



Regular Meeting Agenda
Owosso DDA/Main Street

Wednesday September 3, 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: September 3, 2014

Review and approval of minutes: August 6, 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) DIG Update (Josh A & Susan M)..... (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 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.]

Board Meeting Minutes
August 2014



REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
August 6, 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, Bill Gilbert, Ken Cushman, Secretary Alaina Kraus, and Treasurer James Demis

MEMBERS ABSENT: Authority Members Meredith Landino, Dawn Gonyou, and Lance Omer.

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Helen Granger, Independent (7:43), Kevin Lenkart, Public Safety (8:08)

AGENDA:

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR AUGUST 6, 2014.
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES WITH MODIFICATION OF OMEN TO OMER UNDER THE AGENDA FOR THE MEETING OF JULY 2, 2014.
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

COMMITTEE UPDATES

1. Design – Authority Member Bill Gilbert

We are two-thirds of the way through the flower program and the watering costs are much lower with the low heat and more rain this summer. The façade program is looking good and generating more interest. The wayfinding committee is working on finding sponsors for signs. One is already claimed. The bike racks are in progress at Baker. Several new projects are in developmental phase including geocaching and historic photos and potentially a historic coloring book.

A parking subcommittee was organized to address parking downtown, which met three times and will be addressed later in the agenda.

2. Economic Restructuring – Jim Demis/Manager Adams

Most of the time at the meeting was spent on the Retail Merchandising seminar coming up on October 6th with the consultant brought in by Michigan Main Street. There will also be 8-10 businesses getting hands on work with the consultant along with a public workshop.

There are also several low budget work plans in progress.

A local software developer is working on a loyalty program called Blanana that does cross promotions through downtown. They're working on the right price point.

3. Organization – Manager Adams

An information booth at the Farmer's Market will be happening every weekend except this coming weekend. The drinking glass sales are going well, especially the Curwood Castle glass. They are working on developing new fundraising sources. One idea is a water festival/slip-n-slide with a 5k in the summer.

4. Promotion – Manager Adams

Sidewalk Sales happened in July and were a big success for local retailers. They are working on ways to drive more traffic on Thursday and Friday. Over 40 chalk artists participated and the market saw an increase as well. Image Builders is working on raising money for brackets.

Planning the Art Walk on Sept 12. Tour Our Town is August 23rd. GLOW meetings start soon.

Historically the design committee decided to get rid of banners because they weren't being done well and so Gilbert expressed concern that there be a sign plan. Image Builders will be presenting to the Design Committee this coming month.

September 20th is the Owosso Home Tour and will be highlighting the downtown.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

SEE BOARD PACKET FOR CHECK REGISTER

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

YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

We are now entering our new year and Adams has a meeting with a Quickbooks specialist to finalize the budget in Quickbooks. He hopes that he will be able to do a monthly and yearly breakdown each month going forward.

Demis asked about the \$12,017.50 under bond expenses. Adams explained that that is from the Park Street sidewalk project completed in the spring.

Damage to the irrigation was largely caused by volunteers, so education will be a focus next year to avoid further damage. There is also a team who can fix the irrigation system as it is being worked on. Next year the shrubs in Main Street Plaza will need professional work. This will go through the Design Committee

3. DOWNTOWN PARKING SUB-COMMITTEE RECOMMENDATIONS

In June a sub-committee was tasked to address downtown parking and met three times through June and July. The focus was on Parking Ordinances and Traffic Orders. The recommendation is to create an exemption within the ordinance that removes parking restrictions for customers only. This would not include owners and employees. DPW has been able to work with businesses on this in the past.

Another overriding concern in discussions was that customers have access to street parking, not owners/employees, so all street parking is left at 2 hours. The committee tried to set-up to incentivize longer parking in parking lots as opposed to the street.

There has been talk of a 'cumulative' 2-hour parking, but it is actually an attempt to evade aka the movement of a couple of spots as enforcement is approaching to ticket.

All lots are enforced via traffic order, so the sub-committee went through every lot and proposed changes by lot with consideration for location and history. One concern that came up while putting together documentation is that parking lots with all day parking and overnight parking is that people could leave vehicles long term. The suggestion has been put forward that it be a 72 hour restriction to keep this from occurring.

With the exception of two small, central lots; all parking lots are recommended to be rolled over to 4-hour or all-day parking.

Frederick brought up passes for employees giving them specific rights. Adams shared that the differentiation between residential and employee permits came up in the last meeting and discussion has started on ways to adjust that system moving forward. This would be a shift from designated leased spots to designated customer parking.

Demis brought up cost of signage and Adams said we would get creative as necessary to get signage taken care of.

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE PARKING SUB-COMMITTEE RECOMMENDATIONS AS

PRESENTED AND SUBMIT THE RECOMMENDATIONS TO CITY COUNCIL FOR APPROVAL.
YEAS ALL. MOTION CARRIED.

4. DIG UPDATE (SUSAN M).

The DIG grant is broken out into multiple sections. Bids were due in yesterday, but only one bid was put in and it was twice the estimated amount for that section of work. Without contractors the work cannot be completed at this time.

The Armory is still looking at getting a CRP Grant from the MRDC. It is pretty certain that they will get that, but it won't come until the end of their construction timeline. Security Credit Union requires 25% up front, which is what this grant will go through. They have applied for a federal waiver, but it takes up to 45 days for that to come through. Deason is working on a gap loan as a plan B. They did approach the city, but it is unknown if the city has the capability to cover that loan amount.

PUBLIC / BOARD / STAFF COMMENTS:

MOTION MADE BY CHAIR ACTON, SUPPORTED BY AUTHORITY MEMBER KRAUS TO ADJOURN AT 8:36 AM.
YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary

August Check Register
By Check Number



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

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Am...</u>
2018	08/14/2014	Joshua Adams	Manager Services	Owosso Main Street Checking	
	08/14/2014		Manager Serviced 8/1/14 ...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2019	08/14/2014	Kelly's Refuse	Downtown Trash Service	Owosso Main Street Checking	
	08/04/2014		Downtown Trash Service ...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2020	08/14/2014	DayStarr Communi...	Phone forwarding servi...	Owosso Main Street Checking	
	08/14/2014		Phone forwarding service...	296-200-728.000 OPER SUPPLIES	-15.19
TOTAL					-15.19
2021	08/28/2014	City of Owosso	Fuel & Electrical Repair ...	Owosso Main Street Checking	
	08/19/2014		Fuel (Flower Program) & ...	296-200-831.000 MAINTENANCE	-232.76
TOTAL					-232.76
2022	08/28/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	08/25/2014		Manager Wages 8/15/14 t...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2023	08/28/2014	Sunburst Gardens I...	Irrigation Work	Owosso Main Street Checking	
	08/25/2014		Irrigation Work - renovate ...	296-200-831.000 MAINTENANCE	-40.00
TOTAL					-40.00

August Check Register
By Account Number



5:01 PM
 09/02/14
 Cash Basis

Owosso Main Street Check Register - By Account Number August 2014

Type	Date	Num	Name	Memo	Paid Amo...	Balance
Ordinary Income/Expense						
Expense						
DEP 200 GEN SERVICES						
296-200-728.000 OPER SUPPLIES						
Bill	08/14/2014		DayStarr Commu...	Phone forwarding servic...	15.19	15.19
Total 296-200-728.000 OPER SUPPLIES					15.19	15.19
296-200-831.000 MAINTENANCE						
Bill	08/14/2014		Kelly's Refuse	Downtown Trash Service...	500.00	500.00
Bill	08/28/2014		City of Owosso	Fuel (Flower Program) & ...	232.76	732.76
Bill	08/28/2014		Sunburst Garden...	Irrigation Work - renovat...	40.00	772.76
Total 296-200-831.000 MAINTENANCE					772.76	772.76
296-200-999.101 MANAGER WAGES						
Bill	08/14/2014		Joshua Adams	Manager Serviced 8/1/14...	2,115.38	2,115.38
Bill	08/28/2014		Joshua Adams	Manager Wages 8/15/14...	2,115.38	4,230.76
Total 296-200-999.101 MANAGER WAGES					4,230.76	4,230.76
Total DEP 200 GEN SERVICES					5,018.71	5,018.71
Total Expense					5,018.71	5,018.71
Net Ordinary Income					-5,018.71	-5,018.71
Net Income					-5,018.71	-5,018.71

Budget Breakdown





Owosso DDA/Main Street

**Budget Breakdown
Fiscal Year 2014/2015**

REVENUE

Tax	unknown use last year's numbers	\$27,700.00
TIF	unknown use last year's numbers	\$149,300.00
<i>TOTAL</i>		<i>\$177,000</i>

EXPENSES

DDA Expenses

Capitol Bowl	\$10,000
Downtown Renovation "Sidewalk" Fund	\$75,400
Maintenance	\$17,000
Contracted Services	\$2,800
TOTAL	\$105,200

OMS Operating Expenses

Manager Wages	\$55,000
Operating Supplies	\$1,000
Membership + Dues	\$500
Education/Training	\$1,000
TOTAL	\$57,500

Owosso Main Street Work Plan Net Expenses

Promotion	\$6,000
Organization	\$1,000
Design	\$6,800
Economic Restructuring	\$500
TOTAL	\$14,300

TOTAL Expense ***\$177,000***

OTHER FUNDS

Bond Expenses	
Planned Bond Expenses	\$12,017.50
TOTAL	\$12,017.50

Pending Payments
As of 9/2/14



5:02 PM

09/02/14

**Owosso Main Street
Unpaid Bills Detail
As of September 2, 2014**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Kelly's Refuse Bill	09/02/2014		09/11/2014		500.00
Total Kelly's Refuse					500.00
TOTAL					500.00

Account Balance
As of 9/2/14



Owosso Main Street
Checking Account Balance
As of Tuesday, September 3, 2014

Checking Account = **\$25,241.22**