



Regular Meeting Agenda
Owosso DDA/Main Street

Wednesday September 7, 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: September 7, 2016

Review and approval of minutes: August 3, 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) Water Street Improvement..... (Resolution)
- 4) Façade Grant Update (Josh & 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 Meeting Minutes
August 2016



MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
AUGUST 3, 2016 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:35 a.m.

ROLL CALL: Was taken by Recording Secretary, Susan Montenegro.

MEMBERS PRESENT: Chairman David Acton, Vice-Chairman Bill Gilbert, Authority Members Kevin Wiles, Ken Cushman, Theresa Trecha, Lance Omer, and Mayor Ben Frederick.

MEMBERS ABSENT: Authority Members Jon Moore and Shar Haskins.

OTHERS PRESENT: Josh Adams, Main Street Manager, Susan Montenegro, Assistant City Manager

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY VICE-CHAIRMAN GILBERT TO APPROVE THE AGENDA FOR AUGUST 3, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY VICE-CHAIRMAN GILBERT TO APPROVE THE MINUTES OF JULY 6, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

COMMITTEE UPDATES:

1) DESIGN

POKÉMON PHENOMENON

Josh Adams shared that many businesses within the downtown are actively embracing the Pokémon craze and this was quite the focus of the last Design Committee meeting. The only negatives coming from this so far are the gathering of approximately 20 people between 2 or 3 in the morning. Flowers get trampled, the amount of litter has increased as has vandalism to trash cans and a chair anchored to the sidewalk out in front of Owosso Books and More. Josh reached out to OPD and asked them to increase their patrols around Fountain Park in the middle of the night.

BIKE RACKS:

The initial goal is to get 10 bike racks sponsored, finished, and installed. Josh reported that nine bikes are funded and he is working with DPW to get installed. The ultimate goal is to get 20 bikes funded, finished, and installed; Josh gave Aaron Maik of Baker College the go ahead to schedule the next 10 bikes to be made in the next class. Agnew Graphics stated they can make a custom logo for sponsors that will go on the main cross-pipe of the bike.

WAY-FINDING SIGNS:

Final approvals for Wayfinding signage and installation locations have been approved by MDOT. Josh is working with DPW to get the base for the poles installed and the signs up.

2) ECONOMIC RESTRUCTURING

ER had a brief meeting in July. Josh Adams went to the National Main Street meeting and bought a business investment guide for \$350 to use as a template. The business investment guide will be updated with the correct information for Owosso and then distributed through the "AskOwosso" team. Part of the updating will involve building and zoning and will require city staff input to complete.

3) ORGANIZATION

Org bought a similar template to put together and will use it as a sponsorship guide. The goal is to use this as a volunteer information center where people can look at volunteer opportunities and sign up. This program will be available online as well. Josh stated Chrissie Schemanauer is doing an awesome job at gathering a strong group of base volunteers.

4) PROMOTION

Promotion is gearing up for upcoming fall events: Art Walk (September 10), Art Bike, Chairfair, Sidewalk Chalk, and Vintage Bikes (August 27). Promotion will meet on August 14 to finish the remainder of the 2016 calendar and fill out the 2017 calendar of events.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CHECK REGISTER FOR JULY 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

Josh Adams state the \$1600 invoice from Sunburst has been taken out of the budget report until questions and concerns regarding this bill are resolved.

3) MANAGER EVALUATION AND CONTRACT APPROVAL

Chairman Acton reported the DDA board needs to approve the contract for Josh Adams. Chairman Acton shared three areas of concern regarding the evaluation process:

1. When evaluation process is done it needs to focus on four areas:
 - Current job description
 - Every year the DDA gets evaluated on uniform criteria from Michigan Main Street and believes the evaluation can be applied to the director's position. Acton believes this is a good opportunity to discuss if there are any gaps in current practices update or implement changes, if needed, at that time.
 - Offsite – set priorities.
 - Knowledge legacy. The board must be intentional to make legacy information available for a future Main Street Manager so the transition is smoother when and IF that day comes.
2. Is the evaluation process sound?
3. Is the contract content adequate?

Chairman Acton stated he would put together a document containing the above mentioned items and send it to board members for input and then will bring those results back to the next meeting in September to report to the board.

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER FREDERICK TO APPROVE A 5 YEAR CONTRACT WITH JOSHUA D. ADAMS AS THE DOWNTOWN DEVELOPMENT DIRECTOR (MAIN STREET MANAGER) AND TO GIVE HIM A 3% INCREASE ANNUALLY EFFECTIVE IMMEDIATELY.

AYES: ALL. MOTION CARRIED.

4) FAÇADE GRANT UPDATES

The process has been delayed due to property owners asking for multiple changes to conceptual designs. The committee is waiting on two property owners to sign escrow agreements for design services. Authority member Frederick asked if the project would be started and completed yet this fall. Assistant city manager Montenegro stated the project still needs to go to MEDC for approval, release of the application, and environmental review. Once this process is done it can be sent out for bid, awarded, and then construction can start. The delays, however, may push thing out to the Spring of 2017.

PUBLIC COMMENTS: There were no public comments.

BOARD COMMENTS: None.

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO ADJOURN AT 8:23 A.M.

AYES: ALL. MOTION CARRIED.

David Acton, Chairman

Draft

August Check Register
By Check Number



Owosso Main Street
Check Register - By Check Number
August 2016

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Account</u> | <u>Paid Amount</u> |
|------------|-------------|------------------------|---------------------------------|--------------------------------|--------------------|
| | 08/22/2016 | SLH Metals, Inc. | Covers for Way-finding Poles | 296-000-101.250 Checking #0425 | |
| | 08/26/2016 | | Covers for Way-finding Poles | 296-697-974.000-WAYFINDING | -1,200.00 |
| TOTAL | | | | | -1,200.00 |
| 2314 | 08/17/2016 | American Speedy Print | Vintage Bike Show Flyers & ... | 296-000-101.250 Checking #0425 | |
| | 08/01/2016 | | Flyers & Posters | 296-696-818.000 PRO WK PLNS | -271.00 |
| TOTAL | | | | | -271.00 |
| 2315 | 08/17/2016 | Gilbert's Do It Best | Chords for Promotional Ban... | 296-000-101.250 Checking #0425 | |
| | 08/15/2016 | | Chords for Promotional Banners | 296-200-831.000 MAINTENANCE | -14.72 |
| TOTAL | | | | | -14.72 |
| 2316 | 08/17/2016 | Jeffry Adams | Downtown Watering Services | 296-000-101.250 Checking #0425 | |
| | 08/15/2016 | | Downtown Watering Services ... | 296-200-831.000 MAINTENANCE | -544.00 |
| TOTAL | | | | | -544.00 |
| 2317 | 08/17/2016 | Joshua Adams | Manager Wages | 296-000-101.250 Checking #0425 | |
| | 08/15/2016 | | Manager Wages 7/29/16-8/12/... | 296-200-999.101 MANAGER WAGES | -2,115.38 |
| TOTAL | | | | | -2,115.38 |
| 2318 | 08/17/2016 | Kelly's Refuse | Downtown Trach Service - J... | 296-000-101.250 Checking #0425 | |
| | 08/15/2016 | | Downtown Trach Service - Jul... | 296-200-831.000 MAINTENANCE | -500.00 |
| TOTAL | | | | | -500.00 |
| 2319 | 08/22/2016 | DayStarr Communication | Phone Forwarding Service | 296-000-101.250 Checking #0425 | |
| | 08/26/2016 | | Phone Forwarding Service | 296-200-728.000 OPER SUPPLIES | -15.27 |
| TOTAL | | | | | -15.27 |
| 2320 | 08/22/2016 | First Bank Card | August CC payment | 296-000-101.250 Checking #0425 | |
| | 08/22/2016 | | August CC payment | 296-000-202.100 Credit Card | -479.82 |
| TOTAL | | | | | -479.82 |
| 2321 | 08/22/2016 | Joshua Adams | Manager Wages | 296-000-101.250 Checking #0425 | |
| | 08/26/2016 | | Manager Wages 8/13/16-8/26/... | 296-200-999.101 MANAGER WAGES | -2,178.84 |
| TOTAL | | | | | -2,178.84 |

Budget Report
As of August 2016



Owosso Main Street
Profit & Loss Budget vs. Actual
 July 1 through September 5, 2016

| <u>Ordinary Income/Expense</u> | <u>Jul 1 - Sep 5, 16</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|--|--------------------------|------------------|-----------------------|
| Income | | | |
| 296-000-401.403 GEN PROP TAX | 6,483.80 | 34,000.00 | -27,516.20 |
| 296-000-671.676 DESIGN INCOME | | | |
| 296-000-671.676-BIKERACKS | 100.00 | 3,000.00 | -2,900.00 |
| Total 296-000-671.676 DESIGN INCOME | 100.00 | 3,000.00 | -2,900.00 |
| 296-000-671.678 PRO INCOME | | | |
| 296-000-671.678-ARTWALK | 30.00 | 100.00 | -70.00 |
| 296-000-671.678-BIKESHOW | 1,292.00 | 1,300.00 | -8.00 |
| Total 296-000-671.678 PRO INCOME | 1,322.00 | 1,400.00 | -78.00 |
| Total Income | 7,905.80 | 38,400.00 | -30,494.20 |

Owosso Main Street
Profit & Loss Budget vs. Actual
July 1 through September 5, 2016

| | Jul 1 - Sep 5, 16 | Budget | \$ Over Budget |
|---|-------------------|-------------------|-------------------|
| Expense | | | |
| DEP 200 GEN SERVICES | | | |
| 296-200-728.000 OPER SUPPLIES | 456.17 | 2,000.00 | -1,543.83 |
| 296-200-831.000 MAINTENANCE | 7,498.79 | 21,000.00 | -13,501.21 |
| 296-200-999.101 MANAGER WAGES | 8,524.98 | 56,650.00 | -48,125.02 |
| Total DEP 200 GEN SERVICES | 16,479.94 | 79,650.00 | -63,170.06 |
| DEP 696 PROMOTION EXPENSES | | | |
| 296-696-818.000 PRO WK PLNS | | 8,500.00 | |
| 296-696-818.000-BIKESHOW | 821.95 | 0.00 | 821.95 |
| 296-696-818.000-MKTCAMP | 500.00 | 0.00 | 500.00 |
| 296-696-818.000 PRO WK PLNS - Other | 420.05 | 0.00 | 420.05 |
| Total 296-696-818.000 PRO WK PLNS | 1,742.00 | 8,500.00 | -6,758.00 |
| Total DEP 696 PROMOTION EXPENSES | 1,742.00 | 8,500.00 | -6,758.00 |
| DEP 697 DESIGN EXPENSES | | | |
| 296-697-818.000 DES WK PLNS | | 8,000.00 | |
| 296-697-818.000-FLOWER PROGRAM | | | |
| 296-697-818.000-BED PLANTS | | 407.68 | 0.00 |
| Total 296-697-818.000-FLOWER PROGRAM | 407.68 | 0.00 | 407.68 |
| Total 296-697-818.000 DES WK PLNS | 407.68 | 8,000.00 | -7,592.32 |
| 296-697-974.000-WAYFINDING | 2,766.68 | 0.00 | 2,766.68 |
| Total DEP 697 DESIGN EXPENSES | 3,174.36 | 8,000.00 | -4,825.64 |
| DEP 698 ER EXPENSES | | | |
| 296-698-818.000 ER WK PLNS | 370.00 | 1,500.00 | -1,130.00 |
| Total DEP 698 ER EXPENSES | 370.00 | 1,500.00 | -1,130.00 |
| DEP 901 - CAPITAL OUTLAY | | | |
| 296-901-965.730 CAPITOL BOWL | 1,732.70 | 9,000.00 | -7,267.30 |
| Total DEP 901 - CAPITAL OUTLAY | 1,732.70 | 9,000.00 | -7,267.30 |
| Total Expense | 23,499.00 | 106,650.00 | -83,151.00 |
| Net Ordinary Income | -15,593.20 | -68,250.00 | 52,656.80 |
| Net Income | -15,593.20 | -68,250.00 | 52,656.80 |



Owosso DDA/Main Street

**Budget Breakdown
Fiscal Year 2016/2017**

REVENUE

| | | |
|---------------------|---------------------------------|----------------------------|
| Tax | unknown use last year's numbers | \$33,867.86 |
| TIF | unknown use last year's numbers | \$156,889.64 |
| <i>TOTAL</i> | | <i>\$190,757.50</i> |

EXPENSES

DDA Expenses

| | |
|-------------------------------------|------------------|
| Capitol Bowl | \$9,000 |
| Downtown Renovation "Sidewalk" Fund | \$75,400 |
| Maintenance | \$21,000 |
| Contracted Services | \$3,100 |
| TOTAL | \$108,500 |

OMS Operating Expenses

| | |
|--------------------|-----------------|
| Manager Wages | \$55,000 |
| Operating Supplies | \$2,000 |
| Membership + Dues | \$1,000 |
| Education/Training | \$1,500 |
| TOTAL | \$59,500 |

Owosso Main Street Work Plan Net Expenses

| | |
|------------------------|-----------------|
| Promotion | \$8,500 |
| Organization | \$2,500 |
| Design | \$8,000 |
| Economic Restructuring | \$1,500 |
| TOTAL | \$20,500 |

TOTAL Expense ***\$188,500***

OTHER FUNDS

| | |
|-----------------------|---------------|
| Bond Expenses | |
| Planned Bond Expenses | \$0.00 |
| TOTAL | \$0.00 |

Pending Payments
As of 9/5/16



**Owosso Main Street
Unpaid Bills Detail
As of September 5, 2016**

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Due Date</u> | <u>Aging</u> | <u>Open Balance</u> |
|-----------------------------------|-------------|------------|-----------------|--------------|---------------------|
| Bryan Mortimer | | | | | |
| Bill | 08/29/2016 | | 09/09/2016 | | 600.00 |
| Total Bryan Mortimer | | | | | 600.00 |
| Sloan's Tank Service, LLC. | | | | | |
| Bill | 08/29/2016 | | 09/09/2016 | | 160.00 |
| Total Sloan's Tank Service, LLC. | | | | | 160.00 |
| Sunburst Gardens Inc | | | | | |
| Bill | 08/15/2016 | | 08/31/2016 | 5 | 4,032.00 |
| Total Sunburst Gardens Inc | | | | | 4,032.00 |
| TOTAL | | | | | 4,792.00 |

Account Balance
As of 9/5/16



Owosso Main Street
Checking Account Balance
As of September 5, 2016

Checking Account = **\$57,113.28**

Cost Estimate
Water Street Sidewalk Improvement



From: Mark A. Sedlak
Sent: Monday, August 15, 2016 4:45 PM
To: Joshua D. Adams
Cc: Donald D. Crawford
Subject: FW: Seifert Concrete

Josh this is the quote for Mark Hannah's sidewalk.

mark

From: Wallace Street AFC [mailto:wallacest@bearnest.net]
Sent: Wednesday, July 27, 2016 10:58 AM
To: Jane E. Hunt
Subject: Seifert Concrete

SEIFERT CONCRETE
608 WEST OAK STREET
ASHLEY MICHIGAN 48806
(989) 620-0158
BID/INVOICE: 7-
27-15

CITY OF OWOSSO

LOCATION

CORNER OF WATER ST & SHIAWASSEE ST
583 SQFT OF SIDEWALK REMOVAL & REPLACE UNIT PRICE: \$5.00/SQFT

TOTAL:
\$2,915.00

52 LNFT OF F-4 CURB & GUTTER UNIT PRICE \$25.00/LNFT TOTAL
\$1,300.00

TOTAL BID/INVOICE AMOUNT: \$4,215.00