

AGENDA

OWOSSO MAIN STREET/DDA

REGULAR BOARD MEETING

Wednesday, May 4, 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: May 4, 2022

Review and approval of minutes: April 6, 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) Armory Bathroom Contract.....(Resolution)
- 7) Amended 2021/22 Budget.....(Resolution)
- 8) Approved 2022/23 Budget.....(Resolution)
- 9) L4029.....(Resolution)
- 10) AmeriCorps Member.....(Resolution)
- 11) Redevelopment Ready Community.....(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
APRIL 6, 2022, AT 7:30 A.M.**

CALL TO ORDER: The meeting was called to order by Chairman Moore at 7:33 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, Kenneth Cushman (7:45), Sue Osika (7:34) and Melissa Wheeler.

MEMBERS ABSENT: Commissioners Bill Gilbert and Lance Omer.

OTHERS PRESENT: Beth Kuiper, Director, Deeann Biondi

AGENDA: IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD MARCH 2, 2022.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None.

ITEMS OF BUSINESS:

- 1) **CHECK REGISTER: MARCH 2022** – It was noted the Match on Main funds had been deposited as the DDA is a pass through.

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

AYES: ALL. MOTION CARRIED.

- 2) **BUDGET REPORT** – Deeann Biondi detailed information about the budget and it's timing. She noted the fiscal year will begin in July. Quarterly the Board will reassess the budget. Taking of the minutes will be billed at \$49.00.
- 3) **CREDIT CARD RECONCILIATION** – The previous credit has been resolved.
- 4) **SHIACASH REPORT** – It was noted someone used ShiaCash to purchase a roof.
- 5) **CHARGEPOINT REPORT**– One charging station is down due a faulty part that needs to be replaced. Commissioner Acton will again speak to the contact for that work. There has been use even without marketing/ribbon cutting.
- 6) **SECURITY CAMERAS**– Director Kuiper detailed the history of the security cameras installed to prevent vandalism downtown. Commissioner Osika noted the agreement title should say "Development," not "District." Commissioner Acton inquired about the availability of Public Safety Staff to monitor cameras.

MOTION BY COMMISSIONER CUSHMAN, SUPPORTED BY VICE CHAIR CARROLL TO APPROVE MOVING THE CAMERA OPERATIONS TO THE PUBLIC SAFETY BUILDING.

AYES: ALL. MOTION CARRIED.

- 7) **TRASH CONTRACT**– DDA helped facilitate one large dumpster for location behind Wesener Building for many parties to share in lieu of having several dumpsters and providers. The cost was split amongst those parties, but many have failed to pay their portion leaving the DDA with much of the cost plus the burden of billing those participating parties.

MOTION BY VICE CHAIR CARROLL, SUPPORTED BY COMMISSIONER ACTON TO APPROVE THE DDA STEPPING OUT OF CONTRACT FOR SINGLE DUMPSTER BEHIND WESENER BUILDING, PROVIDING NOTICE TO SAID PARTICIPATING PARTIES AND TURNING CONTROL OF THAT OVER TO THE BUSINESS OWNERS. DDA WILL ASSIST, AS NECESSARY AND IT WILL CONCLUDE AT THE END OF THIS FISCAL YEAR WITH THE GOAL OF KEEPING ONE DUMPSTER SHARED IN THE AREA.
AYES: ALL. MOTION CARRIED.

- 8) **ARMORY BATHROOM CONTRACT** – Discussion regarding the amount of payment, the shared use with the Farmer's Market and actual costs incurred, now that it can be tracked. A decision will be postponed until Director Kuiper can meet with John Adams, Chamber President, to ascertain actual costs and come to an agreement.
- 9) **REVOLVING LOAN FUND MANUAL UPDATE** – It was noted that monies for legal fees (preparation of Promissory Note and supporting documents) will be deducted from the payout for grants and loans in the future. There will be a cap on the number of grants available. Director Kuiper will be the contact point for application.

MOTION BY VICE CHAIR CARROLL, SUPPORTED BY COMMISSIONER CUSHMAN TO ADOPT THE CHANGES TO THE RLF FUND MANUAL, AS PRESENTED.
AYES: ALL. MOTION CARRIED.

- 10) **OMS/DDA PROGRAM FLOWCHART** – Reviewed changes to the flowchart. Artwalk and Summer Sensation are upcoming events.

COMMITTEE UPDATES:

- 1) **Design** – Commissioner Wheeler gave an update regarding application for a landscaping grant. The downtown flower program has a sponsor so it can continue. The Chairman lights are on hold until funding can be obtained. Downtown Cleanup will be 9am-12noon on April 23, 2022.
- 2) **Promotion** – Bunny Hop, Artwalk, Custom Car Show, Vintage Motorcycle Days and Sidewalk Sales are all coming up. The Social District will be tagged and advertised with appropriate downtown events.
- 3) **Organization** – April is Volunteer month and a small event will be held to recognize them.
- 4) **Economic Vitality** – DDA did not obtain the Vibrancy Grant this year.

Board Continuing Education/Information: Director Kuiper will be in Richmond, Virginia for conference May 16-18, 2022.

Director Updates: Director Kuiper updated the Board on items throughout the meeting.

PUBLIC COMMENTS: None.

BOARD COMMENTS: None.

ADJOURNMENT:

IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY COMMISSIONER ARDELEAN TO ADJOURN AT 8:33 A.M. AYES: ALL. MOTION CARRIED.

NEXT MEETING: MAY 4, 2022.

Owosso Main Street
Check Register - By Check Number
April 2022

Num	Date	Name	Memo	Account	Paid Amount
	04/30/2022		Service Charge	296-000-101.250 Checking #0657	
			Service Charge	296-695-728.000 OPER SUPPLIES	-18.00
TOTAL					-18.00
3445	04/01/2022	First Bank Card	August 2021 CC payment	296-000-101.250 Checking #0657	
	03/16/2022		August 2021 CC payment	296-000-202.100 Credit Card	-357.76
TOTAL					-357.76
3446	04/01/2022	City of Owosso		296-000-101.250 Checking #0657	
00012-0000006317	03/17/2022		02/01/22-02/28/22 Payroll	296-299-702.100 SALARIES	-2,861.55
			0201/22-02/28/22 Social Security (FICA)	296-299-715.000 FICA	-219.23
			02/01/22-02/28/22 Health Insurance	296-299-716.100 HEALTH INSURANC	-945.65
			02/01/22-02/28/22 Dental Insurance	296-299-716.200 DENTAL INSURANC	-92.32
			02/01/22-02/28/22 Defined Contribution	296-299-718.200 DEFINED CONTRIB	-257.55
TOTAL					-4,376.30
3447	04/01/2022	City of Owosso		296-000-101.250 Checking #0657	
00012-0000006316	03/17/2022		Labor Downtown Repairs	296-200-831.000 MAINTENANCE	-325.36
			Equipment	296-200-831.000 MAINTENANCE	-22.66
TOTAL					-348.02
3448	04/01/2022	City of Owosso		296-000-101.250 Checking #0657	
00012-0000006318	03/17/2022		Liability Insurance and Bonds	296-200-810.000 INSURANCE	-3,000.00
			Telephone - Beth Kuiper	296-200-820.300 TELEPHONE	-229.13
			Computer repairs	296-200-818.000 CONTRACT SER	-100.00
			Ludington Electric - Chairman Lights	296-200-831.000 MAINTENANCE	-792.48
			Christmas Lights	296-696-818.000-GLOW	-236.86
TOTAL					-4,358.47
3449	04/01/2022	Kelly's Refuse		296-000-101.250 Checking #0657	
	03/31/2022		Monthly Trash Service - Dumpster	296-200-831.000 MAINTENANCE	-400.00
	03/31/2022		Monthly Trash Service - Containers	296-200-831.000 MAINTENANCE	-1,000.00
TOTAL					-1,400.00
3450	04/01/2022	City of Owosso	Customer 00012 EV Loan	296-000-101.250 Checking #0657	
00012-040122	04/01/2022		EV Charging Station Loan Principal Payment	EV Charging Station - DDA RLF	-382.91
			EV Charging Station Loan Interest Payment	296-697-828.000-EVSTATION	-69.74
TOTAL					-452.65
3451	04/02/2022	Deeann M Biondi LLC		296-000-101.250 Checking #0657	
2022-06	03/31/2022		Monthly Accounting	296-200-818.000 CONTRACT SER	-500.00
TOTAL					-500.00
3452	04/12/2022	American Speedy Print		296-000-101.250 Checking #0657	
13016	04/04/2022		Bunny Hop 2022	296-696-818.000-DOWNTOWNPROMO	-50.00
TOTAL					-50.00
3453	04/12/2022	Carrie Farr		296-000-101.250 Checking #0657	
202204	04/12/2022			296-200-818.000 CONTRACT SER	-49.00
TOTAL					-49.00
3454	04/12/2022	Murtle's Handmade Chocolates		296-000-101.250 Checking #0657	

Owosso Main Street
Check Register - By Check Number
April 2022

Num	Date	Name	Memo	Account	Paid Amount
000204	04/09/2022		Bunny Hop	296-696-818.000-DOWNTOWNPROMO	-50.00
TOTAL					-50.00
3455	04/12/2022	Owosso Books & Beans		296-000-101.250 Checking #0657	
0000007	04/07/2022		Bunny Hop	296-696-818.000-DOWNTOWNPROMO	-50.00
TOTAL					-50.00

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

	Jul '21 - Apr 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	2,072.54	2,200.00	-127.46
296-000-671.676 DESIGN INCOME			
269-000-671.676-EVSTATION	162.80	0.00	162.80
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	20,792.80	20,000.00	792.80
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	2,350.00	2,200.00	150.00
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	17,957.09	17,750.00	207.09
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	20,765.00	-14,753.10
Total Income	307,567.02	322,185.00	-14,617.98
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	1,487.95	2,000.00	-512.05
296-200-810.000 INSURANCE	3,000.00	3,000.00	0.00
296-200-818.000 CONTRACT SER	12,897.00	14,000.00	-1,103.00
296-200-820.300 TELEPHONE	262.42	600.00	-337.58
296-200-831.000 MAINTENANCE	56,785.45	65,000.00	-8,214.55
296-200-858.000 MEMBER + DUES	755.00	1,000.00	-245.00
296-200-860.000 ED + TRAINING	440.00	2,000.00	-1,560.00
296-200-999.101 CONTR-GF ADMIN	9,515.36	9,515.36	0.00
Total DEP 200 GEN SERVICES	85,143.18	97,115.36	-11,972.18
DEP 299 GENERAL ADMIN			
296-299-702.100 SALARIES	13,592.58	0.00	13,592.58
296-299-715.000 FICA	1,040.21	0.00	1,040.21
296-299-716.100 HEALTH INSURANC	3,179.79	0.00	3,179.79
296-299-716.200 DENTAL INSURANC	129.71	0.00	129.71
296-299-716.300 OPTICAL INSURAN	9.98	0.00	9.98
296-299-716.400 LIFE INSURANCE	24.55	0.00	24.55
296-299-716.500 DISABILITY INS	24.80	0.00	24.80
296-299-718.200 DEFINED CONTRIB	515.09	0.00	515.09
296-299-719.000 WORKERS COMP	264.25	0.00	264.25
DEP 299 GENERAL ADMIN - Other	0.00	31,770.18	-31,770.18
Total DEP 299 GENERAL ADMIN	18,780.96	31,770.18	-12,989.22

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

	Jul '21 - Apr 22	Budget	\$ Over Budget
DEP 695 ORGANIZATION EXPENSES			
296-695-728.000 OPER SUPPLIES	41.00	0.00	41.00
296-695-818.000 ORG WK PLNS			
296-695-818.000-VOLDATA	517.55	430.00	87.55
296-695-818.000-WEBSITE	5,657.96	6,000.00	-342.04
Total 296-695-818.000 ORG WK PLNS	6,175.51	6,430.00	-254.49
Total DEP 695 ORGANIZATION EXPENSES	6,216.51	6,430.00	-213.49
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-DOWNTOWNPROMO	4,559.89	4,500.00	59.89
296-696-818.000-GLOW	9,620.27	9,600.00	20.27
296-696-818.000-NYEPARTY	3,481.71	3,400.00	81.71
296-696-818.000-VINTAGEMOTORCY	2,628.02	3,000.00	-371.98
296-696-818.000 CHOCOLATE WALK	284.92	300.00	-15.08
Total 296-696-818.000 PRO WK PLNS	20,574.81	20,800.00	-225.19
Total DEP 696 PROMOTION EXPENSES	20,574.81	20,800.00	-225.19
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-CHRISTMAS	5,643.00	5,500.00	143.00
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
296-697-818.000-MAINT. SUPPLIES	32.98		
Total 296-697-818.000-FLOWER PROGRAM	189.16	5,000.00	-4,810.84
296-697-818.000-STREETSCAPE	36,201.00	55,000.00	-18,799.00
Total 296-697-818.000 DES WK PLNS	42,033.16	65,500.00	-23,466.84
296-697-828.000-EVSTATION	735.28	5,400.00	-4,664.72
DEP 697 DESIGN EXPENSES - Other	0.00	3,000.00	-3,000.00
Total DEP 697 DESIGN EXPENSES	42,768.44	73,900.00	-31,131.56
DEP 698 ER EXPENSES			
296-698-818.000 - MATCH ON MAIN	25,000.00	25,000.00	0.00
DEP 698 ER EXPENSES - Other	0.00	1,500.00	-1,500.00
Total DEP 698 ER EXPENSES	25,000.00	26,500.00	-1,500.00
DEP 901 - CAPITAL OUTLAY			
296-901-965.730 PARKING	1,905.31	2,000.00	-94.69
Total DEP 901 - CAPITAL OUTLAY	1,905.31	2,000.00	-94.69
DEP 905 - DEBT SERVICE			
296-905-980.991 BOND DEBT PRINC	50,000.00	50,000.00	0.00
296-905-980.995 BOND INTEREST	16,755.56	16,800.00	-44.44
Total DEP 905 - DEBT SERVICE	66,755.56	66,800.00	-44.44
Total Expense	267,144.77	325,315.54	-58,170.77
Net Ordinary Income	40,422.25	-3,130.54	43,552.79
Net Income	40,422.25	-3,130.54	43,552.79

Owosso Main Street
Bank Account Balances

As of April 30, 2022
Apr 30, 22

ASSETS

Current Assets

Checking/Savings

296-000-101.250 Checking #0657 207,531.58

Event Acct #1994 10,018.70

Total Checking/Savings 217,550.28

Total Current Assets 217,550.28

TOTAL ASSETS 217,550.28

LIABILITIES & EQUITY 0.00

12:38 PM

05/02/22

Owosso Main Street
Reconciliation Detail
296-000-202.100 Credit Card, Period Ending 04/14/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						357.76
Cleared Transactions						
Charges and Cash Advances - 4 items						
Credit Card Charge	03/18/2022		Zoom	X	-158.89	-158.89
Credit Card Charge	03/19/2022		Google	X	-9.99	-168.88
Credit Card Charge	04/12/2022		Notion Labs	X	-30.00	-198.88
Credit Card Charge	04/15/2022			X	-46.61	-245.49
Total Charges and Cash Advances					-245.49	-245.49
Payments and Credits - 1 item						
Bill	03/16/2022		First Bank Card	X	357.76	357.76
Total Cleared Transactions					112.27	112.27
Cleared Balance					-112.27	245.49
Register Balance as of 04/14/2022					-112.27	245.49
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Charge	04/19/2022		Google		-9.99	-9.99
Total Charges and Cash Advances					-9.99	-9.99
Total New Transactions					-9.99	-9.99
Ending Balance					-102.28	255.48

- CHANGE PASSWORD
- HELP PORTAL
- GEDP
- 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

Currency Portal

0

You are logged in as DOWNTOWNOWOSSO@GMAIL.COM

LOG OUT

home / dashboard

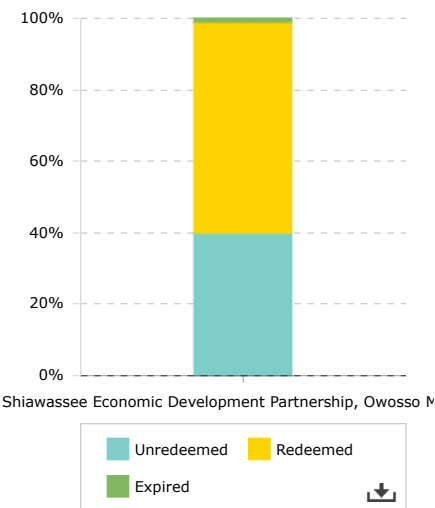
	Issued	Redeemed	Purchasers	Recipients
Total	\$72,780	\$42,880	157	164
YTD	\$1,260	\$15,190	3	3
In Circulation	Payments Owed			
\$29,150	\$349.60			

Start Date Issued: 01/01/2022

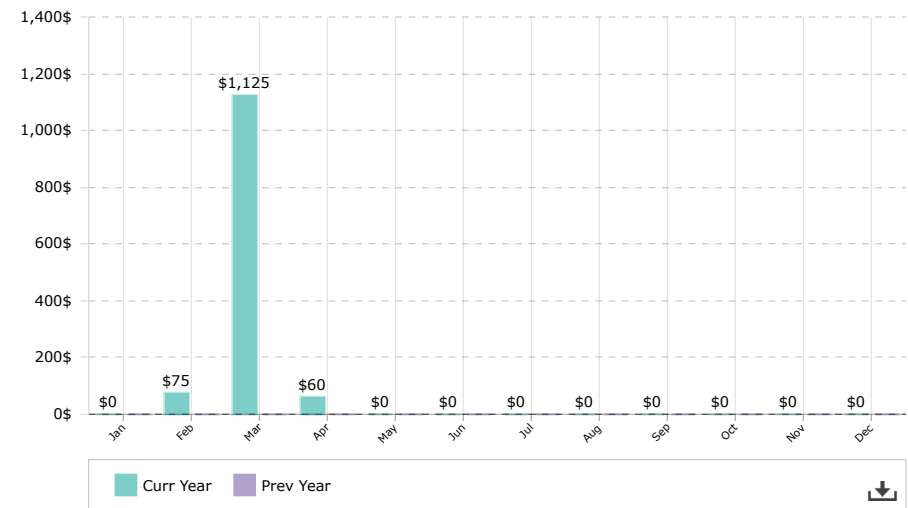
End Date Issued: 12/31/2022

SEARCH

Total Currency Circulation

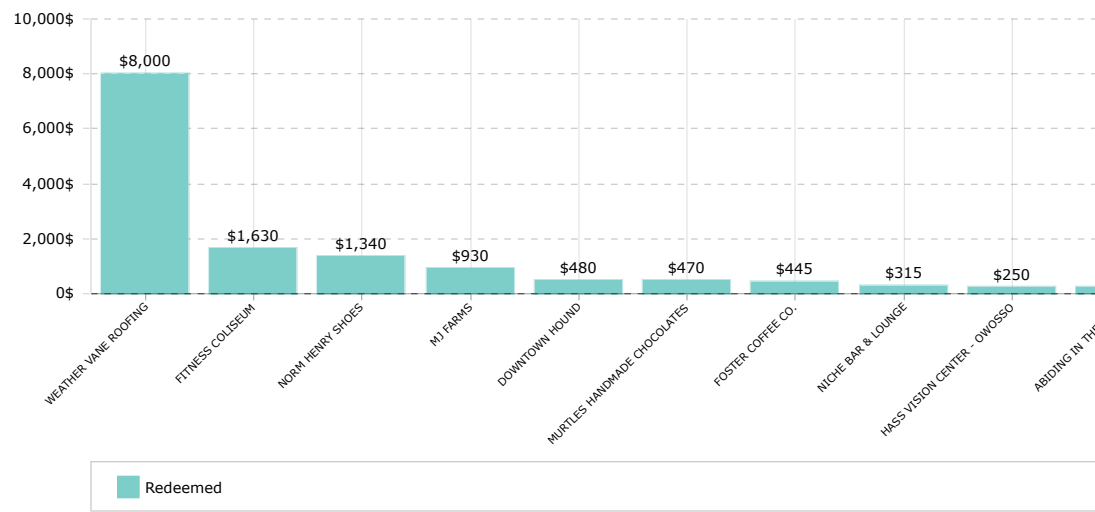


Currency Issued By Month



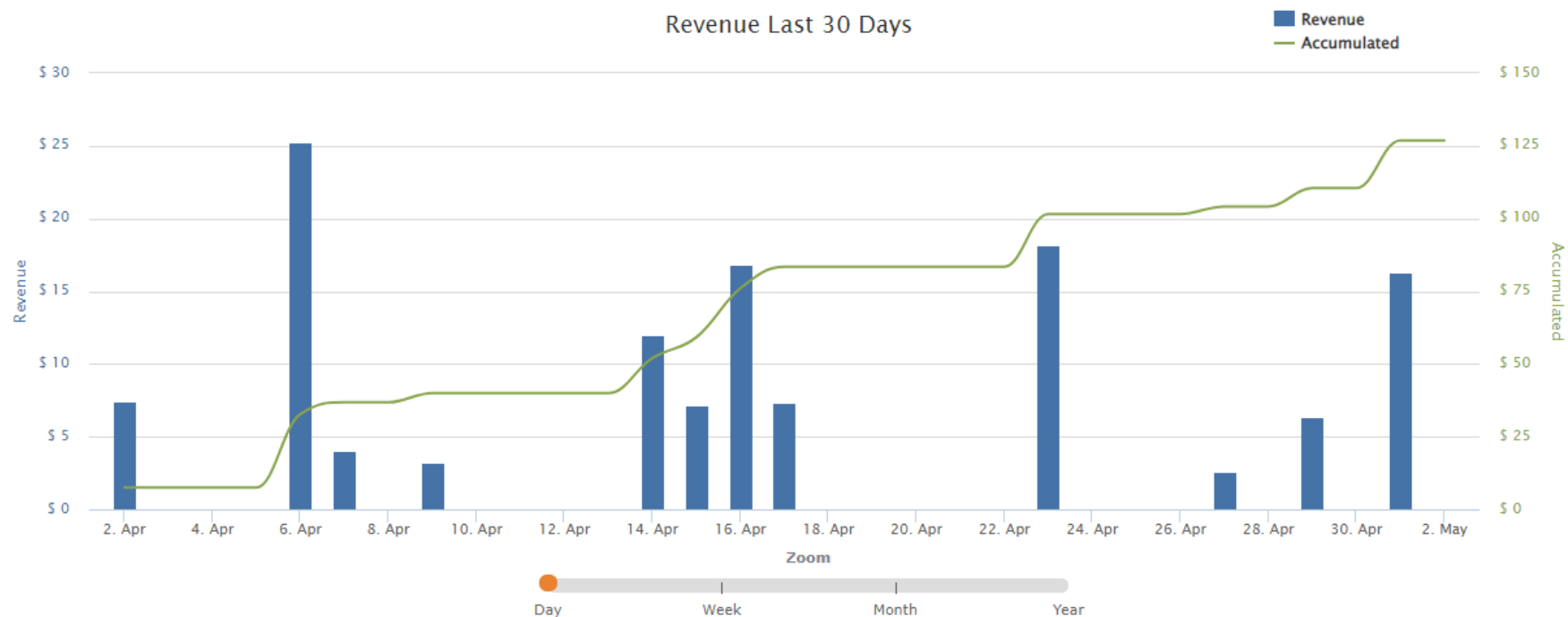
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- Cert Denominations
- Manage Users
- Manage Merchants
- Manage Ads

Top 10 Merchant Redemptions



Analytics Chart

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



Filter

Filtered: **None**

JOINT USE AGREEMENT ARMORY RESTROOM

THIS JOINT USE AGREEMENT is made between

Property Owner (herein referred to as the "Landlord"), whose address is:

Landlord: Owosso Armory, LLC	Phone Number: 989.723.5149 Email: jdeason@shiawasseechamber.org
Address: 201 S. Water Street, Owosso, MI 48867	Contact: Jeff Deason
Federal Tax ID or SSN: 81-4523455	Check Payable: Owosso Armory, LLC

and

Owosso Main Street/DDA Board of Directors (hereinafter referred to as the "Tenant"), whose address is:
301 West Main
Owosso, MI 48867.

USE OF PROPERTY. Landlord leases to Tenant the property described above at the location. The property is to be used for the purposes of publically available restrooms, and will be conducted in accordance with applicable law.

TERM. The term is for the period June 1, 2018 through June 1, 2021.

RENT. Tenant agrees to pay Landlord at its office or to such other person or persons or at such other place as Landlord shall designate in writing, as rental for the said Demised Premises as follows:

2018/2019/2020	\$3,000/year
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TENANT'S PROPERTY. All of Tenant's personal property shall be on the leased property at Tenant's sole risk.

INSURANCE. Tenant shall provide general liability insurance covering the Tenant's use and occupation of the properties, including, without limitation, product liability, bodily injury, personal injury and property damage, on an occurrence basis, with coverage in the aggregate amount of ONE MILLION DOLLARS (\$1,000,000.00). The insurance shall name the Owosso-Corunna Area Chamber of Commerce, dba Shiawassee Regional Chamber of Commerce, Chamber Support Corporation, Owosso Armory LLC, and Owosso Mater Tenant, LLC as an additional insured under Tenant's insurance policy "as Landlord's interest may appear." Prior to occupancy, Tenant shall deliver a Certificate of Insurance to Landlord evidencing the insurance required hereunder.

INDEMNITY. Tenant shall indemnify and hold the Landlord harmless from any claims in connection with any injury or damage caused to any person or property arising out of Tenant's use or occupancy of the properties. Tenant shall not indemnify or be liable to Landlord for the negligent acts of Landlord, its employees or agents.

SURRENDER OF PROPERTIES & RIGHTS. Tenant agrees to surrender possession of the property to the Landlord upon termination of this agreement. **ORDINARY WEAR AND TEAR EXCEPTED.** The Landlord shall make any and all repairs necessary to restore any portion of the property where such restoration is necessitated by the use of the property.

CHANGE IN LAW. In the event that the sale of full line consumer products is prohibited for any portion of the term by any level of judicial, legislative or executive law, order, rule or regulation, this lease shall, upon notice from the Tenant to the Landlord, terminate, whereupon any advanced rental payment shall be returned to the Tenant on a pro rata (number of days of term occupied) basis and the Tenant shall be relieved from any further liability hereunder.

PROPERTY. If the property is inaccessible or unusable due to construction or the like, then this lease is subject to revision.

ATTORNEY'S FEES. In any action or proceeding to enforce, interpret or declare rights under this agreement, the prevailing party shall be entitled to its reasonable attorney fees, costs associated with suit and litigation expenses.

ENTIRE AGREEMENT. This agreement and any incorporated exhibits or attachments contain all of the agreements between the parties and cannot be modified in any manner other than by an agreement in writing signed by the parties with the same formalities attendant to the execution of this lease agreement. Each agreement, term and provision of this lease agreement shall be construed to be a promise, covenant and condition.

PROVISIONS BINDING. The agreements herein shall be binding upon and inure to the benefit of the heirs, executors, administrators, personal representatives, successors and assigns of the parties.

IN WITNESS WHEREOF, the Landlord and Tenant have executed this joint use agreement, each party acknowledging receipt of an executed copy hereof.

The Owosso Armory, LLC - **"Landlord"**

Owosso Main Street/DDA Board of
Directors - **"Tenant"**

By: _____
Jeffrey Deason
Title: _____

By: _____
Josh Adams
Title: _____

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

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER - HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED

3106

Owosso Main Street

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

CHEMICAL
BANK

74-1001/724

EZShield™ Check Fraud
Protection for Business

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. Acton

MEMO

Yearly Armory Restroom Lease Payment

AUTHORIZED SIGNATURE

Security features. Details on back.



11:35 AM

04/06/22

Accrual Basis

Owosso Master Tenant LLC
Transaction Detail By Account
 January through December 2021

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Balance
6520.00 · Janitorial services											
Bill	02/01/2021	282048		Home Sweet Home C...	January 2021 ...			2110.00 · Vend...	820.00		820.00
Bill	03/02/2021	263606		Home Sweet Home C...	February 2021 ...			2110.00 · Vend...	820.00		1,640.00
Bill	04/05/2021	263618		Home Sweet Home C...	March 2021 Ar...			2110.00 · Vend...	820.00		2,460.00
Bill	05/06/2021	263631		Home Sweet Home C...	April 2021 Ar...			2110.00 · Vend...	937.50		3,397.50
Bill	05/06/2021	43021		Home Sweet Home C...	May 2021 Arm...			2110.00 · Vend...	796.25		4,193.75
Bill	06/04/2021	263639		Home Sweet Home C...	Armory Janitor...			2110.00 · Vend...	1,055.00		5,248.75
Bill	07/01/2021			Home Sweet Home C...	Armory Janitor...			2110.00 · Vend...	1,055.00		6,303.75
Bill	08/09/2021	01242...		You Lean I Clean	Janitorial Servi...			2110.00 · Vend...	1,055.00		7,358.75
Bill	09/01/2021	01242...		You Lean I Clean	Janitorial Servi...			2110.00 · Vend...	1,055.00		8,413.75
Bill	10/06/2021	01242...		You Lean I Clean	Janitorial Servi...			2110.00 · Vend...	1,055.00		9,468.75
Bill	11/01/2021	01242...		You Lean I Clean	Janitorial Servi...			2110.00 · Vend...	1,055.00		10,523.75
Bill	12/01/2021	01242...		You Lean I Clean	Janitorial Servi...			2110.00 · Vend...	1,055.00		11,578.75
Total 6520.00 · Janitorial services									11,578.75	0.00	11,578.75
TOTAL									11,578.75	0.00	11,578.75

11:32 AM

04/06/22

Accrual Basis

Owosso Master Tenant LLC
Transaction Detail By Account
 January through December 2021

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Balance
6312.00 · Restroom Supplies											
Bill	03/02/2021	137317		H.K. Allen Paper Co.	Supplies Inv # ...			2110.00 · Vend...	97.00		97.00
Bill	03/29/2021	137561		H.K. Allen Paper Co.	Supplies Inv # ...			2110.00 · Vend...	22.00		119.00
Bill	04/21/2021	4212021		H.K. Allen Paper Co.	Supplies			2110.00 · Vend...	124.00		243.00
Bill	06/16/2021	632021		H.K. Allen Paper Co.	Supplies			2110.00 · Vend...	130.00		373.00
Bill	06/25/2021	138626		H.K. Allen Paper Co.	Supplies			2110.00 · Vend...	46.00		419.00
Bill	08/23/2021	139172		H.K. Allen Paper Co.	Supplies			2110.00 · Vend...	77.38		496.38
Bill	08/31/2021	139287		H.K. Allen Paper Co.	Supplies			2110.00 · Vend...	68.95		565.33
Bill	10/06/2021	139698		H.K. Allen Paper Co.	Supplies			2110.00 · Vend...	42.00		607.33
Bill	10/13/2021	139752		H.K. Allen Paper Co.	Supplies			2110.00 · Vend...	42.00		649.33
Bill	10/13/2021	139753		H.K. Allen Paper Co.	Supplies			2110.00 · Vend...	24.00		673.33
Bill	11/02/2021	140038		H.K. Allen Paper Co.	Supplies			2110.00 · Vend...	48.00		721.33
Bill	12/01/2021	140320		H.K. Allen Paper Co.	Supplies			2110.00 · Vend...	32.00		753.33
Total 6312.00 · Restroom Supplies									753.33	0.00	753.33
TOTAL									753.33	0.00	753.33



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.

Owosso Main Street Profit & Loss Budget Overview July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
Ordinary Income/Expense	
Income	
296-000-401.403 GEN PROP TAX	33,700.00
296-000-401.403 LCSA ACT DIST	16,800.00
296-000-401.405 TIF	178,170.00
296-000-664.664 INTEREST INCOME	2,200.00
296-000-671.676 DESIGN INCOME	
296-000-671.676-STREETSCAPE	20,000.00
Total 296-000-671.676 DESIGN INCOME	20,000.00
296-000-671.677 ER INCOME	
296-000-671.677-MATCH ON MAIN	25,000.00
296-000-671.677-SERVICE	3,525.00
Total 296-000-671.677 ER INCOME	28,525.00
296-000-671.678 PRO INCOME	
296-000-671.678-DOWNTOWNPROMO	2,200.00
296-000-671.678-GLOW	8,900.00
296-000-671.678-VINTAGEMOTORCY	3,100.00
296-000-671.678 CHOCOLATE WALK	3,550.00
Total 296-000-671.678 PRO INCOME	17,750.00
296-000-671.679 ORG INCOME	
296-000-671.679-BUSSTEWARD	175.00
296-000-671.679-COMMDEVELSERVES	4,100.00
Total 296-000-671.679 ORG INCOME	4,275.00
296-000-695.699 FUND BAL	20,765.00
Total Income	322,185.00
Expense	
DEP 200 GEN SERVICES	
296-200-728.000 OPER SUPPLIES	2,000.00
296-200-810.000 INSURANCE	3,000.00
296-200-818.000 CONTRACT SER	14,000.00
296-200-820.300 TELEPHONE	600.00
296-200-831.000 MAINTENANCE	65,000.00
296-200-858.000 MEMBER + DUES	1,000.00
296-200-860.000 ED + TRAINING	2,000.00
296-200-999.101 CONTR-GF ADMIN	41,285.54
Total DEP 200 GEN SERVICES	128,885.54
DEP 695 ORGANIZATION EXPENSES	
296-695-818.000 ORG WK PLNS	

Owosso Main Street
Profit & Loss Budget Overview
July 2021 through June 2022

	Jul '21 - Jun 22
296-695-818.000-VOLDATA	430.00
296-695-818.000-WEBSITE	6,000.00
Total 296-695-818.000 ORG WK PLNS	6,430.00
 Total DEP 695 ORGANIZATION EXPENSES	 6,430.00
 DEP 696 PROMOTION EXPENSES	
296-696-818.000 PRO WK PLNS	
296-696-818.000-DOWNTOWNPROMO	4,500.00
296-696-818.000-GLOW	9,600.00
296-696-818.000-NYEPARTY	3,400.00
296-696-818.000-VINTAGEMOTORCY	3,000.00
296-696-818.000 CHOCOLATE WALK	300.00
Total 296-696-818.000 PRO WK PLNS	20,800.00
 Total DEP 696 PROMOTION EXPENSES	 20,800.00
 DEP 697 DESIGN EXPENSES	
296-697-818.000 DES WK PLNS	
296-697-818.000-CHRISTMAS	5,500.00
296-697-818.000-FLOWER PROGRAM	
296-697-818.000-BASKETS	3,500.00
296-697-818.000-BED PLANTS	1,500.00
Total 296-697-818.000-FLOWER PROGRAM	5,000.00
 296-697-818.000-STREETSCAPE	 55,000.00
Total 296-697-818.000 DES WK PLNS	65,500.00
 296-697-828.000-EVSTATION	 5,400.00
DEP 697 DESIGN EXPENSES - Other	3,000.00
Total DEP 697 DESIGN EXPENSES	73,900.00
 DEP 698 ER EXPENSES	
296-698-818.000 - MATCH ON MAIN	25,000.00
DEP 698 ER EXPENSES - Other	1,500.00
Total DEP 698 ER EXPENSES	26,500.00
 DEP 901 - CAPITAL OUTLAY	
296-901-965.730 PARKING	2,000.00
Total DEP 901 - CAPITAL OUTLAY	2,000.00
 DEP 966 TRANSFER OUT	
296-966-999.397 SIDEWALK FUND	66,800.00
Total DEP 966 TRANSFER OUT	66,800.00

Owosso Main Street
Profit & Loss Budget Overview
July 2021 through June 2022

	<div>Jul '21 - Jun 22</div>
Total Expense	325,315.54
Net Ordinary Income	-3,130.54
Net Income	-3,130.54

Owosso Main Street
Profit & Loss Budget Overview
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
Ordinary Income/Expense	
Income	
296-000-401.403 GEN PROP TAX	34,503.00
296-000-401.405 TIF	185,108.00
296-000-664.664 INTEREST INCOME	1,800.00
296-000-671.676 DESIGN INCOME	
269-000-671.676-EVSTATION	5,432.00
Total 296-000-671.676 DESIGN INCOME	5,432.00
296-000-671.677 ER INCOME	
296-000-671.677 ECNMC RESTRUCT	20,000.00
Total 296-000-671.677 ER INCOME	20,000.00
296-000-671.678 PRO INCOME	
296-000-671.678-DOWNTOWNPROMO	1,000.00
296-000-671.678-GLOW	6,000.00
296-000-671.678-NYEPARTY	4,000.00
296-000-671.678-VINTAGEMOTORCY	3,000.00
296-000-671.678 CHOCOLATE WALK	3,600.00
Total 296-000-671.678 PRO INCOME	17,600.00
296-000-671.679 ORG INCOME	10,000.00
296-000-695.101 GEN FUND TRANS	37,952.00
Total Income	312,395.00
Expense	
DEP 200 GEN SERVICES	
296-200-728.000 OPER SUPPLIES	3,450.00
296-200-810.000 INSURANCE	3,000.00
296-200-818.000 CONTRACT SER	6,500.00
296-200-820.300 TELEPHONE	500.00
296-200-831.000 MAINTENANCE	58,200.00
296-200-858.000 MEMBER + DUES	1,000.00
296-200-999.101 CONTR-GF ADMIN	9,279.00
Total DEP 200 GEN SERVICES	81,929.00
DEP 299 GENERAL ADMIN	
296-299-702.100 SALARIES	62,000.00
296-299-715.000 FICA	4,743.00
296-299-716.100 HEALTH INSURANC	19,920.00
296-299-716.200 DENTAL INSURANC	785.00
296-299-716.300 OPTICAL INSURAN	116.00
296-299-716.400 LIFE INSURANCE	491.00
296-299-716.500 DISABILITY INS	796.00

Owosso Main Street
Profit & Loss Budget Overview
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
296-299-717.000 UNEMPLOY INSURA	47.00
296-299-718.200 DEFINED CONTRIB	5,580.00
296-299-719.000 WORKERS COMP	403.00
Total DEP 299 GENERAL ADMIN	94,881.00
 DEP 695 ORGANIZATION EXPENSES	
296-695-728.000 OPER SUPPLIES	700.00
296-695-818.000 ORG WK PLNS	
296-695-818.000-BUSSTEWARD	2,440.00
296-695-818.000-VOLDATA	500.00
296-695-818.000-WEBSITE	6,360.00
Total 296-695-818.000 ORG WK PLNS	9,300.00
 Total DEP 695 ORGANIZATION EXPENSES	10,000.00
 DEP 696 PROMOTION EXPENSES	
296-696-818.000 PRO WK PLNS	
296-696-818.000-DOWNTOWNPROMO	5,500.00
296-696-818.000-GLOW	6,000.00
296-696-818.000-NYEPARTY	4,000.00
296-696-818.000-VINTAGEMOTORCY	3,000.00
296-696-818.000 CHOCOLATE WALK	500.00
Total 296-696-818.000 PRO WK PLNS	19,000.00
 Total DEP 696 PROMOTION EXPENSES	19,000.00
 DEP 697 DESIGN EXPENSES	
296-697-818.000 DES WK PLNS	
296-697-818.000-FLOWER PROGRAM	
296-697-818.000-BASKETS	4,600.00
296-697-818.000-BED PLANTS	1,500.00
Total 296-697-818.000-FLOWER PROGRAM	6,100.00
 296-697-818.000 DES WK PLNS - Other	5,500.00
Total 296-697-818.000 DES WK PLNS	11,600.00
 Total DEP 697 DESIGN EXPENSES	11,600.00
 DEP 698 ER EXPENSES	
296-698-818.000 ER WK PLNS	
296-698-818.000 VIBRANCY GRANT	20,000.00
Total 296-698-818.000 ER WK PLNS	20,000.00
 Total DEP 698 ER EXPENSES	20,000.00

Owosso Main Street
Profit & Loss Budget Overview
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>
DEP 901 - CAPITAL OUTLAY	
296-901-965.730 PARKING	1,900.00
Total DEP 901 - CAPITAL OUTLAY	<u>1,900.00</u>
DEP 905 - DEBT SERVICE	
296-905-980.991 BOND DEBT PRINC	56,000.00
296-905-980.991 EV RLF PRIN	4,694.00
296-905-980.995 BOND INTEREST	17,000.00
296-905-980.995 EV RLF INTEREST	738.00
Total DEP 905 - DEBT SERVICE	<u>78,432.00</u>
Total Expense	<u>317,742.00</u>
Net Ordinary Income	<u>-5,347.00</u>
Net Income	<u><u>-5,347.00</u></u>

03/30/2022 01:44 PM
User: BABarrett
DB: Owosso

BUDGET REPORT FOR CITY OF OWOSSO
Fund: 296 DOWNTOWN DEVELOPMENT AUTHORITY

Page:

Calculations as of 03/31/2022

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 03/31/22	2022-23 REQUESTED BUDGET	2022-23 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 000 - REVENUE							
296-000-401.403	GENERAL PROPERTY TAX					34,503	34,503
296-000-401.405	TIF					185,108	185,108
296-000-600.626	CHARGE FOR SERVICES RENDERED			56,033	19,752		
296-000-664.664	INTEREST INCOME					1,800	1,800
296-000-671.676	INCOME-DESIGN					5,432	5,432
296-000-671.677	INCOME-ECNMC RESTRUCTING					20,000	20,000
296-000-671.678	INCOME-PROMOTION					17,600	17,600
296-000-671.679	INCOME-ORGANIZATION					10,000	10,000
296-000-695.101	GENERAL FUND TRANSFER			36,000		37,952	37,952
Totals for dept 000 - REVENUE				92,033	19,752	312,395	312,395
TOTAL ESTIMATED REVENUES				92,033	19,752	312,395	312,395

BUDGET REPORT FOR CITY OF OWOSSO
Fund: 296 DOWNTOWN DEVELOPMENT AUTHORITY

Calculations as of 03/31/2022

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 03/31/22	2022-23 REQUESTED BUDGET	2022-23 RECOMMENDED BUDGET
APPROPRIATIONS							
Dept 200 - GEN SERVICES							
296-200-728.000	OPERATING SUPPLIES			2,500	1,612	3,450	3,450
296-200-810.000	INSURANCE & BONDS			3,000	3,000	3,000	3,000
296-200-818.000	CONTRACTUAL SERVICES				2,457	6,500	6,500
296-200-820.300	TELEPHONE			180	262	500	500
296-200-831.000	MAINTENANCE					58,200	58,200
296-200-858.000	MEMBERSHIPS & DUES					1,000	1,000
296-200-999.101	CONTRIBUTION-GF ADMIN					9,279	9,279
Totals for dept 200 - GEN SERVICES				5,680	7,331	81,929	81,929
Dept 299 - GENERAL ADMIN							
296-299-702.100	SALARIES			62,000	22,654	62,000	62,000
296-299-715.000	SOCIAL SECURITY (FICA)			4,743	1,734	4,743	4,743
296-299-716.100	HEALTH INSURANCE			18,913	4,728	19,920	19,920
296-299-716.200	DENTAL INSURANCE			748	187	785	785
296-299-716.300	OPTICAL INSURANCE			111	35	116	116
296-299-716.400	LIFE INSURANCE			456	123	491	491
296-299-716.500	DISABILITY INSURANCE			364	124	796	796
296-299-717.000	UNEMPLOYMENT INSURANCE			33	29	47	47
296-299-718.200	DEFINED CONTRIBUTION			5,580	1,288	5,580	5,580
296-299-719.000	WORKERS' COMPENSATION			440	440	403	403
Totals for dept 299 - GENERAL ADMIN				93,388	31,342	94,881	94,881
Dept 695 - ORGANIZATION							
296-695-728.000	SUPPLIES					700	700
296-695-818.000	WORK PLAN EXPENDITURES					9,300	9,300
Totals for dept 695 - ORGANIZATION						10,000	10,000
Dept 696 - PROMOTION							
296-696-818.000	WORK PLAN EXPENDITURES					19,000	19,000
Totals for dept 696 - PROMOTION						19,000	19,000
Dept 697 - DESIGN							
296-697-818.000	WORK PLAN EXPENDITURES					11,600	11,600
Totals for dept 697 - DESIGN						11,600	11,600
Dept 698 - ECONOMIC RESTRUCTURING							
296-698-818.000	WORK PLAN EXPENDITURES					20,000	20,000
Totals for dept 698 - ECONOMIC RESTRUCTURING						20,000	20,000
Dept 901 - CAPITAL OUTLAY							
296-901-965.585	CAPITAL CONTRIBUTION-PARKING					1,900	1,900
Totals for dept 901 - CAPITAL OUTLAY						1,900	1,900
Dept 905 - DEBT SERVICE							
296-905-980.991	PRINCIPAL					60,694	60,694
296-905-980.995	INTEREST					17,738	17,738
Totals for dept 905 - DEBT SERVICE						78,432	78,432
TOTAL APPROPRIATIONS				99,068	38,673	317,742	317,742
NET OF REVENUES/APPROPRIATIONS - FUND 296				(7,035)	(18,921)	(5,347)	(5,347)
BEGINNING FUND BALANCE						(18,921)	(18,921)
ENDING FUND BALANCE				(7,035)	(18,921)	(24,268)	(24,268)

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes Shiawasee County	2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022 17,849,344
Local Government Unit Requesting Millage Levy Owosso Downtown Development Authority	For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
PA 197	operations	N/A	2.0000	1.9001	.9923	1.8855	1.0	1.8855	1.8855	N/A	N/A

Prepared by Brad Barrett	Telephone Number (989) 725-0575	Title of Preparer Finance Director	Date
------------------------------------	---	--	------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	



1118 S. Washington Ave.
Lansing, MI 48910 US

Invoice

BILL TO

Owosso Main Street
Attn: Beth Kuiper
301 W Main Street
Owosso, MI 48197

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
AMS22/23 INT 8	04/14/2022	\$4,500.00	05/16/2022	Net 30	

DATE	DESCRIPTION	AMOUNT
04/14/2022	2022-2023 AmierCorps Host Site Fee	4,500.00

Please make checks payable to CEDAM. Thank you.

BALANCE DUE

\$4,500.00



2022 Training Strategy

(City Council, Planning Commission, Downtown Development Authority, and Zoning Board of Appeals)

Owosso participates in the Redevelopment Ready Communities (RRC) process which supports communities' efforts to foster economic and community development through a predictable and proactive approach to planning and development. One component of the RRC framework is to establish yearly training goals for development-related boards and commissions. This strategy outlines the city's training expectations and framework and establishes priorities for each board. It will be updated at the beginning of each year to stay relevant to changing trends.

Training Framework

Funding: The city establishes funding for each board. For the 2021-2022 fiscal year, funding was \$\$\$ for Council, \$\$\$ for the DDA, \$\$\$ for the Planning Commission. Funding requests will be most favorably considered when directly related to a priority topic established in this strategy.

Encouragement: The city provides training information in board and commission orientation materials and includes training as a reoccurring agenda item. This encouragement offers a chance to remind members of upcoming training, allow time for at-meeting training, and encourage report outs from recently attended training.

Sharing Outcomes: Board and Commission members are expected to provide a short verbal report at the next meeting following any training event and share any materials such as recordings, handouts, etc. This practice allows other members of the Board or Commission to benefit from the training as well.

Primary Goals: For the 2022 year, the city has established the following goals for training:

1. Provide at least one at-meeting training opportunity for each board.
2. Have every board member complete at least one outside training activity.
3. Match training priorities with established Master Plan Goals

Training Methods: City staff will plan for at least one at-meeting training event for each board. This could be short presentations, watching a video together, attending a webinar together, reading and discussing an article, etc. The city encourages officials to pursue training methods which make the most sense for them individually outside of meetings. Training should be a combination of new information and the basics to help officials stay up to date on existing documents and responsibilities.

Priority Topics/Events by Board for 2022

City Council

The Owosso City Council is a 7-member elected board given the responsibility of determining the goals and direction of the City and developing policy commensurate with those goals. City Council meets twice a month.

Topic	Related to	Potential Resources
Open Meeting Act	Board's responsibility	www.OMA.gov
Waste Water Treatment Plant Operations	Upcoming projects and improvements	Staff led tour of facility

Planning Commission

The City of Owosso provides planning and zoning services for the community. These include the zoning of property, site plan reviews, long range planning, appeals, interpretations, and variances. The Planning Commission meets once a month.

Topic	Related to	Potential Resources
Open Meeting Act	Board's responsibility	www.OMA.gov
Waste Water Treatment Plant Operations	Upcoming projects and improvements	Staff led tour of facility

Downtown Development Authority/Owosso Main Street

The DDA meets monthly and is charged with implementing the DDA TIF Plan. 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.

Topic	Related to	Potential Resources
Open Meeting Act	Board's responsibility	www.OMA.gov
Waste Water Treatment Plant Operations	Upcoming projects and improvements	Staff led tour of facility

Zoning Board of Appeals

The ZBA meets as needed throughout the year and is charged with reviewing variance requests and appeals. Training for this board is likely to occur almost exclusively at meetings throughout the year. The Village Building Official will provide the necessary training at these meetings.

Topic	Related to	Potential Resources
Open Meeting Act	Board's responsibility	www.OMA.gov
Waste Water Treatment Plant Operations	Upcoming projects and improvements	Staff led tour of facility



DESIGN

Community Clean-Up
Flower Baskets
Plant Beds
2021/22 Vibrancy Grant
Phone Booth
Main St. Plaza
Chairman Lights



**ECONOMIC
VITALITY**

RLF - Updated and on Website

3 applications

Optimize Main St.

Match on Main

Vibrancy Grant

Business Resource Toolkit

Gilbert & Son's Grand Opening

May 5

Owosso Books and Beans

May 7

SAC Pop-Up

May 7

DOFM

May 7





EVENTS

New Committee Chair

July - Sidewalk Sales, Classic Car Show, Drive-in Movie

August - Vintage Motorcycle Days

September - Artwalk

October - Collab with Chamber - Oktoberfest



OUTREACH

Volunteer Honor's Party

Donation Page on Website