

# **AGENDA**

*OWOSSO MAIN STREET/DDA*

## **REGULAR BOARD MEETING**

Wednesday, September 14, 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:** September 14, 2022

**Review and approval of minutes:** July 20, 2022

**Review and approval of Special Meeting minutes:** August 9, 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) Wesener Reimbursement Agreement - Amendment.....(Resolution)
- 7) Shi-Sportsplex RLF Loan Application.....(Resolution)
- 8) Barrister Brewery Grant Application.....(Resolution)
- 9) Pulse Report Survey.....(Discussion)
- 10) Community Self-Assessment.....(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](http://www.ci.owosso.mi.us).]

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**July 20, 2022, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chairman Jon Moore at 7:30 A.M.

**ROLL CALL:** Taken by Molly Hier

**MEMBERS PRESENT:** Chairman Jon Moore, Vice-Chairman Brianna Carrol, Commissioners: Josh Ardelean (7:44am), Sue Osika, Nicole Reyna, Lance Omer and Melissa Wheeler (8:02am).

**MEMBERS ABSENT:** Commissioner Bill Gilbert

**OTHERS PRESENT:** Beth Kuiper, Director and City Manager, Nathan Henne

**AGENDA:** IT WAS MOVED BY AUTHORITY MEMBER SUE OSIKA AND SUPPORTED BY VICE-CHAIR BRIANNA CARROL TO APPROVE THE AGENDA AS PRESENTED.

**AYES: ALL**

**MINUTES:** IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY VICE-CHAIR CARROL TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD JUNE 1, 2022.

**MINUTES:** IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY COMMISSIONER OMER TO APPROVE THE MINUTES AS PRESENTED FOR THE SPECIAL MEETING HELD JUNE 16, 2022.

**AYES: ALL**

**PUBLIC COMMENTS: NONE**

**ITEMS OF BUSINESS:**

- 1) **CHECK REGISTER: MARCH 2022** – Director Kuiper provided a brief summary of the March 2022 check register to the Board.

**MOTION BY AUTHORITY MEMBER OSIKA, SUPPORTED BY VICE-CHAIR CARROL TO APPROVE THE CHECK REGISTER AS PRESENTED FOR MARCH 2022 AS PRESENTED.**

**AYES: ALL**

- 2) **BUDGET REPORT** – Director Kuiper provided an update that there are still two outstanding bills that will need to be paid. Additional expenses have been paid and the proper funds have been transferred to the City account. It is around \$2500 to repair the chairman lights and she is still waiting on quotes for trash cans.

- 3) **CREDIT CARD RECONCILIATION** – Pre-payments have been made and the card will be closed soon.

- 4) **SHIACASH REPORT** – Commissioner Omer inquired as to how long the ShiCash is good for, Director Kuiper stated the most is 5 years.
- 5) **CHARGEPOINT REPORT**– Director Kuiper stated both Chargepoint stations located in the Main St. Plaza are still inactive; there are problems with overheating and wiring issues; parts are on order currently. The Board would like to see monthly reports of the stations.
- 6) **123 N. WASHINGTON BROWNFIELD PLAN** – City Manager Nathan Henne provided an update to the Board; Woodworth has hired Bruce Johnson to help assist with the grant program through the MEDC. City Council and the Brownfield Authority have approved the necessary plans, the plan is for 20 years, totaling around \$2.9 million. He suggested the DDA consider an agreement to allow the Brownfield project to capture tax increments revenue from their dedicated millage, which is an estimated \$9500 cost to the DDA. There is an estimated 11 residential units included in the renovation project.

**MOTION BY AUTHORITY MEMBER OSIKA, SUPPORTED BY VICE-CHAIR CARROL TO APPROVE THE 123 N. WASHINGTON STREET BROWNFIELD PLAN.**

**AYES: ALL**

- 7) **REVOLVING LOAN FUND AMENDMENTS** – It was agreed by the Board to approve the revision from the RLF Subcommittee to the Revolving Loan Fund Manual & Applications: All property development loans must be repaid in full if there is a transfer of the property title. The OMS/DDA recommended with the guidance of City Manager Nathan Henne to modify the recommended 5% interest rate to prime interest rate plus 1%.

**MOTION BY VICE-CHAIR CARROL, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE AMENDEMENT FOR THE REVOLVING LOAN IN THAT INSTEAD OF A 5% FLAT RATE, IT IS A PRIME PLUS %1 INTEREST RATE AT THE TIME OF APPLICATION.**

**AYES: ALL**

- 8) **ELECTRIC VEHICLE STATIONS** – Director Kuiper stated it was a Social Media Bootcamp course offered by AZee Business Solutions. She also has concerns the Chargepoint stations are starting to cost the Board money since they have been inactive for so long. The warranty is good through October 3, 2024, she posed the question do we remove them if they cannot be fixed and stay operable. Vice-Chair Carrol asked if switching providers is an option, Beth states no, there is limited manufacturer's and limited electricians who can fix the issues. Commissioner Omer suggested to make a request to extend the warranty. Chairman Moore offered to meet with Chargepoint. The Board is interested in meeting with a Chargepoint representative.
- 9) **AMERICORPS MEMBER** – Director Kuiper stated she has received five applications; two of which are local and she feels are both invested. She has met with the applicants for an initial interview and walked through programs they'll focus on and benefits offered to them. The board would like to have backup applicants.
- 10) **SPONSORSHIP OPPORTUNITIES** – Vice Chair Carrol took over for Chairman Moore who left at 8:20am. She detailed the upcoming Artwalk on September 10, 2022; she has met with sponsors from previous years; one more sponsor is needed. There will be an interactive art station for adults and children sponsored by Woodworth as well as a chalk-art contest sponsored by CLH Insurance.

Many businesses in the downtown area have exhibits planned that are inclusive to the public; the event hours are 3:00 – 8:00pm.

**COMMITTEE UPDATES:**

- 1) **Design** – Commissioner Wheeler spoke about the chairman lights, funds have been provided by the City for replacement. Additionally the Fountain Park is in the process of approval for repair after being hit by a vehicle. All the flowers have been donated by local businesses. Authority Member Osika requested obtaining petunias for the next year. Surrounding Cities have hanging pots and planters and the Board agreed they would like to see more in Owosso's downtown potentially replacing flower beds in the future.
- 2) **Organization – No updates**
- 3) **Economic Vitality** – Director Kuiper stated seven people signed up and four individuals showed up, it was an informative meeting.

**Board Continuing Education/Information:**

Authority Member Osika recommended everyone visit the new E-Bikes Store located in the old JcPennys Salon. She also stated she has received complaints regarding weeds in the downtown sidewalks and flowerbeds. The individual that had planned to care for this issue is too busy to keep up; DPW is also very busy this season. Director Kuiper stated that Washington Street sidewalks had been sprayed but there are some remaining. The Board agreed on a day to pull weeds themselves since outside sources are unable to.

Director Kuiper stated she would like to add signs to the bike racks downtown. Commissioner Reyna would like a bike rack in front of Sidelines for customers who peddle to the restaurant.

**Director Updates:**

Director Kuiper will be on vacation August 27, 2022 – September 6, 2022. The Board agreed to postpone the next meeting until September 14, 2022.

**PUBLIC COMMENTS:**

NONE

**BOARD COMMENTS:**

NONE

**ADJOURNMENT:**

**IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY COMMISSIONER OMER TO ADJOURN AT 8:45 A.M.**

**AYES: ALL. MOTION CARRIED.**

**MINUTES**  
**SPECIAL MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**AUGUST 9, 2022 AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chairman Moore at 7:32 A.M.

**ROLL CALL:** Taken by Director Beth Kuiper

**MEMBERS PRESENT:** Chairman Jon Moore, Vice-Chairman Bri Marrah (7:36), Commissioners: Josh Ardelean, Bill Gilbert, Melissa Wheeler, Nicole Renya and Authority Member Sue Osika.

**MEMBERS ABSENT:** Commissioner Lance Omer.

**OTHERS PRESENT:** Beth Kuiper, Director

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

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** None

**ITEMS OF BUSINESS:**

- 1) **RLF APPLICATION REVIEW** – Authority Member S. Osika questioned N. Pidek's recusal at the RLF subcommittee meeting. Director Kuiper confirmed that N. Pidek did not vote as a member of the RLF subcommittee, but attended as an applicant to answer questions as all RLF applicants are asked to present. Chairman Moore contacted N. Pidek asking for clarification in which N. Pidek confirmed that he did recused himself verbally due to conflict of interest from voting or commenting as a committee member for the Aviator Jayne RLF loan application.

**MOTION BY COMMISSIONER ARDELEAN, SUPPORTED BY AUTHORITY MEMBER OSIKA TO AMMEND THE AVIATOR JAYNE SCORING MATRIX MINUTES AS PRESENTED.**

**MOTION BY AUTHORITY MEMBER OSIKA, SUPPORTED BY VICE-CHAIR MARRAH TO APPROVE THE AVIATOR JAYNE'S BUSINESS EXPANSION AND PROPERTY DEVELOPMENT RLF LOAN.**

**AYES: ALL. MOTION CARRIED.**

- 2) **AMERICORPS MEMBER** – A second member position was offered to OMS/DDA at a cost of \$2500.00 to the DDA for a full-time employee for one year. Director Kuiper informed the OMS/DDA Board on the impacts of this second member would have on the organization's programming and budget.

**MOTION BY VICE-CHAIR MARRAH, SUPPORTED BY AUTHORITY MEMBER OSIKA TO DENY A SECOND AMERICORPS MEMBER DUE TO BUDGETARY CONSTRAINTS.**

**AYES: ALL. MOTION CARRIED.**

- 3) **MMS COMMUNITY ASSESSMENT** – For accreditation and programming optimization, the OMS/DDA must complete a community assessment by 8/30/2022. All board members will

complete this assessment by 8/19/2022 and return to Director Kuiper. Kuiper will compile information and the board will further discuss at their regular meeting to be held on 9/14/2022.

- 4) **MMS PULSE REPORT** – An in-demand pulse report must be completed by 8/30/2022 by the community. Director Kuiper sent a survey link (expired) for the Board to modify by 8/12/2022 and will send electronically early next week.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:**

**ADJOURNMENT:**

**IT WAS MOVED BY CHAIRMAN MOORE AND SUPPORTED BY VICE-CHAIRMAN MARRAH TO  
ADJOURN AT 8:10 A.M. AYES: ALL. MOTION CARRIED.**

**NEXT MEETING: SEPTEMBER 14, 2022.**

Owosso Main Street  
Check Register - By Check Number  
July 2022

Num	Date	Name	Memo	Account	Paid Amount
Debit	07/13/2022	Gordons Food Store		296-000-101.250 Checking #0657	
			Event	296-696-818.000-DOWNTOWNPROMO	-88.86
TOTAL					-88.86
Debit	07/15/2022	Walmart		296-000-101.250 Checking #0657	
			Sidewalk Sales	296-696-818.000 PRO WK PLNS	-45.52
TOTAL					-45.52
Debit	07/18/2022	Springrove Variety		296-000-101.250 Checking #0657	
			Sidewalk Sales	296-696-818.000 PRO WK PLNS	-83.47
TOTAL					-83.47
Debit	07/18/2022	Dollar Tree		296-000-101.250 Checking #0657	
			Sidewalk Sales	296-696-818.000 PRO WK PLNS	-51.68
TOTAL					-51.68
Debit	07/18/2022	Owosso Cookie Company		296-000-101.250 Checking #0657	
				296-696-818.000 PRO WK PLNS	-60.42
TOTAL					-60.42
Debit	07/18/2022	Home Depot		296-000-101.250 Checking #0657	
				Uncategorized Expenses	-97.39
TOTAL					-97.39
3495	07/08/2022	Gilbert's Do It Best		296-000-101.250 Checking #0657	
516923	06/04/2022		Contractor Bags	296-200-831.000 MAINTENANCE	-17.99
516937	06/05/2022		Contractor Bags	296-200-831.000 MAINTENANCE	-17.99
TOTAL					-35.98
3496	07/15/2022	City of Owosso	09/21-12/17/21-2901110002	296-000-101.250 Checking #0657	
202206222-2901110002	06/22/2022		Water Bill 150 N Water St 06/24-06/22/22 290111	296-200-831.000 MAINTENANCE	-262.98
TOTAL					-262.98
3497	07/15/2022	Farmer's Garden, LLC.		296-000-101.250 Checking #0657	
20220615-FG	06/15/2022			296-697-818.000-BASKETS	-5,021.50
TOTAL					-5,021.50
3498	07/15/2022	Kelly's Refuse		296-000-101.250 Checking #0657	
063022-2115	06/30/2022		Monthly Trash Service - Containers	296-200-831.000 MAINTENANCE	-1,000.00
20220630-4196	06/30/2022		Monthly Trash Service - Dumpster	296-200-831.000 MAINTENANCE	-400.00
TOTAL					-1,400.00
3499	07/15/2022	City of Owosso		296-000-101.250 Checking #0657	
0000006464	06/30/2022			296-299-702.100 SALARIES	-4,292.32
				296-299-715.000 FICA	-328.84
				296-299-716.100 HEALTH INSURANC	-957.08
				296-299-716.200 DENTAL INSURANC	-37.39
				296-299-716.300 OPTICAL INSURAN	-5.54
				296-299-716.400 LIFE INSURANCE	-24.55
				296-299-716.500 DISABILITY INS	-24.80
				296-299-718.200 DEFINED CONTRIB	-386.32

Owosso Main Street  
Check Register - By Check Number  
July 2022

	Num	Date	Name	Memo	Account	Paid Amount
TOTAL						-6,056.84
	3500	07/15/2022	City of Owosso		296-000-101.250 Checking #0657	
				Initial Transfer of funds to the City of Owosso	296-000-369.000 Ret Earnings	-80,000.00
TOTAL						-80,000.00



Owosso Main Street  
Bank Account Balances

As of July 31, 2022

Jul 31, 22

ASSETS

Current Assets

Checking/Savings

296-000-101.250 Checking #0657 34,027.42

Event Acct #1994 10,018.70

Total Checking/Savings 44,046.12

Total Current Assets 44,046.12

TOTAL ASSETS 44,046.12

LIABILITIES & EQUITY 0.00

Owosso Main Street  
Reconciliation Detail  
296-000-202.100 Credit Card, Period Ending 08/16/2022

	Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance							-146.01
Cleared Transactions							
Charges and Cash Advances - 2 items							
	Credit Card Charge	07/20/2022		Google	√	-9.99	-9.99
	Credit Card Charge	08/12/2022		Notion Labs	√	-40.00	-49.99
Total Charges and Cash Advances						-49.99	-49.99
Total Cleared Transactions						-49.99	-49.99
Cleared Balance						49.99	-96.02
Register Balance as of 08/16/2022						49.99	-96.02
Ending Balance						49.99	-96.02

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			07/31/2022	MONTH 07/31/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	33,655.00	4,056.50	4,056.50	29,598.50	12.05
248-000-402.100	TIF	185,108.00	0.00	0.00	185,108.00	0.00
248-000-540.000	STATE SOURCES	0.00	0.00	0.00	0.00	0.00
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00	0.00	0.00	0.00	0.00
248-000-642.000	CHARGE FOR SERVICES - SALES	0.00	0.00	0.00	0.00	0.00
248-000-642.100	SALES-ARTISAN MARKET	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	1,800.00	0.00	0.00	1,800.00	0.00
248-000-670.000	LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-000-670.100	LOAN INTEREST	0.00	0.00	0.00	0.00	0.00
248-000-674.200	DONATIONS	5,432.00	500.00	500.00	4,932.00	9.20
248-000-674.300	INCOME-ECNMC RESTRUCTING	20,000.00	0.00	0.00	20,000.00	0.00
248-000-674.400	INCOME-PROMOTION	17,600.00	0.00	0.00	17,600.00	0.00
248-000-674.500	INCOME-ORGANIZATION	10,000.00	0.00	0.00	10,000.00	0.00
248-000-675.000	MISCELLANEOUS	0.00	80,000.00	80,000.00	(80,000.00)	100.00
248-000-692.000	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
248-000-692.100	APPROPRIATION OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00
248-000-699.101	GENERAL FUND TRANSFER	37,952.00	0.00	0.00	37,952.00	0.00
Total Dept 000 - REVENUE		311,547.00	84,556.50	84,556.50	226,990.50	27.14
TOTAL REVENUES		311,547.00	84,556.50	84,556.50	226,990.50	27.14
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	3,450.00	0.00	0.00	3,450.00	0.00
248-200-728.300	FUND RAISING PROMOTION	0.00	0.00	0.00	0.00	0.00
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00
248-200-802.000	ADVERTISING	0.00	0.00	0.00	0.00	0.00
248-200-810.000	INSURANCE & BONDS	3,000.00	0.00	0.00	3,000.00	0.00
248-200-818.000	CONTRACTUAL SERVICES	6,500.00	0.00	0.00	6,500.00	0.00
248-200-818.100	CONTRACTUAL-TIF PROJECTS	0.00	0.00	0.00	0.00	0.00
248-200-920.000	UTILITIES	0.00	0.00	0.00	0.00	0.00
248-200-920.100	ELECTRICITY-EV STATION	0.00	0.00	0.00	0.00	0.00
248-200-920.300	TELEPHONE	500.00	0.00	0.00	500.00	0.00
248-200-930.000	BUILDING MAINTENANCE	58,200.00	119.11	119.11	58,080.89	0.20
248-200-955.000	MEMBERSHIPS & DUES	1,000.00	0.00	0.00	1,000.00	0.00
248-200-956.000	EDUCATION & TRAINING	0.00	0.00	0.00	0.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	9,279.00	0.00	0.00	9,279.00	0.00
Total Dept 200 - GEN SERVICES		81,929.00	119.11	119.11	81,809.89	0.15
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	62,000.00	3,910.78	3,910.78	58,089.22	6.31
248-261-702.800	ACCRUED SICK LEAVE	0.00	0.00	0.00	0.00	0.00
248-261-703.000	OTHER COMPENSATION	0.00	0.00	0.00	0.00	0.00
248-261-715.000	SOCIAL SECURITY (FICA)	4,743.00	299.60	299.60	4,443.40	6.32
248-261-716.100	HEALTH INSURANCE	19,920.00	1,595.14	1,595.14	18,324.86	8.01
248-261-716.200	DENTAL INSURANCE	785.00	62.32	62.32	722.68	7.94
248-261-716.300	OPTICAL INSURANCE	116.00	9.24	9.24	106.76	7.97
248-261-716.400	LIFE INSURANCE	491.00	40.92	40.92	450.08	8.33
248-261-716.500	DISABILITY INSURANCE	796.00	89.04	89.04	706.96	11.19
248-261-717.000	UNEMPLOYMENT INSURANCE	47.00	0.00	0.00	47.00	0.00
248-261-718.200	DEFINED CONTRIBUTION	5,580.00	351.98	351.98	5,228.02	6.31

09/12/2022 09:29 AM  
User: BABarrett  
DB: Owosso

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

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PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2022	MONTH 07/31/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-261-719.000	WORKERS' COMPENSATION	403.00	83.67	83.67	319.33	20.76
248-261-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00
Total Dept 261 - GENERAL ADMIN		94,881.00	6,442.69	6,442.69	88,438.31	6.79
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	700.00	0.00	0.00	700.00	0.00
248-704-818.000	WORK PLAN EXPENDITURES	9,300.00	0.00	0.00	9,300.00	0.00
248-704-955.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00
248-704-956.000	EDUCATION & TRAINING	0.00	0.00	0.00	0.00	0.00
248-704-995.101	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 704 - ORGANIZATION		10,000.00	0.00	0.00	10,000.00	0.00
Dept 705 - PROMOTION						
248-705-728.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
248-705-802.000	ADVERTISING	0.00	0.00	0.00	0.00	0.00
248-705-818.000	WORK PLAN EXPENDITURES	19,000.00	0.00	0.00	19,000.00	0.00
248-705-818.700	FARMER'S MARKET	0.00	0.00	0.00	0.00	0.00
248-705-818.720	ARTISAN MARKET	0.00	0.00	0.00	0.00	0.00
248-705-818.730	ART WALK	0.00	0.00	0.00	0.00	0.00
248-705-818.740	HARVESTFEST	0.00	0.00	0.00	0.00	0.00
248-705-818.750	GLOW	0.00	0.00	0.00	0.00	0.00
248-705-818.760	CAR CRUISE	0.00	0.00	0.00	0.00	0.00
248-705-818.770	CRUISE TO CASTLE	0.00	0.00	0.00	0.00	0.00
Total Dept 705 - PROMOTION		19,000.00	0.00	0.00	19,000.00	0.00
Dept 706 - DESIGN						
248-706-728.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
248-706-818.000	WORK PLAN EXPENDITURES	11,600.00	0.00	0.00	11,600.00	0.00
248-706-818.700	CONTRACTUAL SERVICES-BASKETS	0.00	0.00	0.00	0.00	0.00
248-706-930.000	BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-706-974.000-WAYFINDING	WAYFINDING	0.00	0.00	0.00	0.00	0.00
248-706-974.000-WOODARDPLC	WOODARD PLACE	0.00	0.00	0.00	0.00	0.00
Total Dept 706 - DESIGN		11,600.00	0.00	0.00	11,600.00	0.00
Dept 707 - ECONOMIC RESTRUCTURING						
248-707-728.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
248-707-818.000	WORK PLAN EXPENDITURES	20,000.00	0.00	0.00	20,000.00	0.00
248-707-975.000	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 707 - ECONOMIC RESTRUCTURING		20,000.00	0.00	0.00	20,000.00	0.00
Dept 901 - CAPITAL OUTLAY						
248-901-965.585	CAPITAL CONTRIBUTION-PARKING	1,900.00	0.00	0.00	1,900.00	0.00
248-901-965.730	CAPITAL CONTRIBUTION-ECON DVMT	0.00	0.00	0.00	0.00	0.00
248-901-965.751	CAPITAL CONTRIBUTION-PARKS	0.00	0.00	0.00	0.00	0.00
248-901-974.000	COL-LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-901-974.100	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO  
PERIOD ENDING 07/31/2022

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 07/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-901-976.000	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-901-976.100	BUILDING IMP-TIF	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		1,900.00	0.00	0.00	1,900.00	0.00
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	60,694.00	385.79	385.79	60,308.21	0.64
248-905-993.000	INTEREST	17,738.00	66.86	66.86	17,671.14	0.38
Total Dept 905 - DEBT SERVICE		78,432.00	452.65	452.65	77,979.35	0.58
Dept 966 - TRANSFERS OUT						
248-966-995.239	TRANSFER TO CDBG	0.00	0.00	0.00	0.00	0.00
248-966-995.304	TRANSFER TO DEBT 2009 LTGO FUND	0.00	0.00	0.00	0.00	0.00
248-966-995.369	TRANSFER-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
Total Dept 966 - TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		317,742.00	7,014.45	7,014.45	310,727.55	2.21
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		311,547.00	84,556.50	84,556.50	226,990.50	27.14
TOTAL EXPENDITURES		317,742.00	7,014.45	7,014.45	310,727.55	2.21
NET OF REVENUES & EXPENDITURES		(6,195.00)	77,542.05	77,542.05	(83,737.05)	1,251.69

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CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO  
CHECK DATE FROM 07/01/2022 - 08/31/2022

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/08/2022	1	8090(A)	GOULD LAW PC	CONTRACTUAL SERVICES DDA	818.000	200	475.00
07/22/2022	1	8170(A)	VERIZON WIRELESS	DDA	920.300	200	33.33
08/05/2022	1	135021	AMERICAN SPEEDY PRINTING	CAR CRUISE	818.760	705	30.00
08/05/2022	1	135048	CITY OF OWOSSO	PRINCIPAL	991.100	905	385.79
				INTEREST	993.000	905	66.86
				CHECK 1 135048 TOTAL FOR FUND 248:			452.65
08/05/2022	1	135066	OWOSSO MASTER TENANT	BUILDING MAINTENANCE	930.000	200	3,000.00
08/05/2022	1	135069	PETERSON'S LANDSCAPING	CONTRACTUAL SERVICES	818.000	200	1,822.33
				CONTRACTUAL SERVICES	818.000	200	1,290.00
				CHECK 1 135069 TOTAL FOR FUND 248:			3,112.33
08/05/2022	1	135075	SLOAN'S SEPTIC TANK SERVICE INC	CAR CRUISE	818.760	705	105.00
08/19/2022	1	135147	OWOSSO-WATER FUND	UTILITIES	920.000	200	70.40
08/19/2022	1	8251(A)	GOULD LAW PC	DDA	818.000	200	62.50
08/19/2022	1	8263(A)	MICHIGAN MUNICIPAL LEAGUE WORKERS'	WORKERS' COMPENSATION	719.000	261	83.67
08/19/2022	1	8279(A)	VERIZON WIRELESS	DDA	920.300	200	33.33
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI			7,458.21

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

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PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2022	MONTH 07/31/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	33,655.00	4,056.50	4,056.50	29,598.50	12.05
248-000-402.100	TIF	185,108.00	0.00	0.00	185,108.00	0.00
248-000-665.000	INTEREST INCOME	1,800.00	0.00	0.00	1,800.00	0.00
248-000-674.200	DONATIONS	5,432.00	500.00	500.00	4,932.00	9.20
248-000-674.300	INCOME-ECNMC RESTRUCTING	20,000.00	0.00	0.00	20,000.00	0.00
248-000-674.400	INCOME-PROMOTION	17,600.00	0.00	0.00	17,600.00	0.00
248-000-674.500	INCOME-ORGANIZATION	10,000.00	0.00	0.00	10,000.00	0.00
248-000-675.000	MISCELLANEOUS	0.00	80,000.00	80,000.00	(80,000.00)	100.00
248-000-699.101	GENERAL FUND TRANSFER	37,952.00	0.00	0.00	37,952.00	0.00
Total Dept 000 - REVENUE		311,547.00	84,556.50	84,556.50	226,990.50	27.14
TOTAL REVENUES		311,547.00	84,556.50	84,556.50	226,990.50	27.14
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	3,450.00	0.00	0.00	3,450.00	0.00
248-200-810.000	INSURANCE & BONDS	3,000.00	0.00	0.00	3,000.00	0.00
248-200-818.000	CONTRACTUAL SERVICES	6,500.00	0.00	0.00	6,500.00	0.00
248-200-920.300	TELEPHONE	500.00	0.00	0.00	500.00	0.00
248-200-930.000	BUILDING MAINTENANCE	58,200.00	119.11	119.11	58,080.89	0.20
248-200-955.000	MEMBERSHIPS & DUES	1,000.00	0.00	0.00	1,000.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	9,279.00	0.00	0.00	9,279.00	0.00
Total Dept 200 - GEN SERVICES		81,929.00	119.11	119.11	81,809.89	0.15
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	62,000.00	3,910.78	3,910.78	58,089.22	6.31
248-261-715.000	SOCIAL SECURITY (FICA)	4,743.00	299.60	299.60	4,443.40	6.32
248-261-716.100	HEALTH INSURANCE	19,920.00	1,595.14	1,595.14	18,324.86	8.01
248-261-716.200	DENTAL INSURANCE	785.00	62.32	62.32	722.68	7.94
248-261-716.300	OPTICAL INSURANCE	116.00	9.24	9.24	106.76	7.97
248-261-716.400	LIFE INSURANCE	491.00	40.92	40.92	450.08	8.33
248-261-716.500	DISABILITY INSURANCE	796.00	89.04	89.04	706.96	11.19
248-261-717.000	UNEMPLOYMENT INSURANCE	47.00	0.00	0.00	47.00	0.00
248-261-718.200	DEFINED CONTRIBUTION	5,580.00	351.98	351.98	5,228.02	6.31
248-261-719.000	WORKERS' COMPENSATION	403.00	83.67	83.67	319.33	20.76
Total Dept 261 - GENERAL ADMIN		94,881.00	6,442.69	6,442.69	88,438.31	6.79
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	700.00	0.00	0.00	700.00	0.00
248-704-818.000	WORK PLAN EXPENDITURES	9,300.00	0.00	0.00	9,300.00	0.00
Total Dept 704 - ORGANIZATION		10,000.00	0.00	0.00	10,000.00	0.00
Dept 705 - PROMOTION						
248-705-818.000	WORK PLAN EXPENDITURES	19,000.00	0.00	0.00	19,000.00	0.00
Total Dept 705 - PROMOTION		19,000.00	0.00	0.00	19,000.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

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PERIOD ENDING 07/31/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2022 NORMAL (ABNORMAL)	MONTH 07/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	11,600.00	0.00	0.00	11,600.00	0.00
Total Dept 706 - DESIGN		11,600.00	0.00	0.00	11,600.00	0.00
Dept 707 - ECONOMIC RESTRUCTURING						
248-707-818.000	WORK PLAN EXPENDITURES	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 707 - ECONOMIC RESTRUCTURING		20,000.00	0.00	0.00	20,000.00	0.00
Dept 901 - CAPITAL OUTLAY						
248-901-965.585	CAPITAL CONTRIBUTION-PARKING	1,900.00	0.00	0.00	1,900.00	0.00
Total Dept 901 - CAPITAL OUTLAY		1,900.00	0.00	0.00	1,900.00	0.00
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	60,694.00	385.79	385.79	60,308.21	0.64
248-905-993.000	INTEREST	17,738.00	66.86	66.86	17,671.14	0.38
Total Dept 905 - DEBT SERVICE		78,432.00	452.65	452.65	77,979.35	0.58
TOTAL EXPENDITURES		317,742.00	7,014.45	7,014.45	310,727.55	2.21
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		311,547.00	84,556.50	84,556.50	226,990.50	27.14
TOTAL EXPENDITURES		317,742.00	7,014.45	7,014.45	310,727.55	2.21
NET OF REVENUES & EXPENDITURES		(6,195.00)	77,542.05	77,542.05	(83,737.05)	1,251.69



PERIOD ENDING 08/31/2022

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2022	MONTH 08/31/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	33,655.00	11,746.23	7,689.73	21,908.77	34.90
248-000-402.100	TIF	185,108.00	0.00	0.00	185,108.00	0.00
248-000-540.000	STATE SOURCES	0.00	20,000.00	20,000.00	(20,000.00)	100.00
248-000-665.000	INTEREST INCOME	1,800.00	7.44	7.44	1,792.56	0.41
248-000-670.000	LOAN PRINCIPAL	0.00	660.15	660.15	(660.15)	100.00
248-000-670.100	LOAN INTEREST	0.00	363.83	363.83	(363.83)	100.00
248-000-674.200	DONATIONS	5,432.00	500.00	0.00	4,932.00	9.20
248-000-674.300	INCOME-ECNMC RESTRUCTING	20,000.00	0.00	0.00	20,000.00	0.00
248-000-674.400	INCOME-PROMOTION	17,600.00	1,200.00	1,200.00	16,400.00	6.82
248-000-674.500	INCOME-ORGANIZATION	10,000.00	0.00	0.00	10,000.00	0.00
248-000-675.000	MISCELLANEOUS	0.00	80,000.00	0.00	(80,000.00)	100.00
248-000-699.101	GENERAL FUND TRANSFER	37,952.00	0.00	0.00	37,952.00	0.00
Total Dept 000 - REVENUE		311,547.00	114,477.65	29,921.15	197,069.35	36.74
TOTAL REVENUES		311,547.00	114,477.65	29,921.15	197,069.35	36.74
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	3,450.00	0.00	0.00	3,450.00	0.00
248-200-810.000	INSURANCE & BONDS	3,000.00	0.00	0.00	3,000.00	0.00
248-200-818.000	CONTRACTUAL SERVICES	6,500.00	3,174.83	3,174.83	3,325.17	48.84
248-200-920.000	UTILITIES	0.00	70.40	70.40	(70.40)	100.00
248-200-920.300	TELEPHONE	500.00	33.33	33.33	466.67	6.67
248-200-930.000	BUILDING MAINTENANCE	58,200.00	3,119.11	3,000.00	55,080.89	5.36
248-200-955.000	MEMBERSHIPS & DUES	1,000.00	0.00	0.00	1,000.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	9,279.00	0.00	0.00	9,279.00	0.00
Total Dept 200 - GEN SERVICES		81,929.00	6,397.67	6,278.56	75,531.33	7.81
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	62,000.00	8,870.78	4,960.00	53,129.22	14.31
248-261-715.000	SOCIAL SECURITY (FICA)	4,743.00	679.56	379.96	4,063.44	14.33
248-261-716.100	HEALTH INSURANCE	19,920.00	3,190.28	1,595.14	16,729.72	16.02
248-261-716.200	DENTAL INSURANCE	785.00	122.15	59.83	662.85	15.56
248-261-716.300	OPTICAL INSURANCE	116.00	18.48	9.24	97.52	15.93
248-261-716.400	LIFE INSURANCE	491.00	81.84	40.92	409.16	16.67
248-261-716.500	DISABILITY INSURANCE	796.00	154.23	65.19	641.77	19.38
248-261-717.000	UNEMPLOYMENT INSURANCE	47.00	0.00	0.00	47.00	0.00
248-261-718.200	DEFINED CONTRIBUTION	5,580.00	798.38	446.40	4,781.62	14.31
248-261-719.000	WORKERS' COMPENSATION	403.00	167.34	83.67	235.66	41.52
Total Dept 261 - GENERAL ADMIN		94,881.00	14,083.04	7,640.35	80,797.96	14.84

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 08/31/2022

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2022 NORMAL (ABNORMAL)	MONTH 08/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	700.00	0.00	0.00	700.00	0.00
248-704-818.000	WORK PLAN EXPENDITURES	9,300.00	0.00	0.00	9,300.00	0.00
Total Dept 704 - ORGANIZATION		10,000.00	0.00	0.00	10,000.00	0.00
Dept 705 - PROMOTION						
248-705-818.000	WORK PLAN EXPENDITURES	19,000.00	0.00	0.00	19,000.00	0.00
248-705-818.760	CAR CRUISE	0.00	135.00	135.00	(135.00)	100.00
Total Dept 705 - PROMOTION		19,000.00	135.00	135.00	18,865.00	0.71
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	11,600.00	0.00	0.00	11,600.00	0.00
Total Dept 706 - DESIGN		11,600.00	0.00	0.00	11,600.00	0.00
Dept 707 - ECONOMIC RESTRUCTURING						
248-707-818.000	WORK PLAN EXPENDITURES	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 707 - ECONOMIC RESTRUCTURING		20,000.00	0.00	0.00	20,000.00	0.00
Dept 901 - CAPITAL OUTLAY						
248-901-965.585	CAPITAL CONTRIBUTION-PARKING	1,900.00	0.00	0.00	1,900.00	0.00
Total Dept 901 - CAPITAL OUTLAY		1,900.00	0.00	0.00	1,900.00	0.00
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	60,694.00	385.79	0.00	60,308.21	0.64
248-905-993.000	INTEREST	17,738.00	66.86	0.00	17,671.14	0.38
Total Dept 905 - DEBT SERVICE		78,432.00	452.65	0.00	77,979.35	0.58
TOTAL EXPENDITURES		317,742.00	21,068.36	14,053.91	296,673.64	6.63
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		311,547.00	114,477.65	29,921.15	197,069.35	36.74
TOTAL EXPENDITURES		317,742.00	21,068.36	14,053.91	296,673.64	6.63
NET OF REVENUES & EXPENDITURES		(6,195.00)	93,409.29	15,867.24	(99,604.29)	1,507.82

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CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO  
FROM 07/01/2022 TO 08/31/2022  
FUND: 248  
CASH AND INVESTMENT ACCOUNTS

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Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 08/31/2022
Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY				
001.200	POOLED CASH (HUNTINGTON BANK)	(17,109.56)	121,178.72	22,689.43	81,379.73

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
Cash		
248-000-001.200	POOLED CASH (HUNTINGTON BANK)	65,320.91
Cash		<u>65,320.91</u>
Accounts Receivable		
248-000-040.000	A/R - ACCOUNT RECEIVABLE	644.23
Accounts Receivable		<u>644.23</u>
Other Assets		
Other Assets		<u>0.00</u>
Due From Other Funds		
Due From Other Funds		<u>0.00</u>
<b>Total Assets</b>		<u><b>65,965.14</b></u>
*** Liabilities ***		
Accounts Payable		
248-000-202.000	ACCOUNTS PAYABLE	452.65
Accounts Payable		<u>452.65</u>
Liabilities-ST		
Liabilities-ST		<u>0.00</u>
Due To Other Funds		
Due To Other Funds		<u>0.00</u>
<b>Total Liabilities</b>		<u><b>452.65</b></u>
*** Fund Balance ***		
Unassigned		
Unassigned		<u>0.00</u>
Assigned		
Assigned		<u>0.00</u>
Investment In Capital Assets		
Investment In Capital Assets		<u>0.00</u>
Nonspendable		
Nonspendable		<u>0.00</u>
<b>Total Fund Balance</b>		<u><b>0.00</b></u>
Beginning Fund Balance - 21-22		0.00
Net of Revenues VS Expenditures - 21-22		(12,029.56)
*21-22 End FB/22-23 Beg FB		(12,029.56)
Net of Revenues VS Expenditures - Current Year		77,542.05
Ending Fund Balance		<u>65,512.49</u>

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BALANCE SHEET FOR CITY OF OWOSSO  
Period Ending 07/31/2022

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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
Total Liabilities And Fund Balance		65,965.14

\* Year Not Closed

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
Cash		
248-000-001.200	POOLED CASH (HUNTINGTON BANK)	81,379.73
Cash		<u>81,379.73</u>
Accounts Receivable		
Accounts Receivable		<u>0.00</u>
Other Assets		
Other Assets		<u>0.00</u>
Due From Other Funds		
Due From Other Funds		<u>0.00</u>
<b>Total Assets</b>		<u><b>81,379.73</b></u>
*** Liabilities ***		
Accounts Payable		
Accounts Payable		<u>0.00</u>
Liabilities-ST		
Liabilities-ST		<u>0.00</u>
Due To Other Funds		
Due To Other Funds		<u>0.00</u>
<b>Total Liabilities</b>		<u><b>0.00</b></u>
*** Fund Balance ***		
Unassigned		
Unassigned		<u>0.00</u>
Assigned		
Assigned		<u>0.00</u>
Investment In Capital Assets		
Investment In Capital Assets		<u>0.00</u>
Nonspendable		
Nonspendable		<u>0.00</u>
<b>Total Fund Balance</b>		<u><b>0.00</b></u>
<b>Beginning Fund Balance - 21-22</b>		<u><b>0.00</b></u>
Net of Revenues VS Expenditures - 21-22		(12,029.56)
*21-22 End FB/22-23 Beg FB		(12,029.56)
Net of Revenues VS Expenditures - Current Year		93,409.29
Ending Fund Balance		81,379.73
Total Liabilities And Fund Balance		81,379.73

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BALANCE SHEET FOR CITY OF OWOSSO  
Period Ending 08/31/2022

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Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
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\* Year Not Closed



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

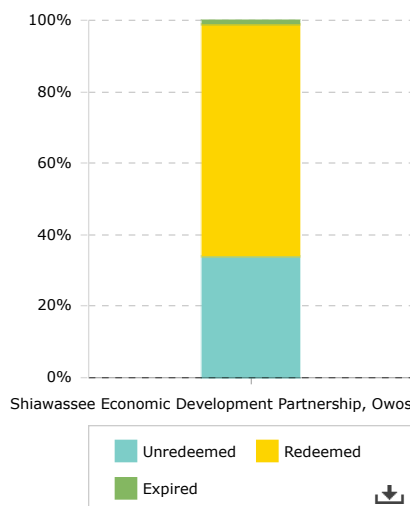
	Issued	Redeemed	Purchasers	Recipients
Total	\$73,005	\$47,460	158	165
YTD	\$1,485	\$19,770	7	7
In Circulation	\$24,795	Payments Owed		
		\$23.00		

Start Date Issued: 01/01/2022

End Date Issued: 12/31/2022

SEARCH

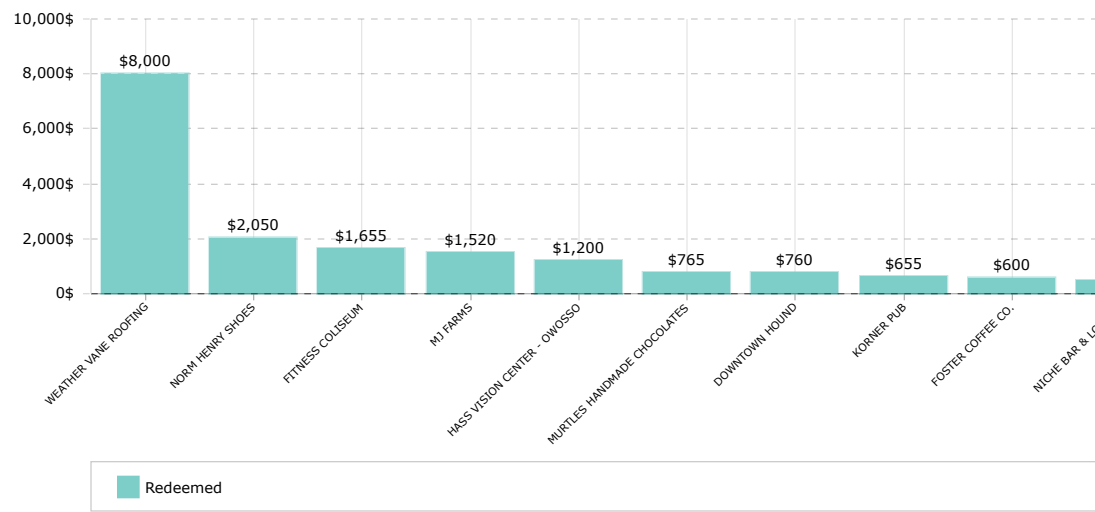
## Total Currency Circulation



## Currency Issued By Month



Top 10 Merchant Redemptions





Assure Station Metrics Monthly Reporting

Company Id  
141801

Port Level  
All

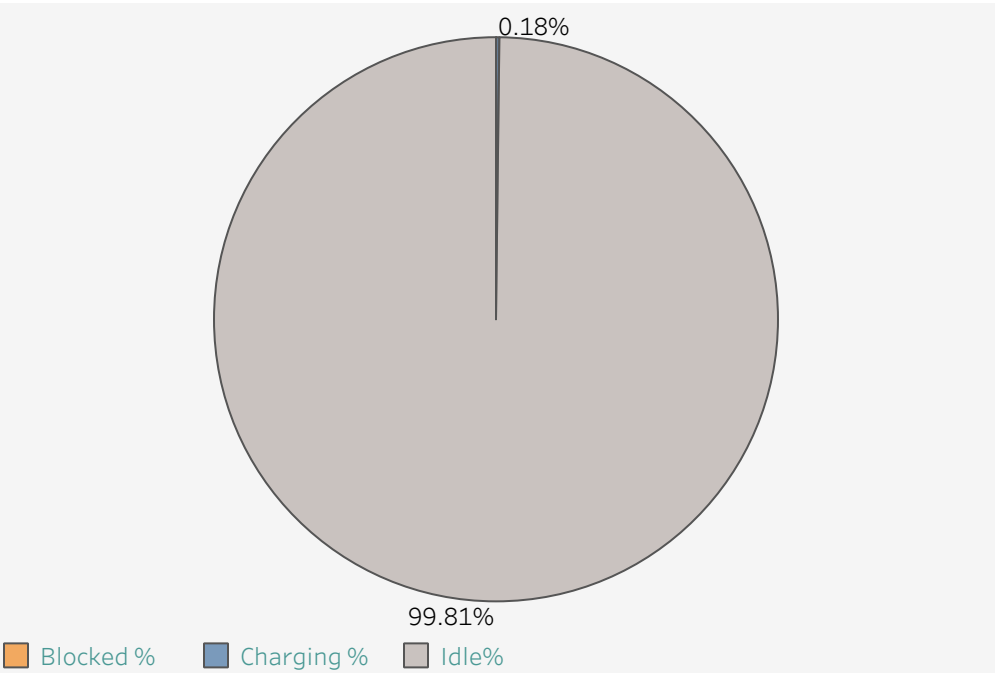
Owosso Main Street - Monthly Report - July 2022

Organization Name  
All

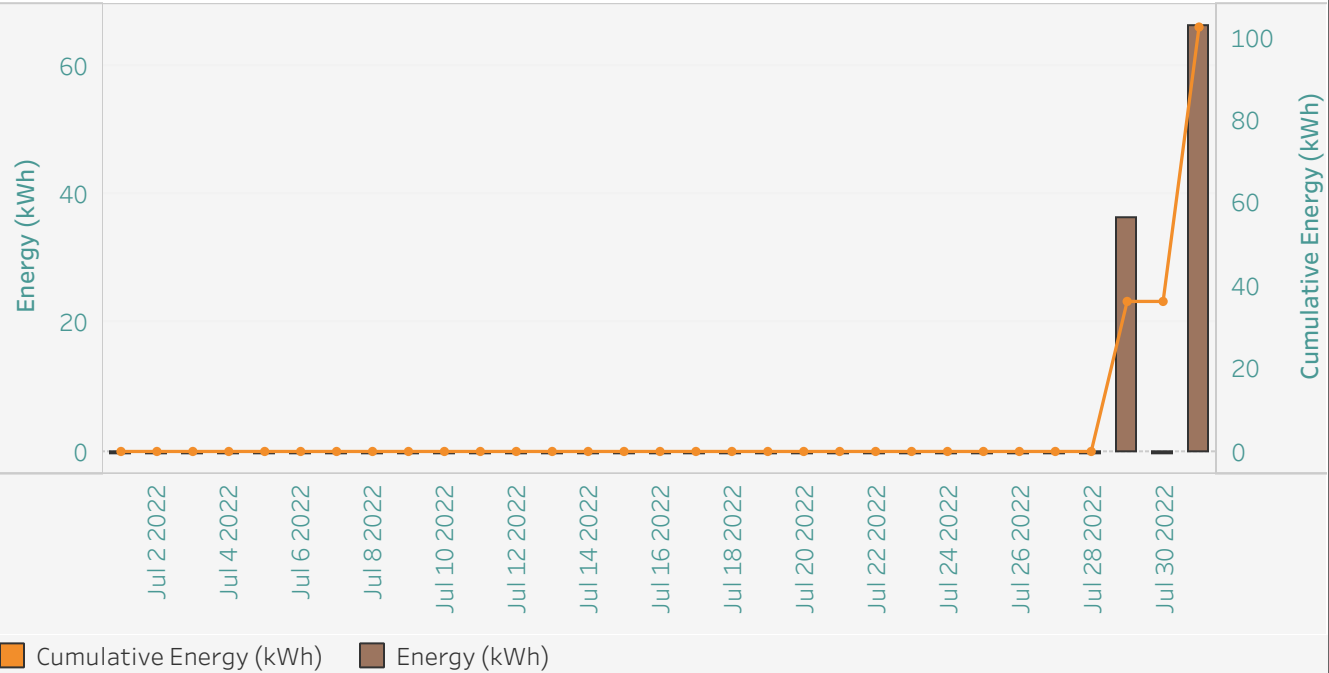
Month End Date  
7/31/2022

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	2	32	103	43	13	3	100.00%	6

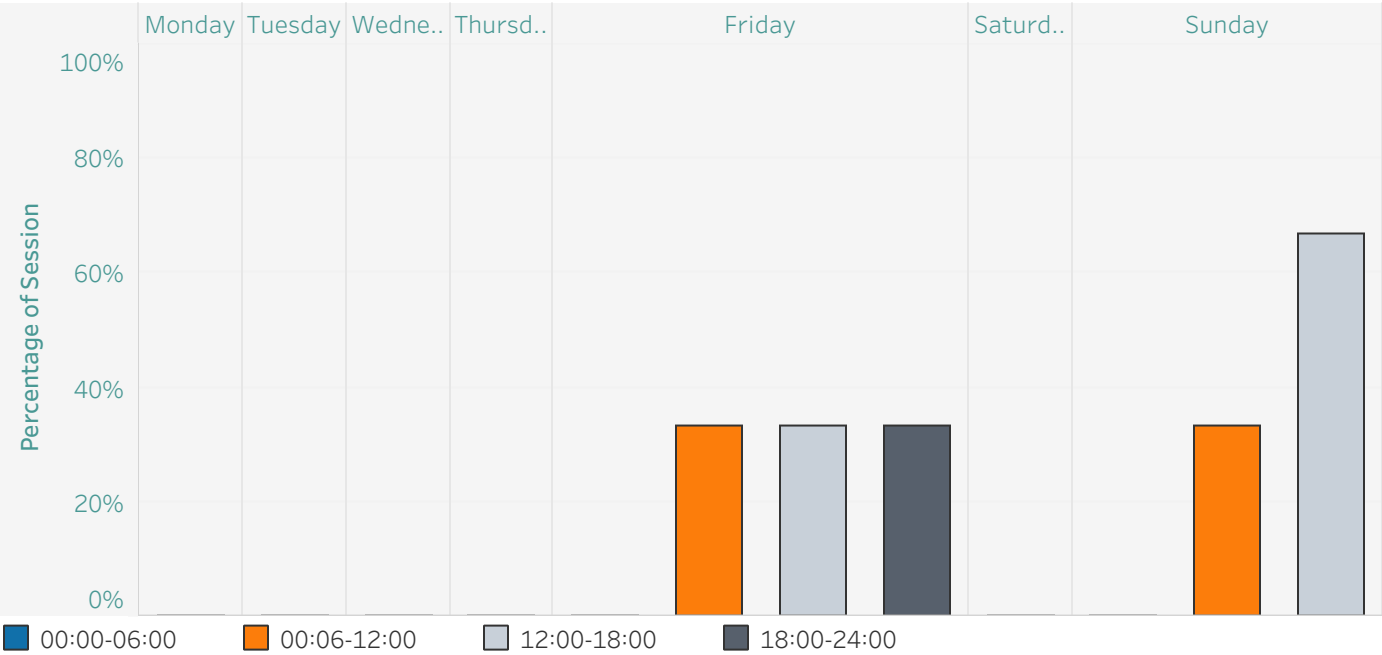
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	0.46
Average Session Charge Time (Hours)	0.44
Average Session Energy (kWh)	17.09
Average Session Revenue (\$)	5.39
Occupied Hours	2.75
Charging Hours	2.65
Service Tickets	1.00



## Assure Station Metrics Reporting Appendix

**Port Utilization Chart:** This is a view of station utilization during common business hours.  
You can use this information to determine if updates need to be made to pricing / access policies or if stations should be added.

**Session Start Distribution Chart:** This is a view (by day) of what times drivers start sessions.  
You can use this information to fine tune time of day pricing policy rules.

**Station / Port Count:** In order to be counted, a station must have the "Assure" entitlement applied.  
This is the number of stations / ports that currently have the "Assure" entitlement.

**Total Revenue:** This is the sum of session fees generated by your "Assure" stations minus the ChargePoint service fee (10%).  
This is based on session dates (not transaction date which may differ). Your Flex Billing reports should be used for financial reporting.

**Energy (kWh):** All energy dispensed through your "Assure" stations.  
This data point can be useful in reconciling station energy against energy bills.

**GHG Savings (kg):** All the green house gasses (95% CO2) that would have been released had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**Unique Drivers:** The number of unique drivers that used your stations this month (a driver would be counted only once even if they used different RFID cards).  
An understanding of the number of unique drivers visiting may be useful in creating station messaging / video ads.

**Gasoline (Gal) Saved:** All the gasoline that would have been burned had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**ChargePoint Response SL:** Percentage of tickets to which ChargePoint responded within Service Level (1 business day).  
ChargePoint holds itself accountable to our Service Level commitment.

**Uptime:** Percentage of time that your ports were capable of dispensing power.  
ChargePoint is committed to keeping your ports dispensing power 98% of the time or better.

**Sessions:** Total session count.  
An understanding of the number of times your stations authorize a session can be useful creating station messaging / video ads.

**Average Session Duration:** Average amount of time drivers occupy your stations.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Charging Time:** Average amount of time per session energy is flowing.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Session Energy:** Average amount of energy dispensed.  
This data point can be useful in fine tuning price per kW pricing policy rules.

**Average Session Revenue:** Average session fee - 10%.  
This data point can be useful in fine tuning minimum & maximum values for pricing policy rules.

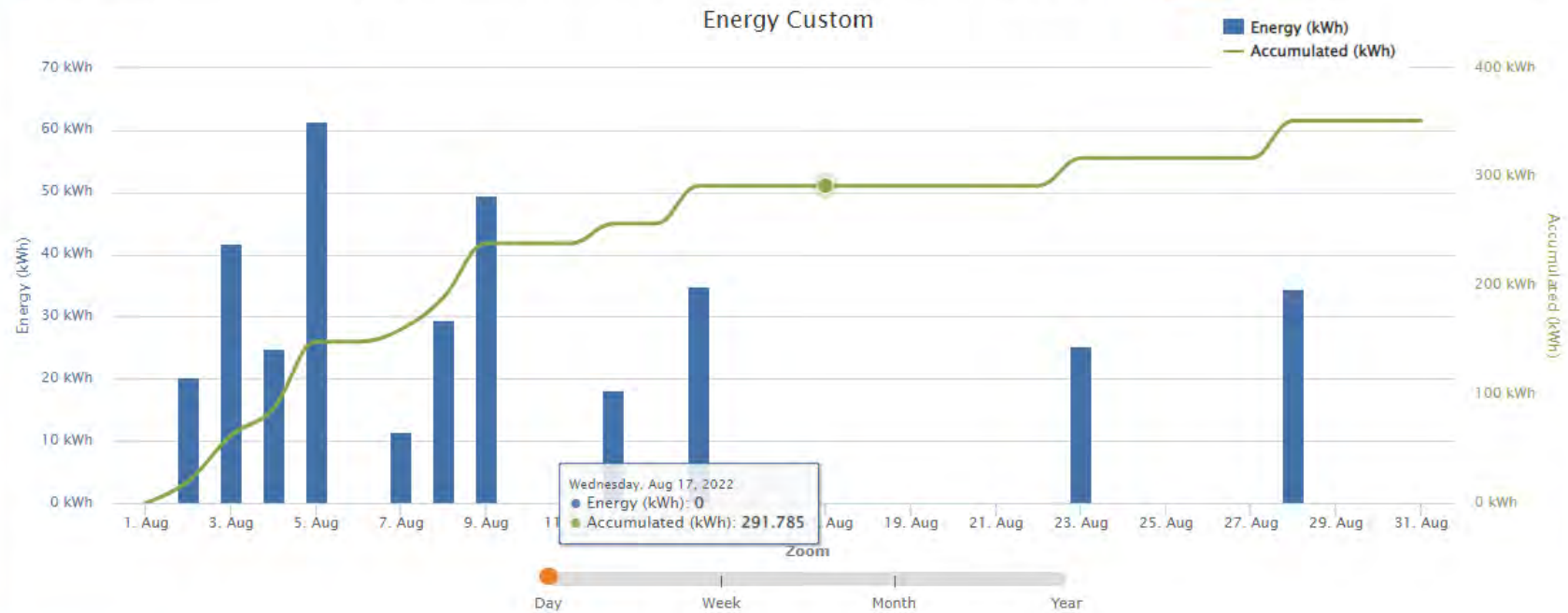
**Total Hours Occupied:** Sum of all session durations.  
This is used in part to determine utilization.

**Total Hours Charging:** Sum of all session charging durations.  
This is used in part to determine utilization.

**New Service Tickets:** Count of trouble tickets tracking issues with a "Assure" station created this month.  
This will help in keeping track of station fault issues raised with ChargePoint Support.

Analytics Chart

**View** Energy By Session Start Time Period Custom Start 2022-08-01 End 2022-08-31 Update -- Export--



**ATTACHMENT 5**  
**REIMBURSEMENT AGREEMENT – DDA and OBRA**

**THE AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2013 by the Owosso Downtown Development Authority with business offices at 301 W. Main Street, Owosso, Michigan 48867 as “DDA” and the City of Owosso Brownfield Redevelopment Authority, a Michigan municipal corporation, at 301 West Main Street, Owosso, Michigan as “Authority,”

**WHEREAS**, DDA has received a copy of the contents of a Brownfield Redevelopment Plan for 104-108 N. Washington Street and received notice of a public hearing prior to the City Council’s adoption of the most recent amendment of the Plan \_\_\_\_\_, and;

**WHEREAS**, DDA, through a mortgage lien on the property, has advanced \$50,000 for eligible activities to assist in the redevelopment of 104-108 N. Washington Street in downtown Owosso and induce Developer, Wesener, LLC to invest in the project; **NOW THEREFORE**,

**IT SHALL BE AGREED AS FOLLOWS:**

- 1) Upon Authority’s receipt of the \$50,000 from the project developer owing to the DDA from advances to the project site for fire damage, rubble removal, structural stabilization and roof reconstruction, Authority shall immediately transfer said amount to the DDA.
- 2) If said amount is not received by December 31, 2013, the terms of a prior agreement within the August 5, 2011 Plan amendment shall continue to be in full force and effect.
- 3) If said amount is received prior to December 31, 2013, DDA shall discharge the mortgage lien and this agreement shall be declared null and void upon DDA’s receipt of the \$50,000 payment from the Authority.
- 4) DDA shall cooperate with Developer to provide for a lien discharge with the Developer’s lender and Title Company to become effective at the time of Developer’s loan closing for the project. The discharge document shall be secured with the Title Company and returned to the DDA if the project financing is not accomplished.
- 5) On 9/14/2022 the DDA has amended the Wesener Multi-Use Building to monthly payments of \$512.99.
- 6) On 9/14/2022 the DDA has amended the Wesener Multi-Use Building’s monthly payments to end December 2029.

IN WITNESS WHEREOF, the parties have executed the Reimbursement Agreement as of the date set forth above.

CITY:

WITNESS:

THE OWOSSO DOWNTOWN  
DEVELOPMENT AUTHORITY:

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_ Its: \_\_\_\_\_

THE OWOSSO BROWNFIELD  
REDEVELOPMENT AUTHORITY:

\_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_ Its: \_\_\_\_\_



**CITY OF OWOSSO, MICHIGAN  
APPLICATION – OWOSSO MAIN STREET/DDA (OMS)  
REVOLVING LOAN FUND (RLF) & GRANT PROGRAM**

301 W Main Street, Owosso, MI | 989.277.1705 | beth.kuiper@ci.owosso.mi.us.org | www.downtownowosso.org

## LOAN APPLICATION - *Business Development*

*\*\*BEFORE COMPLETING/SUBMITTING THIS APPLICATION, PLEASE CONTACT OMS/DDA (CONTACT INFO IS LISTED ABOVE). THE OMS/DDA BUSINESS VITALITY COMMITTEE WILL OFFER FREE ASSISTANCE IN COMPLETION OF THIS APPLICATION AND HELP ANSWER ANY QUESTIONS/CONCERNS ASSOCIATED WITH APPLICATION SUBMISSION. \*\**

### APPLICANT INFORMATION:

NAME: James Woodworth

ADDRESS: 2967 Park Ln, Owosso, MI 48867

BEST PHONE #: 248-730-0275 ☐ Business ☒ Mobile ☐ Home

EMAIL: jim@successgroupmortgage.com

### BUSINESS INFORMATION:

OWNER ENTITY NAME: Shi-Sportsplex

DBA (if different): \_\_\_\_\_ EIN # (if applicable): 88 1593180

ADDRESS: 116 W Main St, Ste 203, Owosso, MI 48867 Subject = 203 S Washington (Former JCPenney)

PHONE: 248-730-0275

WEBSITE: \_\_\_\_\_

TAX CLASSIFICATION OF BUSINESS ENTITY:

☐ Corporation ☒ LLC ☐ Partnership ☐ Proprietorship ☐ S-Corp ☐ Individual

TYPE/CATEGORY OF BUSINESS: Real Estate Development

### Property Information:

PROPERTY IS: ☒ Vacant ☒ Occupied - List Tenants: Great Lakes Bikes, Hit & Pitch, Ashleigh's Dance Shack

PROPERTY IS: ☐ Owned by Business ☐ Owned by Applicant ☒ Owned by Other Cool Kids, LLC

SQUARE FOOTAGE CURRENTLY OCCUPIED: 3,000

SQUARE FOOTAGE ACTIVATED AS A RESULT OF PROJECT: 30,000

### Financial Information:

AMOUNT OF FINANCING ALREADY SECURED FOR PROJECT: \$ 0

AMOUNT YOU and/or OTHER OWNERS PLAN TO INVEST: \$ 145,000

LIST OTHER INVESTORS/OWNERS IF APPLICABLE:

Name: Randy Woodworth

Name: Michael Ihms

Name: Jeremy Dwyer

Name: \_\_\_\_\_

*CONTINUE TO NEXT PAGE*



**LOAN REQUEST INFORMATION:**

LOAN REQUEST (check all boxes that apply):

*Note: Loan Maximum per project/building is \$50,000.00*☐ Point of Sale System; ☐ Marketing Expenses; ☐ Inventory of Retail Goods☒ Signage Purchase or Restoration; ☒ Retail Space Build Outs and Upgrading☐ Other: \_\_\_\_\_; ☐ Other: \_\_\_\_\_TOTAL DEVELOPMENT COST: \$ \_\_\_\_\_ TOTAL LOAN REQUESTED: \$ 50,000ESTIMATED START DATE: 06/01/2022 ESTIMATED COMPLETION DATE: 11/30/2022

DOES BUSINESS TYPE SUPPORT THE DISTRICT'S TRANSFORMATION STRATEGY?

☐ No ☒ Yes - DESCRIBE: Activating vacant space, creating retail, and day/weekend trip destinations

WILL THE COMPLETION OF PROJECT BE DETERMINED BY LOAN AWARD?

☒ No ☐ Yes - Please provide proof (via business plan)

PROVIDE A BRIEF DESCRIPTION OF PROJECT: Converting 30,000 of wide open space into smaller spaces for "recreation/sport" related businesses to supplement the new "Downtown Sports District"

**APPLICATION CHECKLIST:**

Please ensure the following are submitted with your application:

☒ Completed RLF Application ☒ Business Plan w/projected financials ☒ Cost Estimates☐ All existing lien holder agreements (if applicable) ☒ Design Renderings (if applicable) ☐ Business Plan (if applicable)

*Note: Applicants are requested to be present at the time of the application's review. Other documentation could be requested if deemed necessary by OMS/DDA. Additional information that could be requested are: Credit Reports for all business/owners; Proof of equity investment; Personal/business tax returns; Current business financial statement; Cash flow statements; Copy of lease/purchase agreement; Commitment letters from other lenders/project participants; Cost Estimates-all items being purchases with RLF monies; Articles of incorporation, partnership, and/or operating agreements.*

By signing this form, I, the applicant, certify that all information contained above is true and complete to my best knowledge and belief. Applicant understands this application and any other information received with it will be retained whether this request is approved or denied.

Applicant Signature:  B26C260AB3194CD... Date Signed: 8/9/2022

**Owosso Main Street/DDA Only:**

Application Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

**\*\*COMPLETED APPLICATIONS WILL BE REVIEWED BY THE OMS/DDA BUSINESS VITALITY COMMITTEE. IF APPROVED, APPLICATIONS WILL BE SUBMITTED TO THE LOAN REVIEW COMMITTEE FOR FINAL APPROVAL. APPLICANTS WILL BE ASKED TO BE PRESENT DURING THE LOAN REVIEW COMMITTEE'S REVIEW OF THEIR APPLICATION. \*\***



**CITY OF OWOSSO, MICHIGAN  
OWOSSO MAIN STREET/DDA (OMS)  
REVOLVING LOAN FUND (RLF) & GRANT PROGRAM  
RATIONALE WORKSHEET**

301 W Main Street, Owosso, MI | 989.277.1705 | beth.kuiper@ci.owosso.mi.us | www.downtownowosso.org

*APPLICATION MUST SCORE **40** OR MORE POINTS TO BE CONSIDERED ELIGIBLE FOR A LOAN.*

APPLICANT NAME: SHIA SPORTSPLEX – JIM WOODWORTH – COOL KIDS, LLC      DATE REVIEWED: 8/22/2022

PROJECT ADDRESS: 201 S. WASHINGTON

PROJECT SCOPE OF WORK: RETAIL – BUILD OUT

LOAN REQUEST: \$50,000.00      LOAN APPROVED AMOUNT: \$50,000.00

GRANT REQUEST:      GRANT APPROVED AMOUNT:

Rationale Worksheet			
Criteria	Score Range	Score	Explanation/Feedback:
Will proposed loan or grant dollars be used to leverage additional State/Federal Programs?	0-10	0	
Does the project help fulfill OMS Transformation Strategy?	0-15	15	DAYTRIP DESTINATION
Is the project supported by a relevant business plan, offer job creation, or fulfill residential demand?	0-10	15	JOB CREATION & REVENUE BASED ON PROFORMA
a) Does the project activate currently vacant or underutilized property within the district? OR b) Is the project an existing business expanding their product/services based on customer demand/feedback or new innovative items/new technologies.	0-10	6	YES. 30,000 SQ FT OF ACTIVATION IN FORMER ANCHOR STORE AFTER PHASE II. HALF OF BUILDING HAS TENANTS. FAMILY-ORIENTED RETAIL & ACTIVITIES ARE IN DEMAND FOR DOWNTOWN OWOSSO.
Does the project have formal plans, site renderings, and/or cost estimates?	0-10	10	YES – BOTH ATTACHED
Does the project provide the best use/business type for the district?	0-10	10	YES – RETAIL ON MAIN LEVEL – FORMER STAPLE BUSINESSES ARE IN A SAFER SPOT FOR FAMILIES. PERFECT LOCATION
Does the project have a well-articulated path to completion?	0-5	5	YES
Has the applicant applied for traditional loan services?	0-10	0	
TOTAL=		61	

APPROVAL: ☐ / SPECIAL NOTATIONS: \_\_\_\_\_

ADDITIONAL NOTES:

AT 2:36 PM J. WOODWORTH RECUSED HIMSELF FROM SUBCOMMITTEE

PRESENT: S. TEICH, L. OMER, B. GILBERT, D. MCCOY

MOTION TO ADJOURN B. GILBERT – SECOND S. TEICH

L. OMER MOVED TO  
SUPPORT THE \$50,000  
LOAN AT 6.5%  
INTEREST RATE FOR 5  
YEARS

B. GILBERT SECOND  
ALL AYES – MOTION  
PASSED

80283700 : EIN

---

August 9, 2022

Dear Beth,


Please see the attached loan application for 203 S Washington St, along with architectural drawings for some of the buildout that is currently taking place.

As of today, we have already (or soon will) invested \$145,000 of our own money into the buildout. Here are some of the highlights:

- Relocated Hit & Pitch to bigger and more functional space
- Relocating Ashleigh's Dance Shack from 2<sup>nd</sup> floor location into a much bigger and more functional space. Plans to add apartments in the space they are vacating
- Great Lakes E Bikes opened a new business
- Beck's Karate Studio opened a new business
- Dead Bread (skateboard apparel, sales, and repair) opening a retail location

The \$50,000 will be used to build out additional space for new tenants being recruited for more sports-related businesses.

I encourage you and/or any other Main Street board members to arrange a tour prior to voting on this application so you can see the transformation first hand. These complimentary businesses will provide a unique experience not found anywhere else in the county.

DocuSigned by:  
  
B26C260AB3194CD...

James Woodworth, Member  
Shi-Sportsplex

	A	B	C	D	E
1	Income				
2					
3					
4					
5			9500		
6	Expenses				
7	Lease Payment	\$ (6,100.00)			
8	RLF Repayment	\$ (978.31)			
9	Property Taxes	\$ (1,276.17)			
10	Insurance	\$ (461.55)			
11	Current Cash Flow	\$ 683.97			
12					
13					
14	Projected Income				
15	Unit 1	\$ 1,000.00			
16	Unit 2	\$ 1,200.00			
17	Unit 3	\$ 1,300.00			
18	Unit 4	\$ 500.00			
19	Unit 5	\$ 500.00			
20	Unit 6	\$ 500.00			
21	Unit 7	\$ 500.00			
22	Unit 8	\$ 450.00			
23	Unit 9	\$ 450.00			
24	Projected Additional Income	\$ 6,400.00			
25					
26					
27					
28					

***AGNEW GRAPHICS Thanks you for allowing us the opportunity to provide you with this quote!***



1905 W. M21, Suite A. Owosso, MI 48867

PH-989.723.4621 FAX-989.720.4621

Date 6-22-22

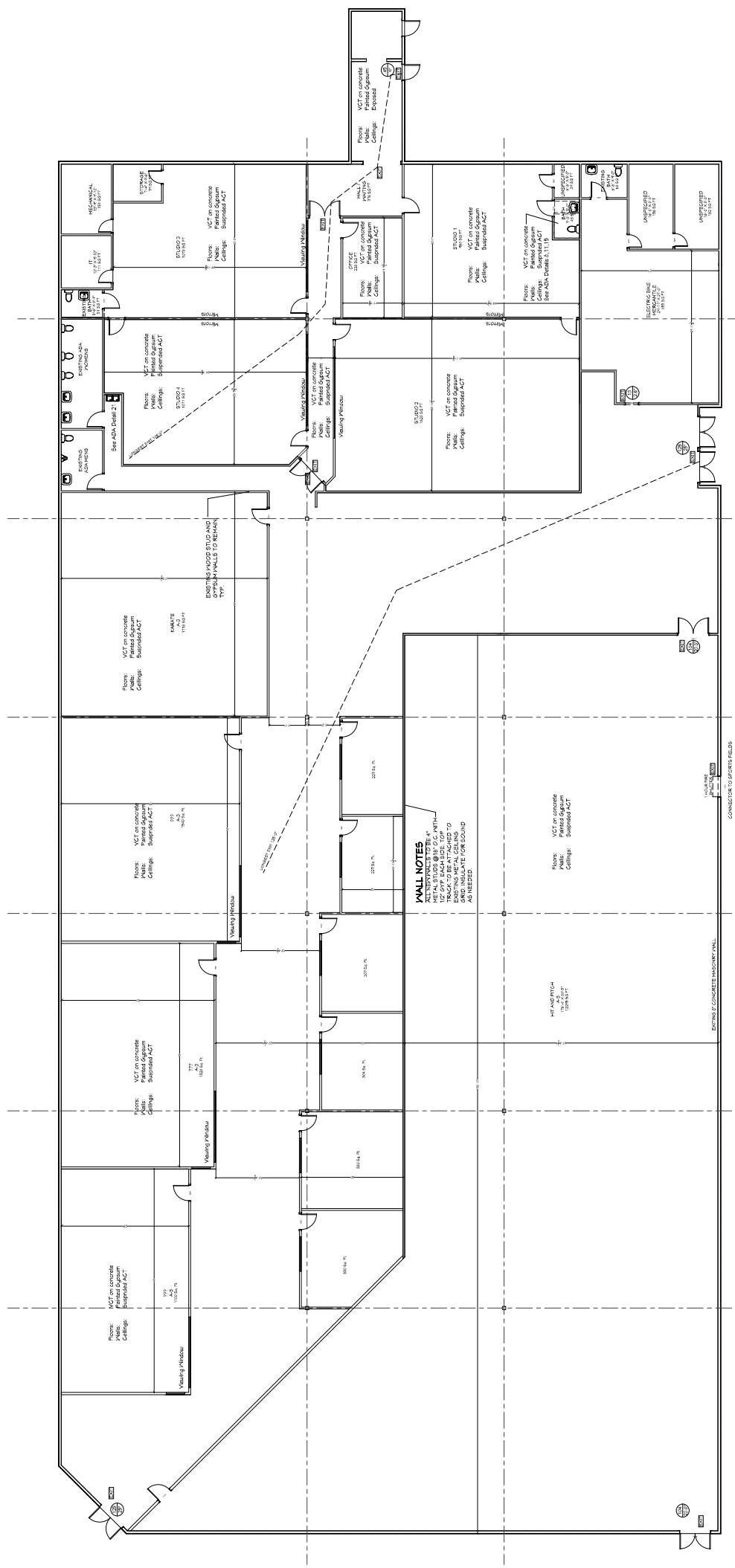
By mark agnew

## Quote

CUSTOMER	
	201 SOUTH BLDG

QUANTITY	DESCRIPTION	UNIT	AMOUNT
3	10'X10' LIGHTED SIGNS WITH 10 INDIVIDUAL REMOVABLE TENNANT PANELS AND INDEPENDENT HEADER PANEL, CABINET POWDER COATED BLACK LED LIGHTED UL LISTED WITH SWITCH 10 DEEP CABINET	\$6,195.00	\$18,585.00
	REDUCE SIGN TO 8'X8' SUBTRACT \$1678 EACH SIGN		
1	labor to install 3 lighted signs and hook to power		\$4,485.00
	A Deposit of 50% required to start, balance upon completion of work		
On all custom projects proofs will be sent for confirmation of placement, text and spelling and colors. Customer is aware that final colors of printed or painted products will vary from computer renderings and email proofs. If specific PMS and paint-match colors are required, painted or printed proofs are available at customer's request.			
		Sub Total	
Any sign shall remain the property of Agnew Sign Company until paid in full. In the event the client is delinquent in payment by more than 45 days, Agnew Sign Company reserves the right to remove the signage from the premise without notice of the client. The client shall hold Agnew Sign Co free of any and all liability regarding removal of the sign.		Shipping	
		Discount	
		Crating	
		Deposit	
		Tax	
please sign as an acceptance of quote _____		balnce/total	

notes and comments



**Pro electric**

9477 linden rd.  
Swartz Creek, MI 48473  
517-204-5380  
brentpenrod@aol.com

INVOICE

INV290

DATE

07/25/2022

DUE

On Receipt

BALANCE DUE

USD \$1,760.00

## BILL TO

**Shia sports complex(ADS)**

DESCRIPTION	RATE	QTY	AMOUNT
Complete electrical demo of ADS new area Installation lf temp lights	\$1,760.00	1	\$1,760.00

**TOTAL** \$1,760.00

**BALANCE DUE** **USD \$1,760.00**

**Payment Info**

## PAYPAL

brentpenrod@aol.com

## BY CHECK

pro electric



**Pro electric**

9477 linden rd.  
Swartz Creek, MI 48473  
517-204-5380  
brentpenrod@aol.com

INVOICE

INV293

DATE

07/29/2022

DUE

On Receipt

BALANCE DUE

USD \$3,665.00

## BILL TO

**Shia sports complex**

DESCRIPTION	RATE	QTY	AMOUNT
Complete installation of (9) new 120v 20 amp duplex location for ball machines..	\$3,665.00	1	\$3,665.00
Complete installation of new exit emergency lighting			
Complete safe out of existing lighting in ceiling			

**TOTAL** \$3,665.00

**BALANCE DUE** **USD \$3,665.00**

**Payment Info**

## PAYPAL

brentpenrod@aol.com

## BY CHECK

pro electric

# Invoice #1267

Aug 10, 2022

## BILL TO

**Randy Woodworth**

randy@woodworthcommercial.com

## FROM

**larrycroweconstruction**

larrycroweconstruction@hotmail.com

---

## INVOICE ITEMS

Draw on drywall hit and pitch

## AMOUNT

\$15,000.00

---

# \$15,000.00

PAYMENT DUE SEP 09, 2022

## MESSAGE

Thank you for your business.



PAID



1/2 (7,500)

8/10 CLK 1028

Allied Fire Systems

4928 Carson City Rd  
Fenwick, MI 48834

# Invoice

Date	Invoice #
6/13/2022	192849

Bill To
WoodWorth Commercial Randy Woodworth

P.O. No.	Terms	Project
Old JC penny	Net 30	

Quantity	Description	Rate	Amount
	Fire sprinkler system service call relocate several Heads on wet sprinkler system in Old JC penny store in Owosso MI. Permit was obtained and inspection was done.	975.00	975.00
		<b>Total</b>	\$975.00



**INVOICE**  
**SEND ALL PAYMENTS TO:**  
SUNBELT RENTALS, INC.  
PO BOX 409211  
ATLANTA, GA 30384-9211

INVOICE NO.	127864407-0001
ACCOUNT NO.	834884
INVOICE DATE	7/15/22
PAGE	1 of 1

INVOICE TO

10z - 5531 - 6528  
WOODWORTH COMMERCIAL  
120 W EXCHANGE ST STE 300  
OWOSSO MI 48867-2834



JOB ADDRESS  
OLD J C PENNEY  
204 S WASHINGTON ST  
OWOSSO, MI 48867  
989-723-3711

RECEIVED BY WOODWORTH, RANDY	CONTRACT NO. 127864407
PURCHASE ORDER NO. NR	
JOB NO. 1 - OLD J C PENNEY	
BRANCH LANSING PC315 14485 S US HIGHWAY 27 DEWITT, MI 48820 8305 517-487-3055	

QTY	EQUIPMENT #	Min	Day	Week	4 week	Amount
1.00	19' ELECT SCISSORLIFT 1067198 Make: GENIE Model: GS1930 Ser #: GS30P-173470 HR OUT: 171.906 HR IN: 173.274 TOTAL: 1.368	153.00	153.00	312.00	565.00	565.00
1.00	19' ELECT SCISSORLIFT 1050545 Make: GENIE Model: GS1930 Ser #: 169012 HR OUT: 68.900 HR IN: 69.445 TOTAL: .545	153.00	153.00	312.00	565.00	565.00
Rental Sub-total:						1130.00
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	DLPKSRCHG	EA	97.500			97.50
1	TRANSPORTATION SURCHARGE					
1	ENVIRONMENTAL	EA	16.940			16.94
	ENVIRONMENTAL/HAZMAT FEE 2133XXX0000					
	DELIVERY CHARGE					195.00
	PICKUP CHARGE					195.00
	BILLED FOR FOUR WEEKS 7/06/22 THRU 8/02/22.					

**Equipment. Service. Guaranteed.**

REMIT TO:

SUNBELT RENTALS, INC.  
PO BOX 409211  
ATLANTA, GA 30384-9211

NET 30  
Invoices not paid within 30 days may be subject to a 1-1/2%  
per month charge.

JOHN HARBERT john.harbert@sunbeltrentals.com

SUBTOTAL	1,634.44
SALES TAX	98.07
INVOICE TOTAL	1,732.51

4 WEEK BILL





# Wirostek Lighting

Energy Consulting, Design, Supply, Rebates

## Lighting Invoice

Date August 1, 2022  
Due Net 30  
Invoice# 22-101

### Customer:

Jeremy Dweyer  
Shi Sports Plex  
213 S. Washington St.  
Owosso, MI 48867  
(989) 666-8757

### Invoice/Project Description

Shi Sports Plex  
2nd Phase

TYPE	QTY	PO	CATALOG NUMBER	DESCRIPTION	COST	Line Total
EEM-1	12		KT-BPLED50PS-24-8CSA-VDIM	30-50w LED 2x4 Panel CCT	\$ 84.50	\$ 1,014.00
EEM-2	32		KT-BPLED40PS-22-8CSA-VDIM	20-40w LED 2x2 Panel CCT	\$ 59.27	\$ 1,896.64
EEM-3	8		LS2-8U65WCSCR	8' 65-90w LED Strip CCT	\$ 126.10	\$ 1,008.80
EEM-4	2		ETH-TWP-80W-5000K	45-80w LED Wall Pack 5K	\$ 140.00	\$ 280.00
EEM-5	86		T81748G850DEBYP	17w 4' LED Tube 5K	\$ 8.00	\$ 688.00
EEM-6	6		T8-9-24G-850-DE-BYP	9w 2' LED Tube 5K	\$ 9.59	\$ 57.54
EEM-7	8		HID-30-H-EX39-850-BYP-WP	30w LED Cobb 5K	\$ 73.91	\$ 591.28
EEM-8	2		CRVFAS-19R-32-9CCT-120-W	32w 19" Surface Mount	\$ 81.11	\$ 162.22
EEM-9						\$ -
EEM-10						\$ -
Material Total						\$ 5,698.48
Lighting Consulting and Rebate Submission					\$ -	\$ -

### Special Notes and Instructions

Utility Rebate is only an estimate and utility has the right at any time to change this amount  
Wirostek Lighting will handle the Utility Rebate Application Process

**Estimated Consumers Energy Rebate \$ 2,979.50**

Subtotal \$ 5,698.48  
Sales Tax 6% 341.91  
**Total \$ 6,040.39**

**Thank you for your business!**

Should you have any enquiries concerning this invoice, please contact Andy Wirostek

6185 Round Lake Rd. Laingsburg, MI 48848

Cell: (517)-285-5936

Email: awirostek@gmail.com

GYPSUM SUPPLY COMPANY  
859 74TH STREET  
BYRON CENTER, MI 49315

INVOICE



**REMIT TO**  
GYPSUM SUPPLY COMPANY  
P.O. BOX 74008895  
CHICAGO, IL 60674-8895

**SHIP TO**  
RUESSWOOD REI TRANSACTION  
201 S WASHINGTON AVE  
LOCK BOX 3710  
OLD JC PENNYS  
OWOSSO, MI 48867

RUESSWOOD REI TRANSACTION  
120 W EXCHANGE ST  
#300  
OWOSSO, MI 48867

Customer No.	Date	Order No [SO]
9036	07/28/22	11052470-00
Customer PO No		Customer Job No
JCP		WED OR SOONER
Order Date	Entered By	Sales Rep
07/22/22	RMJ1	hse
Payment Date	Date Shipped	Page No.
08/31/22	07/27/22	1 of 2

Ship Via	Payment Terms	Ordered by	Special Instructions [1]
ISAAC GUARJARDO	EndOfMonth	RMJ	

Product	Ord	Ship	B.O.	Unit	Description	U/M	Ext	Unit Price	Amount
58FC12	200	200	0	PCS	5/8" 4x12 FIRECODE TYPE "X" DRYWALL (26)	MSF	9600.00	510.00	4,896.00
362S125-30-12	100	100	0	PCS	3-5/8"X12" STUD 20GA 30MIL 1-1/4" FLANGE	MLF	1200.00	1,856.00	2,227.20
362T125-30-10	50	50	0	PCS	3-5/8"X10" TRACK 20GA 30MIL 1-1/4" LEG	MLF	500.00	1,848.00	924.00
FC	1	1	0	EACH	FUEL CHARGE	EACH	1	35.00	35.00
UAP-5P	6	6	0	PAIL	USG SHEETROCK A/P 4.5 gal PAIL (48) 380501	PAIL	6	22.64	135.84
NLW-5B	16	16	0	BOX	NGC P.FORM LITE BLUE 4.5 gal CTN (64) 50002486	BOX	16	13.82	221.12
DPZ114	1	1	0	BOX	SCORP 6X1-1/4" TEK DRILLER BUGLE ZINC (8M)	BOX	1	114.60	114.60
311691	1	1	0	ROLL	NO-COAT 450 FLEXIBLE CORNER (4) ULTRAFLEX	ROLL	1	92.10	92.10
250JT-U	1	1	0	CTN	SHEETROCK 2-1/16"X250' JOINT TAPE (20)	CTN	1	67.88	67.88
CBU-10	4	4	0	PCS	103 DELUXE 1-1/4"X10' METAL CORNERBEAD (50)	MLF	40.00	487.00	19.48
TB7272	4	4	0	CTN	TITEBOND GC 28oz DRYWALL ADHESIVE (12)	CTN	4	59.14	236.56
645805	10	10	0	BAG	CERT R11 312X16X96 UF 170.67 SFT (16)	MSF	1706.70	323.00	551.26
					<b>TOTAL=</b> BOARD 9600.00 , METAL 1700.00 , INSUL 1706.70 , TILE 0.00 , GRID 0.00				
					<b>Net Due by 08/31/22</b>				

CUSTOMER ASSUMES ALL RESPONSIBILITY FOR ANY DAMAGES CAUSED BY TRUCK DELIVERING BEYOND STREET PAVEMENT. ALL TRANSACTIONS REFERENCED HEREIN ARE GOVERNED BY THE TERMS AND CONDITIONS LOCATED AT [HTTPS://WWW.GMS.COM/TERMS-CONDITIONS](https://www.gms.com/terms-conditions)

INVOICE



**SHIP TO**  
RUESSWOOD REI TRANSACTION  
201 S WASHINGTON AVE  
LOCK BOX 3710  
OLD JC PENNYS  
OWOSSO, MI 48867

<b>Customer No.</b>	<b>Date</b>	<b>Order No [SO]</b>
9036	07/28/22	11052470-00
<b>Customer PO No</b>		<b>Customer Job No</b>
JCP		WED OR SOONER
<b>Order Date</b>	<b>Entered By</b>	<b>Sales Rep</b>
07/22/22	RMJ1	hse
<b>Payment Date</b>	<b>Date Shipped</b>	<b>Page No.</b>
08/31/22	07/27/22	2 of 2

Ship Via	Payment Terms	Ordered by	Special Instructions [1]
ISAAC GUARJARDO	EndOfMonth	RMJ	

[illegible]

Tax Details	Received By	Checked By	Totals	
Taxable: Yes - Michigan			SUBTOTAL	9,521.04
	X	X	TAX	571.26
	Delivered By		ADD'L CHARGES	0.00
	LANSING YARD		TOTAL	10,092.30
CUSTOMER ASSUMES ALL RESPONSIBILITY FOR ANY DAMAGES CAUSED BY TRUCK DELIVERING BEYOND STREET PAVEMENT. ALL TRANSACTIONS REFERENCED HEREIN ARE GOVERNED BY THE TERMS AND CONDITIONS LOCATED AT <a href="https://www.gms.com/terms-conditions">HTTPS://WWW.GMS.COM/TERMS-CONDITIONS</a>			Payments	
			0.00	

**GYPSUM  
SUPPLY  
COMPANY**



**Ryan Building Materials**  
Southfield (248) 253-2805  
Harrison Township (586) 421-8421  
Troy (248) 250-7775

**ASI Building Products**  
Saginaw (989) 752-1722  
Detroit (313) 921-9000  
Southfield (248) 354-1292





# Lighting Invoice

Date	July 25, 2022
Due	Net 30
Invoice#	22-74

## Customer:

Jeremy Dweyer  
Shi Sports Plex  
213 S. Washington St.  
Owosso, MI 48867  
(989) 666-8757

## Invoice/Project Description

Shi Sports Plex

Note: Additional cost may occur for unforeseen electrical issues

TYPE	QTY	PO	CATALOG NUMBER	DESCRIPTION	COST	Line Total
EEM-1	160		KT-BPLED50PS-24-8CSA-VDIM	30-50w LED 2x4 Panel	\$ 84.50	\$ 13,520.00
EEM-2	0		0	0	\$ -	\$ -
EEM-3	0		0	0	\$ -	\$ -
EEM-4	0		0	0	\$ -	\$ -
EEM-5	0		0	0	\$ -	\$ -
EEM-6	0		0	0	\$ -	\$ -
EEM-7	0		0	0	\$ -	\$ -
Material Total						\$ 13,520.00
Design, Lighting Consulting and Rebate Submission					\$ 250.00	\$ 250.00

Subtotal	\$	13,770.00
Sales Tax	6%	811.20
<b>Total</b>	<b>\$</b>	<b>14,581.20</b>

## Special Notes and Instructions

Utility Rebate is only an estimate and utility has the right at any time to change this amount  
Wirotek Lighting will handle the Utility Rebate Application Process

**Estimated Consumers Energy Rebate \$ 9,744.00**

**Thank you for your business!**

Should you have any enquiries concerning this invoice, please contact Andy Wirotek

6185 Round Lake Rd. Laingsburg, MI 48848

Cell: (517)-285-5936

Email: awirotek@gmail.com



Woodworth Commercial  
116 W. Main St. Suite 203  
Owosso, MI 48867 US  
(989)723-3711  
www.woodworthcommercial.com

## Invoice



**BILL TO**

Shi-Sportsplex, LLC

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
4223	07/28/2022	\$9,463.17	08/27/2022	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Carter Lumber - Deck package			9,463.17

BALANCE DUE

**\$9,463.17**

Agnew Graphics, Signs & Promotions,LLC  
1905 W M-21 Suite A  
Owosso, MI 48867-2232 US

## Statement

TO  
Shi-Sportsplex  
201 S Washington Street  
Owosso, MI 48867 USA

STATEMENT NO. 1340  
DATE 07/25/2022  
TOTAL DUE \$1,250.00  
ENCLOSED

DATE	DESCRIPTION	AMOUNT	BALANCE
06/24/2022	Balance Forward		1,250.00

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
0.00	1,250.00	0.00	0.00	0.00	\$1,250.00

Woodworth Commercial  
116 W. Main St. Suite 203  
Owosso, MI 48867 US  
(989)723-3711  
www.woodworthcommercial.com

## Invoice

**BILL TO**

Shi-Sportsplex, LLC

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
4218	07/19/2022	\$2,877.78	08/18/2022	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
HD - Framing supplies			31.74
HD - Demo Supplies			106.66
HD - Demo Supplies			39.06
HD - Drywall eBike			21.79
Home Depot - Drywall supplies for eBike			71.32
Home Depot - Drywall Glue			128.05
Carter Lumber - Building Materials			2,479.16

BALANCE DUE

**\$2,877.78**

Resourceful Recycling  
14569 Lincoln rd  
Chesaning, MI 48616  
(989) 323-9296  
wes@resourcefulrecyclingmi.com



## INVOICE

**BILL TO**

Shi- Sportsplex  
201 South Washington St  
Owosso, MI

**SHIP TO**

Shi- Sportsplex  
201 South Washington St  
Owosso, MI

**INVOICE # 3802****DATE 06/14/2022****TERMS Net 30**

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/14/2022	20 Yard roll off dumpster	201 South Washington St, Owosso, MI	1	350.00	350.00
06/14/2022	20 Yard roll off dumpster	201 South Washington St, Owosso, MI	1	350.00	350.00
07/02/2022	20 Yard roll off dumpster	201 South Washington St, Owosso, MI	1	350.00	350.00
07/07/2022	20 Yard roll off dumpster	201 South Washington St, Owosso, MI	1	350.00	350.00

Will bill every 15 days.  
All dumpsters discounted \$100 for this project.

SUBTOTAL	1,400.00
TAX	0.00
TOTAL	1,400.00
BALANCE DUE	<b>\$1,400.00</b>



Invoice  
ORIGINAL



Byron Center (616) 583-9300  
Ann Arbor (734) 545-7990  
Kalamazoo (269) 342-0740  
Lansing (517) 887-3006  
Traverse City (231) 932-8919  
Zeeland (616) 772-2623  
Holland (419) 491-0976

Southfield (248) 353-2805  
Harrison Township (586) 421-8421  
Clarkston (248) 625-8995  
Troy (248) 250-7775

Saginaw (989) 752-1722  
Detroit (313) 921-9000  
Southfield (248) 354-1292



Gypsum Supply Company  
P.O. Box 74008895  
Chicago, IL 60674-8895

Customer No.	Date	Order Number
9036	07/07/22	11052077-00
Entered By	Reqd Ship Date	Date Shipped
rmj	07/06/22	07/06/22
Sales Rep	Page No.	
hse	1 of 1	

Special Instructions

[2]

CHAD HAMMOND

WED

**SOLD TO**  
RUESSWOOD REI TRANSACTION  
120 W EXCHANGE ST  
#300  
OWOSSO, MI 48867

**SHIP TO**  
RANDY 989-277-2815  
201 S WASHINGTON AVE  
LOCK BOX 3710 BACK DOOR  
OWOSSO, MI 48867

Product No.	Ord	Ship	B.O.	Units	Description	U/M	Extension	Unit price	Amount
MA	1	1	0	EACH	***** MAIN FLOOR *****	EACH	1	0.00	0.00
58FC12	200	200	0	PCS	5/8" 4x12 FIRECODETYPE "X" DRYWALL (26)	MSF	9600	510.00	4896.00
362S125-30-12	100	100	0	PCS	3-5/8"X12' STUD 20GA 30MIL 1-1/4" FLANGE	MLF	1200	1808.00	2169.60
362T125-30-10	20	20	0	PCS	3-5/8"X10' TRACK 20GA 30MIL 1-1/4" LEG	MLF	200	1800.00	360.00
FC	1	1	0	EACH	FUEL CHARGE	EACH	1	35.00	35.00
					Total Wallboard = 9600 Square Ft				
					Total Drywall Stud = 1400 Lineal Ft				
Net Due by 08/31/22									

Tax Details	Received By	Delivered By	Totals
Taxable: Yes Michigan		LANSING YARD	SUBTOTAL 7460.60 TAX 447.64 ADD'L CHARGES 0.00 TOTAL 7908.24
Thank You			Payments
1. TERMS: Interest at a rate of 18% per year computed monthly will be charged on the unpaid balance. 2. All Claims must be made within 24 hours of receipt of goods. We do not accept merchandise returns without written approval. 3. 20% Restocking charge will be made on all saleable merchandise returned. 4. We do not accept returns on special order products. 5. All transactions referenced herein are governed by the terms and conditions located at <a href="https://www.gms.com/terms-conditions">https://www.gms.com/terms-conditions</a>			



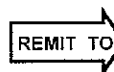
Invoice  
ORIGINAL



Byron Center (616) 583-9300  
Ann Arbor (734) 545-7990  
Kalamazoo (269) 342-0740  
Lansing (517) 887-3006  
Traverse City (231) 932-8919  
Zeeland (616) 772-2623  
Holland (419) 491-0976

Southfield (248) 353-2805  
Harrison Township (586) 421-8421  
Clarkston (248) 625-8995  
Troy (248) 250-7775

Saginaw (989) 752-1722  
Detroit (313) 921-9000  
Southfield (248) 354-1292



Gypsum Supply Company  
P.O. Box 74008895  
Chicago, IL 60674-8895

Traverse City	(231) 932-8919	Troy	(248) 250-7775	Customer No.		Date		Order Number	
Zeeland	(616) 772-2623			9036		07/14/22		11052233-00	
Holland	(419) 491-0976								
Order Date	Customer P.O. Number	Customer Job No.	Ordered By	Entered By	Reqd Ship Date	Date Shipped	Sales Rep	Page No.	
07/12/22	JCP	RANDY 989-277-2815		RMJ	07/13/22	07/13/22	hse	1 of 1	
Special Instructions									[2]
ISAAC GUARJARDO				ASAP					

**S**  
**O** RUESSWOOD REI TRANSACTION  
**L** 120 W EXCHANGE ST  
**D** #300  
**T**  
**O** OWOSSO, MI 48867

**S**  
**H** RANDY 989-277-2815  
**I** 201 S WASHINGTON AVE  
**P** LOCK BOX 3710 BACK DOOR  
**T**  
**O** OWOSSO, MI 48867

Product No.	Ord	Ship	B.O.	Units	Description	U/M	Extension	Unit price	Amount
362T125-30-10	70	70	0	PCS	3-5/8"X10' TRACK 20GA 30MIL 1-1/4" LEG	MLF	700	1800.00	1260.00
645805	30	30	0	BAG	CERT R11 312X16X96 UF 170.67 SFT (16)	MSF	5120.10	323.00	1653.79
FC	1	1	0	EACH	FUEL CHARGE	EACH	1	35.00	35.00
Total Drywall Stud = 700 Lineal Ft									
Net Due by 08/31/22									

Tax Details	Received By	Delivered By	Totals	
Taxable: Yes Michigan		LANSING YARD	SUBTOTAL	2948.79
Thank You			TAX	176.93
			ADD'L CHARGES	0.00
			TOTAL	3125.72
			Payments	
1. TERMS: Interest at a rate of 18% per year computed monthly will be charged on the unpaid balance. 2. All Claims must be made within 24 hours of receipt of goods. We do not accept merchandise returns without written approval. 3. 20% Restocking charge will be made on all saleable merchandise returned. 4. We do not accept returns on special order products. 5. All transactions referenced herein are governed by the terms and conditions located at <a href="https://www.gms.com/terms-conditions">https://www.gms.com/terms-conditions</a>				

Woodworth Commercial  
116 W. Main St. Suite 203  
Owosso, MI 48867 US  
(989)723-3711  
www.woodworthcommercial.com

## Invoice



**BILL TO**

Shi-Sportsplex, LLC

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
4211	07/11/2022	\$1,744.00	08/10/2022	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Construction Labor - ADS			704.00
Construction Labor - ADS			1,040.00

BALANCE DUE

**\$1,744.00**



Woodworth Commercial  
116 W. Main St. Suite 203  
Owosso, MI 48867 US  
(989)723-3711  
www.woodworthcommercial.com

## Invoice



**BILL TO**

Shi-Sportsplex, LLC

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
4205	07/05/2022	\$4,178.68	08/04/2022	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Demo - ADS			880.00
DEMO - ADS			1,300.00
Home Depot - Drywall			254.68
Demo/Construction for ADS			1,040.00
Demo/Construction for ADS			704.00

BALANCE DUE

**\$4,178.68**



Woodworth Commercial  
116 W. Main St. Suite 203  
Owosso, MI 48867 US  
(989)723-3711  
www.woodworthcommercial.com

## Invoice



**BILL TO**

Shi-Sportsplex, LLC

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
4182	06/22/2022	\$1,989.04	07/22/2022	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Roof repair kit			265.44
Roof tape			63.60
General Labor			880.00
General Labor			780.00

BALANCE DUE

**\$1,989.04**

Woodworth Commercial  
116 W. Main St. Suite 203  
Owosso, MI 48867 US  
(989)723-3711  
www.woodworthcommercial.com

## Invoice



**BILL TO**

Shi-Sportsplex, LLC

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
4191	06/22/2022	\$100.00	07/22/2022	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Corporate Filing			100.00

BALANCE DUE

**\$100.00**

Woodworth Commercial  
116 W. Main St. Suite 203  
Owosso, MI 48867 US  
(989)723-3711  
www.woodworthcommercial.com

## Invoice



**BILL TO**

Shi-Sportsplex, LLC

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
4193	06/23/2022	\$552.37	07/23/2022	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Ceiling tiles for bike shop			552.37

BALANCE DUE

**\$552.37**



CITY OF OWOSSO, MICHIGAN  
APPLICATION – OWOSSO MAIN STREET/DDA (OMS)  
REVOLVING LOAN FUND

301 W Main Street, Owosso, MI | 989.277.1705 | beth.kuiper@ci.owosso.mi.us | www.downtownowosso.org

## GRANT APPLICATION

*\*\*BEFORE COMPLETING/SUBMITTING THIS APPLICATION, PLEASE CONTACT OMS/DDA (CONTACT INFO IS LISTED ABOVE). THE OMS/DDA BUSINESS VITALITY COMMITTEE WILL OFFER FREE ASSISTANCE IN COMPLETION OF THIS APPLICATION AND HELP ANSWER ANY QUESTIONS/CONCERNS ASSOCIATED WITH APPLICATION SUBMISSION. \*\**

### APPLICANT INFORMATION:

NAME: Daniel J Nees

ADDRESS: 1123 Riverside Drive, Owosso, MI 48867

BEST PHONE #: 989-413-9436



Business



Mobile



Home

EMAIL: dan.nees@gmail.com

### PROPERTY INFORMATION:

OWNER ENTITY NAME: DBMA Owosso, LLC

DBA (if different): \_\_\_\_\_ EIN # (if applicable): 86-1370985

ADDRESS: 902 West Main Street

PHONE: 989-413-9436

WEBSITE: n/a

TYPE/CATEGORY OF PROPERTY: mixed use commercial/residential

TAX CLASSIFICATION OF OWNER ENTITY:

☐ Corporation ☒ LLC ☐ Partnership ☐ Proprietorship ☐ S-Corp ☐ Individual

PROPERTY IS: ☒ Vacant ☐ Occupied - List Tenants: \_\_\_\_\_

FACILITY/BUILDING IS: ☒ Owned ☐ Leased ☐ Rented ☐ Looking for Space ☐ N/A

PROPERTY IS: ☒ Owned by Business ☐ Owned by Applicant ☐ Owned by Other \_\_\_\_\_

SQUARE FOOTAGE CURRENTLY OCCUPIED: 0

SQUARE FOOTAGE ACTIVATED AS A RESULT OF PROJECT: 3,700

### FINANCIAL INFORMATION:

AMOUNT OF FINANCING ALREADY SECURED FOR PROJECT: \$ 100,000

SOURCE OF FUNDS: \$100k Michigan Department of Agriculture grant awarded; working with MEDC on acquiring Community Revitalization Program grant award totaling \$450,000; applications pending for SBA loans totaling approximately \$435,000. A local contribution is required for MEDC/CRP grant award consideration.

AMOUNT YOU and/or OTHER OWNERS PLAN TO INVEST: \$ 460,000

LIST OTHER INVESTORS/OWNERS IF APPLICABLE:

Name: Donald Hall

Name: Melissa Hall

Name: Barbara Nees

Name: Deana Finnegan

*CONTINUE TO NEXT PAGE*

### **GRANT REQUEST INFORMATION:**

GRANT REQUEST (check all boxes that apply)

*Note: Grant Maximum per project/building is \$50,000.00*

☒ Architecture Services (up to \$1,500 for each residential unit; maximum \$12,000 per project)

☐ Elevator (up to \$25,000 per building)

☒ Fire Suppression (up to \$25,000 for projects with two or more upper floor residential units)

☐ Vault Fill-In (up to \$12,000 per building)

☐ Professional Services-Access Study (up to \$5,000 per building)

TOTAL DEVELOPMENT COST: \$ 1,471,000 TOTAL GRANT REQUESTED: \$ 20,745

ESTIMATED START DATE: 10/2022 ESTIMATED COMPLETION DATE: 12/2023

WILL GRANT CREATE NEW RESIDENTIAL UNITS? ☒ No ☐ Yes - #: \_\_\_\_\_

WILL GRANT REDEVELOP EXISTING RESIDENTIAL UNITS? ☐ No ☒ Yes- #: 2

WILL THE COMPLETION OF PROJECT BE DETERMINED BY GRANT AWARD?

☐ No ☒ Yes - Please provide proof (via pro-forma)

### **PROVIDE A BRIEF DESCRIPTION OF DEVELOPMENT:**

Historic rehab of mixed use commercial and residential building. Main floor build-out includes a microbrewery with on-site tasting room (akin to a brewpub). ~~A brewpub was the number one request on a recent Owosso Main Street survey. The microbrewery will attract guests from around the region as a day destination and encourage foot traffic in Westown. Upstairs residential units will be brought to code including fire suppression.~~

Owner is applying to the Michigan Economic Development Corporation for a Community Revitalization Program grant award, which requires a commitment from the local municipality to fund some portion of the project cost. The owners anticipate using the fire suppression and architectural grant award as the City of Owosso's local contribution to make this project CRP-grant eligible.

### **APPLICATION CHECKLIST:**

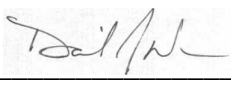
Please ensure the following are submitted with your application:

☐ Completed RLF Application Form ☒ Project Pro-Forma ☒ Cost Estimate(s)

☐ All existing lien holder agreements (if applicable) ☒ Design Renderings

*Note: Applicants are requested to be present at the time of the application's review. Other documentation could be requested if deemed necessary by OMS/DDA. Additional information that could be requested are: Credit Reports for all business/owners; Proof of equity investment; Personal/business tax returns; Current business financial statement; Cash flow statements; Copy of lease/purchase agreement; Commitment letters from other lenders/project participants; Cost Estimates-all items being purchases with RLF monies; Articles of incorporation, partnership, and/or operating agreements.*

By signing this form, I, the applicant, certify that all information contained above is true and complete to my best knowledge and belief. Applicant understands this application and any other information received with it will be retained whether this request is approved or denied.

Applicant Signature:  Date Signed: 8/18/2022

### **Owosso Main Street/DDA Only:**

Application Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

***\*\*COMPLETED APPLICATIONS WILL BE REVIEWED BY THE OMS/DDA BUSINESS VITALITY COMMITTEE. IF APPROVED, APPLICATIONS WILL BE SUBMITTED TO THE LOAN REVIEW COMMITTEE FOR FINAL APPROVAL. APPLICANTS WILL BE ASKED TO BE PRESENT DURING THE LOAN REVIEW COMMITTEE'S REVIEW OF THEIR APPLICATION. \*\****



**CITY OF OWOSSO, MICHIGAN  
OWOSSO MAIN STREET/DDA (OMS)  
REVOLVING LOAN FUND (RLF) & GRANT PROGRAM  
RATIONALE WORKSHEET**

301 W Main Street, Owosso, MI | 989.277.1705 | beth.kuiper@ci.owosso.mi.us | www.downtownowosso.org

*APPLICATION MUST SCORE **40** OR MORE POINTS TO BE CONSIDERED ELIGIBLE FOR A LOAN.*

APPLICANT NAME: BARRISTER BREWERY – DAN NEESE – DBMA OWOSSO, LLC DATE REVIEWED: 8/22/2022

PROJECT ADDRESS: 902 W. MAIN ST

PROJECT SCOPE OF WORK: MIXED USE: SMALL BATCH BREWERY – WESTOWN MAIN ST./ 2 LIVING UNITS

ABOVE

LOAN REQUEST: \$ \_\_\_\_\_ LOAN APPROVED AMOUNT: \$ \_\_\_\_\_

GRANT REQUEST: \$20,745.00 GRANT APPROVED AMOUNT: \$20,745.00

Rationale Worksheet			
Criteria	Score Range	Score	Explanation/Feedback:
Will proposed loan or grant dollars be used to leverage additional State/Federal Programs?	0-10	10	
Does the project help fulfill OMS Transformation Strategy?	0-15	15	
Is the project supported by a relevant business plan, offer job creation, or fulfill residential demand?	0-10	10	
a) Does the project activate currently vacant or underutilized property within the district? OR b) Is the project an existing business expanding their product/services based on customer demand/feedback or new innovative items/new technologies.	0-10	10	
Does the project have formal plans, site renderings, and/or cost estimates?	0-10	10	
Does the project provide the best use/business type for the district?	0-10	10	
Does the project have a well-articulated path to completion?	0-5	5	
Has the applicant applied for traditional loan services?	0-10	0	
<b>TOTAL=</b>		<b>70</b>	

APPROVAL: ☐ / SPECIAL NOTATIONS: \_\_\_\_\_



ADDITIONAL NOTES:

MIXED-USE  
3,700 SQ FT  
ACTIVATION  
SMALL BATCH  
BREWERY ON MAIN  
2 APARTMENTS  
UPPER  
\$17,745 FOR FIRE  
SUPPRESSION  
\$3K FOR TWO  
APARTMENTS – ARCH  
GRANTS  
LOCAL MONIES AS  
CONTRIBUTION FOR  
MEDC CRP GRANT  
ELIGIBILITY  
N. PIDEK MOVED TO  
SUPPORT THE  
\$20,745.00 GRANT  
AWARD TO  
BARRISTER  
BREWERY/DBMA  
OWOSSO,LLC FOR  
FIRE SUPPRESSION  
AND  
ARCHITECTURAL  
SERVICES. B.  
GILBERT SECOND  
ALL AYES – MOTION  
PASSED

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DEVELOPMENT BUDGET

Development Name: DBMA Owosso, LLC  
City/Township/Village: Owosso  
County: Shiawassee  
Construction Type: 2-story downtown brick building

Fill in all blue shaded input cells

This worksheet is utilized to input the total Sources & Uses for the project from acquisition to construction completion. In addition, the maximum amount of MCRP Incentive the project is eligible for is calculated.

TOTAL DEVELOPMENT COSTS	Amount	% of TDC
Acquisition		
Land	\$15,608	1.06%
Building(s)	\$93,542	6.36%
Other:		0.00%
Subtotal Acquisition	\$109,150	7.42%

Hard Costs				Ineligible Amt.		Eligible Basis	
Public Infrastructure (roads, sidewalks, utilities, sewage, etc.)			\$0	0.00%	\$0	\$0	
Site Improvements (walks, drives, landscaping, fencing, lights, and drainage)			\$25,000	1.70%	\$0	\$25,000	
Demolition (Include Lead & Asbestos Abatement)			\$17,000	1.16%	\$0	\$17,000	
Other Environmental Mitigation			\$0	0.00%	\$0	\$0	
Earth Work			\$0	0.00%	\$0	\$0	
Site Utilities			\$0	0.00%	\$0	\$0	
Other:				0.00%	\$0	\$0	
		New Construction	Rehabilitation Renovation				
Structures	+	\$0	\$394,300	\$394,300	26.80%	\$0	\$394,300
Parking Structures		\$0	\$0	\$0	0.00%	\$0	\$0
Building Concrete/Masonry		\$0	\$9,000	\$9,000	0.61%	\$0	\$9,000
Carpentry		\$0	\$9,500	\$9,500	0.65%	\$0	\$9,500
Roofing/Metal/Siding/Insulation/Caulking		\$0	\$30,000	\$30,000	2.04%	\$0	\$30,000
Doors/Windows/Glass		\$0	\$15,000	\$15,000	1.02%	\$0	\$15,000
Drywall/Acoustical		\$0	\$9,500	\$9,500	0.65%	\$0	\$9,500
Flooring		\$0	\$23,300	\$23,300	1.58%	\$0	\$23,300
Cabinets/Countertops/Appliances		\$0	\$27,500	\$27,500	1.87%	\$0	\$27,500
Painting/Decorating		\$0	\$11,500	\$11,500	0.78%	\$0	\$11,500
Plumbing/Electrical/Fire Protection		\$0	\$123,000	\$123,000	8.36%	\$0	\$123,000
HVAC		\$0	\$86,000	\$86,000	5.85%	\$0	\$86,000
Accessory Buildings/Garages		\$0	\$0	\$0	0.00%	\$0	\$0
Elevators/Special Equipment		\$0	\$0	\$0	0.00%	\$0	\$0
Tenant Upgrades		\$0	\$0	\$0	0.00%	\$0	\$0
Other: Façade	-		\$50,000	\$50,000	3.40%	\$0	\$50,000
Builder Overhead/Profit/General Requirements		\$0	\$60,000	\$60,000	4.08%	\$0	\$60,000
Permits/Tap Fees/Bond/Cost Certification		\$0	\$64,275	\$64,275	4.37%	\$0	\$64,275
Construction Contingency		\$0	\$55,000	\$55,000	3.74%	\$0	\$55,000
Other:		\$0	\$0	\$0	0.00%	\$0	\$0
Subtotal Hard Costs			\$615,575	41.85%			
Other Eligible Costs							
Machinery & Equipment			\$152,500	10.37%	\$0	\$152,500	
Furniture & Fixtures			\$86,000	5.85%	\$0	\$86,000	
Architectural & Engineering			\$41,900	2.85%	\$0	\$41,900	
Environmental Studies/Soil Testing				0.00%	\$0	\$0	
Survey				0.00%	\$0	\$0	
Other:				0.00%	\$0	\$0	
Subtotal Eligible Soft Costs			\$280,400	19.06%			
					Total Eligible Basis	Max. MEDC Investment	
					\$895,975	\$447,988	

Ineligible Soft Costs				
Other Professional Fees		\$4,000		
Loan Fees		\$18,000	1.22%	Override
Construction Interest	8 mos.	\$12,375	0.84%	
Construction Taxes			0.00%	
Construction Insurance		\$7,500	0.51%	
MEDC Fees			0.00%	
Title Work			0.00%	Override
Rent-Up Reserve	5 mos.	\$11,000	0.75%	
Replacement Reserve			0.00%	
Operating Reserve		\$215,000	14.62%	
Other: Pre-open inventory operating exp		\$174,000	11.83%	
Other: Required Licenses		\$6,000	0.41%	
Other: Tools, equip, oth personal prop		\$13,000	0.88%	
Other Ineligible Soft Costs - Related Party and Consulting Fees				
Developer Fee			0.00%	
Project Management Fees			0.00%	
Construction Management Fees (Related Party)			0.00%	
Consulting Fees		\$5,000	0.34%	
Other Related Party Fees			0.00%	
Other:			0.00%	
Subtotal Ineligible Soft Costs		\$465,875	32%	
TOTAL DEVELOPMENT COSTS		\$1,471,000	100.00%	

TOTAL DEVELOPMENT SOURCES	Amount	% of TDC
Senior Debt		
Mortgage Loan	\$166,000	11.28%
SBA Loan	\$135,000	9.18%
xxx	\$0	0.00%
xxx	\$0	0.00%
xxx	\$0	0.00%
xxx	\$0	0.00%
xxx	\$0	0.00%
MSF/MCRP Conventional Loan	\$0	0.00%
Subordinate Debt/Grants		
MEDC Grant	\$447,988	30.45%
Other: MDARD Value Added Grant	\$100,000	6.80%
Other: Owosso DDA Fire Suppression Grant	\$20,000	1.36%
Other: Commercial Line of Credit	\$140,000	9.52%
Deferred Fees/Cash Equity		
Deferred Developer Fees		0.00%
Other Deferred Related Party Fees		0.00%
Deferred Consulting Fees		0.00%
Cash Equity Owner	\$352,862	23.99%
Land/Building Contribution Owner	\$109,151	7.42%
MSF/MCRP Equity Investment		0.00%
Other:		0.00%
Other:		0.00%
Other:		0.00%
TOTAL DEVELOPMENT SOURCES	\$1,471,000	100.00%

Construction Financing		
Construction Loan:	Interest Only Bridge	\$450,000
Interest Rate:	8.25%	30.59%

Sources & Uses	
Total Development Costs	\$1,471,000
Total Development Sources	\$1,471,000
Surplus/(Gap)	\$0

Other Calculations			
Rental S.F.	3,657	Construct Cost /S.F.	Develop Cost/S.F.
Residential & Comm. Common Spaces	119		
Common Space Other	0		
Total S.F. Building w/o Parking	3,776	\$163.02	\$389.57
	# Spaces	Park S.F.	
Parking	58	15,660	\$0.00
			% TDC
Cash Equity	\$352,862		23.99%
Land/Building Contribution	\$109,151		7.42%
Owner Contribution	\$462,013		31.41%
Cash IRR		47.3%	
Avg. Annual Cash on Cash Return		40.5%	
Owner Equity IRR		35.7%	
Avg. Annual Return on Owner Equity		30.9%	

STABILIZED OPERATING STATEMENT

Development Name: DBMA Owosso, LLC  
City/Township/Village: Owosso  
County: Shiawassee  
Construction Type: 2-story downtown brick building

Fill in all blue shaded input cells

This worksheet is utilized to proforma out the stabilized operations of the project utilizing the projected initial rental rates, the stabilized vacancy rates, and the anticipated full operating expenses of the project.

DEVELOPMENT INCOME

		% Gross	% Eff.
Annual TIF Reimbursements	\$0	0.0%	0.0%
Other Recurring Revenue	\$0	0.0%	0.0%
Annual Gross Residential Rental Income	\$15,300	1.6%	1.6%
Annual Gross Commercial Rental Income	\$0	0.0%	0.0%
Annual Gross Hospitality Room & Related Income	\$0	0.0%	0.0%
Annual Gross Hospitality Other Income	\$930,420	98.4%	98.5%
Annual Gross Parking Income	\$0	0.0%	0.0%
Annual Other Income	\$0	0.0%	0.0%
Gross Income	\$945,720	100.0%	100.1%
Vacancy Loss (Residential, Commercial, Hospitality)	(\$765)	-0.1%	-0.1%
Net Income Potential	\$944,955	99.9%	100.0%

DEVELOPMENT OPERATING EXPENSES

DEVELOPMENT OPERATING EXPENSES			% Gross	% Eff.	Inflation Factor
Administrative Expenses	+	\$686,184	72.6%	72.6%	3.0%
Management Fees		\$0	0.0%	0.0%	
Office Payroll		\$262,080	27.7%	27.7%	
Payroll Taxes		\$28,824	3.0%	3.1%	
Benefits/Worker's Comp.		\$1,224	0.1%	0.1%	
Advertising/Marketing		\$14,184	1.5%	1.5%	
Legal /Accounting		\$8,220	0.9%	0.9%	
General Office		\$1,908	0.2%	0.2%	
Other: COGS		\$305,400	32.3%	32.3%	
Other: Restaurant/brew oper exp	-	\$64,344	6.8%	6.8%	
Utilities	+	\$16,200	1.7%	1.7%	3.0%
Electricity		\$12,000	1.3%	1.3%	
Fuel		\$1,200	0.1%	0.1%	
Water & Sewer	-	\$3,000	0.3%	0.3%	
Maintenance/Non-Capitalized Repairs	+	\$10,068	1.1%	1.1%	3.0%
Maintenance/Janitorial Payroll		\$0	0.0%	0.0%	
Janitorial Supplies		\$492	0.1%	0.1%	
Extermination		\$600	0.1%	0.1%	
Rubbish Removal		\$6,360	0.7%	0.7%	
Snow Removal		\$600	0.1%	0.1%	
Lawn/Tree Maintenance		\$0	0.0%	0.0%	
Parking Lot Repairs		\$0	0.0%	0.0%	
Painting/Decorations/Cleaning		\$1,008	0.1%	0.1%	
Heating & Air Repairs		\$504	0.1%	0.1%	
Plumbing/Electrical Repairs		\$504	0.1%	0.1%	
Elevator Maintenance		\$0	0.0%	0.0%	
Vehicle/Equipment Maintenance		\$0	0.0%	0.0%	
Security		\$0	0.0%	0.0%	
Other:			0.0%	0.0%	
Other:	-		0.0%	0.0%	
Real Estate Taxes		\$8,079	0.9%	0.9%	2.0%
Tax Abatement (-)			0.0%	0.0%	
Property & Liability Insurance		\$10,128	1.1%	1.1%	3.0%
Reserve Requirements		\$0	0.0%	0.0%	3.0%
Other:			0.0%	0.0%	3.0%
Other:			0.0%	0.0%	3.0%
Other:			0.0%	0.0%	3.0%
Other:			0.0%	0.0%	3.0%
Total Expenses		\$730,659	77.3%	77.3%	
Cash Flow Available for Debt Service / NOI		\$214,296	22.7%	22.7%	

Amortizing Loans

Loan 1 DS:	Mortgage Loan	\$15,706	1.7%	1.7%
Loan 2 DS:	SBA Loan	\$26,150	2.8%	2.8%
Loan 3 DS:	xxx	\$0	0.0%	0.0%
Loan 4 DS:	xxx	\$0	0.0%	0.0%
Int. Loan 5 DS:	xxx	\$0	0.0%	0.0%
Other Oblig. 1	xxx	\$0	0.0%	0.0%
Other Oblig. 2	xxx	\$0	0.0%	0.0%
MCRP Loan Debt Service		\$0	0.0%	0.0%
Cash Flow Available for Distribution		\$172,440	18.2%	18.2%
Debt Service Coverage Ratio		5.12		

Required DSCR

1.20

LOAN TERMS	Loan Amount	Term Mos.	Amort. Mos.	Interest Rate	Refi. Rate
Mortgage Loan	\$166,000	300	300	8.25%	10.25%
SBA Loan	\$135,000	81	81	8.25%	10.25%
xxx		60	240	4.00%	6.00%
xxx		60	240	4.00%	6.00%
xxx		60		4.00%	6.00%
xxx				4.00%	10.25%
xxx				4.00%	10.25%
	Override				
	\$0 (if requesting a grant input \$0)				
MSF/MCRP Loan	\$0	60	240	1.00%	3.00%

# SEDGEWICK + FERWEDA ARCHITECTS

**Jeffrey S. Ferweda, AIA, NCARB**

Sedgewick + Ferweda Architects

410 East Court Street

Flint, Michigan 48503

[www.architectsinmichigan.com](http://www.architectsinmichigan.com)

December 3rd, 2021

**Melissa and Don Hall**

**Barb and Dan Nees**

Barristers' Brewing Company

DBMA Owosso, LLC PO Box 281

Owosso, Michigan 48867

810-240-4430 Melissa / 586-292-2564 Don

[donhall187@comcast.net](mailto:donhall187@comcast.net), [mellieg4@hotmail.net](mailto:mellieg4@hotmail.net), [barbnees@gmail.com](mailto:barbnees@gmail.com), [dan.nees@gmail.com](mailto:dan.nees@gmail.com)

**RE: Proposal for your Brewery Renovation at 2280 W. Main St. Owosso, Michigan 48867**

Dear Melissa, Don, Barb and Dan,

Thank you for taking the time to talk with our team to discuss your project. We have developed this proposal to provide you with the skills and expertise to help foster the best solutions to meet your needs.

We want you to know that hiring an architect can save you money in many ways. Architects can monitor your budget and negotiate to get the best materials and workmanship at a good price. An architect's design can reduce energy and maintenance costs. Architects can turn a difficult lot into a successful building site, and they spend time planning and fully developing your ideas to avoid changes once construction is underway.

## **Understanding of Scope:**

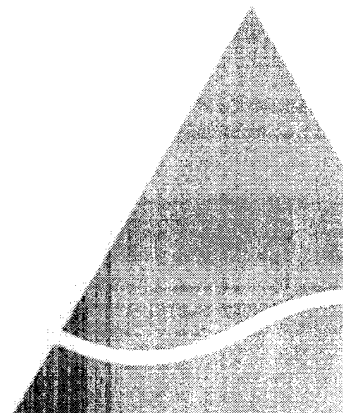
We understand that you are looking to renovate an old bank on the site into a Brewery. The plan is to only sell the beer made on site and limited food. The drive-thru will be enclosed for the brewing area.

We are pleased to provide you with this proposal and look forward to working on this project with you.

Sincerely,



Jeffrey S. Ferweda, AIA, NCARB



V4

# SEDGEWICK + FERWEDA ARCHITECTS

## GENERAL SUMMARY OF OUR DESIGN SERVICES

### SCOPE OF DELIVERABLES

1. Cover page: Includes building information, code analysis, parking analysis, and property location
2. As-built measurements of the existing building
3. Proposed floor plan
4. Wall sections and details for construction
5. Mechanical, electrical, and plumbing design
6. Interior design/specific material selection
7. Construction Administrative services
8. Submission assistance to the local municipality

### SERVICES INCLUDED AT NO ADDITIONAL COST

1. 3D Design
2. Energy Modeling
3. Consultation

### SERVICES NOT INCLUDED

1. Civil Engineering and Topological Survey Work
2. Permit Application Fees

### PROPOSED DESIGN FEE:

For the scope of designing your proposed work, we propose the following fee.

**Total Design Fee**                      **\$18,250.00**

#### Fee Breakdown:

<b>Phase A - Schematic Design</b>	<b>\$ 5,475.00 to be paid upon contract execution</b>
<b>Phase B - Design Development</b>	<b>\$ 7,300.00 to be paid upon commencement of Phase B</b>
<b>Phase C - Construction Documents</b>	<b>\$ 4,562.50 to be paid upon commencement of Phase C</b>
<b>Phase D - Construction Administration</b>	<b>\$ 912.50 to be paid upon commencement of Phase D</b>

### LIMITATION OF LIABILITY

The limit of liability of the parties under this proposal is limited to the amount of the Total Design Fee.

### ACCEPTANCE OF CONTRACT

If this proposal meets your expectations, please indicate your approval and authorization to proceed by signing below and returning a copy to us.

ACCEPTED BY: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Please Print or Type)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Terms and conditions shall be in accordance with those outlined by Sedgewick + Ferweda Architects for Barristers' Brewing Company.

### TERMS OF PAYMENT

Payments to the Architect will be per AIA contracts. The terms are to be Due on receipt and at the beginning of each Phase. Payments made later than 30 days after receipt of the invoice shall bear interest at 7%.

# SEDGEWICK + FERWEDA ARCHITECTS

## ADDITIONAL SERVICES / LIABILITY

If we are requested to increase the Scope of Services beyond that defined by this proposal or are required to change any documents after your final approval, such services shall be billed based upon the attached schedule "A" for additional services. Additional Services beyond the scope of this agreement will be presented to the client for approval prior to the commencement of the work.

This contract embodies and constitutes the entire understanding of the parties with respect to the transaction and subject matter contemplated herein and supersedes, any and all, other agreements, understandings, representations and statements, oral or written, between the parties hereto. Neither this contract nor any provision hereof may be waived, modified, amended, discharged or terminated except by an instrument signed by the party against whom the enforcement of such waiver, modification, amendment, discharge or termination is sought, and then only to the extent set forth in such instrument.

## ADDITIONAL SERVICES - SCHEDULE "A"

Additional work as mutually agreed on shall be billed at the following rates:

Principal	\$150.00/hr	Architect	\$125.00/hr
Project Designer	\$100.00/hr	Drafter	\$85.00/hr

Hourly rates do not include overtime costs, which will be billed at one and one - half times the rates quoted above.

## REIMBURSABLE EXPENSES

1. Surveying, test boring, laboratory tests, environmental assessments, and outside consultant fees not included in the scope of work will be at cost plus 10%.
2. Printing reimbursables will be on all projects at cost + 10% or \$0.20/ sq. ft.

## LIENS AND COLLECTIONS

It is standard practice to file a property lien on any account past due 60 days. A full waiver of the lien will be provided when full payments are received. Any legal fees associated with collections will be the responsibility of the owner.

## PHASE DEFINITIONS

**Phase A** - Schematic Design, *Schematic Design establishes the general scope, conceptual design, scale, and relationships among the components of the project.*

**Phase B** - Design Development, *the design team works out a clear, coordinated description of all aspects of the design.*

**Phase C** - Construction Documents, *the set of drawings the contractor needs to build the project and submit for permits*

**Phase D** - Construction Administration, *we help the client make sure the project gets done according to our drawings by working with the contractor, and answering the questions during construction*

## INTERIOR DESIGN SERVICE

Interior design services include help with the selection of the following: flooring, paint and wall coverings, bathroom wall tile, lighting fixtures, kitchen countertop material and cabinet colors, other interior details needed that are built into the project.

Proposals are valid for 30 days, anything past 30 days will need to be revised by Sedgewick + Ferweda and reissued to the potential client.



**BARRISTER BREWING CO.**



SEDGEWICK  
+ FERWEDA  
ARCHITECTS









FourEyes (/admin/)

[New Survey](#)[Surveys \(/admin/\)](#)[Help \(/admin/?p=p.support\)](#)**Owosso 2022 Pulse Poll Survey (/adm...**

Created on July 6, 2022

*196 Responses*

Builder ▾

[\(/admin/survey/?surveyID=118698&p=s.builder.questions\)](/admin/survey/?surveyID=118698&p=s.builder.questions)

Theme

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PRO

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Question 1 — Multiple Choice



For which of the following activities or purposes do you visit Downtown Owosso most often? (Select up to three)

2.	Work	36	18.4%
	Dining	89	45.4%
1.	Shopping	96	49.0%
	Entertainment	37	18.9%
	Recreation	25	12.8%
4.	Festivals and Events	58	29.6%
	Banking/Financial Services	25	12.8%
	Office Visits	14	7.1%
	Personal Services	16	8.2%
3.	Farmer's Market	79	40.3%
	None/Not Applicable	5	2.6%

Other (please specify)

5 2.6%

Sample of text responses for choice **Other (please specify)**, showing up to 5:

Review all responses → (/admin/?p=s.report.subfield.view&amp;surveyID=118698&amp;elementID=845965&amp;subID=1106654)

- 1 Go to lume cannibiss and to pick up paychecks at H&R Block Hemingway
- 2 Driving through town
- 3 Drive thru used to live there
- 4 Driving through
- 5 Kids Baseball/ Softball practice

## Question 2 — Multiple Choice



Which of the following downtown festivals and events did you attend or participate in during the past year? (Select all the apply)

	New Year's Eve Block Party	40	20.4%
	Chocolate Walk	25	12.8%
	Bunny Hop	4	2.0%
	Community Cleanup	13	6.6%
1.	Curwood Festival	92	46.9%
	Classic Car Show	39	19.9%
	Cruise the Pits	37	18.9%
4.	Sidewalk Sales	52	26.5%
2.	Amphitheater Concerts	58	29.6%
	Vintage Motorcycle Days	11	5.6%
	Artwalk	39	19.9%
	Oktoberfest	36	18.4%
	Pere Marquette Train Ride	11	5.6%
3.	Glow Parade	52	26.5%
	Glow 5K	9	4.6%
	Small Business Saturday	36	18.4%
	ShiaTri	7	3.6%

Other	19	9.7%
None	37	18.9%

## Question 3 — Multiple Choice



Thinking about all the reasons you visit Downtown Owosso, which of the following best describes how the frequency of your visits has changed during the past year?

The frequency of my visits to Downtown Owosso has increased during the past year.	39	19.9%
The frequency of my visits to Downtown Owosso has decreased during the past year.	52	26.5%
The frequency of my visits to Downtown Owosso has stayed about the same during the past year.	92	46.9%
No answer	13	6.6%

## Question 4 — Multiple Choice



What would make Downtown Owosso better? (Select up to three)

2. More Retail	75	38.3%
1. More Dining	120	61.2%
More Activities	52	26.5%
3. Facades and Buildings rehabbed	60	30.6%
Public spaces improved	26	13.3%
Slower traffic	12	6.1%
Increased pedestrian/bike safety	22	11.2%
5G	7	3.6%
Enhanced lighting	7	3.6%
Large scale public art	11	5.6%
4. Improvements to the River Walk	55	28.1%
None/Not Applicable	4	2.0%
Other (please specify)	21	10.7%

Sample of text responses for choice **Other (please specify)**, showing up to 5:

Review all responses → (/admin/?p=s.report.subfield.view&surveyID=118698&elementID=845974&subID=1106662)

- 1 Redevelopment of vacant lots
- 2 Parking
- 3 Lower prices; no golf carts; no open alcohol consumption
- 4 Businesses not staying open past 5pm daily, and no extended hours on weekends makes downtown a bit boring for drawing in out of towners
- 5 Get rid of the LGTQ garbage.

### Question 5 — Multiple Choice



What activities would you like to have in Downtown Owosso? (Select up to three)

2.	Events & festivals	88	44.9%
	Drive-in Movies	49	25.0%
1.	Music & live entertainment	92	46.9%
	Games	12	6.1%
	Sporting events	9	4.6%
	Art	33	16.8%
	Sculptures	18	9.2%
3.	Kayak and canoe rentals	63	32.1%
	Bike rentals	14	7.1%
	Shared transportation options eg: Uber & Lime	22	11.2%
4	Social District activities	44	22.4%
	None/Not Applicable	7	3.6%
	Other (please specify)	10	5.1%

Sample of text responses for choice **Other (please specify)**, showing up to 5:

Review all responses → (/admin/?p=s.report.subfield.view&surveyID=118698&elementID=845975&subID=1106656)

- 1 I would love to shop downtown, but prices are ridiculously high. Keep the streets clean and well maintained.
- 2 Lectures
- 3 Less booze and pot

4 Kids activities

5 swimming pool

## Question 6 — Multiple Choice



Which of the following types of new or expanded eating and drinking establishments would make you visit Downtown Owosso more often? (Select up to three)

	Asian Restaurant	19	9.7%
	Bakery	13	6.6%
4.	Breakfast/Brunch Restaurant	46	23.5%
1.	Brewery or Brewpub	76	38.8%
	Brick Oven Pizzeria	38	19.4%
	Casual Dining Eatery	43	21.9%
	Coffee Shop	4	2.0%
	Deli/Sandwich Shop	9	4.6%
2.	Farm to Table	47	24.0%
	Food Trucks	27	13.8%
	Healthy Menu Eatery	23	11.7%
	Ice Cream and Sweets Shop	5	2.6%
	Italian Restaurant	22	11.2%
	Mediterranean Restaurant	39	19.9%
	Mexican Restaurant	20	10.2%
3.	Steakhouse	47	24.0%
	None	3	1.5%
	Other (please specify)	20	10.2%

Sample of text responses for choice **Other (please specify)**, showing up to 5:

Review all responses → (/admin/?p=s.report.subfield.view&surveyID=118698&elementID=845978&subID=1106657)

1 Upscale dining such as Bridge Street Social in Dewitt.

2 A Jumbo's style friendly & entertainment environment

- 3 Indian restaurant
- 4 Seafood restaurant
- 5 Bees donuts reopening

## Question 7 — Multiple Choice



Which of the following types of new or expanded retail establishments would make you visit Downtown Owosso more often? (Select up to three)

3.	Arts, Crafts and Hobbies	46	23.5%
	Bikes & Bike Repair	5	2.6%
	Bookstore	37	18.9%
	Cards and Gifts	21	10.7%
	Children's Clothing	11	5.6%
2.	Grocery store	48	24.5%
	Health and Beauty	15	7.7%
	Home Furnishings	22	11.2%
	Men's Clothing	29	14.8%
1.	Specialty Foods	58	29.6%
	Sporting Goods/Outdoors	28	14.3%
	General/Variety Store	32	16.3%
4.	Vintage/Repurposed Goods	44	22.4%
	Women's Clothing	40	20.4%
	Maker's studio	11	5.6%
	None	10	5.1%
	Other (please specify)	14	7.1%

Sample of text responses for choice **Other (please specify)**, showing up to 5:

Review all responses ➔ (/admin/?p=s.report.subfield.view&surveyID=118698&elementID=845981&subID=1106658)

- 1 A quality second hand shop
- 2 Don't need more marijuana establishments!

- 3 I would love to see large name brand stores alongside our own local stores. Make downtown Owosso a shopping destination. An experience. Owosso has something large towns like Rochester and birch run don't have. We have shopping along a river and a beautiful castle. This is a beautiful walk with amazing shops. This could and should be an all season destination.
- 4 Health food
- 5 Hallmark store

## Question 8 — Multiple Choice



Other than for work, what day during the week would you be most likely to visit Downtown Owosso?

Monday	19	9.7%
Tuesday	16	8.2%
Wednesday	13	6.6%
Thursday	32	16.3%
Friday	101	51.5%
No answer	15	7.7%

## Question 9 — Multiple Choice



Other than for work, what time of day during the week would you be most likely to visit Downtown Owosso?

7am - 9am	6	3.1%
9am - 11am	21	10.7%
11am - 1pm	22	11.2%
1pm - 5pm	45	23.0%
After 5pm	87	44.4%
No answer	15	7.7%

## Question 10 — Multiple Choice



What day during the weekend would you be most likely to visit Downtown Owosso?

<del>Saturday</del>	159	81.1%
Sunday	22	11.2%
No answer	15	7.7%

## Question 11 — Multiple Choice



What time of day during the weekend would you be most likely to visit Downtown Owosso?

7am - 9am	4	2.0%
9am - 11am	37	18.9%
11am - 1pm	61	31.1%
1pm - 5pm	52	26.5%
After 5pm	27	13.8%
No answer	15	7.7%

## Question 12 — Multiple Choice



Do you think housing downtown is important and would you live in Downtown Owosso if you could?

Yes housing is important and I would like to own housing downtown	27	13.8%
Yes housing is important and I would like to rent housing downtown	23	11.7%
Yes housing is important but I would not like to live downtown	96	49.0%
No housing is not important	32	16.3%
No answer	18	9.2%

## Question 13 — Multiple Choice



What type of housing is missing in Downtown Owosso?

2 Bedroom Condo	30	15.3%
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1	2 Bedroom Townhome	30	15.3%
1	2 Bedroom Apartment	41	20.9%
	1 Bedroom Condo	18	9.2%
	1 Bedroom Townhome	13	6.6%
	1 Bedroom Apartment	20	10.2%
	Studio Apartment	29	14.8%
	Loft	28	14.3%
2	Senior Housing	35	17.9%
	Live/Work Unit	14	7.1%
	Short term such as VRBO or AirBnB	17	8.7%
	Luxury living	15	7.7%
2	None	35	17.9%
	Other (please specify)	24	12.2%

Sample of text responses for choice **Other (please specify)**, showing up to 5:

Review all responses → (/admin/?p=s.report.subfield.view&surveyID=118698&elementID=845991&subID=1106660)

- 1 I really don't know what is currently available
- 2 While we desperately need more housing in Owosso, the price of any unit downtown would be counter-productive
- 3 Affordable low income
- 4 Not really sure!
- 5 Three bedroom apartment would be nice or two bedrooms with an office send more and more people are working from home

Question 14 — Multiple Choice



What is the mortgage or rent payment you would be willing or able to pay for housing in Downtown Owosso?

4	Less than \$800	79	40.3%
	\$800 - \$999	51	26.0%
	\$1,000 - \$1,199	27	13.8%
	\$1,200 - \$1,399	15	7.7%

\$1,400 - \$1,599	4	2.0%
\$1,600 - \$1,799	0	0.0%
\$1,800 - \$1,999	0	0.0%
\$2,000 or more	0	0.0%
No answer	20	10.2%

## Question 15 — Multiple Choice



Which of the following best describes recent trends in Downtown Owosso?

Improving or making progress	55	28.1%
Steady or holding it's own	61	31.3%
Declining or losing ground	60	30.6%
No answer	20	10.2%

## Question 16 — Multiple Choice



Where do you live?

In Downtown Owosso	22	11.2%
Elsewhere in Community	113	57.7%
Elsewhere in County	19	9.7%
Outside of County	6	3.1%
Other (please specify)	15	7.7%
No answer	21	10.7%

Sample of text responses for choice **Other (please specify)**, showing up to 5:

Review all responses → (/admin/?p=s.report.subfield.view&surveyID=118698&elementID=845998&subID=1086908)

1	Very close to downtown
2	Owosso City but not downtown
3	Bennington township
4	Historical area

## 5 By Bentley park

## Question 17 — Multiple Choice



Which of the following statements below describe your current occupation/employment? (Please select all that apply.)

I work full-time	98	50.0%
I work part-time	16	8.2%
I have multiple jobs that provide me income	11	5.6%
I work in Downtown Owosso	25	12.8%
I work elsewhere in Community	23	11.7%
I work elsewhere in County	8	4.1%
I work outside of County	17	8.7%
I work at home	25	12.8%
I am a student	3	1.5%
I'm fully retired	26	13.3%
I'm semi-retired but sometimes earn income through work	4	2.0%
I volunteer regularly	18	9.2%
I'm unemployed	1	0.5%
I'm unable to work	5	2.6%
Prefer not to answer	4	2.0%
Other (please specify)	10	5.1%

Sample of text responses for choice **Other (please specify)**, showing up to 5:

Review all responses ➔ (/admin/?p=s.report.subfield.view&surveyID=118698&elementID=845999&subID=1106661)

- 1 Seasonal Resident (retired)
- 2 Self employed
- 3 I can use downtown for photography
- 4 I am a full time stay at home mom, I'd hardly call it unemployed!
- 5 Homemaker

## Question 18 — Multiple Choice



## What is your gender?

Female	115	58.7%
Male	48	24.5%
Prefer not to say	10	5.1%
Prefer to self-describe:	2	1.0%
No answer	21	10.7%

Sample of text responses for choice **Prefer to self-describe:**, showing up to 5:

Review all responses → (/admin/?p=s.report.subfield.view&surveyID=118698&elementID=846000&subID=1086912)

1 Does it really matter

2 X

## Question 19 — Multiple Choice



## What is your age?

19 or younger	2	1.0%
20 to 24	7	3.6%
25 to 34	32	16.3%
1 35 to 44	37	18.9%
2 45 to 54	36	18.4%
55 to 64	23	11.7%
65 to 74	29	14.8%
75 or older	2	1.0%
Prefer not to answer	7	3.6%
No answer	21	10.7%

## Question 20 — Multiple Choice



## What is your annual household income? (For all earners in the household, before taxes and deductions)

Less than \$15,000	3	1.5%
\$15,000 to \$24,999	9	4.6%
\$25,000 to \$34,999	6	3.1%
\$35,000 to \$49,999	19	9.7%
\$50,000 to \$74,999	35	17.9%
\$75,000 to \$99,999	27	13.8%
\$100,000 to \$149,999	22	11.2%
\$150,000 to \$199,999	12	6.1%
\$200,000 or greater	9	4.6%
Prefer not to answer	33	16.8%
No answer	21	10.7%

## Community Self-Assessment

### Owosso Main Street

1 = Not being addressed

2 = Minimal effort but needs more effort

3 = Evidence of satisfactory progress

4 = Has achieved success within this indicator

5 = Outstanding achievement. One that other programs could replicate

## STANDARD 1 - BROAD-BASED COMMUNITY COMMITMENT TO REVITALIZATION

### I. PARTNERSHIPS AND COLLABORATIONS

	L.O.	B.M.	B.G.	N.R.	S.O.	Median score	
Indicator I	5	4	4	4	2	3.8	X

Indicator II	5	3	4	4	1	3.4	X
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### II. COMMUNITY OUTREACH

Indicator I	5	4	3	3	2	3.4	X
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### III. COMMUNICATION AND PUBLIC RELATIONS

Indicator I	5	3	3	4	2	3.4	X
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Indicator II	5	4	4	4	2	3.8	X
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Indicator III	5	3.5	4	4	2	3.7	X
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## STANDARD II - INCLUSIVE LEADERSHIP & ORGANIZATIONAL CAPACITY

### I. INCLUSIVE ORGANIZATIONAL CULTURE & DIVERSE VOLUNTEER ENGAGEMENT

Indicator I	5	4	4	3	2	3.6	X
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Indicator II	5	3	3	3	2	3.2	X
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Indicator III	5	4	5	3	1	3.6	X
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Indicator IV	5	4	5	3	2	3.8	X
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### II. ACTIVE BOARD LEADERSHIP AND SUPPORTING VOLUNTEER BASE

Indicator I							
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Indicator II	-	-	-	-	-	-	
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Indicator III	4	3	4	5	2	3.6	X
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### III. PROFESSIONAL STAFF MANAGEMENT

Indicator I							
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Indicator II	5	4	4	4	3	4	X
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### IV. EFFECTIVE OPERATIONAL STRUCTURE

Indicator I							
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**STANDARD III - DIVERSIFIED FUNDING AND SUSTAINABLE PROGRAM OPERATIONS****I. BALANCED FUNDING STRUCTURE**

Indicator I	5	3	4	5	2	3.8 X
Indicator II	4	3	3	5	2	3.4 X
Indicator III	5	3	4	4	3	3.8 X

**II. STRATEGIC REVENUE DEVELOPMENT AND FUNDRAISING**

Indicator I	4	3	3	4	2	3.2 X
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**III. FINANCIAL MANAGEMENT AND BEST PRACTICES**

Indicator I	5	5	5	5	3	4.6 X
Indicator II	5	5	5	5	4	4.8 X

**STANDARD IV - STRATEGY-DRIVEN PROGRAMMING****I. PLANNING GUIDED BY INCLUSIVE COMMUNITY & MARKET-INFORMED INPUTS**

Indicator I	5	4	3	4	2	3.6 X
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**II. DEFINING DIRECTION THROUGH T/S IDENTIFICATION & DEVELOPMENT**

Indicator I	5	5	4	4	3	4.2 X
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**III. STRATEGY-ALIGNED COMPREHENSIVE WORK PLANNING & IMPLEMENTATION ACROSS ALL FOUR POINTS**

Indicator I	5	5	4	4	3	4.2 X
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**STANDARD V - PRESERVATION-BASED ECONOMIC DEVELOPMENT****I. PRESERVATION ETHICS & EDUCATION ON HISTORIC & CULTURAL ASSETS**

Indicator I	5	5	4	5	4	4.6 X
Indicator II	5	5	4	4	3	4.2 X

**II. STANDARDS & BEST PRACTICES FOR PLACE-BASED, PEOPLE-FOCUSED DESIGN**

Indicator I	5	4	4	4	3	4 X
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**III. PROMOTION OF HISTORIC, HERITAGE, AND CULTURAL ASSETS**

Indicator I	5	5	4	4	2	4 X
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**STANDARD VI - DEMONSTRATED IMPACT AND RESULTS****I. DEMONSTRATING THE VALUE OF MAIN STREET**

Indicator I	5	4	4	4	2	3.8 X
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**II. MEASURING & PACKAGING QUANTITATIVE & QUALITATIVE OUTCOMES**

Indicator I	5	5	3	4	3	4 X
Indicator II	5	5	3	4	2	3.8 X

**III. PROMOTING PROGRESS & DEMONSTRATING IMPACT & RESULTS**

Indicator I	4	4	3	3	2	3.2 X
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## STANDARD I

# BROAD-BASED COMMUNITY COMMITMENT TO REVITALIZATION

Standard One reflects that successful and sustainable revitalization efforts are not just the work of a single organization but should be the result of a community-wide effort that brings the public and private sectors together with a strong sense of ownership in their downtown or commercial district. This Standard reviews the Main Street organizations' essential role in fostering a culture of inclusion, engagement, collaboration, and commitment from all sectors of the community. Launching a program, growing it incrementally from one year to the next, and sustaining success for the long run are only possible through a diversity of strong partnerships and collaborations, continued outreach, and communication.

## FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Partnerships and Collaborations, II) District and Community Outreach, and III) Communication and Public Relations.**

## KEY INDICATORS

The following indicators provide important guidance on how Main Street programs, the public sector, district stakeholders, and the community at large can work together to develop strong partnerships and collaborations. Each indicator serves as an example of how your Main Street program is effectively meeting the Standard of building and fostering a broad community commitment to revitalization.

### I. PARTNERSHIPS AND COLLABORATIONS

**INDICATOR I:** Main Street has developed partnerships and collaborations with local governments that demonstrate shared responsibilities for the district's revitalization and its program. Examples of how these partnerships are demonstrated include:

- a. Participation in strategy development and planning.
- b. Collaborations in the implementation of programming or work plans.
- c. Monetary and non-monetary resources for the Main Street program.
- d. Engagement of elected officials and/or staff in the Main Street program Board and committees.
- e. Promoting the district revitalization and their partnership with Main Street.

Score 1 - 5: 3.0

**INDICATOR II:** Main Street has developed partnerships and collaborations with both nonprofit organizations and private sector entities that demonstrate shared responsibilities for the district's revitalization and its program. Examples of how these partnerships are demonstrated include:

- a. Participation in strategy development and planning.
- b. Collaborations in the implementation of programming or work plans.



- c. Monetary and non-monetary resources for the Main Street program.
- d. Engagement with the Main Street program Board and committees.
- e. Promoting district revitalization and their partnership with Main Street.

Score 1 - 5: 3.4

## II. COMMUNITY OUTREACH

**INDICATOR I:** Main Street has expanded its reach to connect and engage with all sectors of the community (businesses, property owners, workforce, other organizations, residents). Examples of how outreach efforts are demonstrated include:

- a. A variety of communication tools (online and printed materials) used to reach a broad group of district stakeholders.
- b. Workplans that outline how activities planned intend to reach the diverse make-up of the community.

Score 1 - 5: 3.4

## III. COMMUNICATION AND PUBLIC RELATIONS

**INDICATOR I:** Main Street has maintained communication and implemented public relations that inform and educate the community and district stakeholders about the district and the Main Street program. Examples of how these efforts are demonstrated include:

- a. The program's external marketing (online, printed, social media, etc.) clearly promotes the role and impact of the Main Street program.
- b. Main Street's leadership and staff are actively engaged in public relations activities that educate, build awareness, and promote the Main Street program.
- c. Main Street highlights positive stories about the district through a variety of media tools.

Score 1 - 5: 3.4

**INDICATOR II:** Main Street has maintained communication and implemented public relations that inform and educate the public sector or local government about the district and the Main Street program. Examples of how these efforts are demonstrated include:

- a. Main Street meets with local government officials or attends council meetings to share progress and impact (at least every quarter).
- b. Main Street invites participation of local government officials and staff to meetings and encourages visits to the district and programming activities.
- c. Main Street promotes the impact of local government investments and participation.

Score 1 - 5: 3.0

**INDICATOR III:** Main Street has promoted the district's positive image, brand identity, and assets. Examples of how these efforts are demonstrated include:

- a. A distinctive brand has been created and implemented for the district.
- b. A distinctive brand has been created and implemented for the organization.
- c. Social media platforms are used to promote the value of the district and the Main Street program.
- d. An annual report is produced noting successes across the Four Points.

Score 1 - 5: 3.7

## STANDARD II

# INCLUSIVE LEADERSHIP AND ORGANIZATIONAL CAPACITY

Strong, thriving communities don't just happen. They need effective leaders at all levels, from a broad base of committed volunteers to dedicated professional staff offering their time, talents, and passion for this work. Standard Two reflects the value we place on PEOPLE as Main Street's greatest resource and our belief that everyone in the community has a place in Main Street. This Standard encourages Main Street programs to place a strong priority on human capital and develop a clear operational structure and practices that increase the organization's capacity to engage all sectors of the community and leverage their participation in their revitalization efforts.

## FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: I) **Inclusive Organizational Culture and Diverse Volunteer Engagement**, II) **Active Board Leadership and Supporting Volunteer Base**, III) **Professional Staff Management**, and IV) **Effective Operational Structure**

## KEY INDICATORS

The following indicators provide important guidelines on how Main Street programs can become proactive and effective agents for inclusive community engagement and leadership development, ensuring that the investment of time and talents is a rewarding experience. Each indicator serves as an example of how a Main Street program is effectively meeting the Standard of building and fostering broad community commitment to revitalization.

### I. INCLUSIVE ORGANIZATIONAL CULTURE AND DIVERSE VOLUNTEER ENGAGEMENT

**INDICATOR I:** The Main Street organization has demonstrated its commitment to diverse, inclusive, and equitable district and community engagement. Examples of how these efforts are demonstrated include:

- a. The organization's stated mission and core values show a commitment to engaging all sectors of the community it serves.
- b. Internal and external messaging promotes that Main Street has a place for everyone in the community and that diverse engagement is welcomed and valued. Communication tools address language barriers as appropriate.
- c. Work plans and programming activities address accessibility and inclusive design for all community members.
- d. The organization's policies address equitable access for all district and community stakeholders in the organization's leadership structure (Board and committees) as well as in specific projects and activities.

Score 1 - 5: 3.6 \_

**INDICATOR II:** The Main Street organization has implemented an inclusive volunteer program that demonstrates the capacity to implement approved annual work plans and programming for the district. Examples of how these efforts are demonstrated include:

- a. Clearly outlined volunteer needs for approved work plans or programming activities are in place and promoted broadly.
- b. A proactive effort to recruit diverse volunteers representing the entire community in a culturally competent way.
- c. Active volunteer coordination throughout the year that ensures attention to thoughtful placement, rotation, and retention of new and existing volunteers within the organization.
- d. Initiatives, activities, or events are taking place throughout the year to recognize and/or demonstrate appreciation for Main Street volunteers.
- e. Volunteers at all levels have access to and receive appropriate orientation, trainings, and leadership development throughout the year.

Score 1 - 5: 3.2

**INDICATOR III:** The Main Street Board of Directors is formed with a diverse and balanced representation of district and community stakeholders. The following participation is recommended:

- a. District business owners
- b. District property owners
- c. District and community residents
- d. Community businesses/corporations
- e. Institutions (schools, universities, foundations, nonprofits, government)

Score 1 - 5: 3.6

**INDICATOR IV:** The Main Street organization has developed a leadership base (Board, staff, committee members, and volunteers) that reflects the district and the community it serves. The leadership base should be open, inclusive, and representative of the entire community, taking into account a broad range of dimensions of diversity, including race, ethnicity, gender, education, physical and mental ability, veteran status, and income level. The program should take proactive measures to ensure under-represented groups are included as part of Main Street's leadership base.

- a. Looking at the community's most recent population data, Main Street leadership base reflects a balanced level of participation of all age groups.
- b. Looking at the community's most recent population data, the Main Street leadership base reflects the racial and ethnic diversity of the community,
- c. Looking at the community's most recent population data, the Main Street leadership base reflects gender balance.

- d. Considering the Main Street Approach, the organization's leadership base demonstrates a wide range of skills, experiences, and perspectives.

Score 1 - 5: 3.8

## II. ACTIVE BOARD LEADERSHIP AND SUPPORTING VOLUNTEER BASE

**INDICATOR I\*:** Board members have demonstrated active engagement in the Main Street program throughout the year. Ideally, 100 percent but no less than 75 percent of Board members have:

- a. Attended Board meetings 75 percent of the time throughout the year.
- b. New Board members participated in Board orientation and existing Board members participated in at least one training offered by the Coordinating program.
- c. Played an active role on the Board by leading a committee, a task force, or key initiative.
- d. Advocated for the program and the district within the community, in coordination with Main Street staff and the rest of the board.

***\*Meeting this Indicator is a requirement and must be met to achieve Accreditation.***

**INDICATOR II\*:** Board members have demonstrated active leadership and support to ensuring the program is appropriately funded to meet its operational responsibilities and programming goals. Ideally, 100 percent but no less than 75 percent of Board members have:

- a. Made a personal financial investment in the program.
- b. Participated in the development of fundraising goals.
- c. Led or participated in a key fundraising activity of the organization.
- d. Made direct solicitations.
- e. Supported donor relationship, retention, and/or recruitment.

**INDICATOR III:** The Main Street program has developed an active, supporting volunteer structure to ensure capacity to plan and implement the approved work plans. Examples of how these efforts are demonstrated include:

- a. Established committees or teams that follow the program's selected Transformation Strategies, Board's outlined priorities, and/or the Main Street Four Points.
- b. Each volunteer committee or team has an active leader, chair, or co-chairs.
- c. Each volunteer committee has an appropriate number of members to plan the approved number of projects or initiatives it intends to implement. Ideally, there is a leader or champion for every project.

- d. Committees or teams participate in trainings that support their roles at least annually.

Score 1 - 5: 3.6

### III. PROFESSIONAL STAFF MANAGEMENT

**INDICATOR I\*:** The Main Street organization has maintained the level of professional staff necessary to achieve its mission, goals, and annual work. These efforts are demonstrated by fulfillment of all the following:

- a. The Main Street program meets the minimum staffing requirements established by the Coordinating program. At a minimum, Main Street America requires part-time staffing for cities under 5,000 population and 1 FTE for cities over 5,000 population.
- b. Main Street staff have job descriptions and defined performance expectations.
- c. Main Street staff participates in trainings required by the Coordinating program.
- d. Main Street staff participates in professional development offerings provided by Main Street America, Coordinating Program, etc.
- e. Main Street staff communicates regularly with the Board and specifically with the Board Chair and offers regular monthly reports to the Board.

***\*Meeting this Indicator is a requirement and must be met to achieve Accreditation.***

**INDICATOR II:** The Main Street Board of Directors has managed and provided guidance to its Main Street Director throughout the year. Understanding that organizational formats vary, this is demonstrated by:

- a. The Board, through its Board chair or president provides regular guidance and feedback to the program's director.
- b. A formal performance review process is conducted at least once annually. The Board Executive Committee, with participation of Board members, leads the director's performance review.
- c. The Board ensures that the annual budget provides a competitive compensation package (pay and benefits) and opportunity for appropriate merit increases.
- d. The Board ensures that the annual budget offers staff with professional development and trainings, including travel.
- e. Staff management policies and procedures are in place and reviewed annually. Appropriate procedures ensure clearly established communication lines and roles and responsibilities between Board and staff.
- f. The Board has developed a plan to manage succession or the director's transition and recruitment.

Score 1 - 5: 4.1

## IV. EFFECTIVE OPERATIONAL STRUCTURE

**INDICATOR I\*:** The Main Street organization has developed appropriate operational and organizational practices to manage effectively. This must include the following:

- a. A clearly defined mission statement that confirms the purpose of the organization.
- b. Established by-laws, which are reviewed annually and revised appropriately to carry out the program's mission for the district.
- c. Operating policies and procedures that outline internal and external communication practices, conflicts of interest, personnel management, leadership selections, elections, and terms, Board roles and responsibilities, etc.
- d. Appropriate insurance for the organization, Board/staff, and its programming.
- e. Legal and fiscal requirements are met and maintained as required with its tax status or operation structure.

***\*Meeting this Indicator is a requirement and must be met to achieve Accreditation.***

## STANDARD III

### DIVERSIFIED FUNDING AND SUSTAINABLE PROGRAM OPERATIONS

A successful revitalization program must have the financial resources necessary to carry out its work and sustain its operations. Program sustainability relies on diversity of revenue streams as dependency on one primary or only source could jeopardize the program's operations. Through this Standard, Main Street programs demonstrate a priority for ensuring that the community is investing in the Main Street organization and programming efforts through a comprehensive and balanced funding structure that ensures successful and sustainable revitalization efforts.

#### FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Balanced Funding Structure, II) Strategic Revenue Development and Fundraising, III) Budget and Work Plan Alignment and IV) Financial Management and Best Practices**

#### KEY INDICATORS

Understanding that funding is an essential resource to accomplish the work of revitalization, the following indicators included under this Standard can guide Main Street programs in building, growing, and sustaining diverse and balanced mix of investment in the revitalization efforts and the Main Street program from the start and throughout the years.

#### I. BALANCED FUNDING STRUCTURE

**INDICATOR I:** The Main Street organization's budget demonstrates a balanced funding structure with a diverse mix of public and private sector sources. Examples of how these efforts are demonstrated include:

- a. Contributions from private sector: e.g., businesses, community members and/or partner organizations.
- b. Special taxing district.
- c. Sponsorships.
- d. Earned revenues.
- e. Memberships.
- f. Local Government.
- g. Grants.

Score 1 - 5: 3.8



**INDICATOR II:** The private sector is investing in the district's revitalization efforts and the Main Street program. Examples of how these efforts are demonstrated include:

- a. Fundraising activities such as event sponsorships, marketing initiatives, and/or special project funding.
- b. Main Street program's earned incomes, such as rents, merchandise sales, etc.
- c. Investor programs such as memberships, Friends of, annual donations, etc.
- d. In-kind services.
- e. A special tax self-assessment mechanism(s) approved by district property and/or business owners, such as BIDs, CIDs, DDAs, SSMID, etc.

Score 1 - 5: 3.4

**INDICATOR III:** The public sector is investing in the district's revitalization and the Main Street program. Examples of how these efforts are demonstrated include:

- a. Annual contribution to the Main Street.
- b. Service agreements with the Main Street.
- c. Supports through the employment of the Main Street Director.
- d. Direct funding for event sponsorships & marketing initiatives.
- e. In-kind Services.

Score 1 - 5: 3.0

## II. STRATEGIC REVENUE DEVELOPMENT AND FUNDRAISING

**INDICATOR I:** The Main Street program demonstrates commitment to strategic revenue development process and oversight. Examples of how these efforts are demonstrated include:

- a. The Board reviews fund-development plans, goals, and progress at least quarterly.
- b. A designated Board member provides active financial oversight for the program and is engaged in revenue development planning and reporting.
- c. A fund-development committee, organization committee, or team is in place to lead fund-development planning and implementation.
- d. Committees are engaged in seeking funding to support projects.

Score 1 - 5: 3.2

## II. FINANCIAL MANAGEMENT AND BEST PRACTICES

**INDICATOR I:** The Main Street organization demonstrates sound financial management outlined by processes and procedures. Examples of how these efforts are demonstrated include:

- a. Financial tracking systems and reporting practices are in place. (QuickBooks or other software)
- b. The organization's monthly financial statements are reviewed by the Treasurer.
- c. The organization has a third party financial professional compile and reconcile monthly financial statements.
- d. The organization has had a third party financial professional review, reconcile and/or audit the program's finances at a minimum every two years.

Score 1 - 5: 4.6

**INDICATOR II:** The Main Street organization's financial management has clear leadership and oversight. Examples of how these efforts are demonstrated include:

- a. Leadership roles and responsibilities relating to budgeting, fund-development, and financial reporting are clearly outlined through Board, committee and/or Treasurer job descriptions.
- b. The Main Street Board of directors conducts monthly reviews of the organization's finances to ensure appropriate accountability and alignment with programming.

Score 1 - 5: 4.0

## STANDARD IV

### STRATEGY-DRIVEN PROGRAMMING

Main Street has built a strong track record for making change happen in communities across the country. Change is an important guiding principle for Main Street. But rather than letting change just happen, Main Street programs define and manage it from one year to the next through a strategy-driven work plan and aligned implementation process. Standard Four brings together all integrated components that must be in place to plan and successfully implement the revitalization work. Centered around Main Street's Four Point Approach, these integrated components are driven by a local Transformation Strategy(s) aligned through community participation and based on understanding of the district's unique and competitive market position.

### FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Planning Guided by Inclusive Community and Market-informed Inputs, II) Defining Direction through Transformation Strategy Identification and Development, and III) Strategy-aligned Comprehensive Work Planning and Implementation Across all Four Points**

### KEY INDICATORS

The following indicators provide important guidelines on how Main Street programs can develop a community and market informed strategy-driven planning and implementation process.

#### I. PLANNING GUIDED BY INCLUSIVE COMMUNITY AND MARKET-INFORMED INPUTS

**INDICATOR I:** The organization's annual planning process as informed by a comprehensive set of inputs that guide Transformation Strategy identification and work plan alignment and implementation. Examples of how these are demonstrated include:

- a. Inclusive district and community input is gathered at a minimum of every three years to keep the pulse on the district's needs through focus group events, online surveys, and/or other strategies.
- b. Market research and analysis has been conducted for the district's trade area within an appropriate time interval, depending on the local economy. This is recommended at least every three to five years.
- c. Business inventory is up to date and reflective of the district's business mix, uses, and existing clusters.
- d. Building inventory is up to date and reflective of the district's property ownership, condition, uses and status (for sale, for lease, occupied).
- e. The organization maintains an asset map that recognizes distinctive place-based assets within the district that highlight unique and competitive advantages and market opportunities.
- f. Strategy reflects opportunities driven by local and national trends.

Score 1 - 5: 3.6

## II. DEFINING DIRECTION THROUGH TRANSFORMATION STRATEGY IDENTIFICATION AND DEVELOPMENT

**INDICATOR I:** Main Street has defined and aligned as an organization around a Transformation Strategy that is guiding the revitalization work. Examples of how these are demonstrated include:

- a. Using a comprehensive set of inputs, the board has identified a consumer-based or industry-, product-, or service-based strategy(s) that can best respond to the district and community vision, needs and market opportunities.
- b. The board formally adopts a Transformation Strategy(s).
- c. Partner organizations or other stakeholders have adopted or endorsed selected Transformation Strategy.
- d. The Strategy(s) have measurable benchmarks.

Score 1 - 5: 4.2

## III. STRATEGY-ALIGNED COMPREHENSIVE WORK PLANNING AND IMPLEMENTATION ACROSS ALL FOUR POINTS

**INDICATOR I:** The Main Street board conducts an annual strategy-driven work planning process with volunteer committees to guide the organization's programming. Examples of how these are demonstrated include:

- a. Board outlines priorities or goals that guide volunteer committees in identifying the initiatives, projects, and activities to be approved in annual work plan.
- b. Projects, events, or initiatives are aligned with selected Transformation Strategy(s).
- c. The Transformation Strategy(s) are reflected comprehensively across all Four Points.
- d. Work plans include written action plans for critical projects that outline specific tasks, timeline, budget, volunteer hours, who's responsible, etc.
- e. Annual fund-development goals and allocations are guided by the Transformation Strategy(s)

Score 1 - 5: 4.2

## STANDARD V

### PRESERVATION-BASED ECONOMIC DEVELOPMENT

Successful Main Street efforts are built on the guiding principle that district economic development is obtained by leveraging and preserving its unique historic and cultural assets. Standard Five confirms our strong belief that a community's own place-based and diverse cultural assets reflect the richness and strength of its identity and establishes a competitive market advantage.

#### FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Preservation Ethics and Education on Historic and Cultural Assets, II) Standards and Best Practices for Place-based, People-focused Design AND II) Promotion of Historic, Heritage, and Cultural Assets**

#### KEY INDICATORS

The following indicators provide important guidelines on how Main Street programs can build a strong foundation for revitalization through the preservation of building and cultural assets, educating the public on their value to economic growth, and enlisting businesses and property owners in redevelopment efforts.

#### I. PRESERVATION ETHICS AND EDUCATION ON HISTORIC AND CULTURAL ASSETS

**INDICATOR I:** Main Street demonstrates the community's commitment to its historic and cultural assets. Examples of how these are demonstrated include:

- a. The district has historic buildings listed as local landmarks, a national landmark district, or listed in the National Register of Historic Places.
- b. The community is a Certified Local Government (CLG).
- c. The district has received cultural, arts, or other special designations or recognitions.
- d. Main Street advocates for a local preservation ordinance or the community has one.
- e. Main Street has developed or supported the development of design standards, guidelines, and tools property owners can use to preserve, improve, and maintain historic buildings.
- f. Incentives or in-kind services are in place to assist with improvements to historic and cultural resources (e.g., façade grant, sign grant, low interest loan, design assistance)
- g. Local, county, and/or regional strategies acknowledge and incorporate the preservation of heritage and cultural assets as economic development priorities.

Score 1 - 5: 4.6

**INDICATOR II:** Main Street educates and builds awareness about preservation and cultural assets among stakeholders, public sector, community organizations and residents at large. Examples of how these are demonstrated include:

- a. Holding education and awareness activities that promote the value of the district's historic fabric and cultural assets throughout the year or at least annually during Preservation Month.
- b. Providing programming and resources for district property and business owners that results in the preservation and rehabilitation of local historic assets.
- c. Attending staff and volunteer trainings provided by the Coordinating program, Main Street America, or other organizations.
- d. Building strong collaborations (e.g., Historic Preservation Commission, Certified Local Government, Historical and Arts entities, etc.) to support tools, ordinances, zoning policies that preserve the district's built and cultural assets.

Score 1 - 5: 4.2

## **II. STANDARDS AND BEST PRACTICES FOR PLACE-BASED, PEOPLE-FOCUSED DESIGN**

**INDICATOR I:** Main Street is an advocate and partner for the implementation of standards, guidelines, and best practices for the preservation of historic and cultural assets. Examples of how these are demonstrated include:

- a. Partnered with local government, commissions, and community groups to assess and incorporate heritage and cultural assets into economic development and marketing priorities and initiatives.
- b. Provided or connected district property owners with assistance in redevelopment that is aligned with the district's strategy(s).
- c. Provided guidance that educates property and business owners and developers on state and local ordinances, incentives, and other redevelopment tools.
- d. Provided guidance to projects that leveraged preservation and/or economic development funding tools to support building improvements (TIF, Historic Tax Credits, CLG, USDA grants, etc.)
- e. Advocated for threatened historic properties, and worked to acquire, attract new owner-ships and/or worked with city leaders to enforce requirement maintenance standards.

Score 1 - 5: 4

## **III. PROMOTION OF HISTORIC, HERITAGE, AND CULTURAL ASSETS**

**INDICATOR I:** The Main Street program actively promotes the district's historic and cultural assets. Examples of how these are demonstrated include:

- a. Activities/programming that interpret, celebrate, and recognize local heritage and cultural resources.

- b. Working with media to promote stories that highlight the district's historic and cultural assets and messages their importance to the community and economic growth.
- c. Conducts activities that educate property owners on the benefits of rehabbing historic properties to increase the economic value of the property.

Score 1 - 5: 4

## STANDARD VI

### DEMONSTRATED IMPACT AND RESULTS

Main Street communities are part of a national network with a proven record for generating strong economic returns and strengthening the district's position within a highly competitive marketplace. Standard Six highlights the importance of tracking, packaging, and demonstrating the qualitative and quantitative impact of the program's revitalization efforts. It also provides the opportunity for the local Main Street program to tell their stories and advocate for resources needed for sustainability.

#### FOCUS AREAS

Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: **I) Demonstrating the Value of Main Street, II) Measuring and Packaging Quantitative and Qualitative Outcomes and III) Promoting Progress and Demonstrating Impact and Results**

#### KEY INDICATORS

The following indicators provide important guidelines on how Main Street programs can build the case for Main Street and demonstrate the impact of their revitalization efforts.

#### I. DEMONSTRATING THE VALUE OF MAIN STREET

**INDICATOR I:** Main Street is positioned as an advocate for the district, promoting revitalization as an economic development priority among the public and private sector and community at large. Examples of how these are demonstrated include:

- a. District revitalization and physical and economic improvements are included in recent regional, or citywide master plans, economic development plans, comprehensive plans, etc.
- b. Main Street participates in ongoing local planning efforts that involve the district.
- c. Main Street participates in guest presentations to local community organizations and institutions.
- d. Small business owners in and around the district regularly seek and receive assistance or support from the Main Street program (e.g., letters of support for grants or loans, marketing support on the Main Street program's website and social media, etc.)
- e. District stakeholders advocate for the program when requested.
- f. The district is highlighted in local partners' communication and marketing efforts (e.g., city, tourism, economic development, etc.) with blog posts, multi-line descriptions of the district, and/or photos featuring the district, etc.
- g. Main Street's logo, webpage, and/or social media links are included on local government and other partner organizations' websites.
- h. Entrepreneurs and local business owners regularly approach the Main Street program about commercial spaces in the district that could potentially serve as a base-of-operations for a new business or new location for an existing business.

Score 1 - 5. 3.8



## II. MEASURING AND PACKAGING QUANTITATIVE AND QUALITATIVE OUTCOMES

**INDICATOR I:** Main Street regularly collects and maintains district revitalization statistics (quantitative) and intangible impact data (qualitative) across the Four Points of the Main Street Approach and examines changes over time as required by the Coordinating Program. Examples of how these are demonstrated include:

- a. Number of businesses operating in the district.
- b. Number of businesses operating in the district that are women-owned.
- c. Number of businesses operating in the district that are minority-owned.
- d. Number of businesses operating in the district that are veteran-owned.
- e. Number of employees/jobs based in the district.
- f. Number of new businesses launched in the district over a given period (monthly, quarterly, or annually) and number of employees/jobs added in a district in a given period.
- g. Number of business closures in the district over a given period (monthly, quarterly, or annually) and number of employees/jobs lost in a district in a given period.
- h. Number of local businesses participating as vendors in district events, festivals, etc.
- i. Number of housing units added or lost in the district over a given period (monthly, quarterly, or annually), broken out by housing type (loft, apartment, duplex, single family detached home, etc.), tenure type (for lease or for sale), and sale/rent amount relative to area median income (i.e., affordability).
- j. Number of properties in the district renovated, including details about the capital invested in the renovations and any financial incentives programs leveraged in the renovation (e.g., historic tax credits, low-income housing tax credits, etc.).
- k. Number of public improvement projects in the district that were launched/completed, including overall price tag, public dollars invested, and any secondary sources of capital invested.

Score 1 - 5: 4

**INDICATOR II:** Main Street annually collects and maintains organizational impact statistics (quantitative) and intangible impact data (qualitative) and examines changes over time. Examples of how these are demonstrated include:

- a. Board annually reviews broad performance goals established within the organization's work plan.
- b. Board annually reviews metrics established to analyze the progress of selected Transformation Strategies.
- c. Number of volunteer hours contributed.
- d. Financial value of volunteer contribution (using Independentsector.org formula).
- e. Number of volunteers participating.

- f. Testimonial reports from small business owners, property owners, and government officials about the value of the Main Street program.
- g. Conversion of volunteer hours to in-kind dollars (\$) contributed.
- h. Financial (\$) contributions made to Main Street by the public sector.
- i. Financial (\$) contributions made to Main Street by the private sector.
- j. Number of responses and analysis of response data from a survey that seeks to understand the community's growing knowledge about Main Street, the importance of Main Street, etc., as well as stakeholder attitudes about Main Street organization.
- k. Impact surveys of promotional events.
- l. Impact surveys of education programming attendees.
- m. Number of media impressions.

Score 1 - 5: 3.8

### III. PROMOTING PROGRESS AND DEMONSTRATING IMPACT AND RESULTS

**INDICATOR I:** The district's revitalization programming, achievements, stories, and reinvestment statistics are promoted. Examples of how these are demonstrated include:

- a. Sharing through the Coordinating program reporting system according to the timeline outlined in annual agreements.
- b. Sharing with district stakeholders, local units of government, anchor organizations, funders, and the community at large.
- c. Highlighting and publishing success stories of impactful projects on digital platforms (website, social media channels, etc.) and local media outlets.
- d. Publishing and distributing an annual report and summary of revitalization statistics.
- e. Highlighting key statistics and testimonials on website and other marketing materials.

Score 1 - 5: 3.2