

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
March 5, 2014 – 7:30 am.

MEETING CALLED TO ORDER at 7:38 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Benjamin Frederick, Ken Cushman, Meredith Landino, Dawn Gonyou, Secretary Alaina Kraus, and Treasurer James Demis

MEMBERS ABSENT: Authority Members Bill Gilbert and Lance Omer

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Jeff Deason, Chamber of Commerce

AGENDA:

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER LANDINO TO APPROVE THE AGENDA FOR MARCH 5, 2014.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE MINUTES WITH MODIFICATION FOR THE MEETING OF FEBRUARY 5, 2014.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1. Design – Authority Member Bill Gilbert

They are getting ready to push for the fundraiser for the flower program and are getting bids for the flower baskets. There will be less baskets than last year to optimize the ones we have.

They are also moving forward on the drinking glass fundraiser. The rest of the bicycle racks will be ready by April 1st. There should be recognition arranged for Baker for making the racks.

The first three wayfinding signs should be ready to go by the first of April.

2. Economic Restructuring – Authority Member Demis

Randy Woodworth visited the meeting and shared information about six buildings downtown. For example, the Muller/Miller building will be being turned into 20 apartments upstairs with retail downstairs.

The committee will also be making further recommendations on the Market Study and discussed how to distribute that information. Adams and Omer also met with Kristov from Michigan Main Street and they are willing to share all of their resources to use with the Market Study, even though it was not done through them.

3. Organization – Authority Member Landino

The main focus has been getting the IB workplans into place including examples like storefront clean-up and partnerships with other partner groups downtown.

An adjustment was made to our newsletter publication schedule. The newsletter will go out quarterly with special editions during busy times of the year. Landino requested that other committees and members share any information that they have on events/news so that there is a diverse view of downtown activity.

There are now four groups of students in town who need hours include National Honor Society, Career Tech ed, and Baker students in addition to IB. The goal is to have 150-300 students involved in projects in the 13/14 year.

The Business Owner sub-committee is heading up the downtown business presence at the Shiawassee Home Garden Business Expo coming up this weekend. The booth will be about 30 feet. John Hankerd is making a display of pictures of downtown for the backdrop including names of downtown businesses and logos. Right now eight businesses are committed to be there. There is still space if others wish to join them.

Cushman asked about getting students involved with local businesses to get hands on experience with business. The primary concern is questions like is there pay for involvement with a business. Frederick also brought up that we should find out what students goals are from this and make sure that we are meeting those as well, which may be in part through another program outside of the IB one.

4. Promotion – Manager Adams

The Image Builders meeting is continuing to meet and come up with plans to address the larger community. The Business meeting has been averaging 8-10 businesses. Otherwise, summer planning for events like the car show are moving forward.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

There is nothing abnormal in this period.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE CHECK REGISTER FOR FEBRUARY 2014 AS PRESENTED.

YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

There wasn't much activity in February, but our TIF payment should arrive in March.

5. BUDGET APPROVAL

A problem has arisen from requiring committees to fund their projects and having the revenue and expenses in the budget, then allowing them to spend their budgeted amount even if the money has not been raised. This has eroded our fund balance. We are still solvent, but it is a problem.

Moving forward we will have a set number of how much money we have to spend based upon tax and TIF. From that amount is first withdrawn the expenses that must be paid (DDA and OMA loan payments, operating expenses, etc.). The remainder is distributed among the committees and will only reflect fundraising in the budget when the funds have been raised. As soon as those funds come in, the committee will be able to spend it.

We can amend the budget up to the end of the fiscal year. Demis is checking into whether these amendments then need to go to City Council. This has been a problem the city has faced as well.

The amounts allotted to each committee in the proposed budget are based on previous experience. Cushman brought up that it needs to be kept in mind that some projects, like those in ER, may need more money than is currently there to support and expand those committees, which in turn create more funds for the group as a whole.

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE 2014/2015 BUDGET AS PRESENTED BY JIM DEMIS.

YEAS ALL. MOTION CARRIED.

3. PARK STREET IMPROVEMENTS

Construction begins imminently.

4. DIG UPDATE

We received the huge check last week. All work must be completed by the end of 2014 in order to have funds refunded for work completed which means the Chamber must move out before December. The city is currently looking for an engineer to head up the project. If we do not start construction before June 1st, we have to ask for an extension or that agreement is null and void. Normally this would

be 24 months, but we are benefitting from another committee not meeting/using the funds of the grant.

Deason shared that they are hoping to have bank financing sorted out in the next few weeks. They will need a temporary location to work from while the work is being done on the property and building. Gonyou said she may have a space that they can use. Deason is still trying to figure out what their needs are for this and will keep the board updated.

Demis mentioned that there may be a temporary hit on the budget between when bond payments begin and TIF begins to be impacted.

PUBLIC / BOARD / STAFF COMMENTS:

Frederick brought up that we should speak with Tuttle about CTE and ways to work with them on programs for students. Acton will attend the school foundation board meeting on March 10th at noon.

**MOTION MADE BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER GONYOU TO ADJOURN AT 8:38 AM.
YEAS ALL. MOTION CARRIED.**

Alaina Kraus, Secretary

February Check Register
By Check Number



**Owosso Main Street
Check Register - By Check Number
February 2014**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
1954	02/13/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	02/13/2014		Manager wages 1/31/14 to 2/13/14	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
1955	02/13/2014	Kelly's Refuse	Trash Services	Owosso Main Street Checking	
	02/03/2014		Trash Services for 2/1/14 through 2/28/14	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
1956	02/13/2014	Rehmann Robson	Audit Costs	Owosso Main Street Checking	
	02/13/2014		Audit for the year ended 6/30/13	296-200-818.000 CONTRACT SER	-2,700.00
TOTAL					-2,700.00
1957	02/28/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	02/28/2014		Manager Wages 2/14/14 through 2/27/14	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
1958	02/28/2014	Shiawassee Chamber of Commerce		Owosso Main Street Checking	
	02/18/2014		2014 Expo - vendor booth charges	296-695-818.000-VOLPARTY	-461.00
	02/18/2014		2014 Chamber non-profit membership fee	296-695-818.000-VOLPARTY	-139.00
TOTAL					-600.00
1959	02/28/2014	DayStarr Communication	Phone forwarding service	Owosso Main Street Checking	
	02/18/2014		Phone forwarding service - 3/1/14 to 3/31...	296-200-728.000 OPER SUPPLIES	-15.16
TOTAL					-15.16