

Regular Meeting Agenda Owosso DDA/Main Street

Wednesday February 4, 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: February 4, 2015 Review and approval of minutes: January 7, 2015

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:

- **Public Comments:**
- **Board Comments:**
- Adjournment:

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48867 (989) 725-0500 or on the Internet. The City of Owosso Website address is WWW.Ci.OWOSSO.mi.us.]

Board Meeting Minutes January 7, 2015



REGULAR MEETING MINUTES OWOSSO DDA / MAIN STREET Council Chambers, City Hall January 7, 2015 – 7:30 am.

MEETING CALLED TO ORDER at 7:36 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Benjamin Frederick, Bill Gilbert, Dawn Gonyou (7:38), Lance Omer, Ken Cushman, Treasurer James Demis and Secretary Alaina Kraus

MEMBERS ABSENT: Authority Members Meredith Landino

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Kevin Wiles; Bill Brown, City Attorney; Don Crawford; Helen Granger, press; Ken Beall, Loomis Law Firm.

AGENDA:

MOTION BY AUTHORITY MEMBER GILBERT SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE AGENDA FOR JANUARY 7, 2015, WITH MOVEMENT OF WESNER BUSINESS TO THE TOP OF BUSINESS.
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER FREDERICK TO APPROVE THE MINUTES FOR THE MEETING OF DECEMBER 3, 2014. YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS: None

COMMITTEE UPDATES

1) Design - Bill Gilbert

The meeting was held with feedback from the review from MS in mind. Drinking glasses, flower baskets, and wayfinding are progressing. First signs should be up in Spring.

2) Economic Restructuring - Lance Omer

The committee is making some changes and reevaluating when to cover the market study.

3) Organization - Josh Adams

Alaina Kraus has stepped up as interim chair.

4) Promotion - Josh Adams

They are ready to come back to one committee with a chair. Robert Durant with the historic committee has offered to be a part of the Art Walk. Evening shopping is continuing known as Second Fridays. Morning business and promo have moved to evening.

ITEMS OF BUSINESS:

Dave Acton stepped out for discussion of the Wesner Building

3. WESNER MORTGAGE SUBORDINATION

Over the last five years attempts have been made to secure financing for the approx. 2.5 million project. Through Bazzani and the Bank of Holland they were able to make some progress. The last question from Bank of Holland asked if the Brownfield Tax, which is approx. 1 million, is taxable. Plante Moran said that this was so, which would be approx. \$400,000. Since this amount would cause the project to fail, the concept of having the funds come to the DDA and therefore be un-taxed. Research into the legality of this process was previously approved by the board.

Demis expressed concern for what will come to the building if this money does not come through.

Bill Brown as seen a similar thing down in Owosso Township, but needs review time before being able to make any official comment on this agreement.

According to Demis, the Brownfield Tax Credits are the same as a grant so the risk of income tax is borne by the private citizen, not the DDA.

Ken Beall of Loomis Law Firm presented a flow chart of the loan structure and flow of funds. This includes the creation of Wesner SPE, LLC as a legal entity to hold the money. He has done several similar transactions in the past including one with the Bank of Holland. The expectations of the DDA are to turn in the paperwork that the work is completed and that the DDA use the money in some other way than agreed. Those are the only points where any liability comes into play for the DDA in the course of this agreement. The Bank of Holland would handle the servicing of this agreement and provide bridge funds to the project to cover expenses while waiting for the tax credits to come in. There is no payment liability to the DDA.

The current timeline from the Bank of Holland to close is to have all of the pieces in place by the end of January 2015. They are requiring an interest reserve

A project of this size is usually of about a year. The maximum to see this completed including paperwork would be a year and a half, but should be closer to a year. Prep for construction has already begun.

Crawford asked if there would be any liability to the DDA if the project went bankrupt and Biel said no. Gonyou asked who would provide the paperwork for the loan and this would be done by either the Bank of Holland or Loomis Law Firm. Adams said any paperwork would be sent

through the City Attorney as it came in. Legal fees would be born by the investor, though legal fees for review from the city attorney would come from the DDA budget.

Gilbert pointed out that the DDA lent \$50,000 for the close of the building after the fire, which would be repaid if the project is completed.

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER OMER TO HOLD A MEETING BEFORE JANUARY 31, 2015, BUT AFTER THE CITY ATTIRNEY HAS HAD AN OPPORTUNITY TO REVIEW TGE DOCUMENTS TO DISCUSS AND MAKE A DECISION ON THE MATTER.
YEAS ALL, MOTION CARRIED.

4. WESNER DONATION AGREEMENT (JIM DEMIS)

This will be covered at the special meeting as well.

Dave Actor returned to the meeting.

1. CHECK REGISTER APPROVAL.

There might be a small increase from catching up with GLOBAL receipts.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CHECK REGISTER FOR DECEMBER 2014 AS PRESENTED. YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

The large unpaid amount to the city is from the sidewalk work and is being held until the TIFF capture comes in.

5. MMS REMEDIATION AGREEMENT

To reach the master level of Main Street we have been asked for comprehensive work plans and more board involvement. They would like to see the goals from the board retreat better executed in the development and reporting of work plans. There will be another review in 6 months. Once at master level accreditation happens every two years.

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO ACCEPT REMEDIATION AND MOVE TOWARDS MASTER LEVEL. YEAS ALL. MOTION CARRIED.

6. MMS 2015 APPLICATION BASED SERVICES (JOSH ADAMS)

The retail merchandising services have been rescheduled for February.

Adams is looking at applying for Customer Service training and workshop as well as the Main Street Branding service, a Communications plan consultant, and fund development.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU APPLY FOR THE FOUR SERVICES LISTED ABOVE. YEAS ALL. MOTION CARRIED.

7. YEARLY AUDIT REVIEW (JIM DEMIS)

Demis found 15 major issues in the audit which he has addressed, but it is the second year issues have been found. The contract was for three years. With the farmer's market no longer included, he recommended that the cost be further negotiated down.

The audit has been submitted to the state.

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO ACCEPT THE REPORT AS PRESENTED.
YEAS ALL. MOTION CARRIED.

Demis suggested that next year the audit be sent through Demis' firm at no cost to be certain any issues are found and resolved.

8. JIM DEMIS' BOARD MEMBER RESIGNATION

Due to increased work load, Demis is resigning from the board effective January 31, 2015.

9. NEW TREASURER APPOINTMENT

The new treasurer would be inheriting a streamlined process with built-in support.

10. NEW BOARD MEMBER; MR. KEVIN WILES

Kevin Wiles of It's A Deli Thing has expressed an interest and been accepted by City Council. He will be sworn in before Feb 1, 2015.

11. BOARD RETREAT REMINDER

The board retreat will be held tomorrow, January 8, 2015, starting at 5 pm and expected to go until 7 pm at The Gould House. Pizza will be provided.

PUBLIC / BOARD / STAFF COMMENTS:

Gilbert emphasized that this special meeting needs to happen next week. Kraus suggested setting the date at the board retreat.

MOTION MADE BY GILBERT, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:53 AM.

YEAS ALL, MOTION CARRIED.

Alaina Kraus, Secretary

January Check Register
By Check Number



Owosso Main Street Check Register - By Check Number January 2015

Num	Date	Name	Memo	Account	Paid Amount
2075	01/02/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	12/29/2014		Manger Wages 12/19/	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL			o o		-2,115.38
2076	01/08/2015	First Bank Card	December CC paym	296-000-101.250 Checking #0425	
	01/08/2015		December CC payment	296-000-202.100 Credit Card	-385.63
TOTAL					-385.63
2077	01/15/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	01/12/2015		Manager Wages 1/2/1	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2078	01/15/2015	Kelly's Refuse	Downtown Trash Se	296-000-101.250 Checking #0425	
	01/05/2015		Downtown Trash Serv	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2079	01/15/2015	Rehmann Robson	2014 Audit	296-000-101.250 Checking #0425	
	01/12/2015		2014 Audit	296-200-818.000 CONTRACT SER	-2,700.00
TOTAL					-2,700.00
2080	01/15/2015	Gilbert's Do It Best	Equipment for the M	296-000-101.250 Checking #0425	
	01/12/2015		Equipment for the Mai	296-200-831.000 MAINTENANCE	-33.46
TOTAL					-33.46
2081	01/15/2015	Joshua Adams	Reimbursment for B	296-000-101.250 Checking #0425	
	01/12/2015		Reimbursment for Bo	296-200-728.000 OPER SUPPLIES	-96.09
TOTAL					-96.09
2082	01/15/2015	Shiawassee Chambe	Chamber Membersh	296-000-101.250 Checking #0425	
	12/04/2014		Chamber Membership	296-200-858.000 MEMBER + DUES	-139.00
TOTAL					-139.00
2083	01/15/2015	City of Owosso		296-000-101.250 Checking #0425	
	12/03/2014		Winter Taxes for Parc Winter Taxes for Parc	296-200-831.000 MAINTENANCE	-785.20
	12/03/2014 12/03/2014		Winter Taxes for Parc	296-200-831.000 MAINTENANCE 296-200-831.000 MAINTENANCE	-692.14 -284.99
TOTAL					-1,762.33
2084	01/30/2015	Deeann M Biondi LLC		296-000-101.250 Checking #0425	
2014	12/31/2014		Audit Assistance	296-200-818.000 CONTRACT SER	-300.00
TOTAL					-300.00

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Owosso Main Street Check Register - By Check Number January 2015

Num	Date	Name	Memo	Account	Paid Amount
2085	01/30/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	01/26/2015		Manager Wages 1/16/	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2086	01/30/2015	Agnew Graphics, Si	Drinking Glass Fund	296-000-101.250 Checking #0425	
	01/26/2015		Drinking Glass Fundr	296-697-818.000-FLOWER PROGR	-475.70
TOTAL					-475.70
2087	01/30/2015	Bronner's Commerci	Frieght charges fro	296-000-101.250 Checking #0425	
	01/26/2015		Frieght charges from	296-200-831.000 MAINTENANCE	-14.00
TOTAL					-14.00
2088	01/30/2015	DayStarr Communic	Phone services	296-000-101.250 Checking #0425	
	01/26/2015		Phone forwarding ser	296-200-728.000 OPER SUPPLIES	-15.19
TOTAL					-15.19
2089	01/30/2015	First Bank Card	January 2015 CC pa	296-000-101.250 Checking #0425	
	01/15/2015		January 2015 CC pay	296-000-202.100 Credit Card	-197.01
TOTAL					-197.01

January Check Register
By Account Number



1:05 PM 02/03/15 **Cash Basis**

Owosso Main Street Check Register - By Account Number January 2015

Type	Date	Num	Name	Memo	Paid Amo	Balance
•	Income/Expens	e				
Exper DE	ise EP 200 GEN SEF	RVICES				
	296-200-728.00					
Cre Bill	01/03/2015 01/15/2015		BlueHost, Inc Joshua Adams	Website hosting c Reimbursment for	89.94 96.09	89.94 186.03
Cre	01/15/2015		ooshaa Adams	Service Charge	41.71	227.74
Bill	01/30/2015		DayStarr Communica	Phone forwarding	15.19	242.93
	Total 296-200-7	28.000 OPE	R SUPPLIES		242.93	242.93
	296-200-818.00	0 CONTRAC	-			
Bill Bill	01/15/2015 01/30/2015	2014	Rehmann Robson Deeann M Biondi LLC	2014 Audit Audit Assistance	2,700.00 300.00	2,700.00 3,000.00
Dill	Total 296-200-818.000 CON			Addit Assistance	3,000.00	3,000.00
	296-200-831.00				0,000.00	0,000.00
Bill	01/15/2015	O MAINTEN	City of Owosso	Winter Taxes for	785.20	785.20
Bill	01/15/2015		City of Owosso	Winter Taxes for	692.14	1,477.34
Bill	01/15/2015		City of Owosso	Winter Taxes for	284.99	1,762.33
Bill	01/15/2015		Kelly's Refuse	Downtown Trash	500.00	2,262.33
Bill Bill	01/15/2015 01/30/2015		Gilbert's Do It Best Bronner's Commercia	Equipment for the Frieght charges fr	33.46 14.00	2,295.79 2,309.79
	Total 296-200-8	31.000 MAII			2,309.79	2,309.79
	296-200-858.00	0 MEMBER	+ DUES			
Bill	01/15/2015		Shiawassee Chambe	Chamber Member	139.00	139.00
	Total 296-200-8	58.000 MEN	MBER + DUES		139.00	139.00
	296-200-999.10	1 MANAGE				
Bill	01/02/2015		Joshua Adams	Manger Wages 1	2,115.38	2,115.38
Bill Bill	01/15/2015 01/30/2015		Joshua Adams Joshua Adams	Manager Wages Manager Wages	2,115.38 2,115.38	4,230.76 6,346.14
DIII		99 101 MAN	IAGER WAGES	Wanager Wages	6,346.14	6,346.14
	tal DEP 200 GEI				12,037.86	12,037.86
DE	EP 697 DESIGN 296-697-818.00					
		-	ER PROGRAM			
Bill	01/30/2015		Agnew Graphics, Sig	Drinking Glass Fu	475.70	475.70
	Total 296-69	97-818.000-F	FLOWER PROGRAM		475.70	475.70
	Total 296-697-8	18.000 DES	WK PLNS		475.70	475.70
То	tal DEP 697 DES	SIGN EXPEN	NSES		475.70	475.70
Total I	Expense				12,513.56	12,513.56
Net Ordin	ary Income				-12,513.56	-12,513.56
Income					-12,513.56	-12,513.56

Budget ReportAs of February 3, 2015



Owosso Main Street Profit & Loss Budget vs. Actual July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
296-000-401.403 GEN PROP TAX	31,341.65	27,700.00	3,641.65
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	1,845.00	0.00	1,845.00
Total 296-000-671.676 DESIGN INCOME	1,845.00	0.00	1,845.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	560.00		
296-000-671.678-GLOW	6,229.75		
296-000-671.678-MKTCAMP	250.00		
Total 296-000-671.678 PRO INCOME	7,039.75		
296-000-671.679 ORG INCOME			
296-000-671.679-BUSSTEWARD	75.00		
Total 296-000-671.679 ORG INCOME	75.00		
296-000-671.694 MISC	18.17		
Total Income	59,872.08	177,000.00	-117,127.92

Owosso Main Street Profit & Loss Budget vs. Actual July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	743.43	1,000.00	-256.57
296-200-818.000 CONTRACT SER	3,000.00	2,800.00	200.00
296-200-831.000 MAINTENANCE	11,667.30	17,000.00	-5,332.70
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	31,730.70	55,000.00	-23,269.30
Total DEP 200 GEN SERVICES	47,630.43	77,300.00	-29,669.57
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	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	7,812.06	6,000.00	1,812.06
Total 296-696-818.000 PRO WK PLNS	8,037.31	6,000.00	2,037.31
Total DEP 696 PROMOTION EXPENSES	8,037.31	6,000.00	2,037.31
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	881.40	6,800.00	-5,918.60
Total 296-697-818.000-FLOWER PROGRAM	1,031.21	6,800.00	-5,768.79
Total 296-697-818.000 DES WK PLNS	1,636.21	6,800.00	-5,163.79
Total DEP 697 DESIGN EXPENSES	1,636.21	6,800.00	-5,163.79
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	77,005.67	177,000.00	-99,994.33
t Ordinary Income	-17,133.59	0.00	-17,133.59
ome	-17,133.59	0.00	-17,133.59

Unpaid BillsAs of February 3, 2015



1:12 PM 02/03/15

Owosso Main Street Unpaid Bills Detail As of February 3, 2015

Туре	Date	Num	Due Date	Aging	Open Balance
City of Owosso					
Bill	01/30/2015		02/28/2015		807.96
Bill	09/29/2014		04/02/2015		19,517.50
Total City of Owosso					20,325.46
TOTAL					20,325.46

Account Balance As of February 3, 2015



Owosso Main Street Checking Account Balance As of Friday, February 4, 2015

Checking Account = \$28,157.98

Updated Mission & Vision Statements



Mission; Vision; & Tag Line

Revised Mission Statement - FOR APPROVAL

"Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community, promoting historic preservation, and drawing both local residents and visitors to our community."

Revised Vision Statement – FOR APPROVAL

"Our downtown, bright with promise and potential, captures the spirit of community. It is a gathering place to work, eat, play, and stay. Downtown Owosso is rich with opportunities in art, entertainment, business, and learning. Owosso Main Street unites individuals, businesses, and local government to revitalize our historic downtown. It is a comprehensive approach that focuses on community assets and partnerships to preserve and promote historic Owosso."

Tag Line Ideas - FOR DISCUSSION

Creating a thriving downtown.

Bringing people together.

Celebrating Owosso.

Eat. Play. Stay. & Shop.