



Regular Meeting Agenda
Owosso DDA/Main Street

Wednesday December 2, 2015, 7:30 a.m.
Owosso City Council Chambers,
301 W Main St.
Owosso, MI 48867

Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by promoting historic preservation and drawing both local residents and visitors to our city.

7:30 to 7:40

Call to order and roll call:

Review and approval of agenda: December 2, 2015

Review and approval of minutes: November 4, 2015

Public Comments:

7:40 to 8:00

Committee Updates

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

8:00 to 8:30

Items of Business:

- 1) Check Register (Resolution)
- 2) Budget Report/Budget Updates..... (Discussion)
- 3) Façade Grant Update (Susan)..... (Discussion)
- 4) New Communication Tool (Lance) (Resolution)
- 5) Year End Accreditation Update (Josh) Discussion)
- 6) Upcoming Special Meetings (Josh).....(Discussion)
 - a) Board Retreat – Monday, December 14th from 6pm-8pm in the Wesener
- 7) Goodbye to Alaina Kraus..... (Discussion)

Public Comments:

Board Comments:

Adjournment:

[The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes 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.]

November Board Meeting Minutes



REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
November 4, 2015 – 7:30 am.

MEETING CALLED TO ORDER at 7:42 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Kevin Wiles, Ken Cushman ,
Lance Omer, and Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Bill Gilbert, Shar Haskins Benjamin Frederick,

OTHERS PRESENT: Josh Adams, Main Street Manager; Susan Montenegro, City of Owosso;
Janae Fear, The Independent

AGENDA:

MOTION BY AUTHORITY MEMBER CUSHMAN SUPPORTED BY AUTHORITY MEMBER
WILES TO APPROVE THE AGENDA FOR NOVEMBER 4, 2015.
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER WILES, SUPPORTED BY AUTHORITY MEMBER OMER
TO APPROVE THE MINUTES FOR THE MEETING OF OCTOBER 7, 2015 WITH SLIGHT
MODIFICATIONS.
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

COMMITTEE UPDATES

1) Design

The wayfinding signs are finally moving forward, but since 10 on MDOT roads they must now
be approved by the .

They are also working on Christmas decor complementary to GLOW to promote glasses

Heidi O'Dea is doing a shipping event next Friday and invited Montenegro to sell drinking
glasses there.

Decorate Downtown did not do as well as last year so a group will be meeting up again this
weekend.

2) Economic Restructuring

Emily Panterra (MMS) came to the meeting and they discussed the projects in motion and business succession planning. Two businesses have agreed to be test pilots in Owosso for succession planning.

Ask Owosso lanyards were also seen.

Security Alarm has been sold but we don't know who is moving in yet.

3) Organization

The process of purchasing development accounts for the downtown app has begun which will allow us to offer app development as a service at a discount from the normal set-up fee.

Website and newsletter work plans were reviewed along with planning for Kraus moving in the near future.

4) Promotion

GLOW is going full tilt. December events are being discussed. December 12th will be Ugly Sweater Saturday in coordination with Stretch's Ugly Sweater 5k.

Still looking for a Christmas tree. A proposal had been put to a local bank to purchase an artificial tree that can be grown taller over time. The initial investment would be about \$9,000 for a 20ft tree.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

Adams asked if there was a preference between check number and account number display. Cushman said account and the board agreed. Acton also confirmed that Adams has information on file for miscellaneous checks. This information is in his office.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE CHECK REGISTER FOR OCTOBER 2015 AS PRESENTED. YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT/BUDGET UPDATES

In general the budget is being better and growing. Adams said or cash flow is getting a lot better. It can be attributed in part to a rising TIFF capture with rising home values. Also, some of the DDA project payments are coming in and fundraising is contributing.

3. FACADE GRANT UPDATE

Grants are back and to move forward. We are limited to 7 this year and approx. 20 businesses were interested, so the process of figuring out who is cash ready to begin facade work begun. There are also a handful of free design services available to do the renderings.

4. UPCOMING SPECIAL MEETINGS

- A. Board Retreat – Monday, December 14th from 6pm-8pm in the Wesener

This will be held in Acton's new office on the 3rd floor of the Wesener.

- B. Brainstorming Session (tentative)– Wednesday, January 27th: time & location TBD

Planning will still have planning at a committee level, but this will allow them to communicate each other.

PUBLIC / BOARD / STAFF COMMENTS:

There is a person of interest to fill Gonyou's position, but it is not yet official.

MOTION MADE BY WILES, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO
ADJOURN AT 8:17 AM.
YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary

November Check Register
By Check Number



**Owosso Main Street
Check Register - By Check Number
November 2015**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2190	11/05/2015	First Bank Card	October CC payment	296-000-101.250 Checking #0425	
	11/04/2015		October CC payment	296-000-202.100 Credit Card	-681.10
TOTAL					-681.10
2191	11/05/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	11/05/2015		Manager Wages 10/23/15 - 11/6/15	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2192	11/05/2015	Kelly's Refuse	Downtown Trash Removal	296-000-101.250 Checking #0425	
	11/04/2015		Downtown Trash Removal 10/1/15 - 10/3...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2193	11/05/2015	Shattuck Specialty Adv...	Ribbon Lanyards & Badge Holders for ...	296-000-101.250 Checking #0425	
	11/02/2015		Ribbon Lanyards & Badge Holders for As...	296-698-818.000 ER WK PLNS	-232.04
TOTAL					-232.04
2194	11/17/2015	American Speedy Print	Holiday Event Posters	296-000-101.250 Checking #0425	
	11/19/2015		Holiday Event Posters	296-696-818.000-GLOW	-71.00
TOTAL					-71.00
2195	11/17/2015	City of Owosso	Misc. Operations	296-000-101.250 Checking #0425	
	11/11/2015		Misc. Operations	296-200-831.000 MAINTENANCE	-436.95
TOTAL					-436.95
2196	11/17/2015	Comstock Inn & Confer...	Conference Room Rental	296-000-101.250 Checking #0425	
	11/11/2015		Conference Room Rental for Year-End A...	296-200-728.000 OPER SUPPLIES	-25.00
TOTAL					-25.00
2197	11/17/2015	Gilbert's Do It Best	Downtown Maintenance Supplies	296-000-101.250 Checking #0425	
	11/19/2015		Downtown Maintenance Supplies	296-200-831.000 MAINTENANCE	-24.24
TOTAL					-24.24

**Owosso Main Street
Check Register - By Check Number
November 2015**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2198	11/17/2015	Sue Treen	Supply Reimbursement for Glow Run	296-000-101.250 Checking #0425	
	11/19/2015		Glow Run reimbursement - black lights	296-696-818.000-GLOW	-93.03
TOTAL					-93.03
2199	11/17/2015	Wintergreen Corporation	Downtown Christmas Light Purchase	296-000-101.250 Checking #0425	
	11/19/2015		Downtown Christmas Light Purchase	296-696-818.000-GLOW	-973.23
TOTAL					-973.23
2200	11/19/2015	Bronner's Commercial ...	Replacement Bulbs for Downtown Chr...	296-000-101.250 Checking #0425	
	11/19/2015		Replacement Bulbs for Downtown Christ...	296-200-831.000 MAINTENANCE	-290.60
TOTAL					-290.60
2201	11/19/2015	DayStarr Communication	Phone Service	296-000-101.250 Checking #0425	
	11/19/2015		phone forwarding service	296-200-728.000 OPER SUPPLIES	-15.19
TOTAL					-15.19
2202	11/19/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	11/19/2015		Manager Wages 11/6/15 to 11/20/15	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2203	11/25/2015	Jons-R-Us	Portable Restrooms for Glow Run	296-000-101.250 Checking #0425	
	11/25/2015		Portable Restrooms for Glow Run	296-696-818.000-GLOW	-150.00
TOTAL					-150.00
2204	11/25/2015	Sound Wavz DJ Entert...	DJ Services for Glow Run	296-000-101.250 Checking #0425	
	11/25/2015		DJ Services for Glow Run	296-696-818.000-GLOW	-175.00
TOTAL					-175.00

November Budget Report
Year-to-Date



Owosso Main Street
Profit & Loss Budget vs. Actual
 July through November 2015

<u>Ordinary Income/Expense</u>	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<i>Income</i>			
296-000-401.403 GEN PROP TAX	26,688.02	27,700.00	-1,011.98
296-000-401.405 TIF	0.00	149,300.00	-149,300.00
296-000-671.676 DESIGN INCOME			
296-000-671.676-FLOWER PROGRAM	542.00	0.00	542.00
Total 296-000-671.676 DESIGN INCOME	542.00	0.00	542.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	1,400.00	0.00	1,400.00
296-000-671.678-GLOW	8,500.00	0.00	8,500.00
296-000-671.678-MKTCAMP	50.00	0.00	50.00
296-000-671.678-PALOOZA	200.00		
Total 296-000-671.678 PRO INCOME	10,150.00	0.00	10,150.00
296-000-671.694 MISC	7.20	0.00	7.20
Total Income	37,387.22	177,000.00	-139,612.78

Owosso Main Street
Profit & Loss Budget vs. Actual
 July through November 2015

	<u>Jul - Nov 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<u>Expense</u>			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	383.11	1,000.00	-616.89
296-200-818.000 CONTRACT SER	0.00	2,800.00	-2,800.00
296-200-831.000 MAINTENANCE	10,012.39	17,000.00	-6,987.61
296-200-858.000 MEMBER + DUES	0.00	500.00	-500.00
296-200-860.000 ED + TRAINING	0.00	1,000.00	-1,000.00
296-200-999.101 MANAGER WAGES	23,269.18	55,000.00	-31,730.82
Total DEP 200 GEN SERVICES	33,664.68	77,300.00	-43,635.32
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	131.20	0.00	131.20
296-695-818.000 ORG WK PLNS			
296-695-818.000-VOLPARTY	280.60		
296-695-818.000 ORG WK PLNS - Other	0.00	1,000.00	-1,000.00
Total 296-695-818.000 ORG WK PLNS	280.60	1,000.00	-719.40
Total DEP 695 ORGANIZATION EXPENSES	411.80	1,000.00	-588.20
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	1,426.41	500.00	926.41
296-696-818.000-GLOW	2,806.78	6,000.00	-3,193.22
296-696-818.000-MKTCAMP	111.00		
296-696-818.000-PALOOZA	387.00		
Total 296-696-818.000 PRO WK PLNS	4,731.19	6,500.00	-1,768.81
Total DEP 696 PROMOTION EXPENSES	4,731.19	6,500.00	-1,768.81
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BED PLANTS	273.31	0.00	273.31
296-697-818.000-FLOWER PROGRAM - Other	0.00	6,800.00	-6,800.00
Total 296-697-818.000-FLOWER PROGRAM	273.31	6,800.00	-6,526.69
Total 296-697-818.000 DES WK PLNS	273.31	6,800.00	-6,526.69
Total DEP 697 DESIGN EXPENSES	273.31	6,800.00	-6,526.69
DEP 698 ER EXPENSES			
296-698-818.000 ER WK PLNS	480.32	500.00	-19.68
Total DEP 698 ER EXPENSES	480.32	500.00	-19.68
DEP 901 - CAPITAL OUTLAY			
296-901-965.730 CAPITOL BOWL	0.00	10,000.00	-10,000.00
Total DEP 901 - CAPITAL OUTLAY	0.00	10,000.00	-10,000.00
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	18,843.75	75,400.00	-56,556.25
Total DEP 966 TRANSFER OUT	18,843.75	75,400.00	-56,556.25
Total Expense	58,405.05	177,500.00	-119,094.95
Net Ordinary Income	-21,017.83	-500.00	-20,517.83
Net Income	-21,017.83	-500.00	-20,517.83

Pending Payments
As of 11/30/15



**Owosso Main Street
Unpaid Bills Detail
As of November 30, 2015**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
City of Owosso					
Bill	09/23/2015		11/20/2015	10	18,843.75
Total City of Owosso					18,843.75
Joshua Adams					
Bill	11/30/2015		12/04/2015		2,115.38
Total Joshua Adams					2,115.38
Kelly's Refuse					
Bill	11/30/2015		12/04/2015		500.00
Total Kelly's Refuse					500.00
Sunburst Gardens Inc					
Bill	09/16/2015		10/15/2015	46	1,625.00
Total Sunburst Gardens Inc					1,625.00
TOTAL					23,084.13

Checking Account Balance
As of 11/30/15



Owosso Main Street
Checking Account Balance
As of November 30, 2015

Checking Account = **\$58,135.76**