

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
Sept. 5, 2012 – 7:30 am.

MEETING CALLED TO ORDER at 7:33 a.m. by Chairman Dave Acton.

ROLL CALL was taken by Secretary Marty Stinson.

MEMBERS PRESENT: Chairman Dave Acton; Treasurer James Demis; Authority Members, Dawn Gonyou, Lance Omer. Authority Members Bill Gilbert and Ben Frederick (arrived 7:38). Vice-chairperson Barb Bucsi, Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Mistie Jordan.

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

AGENDA:

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

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER BUSCI, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE MINUTES FOR THE MEETING OF AUGUST 1, 2012 AS PRESENTED.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS: None

COMMITTEE UPDATES

1. Promotion – Authority Member Jordan

Glow planning started 3 months in advance, already had first meeting. Meeting about Farmer's Market has occurred. The market is doing very well including sell-outs and good sized crowds.

2. Organization – Chairman Acton

Mr. Acton reviewed the current workplans as included in the board packet. All are moving along as they should, mostly being on time.

3. Economic Restructuring – Chairman Acton

Mr. Acton overviewed the current workplans as included in the board packet. He also announced that Lance Omer has taken on the chairman. Mr. Demis shared that we are half-way to having the marketing study funded privately through local businesses.

4. Design – Authority Member Gilbert

Mr. Gilbert gave an overview of the current workplans as included in the board packet. Eaton Alley is now Woodard Place and had to have drainage and other structural aspects reviewed to make certain that they would work. There was a watering issue that occurred and was resolved with ideas being considered for changes next year to avoid such things happening. 3 ½ inches is the new standard letter size for wayfinding signage. The sign will be placed for M-DOT approval. Once that has been done the sign will be taken down for tooling.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

Check Date	Vendor Name	Description	Account Number	Amount	Check Number	FY12	FY13
8/8/12	Faber's Greenhouse	Design - flower baskets	296-697-818.700	1,060.00	1580		x
	VOID				1581		
8/8/12	Mary Borroum	Promotion - Farnes Market reimbursements	296-000-158.200	12.00	1582		x
8/8/12	Mary Borroum	Promotion - Farnes Market reimbursements	296-000-158.000	10.00	1582		x
8/8/12	Mary Borroum	Promotion - Farnes Market reimbursements	296-000-158.100	4.00	1582		x
8/8/12	Roger and Dawn Hall	Promotion - Farnes Market reimbursements	296-000-158.200	16.00	1583		x
8/8/12	Roger and Dawn Hall	Promotion - Farnes Market reimbursements	296-000-158.000	1.00	1583		x
8/8/12	Roger and Dawn Hall	Promotion - Farnes Market reimbursements	296-000-158.100	130.00	1583		x
8/8/12	Joseph Jelinek	Promotion - Farnes Market reimbursements	296-000-158.200	122.00	1584		x
8/8/12	Joseph Jelinek	Promotion - Farnes Market reimbursements	296-000-158.000	64.00	1584		x
8/8/12	Joseph Jelinek	Promotion - Farnes Market reimbursements	296-000-158.100	196.00	1584		x
8/8/12	Bill Wesenberg	Promotion - Farnes Market reimbursements	296-000-158.200	130.00	1585		x
8/8/12	Bill Wesenberg	Promotion - Farnes Market reimbursements	296-000-158.000	64.00	1585		x
8/8/12	Bill Wesenberg	Promotion - Farnes Market reimbursements	296-000-158.100	420.00	1585		x
8/8/12	Forest Wolfrom	Promotion - Farnes Market reimbursements	296-000-158.200	6.00	1586		x
8/8/12	Forest Wolfrom	Promotion - Farnes Market reimbursements	296-000-158.000	5.00	1586		x
8/8/12	Forest Wolfrom	Promotion - Farnes Market reimbursements	296-000-158.100	8.00	1586		x
8/8/12	Nick Bird	Promotion - Farnes Market reimbursements	296-000-158.100	16.00	1587		x
8/8/12	Sue Treen	Promotion - Farnes Market reimbursements	296-000-158.000	39.00	1588		x
8/8/12	Mary Gibson	Promotion - Farnes Market reimbursements	296-000-158.100	6.00	1589		x
8/8/12	Willow Brook Farms	Promotion - Farnes Market reimbursements	296-000-158.100	12.00	1590		x
8/8/12	Kanthe Farm	Promotion - Farnes Market reimbursements	296-000-158.000	18.00	1591		x

8/8/12	City of Owosso	Design - electric maintenance	296-200-831.000	1.83	1592	x
8/8/12	City of Owosso	Design - electric maintenance	296-200-831.000	17.58	1592	x
8/8/12	City of Owosso	Design - electric maintenance	296-200-831.000	108.80	1592	x
8/8/12	City of Owosso	Design - weed killer	296-697-818.000	27.99	1592	x
8/8/12	City of Owosso	Promotion - Artisan Market sign	296-696-818.720	5.37	1592	x
8/8/12	City of Owosso	Promotion - Advertising trailer	296-696-802.000	432.82	1592	x
8/8/12	City of Owosso	Design - maintenance	296-200-831.000	6.93	1592	x
8/8/12	City of Owosso	Design - flower watering fuel	296-697-818.000	68.92	1592	x
8/8/12	Heather Rivard	Promotion - Cruise to the Castle door prizes	296-696-818-770	492.17	1593	x
8/8/12	Heather Rivard	Organization - Main Street Manager wages	296-299-818.000	1,384.61	1593	x
8/8/12	Heather Rivard	Organization - office supplies	296-200-728.000	44.48	1593	x
8/8/12	Heather Rivard	Organization - phone repair	296-200-728.000	35.00	1593	x
8/8/12	My-Can	Promotion - Cruise to the Castle portable toilets	296-696-818-770	420.00	1594	x
8/8/12	Locker Room & Trophy Place	Promotion - Cruise to the Castle trophies and dash plaques	296-696-818-770	183.50	1595	x
8/8/12	Gilbert's True Value	Promotion - Farmers Market sign hardware	296-696-818.700	11.39	1596	x
8/8/12	Gilbert's True Value	Promotion - Advertising trailer	296-696-802.000	80.09	1596	x
8/8/12	The Independent Newspaper Group	Promotion - Farmers Market advertising	296-696-818.700	171.00	1597	x
	VOID				1598	
8/8/12	Michael Treen	Promotion - Artisan Market website	296-696-818.720	99.00	1599	x
8/8/12	Amber Fuller	Organization - newsletter design	296-695-818.000	250.00	1600	x
8/23/2012	Great Harvest Bread	Promotion - Farnes Market reimbursements	296-000-158.000	34.00	1601	x
	VOID				1602	
	VOID				1603	
	VOID				1604	
8/23/2012	Nick Bird	Promotion - Farnes Market reimbursements	296-000-158.100	22.00	1605	x
8/23/2012	Mary Gibson	Promotion - Farnes Market reimbursements	296-000-158.000	69.00	1606	x
8/23/2012	Mary Gibson	Promotion - Farnes Market reimbursements	296-000-158.100	40.00	1606	x
8/23/2012	Mary Gibson	Promotion - Farnes Market reimbursements	296-000-158.200	18.00	1606	x
8/23/2012	Mary Borroum	Promotion - Farnes Market reimbursements	296-000-158.000	59.00	1607	x

8/23/2012	Mary Borroum	Promotion - Farnes Market reimbursements	296-000-158.100	4.00	1607	x
8/23/2012	Mary Borroum	Promotion - Farnes Market reimbursements	296-000-158.200	6.00	1607	x
8/23/2012	Roger and Dawn Hall	Promotion - Farnes Market reimbursements	296-000-158.000	64.00	1608	x
8/23/2012	Roger and Dawn Hall	Promotion - Farnes Market reimbursements	296-000-158.100	240.00	1608	x
8/23/2012	Roger and Dawn Hall	Promotion - Farnes Market reimbursements	296-000-158.200	126.00	1608	x
8/23/2012	Willow Brook Farms	Promotion - Farnes Market reimbursements	296-000-158.100	10.00	1609	x
8/23/2012	Bill Wesenberg	Promotion - Farnes Market reimbursements	296-000-158.100	508.00	1610	x
8/23/2012	Forest Wolfrom	Promotion - Farnes Market reimbursements	296-000-158.000	8.00	1611	x
8/23/2012	Forest Wolfrom	Promotion - Farnes Market reimbursements	296-000-158.100	6.00	1611	x
8/23/2012	Forest Wolfrom	Promotion - Farnes Market reimbursements	296-000-158.200	16.00	1611	x
8/23/2012	Pam Baese	Promotion - Farnes Market reimbursements	296-000-158.000	70.00	1612	x
	VOID				1613	x
	VOID				1614	
8/23/2012	Great Harvest Bread	Promotion - Farnes Market reimbursements	296-000-158.000	53.00	1615	
8/23/2012	Heather Rivard	Organization - MSM wages	296-200-999.101	1,384.61	1616	x
8/23/2012	City of Owosso	Design - maintenance	296-200-831.000	93.06	1617	
8/23/2012	City of Owosso	Organization - cell phone cost	296-200-728.000	64.28	1617	
8/23/2012	City of Owosso	Design - flower watering fuel	296-697-818.000	73.34	1617	
8/23/2012	City of Owosso	Design - flower watering equipment maintenance	296-697-818.000	119.99	1617	
8/23/2012	City of Owosso	Design - maintenance	296-200-831.000	24.89	1617	
8/23/2012	John Hankerd	Promotion - Cruise to the Castle costs	296-696-818.770	318.00	1618	
8/23/2012	Kelly's Refuse Services	Design - maintenance	296-200-831.000	562.50	1619	
	VOID				1620	
8/23/2012	High Quality Glass	Design - Woodard Place	296-697-294.000- WOODARDPLC	100.00	1621	
8/23/2012	Proton Developments, LLC	Promotion - Farmers Market storage	296-696-818.700	200.00	1622	
	VOID					
8/23/2012	Lorraine Weckwert	Design - Flower Bed flowers	296-696-818.000	31.58	1624	
8/23/2012	Lorraine Weckwert	Design - Woodard Place	296-697-974.000- WOODARDPLC	571.91	1624	
8/23/2012	Kanthe Farm	Promotion - Farnes Market reimbursements	296-000-158.000	33.00	1625	
8/23/2012	Sandy Ridge Farms	Promotion - Farnes Market reimbursements	296-000-158.000	36.00	1626	

8/23/2012	Char Hubbard	Promotion - Farnes Market reimbursements	296-000-158.000	50.00	1627
			TOTAL	11,196.64	

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER BUSCI TO APPROVE THE CHECK REGISTER FOR AUGUST 2012 AS PRESENTED.
YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

This budget remains in the old format. Moving forward the budget will be presented with designations related to the approved workplans for review.

3. COMMITTEE CHAIR DESCRIPTION UPDATE

Mr. Acton went over the addition of the clauses concerning the preparation of a monthly newsletter article, a vice-chair appointed to conduct the meeting in the Chair's absence and preparation of the assigned section for the Monthly Report.

MOTION BY AUTHORITY MEMBER BUSCI, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE UPDATED COMMITTEE JOB DESCRIPTIONS AS PRESENTED.
YEAS ALL. MOTION CARRIED.

4. JULY MONTHLY REPORT

Mr. Acton stated that the monthly report is due now, but requires the updates from the committee chairs. Ms. Rivard clarified that the protocol moving forward is that reports from committee chairs are due on the 1st of the month as the overall report is due on the 10th.

5. COMMITTEE CHAIR SIGNING

6. PO REQUEST FORM

Ms. Rivard discussed the changes to the form including that POs now include a copy of the workplan with which the PO is associated. Mr. Acton clarified what adjustments are allowable within the budget during the year including the amount of money for each workplan, if it changes and is less than the committee budget than it is okay and if a new workplan requires extra funds then the committee chair may request additional funds that are projected to be left over from other committee budgets at a board meeting.

MOTION BY AUTHORITY MEMBER BUSCI, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE UPDATED PO FORM FOR AUGUST 2012 AS PRESENTED.
YEAS ALL. MOTION CARRIED.

7. CBDG BLOCK GRANT

Mr. Zettel shared the history of CDBG sign program and revolving loan fund. He recommended that approval of any applications for this program and the creation of more permanent design standards for signs become a part of the Design Committee.

MOTION BY AUTHORITY MEMBER BUSCI, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE APPROVAL PROCESS TO THE DESIGN COMMITTEE.
YEAS ALL. MOTION CARRIED.

8. SALE OF 300 S WASHINGTON

Mr. Acton stated that based upon direct conflict to the master plan he does not support the sale of this lot for use as a parking lot. Mr. Demis asked about potential contamination of the lot and Mr. Zettel said that contamination is minimal, underground and was largely cleaned up. Mr. Gilbert brought up the potential idea of leasing the lot instead of selling so that the property would not be gone forever. Mr. Omer shared that he would like to see the outcome of the marketing study in relation to this proposition.

Mr. Omer accepted the assignment to develop a recommendation to the board by the Economic Restructuring Committee.

9. FY13 BUDGET RESTORATION

Ms. Rivard passed out updated budget sheets and shared that while programs may carry over year to year, spending must be related to the actual budget year in which the spending occurs.

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER BUSCI TO APPROVE THE SUMMARY BUDGET SUBMITTED IN MAY WITH THE WORKPLAN LIST SUBMITTED IN AUGUST INCLUDING MODIFICATIONS TO WORKPLANS SUBMITTED BY THE PROMOTIONS COMMITTEE.

YEAS ALL. MOTION CARRIED.

10. WORK PLAN APPROVAL – DESIGN

None.

11. WORK PLAN APPROVAL – PROMOTION

See #9

12. WORK PLAN APPROVAL – ORGANIZATION

None.

13. WORK PLAN APPROVAL – ER

None.

14. CLOSED SESSION *

A request was made by Heather Rivard for a closed session for a performance review with Adam Zettel being included.

15. HEATHER RIVARD CONTRACT

MOTION BY AUTHORITY MEMBER BUSCI, SUPPORTED BY AUTHORITY MEMBER GILBERT TO
EXTEND HEATHER RIVARD'S CONTRACT TO JUNE 30th of 2013.

YEAS ALL. MOTION CARRIED.

MOTION BY AUTHORITY MEMBER BUSCI, SUPPORTED BY AUTHORITY MEMBER OMER TO
ADJOURN.

YEAS ALL. MOTION CARRIED.