



Regular Meeting Agenda
Owosso DDA/Main Street

Wednesday January 6, 2016, 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: January 6, 2016
Review and approval of minutes: December 2, 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) New OMS/DDA Treasurer – Ken Cushman (Resolution)
- 4) Façade Grant Update (Susan)..... (Discussion)
- 5) Downtown Parking (Josh).....(Discussion)
- 6) Application-Based Services through MMSC (Resolution)

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.]

Board Meeting Minutes
December 2015 Minutes

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
December 2, 2015 – 7:30 am.

MEETING CALLED TO ORDER at 7:41 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Kevin Wiles (left 8:42), Ken Cushman , Lance Omer, Benjamin Frederick, and Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Shar Haskins, Bill Gilbert

OTHERS PRESENT: Josh Adams, Main Street Manager; Susan Montenegro, City of Owosso; Janae Fear, The Independent; Don Crawford, City of Owosso (8:52)

AGENDA:

MOTION BY AUTHORITY MEMBER KRAUS SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE AGENDA FOR DECEMBER 2, 2015.
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE MINUTES FOR THE MEETING OF NOVEMBER 4, 2015 WITH SLIGHT MODIFICATIONS.
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1) Design

Still pending state approval on the wayfinding signs. Not certain yet if a formal application is required. Adams is filling one of in case.

Montenegro is still selling drinking glasses and sold another wayfinding sign. This puts us at seven signs, but may not go in until spring due to wait on MDOT approval.

Prepping for fundraising for the flower program and winter greenery.

Committee will be actively involved in facade grants.

2) Economic Restructuring

There was no meeting month due to the holiday.

3) Organization

There was no meeting this month.

Still working on the app for downtown. Newsletter will restart in Jan.

4) Promotion

Every record was broken with GLOW. The estimate is 4500-5000 attendees and 175 runners. Over \$8500 raised so far for the year. GLOW Ice Queen was a success and raised \$19000 charity.

Ugly Sweater Saturday is coming up and will have a 5k. Promotions is coming alongside the event and will continue the model.

Kudos to Adams and Hankerd for getting lights and the tree up.

The tree was donated by Owosso Township and Miller has two more available for the future. These will be coming from a future industrial park so they'll be cut down anyway.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

The credit card is used mainly for online purchases. POs are filled out for each purchase and is put into one master PO under the credit card payment at the of the month.

SEE BOARD PACKET FOR CHECK REGISTER

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

2. BUDGET REPORT/BUDGET UPDATES

GLOW is expecting another \$1,500 on top of the \$8,500 already turned in with fundraising. This comes from the run (sponsorships & registration), ornament sales, and Ice Queen.

Adams said the he finds a more engaged audience with articles in the paper, but wider reach on Facebook.

3. FACADE GRANT UPDATE

There was a business owner's meeting in November to go over requirements. Montenegro and Adams also met with a potential architect. One packet is already turned in. A minimum of two are needed, but Montenegro is working on additional businesses to make most of the grant. We have eight free design services are still available at three per year. The grant has been changed to 50/50 with a minimum total investment of \$30,000. A city match must be made as well. Since we have history with the program, we don't have to have a certified grant administrator. It may be possible to offer revolving loans to help businesses make the most of the grant while we have it.

4. NEW COMMUNICATION TOOL

Omer shared his concerns about the disconnect between downtown and the other side of the river, especially with SRI. He shared the idea of using Interactive Voice Response where people can call in and reach different business extensions and information and whatever else we would like to. The group he's been looking at also offers reports. Estimated cost is about \$40 a month.

Acton shared that in his field IVR doesn't have a high satisfaction rate, but at the price it is worth trying. He suggests no more than two steps to any one thing.

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER WILES TO TRY IVR FOR 6 MONTHS HEADED UP BY OMER.
YEAS ALL. MOTION CARRIED.

5. YEAR END ACCREDITATION UPDATE

The accurate private investment number on the MMS annual report graphic is \$859,485 not \$1,859,485. This is being updated by the state to the correct number. We already have over \$500,000 in investment for 2015/2016. Over 30 new jobs were created that aren't included in the graphic.

Adams reports that we're getting a good reputation for taking care of small businesses.

6. UPCOMING SPECIAL MEETINGS

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

7. GOODBYE TO ALAINA KRAUS

Frederick presented a pin key to the city in thanks for service and Kraus may come back for the board retreat on the 14th.

Theresa Trecha will be starting in January for Gonyou's position, but another board member will be needed and a new secretary. Acton will be moving into the Wesener as soon as a certificate of occupancy is issued.

PUBLIC / BOARD / STAFF COMMENTS:

Adams found an old telephone booth in the DPW lot and the CBB is wrong to restore it to be used for information in Main Street Plaza.

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

Alaina Kraus, Secretary

December Check Register
By Check Number



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

Num	Date	Name	Memo	Account	Paid Amount
2205	12/04/2015	Kelly's Refuse	Downtown Trash Service	296-000-101.250 Checking #0425	
	11/30/2015		Downtown Trash Service 11/1 to 1...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2206	12/04/2015	Argus Press	Print Promo for Glow Owosso	296-000-101.250 Checking #0425	
	12/04/2015		Print Promo for Glow Owosso	296-696-818.000-GLOW	-108.50
TOTAL					-108.50
2207	12/04/2015	First Bank Card	December CC payment	296-000-101.250 Checking #0425	
	12/04/2015		December CC payment	296-000-202.100 Credit Card	-372.67
TOTAL					-372.67
2208	12/04/2015	Sovis Productions	Videography for Glow Owosso ...	296-000-101.250 Checking #0425	
	12/02/2015		Videography for Glow Owosso Ev...	296-696-818.000-GLOW	-450.00
TOTAL					-450.00
2209	12/04/2015	City of Owosso		296-000-101.250 Checking #0425	
	12/04/2015		Winter taxes for 050-300-000-024...	296-901-965.730 CAPITOL BOWL	-797.32
	12/04/2015		Winter Taxes for 050-470-028-00...	296-901-965.730 CAPITOL BOWL	-702.79
	12/04/2015		Winter Taxes for 050-470-028-00...	296-901-965.730 CAPITOL BOWL	-289.33
TOTAL					-1,789.44
2210	12/04/2015	Gilbert's Do It Best	Misc. Supplies and Light Repla...	296-000-101.250 Checking #0425	
	12/04/2015		Lighting Supplies for Glow Owosso	296-696-818.000-GLOW	-164.57
			Booth Supplies	296-697-818.000-FLOWER PROGRAM	-47.95
			Christmas Light Replacements for...	296-200-831.000 MAINTENANCE	-715.72
TOTAL					-928.24
2211	12/04/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	11/30/2015		Manager Wages 11/20/15 to 12/4/...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2212	12/11/2015	Gary Fortin	Horse & Carriage services - 11/...	296-000-101.250 Checking #0425	
	12/11/2015		Horse & Carriage services - 11/27...	296-696-818.000-GLOW	-475.00
TOTAL					-475.00
2213	12/11/2015	Gary Fortin	Horse & Carriage Services - 12/...	296-000-101.250 Checking #0425	
	12/11/2015		Horse & Carriage Services - 12/12...	296-696-818.000-GLOW	-350.00
TOTAL					-350.00
2215	12/18/2015	Deeann M Biondi LLC	Year-end Audit Bookkeeping	296-000-101.250 Checking #0425	
	12/16/2015		Year-end Audit Bookkeeping	296-200-818.000 CONTRACT SER	-300.00
TOTAL					-300.00

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

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2216	12/18/2015	Hankerd Sportswear	t-shirts for Glow 5K Run/Walk	296-000-101.250 Checking #0425	
	12/16/2015		t-shirts for Glow 5K Run/Walk	296-696-818.000-GLOW	-2,037.00
TOTAL					-2,037.00
2217	12/18/2015	It's a Deli Thing	Board Retreat Supplies	296-000-101.250 Checking #0425	
	12/16/2015		Board Retreat Supplies	296-200-728.000 OPER SUPPLIES	-110.00
TOTAL					-110.00
2218	12/18/2015	Schutt Photography	Glow Owosso Photos	296-000-101.250 Checking #0425	
	12/18/2015		Glow Owosso Photos	296-696-818.000-GLOW	-200.00
TOTAL					-200.00
2219	12/18/2015	Shiawassee Regional C...	Annual Chamber Membership	296-000-101.250 Checking #0425	
	12/16/2015		Annual Chamber Membership	296-200-858.000 MEMBER + DUES	-139.00
TOTAL					-139.00
2220	12/18/2015	Whitney Dedic	Artwalk Photographs	296-000-101.250 Checking #0425	
	12/18/2015		Artwalk Photographs	296-696-818.000-ARTWALK	-100.00
TOTAL					-100.00
2221	12/18/2015	DayStarr Communication	Phone forwarding service	296-000-101.250 Checking #0425	
	12/18/2015		Phone forwarding service 1/1/16 - ...	296-200-728.000 OPER SUPPLIES	-15.22
TOTAL					-15.22
2222	12/18/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	12/18/2015		Manager Wages 12/4/15 - 12/18/15	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2223	12/18/2015	Sue Treen	Glow Supply Reimbursement	296-000-101.250 Checking #0425	
	12/18/2015		Glow Supply Reimbursement	296-696-818.000-GLOW	-94.99
TOTAL					-94.99
2224	12/18/2015	Sue Treen	VOID: Glow Supply Reimburse...	296-000-101.250 Checking #0425	
TOTAL					0.00
2225	12/18/2015	Crooked Tree Nursery	Christmas Decor	296-000-101.250 Checking #0425	
	12/11/2015		Christmas decoration of bridge ba...	296-697-818.000-CHRISTMAS	-600.00
TOTAL					-600.00
2226	12/18/2015	i60 media	Rack Cards for Glow Owosso E...	296-000-101.250 Checking #0425	
	12/11/2015		Rack Cards for Glow Owosso Event	296-696-818.000-GLOW	-397.50
TOTAL					-397.50

Owosso Main Street
Check Register - By Check Number
December 2015

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2227	12/18/2015	View Newspapers	Glow Print Advertisement	296-000-101.250 Checking #0425	
	12/11/2015		Glow Print Advertisement	296-696-818.000-GLOW	-150.00
TOTAL					-150.00
2228	12/18/2015	Bronner's Commercial ...	Christmas Lights for Curwood ...	296-000-101.250 Checking #0425	
	12/11/2015		Christmas Lights for the Curwood ...	296-696-818.000-GLOW	-129.24
TOTAL					-129.24
2229	12/18/2015	National Main Street Ce...	Membership Dues	296-000-101.250 Checking #0425	
	12/11/2015		Membership Dues	296-200-858.000 MEMBER + DUES	-350.00
TOTAL					-350.00
2230	12/18/2015	SLH Metals, Inc.	Way-finding poles	296-000-101.250 Checking #0425	
	12/11/2015		Way-finding poles	296-697-974.000-WAYFINDING	-3,239.04
TOTAL					-3,239.04
2231	12/30/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	12/30/2015		Manager Wages 12/18/15 through...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38

Budget Report

Owosso Main Street
Profit & Loss Budget vs. Actual
 July 1, 2015 through January 4, 2016

<u>Ordinary Income/Expense</u>	<u>Jul 1, '15 - Jan 4, 16</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	739.00	0.00	739.00
Total 296-000-671.676 DESIGN INCOME	739.00	0.00	739.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	1,400.00	0.00	1,400.00
296-000-671.678-GLOW	9,985.91	0.00	9,985.91
296-000-671.678-MKTCAMP	50.00	0.00	50.00
296-000-671.678-PALOOZA	200.00	0.00	200.00
Total 296-000-671.678 PRO INCOME	11,635.91	0.00	11,635.91
296-000-671.694 MISC	12.22	0.00	12.22
Total Income	39,075.15	177,000.00	-137,924.85

Owosso Main Street
Profit & Loss Budget vs. Actual
July 1, 2015 through January 4, 2016

	Jul 1, '15 - Jan 4, 16	Budget	\$ Over Budget
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	519.84	1,000.00	-480.16
296-200-818.000 CONTRACT SER	300.00	2,800.00	-2,500.00
296-200-831.000 MAINTENANCE	10,728.11	17,000.00	-6,271.89
296-200-858.000 MEMBER + DUES	489.00	500.00	-11.00
296-200-860.000 ED + TRAINING	111.29	1,000.00	-888.71
296-200-999.101 MANAGER WAGES	27,499.94	55,000.00	-27,500.06
Total DEP 200 GEN SERVICES	39,648.18	77,300.00	-37,651.82
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	362.23	0.00	362.23
296-695-818.000 ORG WK PLNS			
296-695-818.000-VOLPARTY	280.60	0.00	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	642.83	1,000.00	-357.17
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	1,526.41	500.00	1,026.41
296-696-818.000-GLOW	8,112.72	6,000.00	2,112.72
296-696-818.000-MKTCAMP	111.00	0.00	111.00
296-696-818.000-PALOOZA	387.00	0.00	387.00
Total 296-696-818.000 PRO WK PLNS	10,137.13	6,500.00	3,637.13
Total DEP 696 PROMOTION EXPENSES	10,137.13	6,500.00	3,637.13
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-CHRISTMAS	600.00	0.00	600.00
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	47.95	6,800.00	-6,752.05
Total 296-697-818.000-FLOWER PROGRAM	321.26	6,800.00	-6,478.74
Total 296-697-818.000 DES WK PLNS	921.26	6,800.00	-5,878.74
296-697-974.000-WAYFINDING	3,239.04	0.00	3,239.04
Total DEP 697 DESIGN EXPENSES	4,160.30	6,800.00	-2,639.70
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	1,789.44	10,000.00	-8,210.56
Total DEP 901 - CAPITAL OUTLAY	1,789.44	10,000.00	-8,210.56
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	75,701.95	177,500.00	-101,798.05
Net Ordinary Income	-36,626.80	-500.00	-36,126.80
Net Income	-36,626.80	-500.00	-36,126.80

Account Balance
As of 1/4/16

Owosso Main Street
Checking Account Balance
As of January 4, 2016

Checking Account = **\$39,559.27**

Pending Payments
As of 1/4/16

**Owosso Main Street
Unpaid Bills Detail
As of January 4, 2016**

<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	45	18,843.75
Total City of Owosso					18,843.75
Sunburst Gardens Inc					
Bill	09/16/2015		10/15/2015	81	1,625.00
Total Sunburst Gardens Inc					1,625.00
TOTAL					20,468.75