



Regular Meeting Agenda

Owosso DDA/Main Street

Wednesday, January 10, 2018, 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: January 10, 2018

Review and approval of minutes: December 6, 2017

Public Comments:

7:40 to 8:00

Items of Business:

- 1) Check Register (Resolution)
- 2) Budget Report (Discussion)

8:00 to 8:30

Committee Updates

- 1) Design & Business Vitality
- 2) Promotion & Outreach
- 3) Business Owners Committee

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 audiotapes 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.]

Board Meeting Minutes
December 6, 2017



MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
DECEMBER 6, 2017 AT 7:32 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Treasurer Ken Cushman at 7:32 a.m.

ROLL CALL: Was taken by Executive Director, Josh Adams.

MEMBERS PRESENT: Authority Members Kenn Cushman, Mayor Chris Eveleth (left 7:49 a.m.), Jon Moore, Theresa Trecha, Kevin Wiles (arrived 7:49 a.m.), Lance Omer and Jim Woodworth.

MEMBERS ABSENT: Chairman Dave Acton and Vice-Chairman Bill Gilbert.

OTHERS PRESENT: Josh Adams, Main Street Manager; Tracey Peltier, Owosso Main Street/DDA Program Assistant; Robert Doran-Brockway, Historical Facilities Director and Phil Hathaway, Wesener Building Representative

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE AGENDA FOR DECEMBER 6, 2017 AS PRESENTED,

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE MINUTES OF NOVEMBER 1, 2017, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE CHECK REGISTER FOR OCTOBER, 2017 AS PRESENTED.

AYES ALL. MOTION CARRIED.

2) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

Mr. Josh Adams stated that there was nothing to report and just updated the members of current budget numbers.

3) WESENER BUILDING DDA LOAN

Mayor Chris Eveleth stated that representatives from the Wesener Building, LLC asked for a deferment of the outstanding DDA Loan due to the short-term restructuring of the existing loan. Eveleth asked Mr. Hathaway, a representative for the Wesener Development to talk about the loan restructure and reasoning for the deferment.

Mr. Hathaway explained that the current property owners are currently restructuring the Brownfield Plan due to added environmental remediation costs associated with the development. Mr. Hathaway stated that a new Brownfield Plan will be presented to the City for approval and their plan is to work with City administration in 2018 to find new ways to repay the existing DDA loan using both the Brownfield Plan and additional funding resources. Mr. Hathaway explained that a deferment would allow them the time to work with City administration on new reimbursement sources and put the Wesener Building in "right standing" with the DDA.

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE AN INTEREST-FREE, 2-YEAR DEFERMENT OF THE DDA LOAN.

7:49 a.m. Board Member Eveleth left.

4) FACADE GRANT UPDATE

Mr. Adams stated that the Facade Grant is on schedule. The City has put bids out for the MEDC required Certified Grant Administrator (CGA). Once a CGA is chosen, bids for an architect and environmental review can take place.

COMMITTEE UPDATES:

1) DESIGN AND BUSINESS VITALITY.

Mr. Adams commented that no meeting was conducted last month and there was nothing to report.

2) PROMOTION AND OUTREACH.

Mr. Adams commented that no meeting was conducted last month and there was nothing to report.

BOARD COMMENTS:

None

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:12 A.M.

AYES: ALL. MOTION CARRIED.

Kevin Wiles, Secretary

mms

December 2017 Check Register
By Check Number



Owosso Main Street Check Register - By Check Number December 2017

Num	Date	Name	Memo	Account	Paid Amount
2582	12/01/2017	Denise Widdows	Glow Run Supplies	296-000-101.250 Checking #0425	
	12/01/2017		Glow Run Supplies	296-696-818.000-GLOW	-105.24
TOTAL					-105.24
2583	12/01/2017	Locker Room & Trophy ...	Glow Trophies & Metals	296-000-101.250 Checking #0425	
	12/01/2017		Glow Parade Trophies	296-696-818.000-GLOW	-337.14
			Glow Run Metals	296-696-818.000-GLOW	-244.83
TOTAL					-581.97
2584	12/15/2017	Argus Press	Print Advertising for Glow Owosso	296-000-101.250 Checking #0425	
	12/04/2017		Print Advertising for Glow Owosso	296-696-818.000-GLOW	-113.75
TOTAL					-113.75
2585	12/15/2017	Kelly's Refuse	Downtown Trash Service	296-000-101.250 Checking #0425	
	12/04/2017		Downtown Trash Service	296-200-831.000 MAINTENANCE	-500.00
			Dumpster-1 Removal Service	296-200-831.000 MAINTENANCE	-300.00
TOTAL					-800.00
2586	12/15/2017	Sloan's Tank Service, LLC.	Port-a-Jon rental for Glow 5K Run	296-000-101.250 Checking #0425	
	12/04/2017		Port-a-Jon rental for Glow 5K Run	296-696-818.000-GLOW	-80.00
TOTAL					-80.00
2587	12/15/2017	City of Owosso	Winter Taxes for Capitol Bowl	296-000-101.250 Checking #0425	
	12/04/2017		Winter taxes: 050-470-028-009-00	296-901-965.730 CAPITOL BOWL	-292.96
			Winter taxes: 050-470-028-005-00	296-901-965.730 CAPITOL BOWL	-711.68
			Winter taxes: 050-300-000-024-00	296-901-965.730 CAPITOL BOWL	-807.30
TOTAL					-1,811.94
2588	12/15/2017	Owosso Historical Com...	OHC Holiday Silent Auction Donation	296-000-101.250 Checking #0425	
	12/05/2017		OHC Holiday Silent Auction Donation	296-696-818.000-DOWNTOWNPROMO	-150.00
TOTAL					-150.00

Owosso Main Street Check Register - By Check Number December 2017

Num	Date	Name	Memo	Account	Paid Amount
2589	12/15/2017	Schutt Photography	Photography Services for Glow Owosso 2...	296-000-101.250 Checking #0425	
	12/05/2017		Photography Services for Glow Owosso 2017	296-696-818.000-GLOW	-200.00
TOTAL					-200.00
2590	12/15/2017	Rehmann Robson	final billing from 2017 audit of financial st...	296-000-101.250 Checking #0425	
	12/14/2017		final billing from 2017 audit of financial state...	296-200-818.000 CONTRACT SER	-350.00
TOTAL					-350.00
2591	12/15/2017	Sara Adams	bulb reimbursement from Christmas Han...	296-000-101.250 Checking #0425	
	12/14/2017		bulb reimbursement from Christmas Hangin...	296-697-818.000-CHRISTMAS	-126.88
TOTAL					-126.88
2592	12/15/2017	Shiawassee Regional Ch...	Yearly Chamber Membership	296-000-101.250 Checking #0425	
	12/14/2017		Yearly Chamber Membership	296-200-858.000 MEMBER + DUES	-150.00
TOTAL					-150.00
2593	12/15/2017	John Hankerd	reimbursement for Glow lighting equipme...	296-000-101.250 Checking #0425	
	12/14/2017		reimbursement for Glow lighting equipment p...	296-696-818.000-GLOW	-467.52
TOTAL					-467.52
2594	12/15/2017	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	12/14/2017		Manager Wages 12/2/17 - 12/15/17	296-200-999.101 MANAGER WAGES	-2,178.84
TOTAL					-2,178.84
2595	12/15/2017	Spectrum Reach	TV Advertisement for Glow Event	296-000-101.250 Checking #0425	
	12/14/2017		TV Advertisement for Glow Event	296-696-818.000-GLOW	-1,200.00
TOTAL					-1,200.00
2596	12/15/2017	Lori Thompson & Debbie...	Downtown Christmas Decorating Services	296-000-101.250 Checking #0425	
	12/14/2017		Downtown Christmas Decorating Services	296-697-818.000-CHRISTMAS	-1,995.00
TOTAL					-1,995.00

Owosso Main Street Check Register - By Check Number December 2017

Num	Date	Name	Memo	Account	Paid Amount
2597	12/15/2017	Sleekfire Media	DOMI Christmas Video	296-000-101.250 Checking #0425	
	12/14/2017		DOMI Christmas Video	296-696-818.000-DOMI	-500.00
TOTAL					-500.00
2598	12/15/2017	Tracey Peltier	Program Assistent Services 11/27-12/10/17	296-000-101.250 Checking #0425	
	12/14/2017		Program Assistent Services 11/27-12/10/17	296-200-999.101 MANAGER WAGES	-576.92
TOTAL					-576.92
2599	12/29/2017	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	12/29/2017		Manager Wages 12/16/17 - 12/29/17	296-200-999.101 MANAGER WAGES	-2,178.84
TOTAL					-2,178.84
2600	12/29/2017	Neil Sutton's Custom Iro...	remaining NYE Ball payment	296-000-101.250 Checking #0425	
	12/29/2017		remaining NYE Ball payment	296-696-818.000-NYEPARTY	-179.66
TOTAL					-179.66
2601	12/29/2017	Tracey Peltier	Program Assistant Wages	296-000-101.250 Checking #0425	
	12/29/2017		Program Assistant Wages 12/11/17 - 12/24/17	296-200-999.101 MANAGER WAGES	-576.92
TOTAL					-576.92
2602	12/29/2017	A Family Affair Face Art ...	Face Painting & Balloon Twisting for NYE...	296-000-101.250 Checking #0425	
	12/05/2017		Face Painting & Balloon Twisting for NYE Pa...	296-696-818.000-NYEPARTY	-430.00
TOTAL					-430.00
2603	12/29/2017	First Bank Card	December 2017 CC payment	296-000-101.250 Checking #0425	
	12/28/2017		December 2017 CC payment	296-000-202.100 Credit Card	-2,585.99
TOTAL					-2,585.99
2604	12/29/2017	Specialty Salvage	J& S Tire dumpster earlier termination fee	296-000-101.250 Checking #0425	
	12/29/2017		J& S Tire dumpster earlier termination fee	296-200-831.000 MAINTENANCE	-150.00
TOTAL					-150.00

Budget Report – Fiscal Year To-Date



Owosso Main Street
Profit & Loss Budget vs. Actual
 July 1, 2017 through January 5, 2018

<u>Ordinary Income/Expense</u>	<u>Jul 1, '17 - Jan 5, 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<i>Income</i>			
296-000-401.403 GEN PROP TAX	41,572.47	41,600.00	-27.53
296-000-401.405 TIF	0.00	156,889.64	-156,889.64
296-000-664.664 INTEREST INCOME	4.39	5.00	-0.61
296-000-671.676 DESIGN INCOME			
296-000-671.676-FLOWER PROGRAM	50.00	0.00	50.00
296-000-671.676 DESIGN INCOME - Other	1,525.00	2,700.00	-1,175.00
Total 296-000-671.676 DESIGN INCOME	1,575.00	2,700.00	-1,125.00
296-000-671.677 ER INCOME			
296-000-671.677-DUMPSERVICE	1,825.00	2,000.00	-175.00
Total 296-000-671.677 ER INCOME	1,825.00	2,000.00	-175.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	500.00	500.00	0.00
296-000-671.678-CARCUISE	2,054.11	2,100.00	-45.89
296-000-671.678-DOMI	150.00	2,000.00	-1,850.00
296-000-671.678-GLOW	23,546.27	23,600.00	-53.73
296-000-671.678-NYEPARTY	3,276.00	3,300.00	-24.00
296-000-671.678-VINTAGEMOTORCY	1,253.00	1,300.00	-47.00
Total 296-000-671.678 PRO INCOME	30,779.38	32,800.00	-2,020.62
296-000-671.679 ORG INCOME			
296-000-671.679-COMMDEVELSERVES	4,096.66	24,580.00	-20,483.34
Total 296-000-671.679 ORG INCOME	4,096.66	24,580.00	-20,483.34
Total Income	79,852.90	260,574.64	-180,721.74

Owosso Main Street
Profit & Loss Budget vs. Actual
July 1, 2017 through January 5, 2018

	Jul 1, '17 - Jan 5, 18	Budget	\$ Over Budget
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	1,108.58	1,500.00	-391.42
296-200-818.000 CONTRACT SER	3,000.00	3,100.00	-100.00
296-200-831.000 MAINTENANCE	14,493.92	21,000.00	-6,506.08
296-200-858.000 MEMBER + DUES	500.00	1,000.00	-500.00
296-200-860.000 ED + TRAINING	176.50	1,500.00	-1,323.50
296-200-999.101 MANAGER WAGES	35,471.01	76,450.00	-40,978.99
Total DEP 200 GEN SERVICES	54,750.01	104,550.00	-49,799.99
DEP 695 ORGANIZATION EXPENSES			
296-695-818.000 ORG WK PLNS			
296-695-818.000-VOLPARTY	407.85	500.00	-92.15
Total 296-695-818.000 ORG WK PLNS	407.85	500.00	-92.15
DEP 695 ORGANIZATION EXPENSES - Other	0.00	2,000.00	-2,000.00
Total DEP 695 ORGANIZATION EXPENSES	407.85	2,500.00	-2,092.15
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	987.00	1,000.00	-13.00
296-696-818.000-CARCUISE	10,784.90	11,000.00	-215.10
296-696-818.000-DOMI	2,200.00	2,200.00	0.00
296-696-818.000-DOWNTOWNPROMO	2,438.88	2,500.00	-61.12
296-696-818.000-GLOW	12,887.87	13,000.00	-112.13
296-696-818.000-NYEPARTY	1,467.60	1,500.00	-32.40
296-696-818.000-OPENSTREETS	1,023.31	1,100.00	-76.69
296-696-818.000-VINTAGEMOTORCY	1,340.20	1,400.00	-59.80
Total 296-696-818.000 PRO WK PLNS	33,129.76	33,700.00	-570.24
DEP 696 PROMOTION EXPENSES - Other	0.00	0.00	0.00
Total DEP 696 PROMOTION EXPENSES	33,129.76	33,700.00	-570.24
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-CHRISTMAS	2,121.88	2,200.00	-78.12
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BED PLANTS	325.81	350.00	-24.19
Total 296-697-818.000-FLOWER PROGRAM	325.81	350.00	-24.19
296-697-818.000 DES WK PLNS - Other	400.00	400.00	0.00
Total 296-697-818.000 DES WK PLNS	2,847.69	2,950.00	-102.31
DEP 697 DESIGN EXPENSES - Other	0.00	5,050.00	-5,050.00
Total DEP 697 DESIGN EXPENSES	2,847.69	8,000.00	-5,152.31
DEP 698 ER EXPENSES			
	0.00	1,500.00	-1,500.00
DEP 901 - CAPITAL OUTLAY			
296-901-965.730 CAPITOL BOWL	3,671.07	9,000.00	-5,328.93
DEP 901 - CAPITAL OUTLAY - Other	0.00	0.00	0.00
Total DEP 901 - CAPITAL OUTLAY	3,671.07	9,000.00	-5,328.93
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	17,183.75	75,400.00	-58,216.25
Total DEP 966 TRANSFER OUT	17,183.75	75,400.00	-58,216.25
Total Expense	111,990.13	234,650.00	-122,659.87
Net Ordinary Income	-32,137.23	25,924.64	-58,061.87
Net Income	-32,137.23	25,924.64	-58,061.87

Credit Card Reconciliation
December 2017



Owosso Main Street
Reconciliation Summary
296-000-202.100 Credit Card, Period Ending 12/14/2017

	Dec 14, 17
Beginning Balance	258.16
Cleared Transactions	
Charges and Cash Advances - 11 items	-2,585.99
Payments and Credits - 1 item	258.16
Total Cleared Transactions	-2,327.83
Cleared Balance	<u>2,585.99</u>
Uncleared Transactions	
Charges and Cash Advances - 1 item	-1.00
Total Uncleared Transactions	-1.00
Register Balance as of 12/14/2017	<u>2,586.99</u>
Ending Balance	<u>2,586.99</u>

**Owosso Main Street
Reconciliation Detail
296-000-202.100 Credit Card, Period Ending 12/14/2017**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						258.16
Cleared Transactions						
Charges and Cash Advances - 11 items						
Credit Card Charge	11/15/2017		Creative Market	X	-4.00	-4.00
Credit Card Charge	11/16/2017		Bizarre Design Lab	X	-420.00	-424.00
Credit Card Charge	11/18/2017		GoMobile Solutions	X	-10.00	-434.00
Credit Card Charge	11/20/2017		McLaren Rent-All	X	-189.00	-623.00
Credit Card Charge	11/21/2017		Sleekfire Media	X	-1,000.00	-1,623.00
Credit Card Charge	11/22/2017		Home Depot	X	-238.39	-1,861.39
Credit Card Charge	11/28/2017		Web Network Soluti...	X	-59.96	-1,921.35
Credit Card Charge	11/28/2017		Google	X	-1.99	-1,923.34
Credit Card Charge	11/30/2017		Facebook	X	-2.94	-1,926.28
Credit Card Charge	12/05/2017		Facebook	X	-620.71	-2,546.99
Credit Card Charge	12/14/2017			X	-39.00	-2,585.99
Total Charges and Cash Advances						-2,585.99
Payments and Credits - 1 item						
Bill	12/01/2017		First Bank Card	X	258.16	258.16
Total Cleared Transactions						-2,327.83
Cleared Balance						2,585.99
Uncleared Transactions						
Charges and Cash Advances - 1 item						
Credit Card Charge	03/17/2017		Luke Lisi		-1.00	-1.00
Total Charges and Cash Advances						-1.00
Total Uncleared Transactions						-1.00
Register Balance as of 12/14/2017						2,586.99
Ending Balance						2,586.99

Account Balance
As of 1/5/18



Owosso Main Street
Checking Account Balance
As of January 5, 2018

Checking Account = **\$39,381.55**

Pending Payments
As of 1/5/18



**Owosso Main Street
Unpaid Bills Detail
As of January 5, 2018**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
American Speedy Print					
Bill	01/05/2018		01/12/2018		56.80
Total American Speedy Print					56.80
City of Owosso					
Bill	09/18/2017		10/31/2017	66	17,183.75
Bill	12/29/2017		12/29/2017	7	1,956.25
Total City of Owosso					19,140.00
National Main Street Center					
Bill	12/14/2017		12/15/2017	21	350.00
Total National Main Street Center					350.00
TOTAL					19,546.80