



**Regular Meeting Agenda**  
*Owosso DDA/Main Street*

**Wednesday September 2, 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:** September 2, 2015

**Review and approval of minutes:** August 5, 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) NMS/MMS Year-End Meeting ..... (Discussion)
- 4) Party-in-the-Plaza ..... (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 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](http://www.ci.owosso.mi.us).]

**Board Meeting Minutes**  
August 2015



REGULAR MEETING MINUTES  
OWOSSO DDA / MAIN STREET  
Council Chambers, City Hall  
August 5, 2015 – 7:30 am.

MEETING CALLED TO ORDER at 7:37 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton & Authority Members Benjamin Frederick, Lance Omer, Dawn Gonyou, Shar Haskins and Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Bill Gilbert, Kevin Wiles & Ken Cushman

OTHERS PRESENT: Susan Montenegro, City of Owosso; Kevin Lenkart, Chief of Safety (7:43 am); Gordon Pennington (7:50am)

AGENDA:

MOTION BY AUTHORITY MEMBER KRAUS SUPPORTED BY AUTHORITY MEMBER HASKINS TO APPROVE THE AGENDA FOR AUGUST 5, 2015.  
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER HASKINS TO APPROVE THE MINUTES FOR THE MEETING OF JULY 1, 2015.  
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1) Design

No comments

2) Economic Restructuring

Theresa Trecha put together charts from the Market Study for business owners to be included in business visitation packets along with maps, events, etc.

A business recruitment team is being put together.

Business opportunity decals are being worked on.

3) Organization

Party in the Plaza is coming up soon. Date will be verified next week.

Options for the volunteer database and newsletter are still under consideration.

Facebook posts with information on Main Street are being planned.

#### 4) Promotion

Art Bike is coming and will become an annual event.

Sandwich boards are updated.

Meetings for GLOW have begun.

#### ITEMS OF BUSINESS:

##### 1. CHECK REGISTER APPROVAL.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE CHECK REGISTER FOR JULY 2015 AS PRESENTED. YEAS ALL. MOTION CARRIED.

##### 2. BUDGET REPORT

This is the final report of 14/15 and is healthy. We ended the year with a surplus.

##### 3. SELF-ASSESSMENT SURVEY REMINDER

Surveys are due this Friday. Links have been sent out via email.

#### PUBLIC / BOARD / STAFF COMMENTS:

Pennington said we're in a tourism boom, especially in regional theme parks. He shared some promotional materials that his team has been working on. There is also a crew of disadvantaged youth who are the clean and green work crew have been doing work throughout town. Its all volunteer. They work for tips only. This has already had a positive impact not only the town but also on youth doing the work. Local businesses like Gilberts and Norm Henry are providing supplies and incentives for work.

He asked us to consider civic narrative in our communications.

Now is also a prime time to work with the SRI on civic involvement.

Owosso Historic Home Tour will have the biggest Owosso promotion to date this year.

Frederick shared that Habitat for Humanity had their first big partnership since the restart a few weeks ago doing yard work for several senior homes.

MOTION MADE BY FREDERICK, SUPPORTED BY AUTHORITY MEMBER KRAUS TO  
ADJOURN AT 8:15 AM.  
YEAS ALL. MOTION CARRIED.

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Alaina Kraus, Secretary

**August Check Register**  
By Check Number



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

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
2147	08/13/2015	Josh Ritchey	Glow Owosso window paint...	296-000-101.250 Checking ...	
	08/13/2015		Glow Owosso window painting	296-696-818.000-GLOW	-120.00
TOTAL					-120.00
2148	08/13/2015	Kelly's Refuse	Downtown Trash Service	296-000-101.250 Checking ...	
	08/13/2015		Downtown Trash Service 7/1-...	296-200-831.000 MAINTENA...	-500.00
TOTAL					-500.00
2149	08/13/2015	Gilbert's Do It Best	Various maintenance suppli...	296-000-101.250 Checking ...	
	08/13/2015		Downtown Maintenance suppli...	296-200-831.000 MAINTENA...	-159.51
			Replacement Road Closure C...	296-200-831.000 MAINTENA...	-239.90
			Paint for replacement event si...	296-200-831.000 MAINTENA...	-116.97
TOTAL					-516.38
2150	08/13/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking ...	
	08/13/2015		Manager Wages 7/31/15 to 8/...	296-200-999.101 MANAGER...	-2,115.38
TOTAL					-2,115.38
2151	08/28/2015	American Speedy Pr...	Printing Services	296-000-101.250 Checking ...	
	08/19/2015		Artwalk Postcards	296-696-818.000-ARTWALK	-89.00
			Tour Our Town Postcards	296-696-818.000-MKTCAMP	-32.00
TOTAL					-121.00
2152	08/28/2015	City of Owosso	Copies, Software, & gas for ...	296-000-101.250 Checking ...	
	08/28/2015		copies	296-200-728.000 OPER SUP...	-26.92
			software for new cpu & gas for...	296-200-831.000 MAINTENA...	-375.36
TOTAL					-402.28
2153	08/28/2015	DayStarr Communic...	Phone Service	296-000-101.250 Checking ...	
	08/19/2015		Phone forwarding service 9/1/...	296-200-728.000 OPER SUP...	-15.20
TOTAL					-15.20
2154	08/28/2015	Jeffry Adams	July Watering - Downtown fl...	296-000-101.250 Checking ...	
	08/24/2015		July Watering - Downtown flo...	296-200-831.000 MAINTENA...	-570.50
TOTAL					-570.50
2155	08/28/2015	Joshua Adams	Manager Wages	296-000-101.250 Checking ...	
	08/28/2015		Manager Wages 8/15/15 throu...	296-200-999.101 MANAGER...	-2,115.38
TOTAL					-2,115.38

**August Check Register**  
By Account Number





10:58 AM  
 09/01/15  
 Cash Basis

**Owosso Main Street**  
**Check Register - By Account Number**  
**August 2015**

Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>Ordinary Income/Expense</b>						
<b>Expense</b>						
<b>DEP 200 GEN SERVICES</b>						
<b>296-200-728.000 OPER SUPPLIES</b>						
Bill	08/28/2015		DayStarr Communi...	Phone forwarding s...	15.20	15.20
Bill	08/28/2015		City of Owosso	copies	26.92	42.12
Total 296-200-728.000 OPER SUPPLIES					42.12	42.12
<b>296-200-831.000 MAINTENANCE</b>						
Bill	08/13/2015		Kelly's Refuse	Downtown Trash Se...	500.00	500.00
Bill	08/13/2015		Gilbert's Do It Best	Downtown Maintena...	159.51	659.51
Bill	08/13/2015		Gilbert's Do It Best	Replacement Road ...	239.90	899.41
Bill	08/13/2015		Gilbert's Do It Best	Paint for replaceme...	116.97	1,016.38
Bill	08/28/2015		Jeffry Adams	July Watering - Dow...	570.50	1,586.88
Bill	08/28/2015		City of Owosso	software for new cp...	375.36	1,962.24
Total 296-200-831.000 MAINTENANCE					1,962.24	1,962.24
<b>296-200-999.101 MANAGER WAGES</b>						
Bill	08/13/2015		Joshua Adams	Manager Wages 7/3...	2,115.38	2,115.38
Bill	08/28/2015		Joshua Adams	Manager Wages 8/1...	2,115.38	4,230.76
Total 296-200-999.101 MANAGER WAGES					4,230.76	4,230.76
Total DEP 200 GEN SERVICES					6,235.12	6,235.12
<b>DEP 696 PROMOTION EXPENSES</b>						
<b>296-696-818.000 PRO WK PLNS</b>						
<b>296-696-818.000-ARTWALK</b>						
Bill	08/28/2015		American Speedy P...	Artwalk Postcards	89.00	89.00
Total 296-696-818.000-ARTWALK					89.00	89.00
<b>296-696-818.000-GLOW</b>						
Bill	08/13/2015		Josh Ritchey	Glow Owosso windo...	120.00	120.00
Total 296-696-818.000-GLOW					120.00	120.00
<b>296-696-818.000-MKTCAMP</b>						
Bill	08/28/2015		American Speedy P...	Tour Our Town Post...	32.00	32.00
Total 296-696-818.000-MKTCAMP					32.00	32.00
Total 296-696-818.000 PRO WK PLNS					241.00	241.00
Total DEP 696 PROMOTION EXPENSES					241.00	241.00
Total Expense					6,476.12	6,476.12
Net Ordinary Income					-6,476.12	-6,476.12
<b>Net Income</b>					<b>-6,476.12</b>	<b>-6,476.12</b>

**August Budget Report**



**Owosso Main Street**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through June 2016

	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Revenue/Expense</b>			
<b>Revenue</b>			
296-000-401.403 GEN PROP TAX	9,347.81	27,700.00	-18,352.19
296-000-401.405 TIF	0.00	149,300.00	-149,300.00
<b>296-000-671.676 DESIGN INCOME</b>			
296-000-671.676-FLOWER PROGRAM	204.00	0.00	204.00
<b>Total 296-000-671.676 DESIGN INCOME</b>	<u>204.00</u>	<u>0.00</u>	<u>204.00</u>
<b>296-000-671.678 PRO INCOME</b>			
296-000-671.678-ARTWALK	1,000.00	0.00	1,000.00
296-000-671.678-GLOW	200.00	0.00	200.00
<b>Total 296-000-671.678 PRO INCOME</b>	<u>1,200.00</u>	<u>0.00</u>	<u>1,200.00</u>
<b>Total Income</b>	<u>10,751.81</u>	<u>177,000.00</u>	<u>-166,248.19</u>

**Owosso Main Street**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through June 2016

	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Expense</b>			
<b>DEP 200 GEN SERVICES</b>			
296-200-728.000 OPER SUPPLIES	324.17	1,000.00	-675.83
296-200-818.000 CONTRACT SER	0.00	2,800.00	-2,800.00
296-200-831.000 MAINTENANCE	3,953.76	17,000.00	-13,046.24
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	8,461.52	55,000.00	-46,538.48
<b>Total DEP 200 GEN SERVICES</b>	<b>12,739.45</b>	<b>77,300.00</b>	<b>-64,560.55</b>
<b>DEP 695 ORGANIZATION EXPENSES</b>			
296-695-728.000 OPER SUPPLIES	131.20	0.00	131.20
296-695-818.000 ORG WK PLNS	0.00	1,000.00	-1,000.00
<b>Total DEP 695 ORGANIZATION EXPENSES</b>	<b>131.20</b>	<b>1,000.00</b>	<b>-868.80</b>
<b>DEP 696 PROMOTION EXPENSES</b>			
<b>296-696-818.000 PRO WK PLNS</b>			
296-696-818.000-ARTWALK	89.00	500.00	-411.00
296-696-818.000-GLOW	161.00	6,000.00	-5,839.00
296-696-818.000-MKTCAMP	111.00		
<b>Total 296-696-818.000 PRO WK PLNS</b>	<b>361.00</b>	<b>6,500.00</b>	<b>-6,139.00</b>
<b>Total DEP 696 PROMOTION EXPENSES</b>	<b>361.00</b>	<b>6,500.00</b>	<b>-6,139.00</b>
<b>DEP 697 DESIGN EXPENSES</b>			
<b>296-697-818.000 DES WK PLNS</b>			
<b>296-697-818.000-FLOWER PROGRAM</b>			
296-697-818.000-BED PLANTS	198.90	0.00	198.90
296-697-818.000-FLOWER PROGRAM - Other	0.00	6,800.00	-6,800.00
<b>Total 296-697-818.000-FLOWER PROGRAM</b>	<b>198.90</b>	<b>6,800.00</b>	<b>-6,601.10</b>
<b>Total 296-697-818.000 DES WK PLNS</b>	<b>198.90</b>	<b>6,800.00</b>	<b>-6,601.10</b>
<b>Total DEP 697 DESIGN EXPENSES</b>	<b>198.90</b>	<b>6,800.00</b>	<b>-6,601.10</b>
<b>DEP 698 ER EXPENSES</b>			
296-698-818.000 ER WK PLNS	0.00	500.00	-500.00
<b>Total DEP 698 ER EXPENSES</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>
<b>DEP 901 - CAPITAL OUTLAY</b>			
296-901-965.730 CAPITOL BOWL	0.00	10,000.00	-10,000.00
<b>Total DEP 901 - CAPITAL OUTLAY</b>	<b>0.00</b>	<b>10,000.00</b>	<b>-10,000.00</b>
<b>DEP 966 TRANSFER OUT</b>			
296-966-999.397 SIDEWALK FUND	0.00	75,400.00	-75,400.00
<b>Total DEP 966 TRANSFER OUT</b>	<b>0.00</b>	<b>75,400.00</b>	<b>-75,400.00</b>
<b>Total Expense</b>	<b>13,430.55</b>	<b>177,500.00</b>	<b>-164,069.45</b>
<b>Net Ordinary Income</b>	<b>-2,678.74</b>	<b>-500.00</b>	<b>-2,178.74</b>
<b>Net Income</b>	<b>-2,678.74</b>	<b>-500.00</b>	<b>-2,178.74</b>

**Pending Payments**  
As of 9/1/15



Owosso Main Street  
**Unpaid Bills**  
As of September 1, 2015

All Bills Paid

**Account Balance**  
As of 9/1/15



Owosso Main Street  
**Checking Account Balance**  
As of September 1, 2015

Checking Account = **\$52,830.04**



**Committee Notes**

Youth Ambassador 8/11/15 Regular Meeting  
ER – 8/14/15 Special Meeting  
Organization – 8/20/15 Regular Meeting  
Design – 8/25/15 Regular Meeting  
Promotion – no meetings this month  
ER – regular meeting postponed to 9/3/15





# MEETING NOTES

## Owosso Youth Ambassador Meeting Notes

Tuesday, August 11, 2015

3:00pm – 5:00pm @ City Hall: council chambers

<b>Purpose of Meeting:</b> Regular, Weekly Meeting	<b>Attendees:</b> Sidney Voss Dallas Lunsford Cece Munroe Caleb Scollon Kara Kay Josh Decker Josh Adams
<b>Notes Prepared By:</b> Josh Adams	
<b>Additional Information:</b>	

### MISSION & VISION FOR OYA

- The group spent most of the meeting time sharing mission & vision ideas and forming an official mission & vision statement for their group.
- Mission Statement:
  - *To preserve the legacy of Owosso by educating & engaging local youth in downtown while creating pride in our community.*
- Vision Statement:
  - *Owosso, a thriving community full of culture, history, & engaged citizens that foster the well-being of our city.*

### Ways to engage:

- Now that the group has chosen a mission & vision statement, they took some time to list out ways in which they can engage through OMS and things they can encourage other organizations to do to help.
  - Volunteer at the Historic Home Tour (9/19)
  - Get local business owners to meet with youth and talk about their business
  - Take part in Tour Our Town (8/22)
  - Create a Movie Night for kids in Downtown
  - Take part in the upcoming Party-in-the-Plaza event
  - Create a list of speaking events that youth would be comfortable in attending
  - Become regular volunteers in all Main Street outings

The end of the meeting was spent discussing what meeting times, days, and frequencies we should have once school starts. – Tentatively, Wednesdays from 3pm-5pm might work the best starting in September.



# MEETING NOTES

## ER Committee Meeting Notes

Friday, August 14, 2015

12:00pm – 1:00pm @ Owosso Books & More

<b>Purpose of Meeting:</b> Special Meeting, Business Recruitment	<b>Attendees:</b> Josh Adams Lorraine Weckwert Lance Omer
<b>Notes Prepared By:</b> Josh Adams & Lance Omer	
<b>Additional Information:</b>	

BUSINESS RECRUITMENT IDEAS:

A portion of the ER Committee met to discuss the viability of a future Business Recruitment Team. With all the current development happening throughout our district, it will be important for OMS to help in “matchmaking” viable businesses that fit our community’s needs with downtown property owners. The majority of this meeting was discussing “How” we could do such matchmaking and what would be needed to do so.

We talked about the materials and information that we be needed for the team – many of which can come from the Ask Owosso & Welcome packets that the committee is already developing.

It was agreed upon to bring this team up at our next ER meeting.

<b>Action Items:</b> <i>Action:</i>	<i>Assigned to:</i>	<i>Due Date:</i>
Review Market Study	Lorraine & Lance	9/11/15
Develop a list of vacancies & community needs/wants	Lorraine	9/11/15
Choose material from packets	Lorraine & Lance	9/11/15



# MEETING NOTES

## Organization Committee Meeting Notes

Thursday, August 20, 2015

1:00pm – 2:00pm @ It's a Deli Thing

<b>Purpose of Meeting:</b> Regular, Monthly Meeting	<b>Attendees:</b> Alaina Kraus Josh Adams Kevin Wiles
<b>Notes Prepared By:</b> Alaina Kraus & Josh Adams	
<b>Additional Information:</b> Meredith was unable to make this meeting work schedule	

### OWOSSO MAIN STREET PHONE/TABLET APP:

- No updates from Meredith at this point. Josh will contact her to get a progress report.

### PARTY IN THE PLAZA:

- Rescheduled to September 14<sup>th</sup> due to a calendar conflict.
- Table & chairs will be donated by the Masons
- Need to purchase hotdog & burger supplies (It's a Deli will do Coney sauce) – 9/14
- Plan on feeding 50-80 people
- Ask downtown businesses to donate side dishes – 9/7
- Alaina will email committee chairs for award ideas/people – 8/24
- Josh will fill out a TCO for the lot - 9/1
- Alaina will create an invitation – 9/1

### VOLUNTEER RECRUITMENT & RETENTION PLAN:

- Josh & Alaina need to find a volunteer to enter data -9/18
- Josh & Alaina need to create a new volunteer packet/sheet – one that includes opportunities, events, committee info, meeting times, etc.. – 9/11
- Josh will take some time to clean up the OMS google drive account (one that Heather created) to use for an information “flow-through” – 9/11

### FUNDRAISING PLAN:

- Alaina & Josh will be talking to Nick P. and Sue O. about helping in creating a Fundraising Plan for OMS. Nick & Sue are also GREAT people to try and recruit for the Org Committee ☺ - 9/18
- In further meetings, the committee agreed to discuss either a winter or summer festival for a possible fundraiser.



# MEETING NOTES

## Design Committee Meeting Notes

Tuesday, August 25, 2015

8:45am – 10:00am @ City Hall: Lower-level Conference Room

<p><b>Purpose of Meeting:</b> Regular, Monthly Meeting</p>	<p><b>Attendees:</b>          Josh Adams          Schafer Fox          Thomas Ainsworth          Lorraine Weckwert</p> <p><b>Absent:</b>          Susan Montenegro          Bill Gilbert          Kathryn Gehrs-Pahl</p>
<p><b>Notes Prepared By:</b> Lorraine Weckwert</p> <p><b>Additional Information:</b> None</p>	

**Notes:**

WAY-FINDING SIGNS:

Dave & Josh to meet to approve the Agnew proposal and get inserts ordered – 9/8

Pole estimates came in way too high – Susan M. will be looking into city vendor to try & find a much cheaper option – 9/11

DRINKING GLASS FUNDRAISER:

Drinking Glass sales have slowed significantly. The committee agrees that having a booth at the next Oktoberfest event will be the best way to sell the remaining glasses. The funds generated from these sales will help decorate for Christmas.

FLOWER PROGRAM:

Lorraine reports that the program is running great. General watering and maintenance is underway – Downtown is looking wonderful. – Some baskets are starting to look a little “leggy”. We will start removing baskets that are starting to dye in September.

BIKE RACKS:

Contact has been made with Baker College. They have agreed to build bike-racks – moving forward, the question will be, “Who pays for materials”. OMS might have to find an additional sponsor to pay for materials.

I SPY GAME:

Fernando is still collecting photos. They will be provided to the committee in September for selection and game development.

CLEANING & PAINTING WORK PLAN:

A Cleaning Group is still meeting weekly Every week, the group will be meeting to clean up the downtown area, freshen up areas within flowerbeds and along the river, and eventually paint and clean downtown buildings.