

**REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
AUGUST 3, 2011**

Meeting was called to order at 7:30 a.m. by Chairperson John Hankerd.

Roll Call was taken by City Clerk Amy K. Kirkland.

MEMBERS PRESENT: Chairman John Hankerd, Vice-Chairperson Barb Bucsi, Authority Members Dave Acton, James Demis, Ben Frederick, Debbie Johnson, and Alaina Kraus.

MEMBERS ABSENT: Authority Member Bill Gilbert and vacancy.

OTHERS PRESENT: Deana Doan, Main Street Manager/DDA Director; Adam Zettel, Assistant City Manager and Director of Community Development; Donald Crawford, City Manager

AGENDA:

MOTION BY AUTHORITY MEMBER ACTON SUPPORTED BY AUTHORITY MEMBER BUCSI TO APPROVE THE AGENDA FOR AUGUST 3, 2011 WITH THE AMENDMENTS:

ITEMS OF BUSINESS:

EDIT

4. CHANGE "DOWNTOWN WATERING BIDS" TO "DOWNTOWN WATERING QUOTES"

ADD

6. SKATE STOPPERS.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER BUCSI, SUPPORTED BY AUTHORITY MEMBER ACTON TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 6, 2011.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

- 1) Staff memorandum (Reference)
- 2) Meeting minutes of July 6, 2011 (Business)
- 3) July invoices – forthcoming (Business)
- 4) July budget report (Reference)
- 5) Purchasing Policy (Business)
- 6) Waste Bids (Business)
- 7) Watering Bids – forthcoming (Business)

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1. July Invoices

There was discussion regarding the addition of the payment to the Brownfield Authority for Capital Bowl.

There was also discussion regarding the payment of future expenses (such as entertainment). It was noted prior authorization allows payment to be rendered to vendors at the time of service instead of making them wait 3-4 weeks for payment.

Lastly, the Board discussed the handling of script monies exchanged at the Farmer's Market. Customers can now pay vendors using WIC, EBT or Senior Fresh vouchers, vendors then exchange the vouchers for payment provided by the State. To expedite this process it was suggested the Board adopt a policy to allow vendors to exchange their vouchers with the Farmers' Market for cash. The Board agreed to act on the item at hand and discuss the issue after addressing the pending invoices.

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER BUCSI TO APPROVE THE PENDING INVOICES FOR PAYMENT BY THE DDA / MAIN STREET AS PRESENTED MAKING A TOTAL OF \$25,216.02.

DDA Invoices to August 3, 2011

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>
American Speedy Printing	\$ 45.00	Farmers Market script
City of Owosso	\$ 1,796.30	2011 summer taxes for downtown properties
City of Owosso	\$ 53.54	June 2011 cell phone charges
City of Owosso	\$ 477.77	Water for downtown March-June 2011
Connectic Marketing	\$ 75.00	July 2011-missing invoice
DayStarr Communications	\$ 23.82	Phone number forwarding-August 2011
Edwards Sign & Screen Printing	\$ 69.82	Digital Graphics Banner for Farmers Market
Farber's Greenhouse & Floral	\$ 5,000.00	Flower baskets for downtown
Independent Newspaper Group	\$ 225.00	Wednesday Farmers Market ads (3)-July 2011
Independent Newspaper Group	\$ 75.00	Wednesday Artisan Market Ad (1)-July 2011
Independent Newspaper Group	\$ 170.00	Farmers Market Ads for June 2011
Kelly's Refuse Service	\$ 125.00	July 2011 service
Ludington Electric	\$ 1,505.15	Electrical work done downtown
Office Source	\$ 95.99	Laser Business Cards for DDA use
Smith Janitorial	\$ 169.44	Defoamer for fountain
Valley Lumber	\$ 3.56	Bike rack materials
Win's	\$ 113.63	Lighting supplies for downtown
David Pizzie	\$ 400.00	Artisan Market Master compensation for July 2011- 4 events
Tracy Mercado	\$ 500.00	Farmers Market Master compensation for July 2011- 5 events
Aubrey Grant	\$ 500.00	Farmers Market Master compensation for July 2011- 5 events
Entertainment for Artisan Market	\$ 450.00	Entertainment-Aug 18, Aug 25 and Sept 1, 2011
Brownfield Redevelopment Authority	\$ 13,342.00	Annual transfer for Capital Bowl Brownfield plan expenses, as authorized April 11, 2007
Total	<u>\$ 25,216.02</u>	

YEAS ALL. MOTION CARRIED.

2. Script Money Reimbursement

Discussion continued on the issue of how to reimburse vendors that are in possession of WIC, EBT, or Senior Fresh vouchers. The Board agreed it would be ideal to reimburse vendors on a weekly basis, with the Farmers' Market then seeking reimbursement from the State. It was indicated a resolution to this affect would be in order, but there was provisional support for the idea. It was estimated the Market would need \$1,000 per month for the reimbursements.

**MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER BUCSI, TO AUTHORIZE A \$1,000 CHECK EACH MONTH BE WRITTEN TO PETTY CASH TO REIMBURSE FARMERS' MARKET VENDORS FOR WIC, EBT, AND SENIOR FRESH VOUCHERS, WITH THE UNDERSTANDING THE VOUCHERS WILL BE SUBMITTED TO THE STATE FOR FINAL REIMBURSEMENT TO THE DDA.
 YEAS ALL. MOTION CARRIED.**

3. Purchasing Policy

There was a lengthy discussion regarding just how the proposed policy would be play out in a real situation. Members inquired about how the policy would apply and what they should do when faced with various scenarios. Member Acton expressed his feeling the proposed policy lacked detail. It was noted that the proposed policy is somewhat cumbersome as it greatly lengthens the time needed to make a simple purchase but such control is warranted when spending public funds. It also provides a measure of protection for those spending money by ensuring there is a record of the details of each purchase. It was further noted it was the intent of the developers of the policy that each of the individuals authorized to spend money receive a supply of Requisition forms and Purchase Order forms to help expedite the purchasing process.

The Board went on to discuss amending the proposed policy to include contract employees as authorized individuals, educating vendors on the new policy, the possibility of adjusting the policy in the future should it be needed and the insistence on the limited number of authorized individuals.

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER KRAUS, TO APPROVE THE PROPOSED PURCHASING POLICY AS FOLLOWS:

Commitment and Expenditure of Owosso Main Street (OMS) Funds

Owosso Main Street funds may be expended in accordance with the City of Owosso financial ordinance, Article VI of Chapter 2 of the city code, only after the following procedures are followed:

1. The Board President, Director, Committee Chairmen of OMS, or any other individual permitted by the Board are authorized to commit OMS funds.
2. The Director shall prepare the applicable requisition form or purchase order upon request of authorized individuals.
3. Said form shall indicate that name of the authorizing individual.
4. The Director shall review the budget prior to issuance of the applicable form. The form shall not be issued unless there is sufficient remaining budget to pay the commitment.
5. After preparation of the applicable form, either the authorizing individual or Director may contact the Vendor and/or make the purchase.
6. When the commitment is ready for payment, City of Owosso procedures will be followed.

AYES ALL. MOTION CARRIED.

Member Frederick leaves 8:33 a.m.

4. Downtown Trash Bids

Member Demis started the conversation by indicating his firm has a relationship with some/one of the parties involved in this matter and he would be abstaining from the vote.

Two resolutions regarding the item were distributed to the Board. Resolution No. 1 called for the rejection of the bid from Specialty Salvage because the company was found to be in possession of stolen property on more than one occasion in the recent past. Resolution No. 2 called for approval of the bid from Kelly Refuse.

There was discussion regarding the cost increase the bid from Kelly Refuse represents as compared to the current year and how many firms responded to the bid letting.

MOTION BY AUTHORITY MEMBER BUCSI, SUPPORTED BY AUTHORITY MEMBER ACTON, TO APPROVED RESOLUTION NO. 110803-01 REJECTING THE BID FROM SPECIALTY SALVAGE, LLC FOR DOWNTOWN REFUSE SERVICE AS FOLLOWS:

RESOLUTION NO. 110803-01

**RESOLUTION REJECTING THE BID OF
SPECIALTY SALVAGE, LLC
FOR DOWNTOWN REFUSE SERVICE**

WHEREAS, the city of Owosso Downtown Development Authority, Shiawassee County, Michigan, has determined that downtown refuse service is needed for the period of July 25, 2011 through June 30, 2013; and

WHEREAS, the general conditions of the Downtown Refuse Service Bid request of July 1, 2011 provide that the city reserves the right to reject any and all offers; and

WHEREAS, in reviewing the bids submitted, it was found that Specialty Salvage, LLC and one or more principals have been in the possession of stolen property on one or more occasions during the last three years; and

WHEREAS, the city of Owosso Downtown Development Authority has the right to reject any and all bids if it is determined that it is in the best interests of the authority to do so, it hereby rejects the bid of Specialty Salvage, LLC which police reports show has been in possession of stolen property on several occasions, including a city of Owosso water meter and plumbing from a vacant house on July 19, 2011; city of Corunna fire hydrants on October 21, 2008; D & D Truck Parts brake shoes on September 2, 2010; and Trebor Industries, Inc. metal forks on August 25, 2010.

NOW THEREFORE BE IT RESOLVED by the city of Owosso Downtown Development Authority, Shiawassee County, Michigan that it is advisable, necessary and in the public interest to reject the bid of Specialty Salvage, LLC.

ROLL CALL VOTE.

AYES: MEMBERS ACTON, BUCSI, CHAIRMAN HANKERD, MEMBERS JOHNSON AND KRAUS.

NAYS: NONE.

ABSTAIN: MEMBER DEMIS.

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER BUCSI, TO APPROVE RESOLUTION NO. 110803-02 AUTHORIZING A CONTRACT WITH KELLY'S REFUSE SERVICE FOR REFUSE SERVICE IN THE DOWNTOWN AS FOLLOWS:

RESOLUTION NO. 110803-02

**RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT
FOR DOWNTOWN REFUSE SERVICE
BETWEEN THE CITY OF OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY
AND KELLY'S REFUSE SERVICE**

WHEREAS, the city of Owosso Downtown Development Authority, Shiawassee County, Michigan, has determined that downtown refuse service is needed for the period of July 25, 2011 through June 30, 2013; and

WHEREAS, the service is to include approximately 30 32-gallon containers and 16 pole-mounted baskets; and

WHEREAS, sealed bids were received on July 12, 2011; and

WHEREAS, Kelly Kueschman, dba Kelly's Refuse Service, submitted a bid in the amount of \$562.50 monthly; and

NOW THEREFORE BE IT RESOLVED by the city of Owosso Downtown Development Authority, Shiawassee County, Michigan that:

FIRST: The city of Owosso Downtown Development Authority has heretofore determined that it downtown refuse service is needed for the period of July 25, 2011 through June 30, 2013 and that it is advisable, necessary and in the public interest to employ Kelly Kueschman, dba Kelly's Refuse Service, to provide such service.

SECOND: The city of Owosso Downtown Development Authority director is instructed and authorized to sign the document substantially in the form attached as Exhibit A, for services for the two-year period not to exceed \$14,000.

ROLL CALL VOTE.

AYES: MEMBERS ACTON, BUCSI, CHAIRMAN HANKERD, MEMBERS JOHNSON AND KRAUS.

NAYS: NONE.

ABSTAIN: MEMBER DEMIS.

Member Bucsi leaves 8:39 a.m.

5. Downtown Watering Bids

Bid responses were distributed to the Board. Chairperson Hankerd remarked that he was shocked at the price but with a little research he soon discovered the City could not perform the service at a cheaper rate.

There was concern the DDA would receive charges for watering even when it has rained. Member Acton indicated both vendors had been told not to water the flowers when it rains. He further noted that the proposed contract would serve the DDA through the rest of the growing season this year and alternate plans would be incorporated into next year's plans.

**MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY MEMBER KRAUS, TO APPROVE THE BID OF SUNBURST GARDENS, INC. FOR WATERING AND FERTILIZING OF DESIGNATED PLANT BEDS IN THE DOWNTOWN FOR THE REMAINDER OF THE 2011 GROWING SEASON IN THE AMOUNT OF \$225.00 PER WATERING.
AYES ALL. MOTION CARRIED.**

6. Skate Stoppers

Chairperson Hankerd indicated there had been damage to a number of flower bed planters due to skate boarders. There are devices available The City has offered to share 50% of the cost for devices. Thirty six have already been purchased in the amount of \$450, and additional 36 will be purchased with the support of the DDA.

There was discussion regarding replacing the signage in the downtown that notes the ordinance prohibiting biking and skating on the sidewalks.

**MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER KRAUS, TO AUTHORIZE THE PURCHASE OF 36 SKATE STOPPERS IN THE AMOUNT OF \$450.00.
AYES ALL. MOTION CARRIED.**

7. Michigan Main Street Reports, Newsletter, Markets

DDA Director Doan reported the DDA had been deemed an accredited Main Street Program by the National Trust for Historic Preservation and the Michigan State Housing Development Authority. She indicated this was a great accomplishment the Board should be proud of.

She reminded the Board the Downtown Conference will be held in Kalamazoo September 14-15. Any interested party is welcome to attend. The cost is \$175 per person plus hotel costs. Chairperson Hankerd noted he had attended this conference last year and it was well worth it.

Ms. Doan also reminded the Board that she needs all members to complete the annual assessment through the Michigan Main Street website. The assessment should take approximately 20 minutes and requires 100% completion.

Lastly, she reminded the Board the annual report is due August 10th and she will be needing the assistance of committee chairs to complete the report.

Ms. Doan went on to update the board on the markets saying the Farmers' Market is growing each week and there seems to be a positive response to the activities taking place at the market. The Artisan Market has been very sparse lately as vendor attendance has been low. She said she has administrative concerns for both markets but is working on those issues.

There was discussion regarding the success of the Artisan Market and whether it should be continued next year. Ms. Doan indicated that while it does bring people to the downtown some changes will need to be made to ensure future success. It was suggested the Artisan Market coordinate times with the Farmers' Market.

Ms. Doan also noted she still would like to have Board 101 training but suggested waiting until the vacant seat is filled prior to scheduling.

COMMITTEE UPDATES:

1. ORGANIZATION

This year's commemorative ornaments have been ordered and should be delivered in the next few weeks.

2. PROMOTIONS

Dates have been set for the following events: Art Walk, September 16th; Owosso Palluza, October 6th. Work continues on setting dates for future events.

3. ECONOMIC RESTRUCTURING

There is a strong desire to get this committee moving again, though previous chair Gilbert has indicated he will be unable to fill the chairman post due to the time commitment. Renita Mikolajczyk of the Chamber has been approached for this position and is to indicate her intent soon. Some interest has been expressed by others willing to serve on the committee as well. Theresa Trecha owner of Capital Bowl was also named as a person that might be willing to serve as the chair.

It was noted meetings of this committee will be held the 2nd Wednesday of each month.

4. DESIGN

An RFP for wayfinding was let and the committee received 4 responses. The committee will be meeting each Monday to examine the proposals until such time as a recommendation is reached.

The committee is also adding another item to their list of prospective projects. Committee Chair Acton is in the process of researching splash pads and feels there is potential for such an attraction in the downtown.

PUBLIC COMMENTS:

Chairperson Hankerd noted the letter the Board had received from the Owosso Community Players asking for a \$50,000 contribution toward the refinishing of the interior of the theater. While the request came in too late to be included on the agenda it is anticipated the item will appear on the September agenda for consideration by the Board.

BOARD COMMENTS:

Authority Member Demis indicated he had been made aware the City is looking for a firm to conduct the annual audit. While he will not be placing a bid this year he wanted to let the Board know he may do so in the future which would prohibit his continued service on the Board.

ADJOURNMENT:

**MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER JOHNSON TO
ADJOURN THE MEETING AT 9:17 A.M.
YEAS ALL. MOTION CARRIED.**

Alaina Kraus, Secretary

a.k.k.