



**Regular Meeting Agenda**  
*Owosso DDA/Main Street*  
**Wednesday June 4, 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:** June 4, 2014

**Review and approval of minutes:** May 5, 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)
- 4) OMS/DDA Audit Annual Approval (Jim Demis)..... (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**  
May 2014



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

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

MEMBERS ABSENT: Chairman Dave Acton, Authority Member Bill Gilbert, Ken Cushman, Meredith Landino, and Treasurer James Demis

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Helen Granger, Press

PUBLIC / BOARD / STAFF COMMENTS:

#### COMMITTEE UPDATES

1. Design – Authority Member Bill Gilbert

Work is in progress on getting the flowers and other design projects through flower sponsors, historic glasses, and other projects.

2. Economic Restructuring – Authority Member Omer

Business mentorship, recruitment, education and success story work plans are in the process of being written. Promoting the market study is also a focus.

3. Organization – Manager Adams/Meredith Landino

The newsletter took a hiatus over the winter but will be back monthly for the summer. The IB program is going forward and it is being promoted as getting your IB hours done before school even starts.

4. Promotion – Manager Adams

Image Builders and Business Owners are meeting regularly. There will be a new event called ‘Tour Our Town’ on August 23<sup>rd</sup>. They are also working on a ‘golden ticket’ promotion with the SRI event in June.

#### ITEMS OF BUSINESS:

2. BUDGET REPORT.

A small deficit is expected this year. There will be an adjusted budget available for voting at the June meeting.

3. LOOMIS LEGAL SERVICE

Loomis is looking into the process of tax credits coming through the DDA for the Wesner project and its viability with the IRS. While the cost will be absorbed by the contractor of work on the Wesner building, but it needs to be okayed by the DDA for Loomis to pursue this as well.

**PUBLIC / BOARD / STAFF COMMENTS:**

Fundraising possibilities like an auction were brought up. It was agreed that a committee needs to be willing to take this on and there need to be concrete examples of what the money raised would be spent on.

Frederick asked about downtown parking. The understanding of others on the board is that a sub-committee is getting put together to start meeting after the National Main Street Conference in May. He also asked about a 30 minute parking spot on Comstock by Sunnyside floral for the rotation of customers through the shop. The problem is not the customers, but the owners and employees who take the spaces.

There are a large number of spots, but need way finding to direct people to the lots. The wayfinding signs are in storage, but need fundraising for the inserts. Due to size and material the inserts are \$900 a piece or \$10,800 for twelve.

Gonyou asked about an Owosso events list to promote to our of town visitors. Adams shared that that is something he would like to see. Omer said this could also be included in the welcome packet.

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Alaina Kraus, Secretary

**May Check Register**  
By Check Number



## Owosso Main Street Check Register - By Check Number May 2014

| Num         | Date              | Name                   | Memo                                   | Account                            | Paid Amount |
|-------------|-------------------|------------------------|--|------------------------------------|-------------|
| <b>1987</b> | <b>05/08/2014</b> | <b>City of Owosso</b>  |  | <b>Owosso Main Street Checking</b> |             |
|             | 04/16/2014        |                        | LTGO Bond Payment                      | 296-966-999.397 SIDEWALK FUND      | -55,147.50  |
|             | 04/16/2014        |                        | Downtown Electrical work               | 296-200-831.000 MAINTENANCE        | -65.00      |
| TOTAL       |                   |                        |  |                                    | -55,212.50  |
| <b>1988</b> | <b>05/08/2014</b> | <b>Joshua Adams</b>    | <b>Manager Wages</b>                   | <b>Owosso Main Street Checking</b> |             |
|             | 05/05/2014        |                        | Manager Wages 4/25/14 to 5/8/14        | 296-200-999.101 MANAGER WAGES      | -2,115.38   |
| TOTAL       |                   |                        |  |                                    | -2,115.38   |
| <b>1989</b> | <b>05/08/2014</b> | <b>Kelly's Refuse</b>  | <b>Trash Service April to May 2014</b> | <b>Owosso Main Street Checking</b> |             |
|             | 05/05/2014        |                        | Trash Service April to May 2014        | 296-200-831.000 MAINTENANCE        | -500.00     |
| TOTAL       |                   |                        |  |                                    | -500.00     |
| <b>1990</b> | <b>05/08/2014</b> | <b>First Bank Card</b> | <b>February - March CC payment</b>     | <b>Owosso Main Street Checking</b> |             |
|             | 04/15/2014        |                        | Fee charges & interest - April 2014    | Josh Adams - Owosso Main Street    | -36.85      |
| TOTAL       |                   |                        |  |                                    | -36.85      |
| <b>1991</b> | <b>05/15/2014</b> | <b>City of Owosso</b>  | <b>Bench support replacement</b>       | <b>Owosso Main Street Checking</b> |             |
|             | 05/05/2014        |                        | Bench support replacement to a ...     | 296-200-831.000 MAINTENANCE        | -289.00     |
| TOTAL       |                   |                        |  |                                    | -289.00     |
| <b>1992</b> | <b>05/15/2014</b> | <b>Joshua Adams</b>    | <b>Manager Wages</b>                   | <b>Owosso Main Street Checking</b> |             |
|             | 05/15/2014        |                        | Manager Wages 5/9/14 to 5/22/14        | 296-200-999.101 MANAGER WAGES      | -2,115.38   |
| TOTAL       |                   |                        |  |                                    | -2,115.38   |

**May Check Register**  
By Account Number



3:41 PM  
 06/03/14  
 Cash Basis

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

| <u>Ty...</u>                         | <u>Date</u> | <u>Num</u> | <u>Name</u>    | <u>Memo</u>                | <u>Paid Amount</u> | <u>Balance</u>    |
|--------------------------------------|-------------|------------|----------------|----------------------------|--------------------|-------------------|
| <b>Ordinary Income/Expense</b>       |             |            |                |                            |                    |                   |
| <b>Expense</b>                       |             |            |                |                            |                    |                   |
| <b>DEP 200 GEN SERVICES</b>          |             |            |                |                            |                    |                   |
| <b>296-200-728.000 OPER SUPPLIES</b> |             |            |                |                            |                    |                   |
| Cr...                                | 05/05/2014  |            | Fees Charged   | Late fee                   | 35.00              | 35.00             |
| Cr...                                | 05/15/2014  |            |                | Service Charge             | 1.75               | 36.75             |
| Total 296-200-728.000 OPER SUPPLIES  |             |            |                |                            | 36.75              | 36.75             |
| <b>296-200-831.000 MAINTENANCE</b>   |             |            |                |                            |                    |                   |
| Bill                                 | 05/08/2014  |            | City of Owosso | Downtown Electrical w...   | 65.00              | 65.00             |
| Bill                                 | 05/08/2014  |            | Kelly's Refuse | Trash Service April to ... | 500.00             | 565.00            |
| Bill                                 | 05/15/2014  |            | City of Owosso | Bench support replace...   | 289.00             | 854.00            |
| Total 296-200-831.000 MAINTENANCE    |             |            |                |                            | 854.00             | 854.00            |
| <b>296-200-999.101 MANAGER WAGES</b> |             |            |                |                            |                    |                   |
| Bill                                 | 05/08/2014  |            | Joshua Adams   | Manager Wages 4/25/1...    | 2,115.38           | 2,115.38          |
| Bill                                 | 05/15/2014  |            | Joshua Adams   | Manager Wages 5/9/14...    | 2,115.38           | 4,230.76          |
| Total 296-200-999.101 MANAGER WAGES  |             |            |                |                            | 4,230.76           | 4,230.76          |
| Total DEP 200 GEN SERVICES           |             |            |                |                            | 5,121.51           | 5,121.51          |
| <b>DEP 966 TRANSFER OUT</b>          |             |            |                |                            |                    |                   |
| <b>296-966-999.397 SIDEWALK FUND</b> |             |            |                |                            |                    |                   |
| Bill                                 | 05/08/2014  |            | City of Owosso | LTGO Bond Payment          | 55,147.50          | 55,147.50         |
| Total 296-966-999.397 SIDEWALK FUND  |             |            |                |                            | 55,147.50          | 55,147.50         |
| Total DEP 966 TRANSFER OUT           |             |            |                |                            | 55,147.50          | 55,147.50         |
| Total Expense                        |             |            |                |                            | 60,269.01          | 60,269.01         |
| Net Ordinary Income                  |             |            |                |                            | -60,269.01         | -60,269.01        |
| <b>Net Income</b>                    |             |            |                |                            | <b>-60,269.01</b>  | <b>-60,269.01</b> |



**May Budget Report**  
Year-to-Date



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

|   | <u>Jul '13 - May 14</u> | <u>Budget</u>     | <u>\$ Over Budget</u> |
|---|-------------------------|-------------------|-----------------------|
| <b><u>Ordinary Income/Expense</u></b>       |                         |                   |                       |
| <b><u>Income</u></b>                        |                         |                   |                       |
| 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             | 1,450.00                | 4,200.00          | -2,750.00             |
| 296-000-671.676-WALK TOUR MAP               | 1,000.00                | 15,000.00         | -14,000.00            |
| 296-000-671.676-FLOWER PROGRAM - Other      | 487.00                  |                   |                       |
| <b>Total 296-000-671.676-FLOWER PROGRAM</b> | <b>2,937.00</b>         | <b>19,200.00</b>  | <b>-16,263.00</b>     |
| 296-000-671.676-WAYFINDING                  | 18,300.00               |                   |                       |
| 296-000-671.676 DESIGN INCOME - Other       | 0.00                    | 20,000.00         | -20,000.00            |
| <b>Total 296-000-671.676 DESIGN INCOME</b>  | <b>21,237.00</b>        | <b>41,200.00</b>  | <b>-19,963.00</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                        | 38.78                   |                   |                       |
| <b>Total Income</b>                         | <b>214,325.11</b>       | <b>225,700.00</b> | <b>-11,374.89</b>     |

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

|  | <u>Jul '13 - May 14</u> | <u>Budget</u>    | <u>\$ Over Budget</u> |
|--|-------------------------|------------------|-----------------------|
| <b>Expense</b>                             |                         |                  |                       |
| <b>DEP 200 GEN SERVICES</b>                |                         |                  |                       |
| 296-200-728.000 OPER SUPPLIES              | 2,197.11                | 2,500.00         | -302.89               |
| 296-200-818.000 CONTRACT SER               | 2,800.00                | 4,000.00         | -1,200.00             |
| 296-200-831.000 MAINTENANCE                | 12,167.87               | 16,000.00        | -3,832.13             |
| 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              | 47,049.34               | 60,000.00        | -12,950.66            |
| <b>Total DEP 200 GEN SERVICES</b>          | <b>64,526.12</b>        | <b>84,400.00</b> | <b>-19,873.88</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                 | 5,435.15                | 7,500.00         | -2,064.85             |
| 296-697-818.000-IRRIGATION WORK            | 245.08                  |                  |                       |
| 296-697-818.000-MAINT. SUPPLIES            | 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       | 7,058.34                | 24,200.00        | -17,141.66            |
| Total 296-697-818.000 DES WK PLNS          | 12,633.34               | 33,200.00        | -20,566.66            |
| 296-697-831.000 MAINTENANCE                | 27.76                   |                  |                       |
| 296-697-974.000-WAYFINDING                 | 18,695.50               | 20,000.00        | -1,304.50             |
| 296-697-974.000-WOODARDPLC                 | 276.00                  |                  |                       |
| <b>Total DEP 697 DESIGN EXPENSES</b>       | <b>31,632.60</b>        | <b>53,200.00</b> | <b>-21,567.40</b>     |

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

|                                       | <u>Jul '13 - May 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><u>15,000.00</u></b> | <b><u>15,000.00</u></b>  | <b><u>0.00</u></b>       |
| <br>                                  |                         |                          |                          |
| <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><u>0.00</u></b>      | <b><u>10,000.00</u></b>  | <b><u>-10,000.00</u></b> |
| <br>                                  |                         |                          |                          |
| <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><u>75,295.00</u></b> | <b><u>75,400.00</u></b>  | <b><u>-105.00</u></b>    |
| <br>                                  |                         |                          |                          |
| Total Expense                         | <u>198,737.95</u>       | <u>251,500.00</u>        | <u>-52,762.05</u>        |
| Net Ordinary Income                   | <u>15,587.16</u>        | <u>-25,800.00</u>        | <u>41,387.16</u>         |
| <b>Net Income</b>                     | <b><u>15,587.16</u></b> | <b><u>-25,800.00</u></b> | <b><u>41,387.16</u></b>  |

**Account Balance**  
As of June 3, 2014



Owosso Main Street  
**Checking Account Balance**  
As of Monday, June 3, 2014

Checking Account = **\$53,535.53**

**Pending Payments**  
As of June 3, 2014



**Owosso Main Street  
Unpaid Bills Detail  
As of June 3, 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                          | 05/08/2014  |            | 06/06/2014      |              | 22.25               |
| Bill                          | 06/03/2014  |            | 06/19/2014      |              | 1,578.95            |
| Bill                          | 06/03/2014  |            | 06/19/2014      |              | 999.50              |
| Total City of Owosso          |             |            |                 |              | 2,600.70            |
| <b>Crooked Tree Nursery</b>   |             |            |                 |              |                     |
| Bill                          | 05/22/2014  |            | 06/05/2014      |              | 2,413.73            |
| Total Crooked Tree Nursery    |             |            |                 |              | 2,413.73            |
| <b>DayStarr Communication</b> |             |            |                 |              |                     |
| Bill                          | 05/22/2014  |            | 06/05/2014      |              | 16.10               |
| Total DayStarr Communication  |             |            |                 |              | 16.10               |
| <b>First Bank Card</b>        |             |            |                 |              |                     |
| Bill                          | 05/15/2014  |            | 06/05/2014      |              | 1.75                |
| Total First Bank Card         |             |            |                 |              | 1.75                |
| <b>Joshua Adams</b>           |             |            |                 |              |                     |
| Bill                          | 06/03/2014  |            | 06/05/2014      |              | 2,115.38            |
| Total Joshua Adams            |             |            |                 |              | 2,115.38            |
| <b>Kelly's Refuse</b>         |             |            |                 |              |                     |
| Bill                          | 06/03/2014  |            | 06/19/2014      |              | 500.00              |
| Total Kelly's Refuse          |             |            |                 |              | 500.00              |
| <b>Lorraine Weckwert</b>      |             |            |                 |              |                     |
| Bill                          | 06/03/2014  |            | 06/05/2014      |              | 1,508.49            |
| Total Lorraine Weckwert       |             |            |                 |              | 1,508.49            |
| <b>Mahar's Greenhouses</b>    |             |            |                 |              |                     |
| Bill                          | 06/03/2014  |            | 06/19/2014      |              | 3,097.00            |
| Total Mahar's Greenhouses     |             |            |                 |              | 3,097.00            |
| <b>TOTAL</b>                  |             |            |                 |              | <b>12,253.15</b>    |