



Regular Meeting Agenda
Owosso DDA/Main Street
Wednesday March 5, 2014, 7:30 a.m.
Owosso City Council Chambers,
301 W Main St.
Owosso, MI 48867

7:30 to 7:40

Call to order and roll call:

Review and approval of agenda: March 5, 2014
Review and approval of minutes: February 5, 2014

Public Comments:

7:40 to 8:00

Committee Updates

- 1) Design
- 2) Economic Restructuring
- 3) Organization
- 4) Promotion

8:00 to 8:30

Items of Business:

- 1) Check Register..... (Resolution)
- 2) Budget Report..... (Discussion)
- 3) Park Street Improvements (Discussion)
- 4) DIG Update (Susan M. and Josh A.)..... (Discussion)
- 5) Budget Approval..... (Resolution)

Public Comments:

Board Comments:

Adjournment:

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Board Meeting Minutes
February 2014



REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
February 5, 2014 – 7:30 am.

MEETING CALLED TO ORDER at 7:39 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Benjamin Frederick, Bill Gilbert, Ken Cushman, Meredith Landino (arrived 7:43), Lance Omer (arrived 7:44), Secretary Alaina Kraus, and Treasurer James Demis

MEMBERS ABSENT: Authority Members Dawn Gonyou, and

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Helen Granger, Press;

AGENDA:

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR FEBRUARY 5, 2014.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE MINUTES WITH MODIFICATION FOR THE MEETING OF JANUARY 15, 2014.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1. Design – Authority Member Bill Gilbert

The team is working on sponsorships and prepping for flower baskets. Lorraine Wreckwert is preparing to order flowers and may have sponsors for an irrigation system to

2. Economic Restructuring – Authority Member Omer

The committee decided to review the study and bring back suggestions for a meeting with community members at the next meeting. It was also decided to ask that the housing portion of the Market Study be expanded with more definitive numbers and information.

3. Organization – Manager Adams/Meredith Landino

Landino is meeting with Adams to discuss communications. IB workplans are in progress, which will include over 100 students.

4. Promotion – Manager Adams

Business Owners and Image Builders had their first meetings in January and will continue this month. Business Owners will be meeting next week at Itsa Deli. In their first meeting they did not want to do a first quarter sale, especially with the weather, but would like to team up at the Home Garden Expo on March 8, 2014. There were 12-13 people in attendance at the Image Builders meeting discussing advertising Owosso beyond the limits. This group originated from the National visit in 2013.

Adams has been meeting with David Shorter of the Steam Railroading Institute along with Montenegro and Lenkert on the upcoming Planes, Trains & Automobiles event. Shorter would like to do a public meeting with business owners to discuss plans in the end of April.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

SEE ATTACHED CHECK REGISTER

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE CHECK REGISTER FOR JANUARY 2014 AS PRESENTED.

YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

No comment.

3. PARK STREET IMPROVEMENTS

The bids came in lower than had been expected in the previous meeting with a total cost of \$24,035 for the sidewalk work on both sides of the road. There is money available via bond funds and an amount

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THAT THE AGENDA BE AMENDED TO MAKE THIS AN ACTION ITEM.

YEAS ALL. MOTION CARRIED.

One option that has been brought up is supporting the sidewalk work 50/50 as is a common practice in some places for homeowners and the cities. Gilbert pointed out that this proposal was brought to the board late for work to be started in February. Frederick shared that this is a far more concrete proposal than earlier information being shared and the Council is feeling the same pressure of time on this issue. Gilbert asked about whether this was brought up to the Lebowsky Project and

Frederick shared that the project's obligations are full right now and, being infrastructure, was brought to the city.

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO SUPPORT THE CITY UP TO 50% OF THE SIDEWALK NOT TO EXCEED \$12, 017.50.

YEAS ALL. MOTION CARRIED.

If it becomes apparent that the other half of the money is needed it can be brought to the Board at a future date.

4. DIG UPDATE

A ceremony will be coming up on February 28th at 11:30am for a check of the full-amount of the grant to be presented to the city. This will become fully official at that ceremony.

Gilbert brought up that knowing this is coming we should consider pulling funds from the bond that are set aside for this project. Acton suggested that the Board wait a month for more information on the projects, Brownfield, etc. With the proposed Brownfield changes, it will delay the Chamber's movement. If the proposed changes go through they will be able to repay their financial obligations faster. The Chamber will have to be out of their building by the end of the year as a part of the DIG work. With the timing of the Brownfield there is a possibility that the Chamber project could not move forward and the DIG would. While this is slim, the city is looking at ways to mitigate the impact on the Main Street/DDA budget if this were to occur.

5. WESENER UPDATE

A number of credits are coming in to fund the project, which are not taxable, but these are going to be sold and that becomes a taxable event. This equals hundreds of thousands of dollars of income tax with no funds to pay for it because the money is going directly into the building. The proposal to avoid this is to have the credits come in to the DDA and give it as a loan to the Wesener project. It would be a paper agreement that would not impact our budget. Any tax liability is held by the Wesener project, not the Main Street/DDA. If this does not work out and the additional funds must be found, there is a strong potential it will put an end to the project. The paperwork for the title transfer for the grants is being drawn up to be brought before the board.

6. AUDIT APPROVAL

There were no major problems found in the course of the audit.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OMER TO ACCEPT THE AUDIT REPORT AS PRESENTED BY JIM DEMIS.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

Adams shared that we are one of two Michigan Main Street communities to be awarded Retail Merchandising services for 2014.

Frederick shared a certificate of appreciation from the 144th Military Company. They said this was the warmest reception that they have seen for soldiers.

Kraus asked about the National Main Street Conference and Adams shared that there is an expo that we can be a part of at this event.

MOTION MADE BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER KRAUS TO ADJOURN AT 8:54 AM.
YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary

January Check Register
By Check Number



**Owosso Main Street
Check Register - By Check Number
January 2014**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
1944	01/02/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	12/30/2013		Manager Wages for 12/20/...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
1945	01/02/2014	First Bank Card	Sound Systems Supplies	Owosso Main Street Checking	
Dece...	12/30/2013		Sound Systems Supplies	Josh Adams - Owosso Main Street	-90.47
TOTAL					-90.47
1946	01/17/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	01/10/2014		Manager Wages for 1/3/13 ...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
1947	01/17/2014	Kelly's Refuse	December Trash Service	Owosso Main Street Checking	
	01/10/2014		Trash Service 12/1-12/31	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
1948	01/17/2014	Lorraine Weckwert	Christmas Green Supplie...	Owosso Main Street Checking	
	01/10/2014		Christmas Greens Supplies	296-697-818.000-CHRISTMAS	-35.00
TOTAL					-35.00
1949	01/21/2014	Agnew Graphics, Signs...	Design Commitee Drinkin...	Owosso Main Street Checking	
	01/10/2014		Design Commitee Drinking...	296-697-818.000-BED PLANTS	-588.20
TOTAL					-588.20
1950	01/29/2014	Abiding in the Vine Tea...	Business Owners Meetin...	Owosso Main Street Checking	
	01/29/2014		Business Owners Meeting ...	296-200-728.000 OPER SUPPLIES	-75.00
TOTAL					-75.00
1951	01/29/2014	Chemical Bank	Owosso Mainn Street We...	Owosso Main Street Checking	
	01/21/2014		Web Hosting reimbursement	296-200-728.000 OPER SUPPLIES	-71.94
TOTAL					-71.94

11:35 AM

02/03/14

Owosso Main Street
Check Register - By Check Number
January 2014

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
1952	01/29/2014	DayStarr Communication	Phone forwarding servic...	Owosso Main Street Checking	
	01/21/2014		Phone forwarding services ...	296-200-728.000 OPER SUPPLIES	-15.16
TOTAL					-15.16
1953	01/29/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	01/29/2014		Manager Wages for 1/17/1...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38

February Check Register
By Check Number



**Owosso Main Street
Check Register - By Check Number
February 2014**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
1954	02/13/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	02/13/2014		Manager wages 1/31/14 to 2/13/14	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
1955	02/13/2014	Kelly's Refuse	Trash Services	Owosso Main Street Checking	
	02/03/2014		Trash Services for 2/1/14 through 2/28/14	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
1956	02/13/2014	Rehmann Robson	Audit Costs	Owosso Main Street Checking	
	02/13/2014		Audit for the year ended 6/30/13	296-200-818.000 CONTRACT SER	-2,700.00
TOTAL					-2,700.00
1957	02/28/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	02/28/2014		Manager Wages 2/14/14 through 2/27/14	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
1958	02/28/2014	Shiawassee Chamber of Commerce		Owosso Main Street Checking	
	02/18/2014		2014 Expo - vendor booth charges	296-695-818.000-VOLPARTY	-461.00
	02/18/2014		2014 Chamber non-profit membership fee	296-695-818.000-VOLPARTY	-139.00
TOTAL					-600.00
1959	02/28/2014	DayStarr Communication	Phone forwarding service	Owosso Main Street Checking	
	02/18/2014		Phone forwarding service - 3/1/14 to 3/31...	296-200-728.000 OPER SUPPLIES	-15.16
TOTAL					-15.16

February Check Register
By Account Number



12:45 PM
 03/03/14
 Cash Basis

Owosso Main Street
Check Register - By Account Number
 February 2014

Type	Date	Num	Name	Memo	Paid Amount	Balance
Ordinary Income/Expense						
Expense						
DEP 200 GEN SERVICES						
296-200-728.000 OPER SUPPLIES						
Cre...	02/13/2014		It's a Deli Thing	Food for OMS February Business Owner...	56.00	56.00
Bill	02/28/2014		DayStarr Communication	Phone forwarding service - 3/1/14 to 3/3...	15.16	71.16
Total 296-200-728.000 OPER SUPPLIES					71.16	71.16
296-200-818.000 CONTRACT SER						
Bill	02/13/2014		Rehmann Robson	Audit for the year ended 6/30/13	2,700.00	2,700.00
Total 296-200-818.000 CONTRACT SER					2,700.00	2,700.00
296-200-831.000 MAINTENANCE						
Bill	02/13/2014		Kelly's Refuse	Trash Services for 2/1/14 through 2/28/14	500.00	500.00
Total 296-200-831.000 MAINTENANCE					500.00	500.00
296-200-999.101 MANAGER WAGES						
Bill	02/13/2014		Joshua Adams	Manager wages 1/31/14 to 2/13/14	2,115.38	2,115.38
Bill	02/28/2014		Joshua Adams	Manager Wages 2/14/14 through 2/27/14	2,115.38	4,230.76
Total 296-200-999.101 MANAGER WAGES					4,230.76	4,230.76
Total DEP 200 GEN SERVICES					7,501.92	7,501.92
DEP 695 ORGANIZATION EXPENSES						
296-695-818.000 ORG WK PLNS						
296-695-818.000-VOLPARTY						
Bill	02/28/2014		Shiawassee Chamber of Commer...	2014 Expo - vendor booth charges	461.00	461.00
Bill	02/28/2014		Shiawassee Chamber of Commer...	2014 Chamber non-profit membership fee	139.00	600.00
Total 296-695-818.000-VOLPARTY					600.00	600.00
Total 296-695-818.000 ORG WK PLNS					600.00	600.00
Total DEP 695 ORGANIZATION EXPENSES					600.00	600.00
Total Expense					8,101.92	8,101.92
Net Ordinary Income					-8,101.92	-8,101.92
Net Income					-8,101.92	-8,101.92

Budget Report
Year-to-Date



Owosso Main Street
Profit & Loss Budget vs. Actual
July 1, 2013 through March 3, 2014

Ordinary Income/Expense	Jul 1, '13 - Mar 3, 14	Budget	\$ Over Budget
<u>Income</u>			
296-000-401.403 GEN PROP TAX	27,725.05	27,700.00	25.05
296-000-401.405 TIF	25,000.00	149,300.00	-124,300.00
296-000-671.676 DESIGN INCOME			
296-000-671.676-BIKERACKS	0.00	2,000.00	-2,000.00
296-000-671.676-FLOWER PROGRAM			
296-000-671.676-SPONSOR MAILING	0.00	4,200.00	-4,200.00
296-000-671.676-WALK TOUR MAP	1,000.00	15,000.00	-14,000.00
296-000-671.676-FLOWER PROGRAM - Other	50.00	0.00	50.00
Total 296-000-671.676-FLOWER PROGRAM	1,050.00	19,200.00	-18,150.00
296-000-671.676-WAYFINDING	18,300.00	0.00	18,300.00
296-000-671.676 DESIGN INCOME - Other	0.00	20,000.00	-20,000.00
Total 296-000-671.676 DESIGN INCOME	19,350.00	41,200.00	-21,850.00
296-000-671.677 ER INCOME			
296-000-671.677-MKTSTUDY	5,500.00	7,500.00	-2,000.00
Total 296-000-671.677 ER INCOME	5,500.00	7,500.00	-2,000.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	897.00	0.00	897.00
296-000-671.678-GLOW	8,943.00	0.00	8,943.00
Total 296-000-671.678 PRO INCOME	9,840.00	0.00	9,840.00
296-000-671.694 MISC	19.42	0.00	19.42
<u>Total Income</u>	<u>87,434.47</u>	<u>225,700.00</u>	<u>-138,265.53</u>

Owosso Main Street
Profit & Loss Budget vs. Actual
July 1, 2013 through March 3, 2014

<u>Expense</u>	<u>Jul 1, '13 - Mar 3, 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	1,789.78	2,500.00	-710.22
296-200-818.000 CONTRACT SER	2,700.00	4,000.00	-1,300.00
296-200-831.000 MAINTENANCE	10,107.51	16,000.00	-5,892.49
296-200-858.000 MEMBER + DUES	0.00	500.00	-500.00
296-200-860.000 ED + TRAINING	311.80	1,400.00	-1,088.20
296-200-999.101 MANAGER WAGES	34,357.06	60,000.00	-25,642.94
Total DEP 200 GEN SERVICES	49,266.15	84,400.00	-35,133.85
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	39.42	0.00	39.42
296-695-818.000 ORG WK PLNS			
296-695-818.000-MEMBERSHIP	0.00	500.00	-500.00
296-695-818.000-VOLPARTY	600.00	1,000.00	-400.00
296-695-818.000-WEBSITE	104.97	0.00	104.97
Total 296-695-818.000 ORG WK PLNS	704.97	1,500.00	-795.03
Total DEP 695 ORGANIZATION EXPENSES	744.39	1,500.00	-755.61
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	1,041.67	1,000.00	41.67
296-696-818.000-GLOW	10,367.10	11,000.00	-632.90
Total 296-696-818.000 PRO WK PLNS	11,408.77	12,000.00	-591.23
Total DEP 696 PROMOTION EXPENSES	11,408.77	12,000.00	-591.23
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-BENCHES	540.00	0.00	540.00
296-697-818.000-BIKERACKS	0.00	2,000.00	-2,000.00
296-697-818.000-CHRISTMAS	5,035.00	5,000.00	35.00
296-697-818.000-FACADE	0.00	2,000.00	-2,000.00
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BASKETS	0.00	4,800.00	-4,800.00
296-697-818.000-BED PLANTS	2,005.94	7,500.00	-5,494.06
296-697-818.000-IRRIGATION WORK	245.08	0.00	245.08
296-697-818.000-MAINT. SUPPLIES	89.97	0.00	89.97
296-697-818.000-SPONSOR MAILING	0.00	400.00	-400.00
296-697-818.000-SPONSOR PARTY	0.00	1,000.00	-1,000.00
296-697-818.000-WALK TOUR MAP	17.99	4,000.00	-3,982.01
296-697-818.000-WATERING	1,270.15	6,500.00	-5,229.85
Total 296-697-818.000-FLOWER PROGRAM	3,629.13	24,200.00	-20,570.87
Total 296-697-818.000 DES WK PLNS	9,204.13	33,200.00	-23,995.87
296-697-831.000 MAINTENANCE	27.76	0.00	27.76
296-697-974.000-WAYFINDING	18,695.50	20,000.00	-1,304.50
296-697-974.000-WOODARDPLC	276.00	0.00	276.00
Total DEP 697 DESIGN EXPENSES	28,203.39	53,200.00	-24,996.61

Owosso Main Street
Profit & Loss Budget vs. Actual
 July 1, 2013 through March 3, 2014

	<u>Jul 1, '13 - Mar 3, 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DEP 698 ER EXPENSES			
296-698-818.000 ER WK PLNS			
296-698-818.000-MKTSTUDY	15,000.00	15,000.00	0.00
Total 296-698-818.000 ER WK PLNS	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
Total DEP 698 ER EXPENSES	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
DEP 901 - CAPITAL OUTLAY			
296-901-965.730 CAPITOL BOWL	0.00	10,000.00	-10,000.00
Total DEP 901 - CAPITAL OUTLAY	<u>0.00</u>	<u>10,000.00</u>	<u>-10,000.00</u>
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	20,147.50	75,400.00	-55,252.50
Total DEP 966 TRANSFER OUT	<u>20,147.50</u>	<u>75,400.00</u>	<u>-55,252.50</u>
<u>Total Expense</u>	<u>124,770.20</u>	<u>251,500.00</u>	<u>-126,729.80</u>
Net Ordinary Income	-37,335.73	-25,800.00	-11,535.73
Net Income	<u>-37,335.73</u>	<u>-25,800.00</u>	<u>-11,535.73</u>

Pending Payments
As of March 3, 2014



**Owosso Main Street
Unpaid Bills Detail
As of March 3, 2014**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
City of Owosso					
Bill	10/30/2013		03/13/2014		180.78
Bill	12/05/2013		03/13/2014		759.75
Bill	12/05/2013		03/13/2014		277.03
Bill	12/05/2013		03/13/2014		671.19
Bill	12/06/2013		03/13/2014		889.87
Bill	01/10/2014		03/13/2014		879.64
Bill	01/21/2014		03/13/2014		25,000.00
Bill	01/21/2014		03/13/2014		964.12
Bill	01/21/2014		03/13/2014		171.93
Bill	01/30/2014		03/13/2014		581.56
Bill	02/18/2014		03/16/2014		346.60
Total City of Owosso					30,722.47
Crooked Tree Nursery					
Bill	02/18/2014		03/13/2014		142.00
Total Crooked Tree Nursery					142.00
Kelly's Refuse					
Bill	03/03/2014		03/13/2014		500.00
Total Kelly's Refuse					500.00
LandUse USA					
Bill	01/21/2014		03/13/2014		12,000.00
Total LandUse USA					12,000.00
TOTAL					43,364.47

Account Balance
As of March 3, 2014



Owosso Main Street
Checking Account Balance
As of Monday, March 3, 2014

Checking Account = **\$16,774.32**