having its grand opening today at 10:30.

ADJOURNMENT:

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER KRAUSS, TO ADJOURN THE MEETING AT 8:36 AM.

YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary

m.m.s.