



Regular Meeting Agenda
Owosso DDA/Main Street
Wednesday January 7, 2015, 7:30 a.m.
Owosso City Council Chambers,
301 W Main St.
Owosso, MI 48867

7:30 to 7:40

Call to order and roll call:

Review and approval of agenda: January 7, 2015

Review and approval of minutes: December 3, 2014

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) Wesener mortgage subordination..... (Resolution)
- 4) Wesener Donation Agreement (Jim Demis) (Resolution)
- 5) MMS Remediation Agreement..... (Resolution)
- 6) MMS 2015 Application Based Services (Josh Adams)..... (Resolution)
- 7) Yearly Audit Review (Jim Demis) (Discussion)
- 8) Jim Demis' Board Member Resignation (Discussion)
- 9) New Treasurer appointment (Discussion)
- 10) New Board Member; Mr. Kevin Wiles (Discussion)
- 11) Board Retreat Reminder (Discussion)

Public Comments:

Board Comments:

Adjournment:

Board Meeting Minutes
December 3, 2014



REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
December 3, 2014 – 7:30 am.

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER GONYOU FOR BEN FREDERICK TO ACT AS TEMPORARY CHAIR.

MEETING CALLED TO ORDER at 7:40 a.m. by Ben Frederick.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Authority Members Benjamin Frederick, Dawn Gonyou, Lance Omer, Ken Cushman, and Secretary Alaina Kraus

MEMBERS ABSENT: Chairman Dave Acton, Authority Members Bill Gilbert, Meredith Landino, and Treasurer James Demis.

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Jeff Deason, Chamber of Commerce; Rick Williams, Brownfield Authority; Helen Granger, press.

AGENDA:

MOTION BY AUTHORITY MEMBER CUSHMAN SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE AGENDA FOR DECEMBER 3, 2014.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE MINUTES FOR THE MEETING OF OCTOBER 1, 2014.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1) Design - Josh Adams

Seven wayfinding signs have sponsors and are in progress for 2015. Bridge baskets paid for with drinking glasses.

2) Economic Restructuring - Lance Omer

A Market Study meeting will be held for the public on January 12th.

3) Organization - Josh Adams

Sticking to nuts and bolts. A subcommittee has been formed to look at the Mission and Vision.

4) Promotion - Josh Adams

GLOW was last weekend. There were 120 runners. Numbers are not yet back of how many attended the parade, but are expected to meet or exceed last year. There have been some late night shopping events that have done well for retailers, though non-strickly retail locations still have light foot traffic.

Frederick shared the he's been getting good feedback on downtown from lifelong residents.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

There is an increase in checks due to GLOW.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE CHECK REGISTER FOR NOVEMBER 2014 AS PRESENTED. YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

We may not have to pull from reserve due to receiving tax reimbursement earlier.

3. DDA/BRA AGREEMENT FOR ARMORY PROJECT

Rick Williams spoke on behalf of the Brownfield Board about the Armory project. They need to go on the tax rolls as of December 31, 2014. The proposed agreement is to remit the tax capture to the Brownfield Authority to repay the developer for eligible costs. The agreement would be for up to 30 years, but is expected that the \$500,000 would be repaid in 10-12 years at which point it would return to being a DDA tax capture.

The billing will be very low when it comes online at the end of December. The Armory currently has a taxable value of \$0 and the Chamber Building is valued at \$49,700. It is estimated that when the Armory project is complete its taxable value will be \$1,000,000. The project is to be completed as of December 2015.

This was passed unanimously at City Council.

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GONYOU TO ACCEPT THE PROPOSAL AS WRITTEN. YEAS ALL. MOTION CARRIED.

4. DEEANN BIONDI REIMBURSEMENT

Deeann Biondi is a certified accountant who has been helping with Quickbooks over the last year. She came in to help with our first audit with the budget in our hands. She ended up spending 10-15 hours working with the auditors and city financials. Though she typically volunteers, due to the length of time it has been recommended that we reimburse her for this

work. Further, Adams is recommending bringing her on for a few hours of month to better prepare for future audits. This would be included in a future proposal.

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER KRAUS TO REIMBURSE BIONDI IN AN AMOUNT NOT TO EXCEED \$300.
YEAS ALL. MOTION CARRIED.

8. DOWNTOWN PARKING UPDATE

Parking changes have gone into effect, but signs are not in place yet, so enforcement is not currently as strict due to the transition period. The plan is to have large signs at the entrances. The signs would come out of the maintenance budget.

The late night parking issue will be addressed by doing a traffic control order instead of an ordinance change due to the other being too vague.

5. MMS YEAR END UPDATE

Adams has not yet received the powerpoint from Main Street's review, but we should be getting information from Brittany at Michigan Main Street soon.

6. BOARD RETREAT

The Board Retreat will be December 15th. Adams is still looking into locations, but is looking into the Dimmick House. In previous years Michigan Main Street has facilitated the retreat, but this year will be facilitated by Adams. The retreat is expected to be 6:30-8:30 p.m.

7. NEW WORK PLAN APPROVAL

Ben Frederick departed 8:15.

a) Evening Shopping

This has been started, but the committee has been tasked with making a workplan which should be presented in 2015.

PUBLIC / BOARD / STAFF COMMENTS:

None

MOTION MADE BY OMER, SUPPORTED BY AUTHORITY MEMBER KRAUS TO ADJOURN
AT 8:19 AM.
YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary

December Check Register
By Check Number



Owosso Main Street
Check Register - By Check Number
December 2014

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2056	12/05/2014	Denise Widdows		296-000-101.250 Checking #0425	
	11/21/2014		Runner gifts for the Glow 5K ...	296-696-818.000-GLOW	-894.45
	11/21/2014		Gifts & Supplies for the Glow...	296-696-818.000-GLOW	-176.84
	11/21/2014		Water Supplies & Glow Wan...	296-696-818.000-GLOW	-41.23
TOTAL					-1,112.52
2057	12/05/2014	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	12/03/2014		Manager Wages 11/21/14 to ...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2058	12/05/2014	Kelly's Refuse	Downtown Trash Service	296-000-101.250 Checking #0425	
	12/03/2014		Downtown Trash Service 11/...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2059	12/05/2014	Community Radio W...	Donation for traffic control ...	296-000-101.250 Checking #0425	
	12/03/2014		Donation for traffic control se...	296-696-818.000-GLOW	-100.00
TOTAL					-100.00
2060	12/05/2014	Hankerd Sportswear	T-shirts and directional sig...	296-000-101.250 Checking #0425	
	12/03/2014		T-shirts and directional signs...	296-696-818.000-GLOW	-1,831.00
TOTAL					-1,831.00
2061	12/05/2014	John Hankerd	Reimbursement for Glow li...	296-000-101.250 Checking #0425	
	12/03/2014		Reimbursement for Glow ligh...	296-696-818.000-GLOW	-77.85
TOTAL					-77.85
2062	12/05/2014	Argus Press	Advertising for Glow - Busi...	296-000-101.250 Checking #0425	
	12/04/2014		Advertising for Glow - Busine...	296-696-818.000-GLOW	-42.00
TOTAL					-42.00
2063	12/05/2014	Creative Catering By ...	Bagels for the Glow 5K Run	296-000-101.250 Checking #0425	
	12/05/2014		Bagels for the Glow 5K Run	296-696-818.000-GLOW	-300.00
TOTAL					-300.00
2064	12/05/2014	Crooked Tree Nursery	Christmas greens for dow...	296-000-101.250 Checking #0425	
	12/04/2014		Christmas greens for downto...	296-697-818.000-CHRISTMAS	-605.00
TOTAL					-605.00
2065	12/05/2014	City of Owosso		296-000-101.250 Checking #0425	
	11/20/2014		Copy costs	296-695-728.000 OPER SUPPLIES	-80.40
			Downtown Electrical Repairs	296-200-831.000 MAINTENANCE	-99.87
	12/03/2014		Downtown Electrical Work	296-200-831.000 MAINTENANCE	-97.50
TOTAL					-277.77

11:56 AM

01/02/15

Owosso Main Street
Check Register - By Check Number
December 2014

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2066	12/05/2014	Locker Room & Trop...	Metals for Glow Run and T...	296-000-101.250 Checking #0425	
	12/04/2014		Metals for Glow Run and Tro...	296-696-818.000-GLOW	-403.48
TOTAL					-403.48
2067	12/19/2014	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	12/18/2014		Manager Wages 12/5/14 thr...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2068	12/19/2014	Arbor Lawn	Downtown Christmas Tree ...	296-000-101.250 Checking #0425	
	12/18/2014		Downtown Christmas Tree D...	296-696-818.000-GLOW	-480.25
TOTAL					-480.25
2069	12/19/2014	Crooked Tree Nursery	Replacement green for bri...	296-000-101.250 Checking #0425	
	12/18/2014		Replacement green for bridg...	296-200-831.000 MAINTENANCE	-55.00
TOTAL					-55.00
2070	12/19/2014	Navigator Daily Mone...	Audit Assistance	296-000-101.250 Checking #0425	
	12/18/2014		Audit Assistance	296-200-818.000 CONTRACT SER	-300.00
TOTAL					-300.00
2071	12/19/2014	American Speedy Print	Printing Services - Posters...	296-000-101.250 Checking #0425	
	12/19/2014		Printing Services - Posters a...	296-696-818.000-GLOW	-341.00
TOTAL					-341.00
2072	12/19/2014	DayStarr Communica...	Phone Forwarding Service ...	296-000-101.250 Checking #0425	
	12/18/2014		Phone Forwarding Service - ...	296-200-728.000 OPER SUPPLIES	-15.19
TOTAL					-15.19
2073	12/19/2014	Gilbert's Do It Best	Downtown Light Maintena...	296-000-101.250 Checking #0425	
	12/18/2014		Downtown Light Maintenance Glow Owosso Supplies	296-200-831.000 MAINTENANCE 296-696-818.000-GLOW	-129.07 -445.58
TOTAL					-574.65
2074	12/19/2014	Argus Press	Business Ad for Glow Owo...	296-000-101.250 Checking #0425	
	12/19/2014		Business Ad for Glow Owoss...	296-696-818.000-GLOW	-14.65
TOTAL					-14.65

December Check Register
By Account Number



Owosso Main Street
Check Register - By Account Number
December 2014

Type	Date	Num	Name	Memo	Paid Amo...	Balance
Ordinary Income/Expense						
Expense						
DEP 200 GEN SERVICES						
296-200-728.000 OPER SUPPLIES						
Bill	12/19/2014		DayStarr Communi...	Phone Forwarding S...	15.19	15.19
Total 296-200-728.000 OPER SUPPLIES					15.19	15.19
296-200-818.000 CONTRACT SER						
Bill	12/19/2014		Navigator Daily Mo...	Audit Assistance	300.00	300.00
Total 296-200-818.000 CONTRACT SER					300.00	300.00
296-200-831.000 MAINTENANCE						
Bill	12/05/2014		City of Owosso	Downtown Electrical...	99.87	99.87
Bill	12/05/2014		City of Owosso	Downtown Electrical...	97.50	197.37
Bill	12/05/2014		Kelly's Refuse	Downtown Trash Se...	500.00	697.37
Bill	12/19/2014		Crooked Tree Nurs...	Replacement green ...	55.00	752.37
Bill	12/19/2014		Gilbert's Do It Best	Downtown Light Mai...	129.07	881.44
Total 296-200-831.000 MAINTENANCE					881.44	881.44
296-200-999.101 MANAGER WAGES						
Bill	12/05/2014		Joshua Adams	Manager Wages 11/...	2,115.38	2,115.38
Bill	12/19/2014		Joshua Adams	Manager Wages 12/...	2,115.38	4,230.76
Total 296-200-999.101 MANAGER WAGES					4,230.76	4,230.76
Total DEP 200 GEN SERVICES					5,427.39	5,427.39
DEP 695 ORGANIZATION EXPENSES						
296-695-728.000 OPER SUPPLIES						
Bill	12/05/2014		City of Owosso	Copy costs	80.40	80.40
Total 296-695-728.000 OPER SUPPLIES					80.40	80.40
Total DEP 695 ORGANIZATION EXPENSES					80.40	80.40
DEP 696 PROMOTION EXPENSES						
296-696-818.000 PRO WK PLNS						
296-696-818.000-GLOW						
Bill	12/05/2014		Denise Widdows	Runner gifts for the ...	894.45	894.45
Bill	12/05/2014		Denise Widdows	Gifts & Supplies for ...	176.84	1,071.29
Bill	12/05/2014		Denise Widdows	Water Supplies & Gl...	41.23	1,112.52
Bill	12/05/2014		Community Radio ...	Donation for traffic c...	100.00	1,212.52
Bill	12/05/2014		Hankerd Sportswear	T-shirts and directio...	1,831.00	3,043.52
Bill	12/05/2014		John Hankerd	Reimbursement for ...	77.85	3,121.37
Bill	12/05/2014		Locker Room & Tro...	Metals for Glow Run...	403.48	3,524.85
Bill	12/05/2014		Argus Press	Advertising for Glow...	42.00	3,566.85
Bill	12/05/2014		Creative Catering B...	Bagels for the Glow ...	300.00	3,866.85
Bill	12/19/2014		Gilbert's Do It Best	Glow Owosso Suppl...	445.58	4,312.43
Bill	12/19/2014		Arbor Lawn	Downtown Christma...	480.25	4,792.68
Bill	12/19/2014		American Speedy P...	Printing Services - P...	341.00	5,133.68
Bill	12/19/2014		Argus Press	Business Ad for Glo...	14.65	5,148.33
Total 296-696-818.000-GLOW					5,148.33	5,148.33
Total 296-696-818.000 PRO WK PLNS					5,148.33	5,148.33
Total DEP 696 PROMOTION EXPENSES					5,148.33	5,148.33

11:52 AM
01/02/15
Cash Basis

Owosso Main Street
Check Register - By Account Number
December 2014

Type	Date	Num	Name	Memo	Paid Amo...	Balance
DEP 697 DESIGN EXPENSES						
296-697-818.000 DES WK PLNS						
296-697-818.000-CHRISTMAS						
Bill	12/05/2014		Crooked Tree Nurs...	Christmas greens fo...	605.00	605.00
			Total 296-697-818.000-CHRISTMAS		605.00	605.00
			Total 296-697-818.000 DES WK PLNS		605.00	605.00
			Total DEP 697 DESIGN EXPENSES		605.00	605.00
			Total Expense		11,261.12	11,261.12
			Net Ordinary Income		-11,261.12	-11,261.12
			Net Income		-11,261.12	-11,261.12

Budget Report
As of 1/2/15



Owosso Main Street
Profit & Loss Budget vs. Actual
 July 1, 2014 through January 2, 2015

<u>Ordinary Income/Expense</u>	<u>Jul 1, '14 - Jan 2, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
296-000-401.403 GEN PROP TAX	30,017.28	27,700.00	2,317.28
296-000-401.405 TIF	19,552.51	149,300.00	-129,747.49
296-000-671.676 DESIGN INCOME			
296-000-671.676-FLOWER PROGRAM	1,795.00	0.00	1,795.00
Total 296-000-671.676 DESIGN INCOME	1,795.00	0.00	1,795.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	560.00	0.00	560.00
296-000-671.678-GLOW	6,022.75	0.00	6,022.75
296-000-671.678-MKTCAMP	250.00	0.00	250.00
Total 296-000-671.678 PRO INCOME	6,832.75	0.00	6,832.75
296-000-671.679 ORG INCOME			
296-000-671.679-BUSSTEWARD	75.00	0.00	75.00
Total 296-000-671.679 ORG INCOME	75.00	0.00	75.00
296-000-671.694 MISC	14.29	0.00	14.29
Total Income	58,286.83	177,000.00	-118,713.17

Owosso Main Street
Profit & Loss Budget vs. Actual
July 1, 2014 through January 2, 2015

	<u>Jul 1, '14 - Jan 2, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	430.79	1,000.00	-569.21
296-200-818.000 CONTRACT SER	300.00	2,800.00	-2,500.00
296-200-831.000 MAINTENANCE	10,381.59	17,000.00	-6,618.41
296-200-858.000 MEMBER + DUES	489.00	500.00	-11.00
296-200-860.000 ED + TRAINING	0.00	1,000.00	-1,000.00
296-200-999.101 MANAGER WAGES	27,499.94	55,000.00	-27,500.06
Total DEP 200 GEN SERVICES	39,101.32	77,300.00	-38,198.68
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	184.22	0.00	184.22
DEP 695 ORGANIZATION EXPENSES - Other	0.00	1,000.00	-1,000.00
Total DEP 695 ORGANIZATION EXPENSES	184.22	1,000.00	-815.78
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	225.25	0.00	225.25
296-696-818.000-GLOW	7,361.07	6,000.00	1,361.07
Total 296-696-818.000 PRO WK PLNS	7,586.32	6,000.00	1,586.32
Total DEP 696 PROMOTION EXPENSES	7,586.32	6,000.00	1,586.32
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-CHRISTMAS	605.00	0.00	605.00
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BASKETS	25.98	0.00	25.98
296-697-818.000-BED PLANTS	123.83	0.00	123.83
296-697-818.000-FLOWER PROGRAM - Other	405.70	6,800.00	-6,394.30
Total 296-697-818.000-FLOWER PROGRAM	555.51	6,800.00	-6,244.49
Total 296-697-818.000 DES WK PLNS	1,160.51	6,800.00	-5,639.49
Total DEP 697 DESIGN EXPENSES	1,160.51	6,800.00	-5,639.49
DEP 698 ER EXPENSES			
296-698-818.000 ER WK PLNS	0.00	500.00	-500.00
Total DEP 698 ER EXPENSES	0.00	500.00	-500.00
DEP 901 - CAPITAL OUTLAY			
296-901-965.730 CAPITOL BOWL	0.00	10,000.00	-10,000.00
Total DEP 901 - CAPITAL OUTLAY	0.00	10,000.00	-10,000.00
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	19,517.50	75,400.00	-55,882.50
Total DEP 966 TRANSFER OUT	19,517.50	75,400.00	-55,882.50
Total Expense	67,549.87	177,000.00	-109,450.13
Net Ordinary Income	-9,263.04	0.00	-9,263.04
Net Income	-9,263.04	0.00	-9,263.04

Pending Payments
As of 1/2/15



11:58 AM

01/02/15

**Owosso Main Street
Unpaid Bills Detail
As of January 2, 2015**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
City of Owosso					
Bill	12/03/2014		02/12/2015		785.20
Bill	12/03/2014		02/12/2015		692.14
Bill	12/03/2014		02/12/2015		284.99
Bill	09/29/2014		04/02/2015		19,517.50
Total City of Owosso					<u>21,279.83</u>
Shiawassee Chamber of Commerce					
Bill	12/04/2014		02/01/2015		139.00
Total Shiawassee Chamber of Commerce					<u>139.00</u>
TOTAL					<u><u>21,418.83</u></u>

Account Balance
As of 1/2/15



Owosso Main Street
Checking Account Balance
As of Friday, January 2, 2015

Checking Account = **\$37,121.90**