

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
Oct. 3, 2012 – 7:30 am.

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

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton; Authority Members Dawn Gonyou, Lance Omer and Ben Frederick; Secretary Alaina Kraus; Vice-chairperson Barb Bucsi (arrived 7:39).

MEMBERS ABSENT: Authority Member Mistie Jordan and Bill Gilbert, Treasurer James Demis;

OTHERS PRESENT: Heather Rivard, DDA / Owosso Main Street Manager; Adam Zettel, Assistant City Manager and Director of Community Development; Deeann Biondi, OMS Volunteer/Accountant; Paul Heimnick, Homestead Street Photography/Organization Committee Member.

AGENDA:

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GONYU TO APPROVE THE AGENDA FOR OCT. 3, 2012.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GONYU TO APPROVE THE MINUTES FOR THE MEETING OF SEPT. 5, 2012 WITH ADDITION OF MISTIE JORDAN TO PRESENT AND DATE CHANGE FOR AGENDA ACCEPTANCE.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS: None

COMMITTEE UPDATES

1. Promotion – Chairmen Acton

Chairman Acton gave an overview of the FY13 Workplans that have been included in the work plans.

2. Organization – Chairman Acton

Chairman Acton gave an overview of the FY13 Workplans that have been included in the work plans. The Volunteer Party is set for May 9th at the Hot Spot.

3. Economic Restructuring – Authority Member Lance Omer

Authority Member Lance Omer gave an overview of the FY13 Workplans. Lorraine Wreckwert has been meeting with sub-regional planning. Authority Member Demis has raised half the funds for the Marketing Study and is working with the Chamber on financial tools.

4. Design – Authority Member Gilbert

No Report. Workplans are included in paperwork handed out to board at meeting.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

Check Date	Vendor Name	Description	Account Number	Amount	Check Number	FY12	FY13
10/01/12	DayStarr Communication	Organization - Office Supplies, call forwarding + domain registrations	296-200-728.000	125.00	1666	x	
10/01/12	DayStarr Communication	Organization - Office Supplies, call forwarding + domain registrations	296-200-728.000	92.21	1666		x
10/01/12	Nick Bird	Promotion - DOFM subsidies	296-000-158.000	39.00	1667		x
10/01/12	Nick Bird	Promotion - DOFM subsidies	296-000-158.001	10.00	1667		x
10/01/12	Nick Bird	Promotion - DOFM subsidies	296-000-158.002	50.00	1667		x
10/01/12	Mary Borroum	Promotion - DOFM subsidies	296-000-158.000	15.00	1668		x
10/01/12	Mary Borroum	Promotion - DOFM subsidies	296-000-158.001	16.00	1668		x
10/01/12	Mary Borroum	Promotion - DOFM subsidies	296-000-158.002	18.00	1668		x
10/01/12	Shawn Darling	Promotion - DOFM subsidies	296-000-158.000	-	1669		x
10/01/12	Shawn Darling	Promotion - DOFM subsidies	296-000-158.001	4.00	1669		x
10/01/12	Shawn Darling	Promotion - DOFM subsidies	296-000-158.002	-	1669		x
10/01/12	Eric Davis	Promotion - DOFM subsidies	296-000-158.000	14.00	1670		x

10/01/12	Eric Davis	Promotion - DOFM subsidies	296-000-158.001	-	1670	x
10/01/12	Eric Davis	Promotion - DOFM subsidies	296-000-158.002	2.00	1670	x
10/01/12	Mary Gibson	Promotion - DOFM subsidies	296-000-158.000	-	1671	x
10/01/12	Mary Gibson	Promotion - DOFM subsidies	296-000-158.001	8.00	1671	x
10/01/12	Mary Gibson	Promotion - DOFM subsidies	296-000-158.002	-	1671	x
10/01/12	Great Harvest	Promotion - DOFM subsidies	296-000-158.000	19.00	1672	x
10/01/12	Great Harvest	Promotion - DOFM subsidies	296-000-158.001	-	1672	x
10/01/12	Great Harvest	Promotion - DOFM subsidies	296-000-158.002	-	1672	x
10/01/12	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.000	-	1673	x
10/01/12	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.001	98.00	1673	x
10/01/12	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.002	32.00	1673	x
10/01/12	Tammy Hart	Promotion - DOFM subsidies	296-000-158.000	-	1674	x
10/01/12	Tammy Hart	Promotion - DOFM subsidies	296-000-158.001	-	1674	x
10/01/12	Tammy Hart	Promotion - DOFM subsidies	296-000-158.002	4.00	1674	x
10/01/12	Joe Jelinek	Promotion - DOFM subsidies	296-000-158.000	93.00	1675	x
10/01/12	Joe Jelinek	Promotion - DOFM subsidies	296-000-158.001	-	1675	x
10/01/12	Joe Jelinek	Promotion - DOFM subsidies	296-000-158.002	70.00	1675	x
10/01/12	Kanthe Farm	Promotion - DOFM subsidies	296-000-158.000	23.00	1676	x
10/01/12	Kanthe Farm	Promotion - DOFM subsidies	296-000-158.001	-	1676	x
10/01/12	Kanthe Farm	Promotion - DOFM subsidies	296-000-158.002	-	1676	x

10/01/12	Regina Miller	Promotion - DOFM subsidies	296-000-158.000	-	1677	x
10/01/12	Regina Miller	Promotion - DOFM subsidies	296-000-158.001	-	1677	x
10/01/12	Regina Miller	Promotion - DOFM subsidies	296-000-158.002	36.00	1677	x
10/01/12	Bill Wesenberg	Promotion - DOFM subsidies	296-000-158.000	113.00	1678	x
10/01/12	Bill Wesenberg	Promotion - DOFM subsidies	296-000-158.001	712.00	1678	x
10/01/12	Bill Wesenberg	Promotion - DOFM subsidies	296-000-158.002	238.00	1678	x
10/01/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.000	8.00	1679	x
10/01/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.001	22.00	1679	x
10/01/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.002	20.00	1679	x
10/01/12	Roger Wyrick	Promotion - DOFM subsidies	296-000-158.000	41.00	1680	x
10/01/12	Roger Wyrick	Promotion - DOFM subsidies	296-000-158.001	-	1680	x
10/01/12	Roger Wyrick	Promotion - DOFM subsidies	296-000-158.002	58.00	1680	x
10/01/12	Kelly's Refuse Services	Design - Maintenance - Trash service	296-200-831.000	562.50	1681	x
10/01/12	Tracey Mercado	Promotion - DOFM Master Wages	296-696- 818.000-DOFM	728.57	1682	x
10/01/12	Heather Rivard	Org - MSM Wages	296-200-999.101	1,384.61	1683	x
10/01/12	Crooked Tree Nursery	Design - Woodard Place - gate repair	296-697- 974.000- WOODARDPLC	683.00	1684	x
10/01/12	Aubrey Grant	Promotion - DOFM Master Wages	296-696- 818.000-DOFM	728.57	1685	x

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

2. BUDGET REPORT.

Manager Rivard has been working with Volunteer Biondi to improve the budget report with the new system so that it is more easily read and tracked while not losing any important data.

3. AUGUST MONTHLY REPORT

Chairman Acton and Manager Rivard reviewed the process of putting together the monthly report including the involvement of committee chairs.

4. DESIGN COMMITTEE REQUEST FOR FUNDS

This request is to authorize the Design Committee to spend \$800 from capital funds for the purchase of 2 coffee tables from Woodard to complement two bench locations downtown – one in front of Treasures and one by the Bake Shop.

MOTION BY VICE-CHAIRPERSON BUSCI, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE AN \$800 ADDITION TO THE DESIGN COMMITTEE BUDGET FOR THE PURCHASE OF TWO TABLES USING FUNDS FROM THE LTGO CAPITAL IMPROVEMENT FUND.

YEAS ALL. MOTION CARRIED.

5. HEATHER RIVARD CONTRACT REVISION

Revision to remove signature of Don Crawford and change the heading from “ The City of Owosso” to “Downtown Development Authority” throughout.

MOTION BY VICE-CHAIRPERSON BUSCI, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE REVISIONS AS STATED TO THE BOARD.

YEAS ALL. MOTION CARRIED.

6. EXECUTIVE COMMITTEE MEETINGS

Request made by Chairperson Acton to have the treasurer, vice-chairperson, secretary, manager and chairperson consider a meeting on the alternate two week interval from the regular board meeting.

5. STATUE DONATION

The bee sculpture downtown at the corner of Exchange and Ball has been donated to the downtown through a fundraiser headed up by Sue Treen.

PUBLIC / BOARD / STAFF COMMENTS:

LANCE OMER: The Economic Restructuring Committee was asked to provide a recommendation in relation to the Trust Thermal development on the corner of Washington and Water. In light of the importance of the Washington Corridor and possible place-making study through M-DOT for the corridor, the recommendation is to not make a final decision until the Marketing Study is completed.

Authority Member Frederick asked about the time frame for that and the current timeline looks like 3-6 months. Staff Member Zettel commented that it may be brought to council before then.

MOTION BY VICE-CHAIRPERSON BUSCI, SUPPORTED BY AUTHORITY MEMBER GONYU TO ADJOURN AT 8:25 AM.
YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary