

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
Dec. 5, 2012 – 7:30 am.

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

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton; Authority Members Dawn Gonyou, Lance Omer, Ben Frederick and Bill Gilbert (arrived 7:42 am); Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Mistie Jordan, Treasurer James Demis; Vice-chairperson Barb Bucsi.

OTHERS PRESENT: Heather Rivard, DDA / Owosso Main Street Manager; Jackie Leone, Press.

AGENDA:

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE AGENDA AS AMENDED FOR DEC. 5, 2012.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE MINUTES FOR THE MEETING OF NOV. 7, 2012 WITH PHRASING ADJUSTMENT.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS: None

COMMITTEE UPDATES

1. Promotion – Chairman Acton

Organization of events is tight and getting tighter. Managing the budget well.

2. Organization – Chairman Acton

Tomorrow there is a meeting for a uniquely designed coffee cup that will be molded in Owosso and would be a part of a package for membership in Owosso Main Street for a cost. Mike Inman is project manager of the website and has been diligently working to get the website up to date with information from all committees.

3. Economic Restructuring – Authority Member Lance Omer

The committee is working on expanding including working more with Adam Zettel. Jim Demis has been working on procuring commitments and funding for the Market Study. We are currently about half way there. Also, the report and letter for Trust

Thermal with the recommendation for the city to sell them a partition of the lot needed for their parking lot improvements with conditions including the preservation of the green space.

4. Design – Authority Member Bill Gilbert

The wrought iron tables have been received for the two chat areas on North St. They have not yet been fastened, which will be completed between the employees of Gilbert’s and the city employees. Kathryn Gehrs-Pahl is working on accessing 6 grants towards gardening, which will have a new work plan. A new workplan involving the organization and a tour of the flower beds is being developed. There is also a workplan in development concerning encouraging businesses to do seasonal window displays and improvements to their front and back entrances.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

Check Date	Vendor Name	Description	Account Number	Alpha Tag	Amount	Check Number
11/02/12	Nick Bird	Promotion - DOFM subsidies	296-000-158.000		100.00	1702
11/02/12	Mary Borroum	Promotion - DOFM subsidies	296-000-158.000		95.00	1703
11/02/12	Darling, Shawn	Promotion - DOFM subsidies	296-000-158.000		7.00	1704
11/02/12	Gibson, Mary	Promotion - DOFM subsidies	296-000-158.000		11.00	1706
11/02/12	Great Harvest	Promotion - DOFM subsidies	296-000-158.000		42.00	1707
11/02/12	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.000		60.00	1708
11/02/12	Hang Farms	Promotion - DOFM subsidies	296-000-158.000			1709
11/02/12	Char Hubbard	Promotion - DOFM subsidies	296-000-158.000		140.00	1710
11/02/12	Joe Jelinek	Promotion - DOFM subsidies	296-000-158.000		22.00	1711
11/03/12	Journey Café	Promotion - DOFM subsidies	296-000-158.000		14.00	1712
11/02/12	Kanthe Farm	Promotion - DOFM subsidies	296-000-158.000		40.00	1713
11/02/12	Miller, Regina	Promotion - DOFM subsidies	296-000-158.000		37.00	1714
11/02/12	R&B Poultry	Promotion - DOFM subsidies	296-000-158.000		43.00	1715
11/02/12	Rodgers, Dianne	Promotion - DOFM subsidies	296-000-158.000		118.00	1716
11/03/12	Sanchez, Jim	Promotion - DOFM subsidies	296-000-158.000		-	1717

11/02/12	Sandy Ridge Farms	Promotion - DOFM subsidies	296-000-158.000	10.00	1718
11/02/12	Treen, Sue	Promotion - DOFM subsidies	296-000-158.000	7.00	1719
11/02/12	Wesenberg, Bill	Promotion - DOFM subsidies	296-000-158.000	340.00	1720
11/02/12	Wolfrom, Forest	Promotion - DOFM subsidies	296-000-158.000	10.00	1721
11/02/12	Wyrick, Roger	Promotion - DOFM subsidies	296-000-158.000	95.00	1722
11/02/12	Pam Baese	Promotion - DOFM subsidies	296-000-158.000	34.00	1727
11/16/12	Pam Baese	Promotion - DOFM subsidies	296-000-158.000	30.00	1728
11/02/12	Nick Bird	Promotion - DOFM subsidies	296-000-158.100	28.00	1702
11/02/12	Mary Borroum	Promotion - DOFM subsidies	296-000-158.100	4.00	1703
11/02/12	Darling, Shawn	Promotion - DOFM subsidies	296-000-158.100	-	1704
11/02/12	Gibson, Mary	Promotion - DOFM subsidies	296-000-158.100	-	1706
11/02/12	Great Harvest	Promotion - DOFM subsidies	296-000-158.100	-	1707
11/02/12	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.100	80.00	1708
11/02/12	Hang Farms	Promotion - DOFM subsidies	296-000-158.100	66.00	1709
11/02/12	Char Hubbard	Promotion - DOFM subsidies	296-000-158.100		1710
11/02/12	Joe Jelinek	Promotion - DOFM subsidies	296-000-158.100	38.00	1711
11/04/12	Journey Café	Promotion - DOFM subsidies	296-000-158.100	-	1712
11/02/12	Kanthe Farm	Promotion - DOFM subsidies	296-000-158.100	-	1713
11/02/12	Miller, Regina	Promotion - DOFM subsidies	296-000-158.100	2.00	1714
11/02/12	R&B Poultry	Promotion - DOFM subsidies	296-000-158.100	-	1715
11/02/12	Rodgers, Dianne	Promotion - DOFM subsidies	296-000-158.100	-	1716
11/04/12	Sanchez, Jim	Promotion - DOFM subsidies	296-000-158.100	2.00	1717
11/02/12	Sandy Ridge Farms	Promotion - DOFM subsidies	296-000-158.100	-	1718
11/02/12	Treen, Sue	Promotion - DOFM subsidies	296-000-158.100	-	1719
11/02/12	Wesenberg, Bill	Promotion - DOFM subsidies	296-000-158.100	486.00	1720

11/02/12	Wolfrom, Forest	Promotion - DOFM subsidies	296-000-158.100		30.00	1721
11/02/12	Wyrick, Roger	Promotion - DOFM subsidies	296-000-158.100		34.00	1722
11/02/12	Pam Baese	Promotion - DOFM subsidies	296-000-158.100		-	1727
11/02/12	Nick Bird	Promotion - DOFM subsidies	296-000-158.200		80.00	1702
11/02/12	Mary Borroum	Promotion - DOFM subsidies	296-000-158.200		84.00	1703
11/02/12	Darling, Shawn	Promotion - DOFM subsidies	296-000-158.200		40.00	1704
11/02/12	Gibson, Mary	Promotion - DOFM subsidies	296-000-158.200		4.00	1706
11/02/12	Great Harvest	Promotion - DOFM subsidies	296-000-158.200		-	1707
11/02/12	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.200		86.00	1708
11/02/12	Hang Farms	Promotion - DOFM subsidies	296-000-158.200			1709
11/02/12	Char Hubbard	Promotion - DOFM subsidies	296-000-158.200		136.00	1710
11/02/12	Joe Jelinek	Promotion - DOFM subsidies	296-000-158.200		18.00	1711
11/05/12	Journey Café	Promotion - DOFM subsidies	296-000-158.200		-	1712
11/02/12	Kanthe Farm	Promotion - DOFM subsidies	296-000-158.200		-	1713
11/02/12	Miller, Regina	Promotion - DOFM subsidies	296-000-158.200		-	1714
11/02/12	R&B Poultry	Promotion - DOFM subsidies	296-000-158.200		34.00	1715
11/02/12	Rodgers, Dianne	Promotion - DOFM subsidies	296-000-158.200		10.00	1716
11/05/12	Sanchez, Jim	Promotion - DOFM subsidies	296-000-158.200		-	1717
11/02/12	Sandy Ridge Farms	Promotion - DOFM subsidies	296-000-158.200		-	1718
11/02/12	Treen, Sue	Promotion - DOFM subsidies	296-000-158.200		-	1719
11/02/12	Heather Rivard	Organization - Office Supplies	296-295-728.000		8.79	1701
11/02/12	Heather Rivard	Organization - MSM Wages	296-295-999.101		1,384.61	1701
	VOID	VOID	VOID	VOID	VOID	1705
11/02/12	Wesenberg, Bill	Promotion - DOFM subsidies	296-000-158.200		438.00	1720
11/02/12	Wolfrom, Forest	Promotion - DOFM subsidies	296-000-158.200		4.00	1721

11/02/12	Wyrick, Roger	Promotion - DOFM subsidies	296-000-158.200		78.00	1722
11/02/12	City of Owosso	Organization - Office Supplies	296-695-728.000		152.19	1723
11/02/12	Gilbert's True Value	Design - Woodard Place	296-697-974.000-WOODARDPLC		1.50	1724
11/02/12	Sue Treen Second Chance Wood	Promotion - Glow - Santa Suit	296-696-818.000	GLOW	173.92	1725
11/02/12		Promoiton - Glow - Santa's Village	296-696-818.000	GLOW	600.00	1726
11/02/12	Pam Baese	Promotion - DOFM subsidies	296-000-158.200		-	1727
11/16/12	John Hankerd	Promotion - Glow - Light Show Software	296-696-818.000	GLOW	201.85	1729
11/16/12	Sue Treen	Promotion - Glow - lights for Santa Village	296-696-818.000	GLOW	120.71	1730
11/16/12	Crooked Tree	Design - Woodard Place	296-697-974.000-WOODARDPLC		4,400.00	1731
VOID	VOID	VOID	VOID	VOID	VOID	1732
11/16/12	Kelly's Refuse	Design - Maintenance	296-697-831.000		562.50	1733
11/16/12	Independent Newsgroup	Promotion - DOFM - advertising	296-696-818.000	DOFM	48.00	1734
11/16/12	Heather Rivard	Organization - MSM Wages	296-695-999.101		1,384.61	1735
11/16/12	National Trust for Historic Preservation	Organization - Membership and Dues	296-695-858.000		250.00	1736
11/16/12	Hankerd Sportswear	Promotion - Owossopalooza - Tshirts	296-696-818.000	PALOOZA		1737
VOID	VOID	VOID	VOID	VOID	VOID	1738
VOID	VOID	VOID	VOID	VOID	VOID	1739
11/16/12	City of Owosso	Organization - Supplies	296-695-728.000		29.71	1740
11/16/12	City of Owosso	Electric Repair	296-697-831.000		440.61	1740

11/16/12	City of Owosso	Sidewalk Repair	296-697-831.000	196.40	1740
11/16/12	City of Owosso	Electric Repair	296-697-831.000	317.22	1740
11/16/12	City of Owosso	Installation of Wayfinding signs	296-697-974.000-WAYFINDING	283.24	1740

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE CHECK REGISTER FOR NOVEMBER 2012 AS PRESENTED.

YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

The transition to Quickbooks is moving forward and a more condensed budget report will be coming soon.

3. FUND 296 OPERATING BUDGET AS OF 12/5/12

It is recommended that each committee look at this document and reconcile it to work being done with work plans in committees.

4. FUND 496 OPERATING BUDGET AS OF 12/5/12

Combined with agenda item above.

5. TAN APPROVAL

This is a resolution for short term funding until the TIF payment comes in in March. In order to have the cash flow needed for the next four months, it has been recommended by Rick Williams to do a Tax Anticipation Note. This is a temporary loan just to cover that period and has an extremely low interest rate since it will be paid back in such a short period of time.

The bulk of the TIF funds will arrive in March, but there will also be funds released in the Fall as the city collects the funds.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OMER TO SEND A TAX ANTICIPATION NOTE FOR \$45,000.

YEAS ALL. MOTION CARRIED.

7. DOWNTOWN MAINTENANCE POLICY – BILL GILBERT

An adjustment was made to the order of the agenda to make sure quorum was present for the resolution.

A meeting was held to lay down what the responsibilities of the City of Owosso and Owosso Main Street are concerning maintenance downtown. A complete overview of the responsibilities can be found in the Board packet.

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GONYOU TO ACCEPT THE PROVIDED LIST AND SEND IT ALONG TO CITY COUNCIL FOR APPROVAL.

YEAS ALL. MOTION CARRIED.

Authority Member Frederick shared updates from the City Council.

- The Master Plan is moving forward.
- River Access is a continuing discussion that is going on.
- Upper story housing is a concern of the council. It is desired that an organic population develop and with this is a need for consideration of parking. Parking will also be in discussion as one business downtown plans to go 24 hours at the turn of the year.
- There is interest in a public unveiling of the wayfinding signs.
- Edge Ministries has offered their help as volunteers.
- Council approved the restoration of the fire truck and would like to incorporate this into the green space by Trust Thermal.

Authority Member Frederick departed at 8:18 am.

8. HIGHLIGHT OF COM. CHAIR WORK PLAN RESPONSIBILITIES

Acton shared that what he is finding the key to making Main Street work is strong leadership by Committee Chairs combined with passionate work plan project managers. Part of the Committee Chair's job is to look at the work plan prepared by the work plan project manager with fresh eyes.

ALL OTHER AGENDA ITEMS WERE TABLED.

PUBLIC / BOARD / STAFF COMMENTS:

None

METTING ADJOURNED AT 8:43 AM.

Alaina Kraus, Secretary