



Regular Meeting Agenda
Owosso DDA/Main Street

Wednesday November 4, 2015, 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: November 4, 2015

Review and approval of minutes: October 7, 2015

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)
- 4) Upcoming Special Meetings (Josh).....(Discussion)
 - a) Board Retreat – Monday, December 14th from 6pm-8pm in the Wesener
 - b) Brainstorming Session (tentative)– Wednesday, January 27th: time & location TBD

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
October 7, 2015



REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
October 7, 2015 – 7:30 am.

MEETING CALLED TO ORDER at 7:44 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Bill Gilbert, Kevin Wiles, Ken Cushman (7:50am), Benjamin Frederick, and Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Lance Omer, Shar Haskins

OTHERS PRESENT: Josh Adams, Main Street Manager; Susan Montenegro, City of Owosso; Kevin Lenkart

AGENDA:

MOTION BY AUTHORITY MEMBER GILBERT SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE AGENDA FOR OCTOBER 7, 2015.
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE MINUTES FOR THE MEETING OF SEPTEMBER 2, 2015 WITH SLIGHT MODIFICATIONS.
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

Lenkart commented that Owossopalooza went well last week. Things are well downtown outside of kids jumping around on the rooftops. Acton said someone broke into the store but didn't take anything. The police come and check it out to be safe. Chuck Kincaid has been taking time to explain parking over coffee to people who have questions.

COMMITTEE UPDATES

1) Design

Final approval is coming in for the wayfinding signs. They found company that did the original pole design, which is local and within budget.

Baker has confirmed that they will do bike racks. Just need individual materials sponsors. Each rack costs \$350. The Design committee has been discussing whether the racks are recognizable as bike racks or looking like art. The new design does look more recognizable as a bike rack than the previous one.

Adams is hoping wayfinding signs will be up before frost. Frederick said this could be coordinated with late year road work.

The Oktoberfest in the meeting notes is the one coming up this weekend.

October 17th 9am to noon is Decorate Downtown.

2) Economic Restructuring

Everything is going on schedule. Lanyards have been ordered for Ask Owosso members. Packets being put together for businesses do have different types of information than those from the Chamber.

Omer and Weckwert will be coordinating a Business Recruitment sub-committee.

3) Organization

Party in the Plaza was held in September and had a good turn out - 62 people, which was over the RSVP number.

4) Promotion

Did not meet in September.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE CHECK REGISTER FOR SEPTEMBER 2015 AS PRESENTED. YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT/BUDGET UPDATES

Adams said we are still expecting tax reimbursement from the state for property tax. It's expected be about the same as last year or approximately \$19,000.

3. ACCREDITATION UPDATE

We are a fully accredited National Main Street. Adams was told would like to use things from our remediation and accreditation process as a template for others. Cushman thanked Kraus for the work on the website, which was referenced throughout the accreditation meeting.

One of the National team told Acton that Owosso is one of the towns that she chooses come to and will continue to do so.

Main Street Select level is proving the local program works. As a Master level we are provided with open communication with National and our job is to continue to have a strong and active program.

In two years we can apply for the Great American Main Street.

Gilbert pointed out that getting Master level is someone outside coming in and seeing Owosso is improving. Adams said that is one of the beautiful things about Main Street is the outside influence to challenge the stakeholders to be better. The expectation is not that we now rest, but continue on to be the best Master Level Main Street.

4. UPCOMING VOLUNTEER OPPORTUNITIES

The Chamber is looking for more volunteers for Oktoberfest. Sign up can be done at their website.

The Chamber will allow Main Street to have a table in the tent during the event, but we need 10 people for 4 hour shifts. This covers Friday 3-11pm and all day Saturday. If there aren't enough volunteers the table won't happen. The Chamber will be selling their glasses as well.

October 17th is Decorate Downtown from 9am to noon. Glow will be putting up lots lights. They are also looking for a blue spruce for the plaza

PUBLIC / BOARD / STAFF COMMENTS:

Frederick shared that the historic commission has given approval for the Wildermuth mural being restored on the Indian Trails building. They're down to \$900 being left on the project needing to be raised. The gentleman doing the work will continue to do projects throughout downtown.

MOTION MADE BY FREDERICK, SUPPORTED BY AUTHORITY MEMBER WILES TO
ADJOURN AT 8:34 AM.
YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary

October Check Register
By Check Number



12:02 PM

11/02/15

**Owosso Main Street
Check Register - By Check Number
October 2015**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2171	10/01/2015	Jason Singer	Owossopalooza Musical Services	296-000-101.250 Checking #0425	
	10/01/2015		Owossopalooza Musical Services	296-696-818.000-PALOOZA	-50.00
TOTAL					-50.00
2172	10/01/2015	Sam Parham	Owossopalooza Musical Services	296-000-101.250 Checking #0425	
	10/01/2015		Owossopalooza Musical Services	296-696-818.000-PALOOZA	-50.00
TOTAL					-50.00
2173	10/01/2015	Daniel Harrow	Owossopalooza Sound Services	296-000-101.250 Checking #0425	
	10/01/2015		Owossopalooza Sound Services	296-696-818.000-PALOOZA	-50.00
TOTAL					-50.00
2174	10/01/2015	Jonny Carroll	Owossopalooza Musical Services	296-000-101.250 Checking #0425	
	10/01/2015		Owossopalooza Musical Services	296-696-818.000-PALOOZA	-50.00
TOTAL					-50.00
2175	10/01/2015	Levi North	Owossopalooza Musical Services	296-000-101.250 Checking #0425	
	10/01/2015		Owossopalooza Musical Services	296-696-818.000-PALOOZA	-50.00
TOTAL					-50.00
2176	10/01/2015	Leo Bautista	Owossopalooza Musical Services	296-000-101.250 Checking #0425	
	10/01/2015		Owossopalooza Musical Services	296-696-818.000-PALOOZA	-50.00
TOTAL					-50.00
2177	10/08/2015	Corunna High School	Paint Supplies for Corunna Living...	296-000-101.250 Checking #0425	
	10/02/2015		Paint Supplies for Corunna Living St...	296-696-818.000-ARTWALK	-100.00
TOTAL					-100.00
2178	10/08/2015	First Bank Card	October CC payment	296-000-101.250 Checking #0425	
	10/08/2015		October CC payment	296-000-202.100 Credit Card	-72.17
TOTAL					-72.17

**Owosso Main Street
Check Register - By Check Number
October 2015**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2179	10/08/2015	City of Owosso	Misc Operations	296-000-101.250 Checking #0425	
	10/02/2015		Misc Operations	296-200-831.000 MAINTENANCE	-409.44
TOTAL					-409.44
2180	10/08/2015	Gilbert's Do It Best	Event Sign & Banner Supplies	296-000-101.250 Checking #0425	
	10/08/2015		Event Sign Supplies	296-200-831.000 MAINTENANCE	-251.17
			Event Banner Supplies	296-200-831.000 MAINTENANCE	-22.94
TOTAL					-274.11
2181	10/08/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	10/08/2015		Manager Wages 9/25/15 to 10/9/15	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2182	10/08/2015	Kelly's Refuse	Downtown Trash Service	296-000-101.250 Checking #0425	
	10/08/2015		Downtown Trash Service 9/1/15 to 9...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2183	10/13/2015	Alaina Kraus	Party in the Plaza award reimburs...	296-000-101.250 Checking #0425	
	10/13/2015		Party in the Plaza award reimburse...	296-695-818.000-VOLPARTY	-77.76
TOTAL					-77.76
2184	10/23/2015	Jeffry Adams	Downtown Flower Watering Servi...	296-000-101.250 Checking #0425	
	10/23/2015		Downtown Flower Watering Service...	296-200-831.000 MAINTENANCE	-403.43
TOTAL					-403.43
2185	10/23/2015	American Speedy Print		296-000-101.250 Checking #0425	
	10/13/2015		Owossopalooza Information cards - ...	296-696-818.000-PALOOZA	-87.00
	10/23/2015		Event Postcards - Oktoberfest booth	296-200-728.000 OPER SUPPLIES	-79.00
TOTAL					-166.00

12:02 PM

11/02/15

**Owosso Main Street
Check Register - By Check Number
October 2015**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2186	10/23/2015	DayStarr Communication	Phone service - November 2015	296-000-101.250 Checking #0425	
	10/23/2015		Phone service - November 2015	296-200-728.000 OPER SUPPLIES	-15.19
TOTAL					-15.19
2187	10/23/2015	Denise Widdows	Glow Run Flyer reimbursement	296-000-101.250 Checking #0425	
	10/15/2015		Glow Run Flyer reimbursement	296-696-818.000-GLOW	-53.00
TOTAL					-53.00
2188	10/23/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	10/23/2015		Manager Wages - 10/9-10/23/15	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
2189	10/23/2015	Sunburst Gardens Inc	Irrigation Repair - downtown	296-000-101.250 Checking #0425	
	10/23/2015		Irrigation Repair - downtown	296-200-831.000 MAINTENANCE	-145.00
TOTAL					-145.00

October Check Register
By Account Number



12:00 PM
 11/02/15
 Cash Basis

Owosso Main Street Check Register - By Account Number October 2015

Type	Date	Num	Name	Memo	Paid Amount	Balance
Ordinary Income/Expense						
Expense						
DEP 200 GEN SERVICES						
296-200-728.000 OPER SUPPLIES						
Cre...	10/11/2015			Service Charge	1.75	1.75
Cre...	10/15/2015		First Bank Card	late fee	39.00	40.75
Cre...	10/16/2015			Service Charge	7.27	48.02
Bill	10/23/2015		American Speedy Print	Event Postcards - Oktoberfest booth	79.00	127.02
Bill	10/23/2015		DayStarr Communication	Phone service - November 2015	15.19	142.21
Total 296-200-728.000 OPER SUPPLIES					142.21	142.21
296-200-831.000 MAINTENANCE						
Bill	10/08/2015		City of Owosso	Misc Operations	409.44	409.44
Bill	10/08/2015		Kelly's Refuse	Downtown Trash Service 9/1/15 to ...	500.00	909.44
Bill	10/08/2015		Gilbert's Do It Best	Event Sign Supplies	251.17	1,160.61
Bill	10/08/2015		Gilbert's Do It Best	Event Banner Supplies	22.94	1,183.55
Bill	10/23/2015		Jeffry Adams	Downtown Flower Watering Service...	403.43	1,586.98
Bill	10/23/2015		Sunburst Gardens Inc	Irrigation Repair - downtown	145.00	1,731.98
Total 296-200-831.000 MAINTENANCE					1,731.98	1,731.98
296-200-999.101 MANAGER WAGES						
Bill	10/08/2015		Joshua Adams	Manager Wages 9/25/15 to 10/9/15	2,115.38	2,115.38
Bill	10/23/2015		Joshua Adams	Manager Wages - 10/9-10/23/15	2,115.38	4,230.76
Total 296-200-999.101 MANAGER WAGES					4,230.76	4,230.76
Total DEP 200 GEN SERVICES					6,104.95	6,104.95
DEP 695 ORGANIZATION EXPENSES						
296-695-818.000 ORG WK PLNS						
296-695-818.000-VOLPARTY						
Bill	10/13/2015		Alaina Kraus	Party in the Plaza award reimburse...	77.76	77.76
Total 296-695-818.000-VOLPARTY					77.76	77.76
Total 296-695-818.000 ORG WK PLNS					77.76	77.76
Total DEP 695 ORGANIZATION EXPENSES					77.76	77.76
DEP 696 PROMOTION EXPENSES						
296-696-818.000 PRO WK PLNS						
296-696-818.000-ARTWALK						
Bill	10/08/2015		Corunna High School	Paint Supplies for Corunna Living S...	100.00	100.00
Total 296-696-818.000-ARTWALK					100.00	100.00
296-696-818.000-GLOW						
Bill	10/23/2015		Denise Widdows	Glow Run Flyer reimbursement	53.00	53.00
Total 296-696-818.000-GLOW					53.00	53.00

12:00 PM
 11/02/15
 Cash Basis

Owosso Main Street
Check Register - By Account Number
October 2015

Type	Date	Num	Name	Memo	Paid Amount	Balance
296-696-818.000-PALOOZA						
Bill	10/01/2015		Daniel Harrow	Owossopalooza Sound Services	50.00	50.00
Bill	10/01/2015		Levi North	Owossopalooza Musical Services	50.00	100.00
Bill	10/01/2015		Jonny Carroll	Owossopalooza Musical Services	50.00	150.00
Bill	10/01/2015		Leo Bautista	Owossopalooza Musical Services	50.00	200.00
Bill	10/01/2015		Jason Singer	Owossopalooza Musical Services	50.00	250.00
Bill	10/01/2015		Sam Parham	Owossopalooza Musical Services	50.00	300.00
Bill	10/23/2015		American Speedy Print	Owossopalooza Information cards -...	87.00	387.00
Total 296-696-818.000-PALOOZA					387.00	387.00
Total 296-696-818.000 PRO WK PLNS					540.00	540.00
Total DEP 696 PROMOTION EXPENSES					540.00	540.00
DEP 698 ER EXPENSES						
296-698-818.000 ER WK PLNS						
Cre...	10/02/2015		Vistaprint	Welcome Packet Folders	248.28	248.28
Total 296-698-818.000 ER WK PLNS					248.28	248.28
Total DEP 698 ER EXPENSES					248.28	248.28
Total Expense					6,970.99	6,970.99
Net Ordinary Income					-6,970.99	-6,970.99
Net Income					-6,970.99	-6,970.99

October Budget Report



Owosso Main Street
Profit & Loss Budget vs. Actual
 July 1 through November 2, 2015

<u>Ordinary Income/Expense</u>	<u>Jul 1 - Nov 2, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<i>Income</i>			
296-000-401.403 GEN PROP TAX	26,371.43	27,700.00	-1,328.57
296-000-401.405 TIF	0.00	149,300.00	-149,300.00
296-000-671.676 DESIGN INCOME			
296-000-671.676-FLOWER PROGRAM	340.00	0.00	340.00
Total 296-000-671.676 DESIGN INCOME	340.00	0.00	340.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	1,400.00	0.00	1,400.00
296-000-671.678-GLOW	2,540.00	0.00	2,540.00
296-000-671.678-PALOOZA	200.00	0.00	200.00
Total 296-000-671.678 PRO INCOME	4,140.00	0.00	4,140.00
296-000-671.694 MISC	7.20	0.00	7.20
Total Income	30,858.63	177,000.00	-146,141.37

Owosso Main Street
Profit & Loss Budget vs. Actual
July 1 through November 2, 2015

Expense	Jul 1 - Nov 2, 15	Budget	\$ Over Budget
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	481.58	1,000.00	-518.42
296-200-818.000 CONTRACT SER	0.00	2,800.00	-2,800.00
296-200-831.000 MAINTENANCE	8,226.39	17,000.00	-8,773.61
296-200-858.000 MEMBER + DUES	0.00	500.00	-500.00
296-200-860.000 ED + TRAINING	0.00	1,000.00	-1,000.00
296-200-999.101 MANAGER WAGES	16,923.04	55,000.00	-38,076.96
Total DEP 200 GEN SERVICES	25,631.01	77,300.00	-51,668.99
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	131.20	0.00	131.20
296-695-818.000 ORG WK PLNS			
296-695-818.000-VOLPARTY	280.60	0.00	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
Total DEP 695 ORGANIZATION EXPENSES	411.80	1,000.00	-588.20
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	1,426.41	500.00	926.41
296-696-818.000-GLOW	631.56	6,000.00	-5,368.44
296-696-818.000-MKTCAMP	111.00	0.00	111.00
296-696-818.000-PALOOZA	387.00	0.00	387.00
Total 296-696-818.000 PRO WK PLNS	2,555.97	6,500.00	-3,944.03
Total DEP 696 PROMOTION EXPENSES	2,555.97	6,500.00	-3,944.03
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BED PLANTS	273.31	0.00	273.31
296-697-818.000-FLOWER PROGRAM - Other	0.00	6,800.00	-6,800.00
Total 296-697-818.000-FLOWER PROGRAM	273.31	6,800.00	-6,526.69
Total 296-697-818.000 DES WK PLNS	273.31	6,800.00	-6,526.69
Total DEP 697 DESIGN EXPENSES	273.31	6,800.00	-6,526.69
DEP 698 ER EXPENSES			
296-698-818.000 ER WK PLNS	480.32	500.00	-19.68
Total DEP 698 ER EXPENSES	480.32	500.00	-19.68
DEP 901 - CAPITAL OUTLAY			
296-901-965.730 CAPITOL BOWL	0.00	10,000.00	-10,000.00
Total DEP 901 - CAPITAL OUTLAY	0.00	10,000.00	-10,000.00
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	18,843.75	75,400.00	-56,556.25
Total DEP 966 TRANSFER OUT	18,843.75	75,400.00	-56,556.25
Total Expense	48,196.16	177,500.00	-129,303.84
Net Ordinary Income	-17,337.53	-500.00	-16,837.53
Net Income	-17,337.53	-500.00	-16,837.53

Pending Payments
as of 11/2/15



12:03 PM

11/02/15

**Owosso Main Street
Unpaid Bills Detail
As of November 2, 2015**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
City of Owosso					
Bill	09/23/2015		11/20/2015		18,843.75
Total City of Owosso					18,843.75
Shattuck Specialty Advertising					
Bill	11/02/2015		11/06/2015		232.04
Total Shattuck Specialty Advertising					232.04
Sunburst Gardens Inc					
Bill	09/16/2015		10/15/2015	18	1,625.00
Total Sunburst Gardens Inc					1,625.00
TOTAL					20,700.79

Account Balance
as of 11/2/15



Owosso Main Street
Checking Account Balance
As of November 2, 2015

Checking Account = **\$59,505.31**