

# AGENDA

*OWOSSO MAIN STREET/DDA*

## REGULAR BOARD MEETING

Wednesday, February 1, 2023 7:30 a.m.

Owosso City Hall; Council Chambers; 301 W. Main St., Owosso, MI



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 7:45

**Call to order and roll call:**

**Review and approval of agenda:** February 1, 2023

**Review and approval of minutes:** January 11, 2023

**Public Comments:**

### 7:45 to 8:25

**Items of Business:**

- 1) Check Register.....(Resolution)
- 2) Bylaws Amendment.....(Resolution)
- 3) 2nd Quarter Budget Amendment.....(Resolution)
- 4) Budget Report.....(Discussion)
- 5) Director Interviews: Schedule with Board.....(Resolution)

**Committee Updates**

- 1) Design:
- 2) Promotion:
- 3) Organization: Communications – RLF Coupon Book and 1098 Notices
- 4) Economic Vitality:

**Board Continuing Education/Information:**

National Main Street Conference – March 27-29, 2023 Boston, MA

**Director Updates:**

5 applications submitted. 4 recommended to interview.

**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](http://www.ci.owosso.mi.us).]

**REGULAR MEETING MINUTES OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET  
CITY OF OWOSSO**

**January 11, 2023, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chairman Jon Moore at 7:32 A.M.

**ROLL CALL:** Taken by Chairman Jon Moore.

**MEMBERS PRESENT:** Chairman Jon Moore, Commissioners: Josh Ardelean, Bill Gilbert, Emily Olson, Lance Omer, Melissa Wheeler.

**MEMBERS ABSENT:** Mayor Robert J. Teich, Jr., Commissioner Reyna.

**OTHERS PRESENT:** Nathan Henne, City Manager, Brad Barrett, Finance Director.

**AGENDA:**

**IT WAS MOVED BY COMMISSIONER GILBERT AND SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE AGENDA AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**MINUTES:**

**IT WAS MOVED BY COMMISSIONER ARDELEAN AND SUPPORTED BY COMMISSIONER GILBERT TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD DECEMBER 7, 2022.**

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** No public comments.

Appreciation was extended to City Manager Henne for stepping in during the interim period as the DDA seeks out a new Director. One application has been received and the search has been expanded. The link needs to be updated for the website posting. Appreciation was also extended to Sue Osika for her service to the DDA Board.

**ITEMS OF BUSINESS:**

- 1. CHECK REGISTER DECEMBER 2022:** GLOW Owosso expenses and the New Year's Eve Block Party.

**MOTION BY COMMISSIONER WHEELER, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE CHECK REGISTER AS PRESENTED FOR DECEMBER 2022.**

**AYES: ALL. MOTION CARRIED.**

- 2. AUDIT PRESENTATION & APPROVAL.** Outlined by Brad Barrett, City Finance Director, for fiscal year ending June 30, 2022. This will be the last separate DDA audit that will occur as it will be combined with the City's audit. The actual TIF capture will be reflected in the Financial Statements going forward. The audit will now reflect the State report. A processing fee will be charged for Revolving Loans which will become revenue to the DDA.

**MOTION BY COMMISSIONER GILBERT, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE AUDIT AS PRESENTED FOR FISCAL YEAR ENDING JUNE 30, 2022.**

**AYES: ALL. MOTION CARRIED.**

3. **BUDGET REPORT:** A request was made for additional line items and some have been added. The Finance Director explained the purchase order process.
4. **WEBSITE:** Discussion regarding whether or not the website has an expiration date. Updates need to be made in a more timely manner than what is available at this time.

Appreciation was given to Nick Bruckman, Americorps Member, for his work on keeping the DDA's social media updated.

#### **COMMITTEE UPDATES:**

1. **Design:** Soil Boring for the chairman lights is complete and the reports are being compiled. Farmers Garden will be doing petunias for the downtown baskets this year. Peterson Landscaping will be watering again this year. Chairman Moore suggested communication between made about the long term plans for the flower baskets. Commissioner Wheeler will reach out to Nick Bruckman to have it posted.
2. **Promotion:** New Years Eve Ball Drop was a success and netted a profit. Discussion about raising ticket prices for the Chocolate Walk.
3. **Organization:** There is no committee chair at this time.
4. **Economic Vitality:** The two Match on Main grants are going well. They will wrap up Aviator Jayne's grant first and then they will work on Taphouse. The Vibrancy Grant has components that have not been completed yet and Main Street will be contacted for guidance regarding the Rotating Retail and the Incubator Kitchen. Operation Brown Bag is a program that was proposed with the idea to create exposure for food service businesses that do not offer a delivery program.

#### **BOARD CONTINUING EDUCATION/INFORMATION:**

2023 Board Retreat will be held January 11, 2023 from 6:00pm – 9:00pm in Old Town, Lansing-CANCELLED.

National Main Street Conference will be held March 27-29, 2023 in Boston, Massachusetts. Dollars have not been allocated for attendance at this conference.

**DIRECTOR UPDATES:** The posting is up with a January 23, 2023 deadline. The Board will be involved in the interview process. It was suggested that the City Manager, Board Chair and Commissioner Olson be the application review committee. It will be posted to a Main Street website, if available.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:** Chairman Moore noted Brianna Marrah resigned from the Board. There is one seat remaining to fill who is required to be a Downtown resident. An advertisement may be an option.

Finance Director Barrett indicated 1098s were mailed as were the coupon books for the RLF loans. The Liquidity Portal is an investment option through Huntington Bank that bears a higher interest rate and may be used for DDA funds.

Chairman Moore indicated a finance committee meeting will be scheduled as budget amendments need to be completed.

#### **ADJOURNMENT:**

**IT WAS MOVED BY COMMISSIONER GILBERT AND SUPPORTED BY COMMISSIONER OMER TO ADJOURN AT 8:59 A.M. AYES: ALL. MOTION CARRIED.**

**NEXT MEETING FEBRUARY 1, 2023.**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/20/2023	1	135701	AMERICAN SPEEDY PRINTING	WORK PLAN EXPENDITURES	818.000	705	51.00
01/20/2023	1	135725	HARRIS ELECTRIC LLC	REPAIRED DOWNTOWN OUTDOOR OUTLETS FOR	818.000	200	3,498.73
01/20/2023	1	135734	KELLY'S REFUSE	DOWNTOWN TRASH CAN PICK UP	930.000	200	1,000.00
01/20/2023	1	135749	OWOSSO-WATER FUND	UTILITIES	920.000	200	363.05
01/20/2023	1	135752	RIVERS FAB AND WELDING	WORK PLAN EXPENDITURES	818.000	706	1,500.00
01/20/2023	1	135770	WOLVERINE FIREWORKS DISPLAY INC	FIREWORKS DISPLAY 12-31-2022	818.790	705	3,000.00
01/20/2023	1	8789 (A)	GABRIDGE & COMPANY PLC	DDA AUDIT FEE (CARRY OVER FROM CHANGE)	818.000	200	3,500.00
01/20/2023	1	8809 (A)	LUDINGTON ELECTRIC, INC.	BUILDING MAINTENANCE	930.000	200	236.80
01/20/2023	1	8820 (A)	OFFICE SOURCE	OPERATING SUPPLIES	728.000	200	333.00
01/20/2023	1	8832 (A)	SOILS AND MATERIAL ENGINEERS INC	SOIL BORINGS - WASHINGTON STREET LITES	965.585	901	3,300.00
01/20/2023	1	8839 (A)	VERIZON WIRELESS	TELEPHONE	920.300	200	43.20
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							16,825.78



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## ***MEMORANDUM***

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DATE: January 30, 2023

TO: Owosso DDA

FROM: Nathan Henne – City Manager

SUBJECT: DDA board bylaw amendments – board makeup and number of members

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This would amend the DDA/OMS bylaws to increase the size of the board from 9 to 11 members, allow the Mayor to designate a member of council to serve on the board in his/her stead, and eliminate non-voting ex officio board membership.

**RESOLUTION**

**ADOPTING THE OWOSSO MAIN STREET/DDA BYLAWS**

WHEREAS, the Owosso Main Street/DDA is a public commission which is responsible for holding its own meetings in accordance with the Open Meetings Act, Act 267, Public Acts of Michigan, 1976, as amended; and

WHEREAS, the commissioners of the Owosso Main Street/DDA have drafted and approved bylaws to direct the conduct and activities of such meetings and are submitting them to the City Council for approval.

NOW, THEREFORE, BE IT RESOLVED that the Owosso OMS/DDA approves the bylaws of the Owosso Main Street/DDA as follows, such bylaws to be effective immediately:

**BYLAWS GOVERNING THE DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET OF THE CITY OF OWOSSO**

**ARTICLE I**

**PURPOSES**

Section 1. Statement of purposes. The purpose or purposes for which the Authority is organized are as follows: To act as a downtown development authority in accordance with Act 197 'of the Public Acts- of 1975, as amended; including but not limited to; to correct and prevent deterioration in downtown district; to encourage historical preservation; to create and implement development plans, to promote the economic growth; to encourage the expansion of commercial enterprises. In furtherance of these purposes, the Authority shall have all of the powers which now are or hereafter may be, conferred by law on authorities organized under Act 227, Public Acts of 1972, Act 149, Public Acts of 1911; Act 202, Public Acts of 1943; Act 94, Public Acts of 1933; Act 344, Public Acts of 1945, as amended; and particularly the powers granted by Act 197, Public Acts of 1975, and especially Section 7 thereof, to wit:

- (a) Prepare an analysis of economic changes taking place in the downtown district.
- (b) Study and analyze the impact of metropolitan growth upon the downtown district.
- (c) Plan and propose the construction, the renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the Board, aids in the economic growth of the downtown district.
- (d) Develop long-range, plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
- (e) Implement any plan of development in the downtown district necessary to achieve the purposes of Act 197, in accordance with the powers of the Authority as granted by Act 197.
- (f) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.

- (g) Acquire by purchase or otherwise, on terms and conditions and in a manner the Authority deems proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests therein, which the Authority determines is reasonably necessary to achieve the purposes of this, and to grant or acquire licenses, easements, and options with respect thereto.
- (h) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances thereto, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination thereof.
- (i) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the Authority.
- (j) Lease any building or property under its control, or any part thereof.
- (k) Accept grants and donations of property, labor, or other things of value from a public or private source.
- (l) Acquire and construct public facilities.

subject to any amendments to said statute either increasing or diminishing the powers of downtown development authorities formed thereunder.

Section 2. Development of work plans. The mission of the program will be achieved through the board's commitment to the National Main Street's Work Plan process, using its four-point approach through the organization committee, promotion committee, design committee, and the economic restructuring committee.

## ARTICLE II

### OFFICES

Section 1. Offices. The Authority may have such offices as the Board may determine, or the affairs of the Authority may require from time to time.

## ARTICLE III

### BOARD

Section 1. General Powers. The affairs of the Authority shall be managed by its Board.

Section 2. Number, Tenure and Qualifications. The Board of the Authority shall consist of ~~nine~~ ~~(9)~~ **eleven (11)** persons, the Chief Executive Officer of the City of Owosso **or their designee on City Council** and, ~~eight (8)~~ **ten (10)** members. The members shall be appointed for a term of four (4) years. At least five of the members shall be persons having an interest in property located in the downtown district. At least one of the members shall be a resident of the downtown district, so long as the district has 100 or more persons residing within it.

~~The Board may also include not more than two (2) ex-officio non-voting members. The ex-officio members of the Board may include the prior members of the Board, a representative of the City of Owosso and/or representatives from community organizations. The outgoing Board Chair may remain on the Board as a non-voting ex-officio member for one year after his/her term has ended.~~

Section 3. Selection of Board Members. The Chief Executive Officer of the City of Owosso with the advice and consent of the City Council, shall appoint the members of the Board. Subsequent Board members shall be appointed in the same manner as the original appointments at the expiration of each member's term of office.

Section 4. Expiration of Term; Continuation in Office; Reappointment; Filling Vacancies. Members whose term of office has expired shall continue to hold office until his/her successor has been appointed with the advice and consent of the City Council to serve additional terms. If a vacancy is created by the death, resignation, or removal of a member, a successor shall be appointed with the advice and consent of the City Council within thirty (30) days to hold office for the remainder of the term so vacated.

Section 5. Removal. Pursuant to notice and an opportunity to be heard, a member may be removed from office for inefficiency, neglect of duty, misconduct, malfeasance, accumulation of three (3) or more unexcused absences in a twelve (12) month period, or any other good cause by a majority vote of the City Council.

Section 6. Disclosure of Interests. A board member who has a direct interest in any matter before the Authority shall disclose his/her interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure, shall then refrain from participating in the Authority's decision making processes relative to such matter.

Section 7. Annual Meeting. An annual meeting of the Board shall be held on the first Wednesday in the month of June in each year beginning with the year 2011 at the hour of seven-thirty a.m. for the purpose of electing officers and for the transaction of such other business as may come before the meeting. If the election of officers shall not be held on the day designated herein for any annual meeting or any adjournment thereof, the Board shall cause the election to be held at a regular or special meeting of the Board within 90 days of the annual meeting.

Section 8. Regular Meetings. Regular meetings of the Board shall be held at such time and place as the Board shall from time to time determine.

Section 9. Special Meetings. Special meetings of the Board may be called by or at the written request of the chairman or any two members. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meetings of the Board called by them.

Section 10. Notice of Meetings. Except as otherwise provided by law, all meetings shall be preceded by public notice in accordance with Public Act 267 of the Public Acts of 1976, as amended.

Section 11. Quorum and Voting. A majority of the members of the Board then in office shall constitute a quorum for the transaction of business. In the event that effective membership is reduced because of Disclosure of Interest (Article III, Section 6), a majority of the remaining members of the Board then in office shall constitute a quorum for the transaction of business.

Except in those cases where a larger majority is required by law, no motion, resolution or action shall be adopted or passed, nor shall any appointment be made, nor any person removed from office as permitted by these Rules, except by the affirmative vote of at least five (5) members of the Board.

Section 12. Public Meetings. The meetings of the Board 'shall be public.'

Section 13. Public Comment. Members of the Public may comment at the meetings of the Board. An individual will have no more than three (3) minutes to deliver their comment.



Section 14. Compensation of Members. Members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary expenses subject to authorization by a vote of two-thirds of the majority of the Board members then qualified to vote.

## ARTICLE IV

### OFFICERS

Section 1. Officers. The officers of the Authority shall be a chairman and vice-chairman.

Section 2. Election and Terms of Office. Officers of the Authority shall be elected annually by the Board at the regular annual meeting of the Board. If the election of officers shall not be held at such meeting, such election shall be held within 90 days of such meeting. Each officer shall hold office until his/her successor shall have been duly elected and shall have qualified.

Section 3. Removal. Any officer elected or appointed by the Board may be removed by the Board whenever in its judgment the best interests of the Authority would be served thereby.

Section 4. Vacancies. A vacancy in office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board for the unexpired portion of the term.

Section 5. Chairman. The chairman shall preside at all meetings of the Board and shall discharge the duties of the presiding officer.

Section 6. Vice-Chairman. In the absence of the chairman or in event of his/her inability or refusal to act, the vice-chairman shall perform the duties of the chairman, and when so acting, shall have all the powers of and be subject to all the restrictions upon the chairman. Any vice-chairman, shall perform such other duties as from time to time may be assigned to him/her by the chairman or by the Board.

Section 7. Employment of Personnel. The Board may employ personnel as deemed necessary by the Board. Such personnel may include, but not be limited to, a director, treasurer, secretary and legal counsel.

Section 7.1. Director. The Board may employ and fix the compensation of a director, subject to approval by the City Council. The director shall serve at the pleasure of the Board. A member of the Board shall not hold the position of director while serving on the Board. The Board may require the director to post a bond payable to the Authority for the use and benefit of the Authority. The premium for such bond is to be paid by the Authority. Subject to the approval of the Board, the director shall supervise, and be responsible for the preparation of plans and the performance of the functions of the Authority. The director shall attend the meetings of the Board, and shall render to the Board and to the City Council a regular report covering the activities and financial condition of the authority. The director shall furnish the Board with information or reports governing the operation of the Authority as the Board requires. If the director is absent or disabled, the Board may delegate his/her functions and responsibilities to any person otherwise qualified under this section. Such other person shall be designated as the acting director.

Section 7.2. Treasurer. The Board may employ and fix the compensation of a treasurer, who shall keep the financial records of the Authority and who, together with the director, shall approval all vouchers for the expenditure of funds of the Authority. If required by the Board, the treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board shall determine. He shall have charge and custody of, and be responsible for, all funds and securities of the Authority; receive and give receipts for moneys due and payable to the Authority from any source whatsoever, and deposit all such moneys in the name of the Authority in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article

VI of these rules; and in general perform all the duties incident to the office of treasurer and such other duties as shall be assigned from time to time by the Board.

Section 7.3. Secretary. The Board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the Board and keep a record of its proceedings. The secretary shall see that all notices are duly given in accordance with the provisions of these rules or as required by law and shall keep a register of the post office address of each Board member as furnished by such member. The secretary shall also perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Board.

Section 7.4. Legal Counsel. The Board may retain legal counsel to advise the Board in the proper performance of its duties and to represent the Authority in actions brought by or against the Authority.

## **ARTICLE V**

### **COMMITTEES**

Section 1. Committees of Members. The Board, by resolution adopted by a majority of the Board, may designate and appoint one or more committees, each of which shall consist of two or more members, which committees shall have and exercise such authority as shall be granted to them by such resolution; provided, however, such committee shall not have the power or authority to adopt an agreement of merger or consolidation or an agreement for the sale, lease or exchange of all, or substantially all of the Authority's property and assets, dissolve the Authority or amend the rules of the Authority. Except as otherwise provided in such resolution, the members of such committee shall be members of the Authority and the Chairman shall appoint the members thereof. Any member may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the Authority shall be served by such removal.

Section 2. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the members of the Authority and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 3. Chairman. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

Section 4. Quorum. Unless otherwise provided in the resolution of the Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

## **ARTICLE VI**

### **CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

Section 1. Contracts. The Board may authorize the chairman, agent or agents of the Authority, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authorization may be general or confined to specific instances.

Section 2. Checks, Drafts, etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by two persons as designated by the Board.

Section 3. Deposits. All funds of the Authority shall be immediately deposited to the credit of the Authority in such banks, trust, companies or other depositories as the Board may select.

Section 4. Gifts. The Board may accept on behalf of the Authority any contribution, gift, bequest or devise for the general purposes or for any special purposes of the Authority.

## **ARTICLE VII**

### **BOOKS AND RECORDS**

The Authority shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board and committees having any of the powers of the Board, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Authority shall be open to the public at all times. An annual audit shall be conducted by an independent Certified Public Accountant and published, and shall be in compliance with Public Act No. 2 of 1968 and Public Act 621 of 1978.

## **ARTICLE VIII**

### **FISCAL YEAR**

The fiscal year of the corporation shall begin on the first day of July and end on the last day of June in each year.

## **ARTICLE IX**

### **AMENDMENTS TO RULES**

These rules may be altered, amended or repealed and new rules may be adopted by a majority of the members present at any regular meeting if written notice is given of intention to alter, amend or repeal or to adopt new rules at such meeting. The full nature of the rule change shall be included in the notice. Adoption of rule changes shall require affirmative votes by the majority of the members appointed. Changes in these rules are subject to approval by the City Council.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

The rules contained the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.



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# MEMORANDUM

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DATE: January 30, 2023  
TO: Owosso DDA  
FROM: Nathan Henne – City Manager  
SUBJECT: Fiscal Year Ending 6-30-2023 – 2nd Quarter DDA Budget Amendment

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Please find attached FY 2022-2023 DDA budget amendment. This amendment is necessary to be compliant with City of Owosso charter (Chapter 8) and Public Act 2 of 1968 (MCL 141.434 - 141.437).

## SUMMARY

### DDA Fund (248)

Revenue: (-) TIF: 5% reduction due to Library millage opting out of DDA tax capture  
(+) State Sources: Reflect 2 grant awards (MOM and Vibrancy)  
(+) Local Stabilization: State payment for personal property tax repeal  
(+) Wesener Loan Principal  
(+) Wesener Loan Interest  
(-) Donations  
(-) Income: Economic Restructuring - Moved to state sources revenue  
(+) Income: Promotion – event donations  
(-) Income: Organization – Unclear what this was for. Zeroed  
(+) EV Station: No income originally budgeted  
(+) MISC: \$950 actual revenue. Remaining consists of required entries to satisfy corrections necessary in transfer from Quickbooks to BS&A and balance General Ledger with DDA Audit

Revenue Overall: Increase of \$20,016. This mostly pertains to the recording of grant revenues for Vibrancy and Match on Main.

- Appropriations:
- (+) Contractual Services: watering, legal fees, electrician for street light repair, etc. I think the original budgeted amount was just much too low.
  - (+) Utilities: Water usage – plant watering
  - (+) Electricity: EV station
  - (+) Education and Training: None budgeted originally
  - (+) Wages: Stipend for hourly city staff member to assist DDA director in Sept 2022.
  - (+) Accrued Sick Leave: payout for 50% of sick leave upon Beth departure
  - (+) Other Compensation: Vacation time payout upon Beth departure
  - (-) Supplies: To reflect activity
  - (-) Work Plan Expenditures – Volunteers: Zeroed
  - (+) Retail Shopping Advertisement: flyers for shopping events, catering for EV ribbon cutting, general advertisement
  - (-) Work Plan Expenditures – Promotion: To reflect activity
  - (+) Art Walk: To reflect activity
  - (+) Glow: To reflect activity
  - (+) Summer Sensation: To reflect activity
  - (+) Motorcycle Days: To reflect activity
  - (+) NYE: To reflect activity
  - (-) Work Plan Expenditures – Design: To reflect activity
  - (+) Contractual Services: APRA Streetlight Replacement – Soil

Boring

Appropriation Overall: increase over original budget by \$16,223.63

This is the first budget amendment this fiscal year for the DDA. My main concern at this point is the \$20,000 that was received for the Vibrancy Grant. That grant was spread much too thin – trying to accomplish too much with very little money. If the Vibrancy grant plan cannot be satisfied by the June deadline, I'm afraid the DDA will have to return that money to the state. Right now, my best estimate is that around \$4000 of the grant funding has already been spent.

### **RECOMMENDATION:**

Adopt 2<sup>nd</sup> quarter FY 22-23 DDA budget amendment as presented.

GL Number	Description	22-23 Original Budget	YTD As Of 01/31/2023	2022-23 Amended Budget - PROPOSED
<b>--- Estimated Revenue ---</b>				
248-000-402.000	GENERAL PROPERTY TAX	33,655.00	29,644.40	33,655.00
<b>248-000-402.100</b>	<b>TIF</b>	<b>185,108.00</b>	<b>0.00</b>	<b>175,853.00</b>
248-000-540.000	STATE SOURCES	0.00	45,000.00	45,000.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	18,727.85	18,727.85
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	1,800.00	112.08	1,800.00
248-000-670.000	LOAN PRINCIPAL	0.00	680.20	700.00
248-000-670.100	LOAN INTEREST	0.00	1,421.37	1,500.00
248-000-674.200	DONATIONS	5,432.00	0.00	0.00
248-000-674.300	INCOME-ECNMC RESTRUCTING	20,000.00	0.00	0.00
248-000-674.400	INCOME-PROMOTION	17,600.00	18,989.90	19,000.00
248-000-674.500	INCOME-ORGANIZATION	10,000.00	0.00	0.00
248-000-674.600	INCOME-DESIGN	0.00	0.00	0.00
248-000-674.700	EV STATION REVENUE	0.00	206.30	250.00
248-000-675.000	MISCELLANEOUS	0.00	11,676.81	11,676.81
248-000-699.101	GENERAL FUND TRANSFER	37,952.00	20,097.69	20,100.00
248-000-699.287	ARPA TRANSFER IN	0.00	3,300.00	3,300.00
<b>Total Estimated Revenue:</b>		<b>311,547.00</b>	<b>149,856.60</b>	<b>331,562.66</b>
<b>--- Appropriations ---</b>				
248-200-728.000	OPERATING SUPPLIES	3,450.00	1,911.29	3,450.00
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	0.00	0.00
248-200-810.000	INSURANCE & BONDS	3,000.00	3,000.00	3,000.00
<b>248-200-818.000</b>	<b>CONTRACTUAL SERVICES</b>	<b>6,500.00</b>	<b>16,531.27</b>	<b>25,000.00</b>
<b>248-200-920.000</b>	<b>UTILITIES</b>	<b>0.00</b>	<b>1,927.89</b>	<b>3,000.00</b>
<b>248-200-920.100</b>	<b>ELECTRICITY-EV STATION</b>	<b>0.00</b>	<b>899.15</b>	<b>1,800.00</b>
248-200-920.300	TELEPHONE	500.00	237.96	500.00
248-200-930.000	BUILDING MAINTENANCE	58,200.00	23,317.07	58,200.00
248-200-955.000	MEMBERSHIPS & DUES	1,000.00	0.00	1,000.00
<b>248-200-956.000</b>	<b>EDUCATION &amp; TRAINING</b>	<b>0.00</b>	<b>15.00</b>	<b>50.00</b>
248-200-995.101	TRANSFER TO GENERAL FUND	9,279.00	4,639.50	9,279.00

248-261-702.100	SALARIES	62,000.00	30,188.91	62,000.00
<b>248-261-702.200</b>	<b>WAGES</b>	<b>0.00</b>	<b>147.00</b>	<b>150.00</b>
<b>248-261-702.800</b>	<b>ACCRUED SICK LEAVE</b>	<b>0.00</b>	<b>868.04</b>	<b>900.00</b>
<b>248-261-703.000</b>	<b>OTHER COMPENSATION</b>	<b>0.00</b>	<b>2,480.10</b>	<b>2,500.00</b>
248-261-715.000	SOCIAL SECURITY (FICA)	4,743.00	2,580.23	4,743.00
248-261-716.100	HEALTH INSURANCE	19,920.00	9,576.48	19,920.00
248-261-716.200	DENTAL INSURANCE	785.00	361.47	785.00
248-261-716.300	OPTICAL INSURANCE	116.00	56.28	116.00
248-261-716.400	LIFE INSURANCE	491.00	247.17	491.00
248-261-716.500	DISABILITY INSURANCE	796.00	417.59	796.00
248-261-717.000	UNEMPLOYMENT INSURANCE	47.00	0.00	47.00
248-261-718.200	DEFINED CONTRIBUTION	5,580.00	3,031.57	5,580.00
248-261-719.000	WORKERS' COMPENSATION	403.00	289.39	403.00
<b>248-704-728.000</b>	<b>SUPPLIES</b>	<b>700.00</b>	<b>33.98</b>	<b>500.00</b>
<b>248-704-818.000</b>	<b>WORK PLAN EXPEND. - VOLUNTEERS</b>	<b>9,300.00</b>	<b>0.00</b>	<b>0.00</b>
<b>248-705-802.000</b>	<b>RETAIL SHOPPING ADVERTISEMENT</b>	<b>0.00</b>	<b>1,052.28</b>	<b>1,200.00</b>
<b>248-705-818.000</b>	<b>WORK PLAN EXPENDITURES</b>	<b>19,000.00</b>	<b>1,687.31</b>	<b>8,500.00</b>
<b>248-705-818.730</b>	<b>ART WALK</b>	<b>0.00</b>	<b>602.00</b>	<b>602.00</b>
<b>248-705-818.750</b>	<b>GLOW</b>	<b>0.00</b>	<b>5,267.63</b>	<b>5,267.63</b>
<b>248-705-818.760</b>	<b>SUMMER SENSATION</b>	<b>0.00</b>	<b>135.00</b>	<b>135.00</b>
<b>248-705-818.770</b>	<b>MOTORCYCLE DAYS</b>	<b>0.00</b>	<b>119.00</b>	<b>119.00</b>
<b>248-705-818.780</b>	<b>CHOCOLATE WALK</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b>248-705-818.790</b>	<b>NYE BLOCK PARTY</b>	<b>0.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
<b>248-706-818.000</b>	<b>WORK PLAN EXPENDITURES</b>	<b>11,600.00</b>	<b>1,675.42</b>	<b>5,800.00</b>
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	0.00	0.00	0.00
248-707-818.000	WORK PLAN EXPENDITURES	20,000.00	30.00	20,000.00
<b>248-707-818.000-VIBRANCY22</b>	<b>CONTRACTUAL SERVICES</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
248-901-965.585	CAPITAL CONTRIBUTION-DDA	1,900.00	0.00	1,900.00
<b>248-901-965.585-DDASTRLITE</b>	<b>CAPITAL CONTRIBUTION-DDA</b>	<b>0.00</b>	<b>3,300.00</b>	<b>3,300.00</b>
248-905-991.100	PRINCIPAL	60,694.00	2,722.83	60,694.00
248-905-993.000	INTEREST	17,738.00	9,225.72	17,738.00

<b>Total Appropriations:</b>		<b>317,742.00</b>	<b>132,574.53</b>	<b>333,965.63</b>
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<b>Net of Revenues &amp; Appropriations: Net of Revenues &amp; Appropriations:</b>		<b>(6,195.00)</b>	<b>17,282.07</b>	<b>(2,402.97)</b>
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Balances as of 01/31/2023

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 01/31/23	Available Balance	2023-24 Orig Budget	% Used
<b>Revenues</b>							
Department 000: REVENUE							
402.000	GENERAL PROPERTY TAX						
07/22/2022	GJ JULY 2-15 TAX COLLECTION			166395	4,056.50	JE# 12172	
08/05/2022	GJ JULY 16-AUG 1 TAX COLLECTION			166805	1,760.12	JE# 12201	
08/19/2022	GJ AUG 2 - AUG 15 TAX COLLECTION			167331	5,929.61	JE# 12243	
09/16/2022	GJ AUG 16-SEPT1 TAX COLLECTION			168309	12,089.17	JE# 12316	
09/29/2022	GJ 9/2-9/15 TAX COLLECTION			168735	806.91	JE# 12343	
10/14/2022	GJ SEPT 16 - OCT 1 TAX COLLECTION			169100	330.72	JE# 12385	
11/10/2022	GJ OCT 16-NOV1 TAX COLLECTION			170230	2,934.63	JE# 12431	
11/23/2022	GJ NOV 2 - NOV 15 TAX COLLECTION			170370	97.66	JE# 12440	
12/09/2022	GJ NOV 16-DEC 1 TAX COLLECTION			170678	1,573.95	JE# 12480	
01/17/2023	GJ DEC 16 - JAN 1 TAX COLLECTION			171634	65.13	JE# 12534	
402.000	GENERAL PROPERTY TAX	33,655.00	33,655.00	29,644.40	4,010.60	0.00	88.08
402.100	TIF	185,108.00	185,108.00	0.00	185,108.00	0.00	0.00
540.000	STATE SOURCES						
08/23/2022	CR MEDC GRANT 2022/2023 20K.			167369	20,000.00	Receipt #: 573199	
01/13/2023	GJ MATCH ON MAIN GRANT MEDC - AVIATOR JAYNE			171619	25,000.00	JE# 12537	
540.000	STATE SOURCES	0.00	0.00	45,000.00	(45,000.00)	0.00	100.00
573.000	LOCAL COMMUNITY STABILIZATION SHARE						
10/26/2022	CR			169331	18,727.85	Receipt #: 577137	
573.000	LOCAL COMMUNITY STABILIZATION S	0.00	0.00	18,727.85	(18,727.85)	0.00	100.00
665.000	INTEREST INCOME						
08/23/2022	CR MEDC GRANT 2022/2023 20K.			167370	7.44	Receipt #: 573199	
12/31/2022	GJ DECEMBER 2022 19 INTEREST ALLOCATION			171124	104.64	JE# 12506	
665.000	INTEREST INCOME	1,800.00	1,800.00	112.08	1,687.92	0.00	6.23
670.000	LOAN PRINCIPAL						
08/10/2022	CR			166903	329.25	Receipt #: 572243	
08/23/2022	CR			167367	330.90	Receipt #: 573197	
09/16/2022	CR			168291	332.55	Receipt #: 574622	
10/17/2022	GJ CORRT LOAN PAYMENT DISTRIB (WEISNER)			170656	1.66	JE# 12477	
10/17/2022	CR			169143	332.55	Receipt #: 576411	
11/07/2022	CR			169674	335.88	Receipt #: 578873	
12/05/2022	CR			170447	337.56	Receipt #: 580004	
12/06/2022	MRB SUMMARY MRB 12/06/2022			170498	339.25	050-470-021-012-00	
12/31/2022	GJ RECLASS PRINCIPAL AGAINST LOAN RECEIVABL			170675	(2,000.35)	JE# 12479	
01/04/2023	MRB SUMMARY MRB 01/04/2023			171171	340.95	050-470-021-012-00	
670.000	LOAN PRINCIPAL	0.00	0.00	680.20	(680.20)	0.00	100.00
670.100	LOAN INTEREST						
08/10/2022	CR			166902	190.74	Receipt #: 572243	
08/23/2022	CR			167368	173.09	Receipt #: 573197	
09/16/2022	CR			168291	180.44	Receipt #: 574622	
10/17/2022	GJ CORRT LOAN PAYMENT DISTRIB (WEISNER)			170656	(1.66)	JE# 12477	
10/17/2022	CR			169143	180.44	Receipt #: 576411	
11/07/2022	CR			169674	177.11	Receipt #: 578873	



Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 01/31/23	Available Balance	2023-24 Orig Budget	% Used
<b>Revenues</b>							
Department 000: REVENUE							
12/05/2022	CR			170447	175.43		Receipt #: 580004
12/06/2022	MRB SUMMARY MRB 12/06/2022			170498	173.74		050-470-021-012-00
01/04/2023	MRB SUMMARY MRB 01/04/2023			171171	172.04		050-470-021-012-00
670.100	LOAN INTEREST	0.00	0.00	1,421.37	(1,421.37)	0.00	100.00
674.200	DONATIONS						
07/21/2022	GJ CRCT DEPOSIT-DONATION TO DDA PROM INCOME			169184	(500.00)		JE# 12393
07/21/2022	CR			166292	500.00		Receipt #: 569344
674.200	DONATIONS	5,432.00	5,432.00	0.00	5,432.00	0.00	0.00
674.300	INCOME-ECNMC RESTRUCTING	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00
674.400	INCOME-PROMOTION						
07/21/2022	GJ CRCT DEPOSIT-DONATION TO DDA PROM INCOME			169184	500.00		JE# 12393
08/10/2022	CR			166901	100.00		Receipt #: 572241
08/10/2022	CR			166904	100.00		Receipt #: 572244
08/16/2022	CR			167020	500.00		Receipt #: 572670
08/16/2022	CR			167021	250.00		Receipt #: 572671
08/23/2022	CR			167365	250.00		Receipt #: 573185
09/06/2022	CR ART WALK			167828	1,000.00		Receipt #: 574320
09/06/2022	CR ART WALK			167833	500.00		Receipt #: 574325
09/14/2022	CR			168028	60.00		Receipt #: 574572
09/26/2022	CR			168444	250.00		Receipt #: 574748
09/26/2022	CR			168445	100.00		Receipt #: 574749
10/11/2022	CR			168883	500.00		Receipt #: 575683
10/18/2022	CR			169191	100.00		Receipt #: 576476
10/18/2022	CR			169192	100.00		Receipt #: 576477
10/18/2022	CR			169193	100.00		Receipt #: 576478
10/18/2022	CR			169194	100.00		Receipt #: 576479
10/18/2022	CR			169195	250.00		Receipt #: 576480
10/18/2022	CR			169196	750.00		Receipt #: 576481
10/18/2022	CR			169197	100.00		Receipt #: 576482
10/18/2022	CR			169198	100.00		Receipt #: 576483
10/25/2022	CR			169315	500.00		Receipt #: 577035
10/31/2022	CR			169522	270.00		Receipt #: 577605
11/11/2022	CR			169860	1,000.00		Receipt #: 579171
11/14/2022	CR			169883	250.00		Receipt #: 579202
11/14/2022	CR			169884	100.00		Receipt #: 579203
11/14/2022	CR			169887	1,215.00		Receipt #: 579240
11/22/2022	CR			170188	500.00		Receipt #: 579446
11/22/2022	CR			170189	500.00		Receipt #: 579447
11/22/2022	CR			170190	1,000.00		Receipt #: 579448
11/22/2022	CR			170191	500.00		Receipt #: 579449
11/22/2022	CR			170192	500.00		Receipt #: 579450
11/22/2022	CR			170193	500.00		Receipt #: 579451
11/22/2022	CR			170194	500.00		Receipt #: 579452
11/22/2022	CR			170195	500.00		Receipt #: 579453
11/22/2022	CR			170196	500.00		Receipt #: 579455
11/28/2022	CR			170262	250.00		Receipt #: 579521
11/28/2022	CR			170263	139.00		Receipt #: 579522
11/28/2022	CR			170264	1,105.90		Receipt #: 579523
11/28/2022	CR			170270	100.00		Receipt #: 579580
11/28/2022	CR			170271	1,510.00		Receipt #: 579581

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 01/31/23	Available Balance	2023-24 Orig Budget	% Used
<b>Revenues</b>							
Department 000: REVENUE							
12/01/2022	CR			170383	1,085.00		Receipt #: 579786
01/13/2023	CR			171368	755.00		Receipt #: 582616
674.400	INCOME-PROMOTION	17,600.00	17,600.00	18,989.90	(1,389.90)	0.00	107.90
674.500	INCOME-ORGANIZATION	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00
674.700	EV STATION REVENUE						
12/20/2022	GJ EV STATION REVENUES OCTOBER - NOVEMBER			170863	206.30		JE# 12491
674.700	EV STATION REVENUE	0.00	0.00	206.30	(206.30)	0.00	100.00
675.000	MISCELLANEOUS						
07/01/2022	GJ ADD WEISNER LOAN BALANCE TO GL			170657	36,747.78		JE# 12478
07/01/2022	GJ DDA FUND BALANCE - CORRECTIVE JE			171814	(152,277.56)		JE# 12548
07/19/2022	CR			166056	80,000.00		Receipt #: 569167
09/30/2022	CR			168692	350.00		Receipt #: 574801
10/01/2022	GJ TRANSFER FUNDS FROM BK 33 OWOSSO MAINSTR			169285	10,018.70		JE# 12398
11/07/2022	CR			169673	350.00		Receipt #: 578856
11/11/2022	GJ CLOSE BK ACCT 11092201368440657			169843	12,884.27		JE# 12428
12/02/2022	CR			170408	250.00		Receipt #: 579827
675.000	MISCELLANEOUS	0.00	0.00	(11,676.81)	11,676.81	0.00	100.00
699.101	GENERAL FUND TRANSFER						
09/30/2022	GJ 1ST QRTR TRANSFERS (2022-2023) DDA			168765	8,658.14		JE# 12358
12/31/2022	GJ GF TRANSFER TO DDA FOR DDA DIRECTOR @40%			171817	11,439.55		JE# 12549
699.101	GENERAL FUND TRANSFER	37,952.00	37,952.00	20,097.69	17,854.31	0.00	52.96
699.287	ARPA TRANSFER IN						
12/31/2022	GJ ARPA TRANSFER IN PO 43822 SOIL BORINGS			171822	3,300.00		JE# 12554
699.287	ARPA TRANSFER IN	0.00	0.00	3,300.00	(3,300.00)	0.00	100.00
<b>Total - Dept 000</b>		<b>311,547.00</b>	<b>311,547.00</b>	<b>126,502.98</b>	<b>185,044.02</b>	<b>0.00</b>	<b>40.60</b>
<b>Total Revenues</b>		<b>311,547.00</b>	<b>311,547.00</b>	<b>126,502.98</b>	<b>185,044.02</b>	<b>0.00</b>	<b>40.60</b>
<b>Expenditures</b>							
Department 200: GEN SERVICES							
728.000	OPERATING SUPPLIES						
09/02/2022	AP POSTAGE CHARGES			167655	2.65		Inv #: '08/21/2022' Vendor '00193'
09/02/2022	AP DEFOAMER FOR FOUNTAIN DPW QPO 27690			167528	152.00		Inv #: '142987' Vendor '01115'
09/30/2022	AP LAPTOP AND DOCK FOR DDA IT QPO 27336			168540	1,213.00		Inv #: '10614949240' Vendor '02302'
10/14/2022	AP SEPTEMBER 2022 - STAPLES ORDER			169010	91.99		Inv #: '1644466070' Vendor '05710'
11/10/2022	AP POSTAGE CHARGES			169783	1.71		Inv #: '10/21/2022' Vendor '00193'
11/11/2022	GJ OPERATING SUPPLIES - CC PAYMENT			169843	14.78		JE# 12428
12/09/2022	AP CREDIT CARD STATEMENT NOV. 2022			170582	9.99		Inv #: '11/31/2022' Vendor '100538'
12/09/2022	AP FINAL ACCOUNT 774 DDA EXPENSE - CLOSE TH			170571	43.47		Inv #: '525082' Vendor '16300'
12/09/2022	AP POSTAGE AND INK FOR MACHINE			170615	1.71		Inv #: '7900044080051448' Vendor '00193'
12/15/2022	GJ OPERATING SUPPLIES - PAPER STATEMENT FEE			171136	2.01		JE# 12511
12/29/2022	GJ EIG BLUE HOST 34.99/GOOGLE STORAGE 9.99			171038	44.98		JE# 12495
01/20/2023	AP OFFICE CHAIR FOR DDA QPO 27927			171553	333.00		Inv #: '589066' Vendor '36710'

Balances as of 01/31/2023

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 01/31/23	Available Balance	2023-24 Orig Budget	% Used
<b>Expenditures</b>							
Department 200: GEN SERVICES							
728.000	OPERATING SUPPLIES	3,450.00	3,450.00	1,911.29	1,538.71	0.00	55.40
810.000	INSURANCE & BONDS						
09/16/2022	AP POLICY PREMIUM 7-1-2022 - 7-1-2023 FIRST			168206	1,500.00		Inv #: 'M0001050,R0001050' Vendor '32042'
12/09/2022	AP POLICY PREMIUM 7-1-2022 - 7-1-2023 TERM			170600	1,500.00		Inv #: 'M0001050 R0001050' Vendor '32042'
810.000	INSURANCE & BONDS	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
818.000	CONTRACTUAL SERVICES						
08/05/2022	AP WATERING FLOWER BASKETS & GARDENS & FLOW			166757	1,822.33		Inv #: '3026' Vendor '100570'
08/05/2022	AP GARDEN WEEDING JULY 2022			166758	1,290.00		Inv #: '3032' Vendor '100570'
08/19/2022	AP LEGAL SERVICES FOR CITY 07/12/2022 - 08/			167150	62.50		Inv #: '08/08/2022' Vendor '100062'
09/02/2022	AP MONTHY WATERING FOR DOWNTOWN			167652	1,290.00		Inv #: '3098' Vendor '100570'
09/16/2022	AP BS&A SOFTWARE 08/01/2022 - 8/01/2023			168057	259.52		Inv #: '142654' Vendor '02604'
09/30/2022	AP DDA CARRY OVER SERVICE CONTRACT DOWNTOWN			168609	1,290.00		Inv #: '3173' Vendor '100570'
09/30/2022	AP LEGAL SERVICES AUG 9TH - SEPT 12 2022			168567	875.00		Inv #: '9/13/2022' Vendor '100062'
10/14/2022	AP LEGAL SERVICES FOR THE CITY OF OWOSSO 9/			168949	625.00		Inv #: '10/10/2022' Vendor '100062'
10/14/2022	AP NETWORK ADMINISTRATOR/ENGINEERING SERVIC			168973	475.00		Inv #: 'S145668' Vendor '03613'
10/28/2022	AP DDA CARRY OVER SERVICE CONTRACT DOWNTOWN			169430	876.00		Inv #: '3036' Vendor '100570'
11/10/2022	AP NETWORK ADMINISTRATOR/ENGINEERING SERVIC			169760	150.00		Inv #: 'S146244' Vendor '03613'
11/23/2022	AP LEGAL SERVICES FOR CITY 10/11/2022 - 11/			170126	300.00		Inv #: '11/15/2022' Vendor '100062'
12/09/2022	AP STREET LIGHT GFI OUTLET REPAIR FOR GLOW			170593	217.19		Inv #: '28396' Vendor '30620'
01/20/2023	AP WORKED ON OUTDOOR OUTLETS FOR XMAS LIGHT			171503	3,498.73		Inv #: '2952' Vendor '100365'
01/20/2023	AP AUDIT SERVICES OF FINANCIAL STATEMENTS F			171490	3,500.00		Inv #: '7340249' Vendor '100092'
818.000	CONTRACTUAL SERVICES	6,500.00	6,500.00	16,531.27	(10,031.27)	0.00	254.33
920.000	UTILITIES						
08/19/2022	AP WATER BILL 100 S WASHINGTON ST			167204	70.40		Inv #: '2859590001AUG22' Vendor '38695'
10/14/2022	AP CITY OF OWOSSO UTILITY BILLS 10-1-22			168992	1,711.91		Inv #: 'UTILITY 10-1-22' Vendor '38695'
10/18/2022	AP Void Invoice UTILITY 10-1-22 38695			169160	(1,711.91)		Inv #: 'UTILITY 10-1-22' Vendor '38695'
10/28/2022	AP CITY UTILITY BILLS QUARTERLY BILL 10/202			169428	1,494.44		Inv #: 'UTILITY BILLS 10/22' Vendor '38695'
01/20/2023	AP OWOSSO UTILITY BILLS			171560	363.05		Inv #: '12/19/2022' Vendor '38695'
920.000	UTILITIES	0.00	0.00	1,927.89	(1,927.89)	0.00	100.00
920.100	ELECTRICITY-EV STATION						
09/16/2022	AP 102 S WASHINGTON ST. AUG22			168127	148.49		Inv #: '100090256676AUG22' Vendor '06674'
10/14/2022	AP CITY OF OWOSSO CONSUMERS UTILITY BILL			168934	750.66		Inv #: '09/2022' Vendor '06674'
920.100	ELECTRICITY-EV STATION	0.00	0.00	899.15	(899.15)	0.00	100.00
920.300	TELEPHONE						
08/19/2022	AP PHONE SERVICE JULY 2022			167233	33.33		Inv #: '9912420658' Vendor '55400'
09/16/2022	AP CELLULAR PHONE SERVICES AUG 2022			168250	33.25		Inv #: '9914755781' Vendor '55400'
10/28/2022	AP CELLULAR LINE CHARGES SEPT 2022			169456	41.76		Inv #: '9917116047' Vendor '55400'
11/23/2022	AP CELLULAR PHONE CHARGES OCT, 2022			170180	43.21		Inv #: '9919492654' Vendor '55400'
12/22/2022	AP CELLULAR PHONE CHARGES NOV, 2022			170922	43.21		Inv #: '9921873076' Vendor '55400'
01/20/2023	AP CITY CELL PHONE USAGE DEC. 2022			171598	43.20		Inv #: '9924257992' Vendor '55400'
920.300	TELEPHONE	500.00	500.00	237.96	262.04	0.00	47.59
930.000	BUILDING MAINTENANCE						
07/30/2022	GJ JULY 1-31 2022 EQUIP CHARGES			167451	119.11		JE# 12250
08/05/2022	AP 2022 PUBLIC RESTROOM USE			166753	3,000.00		Inv #: '838' Vendor '100467'

Balances as of 01/31/2023

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 01/31/23	Available Balance	2023-24 Orig Budget	% Used
<b>Expenditures</b>							
Department 200: GEN SERVICES							
08/31/2022	GJ AUGUST 2022 EQUIPMENT CHARGES			168418	507.96		JE# 12330
09/02/2022	AP FLUSHING AND CLEANING OF DOWNTOWN FOUNTA			167649	594.40		Inv #: '7092' Vendor '38625'
09/02/2022	AP JULY PURCHASES FOR DDA, 518510, B81521,			167591	62.94		Inv #: 'ACCOUNT 774 JULY' Vendor '16300'
09/16/2022	AP ANNUAL IRRIGATION LINE WORK DOWNTOWN - C			168240	2,191.00		Inv #: '10943' Vendor '13407'
09/16/2022	AP AUGUST WEEDING - 8 HOURS PER WEEK			168219	960.00		Inv #: '3103' Vendor '100570'
09/16/2022	AP DDA GILBERTS PURCHASES AUGUST 2022			168173	105.82		Inv #: '519796,520329,804836' Vendor '1630'
09/30/2022	GJ EQUIPMENT RENTAL CHARGES - SEPT 2022			168895	179.98		JE# 12378
09/30/2022	AP DDA STORAGE RENTAL AGREEMENT FOR 2022-20			168521	2,400.00		Inv #: '180' Vendor '06485'
09/30/2022	AP DDA - DOWNTOWN TRASH CANS PICK UP - CARR			168575	2,000.00		Inv #: '2115 9/27/22' Vendor '04496'
09/30/2022	AP DDA - DOWNTOWN TRASH CANS PICK UP - CARR			168575	10.00		Inv #: '2115 9/27/22' Vendor '04496'
09/30/2022	AP TABLE DELIVERED TO DDA 9/7/2022			168605	44.29		Inv #: '7098' Vendor '38625'
09/30/2022	AP ARTWALK PRIZE - FAMILY PHOTO SHOOT			168556	500.00		Inv #: '9/13/2022' Vendor '100585'
10/14/2022	AP DDA - DOWNTOWN TRASH CANS PICK UP - CARR			168968	1,000.00		Inv #: '2115 SEPT. 2022' Vendor '04496'
10/28/2022	AP FALL CLEAN UP			169431	750.00		Inv #: '3241' Vendor '100570'
10/28/2022	AP INV# 521747, 522401			169387	29.98		Inv #: 'DDA PURCHASES' Vendor '16300'
10/29/2022	GJ EQUIPMENT RENTAL OCT 1 - 29 2022			169809	138.92		JE# 12425
10/29/2022	GJ DPW WAGE CHARGE BACK OCTOBER 1-29			169828	104.71		JE# 12426
11/10/2022	AP DDA - DOWNTOWN TRASH CANS PICK UP - CARR			169753	1,000.00		Inv #: '10/31/2022' Vendor '04496'
11/26/2022	GJ EQUIPMENT RENTAL CHARGES 10-30 THR 11-26			170817	639.36		JE# 12488
11/26/2022	GJ DPW WAGES			170818	2,024.65		JE# 12489
11/26/2022	GJ DPW FRINGES			170818	1,096.43		JE# 12489
12/02/2022	GJ BUILDING MAINTENANCE DPW WAGES			170398	668.14		JE# 12457
12/02/2022	GJ BUILDING MAINTENANCE DPW FRINGES			170398	361.83		JE# 12457
12/09/2022	AP REIMBURSEMENT FOR GARLAND FOR MAIN STREET			170561	65.78		Inv #: '11/29/22' Vendor '100581'
12/09/2022	AP NOVEMBER 2022 AMAZON ORDERS			170530	419.85		Inv #: '13LJ-TGG1-4TPD' Vendor '07971'
12/09/2022	AP DDA - DOWNTOWN TRASH CANS PICK UP - CARR			170588	1,000.00		Inv #: '2115 11/22' Vendor '04496'
12/24/2022	GJ EQUIPMENT CHARGE BACK FOR DECEMBER2022B			171850	40.29		JE# 12557
12/24/2022	GJ BUILDING MAINTENANCE -DPW WAGES 12-24-22			171851	61.50		JE# 12558
12/24/2022	GJ BUILDING MAINTENANC-DPW FRINGES 12-24-22			171851	3.33		JE# 12558
01/20/2023	AP ELECTRICAL WORK ON PLAZA LOT DPW QPO 279			171532	236.80		Inv #: '28430' Vendor '30620'
01/20/2023	AP DDA - DOWNTOWN TRASH CANS PICK UP - CARR			171521	1,000.00		Inv #: 'ACCT#2115 12/31/22' Vendor '04496'
930.000	BUILDING MAINTENANCE	58,200.00	58,200.00	23,317.07	34,882.93	0.00	40.06
955.000	MEMBERSHIPS & DUES	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00
956.000	EDUCATION & TRAINING						
10/28/2022	AP PARKING FEE REIMBURSEMENT			169381	15.00		Inv #: '10/25/2022' Vendor '100581'
956.000	EDUCATION & TRAINING	0.00	0.00	15.00	(15.00)	0.00	100.00
995.101	TRANSFER TO GENERAL FUND						
12/31/2022	GJ DDA CONTRIBUT TO GF 7-1-22 THR 12-31-22			171818	4,639.50		JE# 12550
995.101	TRANSFER TO GENERAL FUND	9,279.00	9,279.00	4,639.50	4,639.50	0.00	50.00
<b>Total - Dept 200</b>		<b>81,929.00</b>	<b>81,929.00</b>	<b>52,479.13</b>	<b>29,449.87</b>	<b>0.00</b>	<b>64.05</b>
Department 261: GENERAL ADMIN							
702.100	SALARIES						
07/14/2022	PR SUMMARY PR 07/14/2022			165935	2,384.62		547
07/14/2022	PRAW SUMMARY PRAW 07/14/2022			166880	(953.84)		547
07/28/2022	PR SUMMARY PR 07/28/2022			166388	2,480.00		548
08/11/2022	PR SUMMARY PR 08/11/2022			166867	2,480.00		549
08/25/2022	PR SUMMARY PR 08/25/2022			167384	2,480.00		550

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 01/31/23	Available Balance	2023-24 Orig Budget	% Used
<b>Expenditures</b>							
Department 261: GENERAL ADMIN							
09/08/2022	PR SUMMARY PR 09/08/2022			167860	2,480.00	551	
09/22/2022	PR SUMMARY PR 09/22/2022			168382	2,480.00	554	
10/06/2022	PR SUMMARY PR 10/06/2022			168784	2,480.00	555	
10/20/2022	PR SUMMARY PR 10/20/2022			169205	2,480.00	556	
11/03/2022	PR SUMMARY PR 11/03/2022			169581	2,480.00	557	
11/17/2022	PR SUMMARY PR 11/17/2022			169922	2,480.00	558	
12/01/2022	PR SUMMARY PR 12/01/2022			170321	2,480.00	559	
12/15/2022	PR SUMMARY PR 12/15/2022			170754	2,480.00	560	
12/29/2022	PR SUMMARY PR 12/29/2022			171039	1,478.13	561	
702.100	SALARIES	62,000.00	62,000.00	30,188.91	31,811.09	0.00	48.69
702.200	WAGES						
08/25/2022	GJ CORRECT PYE8-20-2022			168475	49.00	JE# 12336	
09/22/2022	PR SUMMARY PR 09/22/2022			168382	98.00	554	
702.200	WAGES	0.00	0.00	147.00	(147.00)	0.00	100.00
702.800	ACCRUED SICK LEAVE						
12/29/2022	PR SUMMARY PR 12/29/2022			171039	868.04	561	
702.800	ACCRUED SICK LEAVE	0.00	0.00	868.04	(868.04)	0.00	100.00
703.000	OTHER COMPENSATION						
12/29/2022	PR SUMMARY PR 12/29/2022			171039	2,480.10	561	
703.000	OTHER COMPENSATION	0.00	0.00	2,480.10	(2,480.10)	0.00	100.00
715.000	SOCIAL SECURITY (FICA)						
07/14/2022	PRAW SUMMARY PRAW 07/14/2022			166880	(73.06)	547	
07/14/2022	PR SUMMARY PR 07/14/2022			165935	182.67	547	
07/28/2022	PR SUMMARY PR 07/28/2022			166388	189.99	548	
08/11/2022	PR SUMMARY PR 08/11/2022			166867	189.98	549	
08/25/2022	PR SUMMARY PR 08/25/2022			167384	189.98	550	
08/25/2022	GJ CORRECT PYE8-20-2022			168475	3.75	JE# 12336	
09/08/2022	PR SUMMARY PR 09/08/2022			167860	189.98	551	
09/22/2022	PR SUMMARY PR 09/22/2022			168382	197.48	554	
10/06/2022	PR SUMMARY PR 10/06/2022			168784	189.99	555	
10/20/2022	PR SUMMARY PR 10/20/2022			169205	189.98	556	
11/03/2022	PR SUMMARY PR 11/03/2022			169581	190.00	557	
11/17/2022	PR SUMMARY PR 11/17/2022			169922	190.00	558	
12/01/2022	PR SUMMARY PR 12/01/2022			170321	190.00	559	
12/15/2022	PR SUMMARY PR 12/15/2022			170754	189.99	560	
12/29/2022	PR SUMMARY PR 12/29/2022			171039	369.50	561	
715.000	SOCIAL SECURITY (FICA)	4,743.00	4,743.00	2,580.23	2,162.77	0.00	54.40
716.100	HEALTH INSURANCE						
07/14/2022	PR SUMMARY PR 07/14/2022			165935	1,595.14	547	
07/14/2022	PRAW SUMMARY PRAW 07/14/2022			166880	(638.05)	547	
07/14/2022	GJ TO REVERSE MANUAL JOURNAL ENTRY: 12208			166896	638.05	JE# 12213	
08/11/2022	PR SUMMARY PR 08/11/2022			166867	1,595.14	549	
09/02/2022	AP HEALTH INSURANCE PREIUM 09/2022			167653	5.64	Inv #: '222270069' Vendor '39785'	
09/08/2022	PR SUMMARY PR 09/08/2022			167860	1,595.14	551	
10/06/2022	PR SUMMARY PR 10/06/2022			168784	1,595.14	555	

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 01/31/23	Available Balance	2023-24 Orig Budget	% Used
<b>Expenditures</b>							
Department 261: GENERAL ADMIN							
11/03/2022	PR SUMMARY PR 11/03/2022			169581	1,595.14	557	
12/01/2022	PR SUMMARY PR 12/01/2022			170321	1,595.14	559	
716.100	HEALTH INSURANCE	19,920.00	19,920.00	9,576.48	10,343.52	0.00	48.07
716.200	DENTAL INSURANCE						
07/14/2022	PRAW SUMMARY PRAW 07/14/2022			166880	(24.93)	547	
07/14/2022	PR SUMMARY PR 07/14/2022			165935	62.32	547	
07/14/2022	GJ TO REVERSE MANUAL JOURNAL ENTRY: 12209			166897	24.93	JE# 12214	
08/11/2022	PR SUMMARY PR 08/11/2022			166867	62.32	549	
08/25/2022	PR SUMMARY PR 08/25/2022			167384	(2.49)	550	
09/08/2022	PR SUMMARY PR 09/08/2022			167860	59.83	551	
10/06/2022	PR SUMMARY PR 10/06/2022			168784	59.83	555	
11/03/2022	PR SUMMARY PR 11/03/2022			169581	59.83	557	
12/01/2022	PR SUMMARY PR 12/01/2022			170321	59.83	559	
716.200	DENTAL INSURANCE	785.00	785.00	361.47	423.53	0.00	46.05
716.300	OPTICAL INSURANCE						
07/14/2022	PR SUMMARY PR 07/14/2022			165935	9.24	547	
07/14/2022	PRAW SUMMARY PRAW 07/14/2022			166880	(3.70)	547	
07/14/2022	GJ TO REVERSE MANUAL JOURNAL ENTRY: 12212			166900	3.70	JE# 12217	
08/11/2022	PR SUMMARY PR 08/11/2022			166867	9.24	549	
09/08/2022	PR SUMMARY PR 09/08/2022			167860	9.24	551	
10/06/2022	PR SUMMARY PR 10/06/2022			168784	9.52	555	
11/03/2022	PR SUMMARY PR 11/03/2022			169581	9.52	557	
12/01/2022	PR SUMMARY PR 12/01/2022			170321	9.52	559	
716.300	OPTICAL INSURANCE	116.00	116.00	56.28	59.72	0.00	48.52
716.400	LIFE INSURANCE						
07/14/2022	PRAW SUMMARY PRAW 07/14/2022			166880	(16.37)	547	
07/14/2022	PR SUMMARY PR 07/14/2022			165935	40.92	547	
07/14/2022	GJ TO REVERSE MANUAL JOURNAL ENTRY: 12210			166898	16.37	JE# 12215	
08/11/2022	PR SUMMARY PR 08/11/2022			166867	40.92	549	
09/08/2022	PR SUMMARY PR 09/08/2022			167860	40.92	551	
10/06/2022	PR SUMMARY PR 10/06/2022			168784	40.92	555	
11/03/2022	PR SUMMARY PR 11/03/2022			169581	42.57	557	
12/01/2022	PR SUMMARY PR 12/01/2022			170321	40.92	559	
716.400	LIFE INSURANCE	491.00	491.00	247.17	243.83	0.00	50.34
716.500	DISABILITY INSURANCE						
07/14/2022	PR SUMMARY PR 07/14/2022			165935	89.04	547	
07/14/2022	PRAW SUMMARY PRAW 07/14/2022			166880	(35.61)	547	
07/14/2022	GJ TO REVERSE MANUAL JOURNAL ENTRY: 12211			166899	35.61	JE# 12216	
08/11/2022	PR SUMMARY PR 08/11/2022			166867	65.19	549	
09/08/2022	PR SUMMARY PR 09/08/2022			167860	65.19	551	
10/06/2022	PR SUMMARY PR 10/06/2022			168784	65.19	555	
11/03/2022	PR SUMMARY PR 11/03/2022			169581	67.79	557	
12/01/2022	PR SUMMARY PR 12/01/2022			170321	65.19	559	
716.500	DISABILITY INSURANCE	796.00	796.00	417.59	378.41	0.00	52.46
717.000	UNEMPLOYMENT INSURANCE	47.00	47.00	0.00	47.00	0.00	0.00

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 01/31/23	Available Balance	2023-24 Orig Budget	% Used
<b>Expenditures</b>							
Department 261: GENERAL ADMIN							
718.200	DEFINED CONTRIBUTION						
07/14/2022	PRAW SUMMARY PRAW 07/14/2022			166880	(85.84)	547	
07/14/2022	PR SUMMARY PR 07/14/2022			165935	214.62	547	
07/28/2022	PR SUMMARY PR 07/28/2022			166388	223.20	548	
08/11/2022	PR SUMMARY PR 08/11/2022			166867	223.20	549	
08/25/2022	PR SUMMARY PR 08/25/2022			167384	223.20	550	
08/25/2022	GJ CORRECT PYE8-20-2022			168475	4.41	JE# 12336	
09/08/2022	PR SUMMARY PR 09/08/2022			167860	223.20	551	
09/22/2022	PR SUMMARY PR 09/22/2022			168382	232.02	554	
10/06/2022	PR SUMMARY PR 10/06/2022			168784	223.20	555	
10/20/2022	PR SUMMARY PR 10/20/2022			169205	223.20	556	
11/03/2022	PR SUMMARY PR 11/03/2022			169581	223.20	557	
11/17/2022	PR SUMMARY PR 11/17/2022			169922	223.20	558	
12/01/2022	PR SUMMARY PR 12/01/2022			170321	223.20	559	
12/15/2022	PR SUMMARY PR 12/15/2022			170754	223.20	560	
12/29/2022	PR SUMMARY PR 12/29/2022			171039	434.36	561	
718.200	DEFINED CONTRIBUTION	5,580.00	5,580.00	3,031.57	2,548.43	0.00	54.33
719.000	WORKERS' COMPENSATION						
07/30/2022	GJ WORKERS COMP PAYMENT PREPAID TO EXPENSE			166886	83.67	JE# 12205	
08/19/2022	AP POLICY PREMIUM 2022			167194	83.67	Inv #: '6544206' Vendor '32044'	
10/28/2022	AP POLICY # 5001200-21 PAYROLL AUDIT			169404	38.38	Inv #: '8075206' Vendor '32044'	
12/09/2022	AP POLICY PREMIUM 2022 # 3			170599	83.67	Inv #: '6545206' Vendor '32044'	
719.000	WORKERS' COMPENSATION	403.00	403.00	289.39	113.61	0.00	71.81
<b>Total - Dept 261</b>		<b>94,881.00</b>	<b>94,881.00</b>	<b>50,244.23</b>	<b>44,636.77</b>	<b>0.00</b>	<b>52.95</b>
Department 704: ORGANIZATION							
728.000	SUPPLIES						
11/23/2022	AP OCTOBER 2022 - STAPLES ORDER PART 1			170167	33.98	Inv #: '1645026403' Vendor '05710'	
728.000	SUPPLIES	700.00	700.00	33.98	666.02	0.00	4.85
818.000	WORK PLAN EXPEND. - VOLUNTEERS	9,300.00	9,300.00	0.00	9,300.00	0.00	0.00
<b>Total - Dept 704</b>		<b>10,000.00</b>	<b>10,000.00</b>	<b>33.98</b>	<b>9,966.02</b>	<b>0.00</b>	<b>0.34</b>
Department 705: PROMOTION							
802.000	RETAIL SHOPPING ADVERTISEMENT						
09/02/2022	AP ADVERTISING FOR DDA			167536	200.00	Inv #: '142194' Vendor '01718'	
09/02/2022	AP ADVERTISING FOR DDA			167598	250.00	Inv #: '22625' Vendor '22109'	
09/30/2022	AP FLYERS FOR GHOULS NIGHT OUT DDA			168516	25.00	Inv #: '13554' Vendor '01253'	
11/23/2022	AP GHOULS NIGHT OUT SUPPLIES FOR DDA			170096	286.00	Inv #: '13684' Vendor '01253'	
12/09/2022	AP GO GREEN RIBBON CUTTING EVENT			170520	250.00	Inv #: '11/10/22' Vendor 'MISC'	
12/09/2022	AP BALLOON'S FOR GHOUL'S NIGHT OUT			170526	41.28	Inv #: 'GHOUL'S NIGHT' Vendor 'MISC'	
802.000	RETAIL SHOPPING ADVERTISEMENT	0.00	0.00	1,052.28	(1,052.28)	0.00	100.00
818.000	WORK PLAN EXPENDITURES						
09/30/2022	AP ENTERTAINMENT FOR 2022 ART WALK DDA			168487	200.00	Inv #: '09/13/2022' Vendor 'MISC'	
09/30/2022	AP REIMBURSEMENT FOR PAYMENT OF ENTERTAINMEN			168553	200.00	Inv #: '9/10/22' Vendor '100581'	
09/30/2022	AP EMPLOYEE REIMBURSEMENT ARTWALK DDA			168646	342.78	Inv #: '9/13/2022' Vendor '100581'	

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 01/31/23	Available Balance	2023-24 Orig Budget	% Used
<b>Expenditures</b>							
Department 705: PROMOTION							
09/30/2022	AP EMPLOYEE REIMBURSEMENT ARTWALK SUPPLIES D			168551	18.03		Inv #: '9/13/22' Vendor '100581'
09/30/2022	AP EMPLOYEE REIMBURSEMENT ARTWALK DDA			168552	200.00		Inv #: '9/8/2022' Vendor '100581'
10/28/2022	AP OKTOBERFEST - ENTERTAINMENT REIMBURSEMEN			169412	500.00		Inv #: '10/11/2022' Vendor '100481'
10/28/2022	AP INV# 521747, 522401			169387	47.58		Inv #: 'DDA PURCHASES' Vendor '16300'
11/23/2022	AP OCTOBER 2022 AMAZON ORDERS			170090	127.92		Inv #: '19YJ-GTTX-14WH' Vendor '07971'
01/20/2023	AP THANK YOU CARDS FOR DDA			171432	51.00		Inv #: '14026' Vendor '01253'
818.000	WORK PLAN EXPENDITURES	19,000.00	19,000.00	1,687.31	17,312.69	0.00	8.88
818.730	ART WALK						
09/16/2022	AP VINTAGE MOTORCYCLE DAYS PRINTING FOR DDA			168054	183.00		Inv #: '13426' Vendor '01253'
09/16/2022	AP 12 TABLES FOR DDA 9/10/2022			168242	144.00		Inv #: '53349' Vendor '100425'
09/16/2022	AP 1ST PLACE CHALK ART CONTEST WINNER - ART			168041	100.00		Inv #: '9/13/2022' Vendor 'MISC'
09/16/2022	AP 2ND PLACE CHALK ART CONTEST WINNER - ART			168042	50.00		Inv #: '9/13/2022' Vendor 'MISC'
09/16/2022	AP 3RD PLACE CHALK ART CONTEST WINNER - ART			168043	25.00		Inv #: '9/13/2022' Vendor 'MISC'
09/30/2022	AP MACRAME CLASS FOR DDA			168488	100.00		Inv #: '9/13/2022' Vendor 'MISC'
818.730	ART WALK	0.00	0.00	602.00	(602.00)	0.00	100.00
818.750	GLOW						
11/23/2022	AP HORSE WAGON RIDES FOR DDA GLOW EVENT			170099	750.00		Inv #: '11/15/22' Vendor '100601'
11/23/2022	AP GLOW PARADE POSTCARDS FOR DDA			170095	20.00		Inv #: '13781' Vendor '01253'
11/23/2022	AP NOVEMBER 2022 AMAZON ORDERS			170092	26.99		Inv #: '1H63-M96N-7MK3' Vendor '07971'
12/09/2022	AP DEEJAY SERVICES FOR DDA GLOW EVENT			170624	300.00		Inv #: '11/25/22' Vendor '100603'
12/09/2022	AP GLOW RUN PROGRAM FOR DDA			170601	750.00		Inv #: '11/29/2022' Vendor '100602'
12/09/2022	AP MEDALS FOR GLOW RUN			170557	802.77		Inv #: '11983' Vendor '32008'
12/09/2022	AP NOVEMBER 2022 - STAPLES ORDER			170628	43.87		Inv #: '1645589041' Vendor '05710'
12/09/2022	AP SHIRTS FOR GLOW RUN DDA			170535	2,274.00		Inv #: '3627' Vendor '100532'
12/09/2022	AP 1ST PLACE GLOW PARADE WINNER			170521	125.00		Inv #: 'GLOW' Vendor 'MISC'
12/09/2022	AP 2ND PLACE GLOW PARADE WINNER			170522	75.00		Inv #: 'GLOW' Vendor 'MISC'
12/09/2022	AP 3RD PLACE GLOW PARADE WINNER			170523	50.00		Inv #: 'GLOW' Vendor 'MISC'
12/09/2022	AP DDA OWOSSO GLOW PARADE WINNER			170524	25.00		Inv #: 'GLOW' Vendor 'MISC'
12/09/2022	AP DDA OWOSSO GLOW PARADE WINNER			170525	25.00		Inv #: 'GLOW' Vendor 'MISC'
818.750	GLOW	0.00	0.00	5,267.63	(5,267.63)	0.00	100.00
818.760	SUMMER SENSATION						
08/05/2022	AP PORTA JOHN RENTAL FOR EVENT			166775	105.00		Inv #: '07/13/2022' Vendor '06984'
08/05/2022	AP LABELS FOR DDA			166630	30.00		Inv #: '13695' Vendor '01253'
818.760	SUMMER SENSATION	0.00	0.00	135.00	(135.00)	0.00	100.00
818.770	MOTORCYCLE DAYS						
09/30/2022	AP TROPHIES FOR DDA MOTORCYCLE DAYS			168542	119.00		Inv #: '30002' Vendor '32008'
818.770	MOTORCYCLE DAYS	0.00	0.00	119.00	(119.00)	0.00	100.00
818.790	NYE BLOCK PARTY						
01/20/2023	AP FIREWORKS DISPLAY - NEWS YEAR EVENT 2022			171611	3,000.00		Inv #: '0031225-IN' Vendor '100607'
818.790	NYE BLOCK PARTY	0.00	0.00	3,000.00	(3,000.00)	0.00	100.00
<b>Total - Dept 705</b>		<b>19,000.00</b>	<b>19,000.00</b>	<b>11,863.22</b>	<b>7,136.78</b>	<b>0.00</b>	<b>62.44</b>
Department 706: DESIGN							
818.000	WORK PLAN EXPENDITURES						



Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 01/31/23	Available Balance	2023-24 Orig Budget	% Used
<b>Expenditures</b>							
Department 706: DESIGN							
09/16/2022	AP FLOWER REIMBURSEMENT PROGRAM			168040	58.42		Inv #: '9/07/2022' Vendor 'MISC'
11/23/2022	AP BUSINESS CARDS FOR DDA			170094	117.00		Inv #: '13624' Vendor '01253'
01/20/2023	AP BIKES AND TRASH CANS PAINTED AND REPAIRE			171570	1,500.00		Inv #: '6166' Vendor '100608'
818.000	WORK PLAN EXPENDITURES	11,600.00	11,600.00	1,675.42	9,924.58	0.00	14.44
<b>Total - Dept 706</b>		<b>11,600.00</b>	<b>11,600.00</b>	<b>1,675.42</b>	<b>9,924.58</b>	<b>0.00</b>	<b>14.44</b>
Department 707: ECONOMIC RESTRUCTURING							
818.000	WORK PLAN EXPENDITURES						
11/23/2022	AP DDA INFLUNCER PROGRAM - REIMBURSE DORT F			170109	1,000.00		Inv #: '11/22/22' Vendor '06022'
12/09/2022	AP BUSINESS CARDS FOR DDA			170532	30.00		Inv #: '13899' Vendor '01253'
818.000	WORK PLAN EXPENDITURES	20,000.00	20,000.00	1,030.00	18,970.00	0.00	5.15
<b>Total - Dept 707</b>		<b>20,000.00</b>	<b>20,000.00</b>	<b>1,030.00</b>	<b>18,970.00</b>	<b>0.00</b>	<b>5.15</b>
Department 901: CAPITAL OUTLAY							
965.585	CAPITAL CONTRIBUTION-DDA						
01/20/2023	AP WASHINGTON STREET SOIL BORINGS FOR PED L			171578	3,300.00		Inv #: '136809' Vendor '100090'
965.585	CAPITAL CONTRIBUTION-DDA	1,900.00	1,900.00	3,300.00	(1,400.00)	0.00	173.68
<b>Total - Dept 901</b>		<b>1,900.00</b>	<b>1,900.00</b>	<b>3,300.00</b>	<b>(1,400.00)</b>	<b>0.00</b>	<b>173.68</b>
Department 905: DEBT SERVICE							
991.100	PRINCIPAL						
07/22/2022	AP DDA RLF BUSINESS DEV. LOAN			166665	385.79		Inv #: '07/01/22' Vendor '06022'
09/16/2022	AP BUSINESS DEVELOPMENT LOAN DDA AUG2022			168066	387.73		Inv #: '6498' Vendor '06022'
09/16/2022	AP BUSINESS DEVELOPMENT LOAN DDA SEPT2022			168067	388.69		Inv #: '6563' Vendor '06022'
10/14/2022	AP BUSINESS DEVELOPMENT LOAN DDA OCT2022			168931	388.69		Inv #: '15' Vendor '06022'
10/28/2022	AP BUSINESS DEVELOPMENT LOAN DDA NOV2022			169372	389.67		Inv #: '16' Vendor '06022'
11/23/2022	AP BUSINESS DEVELOPMENT LOAN DDA NOV. 2022			170108	390.64		Inv #: '17' Vendor '06022'
12/22/2022	AP BUSINESS DEVELOPMENT LOAN DDA DEC. 2022			170966	391.62		Inv #: '18' Vendor '06022'
991.100	PRINCIPAL	60,694.00	60,694.00	2,722.83	57,971.17	0.00	4.49
993.000	INTEREST						
07/22/2022	AP DDA RLF BUSINESS DEV. LOAN			166665	66.86		Inv #: '07/01/22' Vendor '06022'
09/16/2022	AP BUSINESS DEVELOPMENT LOAN DDA AUG2022			168066	64.92		Inv #: '6498' Vendor '06022'
09/16/2022	AP BUSINESS DEVELOPMENT LOAN DDA SEPT2022			168067	63.96		Inv #: '6563' Vendor '06022'
10/14/2022	AP BUSINESS DEVELOPMENT LOAN DDA OCT2022			168931	63.96		Inv #: '15' Vendor '06022'
10/14/2022	AP RESTROOM RENTAL FOR DDA			169006	280.00		Inv #: '2022-764' Vendor '06984'
10/14/2022	AP ACCOUNT# 3584278005 OWOSSOMILT21			168959	8,500.00		Inv #: '9/19/2022' Vendor '100497'
10/28/2022	AP BUSINESS DEVELOPMENT LOAN DDA NOV2022			169372	62.98		Inv #: '16' Vendor '06022'
11/23/2022	AP BUSINESS DEVELOPMENT LOAN DDA NOV. 2022			170108	62.01		Inv #: '17' Vendor '06022'
12/22/2022	AP BUSINESS DEVELOPMENT LOAN DDA DEC. 2022			170966	61.03		Inv #: '18' Vendor '06022'
993.000	INTEREST	17,738.00	17,738.00	9,225.72	8,512.28	0.00	52.01
<b>Total - Dept 905</b>		<b>78,432.00</b>	<b>78,432.00</b>	<b>11,948.55</b>	<b>66,483.45</b>	<b>0.00</b>	<b>15.23</b>
<b>Total Expenditures</b>		<b>317,742.00</b>	<b>317,742.00</b>	<b>132,574.53</b>	<b>185,167.47</b>	<b>0.00</b>	<b>41.72</b>

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO  
Balances as of 01/31/2023

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2022-23 Orig Budget	2022-23 Amended Budget	YEAR-TO-DATE THRU 01/31/23	Available Balance	2023-24 Orig Budget	% Used
NET OF REVENUES AND EXPENDITURES		(6,195.00)	(6,195.00)	(6,071.55)	(123.45)	0.00	



## MEMORANDUM

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301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

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DATE: January 27, 2023  
TO: DDA/ Main Street Loan Recipient  
FROM: Brad Barrett, Finance Director  
SUBJECT: 2022 1098 Mortgage Interest Statement

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Happy New Year....

Enclosed is your 2022 1098 Form (Mortgage Interest Statement) associated with an Owosso Main Street / Downtown Development Authority Revolving Loan.

The City of Owosso purchased and implemented a new accounting software program in 2022 to assist with the managing of the Owosso Main Street / Downtown Development Authority Revolving Loan Program. As a result, loans that originated before 6/30/2021, will have a mortgage origination date of 6/30/2021, which reflects the date the loan was converted over to the new software program.

It is important to note that 1098s for the 2023 calendar year will be mailed with your 2024 payment coupon books sometime in January 2024.

All loan recipients are encouraged to sign up for the automatic revolving loan payment program. There is no cost to participate in this program and your monthly payment will be pulled from a designated bank account on the 1<sup>st</sup> of each month. An enrollment form can be requested from Owosso City Hall.

In addition, it is important to keep your contact information, such as mailing address, phone number and email address, up to date with the City of Owosso. If there are changes and or updates, please email me at [brad.barrett@ci.owosso.mi.us](mailto:brad.barrett@ci.owosso.mi.us).

Again, Happy New Year and if you have any questions, feel free to contact the Owosso Finance Department at 989-725-0575.



## MEMORANDUM

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301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

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DATE: December 13, 2022

TO: DDA/ Main Street Loan Recipient

FROM: Brad Barrett, Finance Director

SUBJECT: 2023 Loan Payment Coupon Book

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Happy Holidays....

Enclosed is your 2023 Loan Payment Coupon Book associated with an Owosso Main Street / Downtown Development Authority Revolving Loan. The coupon book covers payments from January 2023 to February 2024 (14 payment coupons). Your 2024 coupon book will be mailed out some time in January 2024 with a 1098 for the 2023 calendar year.

It is important to note that 1098s for the 2022 calendar year will be mailed separately in January 2023. As stated last year, regular monthly payment invoices will no longer be mailed to loan recipients. However, past due statements are mailed to recipients.

All loan recipients are encouraged to sign up for the automatic revolving loan payment program. There is no cost to participate in this program and your monthly payment will be pulled from a designated bank account on the 1<sup>st</sup> of each month. An enrollment form is included with your loan payment coupon book. Please complete the form and return to Owosso City Hall.

It is important to keep your contact information, such as mailing address, phone number and email address, up to date with the City of Owosso. If there are changes and or updates, please email me at [brad.barrett@ci.owosso.mi.us](mailto:brad.barrett@ci.owosso.mi.us).

Again, Merry Christmas and Happy New Year. If you have any questions, feel free to contact the Owosso Finance Department at 989-725-0575.

NOTE: The City of Owosso Finance Department needs a 1098 account number for this limited liability corporation.