

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
January 5, 2011

Meeting was called to order at 7:25 a.m. by Chairperson John Hankerd.

Roll Call was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairperson John Hankerd, Authority Members Barb Bucsi, Bill Gilbert, Alaina Kraus, and Susan Treen.

MEMBERS ABSENT: Authority Members Dave Acton, Ben Frederick, Jeff Reeves, and Barb Spagnuolo.

OTHERS PRESENT: Adam Zettel, Assistant City Manager and Director of Community Development and several business people in the audience.

MINUTES:

MOTION BY AUTHORITY MEMBER BUCSI, SUPPORTED BY AUTHORITY MEMBER TREEN TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF DECEMBER 8, 2010.

YEAS ALL. MOTION CARRIED.

7:27 a.m. Authority Member Ben Frederick arrived.

PRESENTATION OF AWARDS:

Chairman Hankerd presented the following awards for Christmas Window Decorations:

Radio Shack – Best Business Theme
Sunnyside Floral – Best Silver Star Theme
Indian Trails – Best Theme
Nail Boutique – Best Use of Light
Books & Beans – Judges Choice

Chairman Hankerd then presented the Glow Parade Float Awards to:

Corunna 4th of July – Best theme
Baker College – Best Lighting and/or Special Effects
Curwood Festival – Best Non-Commercial Entry
Jumbo's Burger Bar / Jumbo's to Go – Most Unique
Reeves Wheel Alignment – Best Commercial Entry
Mid Michigan Gas Tractor Association – Supreme Judges' Choice

ITEMS OF BUSINESS:

1. **Status of Deana Doan**

Adam Zettel, Assistant City Manager and Director of Community Development reported that Ms. Doan will not be starting until the beginning of February per her doctor's advice after an accident in December. Authority Member Gilbert asked how much training was she able to attend before the accident. Mr. Zettel replied that she attended the first full day and then missed the next half day. Chairman Hankerd stated that she called him after the accident and that the meeting was mostly about branding.

2. **Payment of Invoices**

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>
Argus Press	\$ 99.00	Holiday Advertising
Argus Press	\$ 600.00	Holiday Ad Insert
City of Owosso	\$1,886.65	2010 Winter Property Taxes

City of Owosso	\$ 28.86	fuel reimbursement
Connect Marketing	\$ 75.00	Center City-November 2010
Connect Marketing	\$ 245.00	Northpole Express ad-missing po-ordered by John H
Connect Marketing	\$ 75.00	Center City-December 2011
Gilbert's True Value Hardware	\$ 397.19	Glow Owosso supplies purchased in November-missing receipts
Independent Newspaper Group	\$ 500.00	Glow Owosso advertising
Industrial Supply of Owosso	\$ 23.10	Supplies for downtown
Kelly's Refuse Service	\$ 125.00	December 2010 Trash Service
Light-O-Rama	\$ 688.85	Lighting Controller
Light-O-Rama	\$ 665.74	Ready to go & easy light linker
Light-O-Rama	\$ 70.90	missing purchase order-need before paying
Ludington Electric	\$ 900.66	Work done downtown
Ludington Electric	\$ 482.57	Work done downtown
Napa Auto Parts	\$ 24.48	Supplies for Christmas decorations
Shattuck Specialty Advertising	\$2,919.71	Holiday Ornaments

Total \$9,807.71

MOTION BY AUTHORITY MEMBER BUCSI, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE INVOICES FOR PAYMENT BY THE DDA / MAIN STREET. YEAS ALL. MOTION CARRIED.

3. DDA ANNUAL AUDIT REPORT

Mr. Rick Williams, Finance Director for the City of Owosso, stated the auditors opinion of the DDA's records was clean and unqualified. He continued referencing page 6 with the left column useful for budgeting, and page 7 showing the fund balance of \$102,216 ending June 30, 2010. Page 11 shows Long Term Debt with Note 6 showing commitments and Note 7 showing the hotel demolition. The last payment was made in November for the Ball / Comstock Parking Lot.

Authority Member Gilbert stated that the fountain was a \$32,000 obligation. What other projects are coming out of the \$102,000? Mr. Williams answered no other that he's aware of. The five year declining commitment with the Lebowsky is maybe a bond issue.

Mr. Williams would like to see the DDA have a first draft of their budget ready by the first Monday in March so city council could see it at the beginning of April for the July 1 fiscal year. He would be willing to meet with committee chairs because of Ms. Doan's absence. He could project revenues and work on some details for the goals. He is expecting a 4 – 8% decrease due to declining property values.

8:12 a.m. Authority member Ben Frederick left the meeting.

Discussion followed about when the subcommittees will be meeting in the next couple weeks.

COMMITTEE UPDATES:

1. ORGANIZATION

Authority Member Barb Bucsi worked with the Kiwanis on the Curwood ornament. She commented that the invoice isn't covered yet – there are still about 90 left. She is confident they will still sell. Next year we need to get them sooner, and maybe make it a historical rather than a Christmas ornament. So far

\$2,400 has been collect. When all are sold, each group should make \$500 each. Mike Bradley suggested a Channel 12 News promo.

2. PROMOTIONS

Authority Member Susan Treen said her group has had many unofficial meetings geared to the Glow Owosso event. There were several difficulties. She asked authority Member Gilbert about the affect on his business. Mr. Gilbert thought the Promo Committee did a great job. He got lots of great comments from the customers. He also heard that many people liked the trees at city hall.

Ms. Treen commented that the new banners are up. Chairman Hankerd stated they tried to match the snowmen in the banners to the ones in the park.

3. ECONOMIC RESTRUCTURING

Authority Member Bill Gilbert mentioned that they need the block captain's reports. Everybody turned them in to Natalie. Each block captain had about 6 – 15. Ms. Doan was going to follow-up. Maybe Adam can follow up. Possibly the reports are in the office above the Bake Shop. Dave Acton had volunteered to make a spreadsheet from the reports.

4. DESIGN

No report available.

BOARD COMMENTS:

Chairman Hankerd commented that Channel 12 News called and wanted to do a fourth quarter sales report on the downtown businesses. It ran on Monday at the 5 p.m. news and it was a very good report.

Chairman Hankerd also stated there is a grant for retail consultants to come to town to visit six to eight businesses; analyze the stores; and then follow up later in the day with a return visit to each business. He would like Owosso to apply for this grant.

ADJOURNMENT:

Motion by Authority Member Bucsi, supported by Authority Member Kraus to adjourn the meeting at 8:38 a.m.

Alaina Kraus, Secretary

m.m.s.