

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
February 5, 2014 – 7:30 am.

MEETING CALLED TO ORDER at 7:39 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Benjamin Frederick, Bill Gilbert, Ken Cushman, Meredith Landino (arrived 7:43), Lance Omer (arrived 7:44), Secretary Alaina Kraus, and Treasurer James Demis

MEMBERS ABSENT: Authority Members Dawn Gonyou

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Helen Granger, Press

AGENDA:

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR FEBRUARY 5, 2014.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE MINUTES WITH MODIFICATION FOR THE MEETING OF JANUARY 15, 2014.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1. Design – Authority Member Bill Gilbert

The team is working on sponsorships and prepping for flower baskets. Lorraine Weckwert is preparing to order flowers and may have sponsors for an irrigation system.

2. Economic Restructuring – Authority Member Omer

The committee decided to review the study and bring back suggestions for a meeting with community members at the next meeting. It was also decided to ask that the housing portion of the Market Study be expanded with more definitive numbers and information.

3. Organization – Manager Adams/Meredith Landino

Landino is meeting with Adams to discuss communications. IB workplans are in progress, which will include over 100 students.

4. Promotion – Manager Adams

Business Owners and Image Builders had their first meetings in January and will continue this month. Business Owners will be meeting next week at Itsa Deli. In their first meeting they did not want to do a first quarter sale, especially with the weather, but would like to team up at the Home Garden Expo on March 8, 2014. There were 12-13 people in attendance at the Image Builders meeting discussing advertising Owosso beyond the limits. This group originated from the National visit in 2013.

Adams has been meeting with David Shorter of the Steam Railroading Institute along with Montenegro and Lenkert on the upcoming Planes, Trains & Automobiles event. Shorter would like to do a public meeting with business owners to discuss plans in the end of April.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE CHECK REGISTER FOR JANUARY 2014 AS PRESENTED.

YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

No comment.

3. PARK STREET IMPROVEMENTS

The bids came in lower than had been expected in the previous meeting with a total cost of \$24,035 for the sidewalk work on both sides of the road. There is money available via bond funds and an amount

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THAT THE AGENDA BE AMENDED TO MAKE THIS AN ACTION ITEM.

YEAS ALL. MOTION CARRIED.

One option that has been brought up is supporting the sidewalk work 50/50 as is a common practice in some places for homeowners and the cities. Gilbert pointed out that this proposal was brought to the board late for work to be started in February. Frederick shared that this is a far more concrete proposal than earlier information being shared and the Council is feeling the same pressure of time on this issue.

Gilbert asked about whether this was brought up to the Lebowsky Project and Frederick shared that the project's obligations are full right now and, being infrastructure, was brought to the city.

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO SUPPORT THE CITY UP TO 50% OF THE SIDEWALK NOT TO EXCEED \$12, 017.50.

YEAS ALL. MOTION CARRIED.

If it becomes apparent that the other half of the money is needed it can be brought to the Board at a future date.

4. DIG UPDATE

A ceremony will be coming up on February 28th at 11:30am for a check of the full-amount of the grant to be presented to the city. This will become fully official at that ceremony.

Gilbert brought up that knowing this is coming we should consider pulling funds from the bond that are set aside for this project. Acton suggested that the Board wait a month for more information on the projects, Brownfield, etc. With the proposed Brownfield changes, it will delay the Chamber's movement. If the proposed changes go through they will be able to repay their financial obligations faster. The Chamber will have to be out of their building by the end of the year as a part of the DIG work. With the timing of the Brownfield there is a possibility that the Chamber project could not move forward and the DIG would. While this is slim, the city is looking at ways to mitigate the impact on the Main Street/DDA budget if this were to occur.

5. WESENER UPDATE

A number of credits are coming in to fund the project, which are not taxable, but these are going to be sold and that becomes a taxable event. This equals hundreds of thousands of dollars of income tax with no funds to pay for it because the money is going directly into the building. The proposal to avoid this is to have the credits come in to the DDA and give it as a loan to the Wesener project. It would be a paper agreement that would not impact our budget. Any tax liability is held by the Wesener project, not the Main Street/DDA. If this does not work out and the additional funds must be found, there is a strong potential it will put an end to the project. The paperwork for the title transfer for the grants is being drawn up to be brought before the board.

6. AUDIT APPROVAL

There were no major problems found in the course of the audit.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OMER TO ACCEPT THE AUDIT REPORT AS PRESENTED BY JIM DEMIS.
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

Adams shared that we are one of two Michigan Main Street communities to be awarded Retail Merchandising services for 2014.

Frederick shared a certificate of appreciation from the 144th Military Company. They said this was the warmest reception that they have seen for soldiers.

Kraus asked about the National Main Street Conference and Adams shared that there is an expo that we can be a part of at this event.

**MOTION MADE BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER KRAUS TO ADJOURN AT 8:54 AM.
YEAS ALL. MOTION CARRIED.**

Alaina Kraus, Secretary

January Check Register
By Check Number



**Owosso Main Street
Check Register - By Check Number
January 2014**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
1944	01/02/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	12/30/2013		Manager Wages for 12/20/...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
1945	01/02/2014	First Bank Card	Sound Systems Supplies	Owosso Main Street Checking	
Dece...	12/30/2013		Sound Systems Supplies	Josh Adams - Owosso Main Street	-90.47
TOTAL					-90.47
1946	01/17/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	01/10/2014		Manager Wages for 1/3/13 ...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
1947	01/17/2014	Kelly's Refuse	December Trash Service	Owosso Main Street Checking	
	01/10/2014		Trash Service 12/1-12/31	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
1948	01/17/2014	Lorraine Weckwert	Christmas Green Supplie...	Owosso Main Street Checking	
	01/10/2014		Christmas Greens Supplies	296-697-818.000-CHRISTMAS	-35.00
TOTAL					-35.00
1949	01/21/2014	Agnew Graphics, Signs...	Design Commitee Drinkin...	Owosso Main Street Checking	
	01/10/2014		Design Commitee Drinking...	296-697-818.000-BED PLANTS	-588.20
TOTAL					-588.20
1950	01/29/2014	Abiding in the Vine Tea...	Business Owners Meetin...	Owosso Main Street Checking	
	01/29/2014		Business Owners Meeting ...	296-200-728.000 OPER SUPPLIES	-75.00
TOTAL					-75.00
1951	01/29/2014	Chemical Bank	Owosso Mainn Street We...	Owosso Main Street Checking	
	01/21/2014		Web Hosting reimbursement	296-200-728.000 OPER SUPPLIES	-71.94
TOTAL					-71.94

11:35 AM

02/03/14

**Owosso Main Street
Check Register - By Check Number
January 2014**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
1952	01/29/2014	DayStarr Communication	Phone forwarding servic...	Owosso Main Street Checking	
	01/21/2014		Phone forwarding services ...	296-200-728.000 OPER SUPPLIES	-15.16
TOTAL					-15.16
1953	01/29/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	01/29/2014		Manager Wages for 1/17/1...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38