

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

MEETING CALLED TO ORDER at 7:33 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 Bill Gilbert; Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Mistie Jordan and Ben Frederick, Treasurer James Demis; Vice-chairperson Barb Bucsi.

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

AGENDA:

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE AGENDA AS AMENDED FOR NOV. 7, 2012.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE MINUTES FOR THE MEETING OF OCT. 3, 2012 WITH SEVERAL SPELLING/PHRASING ADJUSTMENTS.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS: None

COMMITTEE UPDATES

1. Design – Authority Member Gilbert

A new work plan will be presented concerning MEDC funds. A couple of benches and tables have been ordered from Woodard station for Washington St. Plans for window decorating are moving forward. The first wayfinding station was put up at Washington & Main St.

2. Promotion – Chairman Acton

The current focus is on GLOW including separate meetings. Chairman Acton also talked briefly about the upcoming Business Stewardship work plan working with schools. Art Walk is scheduled for May. Now that Farmer's Market has concluded there will be a series of meetings about the future of the Farmer's Market. For the 2013 year plans are to remain on Exchange St.

### 3. Organization – Chairman Acton

Individual memberships in the \$20-25 range with incentives of above \$25 are being discussed as a part of a current work plan.

### 4. Economic Restructuring – Authority Member Lance Omer

The committee discussed the Trust Thermal recommendation. There is a drawing that was done by Baker College which is being considered and waiting for committee approval before recommendation is made to the board.

## ITEMS OF BUSINESS:

### 1. CHECK REGISTER APPROVAL.

FY13 CHECK REGISTER - OWOSSO  
MAIN STREET

Check Date	Vendor Name	Description	Account Number	Alpha Tag	Amount	Check Number	FY12	FY13
10/01/12	DayStarr Communication	Organization - Office Supplies, call forwarding + domain registrations	296-695-728.000		125.00	1666	x	
10/01/12	DayStarr Communication	Organization - Office Supplies, call forwarding + domain registrations	296-695-728.000		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

		DOFM subsidies	158.001	-		
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	296-000-158.000	113.00	1678	x

		subsidies					
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
10/22/12	Lorraine Weckwert	Design - Woodard Place - smoker station	296-697- 974.000- WOODARDPLC		109.08	1686	x
10/22/12	Lorraine Weckwert	Design - Woodard Place - sign bracket	296-697- 974.000- WOODARDPLC		118.37	1686	x
10/22/12	Lorraine Weckwert	Design - Flowers - spring flowering bulbs	296-697- 818.000	FLOWERS	738.65	1686	x
10/22/12	Lorraine Weckwert	Design - Flowers - flowers and plants	296-697- 818.000	FLOWERS	130.46	1686	x
10/22/12	City of Owosso	Organization - Training + Education - Main Street Manager training in Petoskey travel costs	296-695- 860.000		43.46	1687	x

(gas)

VOID	VOID	VOID	VOID	VOID	VOID	1688	x
10/22/12	DayStarr Communication	Organization - call forwarding Design - Woodard Place - awnings Promotion -	296-695- 728.000		15.20	1689	x
10/22/12	Crooked Tree Nursery	296-697- 974.000- WOODARDPLC			850.00	1690	x
10/22/12	The Indepent Newsgroup	DOFM - advertising Design - Woodard Place - furniture Promotion -	296-696- 818.000	DOFM	48.00	1691	x
10/22/12	Woodard - CM	DOFM subsidies Promotion -	296-697- 974.000- WOODARDPLC		2,273.20	1692	x
10/22/12	Pam Baese	DOFM subsidies Promotion -	296-000- 158.000		60.00	1693	x
10/22/12	Pam Baese	DOFM subsidies Promotion -	296-000- 158.001		-	1693	x
10/22/12	Pam Baese	DOFM subsidies Promotion -	296-000- 158.002		-	1693	x
10/22/12	Mary Borroum	DOFM subsidies Promotion -	296-000- 158.000		15.00	1694	x
10/22/12	Mary Borroum	DOFM subsidies Promotion -	296-000- 158.001		-	1694	x
10/22/12	Mary Borroum	DOFM subsidies Promotion -	296-000- 158.002		12.00	1694	x
10/22/12	Roger and Dawn Hall	DOFM subsidies Promotion -	296-000- 158.000		23.00	1695	x
10/22/12	Roger and Dawn Hall	DOFM subsidies Promotion -	296-000- 158.001		-	1695	x
10/22/12	Roger and Dawn Hall	DOFM subsidies Promotion -	296-000- 158.002		50.00	1695	x
10/22/12	Joe Jelinek	DOFM subsidies Promotion -	296-000- 158.000		100.00	1696	x
10/22/12	Joe Jelinek	DOFM subsidies Promotion -	296-000- 158.001		-	1696	x
10/22/12	Joe Jelinek	DOFM subsidies Promotion -	296-000- 158.002		80.00	1696	x
10/22/12	Kanthe Farm	DOFM subsidies Promotion -	296-000- 158.000		33.00	1697	x
10/22/12	Kanthe Farm	DOFM subsidies Promotion -	296-000- 158.001		-	1697	x
10/22/12	Kanthe Farm	DOFM subsidies Promotion -	296-000- 158.002		-	1697	x
10/22/12	Sandy Ridge Farms	DOFM subsidies Promotion -	296-000- 158.000		59.00	1698	x
10/22/12	Sandy Ridge Farms	DOFM subsidies	296-000- 158.001		-	1698	x

10/22/12	Sandy Ridge Farms	Promotion - DOFM subsidies	296-000-158.002	10.00	1698	x
10/22/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.000	7.00	1699	x
10/22/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.001	-	1699	x
10/22/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.002	30.00	1699	x
10/22/12	Heather Rivard	Organization - MSM Wages	296-295-999.101	1,384.61	1700	

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

## 2. BUDGET REPORT.

It has been discovered that the details that are desired for the budget are not possible with the current system in use, so a plan is being investigated and considered to move to a separate software specifically for the Main Street to use.

## 3. AUGUST MONTHLY REPORT

It was reiterated that these reports come from the whole of the Board and Committees, not just the Main Street Manager.

## 4. OPERATING BUDGET AS OF 11/7/12

One of two funds for Owosso Main Street. Updated budget sheets were distributed with the current budget line items both as budgeted and current spent. Each work plan was given a reference number for discussion purposes. The sheet will be updated each month

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE BUDGET SHEET TO BE INCLUDED WITH PURCHASE REQUESTS AS PRESENTED. YEAS ALL. MOTION CARRIED.

## 5. LTGO BUDGET AS OF 11/7/12

Combined with agenda item above.

## 6. WOODARD PLACE WORK PLAN MODIFICATION

There was an unintended consequence of water draining into the surrounding buildings that was fixed on an emergency basis to keep from happening in the future. Due to this the Design Committee is requesting an additional \$5,000 from the LTGO budget.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE INCREASED ALLOCATION FOR THIS WORKPLAN FROM \$15000 to \$20000 IN THE BUDGET.  
YEAS ALL. MOTION CARRIED.

7. NEW DESIGN WORKPLAN – ADAM ZETTEL & BILL GILBERT

Plans for façade work has been in progress and run into problems with getting the costs confirmed for the buildings by a professional architect. This will allow the submission of a grant application for up to 75% of the cost of the façade work, which would cover up to 8 addresses. The cost of the consult would be up to \$2000.

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE WORKPLAN AS PRESENTED AS AN ADDITION TO THE DESIGN COMMITTEE WORKPLANS.  
YEAS ALL. MOTION CARRIED.

8. EPA BROWNFIELDS LETTER

A letter was presented to be sent concerning EPA Brownfields Site Assessment Grant Coalition.

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO SUPPORT A LETTER BE SENT CONCERNING EPA BROWNFIELDS.  
YEAS ALL. MOTION CARRIED.

ALL OTHER AGENDA ITEMS WERE TABLED.

PUBLIC / BOARD / STAFF COMMENTS:  
None

MOTION BY VICE-CHAIRPERSON GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYU TO ADJOURN AT 8:43 AM.  
YEAS ALL. MOTION CARRIED.