

AGENDA

OWOSSO MAIN STREET/DDA

REGULAR BOARD MEETING

Wednesday, June 1, 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: June 1, 2022

Review and approval of minutes: May 4, 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.....(Discussion)
- 7) Owosso Public Library.....(Discussion)
- 8) Downtown Trash Policies.....(Discussion)
- 9) July Meeting.....(Discussion)
- 10) AmeriCorps Member.....(Discussion)

Committee Updates

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

Board Continuing Education/Information:

Redevelopment Ready Community & National Main Street Training

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
MAY 4, 2022, AT 7:30 A.M.**

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

ROLL CALL: Taken by Deputy City Clerk Carrie Farr

MEMBERS PRESENT: Chairman Jon Moore, Commissioners: Dave Acton, Josh Ardelean (7:46), Kenneth Cushman, Bill Gilbert, Lance Omer, Sue Osika and Melissa Wheeler.

MEMBERS ABSENT: Vice-Chairman Brianna Carroll.

OTHERS PRESENT: Beth Kuiper, Director, Deeann Biondi

AGENDA: IT WAS MOVED BY COMMISSIONER OSIKA AND SUPPORTED BY COMMISSIONER GILBERT TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY COMMISSIONER OSIKA AND SUPPORTED BY COMMISSIONER CUSHMAN TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD APRIL 6, 2022.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None.

ITEMS OF BUSINESS:

- 1) **CHECK REGISTER: APRIL 2022** – Deeann Biondi noted the chart of accounts has been brought into line with the requirements for 2022.

IT WAS MOVED BY COMMISSIONER GILBERT, SUPPORTED BY COMMISSIONER WHEELER TO APPROVE THE CHECK REGISTER AS PRESENTED FOR APRIL 2022.

AYES: ALL. MOTION CARRIED.

- 2) **BUDGET REPORT** – Deeann Biondi detailed information about the budget and the 494 account. \$14,665 will be requested from the City. Repairs and maintenance line item continues to be high.
- 3) **CREDIT CARD RECONCILIATION** – This will eventually be eliminated. One item was erroneously charge to credit card for the Historical Commission; they have been billed.
- 4) **SHIACASH REPORT.**
- 5) **CHARGEPOINT REPORT**– It was decided a ribbon cutting would be scheduled for May 21st; noting the second unit will be online this Summer.
- 6) **ARMORY BATHROOM CONTRACT**– Director Kuiper met with Chamber President John Adams. The cost to the DDA to have bathrooms open for the year would be \$3,000.00. Hours would be Monday-Friday 7:00am-7:30pm, Saturday 9:00am-3:00pm; open for special events including amphitheater concerts. June 30th would be the date of payment with contract beginning July 1st, 2022. The Board would like to review contract before payment is made. The Farmer's Market has opted not to renew their contract this season for use of the restrooms. It was noted there has been a change in leadership at the City and a relationship needs to be made.

MOTION BY COMMISSIONER OSIKA, SUPPORTED BY COMMISSIONER CUSHMAN TO APPROVE THE ONE YEAR ARMORY BATHROOM CONTRACT IN THE AMOUNT OF \$3,000.00 CONTINGENT UPON BOARD REVIEW OF THE CONTRACT BEFORE PAYMENT IS MADE.

AYES: Chairman Jon Moore, Commissioners: Dave Acton, Josh Ardelean, Kenneth Cushman, Lance Omer, Sue Osika and Melissa Wheeler.

NAYS: Commissioner Bill Gilbert.

ABSENT: Vice Chair Brianna Carroll.

MOTION PASSED.

- 7) **2021-2022 AMENDED BUDGET**– Bond interest was renegotiated. The biggest adjustment was expenses for maintenance.

MOTION BY COMMISSIONER CUSHMAN, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE 2021-2022 AMENDED BUDGET AS PRESENTED.

AYES: ALL. MOTION CARRIED.

- 8) **2022-2023 PROPOSED BUDGET**– Debt Service line item was added for clarity for auditing purposes. The expenses have been broken out in greater detail.

MOTION BY COMMISSIONER CUSHMAN, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE 2022-2023 PROPOSED BUDGET AS PRESENTED.

AYES: ALL. MOTION CARRIED.

- 9) **L4029** – Sets tax rate to be collected. Due to Headlee Rollback, DDA is not collecting full 2 mils.

MOTION BY COMMISSIONER ARDELEAN, SUPPORTED BY COMMISSIONER GILBERT TO APPROVE THE L4029 TO BE SIGNED AS PRESENTED.

AYES: ALL. MOTION CARRIED.

- 10) **AMERICORPS MEMBER** – Director Kuiper detailed the eligibility of the DDA to hire a full time Americorps employee for one year. Cost of \$4,500.00 to be pre-paid by May 19, 2022. Concerns were raised if the contract was revocable if the employee was not a good fit. That will be reviewed. The contract runs from September 19, 2022-August 25, 2023.

MOTION BY COMMISSIONER GILBERT, SUPPORTED BY COMMISSIONER OMER TO APPROVE THE AGREEMENT TO HIRE AN AMERICORPS MEMBER AS A FULL TIME EMPLOYEE.

AYES: ALL. MOTION CARRIED.

- 11) **REDEVELOPMENT READY** – Zoning would change at the City level to include Westtown businesses and this would enable cooperation with Michigan Economic Development Corporation to assist in finding developers for available sites. Preparation of the infrastructure would be key.

COMMITTEE UPDATES:

- 1) **Design** – Commissioner Wheeler noted employees from Stash Ventures and many new faces turned out to the Downtown Cleanup. The flowers will be in soon for the beds and baskets. The phone booth is being fixed. The Main Street Plaza fence has been removed. It was agreed that no approvals will be given for projects based on prototypes (Main Street Plaza is now crumbling). The Vibrancy Grant was awarded.
- 2) **Promotion** – A Volunteer Appreciation night will be held to thank all volunteers and Dave Acton and John Hankerd for their service as they make way for Jon Moore and Mike Phelps.

- 3) **Organization** – It was asked if there is a phone app for ShiaCash. It was noted not at this time through the current vendor.
- 4) **Economic Vitality** – The Revolving Loan Fund documents have been updated and are on the website. DDA has received \$66,000 in grants this year. The Business Resource Toolkit is at the printer. Gilbert's will be hosting their Grand Opening this month. Owosso Books & Beans is also hosting a grand opening event. Shiawassee Arts Council has a pop-up event hosted at the Wesener Building. Opening Day of the Downtown Owosso Farmers Market is May 7, 2022.

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 COMMISSIONER ARDELEAN AND SUPPORTED BY COMMISSIONER OSIKA TO
ADJOURN AT 8:38 A.M. AYES: ALL. MOTION CARRIED.**

NEXT MEETING: JUNE 1, 2022.

Owosso Main Street
Balance Sheet

As of May 31, 2022

May 31, 22

ASSETS

Current Assets

Checking/Savings

296-000-101.250 Checking #0657 128,234.67

Event Acct #1994 10,018.70

Total Checking/Savings 138,253.37

Total Current Assets 138,253.37

TOTAL ASSETS 138,253.37

LIABILITIES & EQUITY 0.00

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

	Jul '21 - May 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	2,259.55	2,200.00	59.55
296-000-671.676 DESIGN INCOME			
269-000-671.676-EVSTATION	162.80	0.00	162.80
296-000-671.676-FLOWER PROGRAM	2,000.00	0.00	2,000.00
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	22,792.80	20,000.00	2,792.80
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	2,494.00	2,200.00	294.00
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	18,101.09	17,750.00	351.09
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	309,898.03	322,185.00	-12,286.97
Expense			
DEP 200 GEN SERVICES			
296-200-728.000 OPER SUPPLIES	1,886.87	2,000.00	-113.13
296-200-810.000 INSURANCE	3,000.00	3,000.00	0.00
296-200-818.000 CONTRACT SER	18,446.00	14,000.00	4,446.00
296-200-820.300 TELEPHONE	262.42	600.00	-337.58
296-200-831.000 MAINTENANCE	60,661.55	65,000.00	-4,338.45
296-200-858.000 MEMBER + DUES	755.00	1,000.00	-245.00
296-200-860.000 ED + TRAINING	2,034.47	2,000.00	34.47
296-200-999.101 CONTR-GF ADMIN	9,515.36	9,515.36	0.00
Total DEP 200 GEN SERVICES	96,561.67	97,115.36	-553.69

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

	Jul '21 - May 22	Budget	\$ Over Budget
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
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	547.55	430.00	117.55
296-695-818.000-VOLPARTY	70.00		
296-695-818.000-WEBSITE	5,657.96	6,000.00	-342.04
Total 296-695-818.000 ORG WK PLNS	6,275.51	6,430.00	-154.49
Total DEP 695 ORGANIZATION EXPENSES	6,316.51	6,430.00	-113.49
DEP 696 PROMOTION EXPENSES			
296-696-818.000 PRO WK PLNS			
296-696-818.000-DOWNTOWNPROMO	4,579.89	4,500.00	79.89
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	2,670.02	3,000.00	-329.98
296-696-818.000 CHOCOLATE WALK	284.92	300.00	-15.08
Total 296-696-818.000 PRO WK PLNS	20,636.81	20,800.00	-163.19
Total DEP 696 PROMOTION EXPENSES	20,636.81	20,800.00	-163.19
DEP 697 DESIGN EXPENSES			
296-697-818.000 DES WK PLNS			
296-697-818.000-CHRISTMAS	5,393.00	5,500.00	-107.00
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

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

	<u>Jul '21 - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
296-697-818.000-STREETSCAPE	36,201.00	55,000.00	-18,799.00
296-697-818.000 DES WK PLNS - Other	3,684.59	3,000.00	684.59
Total 296-697-818.000 DES WK PLNS	<u>45,434.77</u>	<u>68,500.00</u>	<u>-23,065.23</u>
 Total DEP 697 DESIGN EXPENSES	 45,434.77	 68,500.00	 -23,065.23
 DEP 698 ER EXPENSES			
296-698-818.000 - MATCH ON MAIN	25,000.00	25,000.00	0.00
296-698-818.000 ER WK PLNS	<u>0.00</u>	<u>1,500.00</u>	<u>-1,500.00</u>
Total DEP 698 ER EXPENSES	25,000.00	26,500.00	-1,500.00
 DEP 901 - CAPITAL OUTLAY			
296-901-965.730 PARKING	<u>1,905.31</u>	<u>2,000.00</u>	<u>-94.69</u>
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
296-905-980.991 EV RLF PRIN	4,175.06	4,500.00	-324.94
296-905-980.995 BOND INTEREST	16,755.56	16,800.00	-44.44
296-905-980.995 EV RLF INTEREST	<u>804.06</u>	<u>900.00</u>	<u>-95.94</u>
Total DEP 905 - DEBT SERVICE	<u>71,734.68</u>	<u>72,200.00</u>	<u>-465.32</u>
 Total Expense	 <u>286,370.71</u>	 <u>325,315.54</u>	 <u>-38,944.83</u>
 Net Ordinary Income	 <u>23,527.32</u>	 <u>-3,130.54</u>	 <u>26,657.86</u>
 Net Income	 <u><u>23,527.32</u></u>	 <u><u>-3,130.54</u></u>	 <u><u>26,657.86</u></u>

11:16 AM
05/27/22

Owosso Main Street Reconciliation Detail

296-000-202.100 Credit Card, Period Ending 05/16/2022

	Type	Date	Num	Name
Beginning Balance				
Cleared Transactions				
Charges and Cash Advances - 5 items				
	Credit Card Charge	04/19/2022		Google
	Credit Card Charge	04/26/2022		Squarespace
	Credit Card Charge	05/12/2022		Notion Labs
	Credit Card Charge	05/15/2022		Survey Monkey
	Credit Card Charge	05/15/2022		
Total Charges and Cash Advances				
Payments and Credits - 1 item				
	Bill	04/15/2022		First Bank Card
Total Cleared Transactions				
Cleared Balance				
Register Balance as of 05/16/2022				
New Transactions				
Charges and Cash Advances - 1 item				
	Credit Card Charge	05/19/2022		Google
Total Charges and Cash Advances				
Total New Transactions				
Ending Balance				

Owosso Main Street Reconciliation Detail

296-000-202.100 Credit Card, Period Ending 05/16/2022

	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance			245.49
Cleared Transactions			
Charges and Cash Advances - 5 items			
	√	-9.99	-9.99
	√	-20.00	-29.99
	√	-30.00	-59.99
	√	-384.00	-443.99
	√	-4.93	-448.92
Total Charges and Cash Advances		-448.92	-448.92
Payments and Credits - 1 item			
	√	245.49	245.49
Total Cleared Transactions		-203.43	-203.43
Cleared Balance		203.43	448.92
Register Balance as of 05/16/2022		203.43	448.92
New Transactions			
Charges and Cash Advances - 1 item			
		-9.99	-9.99
Total Charges and Cash Advances		-9.99	-9.99
Total New Transactions		-9.99	-9.99
Ending Balance		213.42	458.91

11:14 AM
05/27/22

Owosso Main Street
Reconciliation Summary
296-000-202.100 Credit Card, Period Ending 05/16/2022

	<u>May 16, 22</u>
Beginning Balance	245.49
Cleared Transactions	
Charges and Cash Advances - 5 items	-448.92
Payments and Credits - 1 item	245.49
Total Cleared Transactions	<u>-203.43</u>
Cleared Balance	<u><u>448.92</u></u>
Register Balance as of 05/16/2022	448.92
New Transactions	
Charges and Cash Advances - 1 item	-9.99
Total New Transactions	<u>-9.99</u>
Ending Balance	<u><u>458.91</u></u>



CHANGE PASSWORD

home / dashboard

HELP PORTAL

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

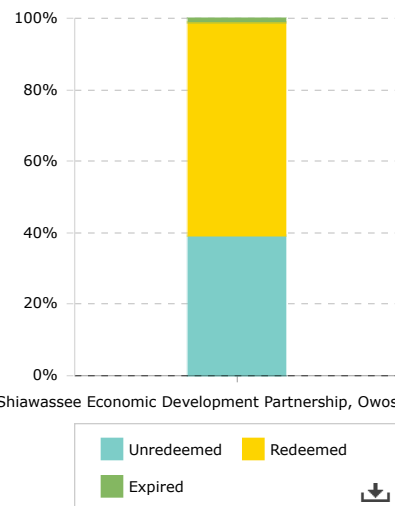
	Issued	Redeemed	Purchasers	Recipients
Total	\$72,810	\$43,575	157	164
YTD	\$1,290	\$15,885	4	4
In Circulation	\$28,485	Payments Owed		
		\$492.20		

Start Date Issued: 01/01/2022

End Date Issued: 12/31/2022

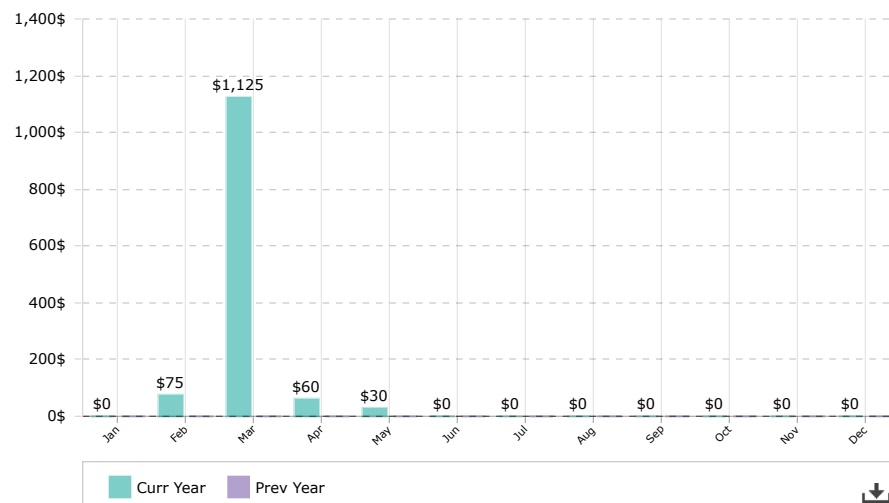
SEARCH

Total Currency Circulation

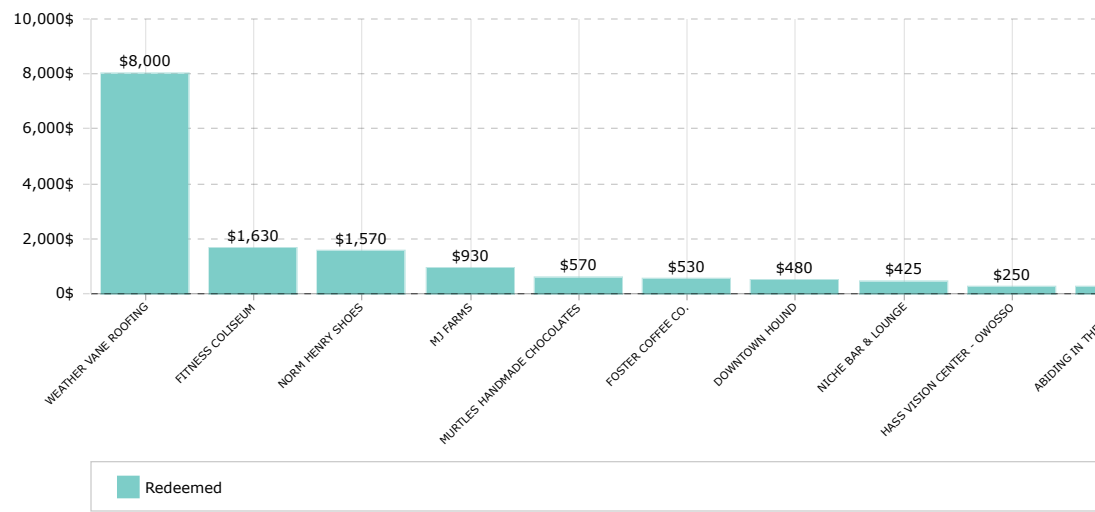


Shiawassee Economic Development Partnership, Owosso M

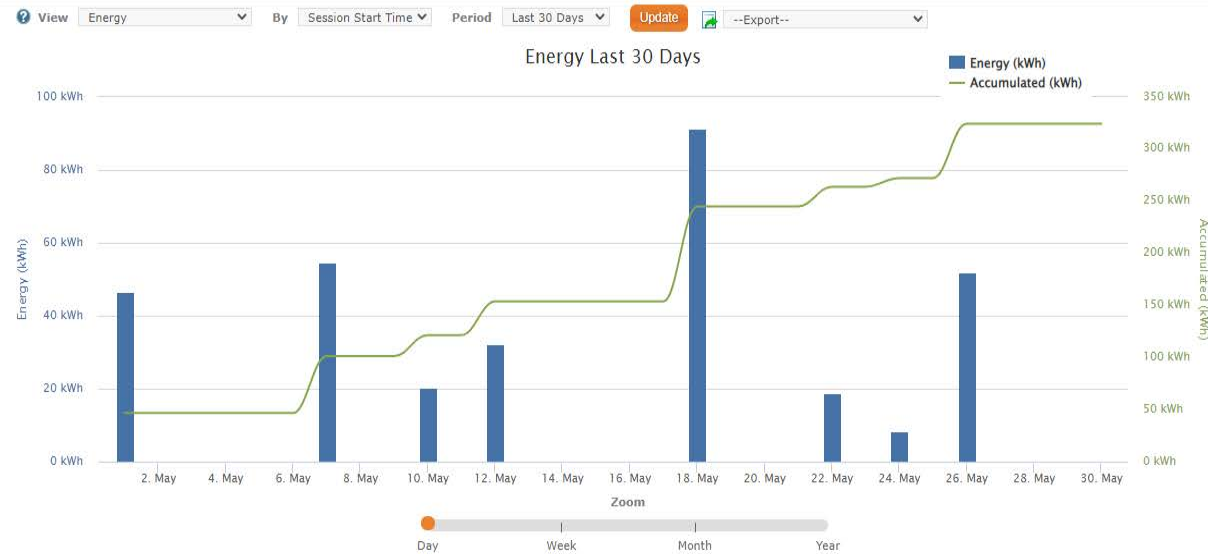
Currency Issued By Month



Top 10 Merchant Redemptions

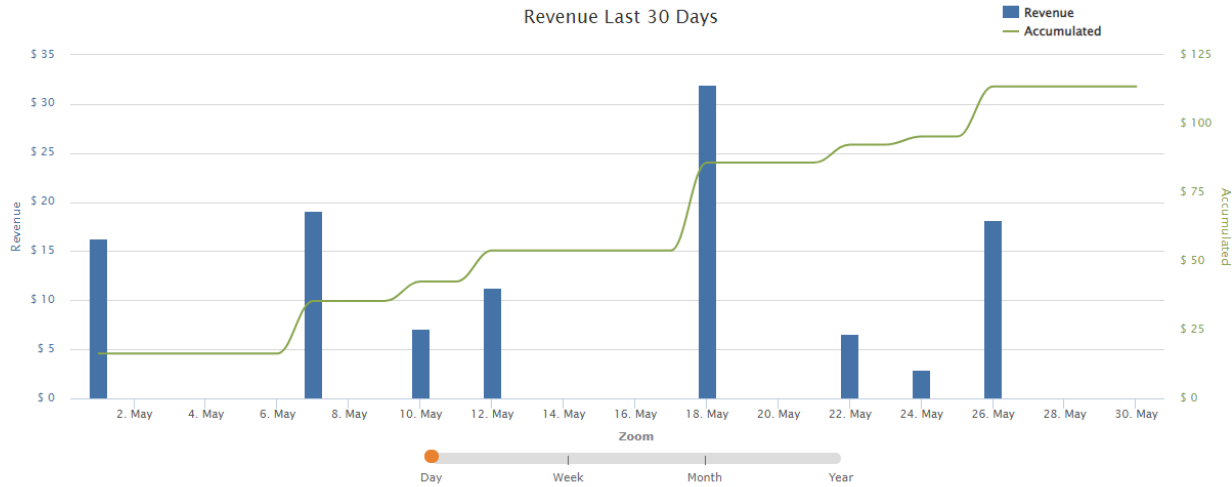


Analytics Chart



Analytics Chart

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



Filter

Filtered: None

Ports

Show Pins

Map Satellite

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 Master Tenant, LLC	Phone Number: 989.723.5149 Email: jadams@shiawasseechamber.org
Address: 215 N. Water Street, Suite 204 Owosso, MI 48867	Contact: John Adams
Federal Tax ID or SSN: 81-4530397	Check Payable: Owosso Master Tenant, 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 publicly available restrooms and will be conducted in accordance with applicable law.

TERM. The term is for the period June 1, 2022, through May 31, 2023.

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:

2022/2023	\$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 TWO MILLION DOLLARS (\$2,000,000.00). 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 Master 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 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 any executed copy hereof.

Owosso Master Tenant, LLC – **“Landlord”**

By: 
John Adams

Title: President/CEO

Date: 5/27/22

Owosso Main Street/DDA Board of Directors – **“Tenant”**

By: _____
Elizabeth Kuiper

Title: Executive Director

Date: _____

**OWOSSO MASTER TENANT, LLC
ARMORY RESTROOM AVAILABILITY ACKNOWLEDGEMENT
OWOSSO MAIN STREET/DDA BOARD OF DIRECTORS**

Owosso Main Street/DDA Board of Directors understands and acknowledges the following:

- The Public Restroom, located on the lower level of The Armory at 215 N. Water Street, Owosso, MI 48867, is accessible Monday through Friday from 7:00 a.m. until 7 p.m. and on Saturday from 8:00 a.m. until 3 p.m.
- Requests for additional access and modification to the standard operating hours of The Armory, for the purposes of community and special events, shall be submitted in writing a minimum of forty-eight hours before the event.

Owosso Master Tenant, LLC – **“Landlord”**

By:


John Adams

Title: President/CEO

Date:

5/27/22

Owosso Main Street/DDA Board of
Directors – **“Tenant”**

By:

Elizabeth Kuiper

Title: Executive Director

Date:

**BOARD OF TRUSTEES OF
SHIAWASSEE DISTRICT LIBRARY**

RESOLUTION SUBMITTING MILLAGE PROPOSAL

Filed
APR 29 2022
Caroline D. Wilson
Clerk of Shiawassee Co. Michigan

At a meeting of the Board of Trustees of the Shiawassee District Library, County of Shiawassee, State of Michigan, held in the Library on 27 April, 2022 at 7:00 p.m., prevailing Eastern Time.

PRESENT: Dale De Garmo, Robin Fredrick, Elaine Kuchar,
Lona Oliver, Sara Pettit, Samie Semans, Cindy Garber
ABSENT: Kathy Teich

The following preamble and resolution were offered by Garber and supported by Pettit:

WHEREAS, the Shiawassee District Library (the "Library") is subject to the provisions of the District Library Establishment Act, 1989 PA 24; and

WHEREAS, the Board of Trustees of the Library has determined that it is in the best interests and welfare of the Library and its residents that revenue be authorized for library purposes and to request from voters a millage of 1.25 mills subject to applicable Headlee rollbacks, of which 1.2166 mills is a renewal of a previously authorized millage that expired in 2021 and .0334 mill is a new additional millage for ten (10) years, beginning with the 2022 levy; and

WHEREAS, the Board of Trustees has determined that it is in the best interests of the District Library that such millage election be held on August 2, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Shiawassee District Library that:

1. The Library approves the ballot language attached as Exhibit A and certifies that the proposition attached as Exhibit A shall be submitted to a vote of the qualified electors of the Library at an election to be held on Tuesday, August 2, 2022.

2. The Secretary of the Board of Trustees of the District Library ("Secretary") is hereby directed to file a certified copy of this Resolution with the Shiawassee County Clerk ("County Clerk").

3. The Secretary is directed to request that the County Clerk publish notice of the close of registration in the manner required by law. *The District Library Establishment Act requires that the notice of close of registration contain the ballot language of the proposal attached as Exhibit A to this Resolution.*

4. The Secretary is directed to request the County Clerk publish notice of the election in the manner required by law.

5. The Secretary shall work with the County Clerk to have prepared and printed, as provided by law, separate ballots for submitting said propositions, which ballots shall be in substantially the same form shown on Exhibit A or said propositions shall be stated as separate propositions on the voting machines.

6. The President of the Library Board of Trustees is authorized to make any non-substantive changes to the proposed ballot language or notices authorized by this Resolution if changes are requested by the County Clerk or other person or entity authorized by law and said changes comply with the Michigan Election law and are consistent with the law governing district libraries.

7. The Treasurer of the Library Board of Trustees is hereby directed to pay, to the extent required by law, the costs of conducting the election required by this Resolution and by law.

8. All resolutions and parts of resolutions that are in conflict with the provisions of this Resolution are rescinded.

AYES: Members: Fredrick, Garber, Kuchar, Oliver, ^{De Garmo,} Pettit, Semans,

NAYS: Members: None

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF SHIAWASSEE)

I, the Secretary of the Board of Trustees of the Shiawassee District Library, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Shiawassee District Library, County of Shiawassee, State of Michigan, at a meeting held on 27 April, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended.

Jamie Jemue
Secretary

EXHIBIT A

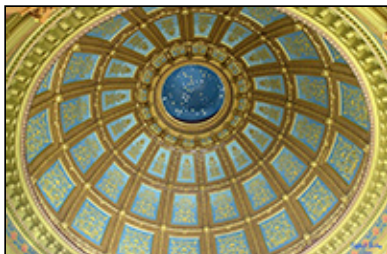
Library Millage Proposal

Shall the Shiawassee District Library, County of Shiawassee, be authorized to levy annually an amount not to exceed 1.25 mills (\$1.25 for each \$1,000 of taxable value), of which 1.2166 mills is a renewal of the millage rate that expired in 2021 and .0334 mill is new additional millage to restore the millage rate previously authorized, against all taxable property within the Shiawassee District Library district for a period of ten (10) years, 2022 to 2031, inclusive, for the purpose of providing funds for all district library purposes authorized by law? The estimate of the revenue the Shiawassee District Library will collect in the first year of levy (2022) if the millage is approved and levied by the Library is approximately \$822,000. By law, the Owosso Brownfield Redevelopment Authority will receive a portion of the millage collected from the Owosso Brownfield Redevelopment Authority district only.

Yes ☐

No ☐

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 Senate: Adjourned until Tuesday, June 7, 2022 10:00:00 AM

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RECODIFIED TAX INCREMENT FINANCING ACT

Act 57 of 2018

AN ACT to provide for the recodification and establishment of certain tax increment finance authorities; to prescribe the powers and duties of the authorities; to correct and prevent deterioration in residential, commercial, and industrial areas and certain other areas; to authorize the acquisition and disposal of interests in real and personal property; to authorize the creation and implementation of development plans and development areas; to promote residential and economic growth; to create certain boards; to prescribe the powers and duties of certain boards; to authorize the issuance of bonds and other evidences of indebtedness; to levy certain taxes; to authorize the use of tax increment financing; to prescribe powers and duties of certain state officials; to provide for rule promulgation; to provide for enforcement of this act; and to repeal acts and parts of acts.

History: [2018, Act 57](#), Eff. Jan. 1, 2019

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57-2018-2	Division	PART 2 DOWNTOWN DEVELOPMENT AUTHORITIES (125.4201...125.4230)
57-2018-3	Division	PART 3 TAX INCREMENT FINANCE AUTHORITIES (125.4301...125.4329)
57-2018-4	Division	PART 4 LOCAL DEVELOPMENT FINANCE AUTHORITIES (125.4401...125.4420)
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 (125.4901...125.4915)

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301 W. Main Street, Owosso, MI | 989.494.3344 | downtownowosso@gmail.com | downtownowosso.org

5/30/2022

Greetings Building & Business Owners:

After discussions with new and existing property owners, the shared dumpster program will conclude as of July 1, 2022 due to the lack of interest, increased prices and inability to satisfy financial obligations. Many businesses would still like to honor this program, as a team, and under the direction of Dave Acton. The Owosso Main Street Organization is researching best practices for the entire downtown as your pilot program has offered navigation for refuse requirements.

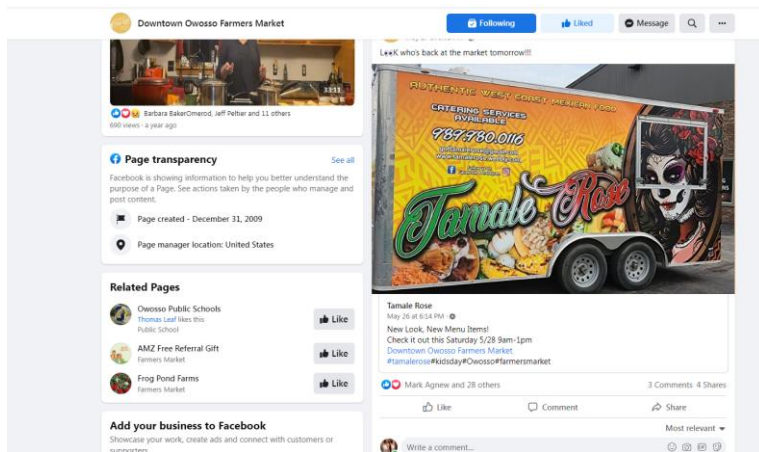
For additional information please contact:

Dave Acton (joint program sales) - dacton@chartermi.net

Kelly's Refuse (individual sales) – 989.723.3261

Beth Kuiper

Executive Director
Owosso Main Street/DDA
C: 989.277.1705





Thanks, we've been working very hard to keep a fantastic farmers market going for the community and I was happy it came together so well.

I've already personally paid for the use of the public restrooms for the season with the armory, as I needed this secured for the market before opening day.

For the trash issue occurring in Downtown Owosso... we don't have food trucks every weekend at the market. Trash being everywhere and full bins has been an ongoing issue with or without food vendors, a farmers market and the "increased foot traffic problem" during the market season. There aren't enough trash bins, regardless. The farmers market has had zero financial support this year and is already understaffed, so

paying for extra trash cans and pickup out of my pocket (or asking a vendor to) is not an option. Myself and all the vendors will continue to clean up as we always do after each farmers market.

When does the DDA meet? We'd like to have a DOFM member sit in on the next one.

On Tue, May 10, 2022 at 1:36 PM Elizabeth A. Kuiper <beth.kuiper@ci.owosso.mi.us> wrote:

Hello Josephine,

Congrats on opening day! It was a huge success. At this time the DDA is attempting to get the Woodard Place pocket park on Exchange Street spruced up and ready for DOFM patrons to utilize. I am working on a sponsor, but cleaned up the area, trimmed the tree and added mulch so far. We have umbrellas, but until the cameras are tuned on, I am nervous about leaving those out. I am working with the property owners regarding this.

The OMS/DDA Board also voted to support the bathroom cost sharing at the Armory in hopes to help the DOFM vendors and patrons.

Could we have a discussion about the trash from the food trucks please? I am having the trash receptacles and benches cleaned in the next few weeks, but we are low on stock and need to move some away from the Exchange St./Ball St corners and redistribute them around town. Trash is a real problem and we are limping along until I can find a solution (aka find sponsors for trash receptacles). Right now we have an outside

contractor come every Tuesday and Friday for trash, but that is just for normal non-event pickup. Each event that takes place in downtown Owosso takes care of their own trash. For example the Curwood Festival maintains their own trash services and the other events such as Vintage Motorcycle days and Glow have supplied their own. In the past, the DDA has taken on this role, however with the increased foot traffic it is becoming a problem and hoping we can work together to find a solution. Could you ask that the food trucks bring their own receptacles and remove them after market hours? You could use the city's new mobile vending ordinance as rationale if needed. Hopefully the food trucks will understand. Please let me know if you have questions or think there is a better way to resolve this problem.

Kindest Regards,

Beth Kuiper

Downtown Owosso DDA/Main Street Executive Director

M: 989.277.1705

O: 989.725.0571

Beth.Kuiper@ci.owosso.mi.us



Southwest Corner of Washington Avenue and Exchange Street

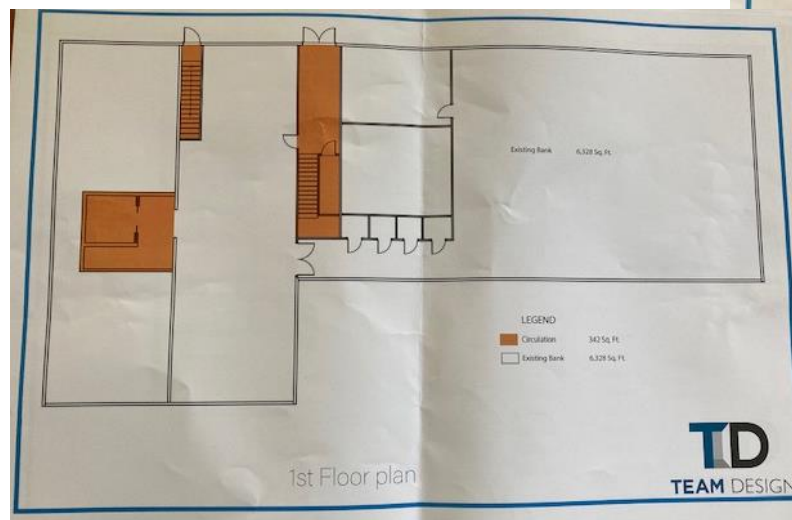


North Elevation



East Elevation

TD
TEAM DESIGN





2nd Floor plan



3rd Floor plan



**CEDAM's AmeriCorps State Program
Member Position Description**



Position Title: Community Outreach & Small Business Support Specialist

Position Type: Full-time; 1,700 hours = 36-40 hours/week

Dates of Service: September 12, 2022 – August 26, 2023

Track: Track 3

Host Site: Owosso Main Street/Downtown District Authority

Site Supervisor: Elizabeth Kuiper

Stipend: \$20,000.00

Focus Area(s): Small Business Support & Community Gathering Spaces

Service Activities: Volunteer recruitment & project scope programming

Organizational Information

“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.”

Role and Responsibilities

AmeriCorps member will advance the OMS’s goals and missions by leading capacity building initiatives and adhering to project scope protocols set forth by the Michigan Main Street.

The member will be responsible to:

- Create project scopes dependent of program
- Recruit volunteers based on individual strengths to build a solid base that enforces inclusivity
- Assist with a Ready to Recruit and Retain toolbox for new and existing small businesses
- Collaborate with community partners for a social media influencer program
- Produce marketing materials that align partnerships with downtown restaurants and larger manufacturing facilities within the county
- Attend Downtown Owosso Farmers Market booth for outreach initiatives
- Initiate shopping events/retail therapy/walking tours to grow the upward economic movements
- Develop revolving retail events in vacant spaces
- Co-facilitate an incubator kitchen in an underutilized restaurant
- Participate in Michigan Main Street trainings as seen fit

- Participate in CEDAM AmeriCorps monthly meetings, trainings, events, data collection, reporting, and additional items as needed.
- Participate in AmeriCorps & Michigan's' AmeriCorps events and trainings.

Preferred Qualifications:

Willingness to organize large scale projects into smaller, manageable tasks

Eagerness to collaborate with a vast majority of personalities including business owners, volunteers, residents, and visitors.

Community-driven mindset that links partnerships and leverages opportunities.

Minimum Qualifications:

Be at least 17 years of age. Minors must have guardian permission. Applicants must have HS diploma, GED, or working towards the completion of one.

U.S citizen, U.S national or lawful permanent resident of the U.S

Pass the following National Service Criminal History Checks (State of Michigan background check, State of residency –if not in Michigan, FBI fingerprinting, and state & National Sex Offender Registry

Compensation:

Members will receive a living allowance of \$20,000.00 distributed in even increments, bi-weekly between September 12, 2022 – August 26, 2023. Members will receive student loan forbearance for qualified loans, health care package, childcare assistance up on eligibility, and continual professional development. Upon successful completion of service an education award in the amount of \$6,495.00 will be issued. Members will serve 1,700 hours for the term = 36-0 hours/week. CEDAM's AmeriCorps Program is an equal opportunity employer. Reasonable accommodations will be made for interview/service as needed. All interested candidates must be available to spend 40 hours in training the week of September 12. All interested candidates should apply on CEDAMS website here: