



**Regular Meeting Agenda**  
*Owosso DDA/Main Street*  
**Wednesday July 6, 2016, 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:** July 6, 2016

**Review and approval of minutes:** June 1, 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/Budget Updates..... (Discussion)
- 3) Façade Grant Update (Susan)..... (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**  
June 2016



**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**JUNE 1, 2016 AT 7:30 AM**  
**CITY COUNCIL CHAMBERS**

**CALL TO ORDER:** The meeting was called to order by Vice-Chairman Bill Gilbert at 7:38 a.m.

**ROLL CALL:** Was taken by Recording Secretary, Bridget Cannon.

**MEMBERS PRESENT:** Chairman David Acton, Vice-Chairman Bill Gilbert, Authority Members Kevin Wiles, Ken Cushman, Shar Haskins, Theresa Trecha, Jon Moore, Lance Omer, and Mayor Ben Frederick

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Josh Adams, Main Street Manager

**AGENDA:**

**IT WAS MOVED BY VICE-CHAIRMAN GILBERT AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE AGENDA FOR JUNE 1, 2016 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**MINUTES:**

**IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY VICE-CHAIRMAN GILBERT TO APPROVE THE MINUTES OF MAY 4, 2016 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

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

**COMMITTEE UPDATES:**

**1) DESIGN**

WAY-FINDING SIGNS:

Josh Adams has met with MDOT, and has on-site approval for several of the sign locations. Each sign location has to be individually approved and an application completed for each. He is hoping to see way-finding sign constructed by the end of June, 2016.

BIKE RACKS:

Hoping to get sponsorship/funding for total of twenty bike racks. There are six bike racks currently funded. Cost needing sponsorship is \$300 for each bike rack. Individual sponsorships for bike racks will have placard or signage.

FLOWER PROGRAM:

Flower bed planting has started and by late June, all beds will be planted. Thank you to the volunteers.

**2) ECONOMIC RESTRUCTURING**

“AskOwosso” team is in process of being formed. Frequently Asked Questions form will be drafted and available with information packet, and will eventually be available for viewing on website.

**3) ORGANIZATION**

A list of past volunteers is being compiled. A sign-up for volunteers to assist in downtown efforts will eventually be available on website with two-hour volunteer windows. A ‘Help Wanted’ ad will be advertised in local papers requesting volunteers.

**4) PROMOTION**

Main Street is still working on revamping the website. The website will serve as a great portal, and Main Street hopes to create its’ own vibe with the website, that will be both welcoming and informative.

**ITEMS OF BUSINESS:**

**1) CHECK REGISTER**

(SEE BOARD PACKET FOR CHECK REGISTER)

**IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE CHECK REGISTER FOR MAY, 2016 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**2) BUDGET REPORT/BUDGET UPDATES**

(SEE BOARD PACKET FOR BUDGET)

\$9,000 Money from reserve... as maintenance bills come in for way-finding signs, some of the reserve funds will have to be used.

**3) BUDGET REVISIONS**

**IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER FREDERICK TO APPROVE THE BUDGET REVISIONS FOR FISCAL YEAR 2015/2016, AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

#### **4) FAÇADE GRANT UPDATES**

Susan Montenegro was not present at meeting, so update was given by Josh Adams. City staff met with MEDC, and informed city they do not have the staff capacity at MEDC for all fourteen façade grant applications. Seven façade grant requests will be approved for the first round. The second round of façade grant requests will address the remaining seven applicants.

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

**BOARD COMMENTS:** Curwood Festival, 2016 is coming up and can be a profitable event for local business owners. They just have to market accordingly (i.e. Avon Store offered mosquito spray in the past and sold out & It's A Deli Thing offers sausage gravy for the carnival employees during the festival and sells out yearly).

**IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:35 A.M.**

**AYES: ALL. MOTION CARRIED.**

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David Acton, Chairman

**Check Register**  
June 2016



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

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>2282</b>	<b>06/02/2016</b>	<b>American Speedy Print</b>	<b>Map Printing</b>	<b>296-000-101.250 Checking #0425</b>	
	05/31/2016		Map Printing	296-696-818.000-GLOW	-69.00
TOTAL					-69.00
<b>2283</b>	<b>06/02/2016</b>	<b>City of Owosso</b>		<b>296-000-101.250 Checking #0425</b>	
	05/16/2016		Copies	296-200-728.000 OPER SUPPLIES	-67.58
	05/20/2016		Downtown Repairs	296-200-831.000 MAINTENANCE	-3,299.77
			Downtown Work - electri...	296-200-831.000 MAINTENANCE	-541.48
TOTAL					-3,908.83
<b>2284</b>	<b>06/02/2016</b>	<b>Bridget Cannon</b>	<b>Minute Recording Serv...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/02/2016		Minute Recording Servic...	296-200-818.000 CONTRACT SER	-50.00
TOTAL					-50.00
<b>2285</b>	<b>06/02/2016</b>	<b>First Bank Card</b>	<b>June CC payment</b>	<b>296-000-101.250 Checking #0425</b>	
	06/02/2016		June CC payment	296-000-202.100 Credit Card	-13.26
TOTAL					-13.26
<b>2286</b>	<b>06/02/2016</b>	<b>Kelly's Refuse</b>	<b>Downtown Trash Rem...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/02/2016		Downtown Trash Remov...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
<b>2287</b>	<b>06/02/2016</b>	<b>Joshua Adams</b>	<b>Manager Wages</b>	<b>296-000-101.250 Checking #0425</b>	
	06/02/2016		Manager Wages 5/21/1...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
<b>2288</b>	<b>06/20/2016</b>	<b>Bridget Cannon</b>	<b>flower reimbursement ...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/20/2016		flower reimbursement fo...	296-200-831.000 MAINTENANCE	-91.05
TOTAL					-91.05
<b>2289</b>	<b>06/20/2016</b>	<b>DayStarr Communication</b>	<b>Phone Service</b>	<b>296-000-101.250 Checking #0425</b>	
	06/20/2016		Phone forwarding service	296-200-728.000 OPER SUPPLIES	-15.27
TOTAL					-15.27
<b>2290</b>	<b>06/20/2016</b>	<b>City of Owosso</b>	<b>Capitol Bowl (Capitol ...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/20/2016		Capitol Bowl (Capitol Ou...	296-901-965.730 CAPITOL BOWL	-8,818.13
TOTAL					-8,818.13
<b>2291</b>	<b>06/20/2016</b>	<b>Gilbert's Do It Best</b>	<b>Mulch and soil for dow...</b>	<b>296-000-101.250 Checking #0425</b>	
	06/20/2016		Mulch and soil for downt...	296-200-831.000 MAINTENANCE	-424.67
TOTAL					-424.67

Owosso Main Street  
Check Register - By Check Number  
June 2016

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2292	06/20/2016	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	06/20/2016		Manager Wages 6/4/16-...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38



**Budget Report**  
2015/2016 Final Report



Owosso Main Street  
**Profit & Loss Budget vs. Actual**  
 July 2015 through June 2016

<u>Ordinary Income/Expense</u>	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<i>Income</i>			
296-000-401.403 GEN PROP TAX	28,728.35	28,800.00	-71.65
296-000-401.405 TIF	165,244.07	165,244.07	0.00
<b>296-000-671.676 DESIGN INCOME</b>			
296-000-671.676-BIKERACKS	300.00	300.00	
296-000-671.676-FLOWER PROGRAM	2,397.00	2,400.00	-3.00
<b>Total 296-000-671.676 DESIGN INCOME</b>	<b>2,697.00</b>	<b>2,700.00</b>	<b>-3.00</b>
<b>296-000-671.678 PRO INCOME</b>			
296-000-671.678-ARTWALK	1,400.00	1,400.00	0.00
296-000-671.678-GLOW	11,745.91	11,800.00	-54.09
296-000-671.678-MKTCAMP	50.00	50.00	0.00
296-000-671.678-PALOOZA	200.00	200.00	0.00
<b>Total 296-000-671.678 PRO INCOME</b>	<b>13,395.91</b>	<b>13,450.00</b>	<b>-54.09</b>
296-000-671.694 MISC	19.84	20.00	-0.16
<b>Total Income</b>	<b>210,085.17</b>	<b>210,214.07</b>	<b>-128.90</b>

Owosso Main Street  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Expense</b>			
<b>DEP 200 GEN SERVICES</b>			
296-200-728.000 OPER SUPPLIES	1,533.70	1,900.00	-366.30
296-200-818.000 CONTRACT SER	3,215.00	3,200.00	15.00
296-200-831.000 MAINTENANCE	19,044.15	23,000.00	-3,955.85
296-200-858.000 MEMBER + DUES	489.00	500.00	-11.00
296-200-860.000 ED + TRAINING	1,095.98	1,100.00	-4.02
296-200-999.101 MANAGER WAGES	54,999.88	55,000.00	-0.12
<b>Total DEP 200 GEN SERVICES</b>	<b>80,377.71</b>	<b>84,700.00</b>	<b>-4,322.29</b>
<b>DEP 695 ORGANIZATION EXPENSES</b>			
296-695-728.000 OPER SUPPLIES	362.23		362.23
296-695-818.000 ORG WK PLNS			
296-695-818.000-VOLPARTY	280.60		
296-695-818.000 ORG WK PLNS - Other	0.00	1,000.00	-1,000.00
Total 296-695-818.000 ORG WK PLNS	280.60	1,000.00	-719.40
<b>Total DEP 695 ORGANIZATION EXPENSES</b>	<b>642.83</b>	<b>1,000.00</b>	<b>-357.17</b>
<b>DEP 696 PROMOTION EXPENSES</b>			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	1,526.41	1,600.00	-73.59
296-696-818.000-GLOW	17,315.18	17,500.00	-184.82
296-696-818.000-MKTCAMP	111.00	120.00	
296-696-818.000-PALOOZA	387.00	400.00	
Total 296-696-818.000 PRO WK PLNS	19,339.59	19,620.00	-280.41
<b>Total DEP 696 PROMOTION EXPENSES</b>	<b>19,339.59</b>	<b>19,620.00</b>	<b>-280.41</b>
<b>DEP 697 DESIGN EXPENSES</b>			
296-697-818.000 DES WK PLNS			
296-697-818.000-CHRISTMAS	600.00	600.00	0.00
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BASKETS	2,978.00	0.00	2,978.00
296-697-818.000-BED PLANTS	3,698.97	0.00	3,698.97
296-697-818.000-FLOWER PROGRAM - Other	79.93	6,800.00	-6,720.07
Total 296-697-818.000-FLOWER PROGRAM	6,756.90	6,800.00	-43.10
Total 296-697-818.000 DES WK PLNS	7,356.90	7,400.00	-43.10
296-697-974.000-WAYFINDING	3,239.04	5,000.00	
<b>Total DEP 697 DESIGN EXPENSES</b>	<b>10,595.94</b>	<b>12,400.00</b>	<b>-1,804.06</b>
<b>DEP 698 ER EXPENSES</b>			
296-698-818.000 ER WK PLNS	480.32	500.00	-19.68
<b>Total DEP 698 ER EXPENSES</b>	<b>480.32</b>	<b>500.00</b>	<b>-19.68</b>
<b>DEP 901 - CAPITAL OUTLAY</b>			
296-901-965.730 CAPITOL BOWL	10,607.57	10,700.00	-92.43
<b>Total DEP 901 - CAPITAL OUTLAY</b>	<b>10,607.57</b>	<b>10,700.00</b>	<b>-92.43</b>
<b>DEP 966 TRANSFER OUT</b>			
296-966-999.397 SIDEWALK FUND	78,437.50	79,000.00	-562.50
<b>Total DEP 966 TRANSFER OUT</b>	<b>78,437.50</b>	<b>79,000.00</b>	<b>-562.50</b>
<b>Total Expense</b>	<b>200,481.46</b>	<b>207,920.00</b>	<b>-7,438.54</b>
Net Ordinary Income	9,603.71	2,294.07	7,309.64
<b>Net Income</b>	<b>9,603.71</b>	<b>2,294.07</b>	<b>7,309.64</b>



Owosso DDA/Main Street

**Budget Breakdown  
Fiscal Year 2015/2016**

***REVENUE (TO-DATE)***

Tax	unknown use last year's numbers	\$28,728.35
TIF	unknown use last year's numbers	\$165,244.07
Promotion Fund Generation (FG)		\$13,395.91
Design Fund Generation (FG)		\$2,716.84
Money from Reserve (last year's Wayfinding FG)		\$9,000.00
<b>TOTAL</b>		<b><u>\$210,085.17</u></b>

***EXPENSES***

DDA Expenses

Capitol Bowl	\$10,700
Downtown Renovation "Sidewalk" Fund	\$79,000
Maintenance	\$23,000
Contracted Services	\$3,300
<b>TOTAL</b>	<b>\$116,000.00</b>

OMS Operating Expenses

Manager Wages	\$55,000
Operating Supplies	\$1,600
Membership + Dues	\$500
Education/Training	\$1,100
<b>TOTAL</b>	<b>\$58,200.00</b>

Owosso Main Street Work Plan Net Expenses

Promotion	\$19,500
Organization	\$800
Design	\$11,000
Economic Restructuring	\$500
<b>TOTAL</b>	<b>\$31,800.00</b>

***TOTAL Expense*** **\$206,000.00**

**New Budget Information**  
2016/2017 Fiscal Year





Owosso DDA/Main Street

**Budget Breakdown  
Fiscal Year 2016/2017**

***REVENUE***

Tax	unknown use last year's numbers	\$33,867.86
TIF	unknown use last year's numbers	\$156,889.64
<b><i>TOTAL</i></b>		<b><i>\$190,757.50</i></b>

***EXPENSES***

DDA Expenses

Capitol Bowl	\$9,000
Downtown Renovation "Sidewalk" Fund	\$75,400
Maintenance	\$21,000
Contracted Services	\$3,100
<b>TOTAL</b>	<b>\$108,500</b>

OMS Operating Expenses

Manager Wages	\$55,000
Operating Supplies	\$2,000
Membership + Dues	\$1,000
Education/Training	\$1,500
<b>TOTAL</b>	<b>\$59,500</b>

Owosso Main Street Work Plan Net Expenses

Promotion	\$8,500
Organization	\$2,500
Design	\$8,000
Economic Restructuring	\$1,500
<b>TOTAL</b>	<b>\$20,500</b>

***TOTAL Expense*** ***\$188,500***

***OTHER FUNDS***

Bond Expenses	
Planned Bond Expenses	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**Account Balance**  
As of July 1, 2016



Owosso Main Street  
**Checking Account Balance**  
As of July 1, 2016

Checking Account = **\$66,335.96**



**Pending Payments**  
As of July 1, 2016



Owosso Main Street  
**Unpaid Bills**  
As of July 1, 2016

No unpaid bills as of July 1, 2016