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

September 3, 2025, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chair Daylen Howard at 7:32 A.M.

ROLL CALL: Taken by Lizzie Fredrick

PRESENT: Chair Daylen Howard, Vice-Chair Lance Omer, Mayor Robert J. Teich, Jr. and Commissioners Jill Davis, Bill Gilbert, Karen Parzych, and Jon Moore. Commissioner Josh Ardelean arrived at 7:34 a.m.

ABSENT: None

STAFF PRESENT: Lizzie Fredrick, OMS & DDA Director

AGENDA:

MOVED BY MOORE SUPPORTED BY OMER TO APPROVE THE SEPTEMBER 3, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.
AYES: ALL
MOTION CARRIED

MINUTES:

MOVED BY PARZYCH, SUPPORTED BY DAVIS TO APPROVE THE AUGUST 6, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING MINUTES.
AYE: ALL
MOTION CARRIED

PUBLIC COMMENTS: None

REPORTS: Fredrick reviewed the August Check Disbursement Report and Revenue & Expenditure Report.

Fredrick presented August 2025 reports for Electric Vehicle Charging Station Revenue, Unique Drivers, and Session Quantity.

ITEMS OF BUSINESS:

1. **Electric Vehicle Charging Station Services:** Howard reviewed the Memorandum Background noting June 2025 Electric Vehicle charging revenue and expenditures, fiscal yar 2024-2025 Electric Vehicle charging revenue and energy bills, cost estimates for the Electric Vehicle Charging Station Services, current Electric Vehicle charging rates, and October 23, 2025, expiration of the three-year ChargePoint cloud plan and three-year warranty.

   Howard reminded the Board that the cloud plan is required for revenue collection, software updates, and listings on charger location apps.

   Fredrick introduced Levi Perry, an Owosso resident and Owosso Main Street volunteer, who owns an electric vehicle and uses the two charging stations in Main Street Plaza.

   Fredrick noted that Perry is available to answer the Board's questions regarding Electric Vehicles and provide a user perspective and feedback.

Fredrick notified the Board that a decision is not required at this time and can be made during the October 1st meeting regarding the Electric Vehicle Charging Station Services.

Board questioned Perry about the different types of charging ports and electric vehicle usage.

Perry said the NACS port that charges Tesla vehicles will be the new standard, and that the two Main Street Plaza charging stations have CCS1 and CHAdeMO ports.

Fredrick confirmed that five out of 288 charging sessions within the last 90 days had utilized the CHAdeMo port, generating $32.68 in revenue out of $3,259.20.

Omer noted past repairs to the charging stations.

Board asked Fredrick about warranty utilization, warranty coverage, and repair costs.

Fredrick shared that the warranty covered past repairs besides a broken clip, which was due to user error, but had not received the data from ChargePoint upon request.

Howard and Ardelean asked if the warranty can be purchased after the current warranty expires.

Fredrick confirmed she will follow up with ChargePoint to clarify the warranty coverage and past usage, repair costs, and whether there is a renewal deadline for the Board's consideration of the warranty renewal at the October 1st meeting.

Moore asked Perry about his experience and perspective on different pricing for charging.

Perry shared that a $.05 to $.10 increase or $.50 one-time session fee would not be a drastic change deterring usage of the two charging stations.

Board discussed whether the 30-minute grace period should be adjusted for completely charged vehicles and the intention behind time length.

Perry said higher traffic areas typically have a shorter grace period to accommodate more users and supported the longer grace period to allow for more downtown commerce.

Gilbert noted that 103 sessions in August doesn't make the Main Street Plaza chargers a high usage location and suggested creating a budget plan for future maintenance and repairs.

MOVED BY MOORE, SUPPORTED BY HOWARD TO UPGRADE THE ELECTRIC VEHICLE CHARGING STATION CHADEMO PORTS TO NACS PORTS.
AYE: ALL
MOTION CARRIED

MOVED BY ARDELEAN, SUPPORTED BY HOWARD TO INCREASE THE ELECTRIC VEHICLE CHARGING RATE TO $.45 PER KWH, MAINTAIN THE 30 MINUTE GRACE PERIOD, AND ADD A ONE-TIME $.50 SESSION FEE.
AYE: ALL
MOTION CARRIED

MOVED BY HOWARD, SUPPORTED BY MOORE TO APPROVE A THREE-YEAR CLOUD PLAN RENEWAL WITH CHARGEPOINT FOR THE ELECTRIC VEHICLE CHARGING STATIONS.
AYE: ALL
MOTION CARRIED

COMMITTEE UPDATES:

1. **Organization:** Moore shared that he and Fredrick subscribed emails, collected during National Night Out, to the monthly Community Newsletter during the meeting.

   Moore reminded the Board that the fall volunteer recruitment event will be on September 6th from 9:00 a.m. to 12:00 p.m. at Foster Coffee Company.

2. **Promotion:** Davis provided updates on the Downtown Owosso Tick or Treat activity that was created during the August Main Street Meetup with downtown business owners.

3. **Economic Vitality:** Omer noted that the Committee worked on the Business of the Month Program, Main Street Meetups, and Building & Business Inventory during the meeting.

   Fredrick announced the Block Captain Program, which will be finalized over the winter for a spring or summer launch.

   Fredrick reminded the Board that the Main Street Meetup for the Revolving Loan & Grant Program is for current and prospective Owosso business and commercial property owners on October 7th at 6:00 p.m. in City Hall.

4. **Design:** Parzych said the Committee primarily worked on the transition from summer to fall beautification projects.

   Fredrick provided updates on the Design Committee's selection of a public art piece, a historical marker in front of the Steam Railroading Institute, and additional downtown seating as three options for community members to vote on and select as the project for the 2025 Chocolate Walk proceeds.

DIRECTOR UPDATES: Fredrick shared that Parzych and Howard will be joining her at the September 30th Michigan Main Street Workshop for Board Engagement and Management.

BOARD COMMENTS: More announced that it's time to start working on the fiscal year 2024-2025 Impact Report.

ADJOURNMENT:

MOVED BY GILBERT, SUPPORTED BY OMER TO ADJOURN AT 8:30 A.M.
AYES: ALL
MOTION CARRIED

NEXT MEETING OCTOBER 1, 2025.