



**Regular Meeting Agenda**  
*Owosso DDA/Main Street*  
**Wednesday February 1, 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:** February 1, 2017

**Review and approval of minutes:** January 4, 2017

**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 ..... (Resolution)
- 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](http://www.ci.owosso.mi.us).]

**Board Meeting Minutes**

1/4/17



**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**JANUARY 4, 2017 AT 7:30 AM**  
**CITY COUNCIL CHAMBERS**

**CALL TO ORDER:** The meeting was called to order by Chairman Dave Acton at 7:37 a.m.

**ROLL CALL:** Was taken by Executive Director, Josh Adams.

**MEMBERS PRESENT:** Chairman David Acton, Vice Chairman Bill Gilbert, Authority Members Lance Omer, Theresa Trecha,, Kevin Wiles, and Jon Moore.

**MEMBERS ABSENT:** Treasurer Ken Cushman and Authority Members Chris Evelyth, and Shar Haskins

**OTHERS PRESENT:** Josh Adams, Main Street Manager; Sue Montenegro, Assistant City Manager & Community Development Director; and Robert Doran, Executive Director of the Owosso Historical Commission.

**AGENDA:**

**IT WAS MOVED BY AUTHORITY MEMBER OMER AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE AGENDA FOR JANUARY 4, 2017, AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**MINUTES:**

**IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE MINUTES OF DECEMBER 21, 2016, AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** There were no public comments.

**COMMITTEE UPDATES:**

**1) DESIGN**

WAY-FINDING SIGNS:

Agnew Graphics is currently completing inserts. A January installation date is foreseeable.

**2) ALL OTHER COMMITTEES**

Mr. Adams stated that it has only been 14 days since the last meeting. As a result, not much additional information is available to report.

**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 DECEMBER 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. Mr. Adams indicated that much of the budgeted funds for downtown maintenance have already been spent for this fiscal year. Mr. Adams stated that it might be a good time for the board to meet with the city regarding maintenance allocations. Chairman Acton asked for Mr. Adams and Vice-Chairman Gilbert to coordinate an meeting with city officials to start discussions regarding maintenance expenses.

**3) FAÇADE GRANT UPDATES**

Assistant City Manager Sue Montenegro provided additional information about upcoming façade grants taking place in downtown. A total of 7 properties will be taking part in this round of grant funding. Mrs. Montenegro stated that estimates indicate a project total of just over \$600,000.00, 50% of which will be covered by grant dollars. The grant application is projected to be ready for submission to the MEDC sometime in late January, early February.

**PUBLIC COMMENTS:** There were no public comments

**IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER WILES TO ADJOURN AT 8:48 A.M.**

**AYES: ALL. MOTION CARRIED.**

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David Acton, Chairman

jda

**February Check Register**  
By Check Number



**Owosso Main Street**  
**Check Register - By Check Number**  
 January 1 - 30, 2017

Num	Date	Name	Memo	Account	Paid Amount
2391	01/03/2017	Hankerd Sportswear	Glow 5K Run T-shirts	296-000-101.250 Checking #0425	
	01/03/2017		Glow 5K Run T-shirts	296-696-818.000-GLOW	-2,041.00
TOTAL					-2,041.00
2392	01/03/2017	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	01/03/2017		Manager Wages 12/17/16-12...	296-200-999.101 MANAGER WAGES	-2,178.84
TOTAL					-2,178.84
2393	01/03/2017	Kelly's Refuse	Downtown Trash Removal ...	296-000-101.250 Checking #0425	
	01/03/2017		Downtown Trash Removal S...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2394	01/03/2017	Shiawassee Regional C...	Newsletter Insert for Glow ...	296-000-101.250 Checking #0425	
	01/03/2017		Newsletter Insert for Glow O...	296-696-818.000-GLOW	-40.00
TOTAL					-40.00
2395	01/03/2017	First Bank Card	December CC payment	296-000-101.250 Checking #0425	
	01/03/2017		December CC payment	296-000-202.100 Credit Card	-429.19
TOTAL					-429.19
2396	01/13/2017	Michigan in Metal	Christmas Ornament order ...	296-000-101.250 Checking #0425	
	12/08/2016		Christmas Ornament order #2	296-696-818.000-GLOW	-364.30
TOTAL					-364.30
2397	01/13/2017	Rehmann Robson	2016 Audit - final billing	296-000-101.250 Checking #0425	
	01/13/2017		2016 Audit - final billing	296-200-818.000 CONTRACT SER	-1,000.00
TOTAL					-1,000.00
2398	01/13/2017	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	01/13/2017		Manager Wages 12/31/16-1/...	296-200-999.101 MANAGER WAGES	-2,178.84
TOTAL					-2,178.84
2399	01/26/2017	City of Owosso	Water Bill - 100 S Washingt...	296-000-101.250 Checking #0425	
	01/25/2017		Water Bill - 100 S Washingto...	296-200-831.000 MAINTENANCE	-141.90
TOTAL					-141.90
2400	01/26/2017	Jeffry Adams	Downtown Flower Bed/Bas...	296-000-101.250 Checking #0425	
	01/26/2017		Downtown Flower Bed/Baske...	296-200-831.000 MAINTENANCE	-544.00
			Propane for Christmas Baske...	296-697-818.000-CHRISTMAS	-20.00
TOTAL					-564.00
2401	01/26/2017	Bronner's Commercial ...	Replacement bulbs for dow...	296-000-101.250 Checking #0425	
	01/25/2017		Replacement bulbs for downt...	296-696-818.000-GLOW	-545.86
TOTAL					-545.86

**Owosso Main Street**  
**Check Register - By Check Number**  
 January 1 - 30, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>2402</b>	<b>01/26/2017</b>	<b>DayStarr Communication</b>	<b>Phone forwarding service F...</b>	<b>296-000-101.250 Checking #0425</b>	
	01/25/2017		Phone forwarding service Fe...	296-200-728.000 OPER SUPPLIES	-15.25
TOTAL					-15.25
<b>2403</b>	<b>01/26/2017</b>	<b>First Bank Card</b>	<b>January CC payment</b>	<b>296-000-101.250 Checking #0425</b>	
	01/25/2017		January CC payment	296-000-202.100 Credit Card	-258.13
TOTAL					-258.13
<b>2404</b>	<b>01/26/2017</b>	<b>Joshua Adams</b>	<b>Manager Wages</b>	<b>296-000-101.250 Checking #0425</b>	
	01/25/2017		Manager Wages 1/14-1/27/17	296-200-999.101 MANAGER WAGES	-2,178.84
TOTAL					-2,178.84

## February Budget Report





**Owosso Main Street**  
**Profit & Loss Budget vs. Actual**  
July 1, 2016 through January 30, 2017

<u>Ordinary Income/Expense</u>	<u>Jul 1, '16 - Jan 30, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<i>Income</i>			
296-000-401.403 GEN PROP TAX	26,870.51	33,867.86	-6,997.35
296-000-401.405 TIF	0.00	156,889.64	-156,889.64
<b>296-000-671.676 DESIGN INCOME</b>			
296-000-671.676-BIKERACKS	700.00	1,000.00	-300.00
296-000-671.676-FLOWER PROGRAM	174.00	200.00	-26.00
<b>Total 296-000-671.676 DESIGN INCOME</b>	<b>874.00</b>	<b>1,200.00</b>	<b>-326.00</b>
<b>296-000-671.678 PRO INCOME</b>			
296-000-671.678-ARTWALK	60.00	60.00	0.00
296-000-671.678-DOMI	450.00	500.00	-50.00
296-000-671.678-GLOW	11,917.57	12,000.00	-82.43
296-000-671.678-VINTAGEMOTORCY	1,292.00	1,300.00	-8.00
<b>Total 296-000-671.678 PRO INCOME</b>	<b>13,719.57</b>	<b>13,860.00</b>	<b>-140.43</b>
<b>296-000-671.679 ORG INCOME</b>			
296-000-671.679-WEBSITE	1,000.00	2,000.00	-1,000.00
<b>Total 296-000-671.679 ORG INCOME</b>	<b>1,000.00</b>	<b>2,000.00</b>	<b>-1,000.00</b>
296-000-671.694 MISC	25.48	50.00	-24.52
<b>Total Income</b>	<b>42,489.56</b>	<b>207,867.50</b>	<b>-165,377.94</b>

**Owosso Main Street**  
**Profit & Loss Budget vs. Actual**  
July 1, 2016 through January 30, 2017

<i>Expense</i>	Jul 1, '16 - Jan 30, 17	Budget	\$ Over Budget
<b>DEP 200 GEN SERVICES</b>			
296-200-728.000 OPER SUPPLIES	733.19	2,000.00	-1,266.81
296-200-818.000 CONTRACT SER	3,000.00	3,100.00	-100.00
296-200-831.000 MAINTENANCE	13,894.83	21,000.00	-7,105.17
296-200-858.000 MEMBER + DUES	489.00	1,000.00	-511.00
296-200-860.000 ED + TRAINING	649.56	1,500.00	-850.44
296-200-999.101 MANAGER WAGES	32,492.22	56,650.00	-24,157.78
<b>Total DEP 200 GEN SERVICES</b>	<b>51,258.80</b>	<b>85,250.00</b>	<b>-33,991.20</b>
<b>DEP 695 ORGANIZATION EXPENSES</b>	0.00	2,500.00	-2,500.00
<b>DEP 696 PROMOTION EXPENSES</b>			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	1,041.00	1,050.00	-9.00
296-696-818.000-DOMI	142.14	500.00	-357.86
296-696-818.000-DOWNTOWNPROMO	1,978.61	2,000.00	-21.39
296-696-818.000-GLOW	12,681.56	12,800.00	-118.44
296-696-818.000-VINTAGEMOTORCY	1,522.36	1,550.00	-27.64
Total 296-696-818.000 PRO WK PLNS	17,365.67	17,900.00	-534.33
DEP 696 PROMOTION EXPENSES - Other	0.00	0.00	0.00
<b>Total DEP 696 PROMOTION EXPENSES</b>	<b>17,365.67</b>	<b>17,900.00</b>	<b>-534.33</b>
<b>DEP 697 DESIGN EXPENSES</b>			
296-697-818.000 DES WK PLNS			
296-697-818.000-BIKERACKS	536.00	700.00	-164.00
296-697-818.000-CHRISTMAS	2,180.65	2,190.00	-9.35
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BASKETS	16.99	1,200.00	-1,183.01
296-697-818.000-BED PLANTS	808.90	4,800.00	-3,991.10
296-697-818.000-FLOWER PROGRAM - Other	0.00	0.00	0.00
Total 296-697-818.000-FLOWER PROGRAM	825.89	6,000.00	-5,174.11
Total 296-697-818.000 DES WK PLNS	3,542.54	8,890.00	-5,347.46
296-697-974.000-WAYFINDING	3,235.64	6,500.00	-3,264.36
296-697-974.000-WOODARDPLC	2,982.00	3,000.00	-18.00
DEP 697 DESIGN EXPENSES - Other	0.00	0.00	0.00
<b>Total DEP 697 DESIGN EXPENSES</b>	<b>9,760.18</b>	<b>18,390.00</b>	<b>-8,629.82</b>
<b>DEP 698 ER EXPENSES</b>			
296-698-818.000 ER WK PLNS			
296-698-818.000-DEVELOPGUIDE	370.00	370.00	0.00
Total 296-698-818.000 ER WK PLNS	370.00	370.00	0.00
DEP 698 ER EXPENSES - Other	0.00	1,130.00	-1,130.00
<b>Total DEP 698 ER EXPENSES</b>	<b>370.00</b>	<b>1,500.00</b>	<b>-1,130.00</b>
<b>DEP 901 - CAPITAL OUTLAY</b>			
296-901-965.730 CAPITOL BOWL	3,536.29	9,000.00	-5,463.71
<b>Total DEP 901 - CAPITAL OUTLAY</b>	<b>3,536.29</b>	<b>9,000.00</b>	<b>-5,463.71</b>
<b>DEP 966 TRANSFER OUT</b>			
296-966-999.397 SIDEWALK FUND	18,033.75	75,400.00	-57,366.25
<b>Total DEP 966 TRANSFER OUT</b>	<b>18,033.75</b>	<b>75,400.00</b>	<b>-57,366.25</b>
<b>Total Expense</b>	<b>100,324.69</b>	<b>209,940.00</b>	<b>-109,615.31</b>
<b>Net Ordinary Income</b>	<b>-57,835.13</b>	<b>-2,072.50</b>	<b>-55,762.63</b>
<b>Net Income</b>	<b>-57,835.13</b>	<b>-2,072.50</b>	<b>-55,762.63</b>

**Account Balance**  
As of 1/30/17



Owosso Main Street  
**Checking Account Balance**  
As of January 30, 2017

Checking Account = **\$32,896.50**

### Owosso Main Street Unpaid Bills Detail As of January 30, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>City of Owosso</b>					
Bill	11/17/2016		12/02/2016	59	4,247.50
Bill	12/14/2016		12/14/2016	47	6,573.27
Bill	09/23/2016		01/01/2017	29	18,033.75
Total City of Owosso					<u>28,854.52</u>
<b>TOTAL</b>					<b><u><u>28,854.52</u></u></b>

**Pending Payment**  
As of 1/30/17

