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

June 3, 2026, at 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chair Daylen Howard at 7:37 A.M.

ROLL CALL: Taken by Lizzie Fredrick

PRESENT: Chair Daylen Howard, Vice-Chair Lance Omer, and Commissioners Jill Davis, Bill Gilbert, Karen Parzych, Jon Moore, Colin McCallum, and Josh Ardelean

ABSENT: Mayor Robert J. Teich, Jr.

STAFF PRESENT: Lizzie Fredrick

AGENDA:

MOVED BY MOORE SUPPORTED BY GILBERT TO APPROVE THE JUNE 3, 2026, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.
AYES: ALL
MOTION CARRIED

MINUTES:

MOVED BY MOORE, SUPPORTED BY ARDELEAN TO APPROVE THE MAY 6, 2026, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.
AYE: ALL
MOTION CARRIED

PUBLIC COMMENTS: None

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

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

ITEMS OF BUSINESS:

1. **Election of Officers:** Fredrick presented the OMS & DDA Bylaws stating that the Election of Officers shall take place at the annual Board Meeting in June.

   MOVED BY MOORE, SUPPORTED BY DAVIS TO RE-ELECT DAYLEN HOWARD AS CHAIRPERSON AND LANCE OMER AS VICE-CHAIRPERSON OF THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY.
   AYE: ALL
   MOTION CARRIED

2. **Board Member Agreements:** Board reviewed the Board Member Job Description & Responsibility Agreement and each verbally pledged their annual commitment to Owosso Main Street & Downtown Development Authority.

3. **L-4029 Tax Rate Request Form:** Fredrick presented the L-4029 Tax Rate Request Form.

MOVED BY MOORE, SUPPORTED BY ARDELEAN TO AUTHORIZE THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY CHAIRPERSON AND CITY CLERK TO SIGN THE PREPARED L-4029 TAX RATE REQUEST FORM.
AYE: ALL
MOTION CARRIED

4. **Fiscal Year 2025-2026 End of Year Budget Amendments:** Fredrick reviewed the proposed FY25-26 Budget Amendments noting a slight increase to projected revenue, a decrease to the Transfer to Brownfields for The Armory Developer Reimbursement, and a decrease of approximately $28,000 to the amount expected to be spent from the Fund Balance.

   MOVED BY ARDELEAN, SUPPORTED BY DAVIS TO APPROVE THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY END-OF-YEAR BUDGET AMENDMENTS AS PRESENTED.
   AYE: ALL
   MOTION CARRIED

5. **Fiscal Year 2026-2027 Revolving Loan & Grant Program Revisions:** Fredrick presented the revised Program Guide for the Revolving Loan & Grant Program noting additional eligible projects for loans and grants, a grant clawback provision, and an option for a loan with a future principal reduction in lieu of a reimbursement grant.

   Moore proposed shortening the clawback provision to three years instead of five and adjusting the reimbursement to be 100% during year 1, 50% during year 2, and 25% during year 3.

   Parzych and Ardelean shared their support of the revision.

   MOVED BY MCCALLUM, SUPPORTED BY OMER TO APPROVE THE REVOLVING LOAN & GRANT PROGRAM WITH THE REVISED GRANT CLAWBACK PROVISION, AND RECOMMEND THE OWOSSO CITY COUNCIL APPROVE THE REVOLVING LOAN & GRANT PROGRAM FOR FISCAL YEAR 2026-2027.
   AYE: ALL
   MOTION CARRIED

COMMITTEE UPDATES:

1. **Promotion:** Fredrick reviewed the Committee's Chocolate Walk Event Recap noting that the event sold all 350 tickets, 27 downtown businesses participated, two additional businesses from outside of the district participated as pop-ups within a downtown location, and approximately $5,000 of the proceeds will go towards a public art installation.

   Fredrick confirmed that Hooked on Downtown: Search for the Smallmouth will take place July 3rd through July 30th with 20 participating businesses and $500 in prizes purchased from downtown businesses.

   Fredrick provided updates on the Summer Concert Series at the amphitheater in collaboration with The Cook Family Foundation, Lebowsky Center for Performing Arts, and the City of Owosso Parks and Recreation Commission.

   Fredrick reminded the Board that the Summer Sidewalk Sales will take place July 16th-18th.

2. **Economic Vitality:** Howard announced AZEE Branding Agency as the June Business of the Month.

Howard noted the Spring Social Main Street Meetup was a productive gathering that he'd like the Committee to repeat.

Davis recommended hosting a social meetup for the businesses biannually.

Fredrick confirmed the Committee has not finalized the Main Street Meetup schedule for the upcoming fiscal year and can discuss hosting two social meetups.

Howard provided updates on the Ready 2 Recruit Program, the 2026 Main Street Technical Assistance Service.

3. **Organization:** Moore shared that the May 16th Volunteer Sign-Up Day was cancelled due to the weather and the Owosso Farmers Market cancellation.

   Moore noted plans for a September recruitment event at market for the Downtown Fall Cleanup.

   Fredrick provided updates on the Downtown Security Cameras.

   Moore announced that Fredrick was nominated for the Shiawassee Regional Chamber of Commerce's Local Champion Award and that the Organization Committee has offered to cover the cost of up to four tickets to the Chamber's award ceremony.

   Moore notified the Board that Fredrick will become the staff liaison for the Downtown Historic District Commission at the end of the summer.

   Board confirmed availability for a neighboring Main Street community visit and training in Lapeer on September 17th.

4. **Design:** Parzych provided updates on additional benches and waste receptacles being placed downtown.

   Parzych announced the Committee is pursuing a partnership with a local high school or college to commission a sculpture for Main Street Plaza or the Committee will purchase a piece from the Shiawassee Art Centers' Upcycle Art in the Park exhibit in late September.

   Parzych shared that artificial flowers will be tested in the pocket park on Exchange Street after the success of the artificial mums during Fall Beautification.

   Fredrick confirmed that all 75 bags of mulch have been installed by planter adopters or volunteers during the Downtown Spring Cleanup.

DIRECTOR UPDATES: Fredrick reminded the Board that the July meeting will take place on the second Wednesday of the month.

BOARD COMMENTS: None

ADJOURNMENT:

MOVED BY PARZYCH SUPPORTED BY GILBERT TO ADJOURN AT 8:37 A.M.
AYES: ALL
MOTION CARRIED

NEXT MEETING JULY 8, 2026.