

REGULAR MEETING MINUTES  
OWOSSO DDA / MAIN STREET  
Council Chambers, City Hall  
January 15, 2014 – 7:30 am.

MEETING CALLED TO ORDER at 7:40 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Benjamin Frederick, Bill Gilbert, Lance Omer, Secretary Alaina Kraus, Treasurer James Demis

MEMBERS ABSENT: Authority Members Dawn Gonyou, Ken Cushman, and Meredith Landino,

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Don Crawford, City of Owosso; Helen Granger, Press; Mark Sedlak, City of Owosso; Randy Chesney, City of Owosso

AGENDA:

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE AGENDA FOR JANUARY 15, 2014.  
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE MINUTES WITH MODIFICATION FOR THE MEETING OF DECEMBER 4, 2013.  
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1. Design – Authority Member Bill Gilbert

Design will be doing a fundraiser with drinking glass featuring 4 historic buildings – Curwood Castle, Hoddy House, Gould House and Comstock Cabin - at \$8 a glass or all four for \$25. On one side there will be the image and the other side a description. They approached the Historic Commission, who gave their blessing on the venture.

2. Economic Restructuring – Authority Member Omer

Instead of a regular meeting a review was held of the Market Study. There was nothing surprising, but it gives hard documented information. Omer is expecting the full report to be available this month, but will double check this.

This will be discussed further at the Board Retreat later in the day, which will begin at 3 pm at Abiding In The Vine.

### 3. Organization – Manager Adams

The biggest push right now is working on implementing the IB plan. Adams estimates that 23 students got community service hours as a part of the decorating workplan.

Adams shared about the IB collaboration at the quarterly training, which most of the directions had never heard of. Gilbert asked about kids that had been hired in previous years. Some of these were juveniles who came in to do service while others were Baker students in on grants. There will be investigation done on whether this is possible to repeat.

### 4. Promotion – Manager Adams

Glow is at over \$1,500 in the green from their fundraisers – ornaments, 5k, sponsorships, etc. – which they will reinvest into lighting. The run needed 60 runners and had 172.

This month the business owners sub-committee and image builders meetings will begin. The business/retail meeting is intended to be a monthly chance to touch base with owners downtown. Part of this is to create opportunities to collaborate on things like sales and cross-promotions. Image Builders is a group of citizens and individuals from organizations focused on telling our story. The meetings will be at 8 am. Business/retail will be the third Thursday of the month (Jan 23<sup>rd</sup>) and Image Builders will be on the fourth Thursday at the tea room (Jan 30<sup>th</sup>).

## ITEMS OF BUSINESS:

### 1. CHECK REGISTER APPROVAL.

#### SEE BOARD ATTACHED CHECK REGISTER

Bronner's and Wintergreen were the best prices for bulbs for Christmas lights. Spartan Irrigation was the big tree in the square. They will also tear down the tree and store the lights. This included the first year purchase of the lights. The Main Street dues were also paid for the year. Refreshments for Owosso Books was from when Michigan Main Street came in

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE CHECK REGISTER FOR DECEMBER 2013 AS PRESENTED. YEAS ALL. MOTION CARRIED.

### 2. BUDGET REPORT.

The city received their audit from the Rehmann Group. Demis got our audit from them. Currently we have a draft that we are to read through. Demis has already

found some errors that he is contacting them about. We will discuss the audit at the board retreat and review the final version at next month's board meeting. The check for cash flow was received after the documentation for this meeting was printed.

### 3. PARK STREET IMPROVEMENTS

These are improvements Park Street along the Lebowsky that are part streetscape with the DDA and improvements to the street itself from the city. The eventual plan would be to extend this further out. There would be the loss of 1-2 spots with the bump out to allow load in and out of acts visiting the Lebowsky. The goals of this are to make it walkable, compatible with the American Disabilities Act, and provide for fire safety. It started as just along the Lebowsky, but mushroomed out to this section of street. The completion is planned for April 17<sup>th</sup> for sidewalks and curbs then resurfacing the street after Memorial Day. Construction would be largely in the latter part of March and the road would be closed during that time. The Lebowsky and Sunnyside would be able to maintain reasonable access during that time. Reports are currently that utilities are good.

This portion of the project is approximately \$66,000 and the resurfacing is estimated to be \$35,000. Final bids are still coming in. Curbing is a part of the street, so the streetscaping be less than the \$66,000.

Adams is going to research the issue of how much more we can borrow and how much is left after the Armory.

If the DDA doesn't participate then the current street and streetscape will most likely be left as they are. This will be resolved at the February 5<sup>th</sup> meeting with more information on pricing.

#### PUBLIC / BOARD / STAFF COMMENTS:

Frederick shared that there is a vacancy on the planning committee right now, which he would like a downtown business owner to fill if possible. The Commission is in implementation of the Master Plan

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

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Alaina Kraus, Secretary

**December Check Register**  
By Check Number



11:43 AM

01/10/14

**Owosso Main Street  
Check Register - By Check Number  
December 2013**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>1920</b>	<b>12/05/2013</b>	<b>Joshua Adams</b>	<b>Manager Wa...</b>	<b>Owosso Main Street Checking</b>	
	12/03/2013		Manager Wa...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
<b>1921</b>	<b>12/05/2013</b>	<b>B&amp;C DJ's and Sound</b>	<b>Laser Light ...</b>	<b>Owosso Main Street Checking</b>	
	12/05/2013		Laser Light s...	296-696-818.000-GLOW	-100.00
TOTAL					-100.00
<b>1922</b>	<b>12/05/2013</b>	<b>DayStarr Communication</b>	<b>Phone forwa...</b>	<b>Owosso Main Street Checking</b>	
	11/21/2013		Phone Forwa...	296-200-728.000 OPER SUPPLIES	-16.43
TOTAL					-16.43
<b>1923</b>	<b>12/05/2013</b>	<b>Wintergreen Corporation</b>	<b>LED Lights f...</b>	<b>Owosso Main Street Checking</b>	
	11/21/2013		LED Lights fo...	296-696-818.000-GLOW	-1,412.83
TOTAL					-1,412.83
<b>1924</b>	<b>12/05/2013</b>	<b>Crooked Tree Nursery</b>	<b>Remaining b...</b>	<b>Owosso Main Street Checking</b>	
	11/07/2013		Remaining b...	296-697-818.000-CHRISTMAS	-2,358.00
TOTAL					-2,358.00
<b>1925</b>	<b>12/05/2013</b>	<b>First Bank Card</b>	<b>Volunteer Gi...</b>	<b>Owosso Main Street Checking</b>	
stmt ...	11/21/2013		Volunteer Gif...	Josh Adams - Owosso Main Street	-452.03
TOTAL					-452.03
<b>1926</b>	<b>12/05/2013</b>	<b>Wintergreen Corporation</b>	<b>LED Lights f...</b>	<b>Owosso Main Street Checking</b>	
	11/21/2013		LED Lights fo...	296-696-818.000-GLOW	-618.39
TOTAL					-618.39
<b>1927</b>	<b>12/05/2013</b>	<b>Argus Press</b>	<b>Print ads for...</b>	<b>Owosso Main Street Checking</b>	
	12/05/2013		Print ads for ...	296-696-818.000-GLOW	-75.60
TOTAL					-75.60
<b>1928</b>	<b>12/05/2013</b>	<b>Bronner's Commercial ...</b>	<b>Replacemen...</b>	<b>Owosso Main Street Checking</b>	
	11/21/2013		Replacement...	296-200-831.000 MAINTENANCE	-249.60
TOTAL					-249.60
<b>1929</b>	<b>12/05/2013</b>	<b>Independent Newspape...</b>	<b>Print ads for...</b>	<b>Owosso Main Street Checking</b>	
	12/05/2013		Print ads for ...	296-696-818.000-GLOW	-62.80
TOTAL					-62.80
<b>1930</b>	<b>12/05/2013</b>	<b>Freed Video Production</b>	<b>Commercial ...</b>	<b>Owosso Main Street Checking</b>	
	11/21/2013		Commercial ...	296-696-818.000-GLOW	-200.00
TOTAL					-200.00

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<b>1931</b>	<b>12/05/2013</b>	<b>Spartan Irrigation</b>	<b>Christmas T...</b>	<b>Owosso Main Street Checking</b>	
	10/30/2013		Christmas Tr...	296-696-818.000-GLOW	-920.82
TOTAL					-920.82
<b>1932</b>	<b>12/05/2013</b>	<b>WJSZ-FM "The Castle"</b>	<b>Radio ads fo...</b>	<b>Owosso Main Street Checking</b>	
	12/05/2013		Radio ads for...	296-696-818.000-GLOW	-225.00
TOTAL					-225.00
<b>1933</b>	<b>12/05/2013</b>	<b>Kelly's Refuse</b>	<b>Trash Servic...</b>	<b>Owosso Main Street Checking</b>	
	12/05/2013		Trash Servic...	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
<b>1934</b>	<b>12/05/2013</b>	<b>Locker Room &amp; Trophy...</b>	<b>Metals and ...</b>	<b>Owosso Main Street Checking</b>	
	12/05/2013		Metals and A...	296-696-818.000-GLOW	-256.38
TOTAL					-256.38
<b>1935</b>	<b>12/19/2013</b>	<b>Joshua Adams</b>	<b>Manager Wa...</b>	<b>Owosso Main Street Checking</b>	
	12/06/2013		Manager Wa...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
<b>1936</b>	<b>12/19/2013</b>	<b>Hankerd Sportswear</b>		<b>Owosso Main Street Checking</b>	
	12/06/2013		T-shirts for th...	296-696-818.000-GLOW	-1,910.00
	12/06/2013		Main Sponso...	296-696-818.000-GLOW	-72.00
	12/06/2013		Large Billboa...	296-696-818.000-GLOW	-200.00
TOTAL					-2,182.00
<b>1937</b>	<b>12/19/2013</b>	<b>Brooks Innovative Gra...</b>	<b>Logo Develo...</b>	<b>Owosso Main Street Checking</b>	
	12/06/2013		Logo Develo...	296-696-818.000-GLOW	-60.00
TOTAL					-60.00
<b>1938</b>	<b>12/19/2013</b>	<b>Gary Fortin</b>	<b>Horse-draw...</b>	<b>Owosso Main Street Checking</b>	
	12/06/2013		Horse-drawn ...	296-696-818.000-GLOW	-775.00
TOTAL					-775.00
<b>1939</b>	<b>12/19/2013</b>	<b>Hankerd Sportswear</b>	<b>Sponsorshi...</b>	<b>Owosso Main Street Checking</b>	
	12/06/2013		Sponsorship ...	296-696-818.000-GLOW	-40.00
TOTAL					-40.00
<b>1940</b>	<b>12/19/2013</b>	<b>DayStarr Communication</b>	<b>Phone forwa...</b>	<b>Owosso Main Street Checking</b>	
	12/17/2013		Phone forwar...	296-200-728.000 OPER SUPPLIES	-15.16
TOTAL					-15.16

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<b>1941</b>	<b>12/19/2013</b>	<b>View Newspapers</b>	<b>Glow Owoss...</b>	<b>Owosso Main Street Checking</b>	
	12/11/2013		Glow Owoss...	296-696-818.000-GLOW	-150.00
TOTAL					-150.00
<b>1942</b>	<b>12/20/2013</b>	<b>National Main Street Ce...</b>	<b>2014 Nation...</b>	<b>Owosso Main Street Checking</b>	
	12/20/2013		2014 Nationa...	296-200-728.000 OPER SUPPLIES	-250.00
TOTAL					-250.00
<b>1943</b>	<b>12/30/2013</b>	<b>Owosso Books LLC</b>	<b>Refreshmen...</b>	<b>Owosso Main Street Checking</b>	
	12/30/2013		Refreshment...	296-200-728.000 OPER SUPPLIES	-53.00
TOTAL					-53.00