



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

Review and approval of minutes: April 5, 2017

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) Transformation Strategy Approval (Resolution)
- 4) Façade Grant Update (Discussion)
- 5) Downtown Parking-Lot Security (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 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
April 5, 2017



MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
APRIL 5, 2017 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:38 a.m.

ROLL CALL: Was taken by Recording Secretary, Marty Stinson.

MEMBERS PRESENT: Chairman David Acton, Vice-Chairman Bill Gilbert, Authority Members Kenn Cushman, Jon Moore, Kevin Wiles.

MEMBERS ABSENT: Mayor Chris Eveleth, Lance Omer, Theresa Trecha.

OTHERS PRESENT: Josh Adams, Main Street Manager;

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR APRIL 5, 2017 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE MINUTES OF MARCH 1, 2017, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

COMMITTEE UPDATES:

1) DESIGN

Chairman Gilbert noted that the committee decided to have co-chairmen so Authority Member Omer will now be the other co-chairman along with Gilbert. The new work plan will involve a legacy book so work plans could be carried on if chairs are not available. Façade projects are moving onward. Bike racks will soon be installed. The baskets on the Main Street bridge will be installed along with some on the South Washington Street bridge.

Way-finding signs are up. Per Mr. Adams, three or four are still in storage. They could be used for a kiosk. There was discussion on a football stadium sign. The sign by Tim Horton's has to be moved west and is waiting for the city's department of public works to install it.

2) ECONOMIC RESTRUCTURING

Committee Chairman Omer was absent and no discussion followed.

3) ORGANIZATION

No discussion at this time.

4) PROMOTION

Mr. Adams noted Digital Marketing is being worked on. Need to put together some videos to show what people can do – bring in stories about why people should come to the heart of the mitten.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER CUSHMANN AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE CHECK REGISTER FOR APRIL 2016 AS PRESENTED.

AYES ALL. MOTION CARRIED.

2) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

The board discussed the budget report & budget updates. Discussion about property tax and TIF will be increased this year; lost values and lost school taxes; and library taxes.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE BUDGET REPORT AS PRESENTED.

AYES ALL. MOTION CARRIED.

3) NMS APRIL STRATEGY DEVELOPMENT / ALIGNMENT

Mr. Adams stated the meeting will occur on April 11 at 6 p.m. He has the plans ready, and they will meet in the Council Chambers.

4. FAÇADE GRANT UPDATE

Mr. Adams reported that early next week the entire package will be ready. There are 7-8 projects. Dollar Daze building was added. Because bids will go out at the end of April, we may get higher proposals because construction schedules are filling up at this time. If they come back really high, we may start next year. We are limited to five free design services. After that we would have to pay for them. Dollar Daze had to pay for their services.

PUBLIC COMMENTS: There were no public comments

BOARD COMMENTS: Chairman Acton's daughter-in-law has a pilot program he is trying to steer her to work in Owosso. It would be free. It regards hidden gems, hospitality, and customer service. The board is enthused to hear more about this program.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER WILES TO ADJOURN AT 8:29 A.M.

AYES: ALL. MOTION CARRIED.

mms

David Acton, Chairman

April Check Register
By Check Number



Owosso Main Street Check Register - By Check Number April 2017

Num	Date	Name	Memo	Account	Paid Amount
2426	04/07/2017	City of Owosso		296-000-101.250 Checking #0425	
	03/13/2017		2009 LTGO Bond & Fee Payment	296-966-999.397 SIDEWALK FUND	-58,783.75
	04/07/2017		Water bill for irrigation & fountian connections	296-200-831.000 MAINTENANCE	-45.00
TOTAL					-58,828.75
2427	04/07/2017	Kelly's Refuse	Downtown Trash Removal Services	296-000-101.250 Checking #0425	
	04/03/2017		Downtown Trash Removal Services 3/1 -3/3...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
2428	04/07/2017	Bronner's Commercial ...	Replacement bulbs for holiday lighting	296-000-101.250 Checking #0425	
	04/03/2017		Replacement bulbs for holiday lighting	296-200-831.000 MAINTENANCE	-289.60
TOTAL					-289.60
2429	04/07/2017	Joshua Adams	Manager Wages	296-000-101.250 Checking #0425	
	04/03/2017		Manager Wages - 3/35 through 4/7/17	296-200-999.101 MANAGER WAGES	-2,178.84
TOTAL					-2,178.84
2430	04/07/2017	Martha Stinson	April Board Meeting Minute Recording	296-000-101.250 Checking #0425	
	04/03/2017		April Board Meeting Minute Recording	296-200-728.000 OPER SUPPLIES	-50.00
TOTAL					-50.00
2431	04/21/2017	First Bank Card	April CC payment	296-000-101.250 Checking #0425	
	04/20/2017		April CC payment	296-000-202.100 Credit Card	-298.55
TOTAL					-298.55
2432	04/21/2017	Gilbert's Do It Best	Zip Ties for Expo Booth	296-000-101.250 Checking #0425	
	04/13/2017		Zip Ties for Expo Booth	296-200-831.000 MAINTENANCE	-9.98
TOTAL					-9.98

Owosso Main Street
Check Register - By Check Number
April 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2433	04/21/2017	Joshua Adams	Manager Wages - 4/8/17 to 4/21/17	296-000-101.250 Checking #0425	
	04/20/2017		Manager Wages - 4/8/17 to 4/21/17	296-200-999.101 MANAGER WAGES	-2,178.84
TOTAL					<u>-2,178.84</u>

Budget Report
May 2017 Budget Report



Owosso Main Street
Profit & Loss Budget vs. Actual
July 2016 through June 2017

<u>Ordinary Income/Expense</u>	<u>Jul '16 - Jun 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
296-000-401.403 GEN PROP TAX	27,184.30	33,867.86	-6,683.56
296-000-401.405 TIF	154,366.47	156,889.64	-2,523.17
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-CARCRUISE	3,350.00	6,000.00	-2,650.00
296-000-671.678-DOMI	2,458.00	2,500.00	-42.00
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
296-000-671.678 PRO INCOME - Other	30.00	1,500.00	-1,470.00
Total 296-000-671.678 PRO INCOME	19,107.57	23,360.00	-4,252.43
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	202,557.82	217,367.50	-14,809.68

**Owosso Main Street
Profit & Loss Budget vs. Actual
July 2016 through June 2017**

<i>Expense</i>	<u>Jul '16 - Jun 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	1,618.12	2,000.00	-381.88
296-200-818.000 CONTRACT SER	3,360.00	3,400.00	-40.00
296-200-831.000 MAINTENANCE	18,181.78	21,000.00	-2,818.22
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	47,744.10	56,650.00	-8,905.90
Total DEP 200 GEN SERVICES	72,144.02	85,550.00	-13,405.98
DEP 695 ORGANIZATION EXPENSES			
296-695-818.000 ORG WK PLNS	27.50	100.00	-72.50
DEP 695 ORGANIZATION EXPENSES - Other	350.87	2,400.00	-2,049.13
Total DEP 695 ORGANIZATION EXPENSES	378.37	2,500.00	-2,121.63
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-CARCUISE	115.94	6,000.00	-5,884.06
296-696-818.000-DOMI	200.00	1,500.00	-1,300.00
296-696-818.000-DOWNTOWNPROMO	2,354.48	2,400.00	-45.52
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	17,915.34	25,300.00	-7,384.66
DEP 696 PROMOTION EXPENSES - Other	0.00	0.00	0.00
Total DEP 696 PROMOTION EXPENSES	17,915.34	25,300.00	-7,384.66
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	9,047.64	10,000.00	-952.36
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	15,572.18	21,890.00	-6,317.82
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	76,817.50	77,000.00	-182.50
Total DEP 966 TRANSFER OUT	76,817.50	77,000.00	-182.50
Total Expense	186,733.70	222,740.00	-36,006.30
Net Ordinary Income	15,824.12	-5,372.50	21,196.62
Net Income	15,824.12	-5,372.50	21,196.62

Account Balance
As of 5/1/17



Owosso Main Street
Checking Account Balance
As of May 1, 2017

Checking Account = **\$80,923.72**

Pending Payments
As of 5/1/17



**Owosso Main Street
Unpaid Bills Detail
As of May 1, 2017**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
American Speedy Print					
Bill	04/20/2017		04/21/2017	10	27.50
Total American Speedy Print					27.50
City of Owosso					
Bill	05/01/2017		05/05/2017		350.87
Total City of Owosso					350.87
Joshua Adams					
Bill	05/01/2017		05/05/2017		2,178.84
Total Joshua Adams					2,178.84
Kelly's Refuse					
Bill	05/01/2017		05/10/2017		500.00
Total Kelly's Refuse					500.00
TOTAL					3,057.21