



Regular Meeting Agenda
Owosso DDA/Main Street
Wednesday March 1, 2017, 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: March 1, 2017

Review and approval of minutes: NO February 1, 2017 minutes (lack of quorum)

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 (Resolution)
- 3) 2017/2018 Budget Approval (Resolution)
- 4) NMS April Strategy Development/Alignment..... (Discussion)
- 5) Façade Grant Update (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 audiotapes 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
February 2017 – no quorum



REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
February 1, 2017 – 7:30 am.

The meeting was never called to order as there was no quorum present.

Dave Acton, Board Chairman

March Check Register
By Check Number



Owosso Main Street
Check Register - By Check Number
 February 1 - 27, 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2405	02/10/2017	American Speedy Print	Chocolate Walk Map Printing	296-000-101.250 Checking #0425	
	02/09/2017		Chocolate Walk Map Printing	296-696-818.000-DOWNTOWNPR...	-63.46
TOTAL					-63.46
2406	02/10/2017	Kelly's Refuse	Downtown Trash Removal - Ja...	296-000-101.250 Checking #0425	
	02/09/2017		Downtown Trash Removal - Janu...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2407	02/10/2017	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	02/09/2017		Manager Wages 1/28/17-2/10/17	296-200-999.101 MANAGER WAGES	-2,178.84
TOTAL					-2,178.84
2408	02/23/2017	Apple Tree Lane	Boxes for Chocolate Walk 2017	296-000-101.250 Checking #0425	
	02/20/2017		Boxes for Chocolate Walk 2017	296-696-818.000-DOWNTOWNPR...	-105.00
TOTAL					-105.00
2409	02/23/2017	DayStarr Communication	Phone service - March 2017	296-000-101.250 Checking #0425	
	02/20/2017		Phone service - March 2017	296-200-728.000 OPER SUPPLIES	-15.25
TOTAL					-15.25
2410	02/23/2017	City of Owosso		296-000-101.250 Checking #0425	
	11/17/2016		Ball Street Sidewalk Improvement...	296-200-831.000 MAINTENANCE	-4,247.50
	02/09/2017		Downtown Electrical Work	296-200-831.000 MAINTENANCE	-998.47
TOTAL					-5,245.97
2411	02/23/2017	First Bank Card	March CC payment	296-000-101.250 Checking #0425	
	02/22/2017		March CC payment	296-000-202.100 Credit Card	-786.03
TOTAL					-786.03
2412	02/23/2017	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	02/20/2017		Manager Wages	296-200-999.101 MANAGER WAGES	-2,178.84
TOTAL					-2,178.84

March Budget Report



Owosso Main Street
Profit & Loss Budget vs. Actual
July 1, 2016 through February 27, 2017

Ordinary Income/Expense	Jul 1, '16 - Feb 27, 17	Budget	\$ Over Budget
Income			
296-000-401.403 GEN PROP TAX	26,876.14	33,867.86	-6,991.72
296-000-401.405 TIF	0.00	156,889.64	-156,889.64
296-000-671.676 DESIGN INCOME			
296-000-671.676-BIKERACKS	700.00	1,000.00	-300.00
296-000-671.676-FLOWER PROGRAM	174.00	200.00	-26.00
Total 296-000-671.676 DESIGN INCOME	874.00	1,200.00	-326.00
296-000-671.678 PRO INCOME			
296-000-671.678-ARTWALK	60.00	60.00	0.00
296-000-671.678-DOMI	2,458.00	500.00	1,958.00
296-000-671.678-GLOW	11,917.57	12,000.00	-82.43
296-000-671.678-VINTAGEMOTORCY	1,292.00	1,300.00	-8.00
Total 296-000-671.678 PRO INCOME	15,727.57	13,860.00	1,867.57
296-000-671.679 ORG INCOME			
296-000-671.679-WEBSITE	1,000.00	2,000.00	-1,000.00
Total 296-000-671.679 ORG INCOME	1,000.00	2,000.00	-1,000.00
296-000-671.694 MISC	25.48	50.00	-24.52
Total Income	44,503.19	207,867.50	-163,364.31

Owosso Main Street
Profit & Loss Budget vs. Actual
July 1, 2016 through February 27, 2017

Expense	Jul 1, '16 - Feb 27, 17	Budget	\$ Over Budget
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	1,019.25	2,000.00	-980.75
296-200-818.000 CONTRACT SER	3,000.00	3,100.00	-100.00
296-200-831.000 MAINTENANCE	15,393.30	21,000.00	-5,606.70
296-200-858.000 MEMBER + DUES	489.00	1,000.00	-511.00
296-200-860.000 ED + TRAINING	751.02	1,500.00	-748.98
296-200-999.101 MANAGER WAGES	36,849.90	56,650.00	-19,800.10
Total DEP 200 GEN SERVICES	57,502.47	85,250.00	-27,747.53
DEP 695 ORGANIZATION EXPENSES	0.00	2,500.00	-2,500.00
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-ARTWALK	1,041.00	1,050.00	-9.00
296-696-818.000-DOMI	200.00	500.00	-300.00
296-696-818.000-DOWNTOWNPROMO	2,153.97	2,200.00	-46.03
296-696-818.000-GLOW	12,681.56	12,800.00	-118.44
296-696-818.000-VINTAGEMOTORCY	1,522.36	1,550.00	-27.64
Total 296-696-818.000 PRO WK PLNS	17,598.89	18,100.00	-501.11
DEP 696 PROMOTION EXPENSES - Other	0.00	0.00	0.00
Total DEP 696 PROMOTION EXPENSES	17,598.89	18,100.00	-501.11
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-BIKERACKS	536.00	700.00	-164.00
296-697-818.000-CHRISTMAS	2,180.65	2,190.00	-9.35
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BASKETS	16.99	1,200.00	-1,183.01
296-697-818.000-BED PLANTS	808.90	4,800.00	-3,991.10
Total 296-697-818.000-FLOWER PROGRAM	825.89	6,000.00	-5,174.11
Total 296-697-818.000 DES WK PLNS	3,542.54	8,890.00	-5,347.46
296-697-974.000-WAYFINDING	3,235.64	6,500.00	-3,264.36
296-697-974.000-WOODARDPLC	2,982.00	3,000.00	-18.00
DEP 697 DESIGN EXPENSES - Other	0.00	0.00	0.00
Total DEP 697 DESIGN EXPENSES	9,760.18	18,390.00	-8,629.82
DEP 698 ER EXPENSES			
296-698-818.000 ER WK PLNS			
296-698-818.000-DEVELOPGUIDE	370.00	370.00	0.00
Total 296-698-818.000 ER WK PLNS	370.00	370.00	0.00
DEP 698 ER EXPENSES - Other	0.00	1,130.00	-1,130.00
Total DEP 698 ER EXPENSES	370.00	1,500.00	-1,130.00
DEP 901 - CAPITAL OUTLAY			
296-901-965.730 CAPITOL BOWL	3,536.29	9,000.00	-5,463.71
Total DEP 901 - CAPITAL OUTLAY	3,536.29	9,000.00	-5,463.71
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	18,033.75	75,400.00	-57,366.25
Total DEP 966 TRANSFER OUT	18,033.75	75,400.00	-57,366.25
Total Expense	106,801.58	210,140.00	-103,338.42
Net Ordinary Income	-62,298.39	-2,272.50	-60,025.89
Net Income	-62,298.39	-2,272.50	-60,025.89

Account Balance
As of 2-27-17



Owosso Main Street
Checking Account Balance
As of February 27, 2017

Checking Account = **\$24,036.74**

Pending Payments
As of 2-27-17



Owosso Main Street Unpaid Bills Detail As of February 27, 2017

Type	Date	Num	Due Date	Aging	Open Balance
City of Owosso					
Bill	12/14/2016		12/14/2016	75	6,573.27
Bill	09/23/2016		01/01/2017	57	18,033.75
Total City of Owosso					24,607.02
TOTAL					24,607.02

2017/2018 Budget Information





Owosso DDA/Main Street

**Budget Breakdown
Fiscal Year 2017/2018**

REVENUE

Tax	unknown use last year's numbers	\$33,867.86
TIF	unknown use last year's numbers	\$156,889.64
<i>TOTAL</i>		<i>\$190,757.50</i>

EXPENSES

DDA Expenses

Capitol Bowl	\$9,000
Downtown Renovation "Sidewalk" Fund	\$75,400
Maintenance	\$21,000
Contracted Services	\$3,100
TOTAL	\$108,500

OMS Operating Expenses

Manager Wages	\$56,650
Operating Supplies	\$1,500
Membership + Dues	\$1,000
Education/Training	\$1,500
TOTAL	\$60,650

Owosso Main Street Work Plan Net Expenses

Promotion	\$8,500
Organization	\$2,500
Design	\$8,000
Economic Restructuring	\$1,500
TOTAL	\$20,500

TOTAL Expense ***\$189,650.00***

OTHER FUNDS

Bond Expenses	
Planned Bond Expenses	\$0.00
TOTAL	\$0.00

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 THRU 01/31/17 ACTIVITY REQUESTED	2017-18 BUDGET
Fund 296 - DOWNTOWN DEVELOPMENT AUTHORITY									
APPROPRIATIONS									
Dept 200-GEN SERVICES									
296-200-728.000	OPERATING SUPPLIES						2000	1004	1500
296-200-740.000	OPERATING SUPPLIES II								
296-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE								
296-200-802.000	ADVERTISING								
296-200-818.000	CONTRACTUAL SERVICES						3100	3000	3100
296-200-831.000	MAINTENANCE						21000	13894.83	21000
296-200-858.000	MEMBERSHIPS & DUES						1000	489	1000
296-200-860.000	EDUCATION & TRAINING						1500	649.56	1500
296-200-999.101	CONTRIBUTION-GF ADMIN								
296-200-999.101	MANAGER WAGES						55000	32492.22	56650
Totals for dept 200-GEN SERVICES							83,600.00	51,529.61	84,750.00
Dept 695-ORGANIZATION									
296-695-728.000	SUPPLIES								
296-695-818.000	WORK PLAN EXPENDITURES								
296-695-858.000	MEMBERSHIPS & DUES								
296-695-860.000	EDUCATION & TRAINING								
296-695-999.101	MSM WAGES								
Totals for dept 695-ORGANIZATION							2,500.00	0.00	2,500.00
Dept 696-PROMOTION									
296-696-728.000	SUPPLIES								
296-696-802.000	ADVERTISING								
296-696-818.000	WORK PLAN EXPENDITURES								
296-696-818.700	FARMER'S MARKET								
296-696-818.720	ARTISAN MARKET								
296-696-818.730	ART WALK								
296-696-818.740	HARVESTFEST								
296-696-818.750	GLOW								
Totals for dept 696-PROMOTION							8,500.00	17,430.43	8,500.00
Dept 697-DESIGN									
296-697-728.000	OPERATING SUPPLIES								
296-697-818.000	WORK PLAN EXPENDITURES								
296-697-818.700	CONTRACTUAL SERVICES-BASKETS								
296-697-831.000	MAINTENANCE								
296-697-974.000-WA	WAYFINDING								
296-697-974.000-WO	WOODARD PLACE								
Totals for dept 697-DESIGN							8,000.00	9,760.18	8,000.00
Dept 698-ER									
296-698-818.000	WORK PLAN EXPENDITURES								
Totals for dept 698-ER							1,500.00	370.00	1,500.00
Dept 901-CAPITAL OUTLAY									
296-901-965.730	CAPITAL CONTRIBUTION-ECON DVMT								
Totals for dept 901-CAPITAL OUTLAY							9,000.00	3,536.29	9,000.00
Dept 905-DEBT SERVICE									
296-905-980.991	PRINCIPAL								
296-905-980.995	INTEREST								
Totals for dept 905-DEBT SERVICE									
Dept 966-TRANSFERS OUT									
296-966-999.369	TRANSFER-DEBT SERVICE								
296-966-999.397	TRANSFER TO DEBT 2009 LTGO FUND								
Totals for dept 966-TRANSFERS OUT							75,400.00	18,033.75	75,400.00
TOTAL APPROPRIATIONS							188,500.00	100,660.26	189,650.00