



Regular Meeting Agenda
Owosso DDA/Main Street

Wednesday January 4, 2017, 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 4, 2017

Review and approval of minutes: December 21, 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 (Discussion)
- 3) Façade Grant Update (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
December 2016



MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
DECEMBER 21, 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 Executive Director, Josh Adams.

MEMBERS PRESENT: Chairman David Acton, Vice Chairman Bill Gilbert, Treasurer Ken Cushman
Authority Members Lance Omer, Theresa Trecha,, Kevin Wiles, and Mayor Chris Evelyth

MEMBERS ABSENT: Authority Members Jon Moore, and Shar Haskins

OTHERS PRESENT: Josh Adams, Main Street Manager; Sue Montenegro, Assistant City Manager &
Community Development Director

AGENDA:

IT WAS MOVED BY VICE CHAIRMAN GILBERT AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE AGENDA FOR DECEMBER 21, 2016 AS WITH THE ADDITION OF ONE ITEM – APPROVAL OF THE CONTRACT FOR MARTY STINSON FOR MINUTE TAKING.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER EVELYTH AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE MINUTES OF NOVEMBER 2, 2016, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

COMMITTEE UPDATES:

1) DESIGN

WAY-FINDING SIGNS:

Signs have been fixed and Agnew Graphics is currently completing insert. A January installation date is foreseeable.

BIKE RACKS

Five bike racks are complete and ready to install. Installation will take place in the spring.

STREETSCAPE IMPROVMENTS

The committee is putting together a plan to present to the city to partner in making downtown hardscape improvements starting this summer. Committee chairman Gilbert suggested setting up a meeting with city officials after the first of the year to discuss a partnership and further delineate hardscape/soft-scape responsibilities.

2) ECONOMIC RESTRUCTURING

Committee chairman Omer indicated they had met the last month. They spent most of the meeting discussing the DDA legislation that was going before the State House & Senate and ways to get information to stakeholders (email, phone calls, etc.)

3) ORGANIZATION

Executive Director Adams indicated that the committee did not meet last month. Mr. Adams stated that he would like to explore the restructuring of the committee during the January, 20th Board Retreat.

4) PROMOTION

Executive Director Adams indicated that Glow Owaso was a huge success. Over 5,000 people were estimated to be in attendance. The Gun Run had 140 runners and the parade had 34 floats. Mr. Adams stated that a few businesses had all-time records in sales that night as well. Mayor Evelyth stated that the Ice Queen competition raised \$38,000 for local charities. Mr. Adams stated that the Glow committee raised over \$10,000 during the 2016 calendar year for the Glow program.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

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

AYES ALL. MOTION CARRIED.

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

The board discussed the budget report & budget updates.

3) MUELLER TAX CAPTURE AGREEMENT

Assistant City Manager Sue Montenegro presented the Tax Capture Agreement to the board members.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MUELLER TAX CAPTURE AGREEMENT AS PRESENTED.

AYES ALL. MOTION CARRIED.

4) 344 BUILDING TAX CAPTURE AGREEMENT

Assistant City Manager Sue Montenegro presented the Tax Capture Agreement to the board members.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE 344 BUILDING TAX CAPTURE AGREEMENT AS PRESENTED.

AYES ALL. MOTION CARRIED.

5) MARTY STINSON CONTRACT

Executive Director Adams stated that the contract for Marty Stinson will be the same that was given to Bridget Cannon.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE CONTRACT AS PRESENTED.

AYES ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments

IT WAS MOVED BY AUTHORITY MEMBER EVELYTH AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:45 A.M.

AYES: ALL. MOTION CARRIED.

David Acton, Chairman

jda

Check Register
December 2016



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

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Account</u> | <u>Paid Amount</u> |
|-------------|-------------------|-----------------------------------|--|---------------------------------------|--------------------|
| 2368 | 12/02/2016 | DayStarr Communication | phone forwarding service - Dece... | 296-000-101.250 Checking #0425 | |
| | 11/23/2016 | | phone forwarding service - Decem... | 296-200-728.000 OPER SUPPLIES | -15.26 |
| TOTAL | | | | | -15.26 |
| 2369 | 12/02/2016 | Kelly's Refuse | Downtown Trash Service 11/1/16... | 296-000-101.250 Checking #0425 | |
| | 12/02/2016 | | Downtown Trash Service 11/1/16 -... | 296-200-831.000 MAINTENANCE | -500.00 |
| TOTAL | | | | | -500.00 |
| 2370 | 12/02/2016 | Wintergreen Corporation | Downtown Christmas Tree Exte... | 296-000-101.250 Checking #0425 | |
| | 12/02/2016 | | Downtown Christmas Tree Extensi... | 296-696-818.000-GLOW | -3,476.47 |
| TOTAL | | | | | -3,476.47 |
| 2371 | 12/02/2016 | Joshua Adams | Manager Wages | 296-000-101.250 Checking #0425 | |
| | 11/30/2016 | | Manager Wages 11/19/16 - 12/2/16 | 296-200-999.101 MANAGER WAGES | -2,178.84 |
| TOTAL | | | | | -2,178.84 |
| 2372 | 12/02/2016 | National Main Street Ce... | National Main Street Membershi... | 296-000-101.250 Checking #0425 | |
| | 11/30/2016 | | National Main Street Membership ... | 296-200-858.000 MEMBER + DUES | -350.00 |
| TOTAL | | | | | -350.00 |
| 2373 | 12/16/2016 | Denise Widdows | Glow Run Supply Reimbursement | 296-000-101.250 Checking #0425 | |
| | 12/08/2016 | | Glow Run Supply Reimbursement | 296-696-818.000-GLOW | -45.03 |
| TOTAL | | | | | -45.03 |
| 2374 | 12/16/2016 | Gilbert's Do It Best | Glow & Christmas Basket Suppli... | 296-000-101.250 Checking #0425 | |
| | 12/08/2016 | | Christmas Basket Supplies | 296-697-818.000-BASKETS | -16.99 |
| | | | Glow Supplies | 296-696-818.000-GLOW | -85.38 |
| TOTAL | | | | | -102.37 |
| 2375 | 12/16/2016 | Independent Newspape... | Glow Advertising | 296-000-101.250 Checking #0425 | |
| | 12/08/2016 | | Glow Advertising | 296-696-818.000-GLOW | -156.00 |
| TOTAL | | | | | -156.00 |
| 2376 | 12/16/2016 | Michigan in Metal | Christmas Ornament order #2 | 296-000-101.250 Checking #0425 | |
| | 12/08/2016 | | Christmas Ornament order #2 | 296-696-818.000-GLOW | -364.30 |
| TOTAL | | | | | -364.30 |
| 2377 | 12/16/2016 | Argus Press | Glow Advertising | 296-000-101.250 Checking #0425 | |
| | 12/08/2016 | | Glow Advertising | 296-696-818.000-GLOW | -113.75 |
| TOTAL | | | | | -113.75 |
| 2378 | 12/16/2016 | Crooked Tree Nursery | Downtown Chrstitmas Dercoratio... | 296-000-101.250 Checking #0425 | |
| | 12/08/2016 | | Downtown Chrstitmas Dercorations | 296-697-818.000-FLOWER PROGRAM | -1,662.30 |
| TOTAL | | | | | -1,662.30 |

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

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Account</u> | <u>Paid Amount</u> |
|-------------|-------------------|----------------------------------|--|---------------------------------------|--------------------|
| 2379 | 12/16/2016 | Rehmann Robson | 2015/2016 Audit | 296-000-101.250 Checking #0425 | |
| | 12/08/2016 | | 2015/2016 Audit | 296-200-818.000 CONTRACT SER | -1,900.00 |
| TOTAL | | | | | -1,900.00 |
| 2380 | 12/16/2016 | City of Owosso | Capitol Outlay Winter Taxes | 296-000-101.250 Checking #0425 | |
| | 12/08/2016 | | 050-470-028-005-00 | 296-901-965.730 CAPITOL BOWL | -708.35 |
| | | | 050-300-000-024-00 | 296-901-965.730 CAPITOL BOWL | -803.63 |
| | | | 050-470-028-009-00 | 296-901-965.730 CAPITOL BOWL | -291.61 |
| TOTAL | | | | | -1,803.59 |
| 2381 | 12/16/2016 | Michigan Festivals and... | Glow 2017 Advertisement | 296-000-101.250 Checking #0425 | |
| | 12/08/2016 | | Glow 2017 Advertisement | 296-696-818.000-GLOW | -160.00 |
| TOTAL | | | | | -160.00 |
| 2382 | 12/16/2016 | Shiawassee Regional C... | Non-profit Membership 2017 | 296-000-101.250 Checking #0425 | |
| | 12/08/2016 | | Non-profit Membership 2017 | 296-200-858.000 MEMBER + DUES | -139.00 |
| TOTAL | | | | | -139.00 |
| 2383 | 12/16/2016 | Joshua Adams | Manager wages | 296-000-101.250 Checking #0425 | |
| | 12/14/2016 | | Manager wages 12/3/16 to 12/16/16 | 296-200-999.101 MANAGER WAGES | -2,178.84 |
| TOTAL | | | | | -2,178.84 |
| 2384 | 12/16/2016 | Schutt Photography | Glow Event Photography | 296-000-101.250 Checking #0425 | |
| | 12/09/2016 | | Glow Event Photography | 296-696-818.000-GLOW | -200.00 |
| TOTAL | | | | | -200.00 |
| 2385 | 12/16/2016 | View Newspapers | Glow Print Advertising | 296-000-101.250 Checking #0425 | |
| | 12/09/2016 | | Glow Print Advertising | 296-696-818.000-GLOW | -150.00 |
| TOTAL | | | | | -150.00 |
| 2386 | 12/16/2016 | American Speedy Print | Posters for Ugly Sweater Saturday | 296-000-101.250 Checking #0425 | |
| | 12/14/2016 | | Posters for Ugly Sweater Saturday | 296-696-818.000-GLOW | -40.00 |
| TOTAL | | | | | -40.00 |
| 2387 | 12/16/2016 | Gary Fortin | Horse & Carriage Rides - 12/10/16 | 296-000-101.250 Checking #0425 | |
| | 12/14/2016 | | Horse & Carriage Rides - 12/10/16 | 296-696-818.000-GLOW | -350.00 |
| TOTAL | | | | | -350.00 |
| 2388 | 12/16/2016 | Spectrum Reach | Glow TV Advertising | 296-000-101.250 Checking #0425 | |
| | 12/14/2016 | | Glow TV Advertising | 296-696-818.000-GLOW | -1,200.00 |
| TOTAL | | | | | -1,200.00 |

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Check Register - By Check Number
December 2016**

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Account</u> | <u>Paid Amount</u> |
|------------|-------------|------------------------|---------------------------------------|--------------------------------|--------------------|
| 2389 | 12/16/2016 | DayStarr Communication | Phone forwarding service | 296-000-101.250 Checking #0425 | |
| | 12/16/2016 | | Phone forwarding service 1/1/17-1/... | 296-200-728.000 OPER SUPPLIES | -15.26 |
| TOTAL | | | | | -15.26 |
| 2390 | 12/16/2016 | Lorraine Weckwert | Flower Program reimbursement | 296-000-101.250 Checking #0425 | |
| | 12/14/2016 | | Spring bulb order | 296-697-818.000-FLOWER PROGRAM | -104.01 |
| | | | Summer fertilizer order | 296-697-818.000-FLOWER PROGRAM | -80.00 |
| TOTAL | | | | | -184.01 |

Budget Report
As of January 3, 2017



Owosso Main Street
Profit & Loss Budget vs. Actual
July 2016 through June 2017

| Ordinary Income/Expense | Jul '16 - Jun 17 | Budget | \$ Over Budget |
|--|------------------|------------------|-------------------|
| <u>Income</u> | | | |
| 296-000-401.403 GEN PROP TAX | 26,010.53 | 34,000.00 | -7,989.47 |
| 296-000-671.676 DESIGN INCOME | | | |
| 296-000-671.676-BIKERACKS | 700.00 | 1,500.00 | -800.00 |
| 296-000-671.676-FLOWER PROGRAM | 174.00 | 200.00 | -26.00 |
| Total 296-000-671.676 DESIGN INCOME | 874.00 | 1,700.00 | -826.00 |
| 296-000-671.678 PRO INCOME | | | |
| 296-000-671.678-ARTWALK | 60.00 | 80.00 | -20.00 |
| 296-000-671.678-BIKESHOW | 1,292.00 | 1,300.00 | -8.00 |
| 296-000-671.678-GLOW | 10,762.57 | 11,000.00 | -237.43 |
| Total 296-000-671.678 PRO INCOME | 12,114.57 | 12,380.00 | -265.43 |
| 296-000-671.679 ORG INCOME | | | |
| 296-000-671.679-MEMBERSHIP | 450.00 | 2,250.00 | -1,800.00 |
| 296-000-671.679-WEBSITE | 500.00 | 1,000.00 | -500.00 |
| Total 296-000-671.679 ORG INCOME | 950.00 | 3,250.00 | -2,300.00 |
| 296-000-671.694 WATERSTREET IMPROVEMENT | 715.73 | 45,000.00 | -44,284.27 |
| Total Income | 40,664.83 | 96,330.00 | -55,665.17 |

Owosso Main Street
Profit & Loss Budget vs. Actual
July 2016 through June 2017

| | <u>Jul '16 - Jun 17</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|---|-------------------------|-------------------|-----------------------|
| <u>Expense</u> | | | |
| DEP 200 GEN SERVICES | | | |
| 296-200-728.000 OPER SUPPLIES | 686.95 | 2,000.00 | -1,313.05 |
| 296-200-818.000 CONTRACT SER | 2,000.00 | 3,100.00 | -1,100.00 |
| 296-200-831.000 MAINTENANCE | 17,456.43 | 21,000.00 | -3,543.57 |
| 296-200-858.000 MEMBER + DUES | 489.00 | 1,000.00 | -511.00 |
| 296-200-860.000 ED + TRAINING | 300.56 | 1,500.00 | -1,199.44 |
| 296-200-999.101 MANAGER WAGES | 28,134.54 | 56,650.00 | -28,515.46 |
| Total DEP 200 GEN SERVICES | 49,067.48 | 85,250.00 | -36,182.52 |
| DEP 696 PROMOTION EXPENSES | | | |
| 296-696-818.000 PRO WK PLNS | | | |
| 296-696-818.000-ARTWALK | 1,041.00 | 0.00 | 1,041.00 |
| 296-696-818.000-BIKESHOW | 1,390.95 | 0.00 | 1,390.95 |
| 296-696-818.000-GLOW | 12,135.70 | 0.00 | 12,135.70 |
| 296-696-818.000-MKTCAMP | 1,375.00 | 0.00 | 1,375.00 |
| 296-696-818.000 PRO WK PLNS - Other | 735.02 | 0.00 | 735.02 |
| Total 296-696-818.000 PRO WK PLNS | 16,677.67 | 8,500.00 | 8,177.67 |
| Total DEP 696 PROMOTION EXPENSES | 16,677.67 | 8,500.00 | 8,177.67 |
| DEP 697 DESIGN EXPENSES | | | |
| 296-697-818.000 DES WK PLNS | | | |
| 296-697-818.000-BIKERACKS | 536.00 | 0.00 | |
| 296-697-818.000-FLOWER PROGRAM | | | |
| 296-697-818.000-BASKETS | 16.99 | 0.00 | 16.99 |
| 296-697-818.000-BED PLANTS | 1,123.24 | 0.00 | 1,123.24 |
| 296-697-818.000-FLOWER PROGRAM - Other | 1,846.31 | 0.00 | 1,846.31 |
| Total 296-697-818.000-FLOWER PROGRAM | 2,986.54 | 0.00 | 2,986.54 |
| Total 296-697-818.000 DES WK PLNS | 3,522.54 | 8,000.00 | -4,477.46 |
| 296-697-974.000-WAYFINDING | 3,235.64 | 5,000.00 | -1,764.36 |
| 296-697-974.000-WOODARDPLC | 2,982.00 | 3,000.00 | -18.00 |
| Total DEP 697 DESIGN EXPENSES | 9,740.18 | 16,000.00 | -6,259.82 |
| 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 | 3,536.29 | 9,000.00 | -5,463.71 |
| Total DEP 901 - CAPITAL OUTLAY | 3,536.29 | 9,000.00 | -5,463.71 |
| DEP 966 TRANSFER OUT | | | |
| 296-966-999.397 SIDEWALK FUND | 18,033.75 | 75,400.00 | -57,366.25 |
| Total DEP 966 TRANSFER OUT | 18,033.75 | 75,400.00 | -57,366.25 |
| Total Expense | 97,425.37 | 195,650.00 | -98,224.63 |
| Net Ordinary Income | -56,760.54 | -99,320.00 | 42,559.46 |
| Net Income | -56,760.54 | -99,320.00 | 42,559.46 |

Pending Payments
As of January 3, 2017



Owosso Main Street Unpaid Bills Detail As of January 3, 2017

| <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Due Date</u> | <u>Aging</u> | <u>Open Balance</u> |
|-----------------------|-------------|------------|-----------------|--------------|-------------------------|
| City of Owosso | | | | | |
| Bill | 11/17/2016 | | 12/02/2016 | 32 | 4,247.50 |
| Bill | 12/14/2016 | | 12/14/2016 | 20 | 6,573.27 |
| Bill | 09/23/2016 | | 01/01/2017 | 2 | 18,033.75 |
| Total City of Owosso | | | | | <u>28,854.52</u> |
| TOTAL | | | | | <u>28,854.52</u> |

Account Balance
As of January 3, 2017



Owosso Main Street
Checking Account Balance
As of January 3, 2017

Checking Account = **\$37,154.59**