



**Regular Meeting Agenda**  
*Owosso DDA/Main Street*  
**Wednesday May 8, 2014, 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:** May 8, 2014

**Review and approval of minutes:** April 2, 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) Loomis legal service approval..... (Resolution)

**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 audio tapes 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**  
April 2014



REGULAR MEETING MINUTES  
OWOSSO DDA / MAIN STREET  
Council Chambers, City Hall  
April 2, 2014 – 7:30 am.

MEETING CALLED TO ORDER at 7:35 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Benjamin Frederick (left at 8:30), Bill Gilbert, Ken Cushman, Dawn Gonyou (left at 8:20), Lance Omer, Secretary Alaina Kraus, and Treasurer James Demis

MEMBERS ABSENT: Authority Member Meredith Landino

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Helen Granger, Press; Car Cruise Committee; Vince Conyou, business owner; Shaffer Fox

AGENDA:

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR APRIL 2, 2014, AS MODIFIED. YEAS ALL. MOTION CARRIED.

### 3. CAR CRUISE & CRUISE TO THE CASTLE ROAD CLOSURE APPROVAL

Due to problems with space for the car cruise that developed as the car cruise got to the end of season, alternatives to expanding along S. Washington. During the public meeting, there was no public but the committee met during the meeting. The committee asked for signatures from business owners for 2015 that would allow them to expand from Jerome to 21/Main on S. Washington by April 15<sup>th</sup> or the car shows would be cancelled for 2014 and 2015. The business owners refused to sign for a year out, but Don Crawford made the suggestion to expand along Comstock instead of expanding North on Washington and offering the city lot as additional parking. There are still parking concerns for Friday night business parking. E Comstock has been offered as a more permanent home to the Cruise, but the committee is not in favor of it.

Frederick asked about doing Jerome to Comstock on Washington with the W. Comstock overflow on a Wednesday night as a permanent home. Char questioned why we only have one entrance to the Main Street plaza and why people can't use the alley to enter bank parking. Acton asked to get feedback on Frederick's proposal before considering any alternative. Gilbert shared that when he leaves on a Wednesday night the parking areas surrounding Gilbert's are not full and he believes there is sufficient parking for the area.

One Wednesday per month – the third - with a street closure at 5pm for a 6 to 9 pm cruise. Initial cruise would be wrapping Jumbos up Washington from Jerome to Comstock and around. Young, Car Cruise Committee chair, said that would be acceptable. Vince Gonyou said he had no problem with the date but had problems with the placing of an ultimatum by the committee to say that there would be no cruise without the 2015 agreement. He is willing to go forward with 2015, but would not want to agree to 2016 without revisiting the issue. Char from Jumbos is fine with wrapping around Jumbos and would like to see the cruise succeed.

Acton asked if there is any way that an agreement towards a permanent home can be made. Cushman suggested that it be a permanent resolution with an option to revisit it if there is a demonstrable negative impact to the businesses in the area. Gilbert brought up E. Comstock but the problem with E. Comstock is that Indian Trails has buses doing late returns and comes through there so a complete road closure is unable to occur.

One of the cruise committee members also suggested that we track positive effects and partnerships with the committee along with any potential detrimental effects.

Young brought up that he would like to revisit this in the fall so that details are finalized for the following year and allow for publication/publicization time.

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER FREDERICK TO SET THE CAR CRUISE FOR THE THIRD WEDNESDAY NIGHT FROM 5 TO 9PM WITH A ROAD CLOSURE STARTING AT 4PM FROM JEROME TO COMSTOCK ON S WASHINGTON STREET WITH AN OVERFLOW BEGINNING AT WASHINGTON AND COMSTOCK AND FLOWS WEST FROM WASHINGTON TO BALL AND ACROSS TO WATER FOR 2015. A REVIEW OF THE IMPACT OF THE CAR CRUISE WILL BE HELD IN EACH NOVEMBER MEETING STARTING IN 2015. THE 2014 CAR CRUISE WILL BE THE SECOND FRIDAY OF EACH MONTH STARTING IN MAY ON S. WASHINGTON FROM COMSTOCK TO JEROME WITH OVERFLOW EAST ON COMSTOCK FROM 5 TO 9PM STARTING AT 5PM.  
YEAS ALL. MOTION CARRIED.

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO HOLD THE 2014 CRUISE TO THE CASTLE ON JULY 27 AT 6AM UNTIL 4PM WITH ROAD CLOSURES STARING AT 6AM AS DISCRIBED WITHIN THE TRAFFIC ORDER.  
YEAS ALL. MOTION CARRIED.

Young expressed thanks for moving forward and the support of Jumbos for the car cruise.

**PUBLIC / BOARD / STAFF COMMENTS:**

The evening Kiwanis Club will be doing a Miner Trail river clean-up as a part of Kiwanis One Day on the North side of the river. This is a cross-organization project that is hoped to give community members and tourists a place to enjoy the river.

**MINUTES:**

**MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES FOR THE MEETING OF MARCH 5, 2014.**

**YEAS ALL. MOTION CARRIED.**

**1. CHECK REGISTER APPROVAL.**

**SEE BOARD PACKET FOR CHECK REGISTER**

TIF payments arrived, which is why there are so many checks. Demis suggested removing the check register from the minutes in the future so that we are not making resolutions on both.

Gilbert confirmed that the market study has been done to the committee's satisfaction since the bill has been paid. He also brought up that there are a lot of maintenance costs that we need to take a closer look at right now and that our spending in that area is over budget right now.

**MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE CHECK REGISTER FOR MARCH 2014 AS PRESENTED.**

**YEAS ALL. MOTION CARRIED.**

**PUBLIC / BOARD / STAFF COMMENTS:**

Schaffer Fox has been working on a project detailing the great people who have come from Owosso. This will be printed on a tabloid as well as being posted to Wikipedia. As a part of this, he references the design in the sidewalk as being a take on a double helix in line with the famous scientists who have come from Owosso like Alfred Day Hershey and Donald Tomalia. Acton suggested that this be moved into Image Builders to tell the story of the DNA of Owosso (e.g. Driving the New America). Cushman also suggested a talk at the book store. Demis also brought up that the bricks have been impacted by the moisture causing them to raise up to six inches.

**COMMITTEE UPDATES**

The flower program and fundraising is kicking off. The final version of the Market Study has arrived.

ITEMS OF BUSINESS:

2. BUDGET REPORT.

No comment.

PUBLIC / BOARD / STAFF COMMENTS:

None

MOTION MADE BY AUTHORITY MEMBER ACTON, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:46 AM.

YEAS ALL. MOTION CARRIED.

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Alaina Kraus, Secretary

**April Check Register**  
By Check Number



12:19 PM

05/05/14

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

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>1978</b>	<b>04/15/2014</b>	<b>Agnew Graphics, Si...</b>	<b>Drinking Water Glass...</b>	<b>Owosso Main Street Checking</b>	
	04/03/2014		Drinking Water Glasses...	296-697-818.000-BED PLANTS	-44.90
TOTAL					-44.90
<b>1979</b>	<b>04/15/2014</b>	<b>Kelly's Refuse</b>	<b>Trash Service</b>	<b>Owosso Main Street Checking</b>	
	04/03/2014		Trash Service - March t...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
<b>1980</b>	<b>04/15/2014</b>	<b>Lorraine Weckwert</b>		<b>Owosso Main Street Checking</b>	
	04/01/2014		reimbursement for purc...	296-697-818.000-BED PLANTS	-178.85
	04/01/2014		reimbursement for see...	296-697-818.000-BED PLANTS	-91.48
TOTAL					-270.33
<b>1981</b>	<b>04/15/2014</b>	<b>Candence Massuch</b>	<b>Flower Watering reim...</b>	<b>Owosso Main Street Checking</b>	
	04/15/2014		Flower Watering reimb...	296-697-818.000-BED PLANTS	-112.05
TOTAL					-112.05
<b>1982</b>	<b>04/15/2014</b>	<b>Joshua Adams</b>	<b>Manager Wages</b>	<b>Owosso Main Street Checking</b>	
	04/03/2014		Manager Wages - 3/28 ...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
<b>1985</b>	<b>04/25/2014</b>	<b>DayStarr Communic...</b>	<b>Phone forwarding ser...</b>	<b>Owosso Main Street Checking</b>	
	04/16/2014		Phone forwarding servi...	296-200-728.000 OPER SUPPLIES	-15.22
TOTAL					-15.22
<b>1986</b>	<b>04/25/2014</b>	<b>Joshua Adams</b>	<b>Manager Wages</b>	<b>Owosso Main Street Checking</b>	
	04/25/2014		Manager Wages: 4/11/...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38



**April Check Register**  
By Account Number



12:17 PM

05/05/14

Cash Basis

**Owosso Main Street**  
**Check Register - By Account Number**  
**April 2014**

Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>Ordinary Income/Expense</b>						
<b>Expense</b>						
<b>DEP 200 GEN SERVICES</b>						
<b>296-200-728.000 OPER SUPPLIES</b>						
Cre...	04/15/2014			Service Charge	1.85	1.85
Bill	04/25/2014		DayStarr Communication	Phone forwarding serv...	15.22	17.07
Total 296-200-728.000 OPER SUPPLIES					17.07	17.07
<b>296-200-831.000 MAINTENANCE</b>						
Bill	04/03/2014		Shiawassee County Treas...	Winter Taxes for Parc...	805.34	805.34
Bill	04/03/2014		Shiawassee County Treas...	Winter Taxes for 050-...	293.65	1,098.99
Bill	04/03/2014		Shiawassee County Treas...	Winter Taxes for 050-...	711.46	1,810.45
Bill	04/15/2014		Kelly's Refuse	Trash Service - March...	500.00	2,310.45
Total 296-200-831.000 MAINTENANCE					2,310.45	2,310.45
<b>296-200-999.101 MANAGER WAGES</b>						
Bill	04/15/2014		Joshua Adams	Manager Wages - 3/2...	2,115.38	2,115.38
Bill	04/25/2014		Joshua Adams	Manager Wages: 4/11...	2,115.38	4,230.76
Total 296-200-999.101 MANAGER WAGES					4,230.76	4,230.76
Total DEP 200 GEN SERVICES					6,558.28	6,558.28
<b>DEP 697 DESIGN EXPENSES</b>						
<b>296-697-818.000 DES WK PLNS</b>						
<b>296-697-818.000-FLOWER PROGRAM</b>						
<b>296-697-818.000-BED PLANTS</b>						
Bill	04/15/2014		Lorraine Weckwert	reimbursement for pur...	178.85	178.85
Bill	04/15/2014		Lorraine Weckwert	reimbursement for se...	91.48	270.33
Bill	04/15/2014		Agnew Graphics, Signs, & ...	Drinking Water Glass...	44.90	315.23
Bill	04/15/2014		Candence Massuch	Flower Watering reim...	112.05	427.28
Total 296-697-818.000-BED PLANTS					427.28	427.28
Total 296-697-818.000-FLOWER PROGRAM					427.28	427.28
Total 296-697-818.000 DES WK PLNS					427.28	427.28
Total DEP 697 DESIGN EXPENSES					427.28	427.28
Total Expense					6,985.56	6,985.56
Net Ordinary Income					-6,985.56	-6,985.56
<b>Net Income</b>					<b>-6,985.56</b>	<b>-6,985.56</b>

**Budget Report: Year-to-Date**  
As of April 30, 2014



Owosso Main Street  
**Profit & Loss Budget vs. Actual**  
July 2013 through April 2014

<u>Ordinary Income/Expense</u>	<u>Jul '13 - Apr 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<u>Income</u>			
296-000-401.403 GEN PROP TAX	28,006.13	27,700.00	306.13
296-000-401.405 TIF	149,600.20	149,300.00	300.20
<b>296-000-671.676 DESIGN INCOME</b>			
296-000-671.676-BIKERACKS	0.00	2,000.00	-2,000.00
<b>296-000-671.676-FLOWER PROGRAM</b>			
296-000-671.676-SPONSOR MAILING	0.00	4,200.00	-4,200.00
296-000-671.676-WALK TOUR MAP	1,000.00	15,000.00	-14,000.00
296-000-671.676-FLOWER PROGRAM - Other	271.00		
<b>Total 296-000-671.676-FLOWER PROGRAM</b>	<b>1,271.00</b>	<b>19,200.00</b>	<b>-17,929.00</b>
296-000-671.676-WAYFINDING	18,300.00	20,000.00	-1,700.00
296-000-671.676 DESIGN INCOME - Other	0.00	0.00	0.00
<b>Total 296-000-671.676 DESIGN INCOME</b>	<b>19,571.00</b>	<b>41,200.00</b>	<b>-21,629.00</b>
<b>296-000-671.677 ER INCOME</b>			
296-000-671.677-MKTSTUDY	5,500.00	7,500.00	-2,000.00
<b>Total 296-000-671.677 ER INCOME</b>	<b>5,500.00</b>	<b>7,500.00</b>	<b>-2,000.00</b>
<b>296-000-671.678 PRO INCOME</b>			
296-000-671.678-ARTWALK	897.00		
296-000-671.678-GLOW	9,046.00		
<b>Total 296-000-671.678 PRO INCOME</b>	<b>9,943.00</b>		
296-000-671.694 MISC	19.42		
<b>Total Income</b>	<b>212,639.75</b>	<b>225,700.00</b>	<b>-13,060.25</b>

Owosso Main Street  
**Profit & Loss Budget vs. Actual**  
July 2013 through April 2014

	<u>Jul '13 - Apr 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b><u>Expense</u></b>			
<b>DEP 200 GEN SERVICES</b>			
296-200-728.000 OPER SUPPLIES	2,122.01	2,500.00	-377.99
296-200-818.000 CONTRACT SER	2,800.00	4,000.00	-1,200.00
296-200-831.000 MAINTENANCE	11,378.87	16,000.00	-4,621.13
296-200-858.000 MEMBER + DUES	0.00	500.00	-500.00
296-200-860.000 ED + TRAINING	311.80	1,400.00	-1,088.20
296-200-999.101 MANAGER WAGES	42,818.58	60,000.00	-17,181.42
<b>Total DEP 200 GEN SERVICES</b>	<b>59,431.26</b>	<b>84,400.00</b>	<b>-24,968.74</b>
<b>DEP 695 ORGANIZATION EXPENSES</b>			
296-695-728.000 OPER SUPPLIES	60.61		
296-695-818.000 ORG WK PLNS			
296-695-818.000-MEMBERSHIP	0.00	500.00	-500.00
296-695-818.000-VOLPARTY	709.88	1,000.00	-290.12
296-695-818.000-WEBSITE	104.97		
Total 296-695-818.000 ORG WK PLNS	814.85	1,500.00	-685.15
<b>Total DEP 695 ORGANIZATION EXPENSES</b>	<b>875.46</b>	<b>1,500.00</b>	<b>-624.54</b>
<b>DEP 696 PROMOTION EXPENSES</b>			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	1,041.67	1,000.00	41.67
296-696-818.000-GLOW	10,367.10	11,000.00	-632.90
Total 296-696-818.000 PRO WK PLNS	11,408.77	12,000.00	-591.23
<b>Total DEP 696 PROMOTION EXPENSES</b>	<b>11,408.77</b>	<b>12,000.00</b>	<b>-591.23</b>
<b>DEP 697 DESIGN EXPENSES</b>			
296-697-818.000 DES WK PLNS			
296-697-818.000-BENCHES	540.00		
296-697-818.000-BIKERACKS	0.00	2,000.00	-2,000.00
296-697-818.000-CHRISTMAS	5,035.00	5,000.00	35.00
296-697-818.000-FACADE	0.00	2,000.00	-2,000.00
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BASKETS	0.00	4,800.00	-4,800.00
296-697-818.000-BED PLANTS	3,021.42	7,500.00	-4,478.58
296-697-818.000-IRRIGATION WORK	245.08	0.00	245.08
296-697-818.000-MAINT. SUPPLIES	89.97	0.00	89.97
296-697-818.000-SPONSOR MAILING	0.00	400.00	-400.00
296-697-818.000-SPONSOR PARTY	0.00	1,000.00	-1,000.00
296-697-818.000-WALK TOUR MAP	17.99	4,000.00	-3,982.01
296-697-818.000-WATERING	1,270.15	6,500.00	-5,229.85
Total 296-697-818.000-FLOWER PROGRAM	4,644.61	24,200.00	-19,555.39
Total 296-697-818.000 DES WK PLNS	10,219.61	33,200.00	-22,980.39
296-697-831.000 MAINTENANCE	27.76	0.00	
296-697-974.000-WAYFINDING	18,695.50	20,000.00	-1,304.50
296-697-974.000-WOODARDPLC	276.00	0.00	276.00
<b>Total DEP 697 DESIGN EXPENSES</b>	<b>29,218.87</b>	<b>53,200.00</b>	<b>-23,981.13</b>

**Owosso Main Street**  
**Profit & Loss Budget vs. Actual**  
 July 2013 through April 2014

	<u>Jul '13 - Apr 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>DEP 698 ER EXPENSES</b>			
296-698-818.000 ER WK PLNS			
296-698-818.000-MKTSTUDY	15,000.00	15,000.00	0.00
Total 296-698-818.000 ER WK PLNS	<u>15,000.00</u>	<u>15,000.00</u>	<u>0.00</u>
<b>Total DEP 698 ER EXPENSES</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>
<b>DEP 901 - CAPITAL OUTLAY</b>			
296-901-965.730 CAPITOL BOWL	0.00	10,000.00	-10,000.00
<b>Total DEP 901 - CAPITAL OUTLAY</b>	<b>0.00</b>	<b>10,000.00</b>	<b>-10,000.00</b>
<b>DEP 966 TRANSFER OUT</b>			
296-966-999.397 SIDEWALK FUND	75,295.00	75,400.00	-105.00
<b>Total DEP 966 TRANSFER OUT</b>	<b>75,295.00</b>	<b>75,400.00</b>	<b>-105.00</b>
<b>Total Expense</b>	<b>191,229.36</b>	<b>251,500.00</b>	<b>-60,270.64</b>
<b>Net Ordinary Income</b>	<b>21,410.39</b>	<b>-25,800.00</b>	<b>47,210.39</b>
<b>Net Income</b>	<b><u>21,410.39</u></b>	<b><u>-25,800.00</u></b>	<b><u>47,210.39</u></b>

**Pending Payments**  
As of May 5, 2014



12:20 PM

05/05/14

**Owosso Main Street  
Unpaid Bills Detail  
As of May 5, 2014**

<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	04/16/2014		05/08/2014		65.00
Bill	04/16/2014		05/10/2014		55,147.50
Bill	05/05/2014		05/23/2014		289.00
Total City of Owosso					<u>55,501.50</u>
<b>First Bank Card</b>					
Bill	04/15/2014		05/11/2014		36.85
Total First Bank Card					<u>36.85</u>
<b>Joshua Adams</b>					
Bill	05/05/2014		05/08/2014		2,115.38
Total Joshua Adams					<u>2,115.38</u>
<b>Kelly's Refuse</b>					
Bill	05/05/2014		05/08/2014		500.00
Total Kelly's Refuse					<u>500.00</u>
<b>TOTAL</b>					<u><u><b>58,153.73</b></u></u>



**Checking Account Balance**  
As of May 5, 2014



Owosso Main Street  
**Checking Account Balance**  
As of Monday, May 5, 2014

Checking Account = **\$112,314.32**