



Regular Meeting Agenda
Owosso DDA/Main Street
Wednesday May 4, 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: May 4, 2016

Review and approval of minutes: April 6, 2016

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) Budget Revisions (Resolution)
- 4) Façade Grant Update (Susan)..... (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 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.]

Board Minutes
April 2016



MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
APRIL 6, 2016 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Vice-Chairman Bill Gilbert at 7:36 a.m.

ROLL CALL: Was taken by Recording Secretary, Bridget Cannon.

MEMBERS PRESENT: Vice-Chairman Bill Gilbert, Authority Members Kevin Wiles, Ken Cushman, Shar Haskins, Theresa Trecha, Jon Moore, (Mayor Ben Frederick 7:40 a.m.)

MEMBERS ABSENT: Chairman Dave Acton, and Authority Member Lance Omer.

OTHERS PRESENT: Josh Adams, Main Street Manager; Susan Montenegro, Assistant City Manager and Director of Community Development.

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE AGENDA FOR APRIL 6, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES OF MARCH 4, 2016 AS PRESENTED.

ABSTAIN: BILL GILBERT (Not present at March, 2016 meeting)

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

COMMITTEE UPDATES:

1) DESIGN

BIKE RACKS:

The design committee had a successful meeting in March. As referenced in meeting notes, Baker College has agreed to help with this project. Josh Adams stated the design committee does have a plan for the placement of the bike racks, and will forward the plan to the DDA.

WAY-FINDING SIGNS:

Josh met with MDOT in March, and is hoping sign installation will be started by end of May. MDOT must approve the overall design of each of the signs, in addition to the placement of each sign. Insert design and breakaway pole adjustments are being made. Vice-Chairman Gilbert feels when the signs do go up,

they will make Owosso proud and is excited to see the fruition of this plan that has been discussed for the last 2-3 years at the design committee meetings.

FLOWER PROGRAM:

The sponsorship program is under way. Main Street plaza will experience great landscaping change and updates. There is also a new irrigation plan for this area that will work more efficiently. Authority Member Wiles noted the Masons are planning a Fried Chicken and Waffle Brunch fundraiser on Sunday, April 24 from 10 a.m. – 2 p.m. All proceeds from this fundraiser will benefit the Downtown Flowers program.

2) ECONOMIC RESTRUCTURING

Josh Adams referred to the ER Committee Meeting notes, included in the packet. The committee is currently organizing an “Ask Owosso” team. 20-30 volunteers are needed to be recruited to field questions, and distribute informational materials to an assigned area in the downtown business district. The “Ask Owosso” team will be used as a communication tool.

3) ORGANIZATION

The Organization Committee is working with a specialist from Michigan Main Street. They are developing a program for the Design, ER and Promotion Committees that will create tools to seek out sponsorships. Josh Adams noted the Ugly Sweater Run that recently took place had 170 participants, while the Leprechaun Run had 100 runners.

4) PROMOTION

Update on the Promotion Committee Meeting & reference to the meeting notes included in the packet. Nick Pidek is in the process of gathering information and designing the downtown map, and will present concepts.

Business owners will soon have the opportunity to work with Jordan Sovis, Sovis Productions, to develop a two-minute video highlighting their business' story and background. The completed video will allow business owners to showcase their retail space on YouTube, social media, and later can be used as a television commercial. The price point being offered is \$500.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY VICE-CHAIRMAN GILBERT TO APPROVE THE CHECK REGISTER FOR MARCH, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

The board reviewed the Profit & Loss Budget vs. Actual. Josh Adams offered clarification for any board members that might need it, and offered to meet one-on-one with them to review.

3) FAÇADE GRANT UPDATES

Ms. Montenegro updated the board that the review and design stage for the initial applicants for the façade grant is under way. There are currently thirteen properties as applicants that are hoping to be approved for the first round of the program through MEDC. The applicants will have to go before the Owosso Historic District Commission for façade design approval, as well as the State Historic Preservation Office. These façade designs will be presented to both the HDC and the Building Department as a group. Authority Member Frederick hopes the designs being presented as a group will create a momentum that will allow them to move forward with ease.

4) WEBSITE IMPROVEMENTS

Josh Adams states there is a gap with the website improvements & website design, since Owosso Main Street has lost its volunteer secretary/member Alaina Kraus. Josh is suggesting a budget amount of \$2,000 for the year to hire the website design & improvements through a contractor. The website bid out will be presented as an agenda item at a future meeting.

5) UPCOMING STAKEHOLDER MEETING UPDATE

Josh Adams is looking forward to bringing more education and information to the business owners. There will be an informative meeting with property owners, Building Department of City of Owosso, and DDA Representative Josh Adams on Friday, April 15th @ 7:30 am, at Shiawassee Chamber of Commerce that will afford an opportunity for education on investing in your business and steps to take with re-development. Materials will be available for those not available to attend the meeting. Design Committee, ER Committee, "Ask Owosso" team can serve as catalysts for education.

PUBLIC COMMENTS: There were no public comments.

BOARD COMMENTS: Authority Member Frederick invited the board to the community Arbor Day Celebration on April 30, 2016, 10:00 a.m., at City Hall for the formal ceremony and first tree planting. Volunteers and the public are welcome to attend and participate in community planting and clean-up activities.

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:29 A.M.

AYES: ALL. MOTION CARRIED.

David Acton, Chairman

Draft

April Check Register
By Check Number



10:00 AM

05/02/16

**Owosso Main Street
Check Register - By Check Number
April 2016**

Num	Date	Name	Memo	Account	Paid Amount
2265	04/08/2016	Kelly's Refuse	Downtown Trash Service 3/1-3/31/16	296-000-101.250 Checking #0425	
	04/07/2016		Downtown Trash Service 3/1-3/31/16	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2266	04/08/2016	Bridget Cannon	Board meeting minute recording & p...	296-000-101.250 Checking #0425	
	04/07/2016		Board meeting minute recording & pre...	296-200-818.000 CONTRACT SER	-50.00
TOTAL					-50.00
2267	04/08/2016	City of Owosso	Paying agent fee for Bond	296-000-101.250 Checking #0425	
	04/07/2016		Paying agent fee for Bond	296-966-999.397 SIDEWALK FUND	-750.00
TOTAL					-750.00
2268	04/08/2016	Joshua Adams	Manager Wages 3/25/16 - 4/8/16	296-000-101.250 Checking #0425	
	04/07/2016		Manager Wages 3/25/16 - 4/8/16	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2269	04/22/2016	DayStarr Communication	Phone forwarding service	296-000-101.250 Checking #0425	
	04/22/2016		Phone forwarding service	296-200-728.000 OPER SUPPLIES	-15.27
TOTAL					-15.27
2270	04/22/2016	First Bank Card	April CC payment	296-000-101.250 Checking #0425	
	04/22/2016		April CC payment	296-000-202.100 Credit Card	-129.94
TOTAL					-129.94
2271	04/22/2016	Wintergreen Corporation	Christmas Tree purchase (using fun...	296-000-101.250 Checking #0425	
	04/22/2016		Christmas Tree purchase (using fundra...	296-696-818.000-GLOW	-7,069.00
TOTAL					-7,069.00
2272	04/22/2016	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	04/22/2016		Manager Wages 4/9/16-4/22/16	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2273	04/26/2016	Denise Widdows	Glow 5K supplies	296-000-101.250 Checking #0425	
	04/26/2016		Glow 5K supplies	296-696-818.000-GLOW	-52.23
TOTAL					-52.23

Budget Report
As of 5/2/16



Owosso Main Street
Profit & Loss Budget vs. Actual

July 1, 2015 through May 2, 2016

<u>Ordinary Income/Expense</u>	<u>Jul 1, 15 - May 2, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<i>Income</i>			
296-000-401.403 GEN PROP TAX	27,328.75	27,700.00	-371.25
296-000-401.405 TIF	165,244.07	149,300.00	15,944.07
296-000-671.676 DESIGN INCOME			
296-000-671.676-FLOWER PROGRAM	847.00	0.00	847.00
Total 296-000-671.676 DESIGN INCOME	847.00	0.00	847.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	1,400.00	0.00	1,400.00
296-000-671.678-GLOW	11,745.91	0.00	11,745.91
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	13,395.91	0.00	13,395.91
296-000-671.694 MISC	19.84	0.00	19.84
Total Income	206,835.57	177,000.00	29,835.57

Owosso Main Street
Profit & Loss Budget vs. Actual

July 1, 2015 through May 2, 2016

	July 1, 15 - May 2, 16	Budget	\$ Over Budget
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	1,430.83	1,000.00	430.83
296-200-818.000 CONTRACT SER	3,115.00	2,800.00	315.00
296-200-831.000 MAINTENANCE	13,468.02	17,000.00	-3,531.98
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	44,422.98	55,000.00	-10,577.02
Total DEP 200 GEN SERVICES	63,037.12	77,300.00	-14,262.88
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	16,840.92	6,000.00	10,840.92
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	18,865.33	6,500.00	12,365.33
Total DEP 696 PROMOTION EXPENSES	18,865.33	6,500.00	12,365.33
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	78,437.50	75,400.00	3,037.50
Total DEP 966 TRANSFER OUT	78,437.50	75,400.00	3,037.50
Total Expense	167,412.84	177,500.00	-10,087.16
Net Ordinary Income	39,422.73	-500.00	39,922.73
Net Income	39,422.73	-500.00	39,922.73

Pending Payments
As of 5/2/16



Owosso Main Street Unpaid Bills Detail

	<u>Type</u>	<u>As of May 2, 2016</u> <small>Date</small>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Sunburst Gardens Inc						
	Bill	09/16/2015		10/15/2015	200	<u>1,625.00</u>
Total Sunburst Gardens Inc						<u>1,625.00</u>
TOTAL						<u><u>1,625.00</u></u>

Account Balance
As of 5/2/16



Owosso Main Street
Checking Account Balance
As of May 2, 2016

Checking Account = **\$96,534.02**

Budget Revisions
2015/2016 Fiscal Year
As of 5/2/16





Owosso DDA/Main Street

Budget Breakdown To-Date

Fiscal Year 2015/2016

As of 5/2/16

REVENUE

Tax	unknown use last year's numbers	\$27,700.00
TIF	unknown use last year's numbers	\$165,245.00
	Program Fund Generation	\$13,396.00
<i>TOTAL</i>		<i>\$206,341.00</i>

EXPENSES

DDA Expenses

Capitol Bowl	\$9,000.00
Downtown Renovation "Sidewalk" Fund	\$79,000.00
Maintenance	\$17,000.00
Contracted Services	\$3,200.00
<i>TOTAL</i>	<i>\$108,200.00</i>

OMS Operating Expenses

Manager Wages	\$55,000.00
Operating Supplies	\$1,900.00
Membership + Dues	\$500.00
Education/Training	\$1,000.00
<i>TOTAL</i>	<i>\$58,400.00</i>

Owosso Main Street Work Plan Net Expenses

Promotion	\$19,120.00
Organization	\$1,000.00
Design	\$16,400.00
Economic Restructuring	\$500.00
<i>TOTAL</i>	<i>\$37,020.00</i>

TOTAL Expense ***\$203,620.00***

OTHER FUNDS

Bond Expenses	
Planned Bond Expenses	\$0.00
<i>TOTAL</i>	<i>\$0.00</i>

Owosso Main Street
Profit & Loss Budget vs. Actual

	July 1, 2015 through May 2, 2016	Budget	\$ Over Budget
Ordinary Income/Expense			
<i>Income</i>			
296-000-401.403 GEN PROP TAX	27,328.75	27,700.00	-371.25
296-000-401.405 TIF	165,244.07	165,244.07	0.00
296-000-671.676 DESIGN INCOME			
296-000-671.676-FLOWER PROGRAM	847.00	847.00	0.00
Total 296-000-671.676 DESIGN INCOME	847.00	847.00	0.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	1,400.00	1,400.00	0.00
296-000-671.678-GLOW	11,745.91	11,745.91	0.00
296-000-671.678-MKTCAMP	50.00	50.00	0.00
296-000-671.678-PALOOZA	200.00	200.00	0.00
Total 296-000-671.678 PRO INCOME	13,395.91	13,395.91	0.00
296-000-671.694 MISC	19.84	0.00	19.84
Total Income	206,835.57	207,186.98	-351.41

Owosso Main Street
Profit & Loss Budget vs. Actual

July 1, 2015 through May 2, 2016

	Actual	Budget	\$ Over Budget
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	1,793.06	1,900.00	-106.94
296-200-818.000 CONTRACT SER	3,115.00	3,200.00	-85.00
296-200-831.000 MAINTENANCE	13,468.02	17,000.00	-3,531.98
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	44,422.98	55,000.00	-10,577.02
Total DEP 200 GEN SERVICES	63,399.35	78,600.00	-15,200.65
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	0.00	0.00	0.00
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		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	280.60	1,000.00	-719.40
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	1,526.41	1,600.00	-73.59
296-696-818.000-GLOW	16,840.92	17,000.00	-159.08
296-696-818.000-MKTCAMP	111.00	120.00	-9.00
296-696-818.000-PALOOZA	387.00	400.00	-13.00
Total 296-696-818.000 PRO WK PLNS	18,865.33	19,120.00	-254.67
Total DEP 696 PROMOTION EXPENSES	18,865.33	19,120.00	-254.67
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-CHRISTMAS	600.00	600.00	0.00
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	7,400.00	-6,478.74
296-697-974.000-WAYFINDING	3,239.04	9,000.00	-5,760.96
Total DEP 697 DESIGN EXPENSES	4,160.30	16,400.00	-12,239.70
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	9,000.00	-7,210.56
Total DEP 901 - CAPITAL OUTLAY	1,789.44	9,000.00	-7,210.56
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	78,437.50	79,000.00	-562.50
Total DEP 966 TRANSFER OUT	78,437.50	79,000.00	-562.50
Total Expense	167,412.84	203,620.00	-36,207.16
Net Ordinary Income	39,422.73	3,566.98	35,855.75
Net Income	39,422.73	3,566.98	35,855.75