

AGENDA

OWOSSO MAIN STREET & DDA

REGULAR BOARD MEETING

Wednesday, October 14, 2026; 7:30 a.m.

Owosso City Hall; 301 W. Main St., Owosso, MI



Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.

Call to order and roll call:

Review and Approval of Agenda: October 14, 2026

Review and Approval of Minutes: July 8, 2026

Public Comments:

Reports:

- Check Disbursement Report
- Revenue and Expenditure Report
- Delinquent Loan Report
- ChargePoint Reports

Items of Business:

- 1) Vacant Commercial Building Registration and Inspection Program
- 2) EV Charging Station Warranty Renewal

Committee Updates:

- Economic Vitality (Howard, Omer, Parzych & Teich)
- Promotion (Davis & Parzych)
- Organization (Moore)
- Design (McCallum & Ardelean)

Director Updates:

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 Street, Owosso, MI 48867 (989) 725-0500 or on the Internet. The City of Owosso Website address is www.ci.owosso.mi.us.]

**REGULAR MEETING MINUTES OF THE
OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF OWOSSO**

July 8, 2026, at 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Vice-Chair Lance Omer at 7:30 A.M.

ROLL CALL: Taken by Lizzie Fredrick

PRESENT: Vice-Chair Lance Omer, Mayor Robert J. Teich Jr., and Commissioners Jill Davis, Karen Parzych, Jon Moore, and Colin McCallum. Commissioner Josh Ardelean arrived at 7:31 A.M. Commissioner Bill Gilbert arrived at 7:35 A.M.

ABSENT: Chair Daylen Howard

STAFF PRESENT: Lizzie Fredrick and Nathan Henne

AGENDA:

MOVED BY TEICH SUPPORTED BY DAVIS TO APPROVE THE JULY 8, 2026, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.

AYES: ALL

MOTION CARRIED

MINUTES:

MOVED BY MOORE, SUPPORTED BY PARZYCH TO APPROVE THE JUNE 3, 2026, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING MINUTES.

AYE: ALL

MOTION CARRIED

PUBLIC COMMENTS: Kori Shook said she doesn't think a Vacant Commercial Building Registration and Inspection Program aligns with the DDA's mission or that creating more ordinances encourages development. She noted that there may be a couple of problem properties but it's not all property owners.

Jim Woodworth said a Vacant Commercial Building Registration and Inspection Program will discourage downtown investment and that the City and DDA need to lead from example because he sees missing bricks, weeds, litter, and sidewalks and planters that need to be repaired.

Shelly Ochodnický said she is discouraged from buying a property downtown because of the cost and water rates.

John Hankerd asked who determines what property owners can use to cover a vacant storefront window if the ordinance requires a decorative window treatment or display.

Ann Eno expressed concerns about increasing costs being transferred onto the renters and that adding more fees to property owners will deter businesses from opening downtown.

INFORMATIONAL MEETING: Fredrick presented a summary of the OMS & DDA's activities, projects, and programming over the past six months.

Fredrick reviewed upcoming projects, including the Ready 2 Recruit Program, Seasonal Leaf Cleanup, Ground Bed Concrete Project, Steam Railroading Institute Historical Marker, Façade Improvement Program, and Wayfinding & Arch Refurbishment.

REPORTS: Fredrick reviewed the Check Disbursement and Revenue & Expenditure Reports for June.

Fredrick presented the June reports for Electric Vehicle Charging Station Revenue, Unique Drivers, and Session Quantity.

ITEMS OF BUSINESS:

1. **Vacant Commercial Building Registration and Inspection Program:** Henne provided background information on the proposed Resolution, reviewed the history of buildings where deferred maintenance caused irreversible deterioration and safety hazards to the public and surrounding buildings, and discussed costs incurred by the City for the demolition.

Moore asked if there was a sense of urgency in adopting the ordinance or if this item of business could be tabled for additional discussion amongst the Board, OMS Committees, and with the property owners.

Parzych supported having further discussions.

Henne confirmed the development project at 219 N. Water Street has made progress that decreases an urgency.

Teich expressed his concerns with the condition of 123 W. Exchange Street, a current vacant building.

Davis recommended contacting other communities to learn more about execution of their similar programs and how it affects the property owners.

Gilbert suggested having the Economic Vitality Committee review the Resolution and provide a recommendation for the Board's consideration.

MOVED BY MOORE, SUPPORTED BY MCCALLUM TO TABLE THE ITEM OF BUSINESS AND HAVE THE ECONOMIC VITALITY COMMITTEE PROVIDE A RECOMMENDATION FOR THE BOARD'S CONSIDERATION IN OCTOBER.

**AYE: ALL
MOTION CARRIED**

COMMITTEE UPDATES:

1. **Promotion:** Davis reviewed the Q1 Photo Assignments for the Downtown Photo Contract with The Mattesons Photography.

Davis provided updates on Hooked on Downtown: Search for the Smallmouth taking place July 3 through July 30.

Davis reminded the Board of upcoming Owosso Main Street evenings, including the Owosso Summer Concert Series, Summer Sidewalk Sales, National Night Out, and Owosso Vintage Motorcycle Days.

2. **Economic Vitality:** Omer announced the Owosso Farmers Market as the July Business of the Month.

Omer provided updates on the Main Street Meetups being planned for the new fiscal year including Storefront Competition Creation, General Business & Property Owner Roundtable, Façade Improvement Support & Micro-Grant Creation, and a Spring Social.

3. **Organization:** Moore announced the Committee's subscription to Volunteer Local for volunteer shift communications and attendance tracking.

Moore confirmed that the Committee reviewed the OMS & DDA Bylaws but did not have any amendment recommendations at this time.

Moore reminded the Board of the Main Street community visit and training in Lapeer on September 17th.

4. **Design:** Parzych provided updates on Fall Beautification and the Main Street Plaza Landscaping Project 2.0.

Parzych confirmed that the Committee intends to purchase 30-40 wreaths for the 2026 Main Street Winter Wreath-Off.

DIRECTOR UPDATES: None

BOARD COMMENTS: Gilbert noted that the River Walk sign and planter at the M-71 bridge need to be repaired.

ADJOURNMENT:

MOVED BY ARDELEAN SUPPORTED BY MOORE TO ADJOURN AT 8:37 A.M.

AYES: ALL

MOTION CARRIED

NEXT MEETING AUGUST 5, 2026.

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO
CHECK DATE FROM 07/01/2026 - 09/30/2026

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/03/2026	1	139368	ETC	WREATH-OFF GIFT CARD PRIZE	818.000	706	50.00
07/03/2026	1	139374	J'S TUX & BRIDAL BOUTIQUE	TRICK OR TREAT GIFT BASKET ITEM	818.000	705	20.00
07/03/2026	1	139379	PRIORITY WASTE LLC	YEAR 1 25-26	818.000	200	375.00
07/03/2026	1	139381	RACKS & RATTLES BOUTIQUE	TRICK OR TREAT GIFT BASKET ITEM	818.000	705	20.00
07/03/2026	1	139388	VINTAGE VIBES & MORE	WREATH-OFF GIFT CARD PRIZE	818.000	706	50.00
07/17/2026	1	13118(A)	AMAZON CAPITAL SERVICES	DDA 6-26-2026	818.000	706	220.20
07/17/2026	1	13121(A)	BRUCKMAN STORAGE LLC	15X40 MONTHLY STORAGE UNIT	818.000	200	1,200.00
07/17/2026	1	13123(A)	CAKEY CAKES LLC	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	13128(A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	682.96
07/17/2026	1	13139(A) #	GILBERT'S DO IT BEST HARDWARE &	JUNE 2026 PURCHASES	818.000	705	25.79
				JUNE 2026 PURCHASES	818.000	706	39.90
				JUNE 2026 PURCHASES	818.000	706	15.96
				JUNE 2026 PURCHASES	818.000	706	19.95
				JUNE 2026 PURCHASES	818.000	707	75.00
CHECK 1 13139(A) TOTAL FOR FUND 248:							176.60
07/17/2026	1	13141(A)	H & G IRRIGATION LLC	NORTH IRRIGATION REPAIRS	930.000	200	735.00
				EXCHANGE STREET DRIP LINE IRRIGATION	930.000	200	218.00
CHECK 1 13141(A) TOTAL FOR FUND 248:							953.00
07/17/2026	1	13153(A)	MICHIGAN MUNICIPAL RISK MANAGEMENT	JULY 1 - 6-30-2027 PREPAY AND SECOND	810.000	200	1,556.71
				JULY 1 - 6-30-2027 PREPAY AND SECOND	810.000	200	122.02
CHECK 1 13153(A) TOTAL FOR FUND 248:							1,678.73
07/17/2026	1	13169(A)	TAPHOUSE SPECIALTY MEAT MARKET LLC	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	13177(A)	WOODBURY LAWN SNOW, LLC	2026 DOWNTOWN LANDSCAPING SERVICES	818.000	200	2,307.86
07/17/2026	1	139389	10 COMPUTER REPAIR & MORE LLC	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	139392	AZEE BUSINESS SOLUTIONS LLC	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/17/2026	1	139394	BOOJIE SALON LLC	HOOKED ON DOWNTOWN PRIZE	818.000	705	19.00
07/17/2026	1	139401#	CITY OF OWOSSO - PETTY CASH	OPERATING SUPPLIES	728.000	200	15.89
				WORK PLAN EXPENDITURE	818.000	704	30.00
			CHECK 1 139401 TOTAL FOR FUND 248:				45.89
07/17/2026	1	139402	CITY OF OWOSSO - WATER FUND	UTILITIES	920.000	200	99.80
07/17/2026	1	139410	FORTUNE HOUSE RESTAURANT	GIFT CARDS FOR BIZ OF MONTH AWARD	818.000	707	75.00
07/17/2026	1	139411	GREAT LAKES APPAREL CO, LLC	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	139416	ITSA BAKERY THING	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	139417	ITSA DELI THING	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	139418	J'S TUX & BRIDAL BOUTIQUE	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	139419	JILL DAVIS	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	139423	LEBOWSKY CENTER FOR PERFORMING	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	139424	MARKETPLACE ON WASHINGTON	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	139428	MURTLES HANDMADE CHOCOLATES	HOOKED ON DOWNTOWN PRIZE	818.000	705	24.98
07/17/2026	1	139429	NELLIES SMELL GOODS LLC	HOOKED ON DOWNTOWN PRIZE	818.000	705	24.00
07/17/2026	1	139430	NICHE BAR & LOUNGE	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	139431	NORM HENRY SHOES- IMERMAN INC	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/17/2026	1	139432	OAK & IVORY LLC	HOOKED ON DOWNTOWN PRIZE	818.000	705	24.50
07/17/2026	1	139438	PRIORITY WASTE LLC	YEAR 2 26-27	818.000	200	386.25
07/17/2026	1	139439	RUSTIC OWL FURNISHINGS	HOOKED ON DOWNTOWN PRIZE	818.000	705	22.00
07/17/2026	1	139446	THE MATTESONS LLC	QUARTERLY PHOTOS FOR DOWNTOWN	818.000	200	600.00
07/17/2026	1	139449	VINTAGE VIBES & MORE	HOOKED ON DOWNTOWN PRIZE	818.000	705	25.00
07/31/2026	1	13178(E)	HUNTINGTON NATONAL BANK -	OPERATING SUPPLIES	728.000	200	239.98

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
				MEMBERSHIPS & DUES	955.000	200	75.00
				CHECK 1 13178(E) TOTAL FOR FUND 248:			<u>314.98</u>
07/31/2026	1	13179(E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	33.57
07/31/2026	1	13226(A)	VERIZON WIRELESS	DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	40.35
				CHECK 1 13226(A) TOTAL FOR FUND 248:			<u>40.35</u>
07/31/2026	1	139475	RICOH USA	DDA	728.000	200	9.95
08/14/2026	1	13240(A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	713.09
08/14/2026	1	13271(A)	PENCHURA LLC	DUMOR 6' BENCH	930.000	200	4,140.00
				DUMOR 32 GALLON RECEPTACLE DOME COVER	930.000	200	2,405.00
				DUMOR 32 GALLON RECEPTACLE BONNET TOP	930.000	200	2,380.00
				FREIGHT	930.000	200	810.00
				CHECK 1 13271(A) TOTAL FOR FUND 248:			<u>9,735.00</u>
08/14/2026	1	13279(A)	TAPHOUSE SPECIALTY MEAT MARKET LLC	BEST DRESSED BASS GIFT CARD AWARD	818.000	705	50.00
08/14/2026	1	139492	FOSTER COFFEE COMPANY LLC	BEST DRESSED BASS GIFT CARD AWARD	818.000	705	50.00
08/14/2026	1	139502	NORM HENRY SHOES- IMERMAN INC	BEST DRESSED BASS GIFT CARD AWARD	818.000	705	50.00
08/14/2026	1	139503	OAK & IVORY LLC	BEST DRESSED BASS GIFT CARD AWARD	818.000	705	50.00
08/28/2026	1	13289(A)	B S & A SOFTWARE	CONTRACTUAL SERVICES	818.000	200	647.64
08/28/2026	1	13303(A)	GILBERT'S DO IT BEST HARDWARE &	JULY PURCHASES	930.000	200	26.97

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
				JULY PURCHASES	930.000	200	50.45
				JULY PURCHASES	930.000	200	35.98
				CHECK 1 13303(A) TOTAL FOR FUND 248:			<u>113.40</u>
08/28/2026	1	13330 (A)	VERIZON WIRELESS	DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	40.35
				CHECK 1 13330(A) TOTAL FOR FUND 248:			<u>40.35</u>
08/28/2026	1	13334 (E)	HUNTINGTON NATONAL BANK -	EDUCATION & TRAINING	956.000	200	14.62
08/28/2026	1	13336 (E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	33.57
08/28/2026	1	139518	AJ MORRIS	OMS WEBSITE MANAGEMENT	818.000	200	1,200.00
08/28/2026	1	139539	PRIORITY WASTE LLC	YEAR 2 26-27	818.000	200	386.25
09/11/2026	1	13341 (A)	AMAZON CAPITAL SERVICES	DDA ORDER	818.000	706	58.54
09/11/2026	1	13348 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	693.27
09/11/2026	1	13362 (A)	QUADIENT FINANCE USA INC	OPERATING SUPPLIES	728.000	200	3.70
09/11/2026	1	13365 (A)	SHATTUCK SPECIALTY ADVERTISING	17 MOTORCYCLE DAYS TROPHIES	818.770	705	328.00
				MOTORCYCLE DAYS SHIRTS	818.770	705	539.40
				MOTORCYCLE DAYS SHIRTS	818.770	705	63.75
				CHECK 1 13365(A) TOTAL FOR FUND 248:			<u>931.15</u>
09/11/2026	1	13371 (A)	WOODBURY LAWN SNOW, LLC	2026 DOWNTOWN LANDSCAPING SERVICES	818.000	200	2,307.86
				2026 DOWNTOWN LANDSCAPING SERVICES	818.000	200	2,307.86
				CHECK 1 13371(A) TOTAL FOR FUND 248:			<u>4,615.72</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
09/11/2026	1	139553	AMERICAN SPEEDY PRINTING	AUGUST BIZ OF THE MONTH SERVICE	818.000	707	68.00
09/11/2026	1	139561	HOME DEPOT CREDIT SERVICES	JULY PURCHASES	930.000	200	19.41
09/11/2026	1	139570	MICHIGAN DOWNTOWN ASSOCIATION	MDA WORKSHOP REGISTRATION	956.000	200	150.00
09/11/2026	1	139578	SIDELINE SPORTS BAR OWOSSO LLC	BREAKFAST FOR MOTORCYCLE DAYS	818.770	705	112.00
09/11/2026	1	139579	SLOAN'S SEPTIC TANK SERVICE INC	MOTORCYCLE DAYS PORTABLE BATHROOMS	818.770	705	460.00
09/25/2026	1	13374 (A)	AMAZON CAPITAL SERVICES	DDA 09/9/2026	818.000	706	45.35
09/25/2026	1	13387 (A) #	GILBERT'S DO IT BEST HARDWARE &	AUGUST	930.000	200	17.98
				AUGUST	818.770	705	56.96
				AUGUST	818.000	707	75.00
				CHECK 1 13387(A) TOTAL FOR FUND 248:			149.94
09/25/2026	1	13416 (A)	VERIZON WIRELESS	DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	40.35
CHECK 1 13416(A) TOTAL FOR FUND 248:			40.35				
09/25/2026	1	13421 (E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	33.57
09/25/2026	1	139595	FOSTER COFFEE COMPANY LLC	TRICK OR TREAT GIFT BASKET ITEMS	818.000	705	95.48
09/25/2026	1	139603	MURTLES HANDMADE CHOCOLATES	TRICK OR TREAT GIFT BASKET ITEMS	818.000	705	100.00
09/25/2026	1	139608	PRIORITY WASTE LLC	YEAR 2 26-27	818.000	200	386.25
09/25/2026	1	139614	TOMAC PUMPKINS	FALL DECORATIONS	818.000	706	1,296.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							32,147.27

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

PERIOD ENDING 12/31/2026

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2026 (ABNORMAL)	MONTH 12/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	39,528.00	36,317.80	0.00	3,210.20	91.88
248-000-402.100	TIF	252,393.00	0.00	0.00	252,393.00	0.00
248-000-540.000	STATE SOURCES	0.00	0.00	0.00	0.00	0.00
248-000-540.531	LOCAL GRANT	0.00	0.00	0.00	0.00	0.00
248-000-569.000	OTHER STATE GRANTS	5,000.00	4,140.00	0.00	860.00	82.80
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	24,500.00	0.00	0.00	24,500.00	0.00
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	5,000.00	815.80	0.00	4,184.20	16.32
248-000-670.000	LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-000-670.100	LOAN INTEREST	878.00	345.29	0.00	532.71	39.33
248-000-674.200	DONATIONS	0.00	0.00	0.00	0.00	0.00
248-000-674.300	INCOME-ECNMC RESTRUCTING	0.00	0.00	0.00	0.00	0.00
248-000-674.400	INCOME-PROMOTION	13,000.00	1,547.00	0.00	11,453.00	11.90
248-000-674.500	INCOME-ORGANIZATION	3,000.00	1,000.00	0.00	2,000.00	33.33
248-000-674.600	INCOME-DESIGN	0.00	0.00	0.00	0.00	0.00
248-000-674.700	EV STATION REVENUE	13,000.00	2,444.14	0.00	10,555.86	18.80
248-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-000-699.101	TRANFERS FROM GENERAL FUND	37,266.00	0.00	0.00	37,266.00	0.00
248-000-699.287	ARPA TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		393,565.00	46,610.03	0.00	346,954.97	11.84
TOTAL REVENUES		393,565.00	46,610.03	0.00	346,954.97	11.84
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	1,000.00	104.41	0.00	895.59	10.44
248-200-751.000	GAS & OIL	50.00	0.00	0.00	50.00	0.00
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00
248-200-810.000	INSURANCE & BONDS	3,447.00	1,678.73	0.00	1,768.27	48.70
248-200-818.000	CONTRACTUAL SERVICES	70,000.00	11,102.11	0.00	58,897.89	15.86
248-200-818.500	AUDIT	693.00	0.00	0.00	693.00	0.00
248-200-920.000	UTILITIES	3,000.00	198.22	0.00	2,801.78	6.61
248-200-920.100	ELECTRICITY-EV STATION	10,000.00	2,030.72	0.00	7,969.28	20.31
248-200-920.300	TELEPHONE	547.00	80.70	0.00	466.30	14.75
248-200-930.000	BUILDING MAINTENANCE - DPW	15,000.00	10,135.79	0.00	4,864.21	67.57
248-200-940.000	EQUIPMENT RENTAL - DPW	8,268.00	2,214.29	0.00	6,053.71	26.78
248-200-955.000	MEMBERSHIPS & DUES	1,000.00	0.00	0.00	1,000.00	0.00
248-200-956.000	EDUCATION & TRAINING	5,000.00	164.62	0.00	4,835.38	3.29
248-200-969.000	DEVELOPER REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	88,296.00	0.00	0.00	88,296.00	0.00
248-200-995.243	TRANSFER TO BROWNFIELDS	16,030.00	0.00	0.00	16,030.00	0.00
Total Dept 200 - GEN SERVICES		222,331.00	27,709.59	0.00	194,621.41	12.46
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	71,350.00	17,264.71	0.00	54,085.29	24.20
248-261-702.200	WAGES	9,000.00	3,586.99	0.00	5,413.01	39.86
248-261-702.300	OVERTIME	1,000.00	546.02	0.00	453.98	54.60
248-261-702.800	ACCRUED SICK LEAVE	1,000.00	0.00	0.00	1,000.00	0.00

PERIOD ENDING 12/31/2026

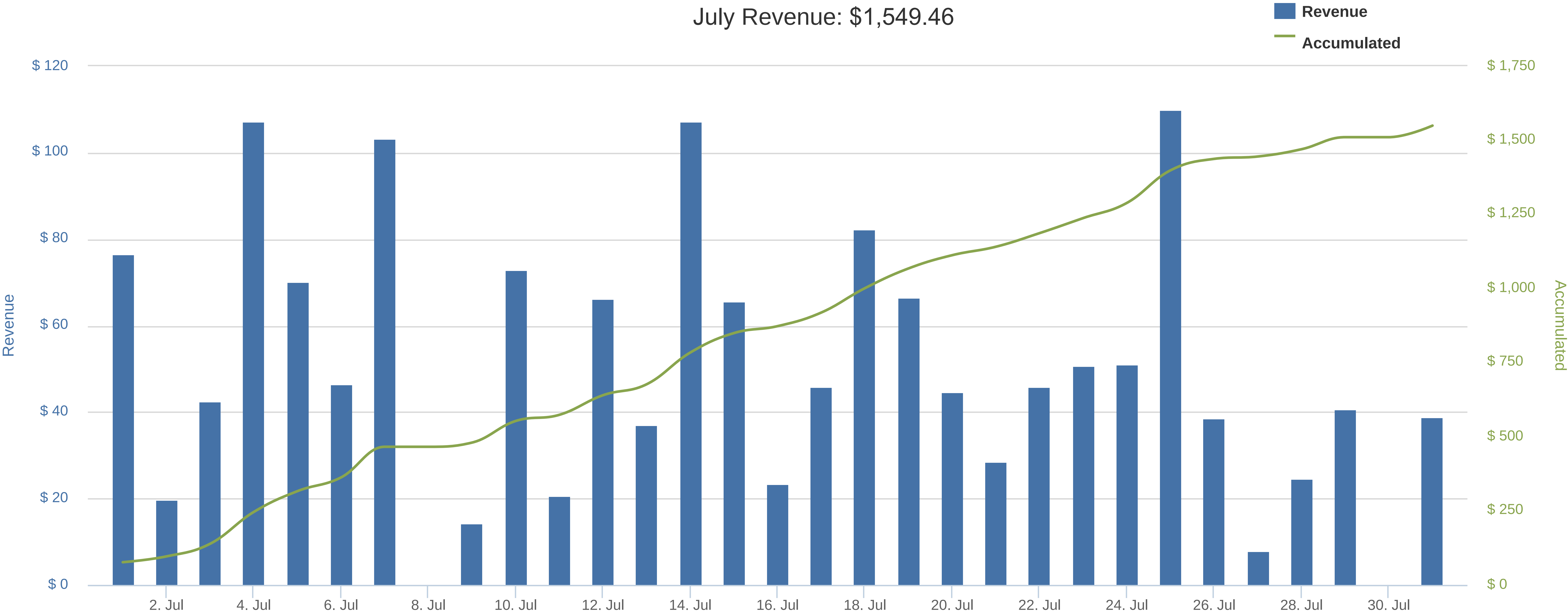
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2026 (NORMAL (ABNORMAL))	MONTH 12/31/2026 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-261-703.000	OTHER COMPENSATION	0.00	0.00	0.00	0.00	0.00
248-261-715.000	SOCIAL SECURITY (FICA)	6,300.00	1,638.86	0.00	4,661.14	26.01
248-261-716.100	HEALTH INSURANCE	7,718.00	2,316.44	0.00	5,401.56	30.01
248-261-716.200	DENTAL INSURANCE	435.00	135.40	0.00	299.60	31.13
248-261-716.300	OPTICAL INSURANCE	52.00	17.28	0.00	34.72	33.23
248-261-716.400	LIFE INSURANCE	550.00	188.76	0.00	361.24	34.32
248-261-716.500	DISABILITY INSURANCE	320.00	300.08	0.00	19.92	93.78
248-261-717.000	UNEMPLOYMENT INSURANCE	5.00	0.00	0.00	5.00	0.00
248-261-718.200	DEFINED CONTRIBUTION	6,422.00	1,846.27	0.00	4,575.73	28.75
248-261-719.000	WORKERS' COMPENSATION	500.00	298.68	0.00	201.32	59.74
Total Dept 261 - GENERAL ADMIN		104,652.00	28,139.49	0.00	76,512.51	26.89
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	900.00	0.00	0.00	900.00	0.00
248-704-818.000	WORK PLAN EXPENDITURE	1,100.00	0.00	0.00	1,100.00	0.00
Total Dept 704 - ORGANIZATION		2,000.00	0.00	0.00	2,000.00	0.00
Dept 705 - PROMOTION						
248-705-802.000	ADVERTISEMENT	0.00	0.00	0.00	0.00	0.00
248-705-818.000	WORK PLAN EXPENDITURES	1,000.00	859.96	0.00	140.04	86.00
248-705-818.730	ART WALK	0.00	0.00	0.00	0.00	0.00
248-705-818.750	GLOW	10,000.00	0.00	0.00	10,000.00	0.00
248-705-818.760	RETAIL EVENTS	0.00	0.00	0.00	0.00	0.00
248-705-818.770	MOTORCYCLE DAYS	2,000.00	1,590.11	0.00	409.89	79.51
248-705-818.780	CHOCOLATE WALK	1,500.00	0.00	0.00	1,500.00	0.00
248-705-818.790	NYE BLOCK PARTY	0.00	0.00	0.00	0.00	0.00
Total Dept 705 - PROMOTION		14,500.00	2,450.07	0.00	12,049.93	16.90
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	14,000.00	7,014.02	0.00	6,985.98	50.10
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	0.00	0.00	0.00	0.00	0.00
Total Dept 706 - DESIGN		14,000.00	7,014.02	0.00	6,985.98	50.10
Dept 707 - ECONOMIC VITALITY						
248-707-818.000	WORK PLAN EXPENDITURES	2,000.00	343.00	0.00	1,657.00	17.15
Total Dept 707 - ECONOMIC VITALITY		2,000.00	343.00	0.00	1,657.00	17.15
Dept 901 - CAPITAL OUTLAY						
248-901-965.585	CAPITAL CONTRIBUTION-DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00

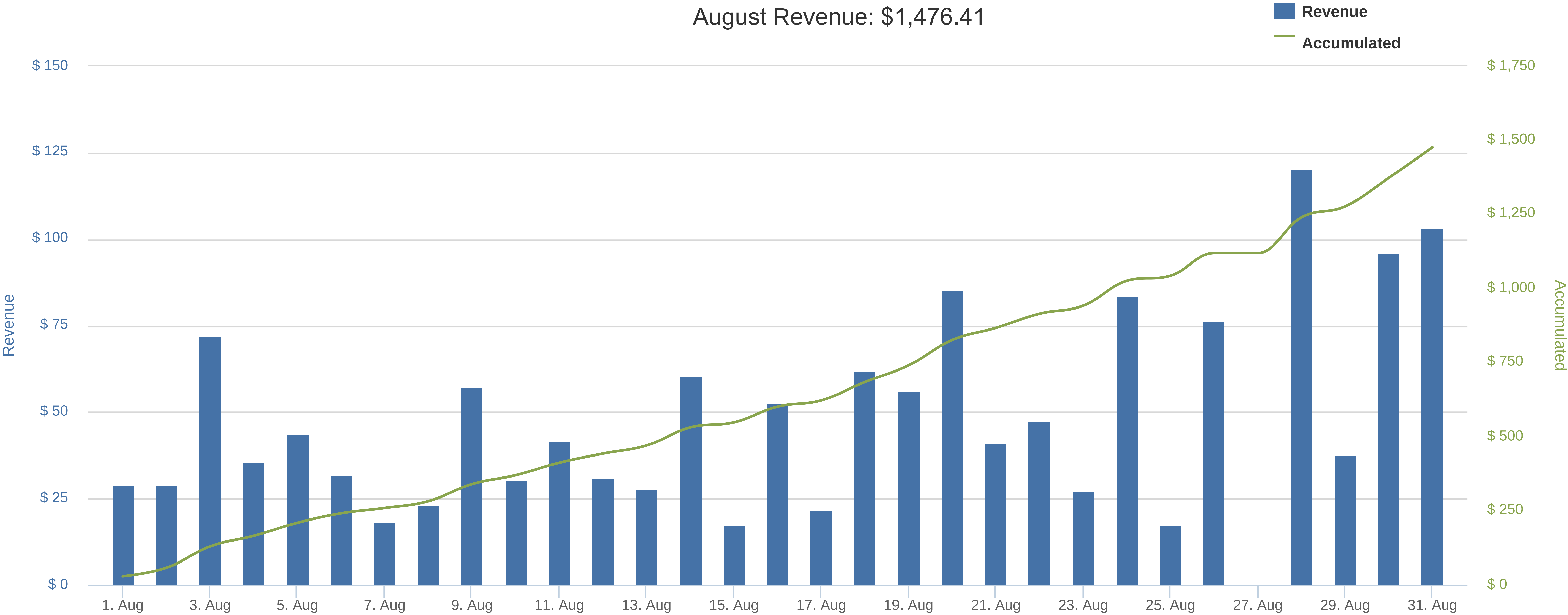
10/12/2026 01:42 PM		REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO				Page: 3/3	
User: ELFredrick		PERIOD ENDING 12/31/2026					
DB: Owosso		*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.					
GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 12/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 905 - DEBT SERVICE							
248-905-991.100	PRINCIPAL	0.00	0.00	0.00	0.00	0.00	
248-905-992.000	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00	
248-905-993.000	INTEREST	0.00	0.00	0.00	0.00	0.00	
Total Dept 905 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00	
Dept 966 - TRANSFERS OUT							
248-966-995.304	TRANSFER TO DEBT 2009 LTGO FUND	0.00	0.00	0.00	0.00	0.00	
Total Dept 966 - TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		359,483.00	65,656.17	0.00	293,826.83	18.26	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		393,565.00	46,610.03	0.00	346,954.97	11.84	
TOTAL EXPENDITURES		359,483.00	65,656.17	0.00	293,826.83	18.26	
NET OF REVENUES & EXPENDITURES		34,082.00	(19,046.14)	0.00	53,128.14	55.88	

Customer Code	Customer Name		Loan #	Loan Type
Invoice #	Post Date	Due Date	Amount Due	
00282	WOODWORTH PROPERTIES LLC		00029	BUSINESS DEVELOPMENT LOAN
0000008151	08/03/2026	09/01/2026	482.80	
0000008202	09/01/2026	10/01/2026	482.80	
Total Due:			965.60	

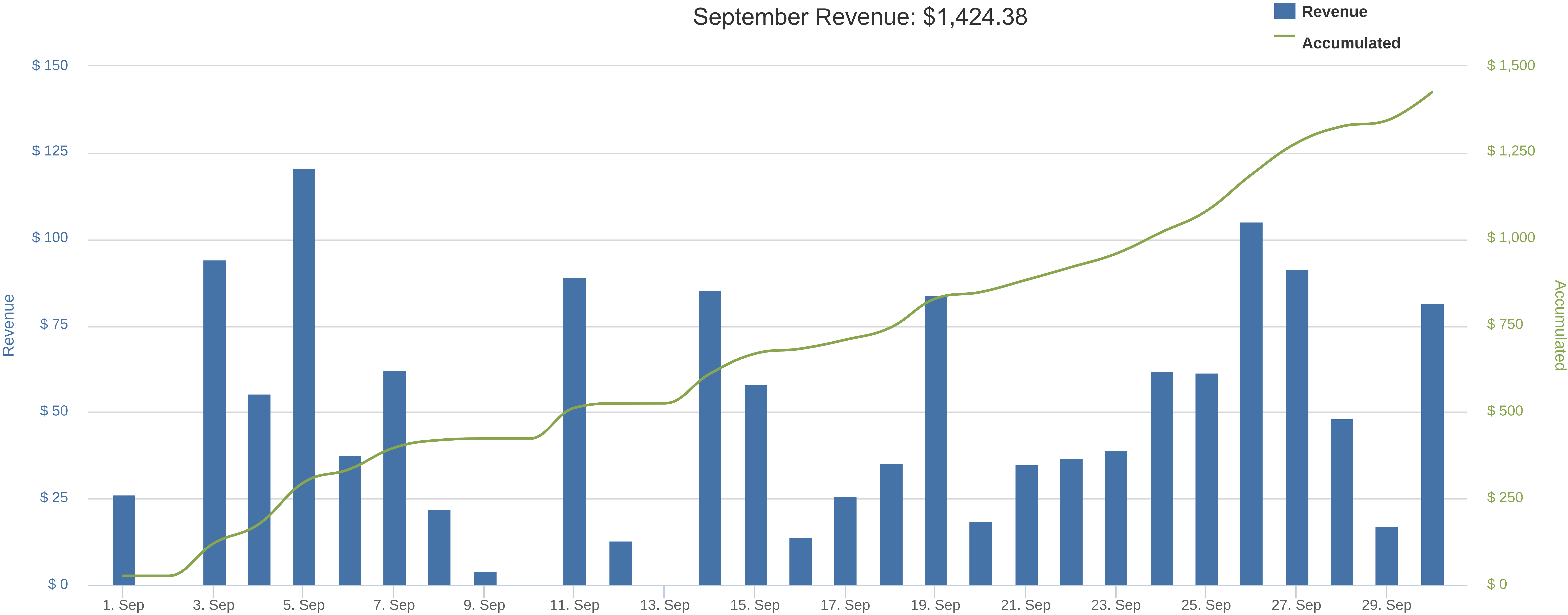
July Revenue: \$1,549.46



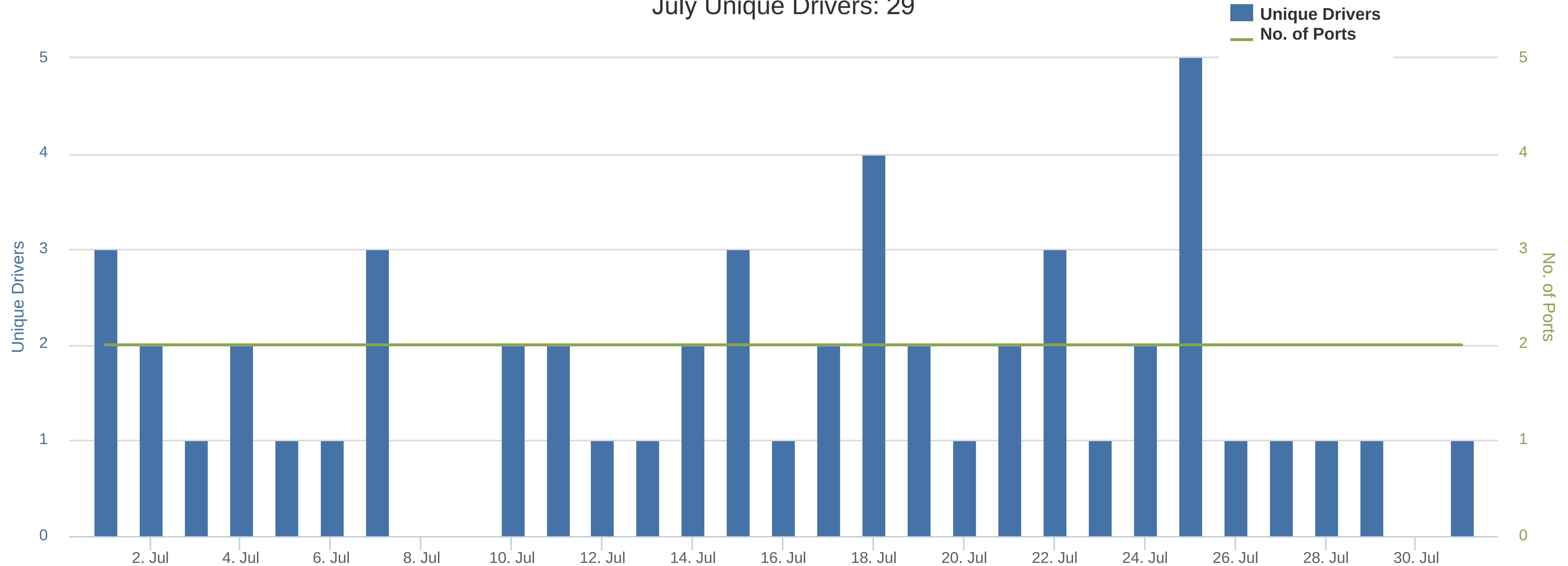
August Revenue: \$1,476.41



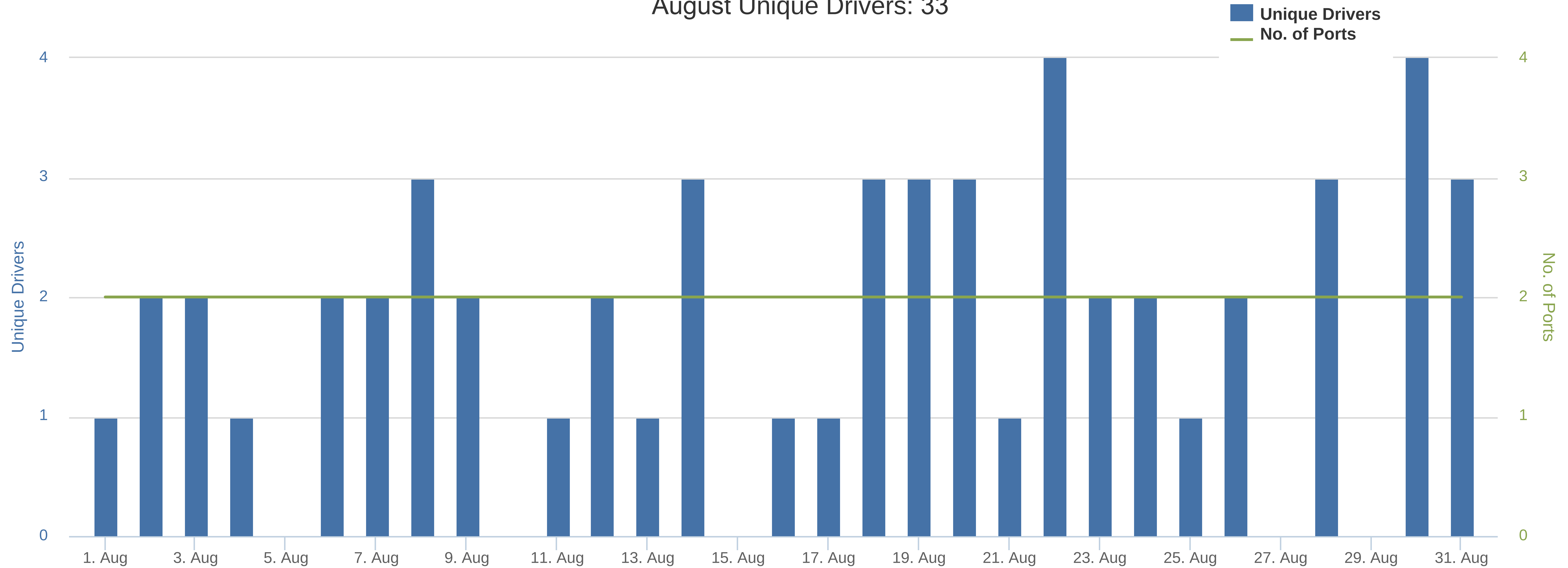
September Revenue: \$1,424.38



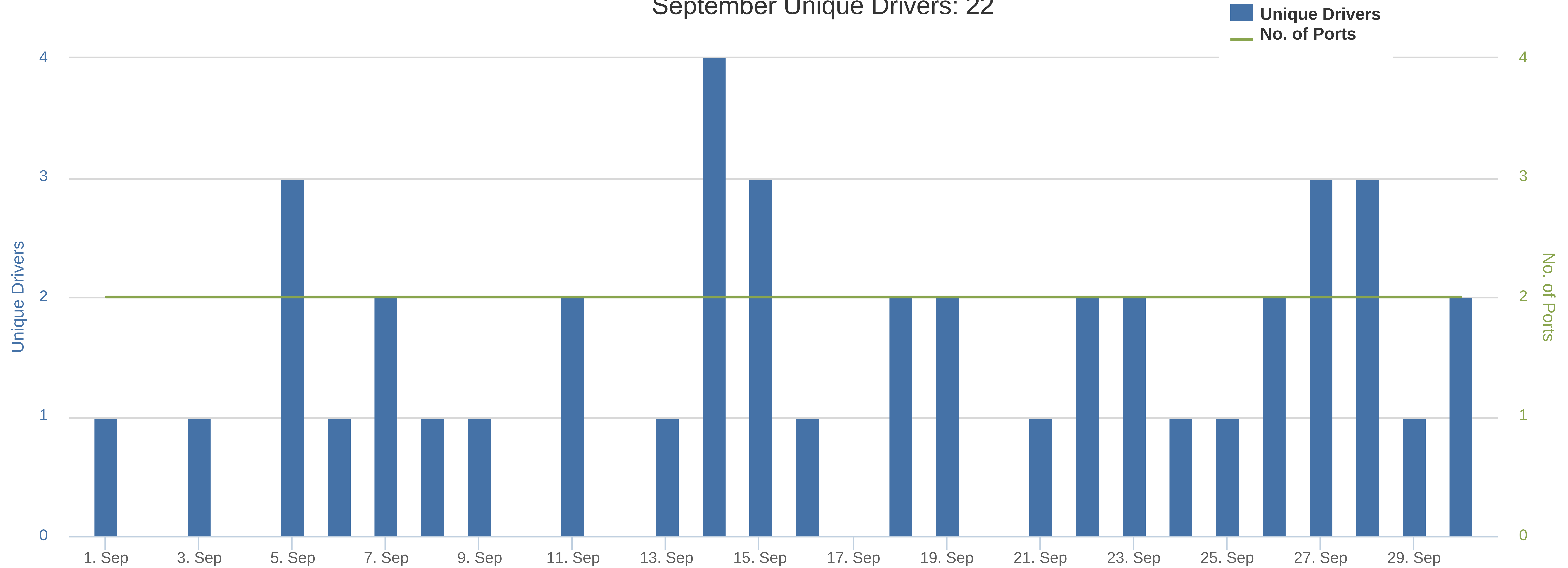
July Unique Drivers: 29



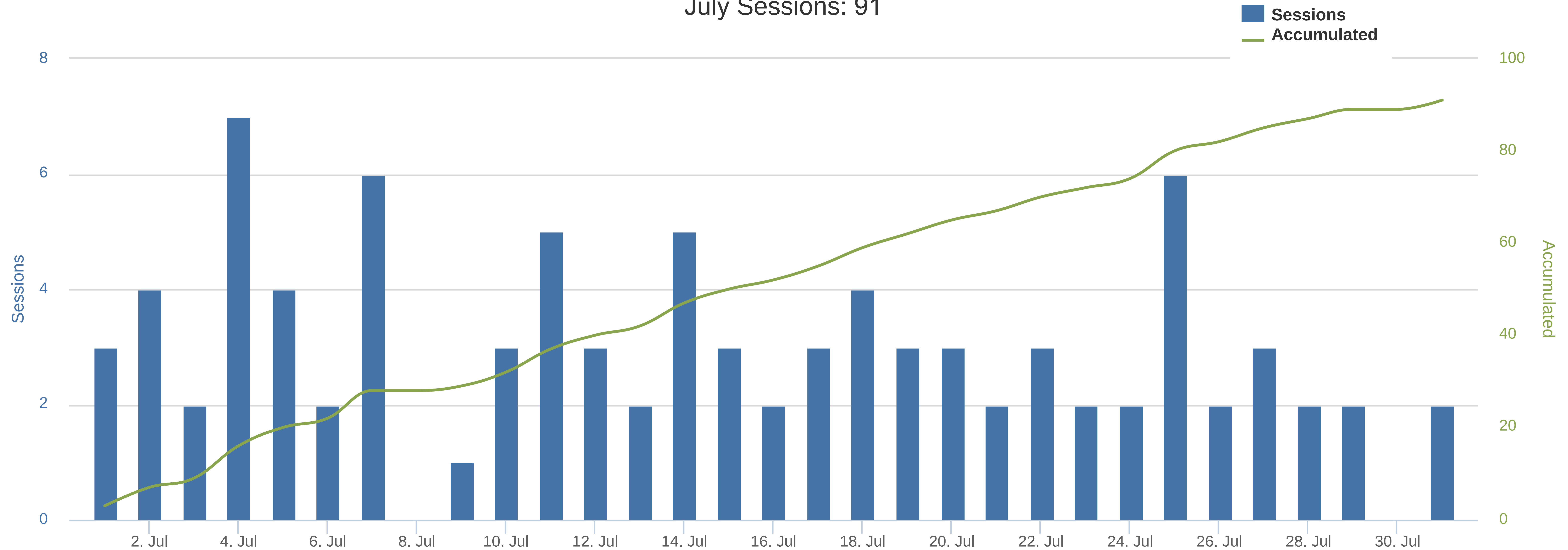
August Unique Drivers: 33



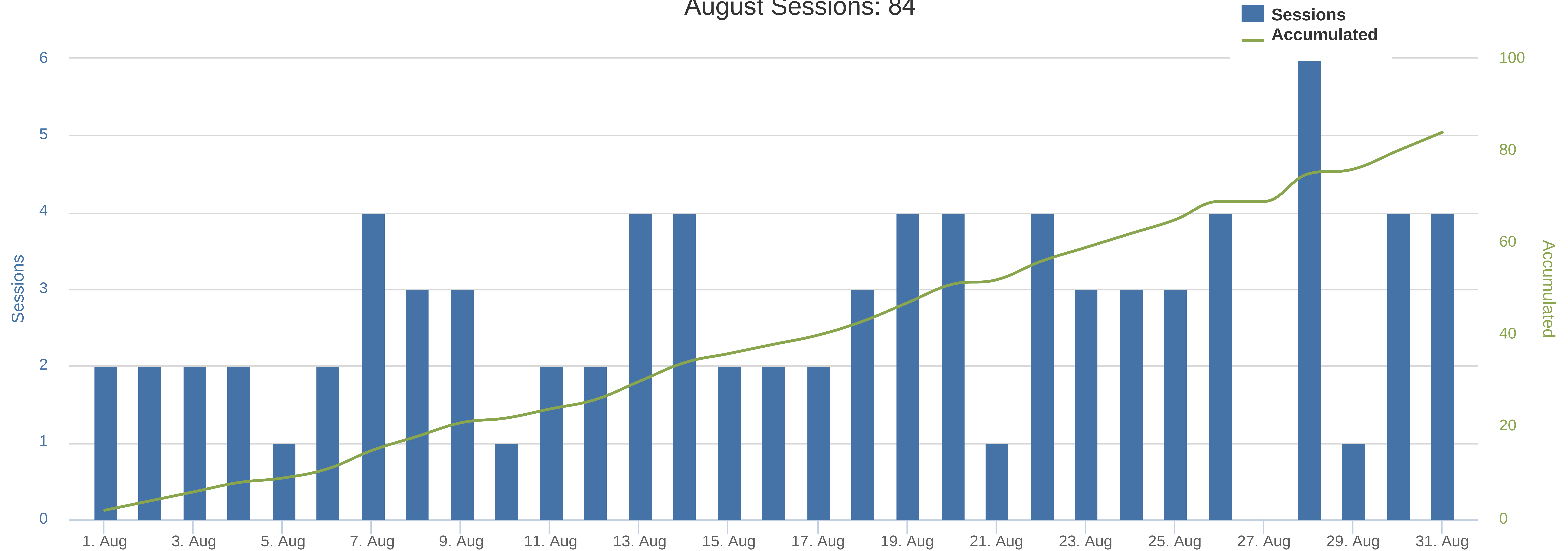
September Unique Drivers: 22



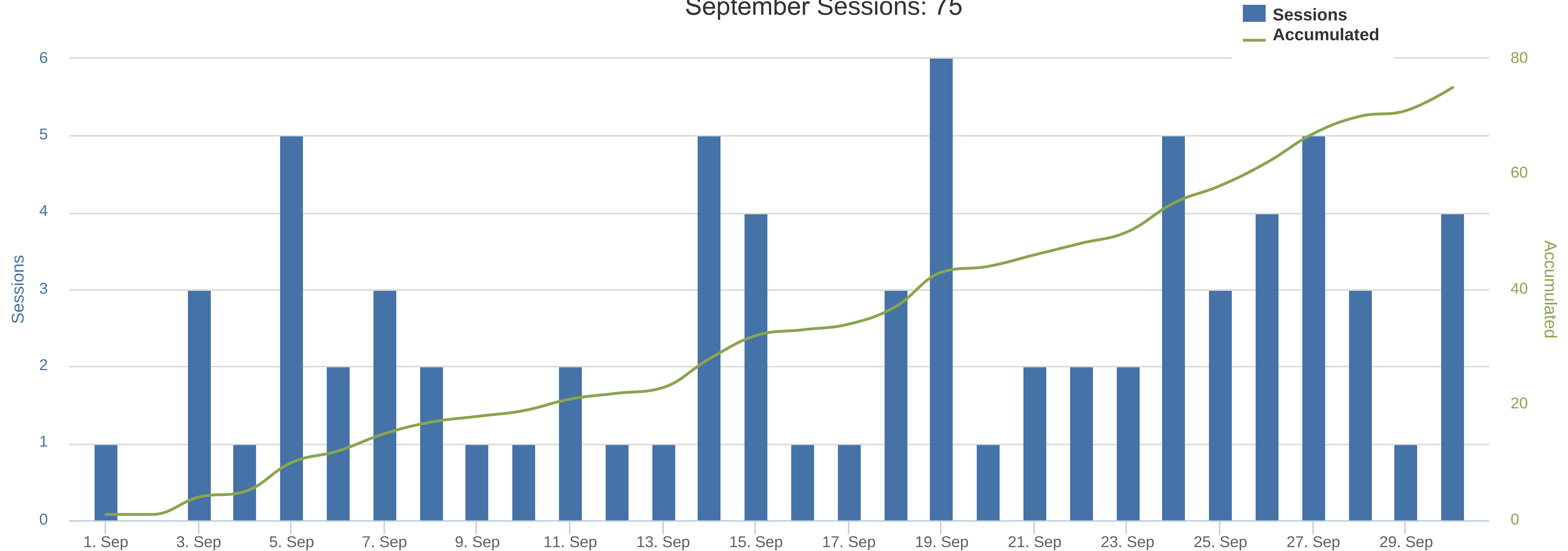
July Sessions: 91



August Sessions: 84



September Sessions: 75





DATE: 10.14.26
TO: Downtown Development Authority
FROM: City Manager
SUBJECT: Resolution Urging City Council to Adopt a Vacant Building Inspection Program for Properties within the DDA District Boundary

PURPOSE

This memorandum accompanies a resolution adopted by the Owosso Downtown Development Authority urging the Owosso City Council to study, draft, and adopt a Vacant Building Inspection Program applicable to commercial properties within the DDA district boundary. It explains the DDA's concerns, the connection between this action and the DDA's statutory mission, and the key provisions the DDA recommends for inclusion in any such program.

BACKGROUND

Vacant commercial buildings can be one of the most persistent obstacles to downtown revitalization in Owosso. Buildings that sit empty and unsupervised deteriorate rapidly: water infiltrates through broken or unsecured windows, structural systems weaken, and the absence of active occupancy invites vandalism, theft of building materials, illegal dumping, and pest infestation. Each vacant storefront diminishes the pedestrian environment, suppresses foot traffic for neighboring businesses, and signals to prospective investors that the market is soft - a perception that compounds over time.

Vacant and deteriorating commercial properties also impose real costs on neighboring property owners and active businesses, who bear the consequences of declining foot traffic, depressed property values, and the general perception of disinvestment that vacancy clusters create. These are costs the DDA and City have limited tools to address under current conditions.

Currently the City lacks a dedicated mechanism for identifying vacant commercial properties within the DDA boundary, establishing reliable contact with their owners, or requiring minimum maintenance standards while a building sits empty. Existing code enforcement authority is largely reactive, addressing conditions only after they become acute. A registration and inspection program would give the City the information and legal framework to act before deterioration becomes irreversible.

RELATIONSHIP TO THE DDA'S MISSION

The DDA is established under Michigan Public Act 197 of 1975 for the purpose of halting property value deterioration and promoting economic growth within the downtown district; functions the legislature has expressly declared to be essential governmental functions and

essential public purposes. The DDA's development plan and tax increment financing authority are the primary tools available to it, but those tools work best in an environment where the physical condition of the district supports private investment. Vacant and blighted buildings undermine that environment directly. A vacant building inspection program is a municipal tool that addresses conditions the DDA's financing and planning authority alone cannot remedy. The DDA is exercising its proper advocacy role in urging its adoption.

SUMMARY OF RECOMMENDED PROGRAM PROVISIONS

The resolution identifies the following core elements the DDA recommends for inclusion in any program adopted by Council:

1. A clear statement of purpose declaring that the program exists to protect public health, safety, and welfare by preventing blight, protecting property values and the economic integrity of the downtown district, and facilitating the rehabilitation and reoccupation of vacant commercial structures.
2. Defined terms establishing when a commercial building is deemed "vacant," including observable indicators such as overgrown vegetation, accumulated mail or debris, disconnected utilities, boarded or broken windows, graffiti, abandoned vehicles, and notices of code violation, so that the City may treat a property as vacant based on visible conditions even absent a formal declaration by the owner.
3. A mandatory registration requirement obligating owners to register within one (1) year of vacancy, pay a registration fee set by Council resolution, pay a late fee for untimely registration, and consent to City inspection. Unpaid fees collectible as a special assessment against the property.
4. A provision requiring property owners of existing vacant commercial buildings within the DDA boundary to register with the City within sixty (60) days of program adoption.
5. A registration form requiring owner contact information, identification of a local emergency access agent, utility status, and a plan of action for returning the building to active, productive use.
6. An initial City inspection within thirty (30) days of registration for compliance with the International Property Maintenance Code, with authority to order required repairs and, where repair costs exceed the value of the property, to pursue condemnation.
7. Ongoing maintenance standards requiring compliance with the International Property Maintenance Code, security against unauthorized entry with broken windows repaired within fourteen (14) days, and a requirement that vacant street-level storefronts within the DDA boundary be covered with an approved decorative treatment maintaining a presentable downtown appearance rather than plain plywood or boarding.
8. Authority for the City to secure a property against unauthorized entry at the owner's expense, with all costs collectible as a special assessment, after the fourteen (14) day compliance period.
9. Provisions for fire- or storm-damaged buildings requiring owners to apply for a permit to commence construction or demolition within ninety (90) days, after which the building is deemed vacant and subject to all program requirements.

10. A re-occupancy requirement prohibiting re-occupancy until the City has inspected and certified compliance with all applicable codes and a certificate of occupancy has been issued.
11. Enforcement provisions making violations the responsibility of the owner of record, with civil infractions, fines, and other remedies available for non-compliance.

RECOMMENDED ACTION

Staff recommends that the DDA Board adopt the attached resolution and authorize the DDA Director to transmit a certified copy to the Mayor, the members of the City Council, and the City Manager, together with this memorandum. The resolution requests that Council provide a written response within sixty (60) days indicating whether it intends to pursue adoption and, if so, a proposed timeline. The DDA also requests the opportunity to consult with City staff and Council during the drafting process to ensure any program adopted is consistent with the DDA's downtown development plan and economic revitalization goals.

RESOLUTION NO. 03-2026

URGING THE OWOSSO CITY COUNCIL TO ADOPT A VACANT BUILDING INSPECTION PROGRAM FOR PROPERTIES WITHIN THE DDA DISTRICT BOUNDARY

WHEREAS, the City of Owosso Downtown Development Authority (“DDA”) is established under Michigan Public Act 197 of 1975, the purposes of which include halting property value deterioration and promoting economic growth within the downtown district; functions the legislature has expressly declared to be essential governmental functions and essential public purposes; and

WHEREAS, vacant commercial buildings pose a significant and ongoing threat to the economic vitality and physical character of downtown Owosso, as neglected and unsupervised properties become attractive nuisances, deter private investment and consumer foot traffic, and give rise to deteriorating conditions including unsecured openings, broken windows, theft of materials, illegal dumping, and pest infestation; all of which devalue surrounding properties and undermine the DDA’s development objectives; and

WHEREAS, the presence of vacant, deteriorating, or blighted commercial buildings within the DDA district diminishes the aesthetic quality of the downtown streetscape, discourages business recruitment and consumer activity, and undermines the City’s efforts to promote downtown revitalization and community pride; and

WHEREAS, a vacant building inspection program would provide the City with an accurate and current inventory of vacant properties and the ability to contact owners for utility shutoff, fire safety, and police-related purposes, enabling proactive code enforcement and timely intervention before deterioration reaches the point of danger or irreversible blight; and

WHEREAS, registration fees and late fees, collectible as special assessments against non-compliant properties where necessary, can provide a self-funding mechanism so that such a program does not impose undue costs on the City’s general fund or the DDA fund; and

WHEREAS, other Michigan municipalities have successfully adopted and implemented vacant building registration ordinances that demonstrate such programs are workable and effective; and

WHEREAS, the DDA believes that responsible property ownership is a cornerstone of a healthy and vibrant downtown, and that owners who allow vacant structures to fall into disrepair impose unacceptable costs upon their neighbors, area businesses, prospective investors, and the broader community; and

WHEREAS, it is the mission of the DDA to advocate for policies and tools that protect the public and private investment in the downtown district and advance the economic and physical revitalization goals of the community;

NOW, THEREFORE, BE IT RESOLVED by the Owosso Downtown Development Authority as follows:

SECTION 1. The Owosso Downtown Development Authority hereby formally urges the Owosso City Council to study, draft, and adopt a Vacant Building Inspection Program applicable to all commercial properties within the DDA district boundary, with the goal of proactively identifying and addressing vacant and deteriorating structures that threaten the economic health and physical character of the downtown.

SECTION 2. The DDA recommends that such program include, at minimum, the following provisions:

- (a) A clear statement of purpose declaring that the program exists to protect public health, safety, and welfare by preventing blight, protecting property values and the economic integrity of the downtown district, and facilitating the rehabilitation and reoccupation of vacant commercial structures;
- (b) Defined terms establishing when a commercial building is deemed “vacant,” including a list of observable de facto vacancy indicators, such as overgrown or dead vegetation, accumulation of mail or debris, disconnected or past-due utilities, boarded or broken windows, graffiti, abandoned vehicles, and notices of code violation or condemnation, so that the City may treat a property as vacant based on visible conditions even in the absence of a formal declaration by the owner;
- (c) A mandatory registration requirement obligating owners of vacant commercial buildings within the DDA boundary to register with the City within one (1) year of vacancy, accompanied by payment of a registration fee established by resolution of the City Council; a late fee for registrations not timely filed; and authority to collect unpaid fees as a special assessment against the property;
- (d) A provision requiring property owners of existing vacant commercial buildings within the DDA boundary to register with the City within **sixty (60)** days of program adoption;
- (e) A registration form requiring owners to provide: their name and reliable mailing and email address; the name, address, and contact information of a local agent capable of providing emergency access to the building; signed consent to city inspection upon reasonable advance notice and without notice in the case of emergency; the status of all utility services; and a plan of action describing the owner’s intended timeline and approach for returning the building to active, productive use;
- (f) An initial inspection requirement under which the City shall inspect each registered vacant property within thirty (30) days of registration for compliance with the International Property Maintenance Code and all applicable City ordinances, with authority to order required repairs and, where the cost of repair is determined to exceed the value of the property, to pursue appropriate enforcement remedies including condemnation;
- (g) Ongoing maintenance standards requiring that all registered vacant properties be maintained in compliance with the International Property Maintenance Code and kept free of weeds, dead vegetation, trash, debris, graffiti, and improperly stored vehicles; that all properties be secured against unauthorized entry, with broken windows repaired or

replaced within fourteen (14) days of notice, with authority for the City to perform the work at the owner's expense if the owner fails to comply and to collect all unpaid costs, including administrative fees, as a special assessment against the property; and that vacant street-level storefront windows be covered with an approved decorative treatment that maintains a presentable downtown appearance, rather than plywood or plain boarding;

- (h) A re-occupancy requirement prohibiting re-occupancy of any registered vacant structure until the City has inspected and certified compliance with the health and safety standards of the City of Owosso Code of Ordinances, Chapter 8 – Building and Building Regulations and Chapter 13 – Fire Prevention and Protection, and all applicable construction codes, and a certificate of occupancy has been issued; and
- (i) An enforcement provision making all code violations the responsibility of the owner of record, providing that a purchaser or transferee of a registered vacant property shall not be entitled to any extension of time to correct violations existing at the time of sale or transfer, and authorizing civil infractions, fines, and other enforcement remedies for non-compliance.

SECTION 3. The DDA requests that the City Council and City staff consult with the DDA Director and Board during the development of any such program to ensure that its provisions are consistent with and supportive of the DDA's downtown development plan and economic revitalization goals.

SECTION 4. The DDA requests that the City Council provide a written response to this Resolution within sixty (60) days of its receipt, indicating whether the Council intends to pursue adoption of a vacant building inspection program and, if so, a proposed timeline for doing so.

SECTION 5. The DDA Director is hereby authorized and directed to transmit a certified copy of this Resolution to the Mayor, the members of the City Council, and the City Manager.

MOVED _____

SUPPORTED _____

Michigan Municipalities with Vacant Building / Vacant Property Registration Ordinances

Community	Vacancy Trigger (Days Vacant)	Property Types Covered	Registration Fee	Inspection Requirements	Late Fee / Penalties	Notable Provisions
Adrian	60 days (existing vacancies: 30 days to register)	Residential, Commercial (60%+ of ground floor unoccupied = vacant)	Fee set by City Commission resolution; late fee also set by resolution; collectible as special assessment if unpaid	Inspection required before reoccupancy per 2012 IPMC and Michigan Building Code; certificate of occupancy required	Civil infraction for failure to register; late fee by resolution; unpaid amounts collected as special assessment	Ordinance originally adopted 2013, amended 2015 and again in 2025 (Ord. 25-005). Requires 24-hr notice inspection consent; signed plan of action for reoccupancy; violations transfer to new owner on sale
Bay City	90 days	Residential, Commercial, Industrial	\$0 initial; quarterly fees while vacant (amount set by resolution)	Exterior inspection per 2012 IPMC required upon registration	Civil infraction; costs collectible as special assessment	Quarterly ongoing fees as long as property remains vacant; re-occupancy certificate required
Detroit	30 days	Residential, Commercial	Annual inspection fee: Single-family \$223; Two-family \$278; Multi-family \$501; Commercial flat fee \$197	Annual exterior inspection required; Certificate of Compliance issued annually	Civil infractions; blight violations; liens against property	Certificate of Compliance required annually; emergency order compliance within 72 hrs; city may secure at owner's expense
East Lansing	Not specified (all vacant/abandoned properties)	Residential, Commercial	\$150/year (includes required exterior inspection)	Exterior inspection required upon registration; \$60 re-inspection fee	Civil infraction; boarding prohibited except temporary emergency	Vacant Property Coordinator tracks properties; boarded doors/windows prohibited; re-occupancy requires compliance
Ferndale	Not specified	Residential, Commercial	\$600 per 6-month registration period	In-person inspection by community development and fire staff before registration issued; monthly exterior checks	Civil infraction; fines	One of Michigan's most recently adopted programs; fee designed to recover program costs and deter absentee owners
Grosse Pointe Park	30 days	Residential, Commercial	Not specified in public sources (set by resolution)	Required per ordinance	Civil infraction	Registration renewed every 6 months; applies to all property types including homes for sale
Kalamazoo	30 days (if vacant and blighted with 2+ criteria)	Residential, Commercial, Industrial	Monthly or biannual administrative fee set by City Commission resolution (amount varies by monitoring tier)	City may access interior for inspection; tiered monitoring (Tier 1: monthly; Tier 2: every 6 months)	Minimum \$200 fine (civil infraction); doubles for repeat violations within 6 months; misdemeanor for allowing occupancy with uncorrected violations	Applies only to 'vacant blighted' structures (not all vacant); two-tier monitoring system; city may assess unpaid fees against property on tax roll
Muskegon	90 days (fee triggered at 1 year)	Residential, Commercial, Industrial	No fee if vacant <1 year; Residential: \$100/yr; Commercial/Industrial: \$500/yr (2024 fee schedule). Escalating: 2 yrs \$1,000; 3-5 yrs \$2,000	Required upon registration; duty to amend within 30 days of any status change	\$100–\$500 fine per violation; 2-year fee waiver available for qualifying properties	Escalating annual fees based on duration of vacancy; vacation/seasonal homes exempt from fees; appeal committee may grant 2-year fee waiver
Plymouth Township	60 days	Residential, Commercial, Industrial	Set by resolution (amount not specified in public sources)	Initial inspection required; monitoring of fire safety hazards	Civil infraction; \$100 fine for failure to maintain current registration info (each day a separate offense); misdemeanor for second offense	Requires 24/7 emergency contact; assesses costs to determine ownership if owner fails to register
Pontiac	Not specified (registration required upon vacancy)	Residential, Commercial, Industrial	Set by resolution; government and registered nonprofits exempt from fees (registration still required)	Initial inspection within 30 days; ongoing semi-annual inspections	Civil infraction; costs collectible as special assessment	Re-occupancy certificate required before any reoccupancy; all outstanding taxes/water bills/liens must be paid before certificate issued; seasonal business exemption available
Rochester	Not specified	Residential, Commercial	Not confirmed in public sources	Required per ordinance	Civil infraction	Confirmed via Municode; detailed provisions not fully available in public sources
Roseville	45 days	Residential, Commercial	Set by City Council resolution (registration, inspection, re-inspection fees all separately established)	Inspection required upon registration; re-inspection fee applies	Civil infraction; fees collectible as liens	Registration valid for 365 days and must be renewed until property is occupied and certificate of compliance issued
Saginaw	Not specified	Residential, Commercial	Annual fee; renewal fees due each year by 4th Friday in February; 100% penalty for late payment	Inspection appointment required; registration includes inspection	100% penalty on renewal fees paid late	Dangerous Building Program runs parallel: catalogs abandoned/fire-damaged properties for rehabilitation or demolition

Southfield	Not specified (registration required upon vacancy)	Residential, Commercial, Industrial	Set by resolution; \$1,000 late fee per 30-day period of late registration	Initial inspection upon registration; semi-annual inspections while vacant; owner must conduct weekly inspections (or hire local property manager if owner is remote)	\$1,000 late registration fee per 30-day period; civil infractions	Most comprehensive Michigan program found; requires weekly owner self-inspection or property manager; 90-day permit requirement after fire damage; certificate of occupancy required before reoccupancy
West Bloomfield Township	30 days	Residential, Commercial	Annual registration fee (amount set by fee schedule; 1-year validity)	Required per ordinance; initial and periodic inspections	Civil infraction; past-due fees payable online	Township accepts online payment for past-due rental and vacant property fees; re-occupancy requires compliance certification
Ypsilanti (City)	Not specified (triggered by qualifying events)	Residential, Commercial	\$300/month escrow deposit required (waivable under certain conditions)	Required per ordinance; city may draw on escrow for inspection and emergency securing costs	Escrow funds not refunded upon sale or transfer unless property is reoccupied; civil infraction	Unique escrow mechanism: monthly \$300 deposit held by city; city deducts inspection and securing costs from escrow; funds follow the property not the owner
Ypsilanti Township	30 days	Residential, Commercial (including homes for sale)	Fee set by resolution (includes inspection fee)	Initial inspection required; \$30 re-inspection fee per return visit	Fines; administrative search warrant; potential legal action for non-compliance	Includes homes listed for sale; certain repairs require separate building permits; 2014-11 sets residential vacant property fees



301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ (989) 725-0599 ▪ FAX (989) 723-8854

MEMORANDUM

DATE: October 14, 2026

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Electric Vehicle Charging Station Renewal

BACKGROUND:

On September 3, 2025, the Owosso Main Street & Downtown Development Authority Board approved a 3-year renewal of the Cloud Plan for the two Electric Vehicle (EV) Charging Stations and an upgrade from the CHAdeMo cables to NACS cables.

On November 5, 2025, the Board approved a 1-year warranty renewal for the two EV Charging Stations for \$4,600.00.

The warranty will expire on October 23, 2026. Staff recommends renewing the warranty for an additional year.

<u>EV Charging Revenue YTD</u>	<u>\$2,444.14</u>
July	\$1,273.73
August	\$1,316.41

<u>EV Electricity Expenses YTD</u>	<u>\$2,030.72</u>
July	\$713.09
August	\$693.27
September	\$624.36

<u>Other EV Expenses YTD</u>	<u>\$2,280.00</u>
Cloud Plan	\$2,280.00

FY25-26 EV Charging Revenue	\$16,848.52
FY25-26 Electricity Expenses	\$8,875.04
FY25-26 Other EV Expenses	\$12,780.00 (Cloud Plan, Warranty, Cable Upgrade)

Master Plan Implementation Goal: 3.16
Owosso Main Street Strategic Plan Goal: 4.3

FISCAL IMPACT:

\$4,100.00 from Contractual Services (248.200.818.000)

MOTION TO CONSIDER:

To renew the 1-year Warranty for the Electrical Vehicle Charging Stations.

ATTACHMENTS:

Future Energy 1-Year Warranty Cost Estimate



Corporate Headquarters
3250 West Big Beaver Road | Suite 520
Troy | Michigan | 48084
O: 586.782.4000

Proposal

Proposal # PRO-68974
Issued On: 10.12.2026

Billing Address

City of Owosso

301 W. Main St
Owosso, MI 48867-2915

Shipping Address

City of Owosso
301 W. Main St
Owosso, MI 48867-2915

Prepared For:

Lizzie Fredrick
989-725-0571
989-277-1705
lizzie.fredrick@ci.owosso.mi.us

Regional Sales Executive

Kurt Isenberger

Regional Sales Executive's Email

kurt.isenberger@futureenergy.com

Item & Description

Qty



CP Warranty

ChargePoint - CPE250 ASSURE Plans - 12M

2

ChargePoint Assure for CPE250 stations. Includes parts and labor coverage, network operating center (NOC) monitoring, targeted services levels and performance reporting. Priced per station. 12 Month.

Sub Total 4,100.00

Total USD\$4,100.00

Payment Terms

For orders exceeding \$10,000, a 50% deposit is required along with a signed proposal or purchase order. Hardware, software, and warranties will be invoiced 50% at the time of purchase, with the remaining 50% due upon delivery. For orders under \$10,000, payment in full is required before any items or services are delivered. Installation will be invoiced in three phases: 50% at signing, 40% upon substantial infrastructure completion, and the final 10% upon system activation. Subscription services will begin on the day CME (Connected Management Experience) and/or Interface is activated. Applicable taxes and freight will be included in the final balance. All invoices are payable within 30 days of the invoice date. Late payments are subject to a 1.5% monthly interest charge on the outstanding amount.

Terms & Conditions

Plan



Business +
EV Consulting



Site Design +
Requirements



Financial
Assistance

Install



Engineering +
Construction



Equipment
Installation



Utility Energy
Upgrades

Manage



Live Support &
Training



Energy
Management



Inspections &
Quality Assurance



Corporate Headquarters
3250 West Big Beaver Road | Suite 520
Troy | Michigan | 48084
O: 586.782.4000

Proposal

Proposal # PRO-68974
Issued On: 10.12.2026

By accepting this proposal, the client agrees to be bound by all terms listed herein as well as the full legal terms and conditions posted at: <https://futureenergy.com/terms-and-conditions>.

By signing this proposal, the client affirms that they:

- Have reviewed and understand all proposal contents;
- Accept the terms and conditions outlined herein and at the link provided.
- Are authorized to bind their organization to this agreement.

The client's signature will serve as full commitment to the obligations defined in this proposal, even if there are internal organizational changes. This proposal is valid for 30 calendar days from the date of issue. Pricing and availability are subject to change based on market conditions. Future Energy reserves the right to update these Terms and Conditions without prior notice, and such updates may affect project scope or pricing.

Name:

Signature:

Title:

Date:



Plan



Business +
EV Consulting



Site Design +
Requirements



Financial
Assistance



Install



Engineering +
Construction



Equipment
Installation



Utility Energy
Upgrades



Manage



Live Support &
Training



Energy
Management



Inspections &
Quality Assurance

COMMITTEE REPORT

ECONOMIC VITALITY

Tuesday, September 8, 2026, 1:00 p.m.
City Hall; 301 W. Main Street



Present: R. Teich, D. Howard, L. Omer, B. Meyer, and K. Parzych

Absent: E. Tagg

Staff: L. Fredrick, N. Henne, and T. Buckelew

Discussion Items

October Business of the Month: Shiawassee Regional Chamber of Commerce, 215 N. Water Street

Vacant Property Registration & Inspection Program

- Resolution Amendments Finalized
 - o 1 year registration deadline
 - o 60-day deadline for existing vacant properties

Main Street Meetups

- Storefront Competition: Tue. September 29th at City Hall
 - o 5:30 p.m. Food & Networking | 6:00 p.m. Meeting Begins
- Business & Property Owner Roundtable: Tue. November 10th at Etcetera (tentative location)
 - o 6:00 p.m. Food & Networking | 6:30 p.m. Meeting Begins
 - o Agenda
 - Discussion Starter: Turning increased foot traffic into business
 - What's happening in your business?
 - How can Owosso Main Street help businesses?

Ready 2 Recruit Program

- Community Survey: September 15th – 29th
- Building & Business Inventory Progress

Action Items

Omer will update the Building Inventory for existing vacant properties.

Fredrick will draft an agenda for the November Main Street Meetup and update the Vacant Property Registration & Inspection Program Resolution for the October 7th Board Meeting.

Motion(s) for the Board's Consideration: None

Next Meeting: October 20th at 1:00 p.m.

COMMITTEE REPORT

PROMOTION

Thursday, September 10, 2026, 8:00 a.m.
City Hall; 301 W. Main Street



Present: J. Davis, J. Jacobs, and K. Parzych

Absent: P. Vreibel, C. McCallum, S. Maginity, and K. Oglesby

Staff: L. Fredrick

Discussion Items

Downtown Owosso Gift Card Program for purchase by the public and for Owosso Main Street giveaways.

September 29th Main Street Meetup: Storefront Competition Planning

- 5:30 p.m. Food & Networking | 6:00 p.m. Meeting Begins
- At City Hall
- Food by Itsa Deli Thing

October 24th Golden Pumpkin Hunt

- During the Downtown Owosso Trick or Treat from 12:00 p.m. to 1:00 p.m.
- 15 pumpkins and participating businesses
- \$200 prize package

Upcoming Events & Programs

- Biennial Community Survey: 9/15 – 9/29
- Volunteer Signup Week: 9/21 – 9/25
- Main Street Meetup: 9/29
- Downtown Fall Cleanup: 10/2 & 10/3
- Downtown Owosso Trick or Treat: 10/24
- Main Street Meetup: 11/10
- Glow Owosso: 11/27
- Small Business Saturday: 11/28
- Main Street Winter Wreath-Off: 12/1 – 12/20

Action Items

Golden Pumpkin Hunt

- Davis: Acquire Additional Pumpkins
- Fredrick: Paint Pumpkins, Collect Prizes, Confirm Business Participation, Marketing Materials
- The Mattesons Photography: Take Promotional Photos

Motion(s) for the Board of Directors Consideration: None

Next Meeting: October 8th at 8:00 a.m.

COMMITTEE REPORT

ORGANIZATION

Friday, September 18, 2026, 1:00 p.m.
City Hall; 301 W. Main Street



Present: J. Moore and J. Adams

Absent: J. Ardelean and K. Parzych

Staff: L. Fredrick

Discussion Items

Main Street Storage Cleanout Recap

- Synthetic Ice Rink: Potential for an in-kind donation to a community partner or resell
- Scrap retired hanging baskets and streetlight brackets

Lapeer Board Retreat

- Tour Takeaways: Gathering Place(s), Fundraising Efforts Beyond Sponsorships
- Discussion Takeaways: Revisiting Strategic Plan & Transformation Strategy

2027 Main Street Technical Assistance Service

- Main 5 Communication Plan
- Branding Service

2026 Volunteer Appreciation Party

- February 2027 at Niche

Action Items

Fredrick will add Strategic Plan Action Items to the four committee agendas before the end of the calendar year and seek project and/or accountability leads.

Motion(s) for the Board of Directors Consideration: None

Next Meeting: October 16th at 1:00 p.m.

COMMITTEE REPORT

DESIGN

Thursday, September 24, 2026, 8:00 a.m.
City Hall; 301 W. Main Street



Present: J. Ross, C. McCallum, J. Ardelean, D. Drenovsky, and L. Mills

Absent: C. Guillen, K. Parzych, and B. Gilbert

Staff: L. Fredrick

Discussion Items

Rescheduled November & December Meetings: 11/19 and 12/17 at 8:00 a.m.

Fall Décor Installation Recap & Removal Discussion

- Approx. \$200 budget remaining

Storage Unit Cleanout Recap

- Hanging baskets and streetlight brackets available for use or scrap metal

Upcycle Art in the Park Exhibit Purchase

- Art piece selected for Main Street Plaza

Important Dates

- October 2nd and 3rd: Downtown Fall Cleanup
- November 7th: Winter & Glow Décor Installation

Action Items

Fredrick will draft a policy for Community Partner Downtown Displays for the Committee's consideration

Ross will contact local artists to donate unused hanging baskets and streetlight brackets

Fall Décor

- Fredrick will schedule the removal date and secure volunteers
- Fredrick will publish a Thank You social media post to acknowledge sponsors and volunteers

Fredrick will order Main Street Winter Wreath-Off supplies

Motion(s) for the Board of Directors Consideration: None

Next Meeting: October 22nd at 8:00 a.m.