

AGENDA

OWOSSO MAIN STREET/DDA

REGULAR BOARD MEETING

Wednesday, April 6, 2022 7:30 a.m.

Owosso City Hall; Council Chambers; 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 promoting historic preservation and drawing both local residents and visitors to our city.

7:30 to 7:45

Call to order and roll call:

Review and approval of agenda:, April 6, 2022

Review and approval of minutes: March 2, 2022

Public Comments:

7:45 to 8:25

Items of Business:

- 1) Check Register.....(Resolution)
- 2) Budget Report.....(Discussion)
- 3) Credit Card Reconciliation.....(Discussion)
- 4) ShiaCash Reports.....(Discussion)
- 5) ChargePoint Reports.....(Discussion)
- 6) Security Cameras.....(Resolution)
- 7) Trash Contract.....(Resolution)
- 8) Armory Bathroom Contract.....(Resolution)
- 9) Revolving Loan Fund 2022/23 Manual Update.....(Resolution)
- 10) OMS/DDA Program Flowchart.....(Discussion)

Committee Updates

- 1) Design
- 2) Promotion
- 3) Organization
- 4) Economic Vitality

Board Continuing Education/Information:

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

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
MARCH 2, 2022, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chairman Jon Moore at 7:35 A.M.

ROLL CALL: Taken by Deputy City Clerk Carrie Farr

MEMBERS PRESENT: Chairman Jon Moore, Vice-Chairman Brianna Carroll, Commissioners: Dave Acton, Josh Ardelean, Bill Gilbert, Sue Osika and Melissa Wheeler. Josh Ardelean joined the meeting at 7:36 after roll call.

MEMBERS ABSENT: Kenneth Cushman

OTHERS PRESENT: Beth Kuiper, Director

AGENDA: IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER CARROLL TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD FEBRUARY 9, 2022.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1) CHECK REGISTER: FEBRUARY 2022 – Discussion regarding legal fees incurred, it was agreed the budget should include a line item to cover such fees in the future.

IT WAS MOVED BY VICE CHAIR CARROLL, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE THE CHECK REGISTER FOR FEBRUARY 2022 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT – Authority Member Gilbert noted adjustments will be made in June for lines items that have exceeded budget.

3) CREDIT CARD RECONCILIATION – A positive balance exists due to a check being sent in error. It will be credited to the balance when the next charges are incurred.

4) SHIACASH REPORT – Attendees of the Chocolate Walk were encouraged to use their ShiaCash, along with participants in the Chamber of Commerce's St. Patrick's Day event.

5) CHARGEPOINT REPORT– Authority Member Omer reported a module was not working in one of the machines. Authority Member Osika asked for more detailed reports once usage increases. Director Kuiper noted things were operational and ready for next steps including Authority Member Acton scheduling a ribbon cutting.

6) BOARD RETREAT REPORT– The retreat held January 26, 2022 at Fosters Coffee included work on Program Flow Charts and review of the DDA’s Mission, Vision and Goals. A new tagline was suggested to replace, “Gather Around.” This new tagline will be included with the logo on all communications.

MOTION BY AUTHORITY MEMBER ARDELEAN, SUPPORTED BY AUTHORITY MEMBER ACTON TO APPROVE THE NEW TAGLINE, “LEARN OUR STORY. CREATE YOUR OWN.”

AYES: ALL. MOTION CARRIED.

7) CHAIRMAN LIGHTS–The packet included options A-D with visuals. The consensus among the Board was choice C. It was noted light poles will be replaced along Exchange Street. Existing poles will not be replaced one for one; every other will be a bollard (with power) due to increased light output.

8) 2022/2023 BUDGET – Authority Member Gilbert went over the budget and stressed the fact that committees for events will be made aware of their individual expenses and must raise funds to match expenses and profit. The one major change was on the income side, a line item was added for organization income to be raised by a committee to have as base funds. Authority Member Osika expressed concern over the line item “Christmas” budgeted at \$5,500.

BUDGET: IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE BUDGET WITH THE FOLLOWING CHANGE: LINE ITEM “CHRISTMAS” AT \$5500 WILL BE CHANGED TO GENERAL STREETScape EXPENSES.

AYES: CHAIRMAN MOORE, VICE CHAIR CARROLL, AUTHORITY MEMBERS ACTON, ARDELEAN, GILBERT, WHEELER, OMER.

NAYS: AUTHORITY MEMBER OSIKA.

ABSENT: AUTHORITY MEMBER CUSHMAN.

MOTION PASSED.

COMMITTEE UPDATES:

- 1) Streetscape & Beautification** – Discussion about Chairman lights and trees erroneously planted on Exchange Street. These will be removed and sold.
- 2) Promotion** – Chocolate Walk was a great success with 300 tickets sold and many out of town visitors. Considerations should be made for dates that overlap with other downtown events such as Lebowsky Center plays for parking concerns. Authority Member Osika asked that something be included on the back side of the map to promote Owosso.
- 3) Outreach** – It was noted John Hankerd has retired. Work is being done on the Influencer program.
- 4) Economic Vitality** – Authority Member Omer noted there are no RLF Loan applications at this time.

Small Business Meetups and Match on Main – Vice Chair Carroll noted Small Business Meetup will be next month at Books & Beans.

Optimize Main Street – Director Kuiper indicated seven businesses applied and were awarded.

Match on Main- The Board will apply on behalf of interested businesses.

R2R – Vice Chair Carroll gave an update regarding packets and window decals with QR codes for leasing information for empty buildings.

Board Continuing Education/Information: Main Street Conference is in Richmond, Virginia this year and will cost about \$2,000 for Director Kuiper's attendance.

MOTION BY VICE CHAIR CARROLL, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE DIRECTOR KUIPER'S ATTENDANCE AT THE MAIN STREET CONFERENCE UTILIZING FUNDS FROM THE CONTINUING EDUCATION BUDGET LINE ITEM.

AYES: ALL. MOTION CARRIED.

Director Updates: Updates were provided throughout the meeting.

PUBLIC COMMENTS: None

BOARD COMMENTS: Authority Member Ardelean noted he encouraged the Chamber of Commerce to do a website push regarding ShiaCash.

ADJOURNMENT:

IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:49 A.M.

AYES: ALL. MOTION CARRIED.

Owosso Main Street
Check Register - By Check Number
March 2022

Num	Date	Name	Memo	Account	Paid Amount
3431	03/15/2022	Kelly's Refuse		296-000-101.250 Checking #0657	
	02/28/2022		Monthly Trash Service - Dumpster	296-200-831.000 MAINTENANCE	-400.00
	02/28/2022		Monthly Trash Service - Containers	296-200-831.000 MAINTENANCE	-1,000.00
TOTAL					-1,400.00
3432	03/15/2022	Carrie Farr		296-000-101.250 Checking #0657	
202203	03/02/2022			296-200-818.000 CONTRACT SER	-50.00
TOTAL					-50.00
3433	03/15/2022	Charles F. Gilbert & Sons Inc.		296-000-101.250 Checking #0657	
MOM 2021	03/03/2022		Gilbert's Do it Best Hardware	296-698-818.000 - MATCH ON MAIN	-25,000.00
TOTAL					-25,000.00
3434	03/19/2022	TEaM Design		296-000-101.250 Checking #0657	
3855-1	03/09/2022		Social Media management of Oct 2021 - Feb 2022	296-695-818.000-WEBSITE	-500.00
TOTAL					-500.00
3435	03/19/2022	VOID		Event Acct #1994	
TOTAL					0.00
3436	03/19/2022	Deeann M Biondi LLC	VOID:	296-000-101.250 Checking #0657	
TOTAL					0.00
3436	03/19/2022	VOID		Event Acct #1994	
TOTAL					0.00
3437	03/19/2022	VOID		Event Acct #1994	
TOTAL					0.00
3438	03/19/2022	Deeann M Biondi LLC	VOID:	296-000-101.250 Checking #0657	
TOTAL					0.00
3438	03/19/2022	VOID		Event Acct #1994	
TOTAL					0.00
3440	03/18/2022	Deeann M Biondi LLC	VOID:	296-000-101.250 Checking #0657	
TOTAL					0.00
3441	03/18/2022	VOID		Event Acct #1994	
TOTAL					0.00

Owosso Main Street
Check Register - By Check Number
March 2022

Num	Date	Name	Memo	Account	Paid Amount
3442	03/19/2022	Deeann M Biondi LLC		296-000-101.250 Checking #0657	
2022-04	03/17/2022		February 2022 Services	296-200-818.000 CONTRACT SER	-500.00
TOTAL					-500.00
3443	03/24/2022	Shattuck Specialty Advertising		296-000-101.250 Checking #0657	
	03/22/2022		Owosso Chocolate Walk Map cards	296-696-818.000 CHOCOLATE WALK	-62.00
TOTAL					-62.00

Owosso Main Street
Profit & Loss Budget vs. Actual
July 2021 through March 2022

	Jul '21 - Mar 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
296-000-401.403 GEN PROP TAX	32,984.97	33,700.00	-715.03
296-000-401.403 LCSA ACT DIST	16,781.06	16,800.00	-18.94
296-000-401.405 TIF	178,170.00	178,170.00	0.00
296-000-664.664 INTEREST INCOME	1,880.55	2,200.00	-319.45
296-000-671.676 DESIGN INCOME			
296-000-671.676-STREETSCAPE	20,000.00	20,000.00	0.00
296-000-671.676-WAYFINDING	630.00		
Total 296-000-671.676 DESIGN INCOME	20,630.00	20,000.00	630.00
296-000-671.677 ER INCOME			
296-000-671.677-MATCH ON MAIN	25,000.00	25,000.00	0.00
296-000-671.677-SERVICE	3,525.00	3,525.00	0.00
Total 296-000-671.677 ER INCOME	28,525.00	28,525.00	0.00
296-000-671.678 PRO INCOME			
296-000-671.678-DOWNTOWNPROMO	2,200.00	2,200.00	0.00
296-000-671.678-GLOW	8,957.09	8,900.00	57.09
296-000-671.678-VINTAGEMOTORCY	3,100.00	3,100.00	0.00
296-000-671.678 CHOCOLATE WALK	3,550.00	3,550.00	0.00
Total 296-000-671.678 PRO INCOME	17,807.09	17,750.00	57.09
296-000-671.679 ORG INCOME			
296-000-671.679-BUSSTEWARD	175.00	175.00	0.00
296-000-671.679-COMMDEVELSERVES	4,096.66	4,100.00	-3.34
Total 296-000-671.679 ORG INCOME	4,271.66	4,275.00	-3.34
296-000-695.699 FUND BAL	6,011.90	6,100.00	-88.10
Total Income	307,062.23	307,520.00	-457.77
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	710.82	2,000.00	-1,289.18
296-200-810.000 INSURANCE	3,000.00	3,000.00	0.00
296-200-818.000 CONTRACT SER	12,775.00	14,000.00	-1,225.00
296-200-820.300 TELEPHONE	229.13	0.00	229.13
296-200-831.000 MAINTENANCE	52,850.68	40,000.00	12,850.68
296-200-858.000 MEMBER + DUES	300.00	1,000.00	-700.00
296-200-860.000 ED + TRAINING	0.00	2,000.00	-2,000.00
296-200-999.101 CONTR-GF ADMIN	23,655.84	41,285.54	-17,629.70
Total DEP 200 GEN SERVICES	93,521.47	103,285.54	-9,764.07

Owosso Main Street
Profit & Loss Budget vs. Actual
July 2021 through March 2022

	Jul '21 - Mar 22	Budget	\$ Over Budget
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	23.00	0.00	23.00
296-695-818.000 ORG WK PLNS			
296-695-818.000-VOLDATA	328.66	430.00	-101.34
296-695-818.000-WEBSITE	5,657.96	6,000.00	-342.04
Total 296-695-818.000 ORG WK PLNS	5,986.62	6,430.00	-443.38
Total DEP 695 ORGANIZATION EXPENSES	6,009.62	6,430.00	-420.38
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-DOWNTOWNPROMO	4,409.89	2,000.00	2,409.89
296-696-818.000-GLOW	9,620.27	6,000.00	3,620.27
296-696-818.000-NYEPARTY	3,481.71		
296-696-818.000-VINTAGEMOTORCY	2,628.02	3,000.00	-371.98
296-696-818.000 CHOCOLATE WALK	284.92		
Total 296-696-818.000 PRO WK PLNS	20,424.81	11,000.00	9,424.81
Total DEP 696 PROMOTION EXPENSES	20,424.81	11,000.00	9,424.81
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-CHRISTMAS	5,643.00	0.00	5,643.00
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BASKETS	0.00	3,500.00	-3,500.00
296-697-818.000-BED PLANTS	156.18	1,500.00	-1,343.82
Total 296-697-818.000-FLOWER PROGRAM	156.18	5,000.00	-4,843.82
296-697-818.000-STREETSCAPE	36,201.00	55,000.00	-18,799.00
Total 296-697-818.000 DES WK PLNS	42,000.18	60,000.00	-17,999.82
296-697-828.000-EVSTATION	665.54	5,400.00	-4,734.46
DEP 697 DESIGN EXPENSES - Other	0.00	3,000.00	-3,000.00
Total DEP 697 DESIGN EXPENSES	42,665.72	68,400.00	-25,734.28
DEP 698 ER EXPENSES			
296-698-818.000 - MATCH ON MAIN	25,000.00	0.00	25,000.00
DEP 698 ER EXPENSES - Other	0.00	1,500.00	-1,500.00
Total DEP 698 ER EXPENSES	25,000.00	1,500.00	23,500.00
DEP 901 - CAPITAL OUTLAY			
296-901-965.730 PARKING	1,905.31	9,000.00	-7,094.69
Total DEP 901 - CAPITAL OUTLAY	1,905.31	9,000.00	-7,094.69

Owosso Main Street
Profit & Loss Budget vs. Actual
July 2021 through March 2022

	<u>Jul '21 - Mar 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	7,255.56	66,800.00	-59,544.44
Total DEP 966 TRANSFER OUT	<u>7,255.56</u>	<u>66,800.00</u>	<u>-59,544.44</u>
 Total Expense	 <u>196,782.49</u>	 <u>266,415.54</u>	 <u>-69,633.05</u>
 Net Ordinary Income	 <u>110,279.74</u>	 <u>41,104.46</u>	 <u>69,175.28</u>
 Net Income	 <u><u>110,279.74</u></u>	 <u><u>41,104.46</u></u>	 <u><u>69,175.28</u></u>

10:05 AM

03/24/22

Owosso Main Street
Reconciliation Detail
296-000-202.100 Credit Card, Period Ending 03/14/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						-84.18
Cleared Transactions						
Charges and Cash Advances - 5 items						
Credit Card Charge	02/19/2022		Google	X	-9.99	-9.99
Credit Card Charge	02/21/2022		SignUp.com	X	-99.99	-109.98
Credit Card Charge	03/01/2022		BlueHost, Inc	X	-157.96	-267.94
Credit Card Charge	03/12/2022		Notion Labs	X	-30.00	-297.94
Credit Card Charge	04/07/2022		Squarespace	X	-144.00	-441.94
Total Charges and Cash Advances					-441.94	-441.94
Total Cleared Transactions					-441.94	-441.94
Cleared Balance					441.94	357.76
Register Balance as of 03/14/2022					441.94	357.76
Ending Balance					441.94	357.76



CHANGE PASSWORD

HELP PORTAL

home / dashboard

GIFTING

Send Gifts Now

ACTIVITY

View Orders

Process Payments

Orders to Approve

REPORTING

Dashboard

Merchant Redemptions

Payment History

Data Export

PROMOTIONS

Fundraising

BOGO

Discounts

ADMINISTRATION

My Organization Profile

Cert Templates

Cert Denominations

Manage Users

Manage Merchants

Manage Ads

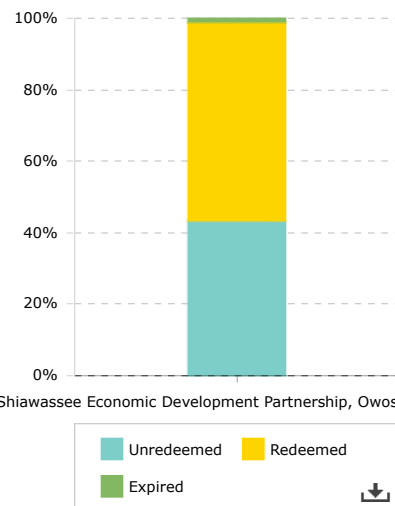
	Issued	Redeemed	Purchasers	Recipients
Total	\$72,720	\$40,565	156	163
YTD	\$1,200	\$12,875	2	2
In Circulation	\$31,405	Payments Owed		
		\$8,717.00		

Start Date Issued: 01/01/2022

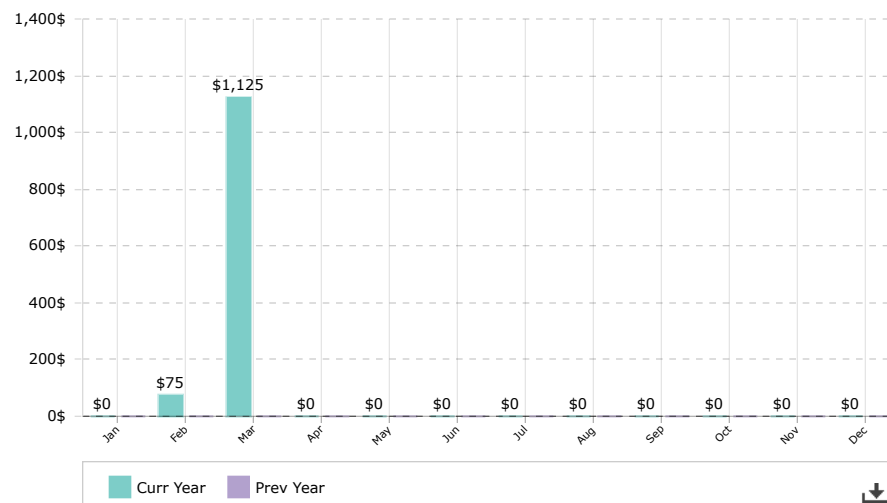
End Date Issued: 12/31/2022

SEARCH

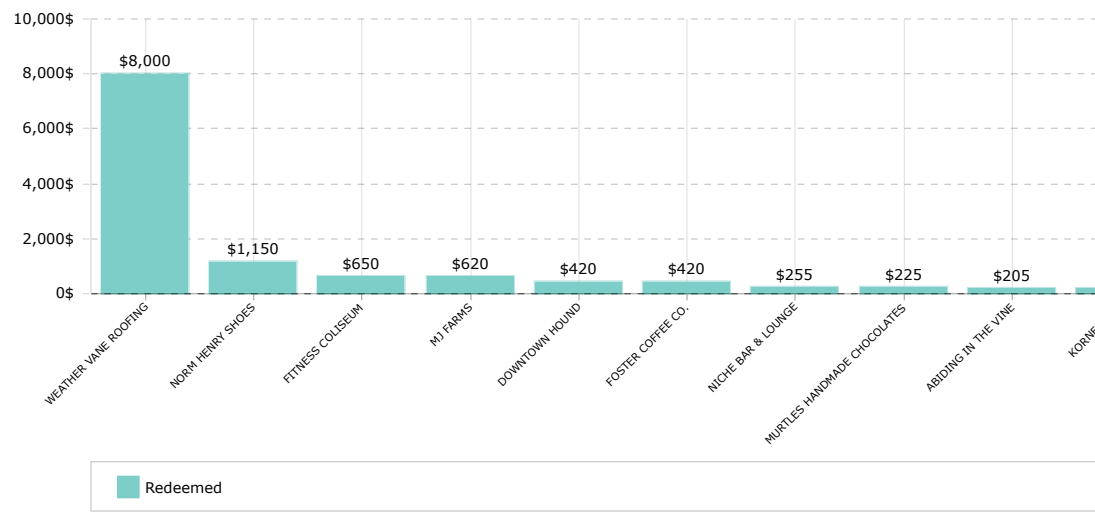
Total Currency Circulation



Currency Issued By Month

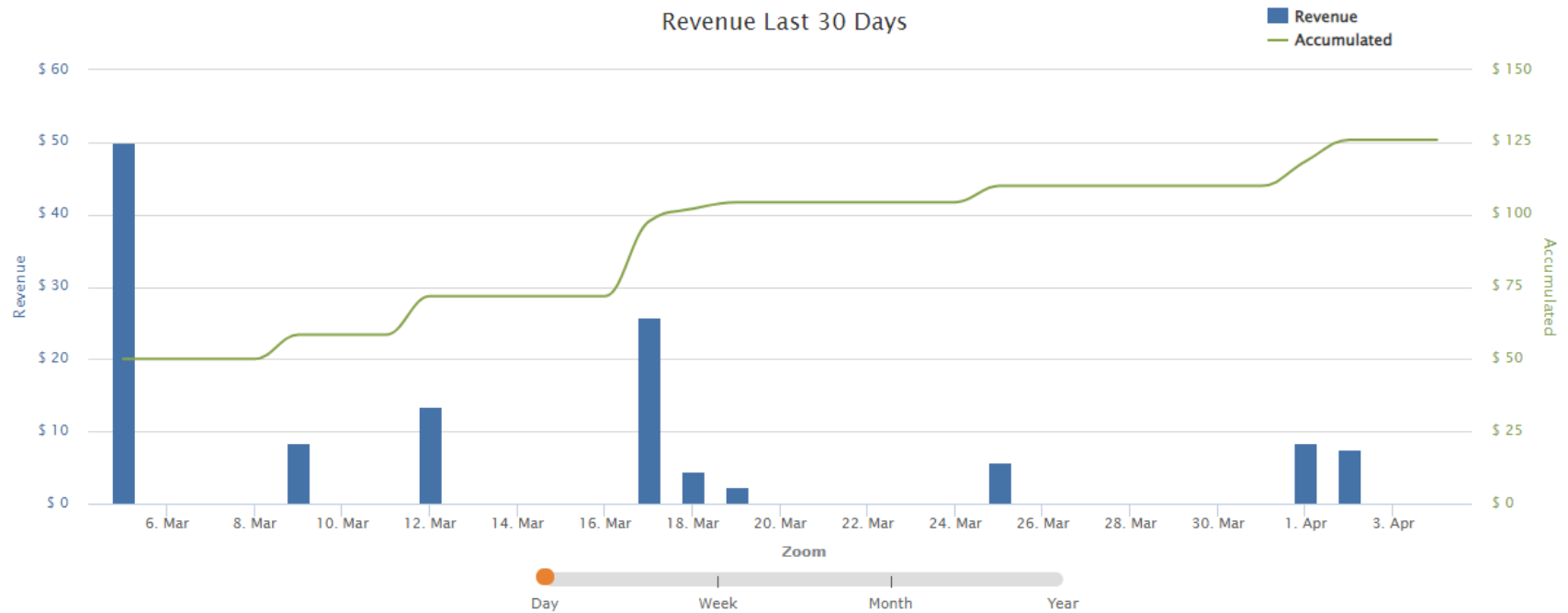


Top 10 Merchant Redemptions



Analytics Chart

View Revenue By Time Period Last 30 Days **Update** -- Export--



Filter

Filtered: None



301 W. Main St. Owosso, MI 48867 | 989.725.0571 | beth.kuiper@ci.owosso.mi.us

4/4/2022

To Whom It May Concern,

On 1/05/2022, the OMS/DDA supported the motion to install (6) security cameras within their boundaries and move the NVR unit from DayStarr Communications to Owosso Public Safety in order to reduce vandalism at a cost of \$4051.61 from the OMS/DDA general fund . An agreement was made between the City of Owosso, Owosso Public Safety, and the OMS/DDA to transition security camera costs, service, maintenance and administration from the OMS/DDA to Owosso Public Safety starting FY2022/23 as a means to support these initiatives.

X _____

Kevin Lenkart, Director, Owosso Public Safety

X _____

Beth Kuiper, Director, Owosso Main Street/Downtown District Authority

Kindest Regards,

Beth Kuiper

Downtown Owosso DDA/Main Street Executive Director

O: 989.725.0571

Beth.Kuiper@ci.owosso.mi.us



August 10th, 2017

Greeting Building and Business Owners

The Downtown Development Authority has approved the plan and I am writing to initiate the final steps to execute this initiative. Moving forward, participants will share a single 6-yard dumpster and split the cost equally between said participants.

This dumpster will be contracted between Kelly's Refuse and the DDA. The DDA will invoice participating entities for 1 year of refuse service. The inaugural year of the program will include fees appropriate to starting services with Kelly's Refuse and a cancelation fee of \$150 for ending services with Specialty Salvage (current provider to J & S Tire).

Monthly refuse service cost for 6-yard dumpster emptied 2 times a week is \$200 per month or \$2,400 split between participating entities. The estimated first year's bill: \$2,550 split by 7 parties, estimating \$365 per party.

7 parties involved

- | | | |
|--------------------|-----------------|----------------|
| - Michael Erfourth | - Jim Woodworth | - Steven Cohen |
| - Acton/Wesener | - Kori Shook | |
| - Randy Woodworth | - Jim Civile | |

Please note that Steve Gill from J & S is included in the use of this dumpster plan. His portion is equally divided as payment for his parking/property used to house the shared dumpster.

Once I have collected a signed copy of this document from each of the above participants, I will forward information to Josh Adams for DDA invoicing. Once Josh has received documentation the dumpster can be ordered and placed within 2 weeks.

Please sign below to accept the information provided above and acknowledge your participation in the dumpster share plan.

Town & Country, LLC

Name/Business

[Signature]
Signature

8/19/17

Date

Thank you for your patience as I worked to organize and present a "dumpster share plan" that was set forth to clean up our alley. Looking forwards to our continued progression together.

Best

Albert W. Martenis III
Owner Representative
The Wesener

August 25th, 2017

Greeting Building and Business Owners

The Downtown Development Authority has approved the plan and I am writing to initiate the final steps to execute this initiative. Moving forward, participants will share a single 6-yard dumpster and split the cost equally between said participants.

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Monthly refuse service cost for 6-yard dumpster emptied 3 times a week is \$300 per month or \$3,600 split between participating entities. The estimated first year's bill: \$3,750 split by 10 parties, estimating \$375 per party.

10 parties involved

- | | | |
|------------------------------|----------------------------|--------------------------|
| - Michael Erfourth | - Jim Woodworth | - Steven Cohen |
| - Acton/Wesener | - Kori Shook | - Coldwell Banker |
| - Randy Woodworth | - Owosso Eye Care/Dr. Hall | - Rory Keay/Edward Jones |
| - James Gutting/Sosumi Sushi | | |

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Please sign below to accept the information provided above and acknowledge your participation in the dumpster share plan.

<u>Tom Hall II / Owosso Eye Care</u>	<u></u>	<u>8/30/17</u>
Name/Business	Signature	Date

Thank you for your patience as I worked to organize and present a "dumpster share plan" that was set forth to clean up our alley. Looking forwards to our continued progression together.

Best

Albert W. Martenis III
Owner Representative
The Wesener

August 25th, 2017

Greeting Building and Business Owners

The Downtown Development Authority has approved the plan and I am writing to initiate the final steps to execute this initiative. Moving forward, participants will share a single 6-yard dumpster and split the cost equally between said participants.

This dumpster will be contracted between Kelly's Refuse and the DDA. The DDA will invoice participating entities for 1 year of refuse service. The inaugural year of the program will include fees appropriate to starting services with Kelly's Refuse and a cancelation fee of \$150 for ending services with Specialty Salvage (current provider to J & S Tire).

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10 parties involved

- | | | |
|------------------------------|----------------------------|--------------------------|
| - Michael Erfourth | - Jim Woodworth | - Steven Cohen |
| - Acton/Wesener | - Kori Shook | - Coldwell Banker |
| - Randy Woodworth | - Owosso Eye Care/Dr. Hall | - Rory Keay/Edward Jones |
| - James Gutting/Sosumi Sushi | | |

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Coldwell Banker Professionals		8/25/17
Name/Business	Signature	Date

Thank you for your patience as I worked to organize and present a "dumpster share plan" that was set forth to clean up our alley. Looking forwards to our continued progression together.

Best

Albert W. Martenis III
Owner Representative
The Wesener

August 10th, 2017

Greeting Building and Business Owners

The Downtown Development Authority has approved the plan and I am writing to initiate the final steps to execute this initiative. Moving forward, participants will share a single 6-yard dumpster and split the cost equally between said participants.

This dumpster will be contracted between Kelly's Refuse and the DDA. The DDA will invoice participating entities for 1 year of refuse service. The inaugural year of the program will include fees appropriate to starting services with Kelly's Refuse and a cancelation fee of \$150 for ending services with Specialty Salvage (current provider to J & S Tire).

Monthly refuse service cost for 6-yard dumpster emptied 2 times a week is \$200 per month or \$2,400 split between participating entities. The estimated first year's bill: \$2,550 split by 7 parties, estimating \$365 per party.

7 parties involved

- | | | |
|--------------------|-----------------|----------------|
| - Michael Erfourth | - Jim Woodworth | - Steven Cohen |
| - Acton/Wesener | - Kori Shook | |
| - Randy Woodworth | - Jim Civile | |

Please note that Steve Gill from J & S is included in the use of this dumpster plan. His portion is equally divided as payment for his parking/property used to house the shared dumpster.

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Please sign below to accept the information provided above and acknowledge your participation in the dumpster share plan.

		
Name/Business	Signature	Date

Thank you for your patience as I worked to organize and present a "dumpster share plan" that was set forth to clean up our alley. Looking forwards to our continued progression together.

Best

Albert W. Martenis III
Owner Representative
The Wesener

August 10th, 2017

Greeting Building and Business Owners

The Downtown Development Authority has approved the plan and I am writing to initiate the final steps to execute this initiative. Moving forward, participants will share a single 6-yard dumpster and split the cost equally between said participants.

This dumpster will be contracted between Kelly's Refuse and the DDA. The DDA will invoice participating entities for 1 year of refuse service. The inaugural year of the program will include fees appropriate to starting services with Kelly's Refuse and a cancelation fee of \$150 for ending services with Specialty Salvage (current provider to J & S Tire).

Monthly refuse service cost for 6-yard dumpster emptied 2 times a week is \$200 per month or \$2,400 split between participating entities. The estimated first year's bill: \$2,550 split by 7 parties, estimating \$365 per party.

7 parties involved

- | | | |
|--------------------|-----------------|----------------|
| - Michael Erfourth | - Jim Woodworth | - Steven Cohen |
| - Acton/Wesener | - Kori Shook | |
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<u>116 N. WASHINGTON</u>	<u></u>	<u>8-11-17</u>
Name/Business	Signature	Date

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Owner Representative
The Wesener

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Monthly refuse service cost for 6-yard dumpster emptied 2 times a week is \$200 per month or \$2,400 split between participating entities. The estimated first year's bill: \$2,550 split by 7 parties, estimating \$365 per party.

7 parties involved

- | | | |
|--------------------|-----------------|----------------|
| - Michael Erfourth | - Jim Woodworth | - Steven Cohen |
| - Acton/Wesener | - Kori Shook | |
| - Randy Woodworth | - Jim Civile | |

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<u>Century 21 Looking Glass</u>	<u>[Signature]</u>	<u>8/11/17</u>
Name/Business	Signature	Date

Thank you for your patience as I worked to organize and present a "dumpster share plan" that was set forth to clean up our alley. Looking forwards to our continued progression together.

Best

Albert W. Martenis III
Owner Representative
The Wesener

Send invoice to Century 21 Looking Glass
114 N. Washington
Dorchester, MA 01887

Thanks, Albert!

August 10th, 2017

Greeting Building and Business Owners

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Monthly refuse service cost for 6-yard dumpster emptied 2 times a week is \$200 per month or \$2,400 split between participating entities. The estimated first year's bill: \$2,550 split by 7 parties, estimating \$365 per party.

7 parties involved

- | | | |
|--------------------|-----------------|----------------|
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| - Acton/Wesener | - Kori Shook | |
| - Randy Woodworth | - Jim Civile | |

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<u>J & S Sales and Service</u>	<u></u>	<u>8/11/17</u>
Name/Business	Signature	Date

Thank you for your patience as I worked to organize and present a "dumpster share plan" that was set forth to clean up our alley. Looking forwards to our continued progression together.

Best

Albert W. Martenis III
Owner Representative
The Wesener

August 25th, 2017

Greeting Building and Business Owners

The Downtown Development Authority has approved the plan and I am writing to initiate the final steps to execute this initiative. Moving forward, participants will share a single 6-yard dumpster and split the cost equally between said participants.

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Monthly refuse service cost for 6-yard dumpster emptied 3 times a week is \$300 per month or \$3,600 split between participating entities. The estimated first year's bill: \$3,750 split by 10 parties, estimating \$375 per party.




10 parties involved

- | | | |
|------------------------------|----------------------------|--------------------------|
| - Michael Erfourth | - Jim Woodworth | - Steven Cohen |
| - Acton/Wesener | - Kori Shook | - Coldwell Banker |
| - Randy Woodworth | - Owosso Eye Care/Dr. Hall | - Rory Keay/Edward Jones |
| - James Gutting/Sosumi Sushi | | |

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Owner Representative
The Wesener

August 10th, 2017

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Monthly refuse service cost for 6-yard dumpster emptied 2 times a week is \$200 per month or \$2,400 split between participating entities. The estimated first year's bill: \$2,550 split by 7 parties, estimating \$365 per party.

7 parties involved

- | | | |
|--------------------|-----------------|----------------|
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Please sign below to accept the information provided above and acknowledge your participation in the dumpster share plan.

<u>Where is owosso LLC</u>	<u>D/B/A OTOWN CAFE</u>	<u>Solun</u>	<u>Managing member</u>	<u>8-10-1</u>
Name/Business		Signature		Date

Thank you for your patience as I worked to organize and present a "dumpster share plan" that was set forth to clean up our alley. Looking forwards to our continued progression together.

Best

Albert W. Martenis III
Owner Representative
The Wesener



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

The 2021 tax capture that was transferred from DDA to OBRA #15 Armory is \$31,602.48.

3106

Check Number

Owosso Main Street Purchase Order Request Form

Step 1: Work Plan + Budget

Make sure all purchases are associated with a corresponding committee, work plan, and/or budgeted item.

Step 2: Research

Per the OMS Purchasing Process, describe your research and/or bidding process below:

Description of bidding/research process:

- ☒ Routine Billing (Board/Committee Approved)
- ☒ DDA Obligations
- ☐ Payroll (Board Approved)
- ☒ Downtown Maintenance
- ☐ Work Plan Purchase (Committee Approved)

Notes:

Armory Restroom Lease

Step 3: Product/Service Information

Describe the nature of the product or service you have selected. Alternatively, attach documentation providing this information. Please attach all invoicing documentation. You may also attach an RFI, RFP, and RFQ with responses to document this process.

Description of item(s):

Yearly Armory Restroom Lease Payment

Price: \$3,000.00

Vendor/Supplier:

Owosso Master
Tenant, LLC.

Step 4: Approval - To be completed by Board Member or Committee Chair

Verify and check all boxes:

- ☐ This purchase is part of a committee approved work plan.
- ☒ This invoice is associated an appropriate line item within the OMS budget.
- ☒ This purchase is in compliance with the Owosso Main Street Purchasing Process.

I certify that the above statements are true.

David L. Acton

Board Member/Committee Chair Signature

6-12-20

Date

PO Number (if applicable)

(Main Street Manager will provide)

**215 N. Water St.
Owosso, MI 48867**

Date	Invoice #
5/1/2020	359

Bill To
Owosso Main Street Josh Adams 301 W. Main St. Owosso, MI 48867

Description	Amount
2020 Public restroom use	3,000.00
	Total 3,000.00

3106

Owosso Main Street
301 W. Main St
Owosso, MI 48867
(989) 494-3344

 EZShield™ Check Fraud
Protection for Business

74-1001/724

5/29/2020

PAY TO THE
ORDER OF Owosso Master Tenant, LLC.

\$3,000.00**

Three Thousand and 00/100 *****
DOLLARS

Owosso Master Tenant, LLC.
215 N. Water Street
Owosso, MI 48867

David L. Butler

MEMO

Yearly Armory Restroom Lease Payment

5270210EE2 3E700772201 907E00

Security features. Details on back.

AUTHORIZED SIGNATURE

MANUAL AND PROCESS DESCRIPTION

This manual and process version will be applicable from July 1, 2022 through June 30, 2023

INTRODUCTION

This program is available to B1 – B4 zoned for-profit businesses, landowners, and corporations within the city limits.

Monies are available by the OMS/DDA until the \$250,000.00 reserve is reached.

OMS/DDA administers the program as authorized by the city council.

The program is administered on a year-by-year basis.

The Revolving Loan Fund Committee of OMS/DDA leads the program and is responsible to recommend updates to the program on a fiscal year basis.

The fiscal year is from July 1st of the current year through June 30th of the subsequent year, however due to change in staff, year 2022 will be inconsistent to normal standards and protocol will resume on July 1, 2022.

The OMS/DDA Board will approve or reject the recommended changes at the April Board meeting from the RLF Sub-Committee.

With or without changes, this Program Process and Manual will be approved by the OMS/DDA Board and made available for use by July 1st of each year.

All loans and grants will require a \$350.00 processing fee if awarded.

All loans will be made at 3% fixed rate per year.

Loan length will be ten years or less; dependent on lease agreement.

Loan maximums are up to \$50,000 per project.

Grant maximums are up to \$50,000 per project. Only (4) grants per year will be rewarded.

Loans and/or grants may be made on the same project.

Loans are paid prior to project start; grants are paid upon project completion.

Repayment of loans will begin one month after the City of Owosso's Financial Department releases the check.

Loans and/or grants cannot be issued to projects that have either started or have been completed prior to approval of program application.

ELIGIBLE PROJECT TYPES

1. Building access improvements including elevators – loans or grants
2. Preservation of historic buildings
3. Upper story housing development
4. Retail space build outs and upgrading
5. Acquisition and improvement of blighted properties
6. Signage purchase or restoration
7. Environmental studies
8. Small Business start-up costs (working capital only): {Examples of eligible working capital include: purchase of a point-of-sale system, marketing expenses, or inventory of retail goods.}
9. Match on Main approved projects
10. Removal or repair of underground vaults.

INELIGIBLE PROJECT TYPES

1. Re-financing of debt owed to private sector entities such as banks, credit unions, etc.
2. Projects or part of projects unrelated to the scope described in the program application
3. Employee wages or benefits, rent, mortgage payments, utilities, machine leases, vehicle leases, taxes and insurance, professional fees, credit card processing fees and other soft costs.
4. Payment of taxes, utilities, or other similar obligations

APPLICATION PROCESS STEPS

THIS PROCESS CAN TAKE UP TO (3) MONTHS

1. Contact OMS/DDA Director, Beth Kuiper, at beth.kuiper@ci.owosso.mi.us for a preliminary meeting to discuss the program's scope.
2. Obtain and complete the application form from the OMS/DDA website (downtownowosso.org)
3. Submit by email the application form to: beth.kuiper@ci.owosso.mi.us
4. The RLF subcommittee of the OMS/DDA Board will review at their next meeting and advise applicant whether your application was accepted for further consideration. If an application is not accepted, you will be provided a rationale for the decision and steps to re-apply.
5. If your application was for a grant or loan and approved by the OMS/DDA RLF subcommittee, the OMS/DDA Board of Directors will approve or deny the application at their next meeting.
6. If your application was for a grant or loan is approved by the OMS/DDA Board of Directors, the application will then be submitted to the Owosso City Council at their next meeting.
7. Upon approval by the Owosso City Council, a loan will require a promissory note, personal guarantee, and ACH automatic payments.
8. The City of Owosso's financial department will release a check and create a coupon book for loans once all proper and completed paperwork is submitted. Invoices will not be mailed.
9. The City of Owosso's financial department will release a check for grants once all paid invoices are provided.

CRITERIA FOR ELIGIBLE PROJECT TYPES

1. Building Access Projects

- A. The building must be multi-story and have 4,000 or more square feet per floor
- B. For shared elevator projects, adjoining building floor size can be included to achieve 4,000 square feet if necessary
- C. Projects may include barrier free lavatories, aisle and doorway widening, and ramps
- D. Architectural services for building access are eligible for a grant of up to \$5,000
- E. Elevators for building access are eligible for a grant of up to \$25,000

2. Preservation of Historic Buildings

- A. If applicable, the project plan must be approved by the Historic District Commission prior to submission to the loan committee

3. Upper Story Housing Development

- A. The upper story must have a minimum of 800 square feet; “micro loft/studio” projects will be considered
- B. Air conditioning and cable wiring (?) in each room except bathrooms must be included
- C. Fire suppression must be included, and the fire suppression plan must be approved by the city building inspector **prior submission** to the loan committee
- D. Fire suppression is eligible for a grant of up to \$12,500 per unit for projects with upper floor residential units
- E. Architectural services are eligible for a grant of up to \$1,500 for each residential unit, with a maximum grant of \$12,000 per project
- F. Elevators for upper story housing development are eligible for a grant of up to \$25,000

4. Retail Space Build Outs and Upgrading

- A. Projects may include mechanical and electrical systems, roof work, partitions, windows, doors, painting, and sign repair
- B. Architectural services are eligible for a grant of up to \$3,000 per project

5. Acquisition and Improvement of Blighted Properties

- A. A description of the plans for the property must be included with the application form
- B. If preliminarily approved by OMS/DDA, a detailed plan with timing must be submitted to OMS/DDA for further review prior to submission of the application to the loan committee

6. Signage Purchase or Restoration

- A. Building must be 50 years or older
- B. If in the historic district, the plan must be approved by the Historic District Commission prior to submission to the loan committee

7. Environment Studies

- A. The building or site must have a brownfield plan
- B. The building or site must be contaminated or suspected of being contaminated
- C. Phase I and Phase II studies are eligible

8. Emergency Response Implementation I THINK IT'S TIME TO REMOVE THIS

Business & Property Owner Aid:

- A. These funds will be issued in temporary, 6-month durations Initiated by local, state, and/or national emergencies (natural or economical) - beyond the control of local business & property owners

- B. Eligible loan purposes include rent, utilities, payroll, and site restoration
- C. Loan amounts allowed up to \$5,000.00. **Applications greater than \$5,000.00 can be reviewed.**
- D. Loans can be awarded to meet the emergency need of up to 3 months of eligible expenses
- E. Loan interest will be 0% if paid back within 12-months of award. Interest of 3% will start accumulating after the twelfth month.

Pre-existing Revolving Loans:

- F. Existing RLF loan payments maybe deferred up to 6-months
 - Deferrals will be issued on a case-to-case basis depending on the Emergency Response circumstance.
 - All deferrals must be approved by the OMS/DDA Board and City Council
 - Loan deferrals must be requested by the loan holder in written form via letter or email, providing reasoning for deferment. Other information may be requested by the Revolving Loan Committee to aid in their determination.
 - Requests for deferment should be reviewed by the Revolving Loan Subcommittee.
 - Upon review from the Loan Committee, if recommendation is determined, the loan request will be sent to City Council for final approval.
 - Program-wide deferrals can be considered during city, state, and/or country-wide Emergency Response declarations. Program-wide deferrals require both OMS/DDA and City Council approval.

CONCLUSIONS, QUESTIONS, AND CONTINUOUS IMPROVEMENT

The Owosso Main Street Board of Directors will determine subcommittee members.

The subcommittee consists of a city council representative, business owners, property owners, representatives from traditional lending institutions, and Owosso Main Street volunteers.

The subcommittee will make approval decisions based on criteria established by the committee as applicable to the project description.

If the subcommittee does not grant project approval, it will submit rationale to OMS/DDA.

OMS/DDA may then approve the project and is empowered to work with the applicant to determine and apply and necessary conditions and/or documents to assure project success.

Questions on the program manual, process, or any other aspect of the program may be directed to the OMS/DDA office at 989-277-1705 or beth.kuiper@ci.owosso.mi.us

Each year, led by the RLF subcommittee, the OMS/DDA Board will update and republish the manual and process based on continuous improvement input and recommendations.

OWASSO MAIN STREET

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 future movement and upward growth through economic initiatives that welcome the daytrip visitor and downtown resident.

Board of Directors & Executive Director

- Program Goals & Board-Driven Objectives
- Goal #1: Cultivate an environment that demonstrates a commitment to the development of businesses, housing and community organizations in Downtown Owosso.
 - Goal #2: Create and demonstrate a welcoming culture of hospitality for the visitors, businesses, and residents of Downtown Owosso.
 - Goal #3: Expand and sustain a model of "cooperation" among Downtown Owosso businesses, organizations, and attractions.
 - Board-Drive Objective #1: Develop a comprehensive volunteer recruitment & retention strategy that increases the capacity of the overall program.
 - Board-Driven Objective #2: Develop a fund generation structure/program (in addition to CDA & TIF funding) that secures adequate financial resources for building program capacity.

ADMINISTRATIVE

Executive Director
Website
Financials
Grant Applications
Contracts

Goals inform the strategic activities of the committees.

Each Sub-Committee, Task Force, & Work Plan focuses its strategic activity to contribute to the overall goals of Owosso Main Street/DDA



Additional Partner Organizations:

City of Owosso
National Main Street Center
Michigan Main Street Center/MEDC
Shiawassee Regional Chamber of Commerce
Shiawassee Economic Development Partnership
Small Business Development Center
Shiawassee County Convention & Visitors Bureau
Lebowsky Center for the Performing Arts
Owosso Historical Commission
Shiawassee Arts Center
Steam Railroading Institute