

# **AGENDA**

*OWOSSO MAIN STREET & DDA*

## **ANNUAL BOARD MEETING**

Wednesday, June 3, 2026; 7:30 a.m.

Owosso City Hall; 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 supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.

### **Call to order and roll call:**

**Review and Approval of Agenda:** June 3, 2026

**Review and Approval of Minutes:** May 6, 2026

### **Public Comments:**

### **Reports:**

- Check Disbursement Report
- Revenue and Expenditure Report
- ChargePoint Reports

### **Items of Business:**

- 1) Election of Officers
- 2) OMS & DDA Board Member Agreements  
**Master Plan Implementation Goals: 2.2**
- 3) L-4029 Tax Rate Request Form
- 4) FY25-26 End of Year Budget Amendments
- 5) FY26-27 Revolving Loan & Grant Program Revisions  
**Master Plan Implementation Goals: 1.17, 1.19, 2.3, 5.11, 5.13, 5.15, 5.31**

### **Committee Updates:**

- Promotion (McCallum & Parzych)
- Economic Vitality (Howard, Omer, Teich & Parzych)
- Organization (Moore, Parzych & Ardelean)
- Design (Parzych & Ardelean)

### **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).]

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

**May 6, 2026, at 7:30 A.M.**

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

**ROLL CALL:** Taken by Lizzie Fredrick

**PRESENT:** Chair Daylen Howard, Mayor Robert J. Teich, Jr., and Commissioners Jill Davis, Jon Moore, and Colin McCallum. Commissioner Josh Ardelean arrived at 7:39 A.M. Vice-Chair Lance Omer arrived at 7:50 A.M. Commissioner Jon Moore left at 8:54 A.M.

**ABSENT:** Commissioners Bill Gilbert and Karen Parzych

**STAFF PRESENT:** Lizzie Fredrick

**AGENDA:**

**MOVED BY MOORE SUPPORTED BY TEICH TO APPROVE THE MAY 6, 2026, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.**

**AYES: ALL  
MOTION CARRIED**

**MINUTES:**

**MOVED BY TEICH, SUPPORTED BY DAVIS TO APPROVE THE MARCH 4, 2026, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.**

**AYE: ALL  
MOTION CARRIED**

**PUBLIC COMMENTS:** Amy Coffey, owner of Amy's Place, located at 115 E. Main Street, thanked the Board for their support and warm welcome to Owosso. Coffey shared how her Match on Main grant award will be spent and how it will impact her business. Coffey thanked the Board for consideration of her loan application to cover the upfront costs associated with the grant.

**REPORTS:** Fredrick reviewed the Check Disbursement and Revenue & Expenditure Reports for March and April.

Fredrick presented the March and April reports for Electric Vehicle Charging Station Revenue, Unique Drivers, and Session Quantity.

Fredrick reminded the Board that electric vehicles charge less frequently in warmer months, which can be reflected in the decrease in sessions and revenue.

Fredrick reviewed the 2026 Market Snapshot and key insights, including market business gaps, retail leakage, and opportunities for business recruitment and retention.

**ITEMS OF BUSINESS:**

- 1. Amy's Place Loan Application:** Fredrick presented a loan application from Amy's Place in the amount of \$32,203.41 for Match on Main grant expenses.

Fredrick noted that Amy's Place will repay \$25,000.00 after receiving the \$25,000.00 reimbursement grant from the Michigan Economic Development Corporation, and that the final loan amount will be higher due to costs associated with the loan underwriting services.

**MOVED BY DAVIS, SUPPORTED BY MCCALLUM TO RECOMMEND THE CITY COUNCIL APPROVE A LOAN IN THE AMOUNT OF \$32,203.41, PLUS THE ADDITIONAL COSTS FOR UNDERWRITING SERVICES, TO AMY'S PLACE FROM THE REVOLVING LOAN & GRANT PROGRAM COVERING COSTS RELATED TO AMY'S PLACE MATCH ON MAIN GRANT AWARD.**

**AYE: ALL**

**MOTION CARRIED**

- 2. FY26-27 Committee Work Plans:** Fredrick presented a breakdown of OMS projects, programs, and work plans for Fiscal Year 2026-2027.

Fredrick highlighted Downtown Signage, which includes the Steam Railroading Institute's Historical Marker funded by the 2025 Chocolate Walk proceeds, and the Main Street Plaza Landscaping Project, for the reconstructed planter, as new work plans.

Fredrick confirmed OMS revenue from Interest Earned, Fundraising, and the Electric Vehicle Charging Stations exceeds costs for the Committee Work Plans, meaning revenue from the Tax Increment Financing and Mileage are not used to fund committee programming.

**MOVED BY MOORE, SUPPORTED BY DAVIS TO APPROVE THE FISCAL YEAR 2026-2027 PROJECTS, PROGRAMS, AND WORK PLANS AS PRESENTED.**

**AYE: ALL**

**MOTION CARRIED**

- 3. FY26-27 Budget:** Fredrick reviewed the recommended Fiscal Year 2026-2027 Budget.

Fredrick confirmed \$34,082.00 is budgeted to go into the Fund Balance for a future continuation of downtown streetlight replacement.

**MOVED BY MOORE, SUPPORTED BY ARDELEAN TO APPROVE THE FISCAL YEAR 2026-2027 BUDGET AS PRESENTED.**

**AYE: ALL**

**MOTION CARRIED**

#### **COMMITTEE UPDATES:**

- 1. Promotion:** Davis confirmed that the Chocolate Walk brought in \$6,380.00 in revenue.

Davis announced that Hooked on Downtown: Search for the Smallmouth is a storefront scavenger hunt pilot program scheduled for the month of July.

Davis provided updates on the Summer Concert Series at the amphitheater in collaboration with The Cook Family Foundation, Lebowsky Center for Performing Arts, and the City of Owosso Parks and Recreation Commission.

Davis reminded the Board that the Summer Sidewalk Sales will take place July 16<sup>th</sup>-18<sup>th</sup>.

- 2. Organization:** Moore announced that Board Member Spotlights have begun appearing in the OMS newsletters and on social media.

Moore provided updates on plans for a Board Retreat in a neighboring Main Street community.

Fredrick reminded the Board that the Organization Committee will be hosting a Volunteer Sign-Up day at the Owosso Farmers Market on May 16<sup>th</sup> to recruit volunteers for the Downtown Spring Cleanup and Planter Adoption Program.

3. **Economic Vitality:** Howard announced Smokin' Jack's BBQ as the April Business of the Month and Fortune House as the May Business of the Month.

Fredrick confirmed that community input collected during the March 11<sup>th</sup> Main Street Meetup for Summer Beautification has been implemented with the launch of the Planter Adoption Program on May 1<sup>st</sup>.

Howard reminded the Board that the Spring Social Main Street Meetup for downtown businesses is on May 7<sup>th</sup>.

Howard announced that OMS has applied for the 2026 Match on Main Grant on behalf of Fortune House to transform an underutilized space in their business into a Boba & Ramen Lounge.

Howard provided updates on the Ready 2 Recruit Program, the 2026 Main Street Technical Assistance Service.

4. **Design:** Fredrick announced that the six reservoir planters will return to Main Street for 2026, 75 bags of black mulch will be available for confirmed planter adopters during the Downtown Spring Cleanup event on May 29<sup>th</sup> and 30<sup>th</sup>, and that the Adopt-A-Planter webpage, [DowntownOwosso.org/flowers](http://DowntownOwosso.org/flowers), is live.

Fredrick provided updates on the new Social District signage.

McCallum shared that Wayfinding updates are still in discussion, the Main Street Winter Wreath-Off has not yet been confirmed if it will return, and that the Design Committee is considering a nature inspired sculpture for the Main Street Plaza Landscaping Project with the 2026 Chocolate Walk proceeds.

Fredrick confirmed that final vote count for the three potential Chocolate Walk projects was so close, and there was funding in the budget, to order two additional waste receptacles for downtown.

Fredrick reminded the Board that two additional benches will be installed this year with financial assistance from the Curwood Festival grant.

**DIRECTOR UPDATES:** None

**BOARD COMMENTS:** Howard noted that significant increases in commercial rent and deferred building maintenance have put downtown at risk of losing existing businesses.

**ADJOURNMENT:**

**MOVED BY TEICH SUPPORTED BY OMER TO ADJOURN AT 8:56 A.M.**

**AYES: ALL**

**MOTION CARRIED**

**NEXT MEETING JUNE 3, 2026.**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
05/08/2026	1	12919 (A)	QUADIENT FINANCE USA INC	SUPPLIES	728.000	704	13.10
05/08/2026	1	139222	AMERICAN SPEEDY PRINTING	MAP DESIGN	818.780	705	30.00
				350 2-SIDED 5 ½ X 8 ½ INDEX MAPS	818.780	705	95.00
				CHECK 1 139222 TOTAL FOR FUND 248:			<u>125.00</u>
05/08/2026	1	139224	AMY'S PLACE LLC	AUGUST BIZ OF THE MONTH SERVICE	818.000	707	75.00
05/08/2026	1	139245	PRIORITY WASTE LLC	YEAR 1 25-26	818.000	200	375.00
05/22/2026	1	12936 (A) #	AMAZON CAPITAL SERVICES	DDA ORDER 12-9-2025	818.000	704	0.00
				DDA 4-27-2026	818.000	707	30.15
				CHECK 1 12936 (A) TOTAL FOR FUND 248:			<u>30.15</u>
05/22/2026	1	12942 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	575.97
05/22/2026	1	12977 (A)	VERIZON WIRELESS	DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	40.34
				CHECK 1 12977 (A) TOTAL FOR FUND 248:			<u>40.34</u>
05/22/2026	1	12981 (E)	HUNTINGTON NATONAL BANK -	OPERATING SUPPLIES	728.000	200	468.00
				MEMBERSHIPS & DUES	955.000	200	375.00
				EDUCATION & TRAINING	956.000	200	1,215.86
				CHECK 1 12981 (E) TOTAL FOR FUND 248:			<u>2,058.86</u>
05/22/2026	1	12983 (E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	33.57
05/22/2026	1	139276	MARY JEAN COMPANY LLC	CHOCOLATE WALK REIMBURSEMENT	818.780	705	75.00

05/29/2026 03:44 PM  
User: ELFredrick  
DB: Owosso

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO  
CHECK DATE FROM 05/01/2026 - 05/29/2026

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
05/22/2026	1	139282	OWOSSO FLORAL & GIFTS	CHOCOLATE WALK REIMBURSEMENT	818.780	705	75.00
05/22/2026	1	139284	PRIORITY WASTE LLC	YEAR 1 25-26	818.000	200	375.00
05/22/2026	1	139287	SIDELINE SPORTS BAR OWOSSO LLC	MAY MAIN ST MEETUP CATERING	818.000	707	211.12
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							4,063.11

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

PERIOD ENDING 06/30/2026

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

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	06/30/2026 (ABNORMAL)	MONTH 06/30/2026 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	35,286.00	35,286.54	0.00	(0.54)	100.00
248-000-402.100	TIF	229,031.00	232,879.58	0.00	(3,848.58)	101.68
248-000-540.000	STATE SOURCES	25,000.00	0.00	0.00	25,000.00	0.00
248-000-540.531	LOCAL GRANT	4,140.00	0.00	0.00	4,140.00	0.00
248-000-569.000	OTHER STATE GRANTS	4,643.00	5,230.03	0.00	(587.03)	112.64
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	24,443.00	24,443.43	0.00	(0.43)	100.00
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	5,000.00	6,306.73	0.00	(1,306.73)	126.13
248-000-670.000	LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-000-670.100	LOAN INTEREST	1,260.00	1,143.86	0.00	116.14	90.78
248-000-674.200	DONATIONS	0.00	0.00	0.00	0.00	0.00
248-000-674.300	INCOME-ECNMC RESTRUCTING	0.00	0.00	0.00	0.00	0.00
248-000-674.400	INCOME-PROMOTION	13,000.00	14,621.00	0.00	(1,621.00)	112.47
248-000-674.500	INCOME-ORGANIZATION	1,000.00	3,610.00	0.00	(2,610.00)	361.00
248-000-674.600	INCOME-DESIGN	0.00	0.00	0.00	0.00	0.00
248-000-674.700	EV STATION REVENUE	12,000.00	15,617.10	0.00	(3,617.10)	130.14
248-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-000-699.101	TRANSFERS FROM GENERAL FUND	36,286.00	26,952.85	0.00	9,333.15	74.28
248-000-699.287	ARPA TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		391,089.00	366,091.12	0.00	24,997.88	93.61
TOTAL REVENUES		391,089.00	366,091.12	0.00	24,997.88	93.61
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	2,000.00	1,006.84	0.00	993.16	50.34
248-200-751.000	GAS & OIL	50.00	33.11	0.00	16.89	66.22
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00
248-200-810.000	INSURANCE & BONDS	3,134.00	3,134.24	0.00	(0.24)	100.01
248-200-818.000	CONTRACTUAL SERVICES	115,000.00	99,098.20	0.00	15,901.80	86.17
248-200-818.500	AUDIT	607.00	607.00	0.00	0.00	100.00
248-200-920.000	UTILITIES	3,000.00	2,086.28	0.00	913.72	69.54
248-200-920.100	ELECTRICITY-EV STATION	8,000.00	7,502.71	0.00	497.29	93.78
248-200-920.300	TELEPHONE	520.00	427.01	0.00	92.99	82.12
248-200-930.000	BUILDING MAINTENANCE - DPW	20,000.00	8,981.50	0.00	11,018.50	44.91
248-200-940.000	EQUIPMENT RENTAL - DPW	10,000.00	7,243.15	0.00	2,756.85	72.43
248-200-955.000	MEMBERSHIPS & DUES	800.00	625.00	0.00	175.00	78.13
248-200-956.000	EDUCATION & TRAINING	3,500.00	2,171.65	0.00	1,328.35	62.05
248-200-969.000	DEVELOPER REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	84,500.00	84,008.31	0.00	491.69	99.42
248-200-995.243	TRANSFER TO BROWNFIELDS	33,465.00	17,326.12	0.00	16,138.88	51.77
Total Dept 200 - GEN SERVICES		284,576.00	234,251.12	0.00	50,324.88	82.32
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	69,272.00	62,303.86	0.00	6,968.14	89.94
248-261-702.200	WAGES	10,000.00	8,445.99	0.00	1,554.01	84.46
248-261-702.300	OVERTIME	5,000.00	2,308.84	0.00	2,691.16	46.18
248-261-702.800	ACCRUED SICK LEAVE	1,170.00	1,170.39	0.00	(0.39)	100.03

PERIOD ENDING 06/30/2026

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

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	06/30/2026 NORMAL (ABNORMAL)	MONTH 06/30/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-261-703.000	OTHER COMPENSATION	0.00	682.86	0.00	(682.86)	100.00
248-261-715.000	SOCIAL SECURITY (FICA)	6,536.00	5,648.94	0.00	887.06	86.43
248-261-716.100	HEALTH INSURANCE	7,718.00	7,998.46	0.00	(280.46)	103.63
248-261-716.200	DENTAL INSURANCE	369.00	392.65	0.00	(23.65)	106.41
248-261-716.300	OPTICAL INSURANCE	52.00	51.84	0.00	0.16	99.69
248-261-716.400	LIFE INSURANCE	467.00	547.14	0.00	(80.14)	117.16
248-261-716.500	DISABILITY INSURANCE	905.00	868.26	0.00	36.74	95.94
248-261-717.000	UNEMPLOYMENT INSURANCE	10.00	0.00	0.00	10.00	0.00
248-261-718.200	DEFINED CONTRIBUTION	7,585.00	6,360.32	0.00	1,224.68	83.85
248-261-719.000	WORKERS' COMPENSATION	1,200.00	884.91	0.00	315.09	73.74
Total Dept 261 - GENERAL ADMIN		110,284.00	97,664.46	0.00	12,619.54	88.56
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	150.00	71.18	0.00	78.82	47.45
248-704-818.000	WORK PLAN EXPENDITURE	1,500.00	1,014.42	0.00	485.58	67.63
Total Dept 704 - ORGANIZATION		1,650.00	1,085.60	0.00	564.40	65.79
Dept 705 - PROMOTION						
248-705-802.000	ADVERTISEMENT	0.00	0.00	0.00	0.00	0.00
248-705-818.000	WORK PLAN EXPENDITURES	1,000.00	227.73	0.00	772.27	22.77
248-705-818.730	ART WALK	0.00	0.00	0.00	0.00	0.00
248-705-818.750	GLOW	10,710.00	9,246.09	0.00	1,463.91	86.33
248-705-818.760	RETAIL EVENTS	0.00	0.00	0.00	0.00	0.00
248-705-818.770	MOTORCYCLE DAYS	2,100.00	1,960.50	0.00	139.50	93.36
248-705-818.780	CHOCOLATE WALK	1,500.00	1,227.50	0.00	272.50	81.83
248-705-818.790	NYE BLOCK PARTY	0.00	0.00	0.00	0.00	0.00
Total Dept 705 - PROMOTION		15,310.00	12,661.82	0.00	2,648.18	82.70
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	12,000.00	4,887.20	0.00	7,112.80	40.73
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	0.00	0.00	0.00	0.00	0.00
Total Dept 706 - DESIGN		12,000.00	4,887.20	0.00	7,112.80	40.73
Dept 707 - ECONOMIC VITALITY						
248-707-818.000	WORK PLAN EXPENDITURES	27,000.00	1,491.24	0.00	25,508.76	5.52
Total Dept 707 - ECONOMIC VITALITY		27,000.00	1,491.24	0.00	25,508.76	5.52
Dept 901 - CAPITAL OUTLAY						
248-901-965.585	CAPITAL CONTRIBUTION-DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00

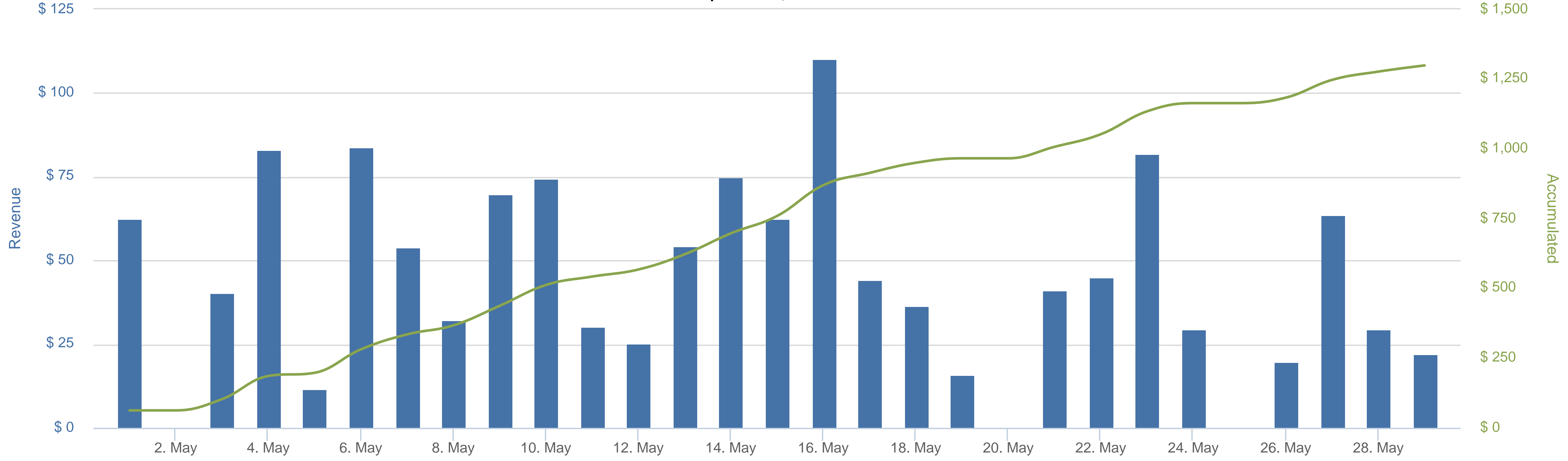
REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO  
 PERIOD ENDING 06/30/2026

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

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	06/30/2026	MONTH 06/30/2026	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-905-992.000	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00
248-905-993.000	INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 905 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
Dept 966 - TRANSFERS OUT						
248-966-995.304	TRANSFER TO DEBT 2009 LTGO FUND	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		450,820.00	352,041.44	0.00	98,778.56	78.09
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		391,089.00	366,091.12	0.00	24,997.88	93.61
TOTAL EXPENDITURES		450,820.00	352,041.44	0.00	98,778.56	78.09
NET OF REVENUES & EXPENDITURES		(59,731.00)	14,049.68	0.00	(73,780.68)	23.52

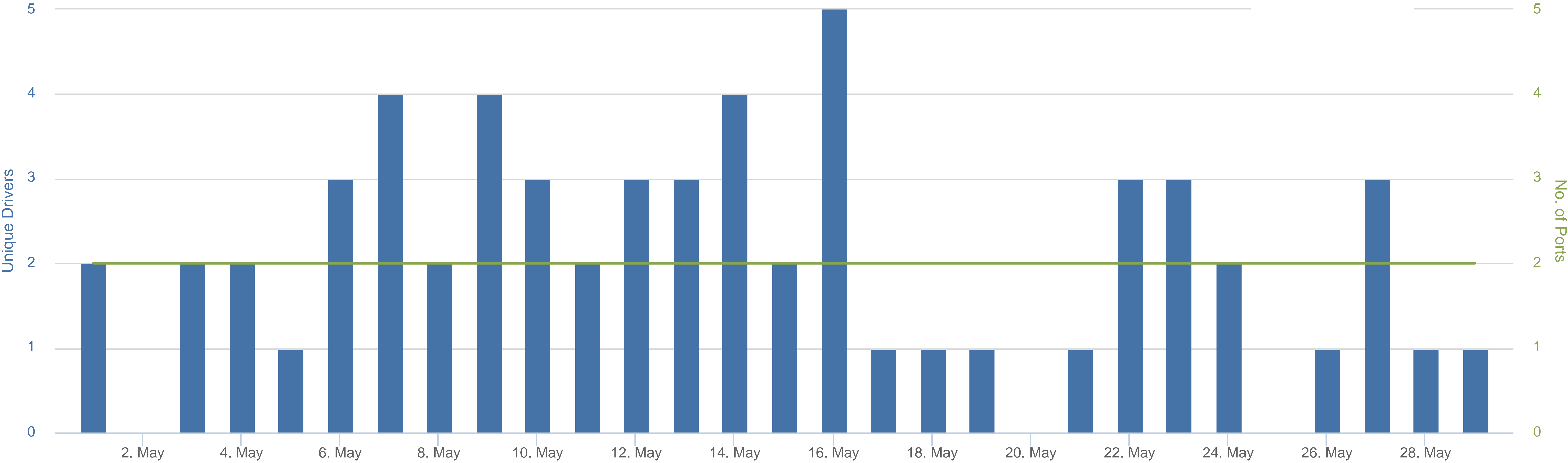
May 2026 EV Charging Station Revenue: \$1,298.91  
April: \$1,216.21

Revenue  
Accumulated



May 2026 Unique EV Drivers: 37  
April: 35

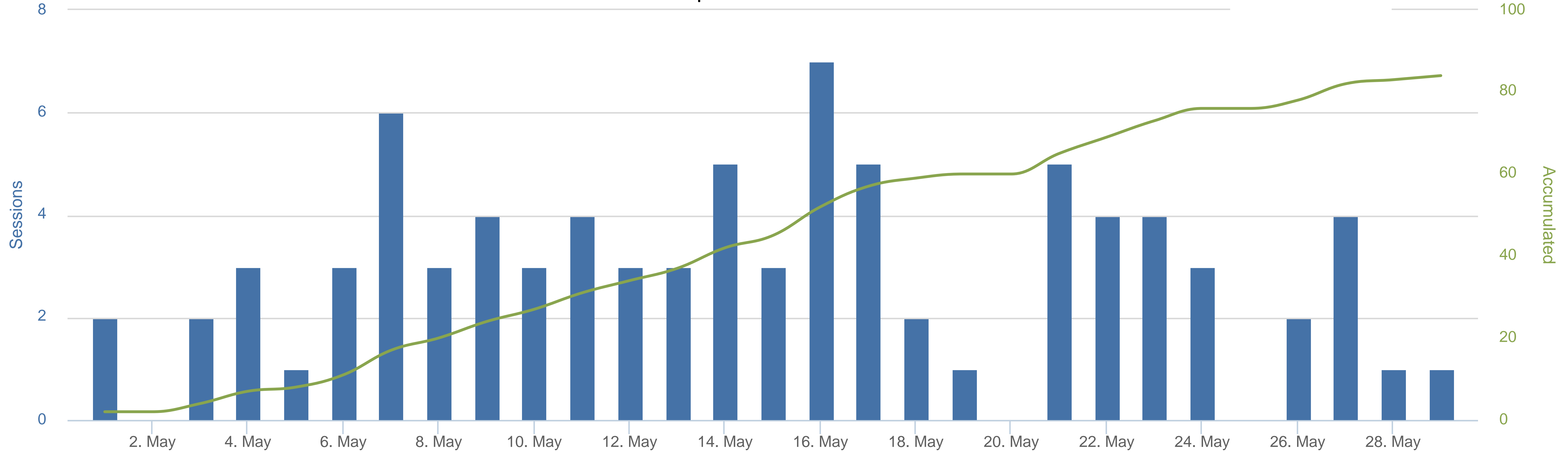
Unique Drivers  
No. of Ports



# May 2026 EV Charging Sessions: 84

April: 78

**Sessions**  
**Accumulated**





# MEMORANDUM

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DATE: June 3, 2026  
TO: Owosso Main Street & Downtown Development Authority  
FROM: Lizzie Fredrick, OMS & DDA Executive Director  
SUBJECT: Election of Officers

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## **BACKGROUND:**

Per the Owosso Main Street & Downtown Development Authority Bylaws, Article IV Section 2, the election of officers shall occur at the annual meeting in June:

Officers. The officers of the Authority shall be the chairperson and vice-chairperson.

Election and Terms of Office. Officers of the Authority shall be elected annually by the Board at the regular annual meeting of the Board. If the election of officers shall not be held at such meeting, such election shall be held within 90 days of such meeting. Each officer shall hold office until their successor shall have been duly elected and shall have qualified.

Chairperson. The chairperson shall preside at all meetings of the Board and shall discharge the duties of the presiding officer.

Vice-Chairperson. In the absence of the chairperson or in event of their inability or refusal to act, the vice-chairperson shall perform the duties of the chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the chairperson. Any vice-chairperson shall perform such other duties as from time to time may be assigned to them by the chairperson or by the Board.

**FISCAL IMPACT:**

None

**MOTION TO CONSIDER:**

To nominate an Owosso Main Street & Downtown Development Authority Chairperson and Vice-Chairperson.

**ATTACHMENTS:**

OMS & DDA Bylaws

OMS & DDA Roster

**RESOLUTION NO. 25-2023**

**ADOPTING THE  
OWOSSO MAIN STREET/DDA BYLAWS**

WHEREAS, the Owosso Main Street/DDA Board is a public body which is responsible for holding its own meetings in accordance with the Open Meetings Act, Act 267, Public Acts of Michigan, 1976, as amended; and

WHEREAS, the members of the Owosso Main Street/DDA Board have drafted and approved bylaws to direct the conduct and activities of such meetings and are submitting them to the City Council for approval.

NOW, THEREFORE, BE IT RESOLVED that the Owosso City Council hereby approves the bylaws of the Owosso Main Street/DDA as follows, such bylaws to be effective immediately:

**BYLAWS GOVERNING  
THE DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET  
OF THE CITY OF OWOSSO**

**ARTICLE I**

**PURPOSES**

Section 1. Statement of purposes. The purpose or purposes for which the Authority is organized are as follows: To act as a downtown development authority in accordance with Act 197 'of the Public Acts- of 1975, as amended; including but not limited to; to correct and prevent deterioration in downtown district; to encourage historical preservation; to create and implement development plans, to promote the economic growth; to encourage the expansion of commercial enterprises. In furtherance of these purposes, the Authority shall have all of the powers which now are or hereafter may be, conferred by law on authorities organized under Act 227, Public Acts of 1972, Act 149, Public Acts of 1911; Act 202, Public Acts of 1943; Act 94, Public Acts of 1933; Act 344, Public Acts of 1945, as amended; and particularly the powers granted by Act 197, Public Acts of 1975, and especially Section 7 thereof, to wit:

- (a) Prepare an analysis of economic changes taking place in the downtown district.
- (b) Study and analyze the impact of metropolitan growth upon the downtown district.
- (c) Plan and propose the construction, the renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the Board, aids in the economic growth of the downtown district.
- (d) Develop long-range, plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
- (e) Implement any plan of development in the downtown district necessary to achieve the purposes of Act 197, in accordance with the powers of the Authority as granted by Act 197.
- (f) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.

- (g) Acquire by purchase or otherwise, on terms and conditions and in a manner the Authority deems proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests therein, which the Authority determines is reasonably necessary to achieve the purposes of this, and to grant or acquire licenses, easements, and options with respect thereto.
- (h) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances thereto, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination thereof.
- (i) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the Authority.
- (j) Lease any building or property under its control, or any part thereof.
- (k) Accept grants and donations of property, labor, or other things of value from a public or private source.
- (l) Acquire and construct public facilities.

subject to any amendments to said statute either increasing or diminishing the powers of downtown development authorities formed thereunder.

Section 2. Development of work plans. The mission of the program will be achieved through the board's commitment to the National Main Street's Work Plan process, using its four-point approach through the organization committee, promotion committee, design committee, and the economic restructuring committee.

## **ARTICLE II**

### **OFFICES**

Section 1. Offices. The Authority may have such offices as the Board may determine, or the affairs of the Authority may require from time to time.

## **ARTICLE III**

### **BOARD**

Section 1. General Powers. The affairs of the Authority shall be managed by its Board.

Section 2. Number, Tenure and Qualifications. The Board of the Authority shall consist of nine (9) persons, the Chief Executive Officer of the City of Owosso or their designee on City Council and, eight (8) members. The members shall be appointed for a term of four (4) years. At least five of the members shall be persons having an interest in property located in the downtown district. At least one of the members shall be a resident of the downtown district, so long as the district has 100 or more persons residing within it.

Section 3. Selection of Board Members. The Chief Executive Officer of the City of Owosso with the advice and consent of the City Council, shall appoint the members of the Board. Subsequent Board members shall be appointed in the same manner as the original appointments at the expiration of each member's term of office.

Section 4. Expiration of Term; Continuation in Office; Reappointment; Filling Vacancies. Members whose term of office has expired shall continue to hold office until his/her successor has been

appointed with the advice and consent of the City Council to serve additional terms. If a vacancy is created by the death, resignation, or removal of a member, a successor shall be appointed with the advice and consent of the City Council within thirty (30) days to hold office for the remainder of the term so vacated.

Section 5. Removal. Pursuant to notice and an opportunity to be heard, a member may be removed from office for inefficiency, neglect of duty, misconduct, malfeasance, accumulation of three (3) or more unexcused absences in a twelve (12) month period, or any other good cause by a majority vote of the City Council.

Section 6. Disclosure of Interests. A board member who has a direct interest in any matter before the Authority shall disclose his/her interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure, shall then refrain from participating in the Authority's decision-making processes relative to such matter.

Section 7. Annual Meeting. An annual meeting of the Board shall be held on the first Wednesday in the month of June in each year beginning with the year 2011 at the hour of seven-thirty a.m. for the purpose of electing officers and for the transaction of such other business as may come before the meeting. If the election of officers shall not be held on the day designated herein for any annual meeting or any adjournment thereof, the Board shall cause the election to be held at a regular or special meeting of the Board within 90 days of the annual meeting.

Section 8. Regular Meetings. Regular meetings of the Board shall be held at such time and place as the Board shall from time to time determine.

Section 9. Special Meetings. Special meetings of the Board may be called by or at the written request of the chairman or any two members. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meetings of the Board called by them.

Section 10. Notice of Meetings. Except as otherwise provided by law, all meetings shall be preceded by public notice in accordance with Public Act 267 of the Public Acts of 1976, as amended.

Section 11. Quorum and Voting. A majority of the members of the Board then in office shall constitute a quorum for the transaction of business. In the event that effective membership is reduced because of Disclosure of Interest (Article III, Section 6), a majority of the remaining members of the Board then in office shall constitute a quorum for the transaction of business.

Except in those cases where a larger majority is required by law, no motion, resolution or action shall be adopted or passed, nor shall any appointment be made, nor any person removed from office as permitted by these Rules, except by the affirmative vote of at least five (5) members of the Board.

Section 12. Public Meetings. The meetings of the Board 'shall be public.'

Section 13. Public Comment. Members of the Public may comment at the meetings of the Board. An individual will have no more than three (3) minutes to deliver their comment.

Section 14. Compensation of Members. Members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary expenses subject to authorization by a vote of two-thirds of the majority of the Board members then qualified to vote.

## **ARTICLE IV**

### **OFFICERS**

Section 1. Officers. The officers of the Authority shall be a chairman and vice-chairman.

Section 2. Election and Terms of Office. Officers of the Authority shall be elected annually by the Board at the regular annual meeting of the Board. If the election of officers shall not be held at such meeting, such election shall be held within 90 days of such meeting. Each officer shall hold office until his/her successor shall have been duly elected and shall have qualified.

Section 3. Removal. Any officer elected or appointed by the Board may be removed by the Board whenever in its judgment the best interests of the Authority would be served thereby.

Section 4. Vacancies. A vacancy in office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board for the unexpired portion of the term.

Section 5. Chairman. The chairman shall preside at all meetings of the Board and shall discharge the duties of the presiding officer.

Section 6. Vice-Chairman. In the absence of the chairman or in event of his/her inability or refusal to act, the vice-chairman shall perform the duties of the chairman, and when so acting, shall have all the powers of and be subject to all the restrictions upon the chairman. Any vice-chairman, shall perform such other duties as from time to time may be assigned to him/her by the chairman or by the Board.

Section 7. Employment of Personnel. The Board may employ personnel as deemed necessary by the Board. Such personnel may include, but not be limited to, a director, treasurer, secretary and legal counsel.

Section 7.1. Director. The Board may employ and fix the compensation of a director, subject to approval by the City Council. The director shall serve at the pleasure of the Board. A member of the Board shall not hold the position of director while serving on the Board. The Board may require the director to post a bond payable to the Authority for the use and benefit of the Authority. The premium for such bond is to be paid by the Authority. Subject to the approval of the Board, the director shall supervise, and be responsible for the preparation of plans and the performance of the functions of the Authority. The director shall attend the meetings of the Board, and shall render to the Board and to the City Council a regular report covering the activities and financial condition of the authority. The director shall furnish the Board with information or reports governing the operation of the Authority as the Board requires. If the director is absent or disabled, the Board may delegate his/her functions and responsibilities to any person otherwise qualified under this section. Such other person shall be designated as the acting director.

Section 7.2. Treasurer. The Board may employ and fix the compensation of a treasurer, who shall keep the financial records of the Authority and who, together with the director, shall approval all vouchers for the expenditure of funds of the Authority. If required by the Board, the treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board shall determine. He shall have charge and custody of, and be responsible for, all funds and securities of the Authority; receive and give receipts for moneys due and payable to the Authority from any source whatsoever, and deposit all such moneys in the name of the Authority in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VI of these rules; and in general perform all the duties incident to the office of treasurer and such other duties as shall be assigned from time to time by the Board.

Section 7.3. Secretary. The Board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the Board and keep a record of its proceedings. The secretary shall see that all notices are duly given in accordance with the provisions of these rules or as required by law and shall keep a register of the post office address of each Board member as furnished by such member. The secretary shall also perform all

duties incident to the office of secretary and such other duties as from time to time may be assigned by the Board.

Section 7.4. Legal Counsel. The Board may retain legal counsel to advise the Board in the proper performance of its duties and to represent the Authority in actions brought by or against the Authority.

## **ARTICLE V**

### **COMMITTEES**

Section 1. Committees of Members. The Board, by resolution adopted by a majority of the Board, may designate and appoint one or more committees, each of which shall consist of two or more members, which committees shall have and exercise such authority as shall be granted to them by such resolution; provided, however, such committee shall not have the power or authority to adopt an agreement of merger or consolidation or an agreement for the sale, lease or exchange of all, or substantially all of the Authority's property and assets, dissolve the Authority or amend the rules of the Authority. Except as otherwise provided in such resolution, the members of such committee shall be members of the Authority and the Chairman shall appoint the members thereof. Any member may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the Authority shall be served by such removal.

Section 2. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the members of the Authority and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 3. Chairman. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

Section 4. Quorum. Unless otherwise provided in the resolution of the Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

## **ARTICLE VI**

### **CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

Section 1. Contracts. The Board may authorize the chairman, agent or agents of the Authority, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authorization may be general or confined to specific instances.

Section 2. Checks, Drafts, etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by two persons as designated by the Board.

Section 3. Deposits. All funds of the Authority shall be immediately deposited to the credit of the Authority in such banks, trust, companies or other depositories as the Board may select.

Section 4. Gifts. The Board may accept on behalf of the Authority any contribution, gift, bequest or devise for the general purposes or for any special purposes of the Authority.

## **ARTICLE VII**

### **BOOKS AND RECORDS**

The Authority shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board and committees having any of the powers of the Board, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Authority shall be open to the public at all times. An annual audit shall be conducted by an independent Certified Public Accountant and published, and shall be in compliance with Public Act No. 2 of 1968 and Public Act 621 of 1978.

## **ARTICLE VIII**

### **FISCAL YEAR**

The fiscal year of the corporation shall begin on the first day of July and end on the last day of June in each year.

## **ARTICLE IX**

### **AMENDMENTS TO RULES**

These rules may be altered, amended or repealed and new rules may be adopted by a majority of the members present at any regular meeting if written notice is given of intention to alter, amend or repeal or to adopt new rules at such meeting. The full nature of the rule change shall be included in the notice. Adoption of rule changes shall require affirmative votes by the majority of the members appointed. Changes in these rules are subject to approval by the City Council.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

The rules contained the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

*I hereby certify that the foregoing document is a true and complete copy of a resolution authorized by the Owosso City Council at the regular meeting of February 6, 2023.*

  
Amy K. Kirkland, City Clerk



# OMS & DDA ROSTER

<i>MEMBER</i>	<i>ORGANIZATION</i>	<i>APPOINTED</i>	<i>TERM EXPIRES</i>
Josh Ardelean	CLH Insurance Agency	9/21/2020	6/30/2022
		5/2/2022	<b>6/30/2026</b>
Jill Davis	Drizzle Cakes and Bakes	7/1/2024	<b>6/30/2026</b>
Colin McCallum	Edward Jones	10/6/2025	<b>6/30/2028</b>
Karen Parzych	Dort Financial Credit Union	7/7/2025	<b>6/30/2028</b>
Jon Moore	Foster Coffee Company	7/7/2025	<b>6/30/2028</b>
Bill Gilbert	Gilberts Hardware and Appliance	7/19/2004	6/30/2008
		6/16/2008	6/30/2012
		5/21/2012	6/30/2016
		4/18/2016	6/30/2020
		2/16/2021	6/30/2024
		5/6/2024	<b>6/30/2028</b>
Robert J. Teich, Jr., Mayor	City Council Representative	1/3/2023	11/12/2024
		11/13/2024	<b>11/13/2028</b>
Lance Omer, Vice-Chair	RE/MAX	10/3/2011	6/30/2013
		6/17/2013	6/30/2017
		6/5/2017	6/30/2021
		7/6/2021	6/30/2025
		5/19/2025	<b>6/30/2029</b>
Daylen Howard, Chair	DDA Resident Representative	9/18/2023	6/30/2025
		5/19/2025	<b>6/30/2029</b>



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

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# MEMORANDUM

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DATE: June 3, 2026

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: 2026 Board Member Agreements

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**BACKGROUND:**

Michigan Main Street (MMS), Owosso Main Street's coordinating program with the Michigan Economic Development Corporation (MEDC), recommends the Main Street Board of Directors revisit their pledged commitment annually by signing a Board Member Agreement.

The Organization Committee presents the OMS & DDA Board Member Job Description & Responsibility Agreement for the Board's 2026 commitment.

**FISCAL IMPACT:**

None

**MOTION TO CONSIDER:**

None

**ATTACHMENTS:**

Board Member Job Description & Responsibility Agreement



## **Job Description – Board/Committee Members**

### **Each OMS Board and Committee Member should:**

Demonstrate a strong interest in OMS's goals, have a passion for downtown revitalization and a desire to make a difference in the community;

Be positive, imaginative, well organized, and able to work both independently and within a committee environment and a self-starter willing to take the initiative;

Have an understanding of the issues confronting business and property owners, public agencies and community organizations in a small city and have an affinity for customs, traditions and virtues of small-town life;

Have experience in one or more of the following areas, but not limited to: municipal government, finance, fundraising, commercial district management, economic and/or small-business development, public relations & communications, marketing & promotion, non-profit or organizational management, architecture, historic preservation and planning. Knowledge of the Owosso business community would be a definite plus;

Be able to consistently attend Board/Committee meetings; and

Promote OMS to the general public, including serving as a representative of OMS to the community.

**The OMS & DDA Board of Directors as a whole is responsible for governing the entire organization. The Board is responsible for determining organizational policy in the following areas: human resources, planning, finance, development, community relations and operations. In addition, each Board Member will have shared responsibility to:**

Ensure the financial accountability of OMS, oversee the ongoing process of budget development, approval and review and ensure adequate funds are available to achieve OMS's mission and implement its programs and projects;

Decide and plan OMS's projects and programs;

Recruit and orient new Board and committee members;

Set policy regarding how OMS treats, recognizes and celebrates its volunteers;

Select and support the OMS Director, including contributing and participating in performance reviews;

Ensure that OMS's proposals and actions appropriately meet community and constituent needs;

Promote OMS to the general public, including serving as a representative of OMS to the community, and promote cooperative action with other organizations, including activities and occasions when OMS should take part in coalitions, joint fundraising, etc.; and

Ensure that OMS's administrative systems, operations and legal structures are adequate and appropriate and that OMS and its members meet all applicable legal requirements.



**Owosso Main Street & Downtown Development Authority  
Board Member Responsibility Agreement**

As a member of the Board of Directors of the Owosso Main Street & Downtown Development Authority (DDA), I, \_\_\_\_\_, hereby agree that I will abide by the following standards of conduct during and, when appropriate, after my tenure as a Board member:

I will act as an advocate for Downtown Owosso and promote OMS's role in an enthusiastic manner.

I will work cooperatively with downtown business owners and residents, fellow Board and volunteer committee members, community organization representatives, City of Owosso employees and members of the City Council to ensure OMS's programs and services appropriately address community and constituent needs.

I will be a member of at least one OMS committee and will participate in it fully, including oversight/ownership of one committee program, project, task or resource.

I will actively participate in OMS's fundraising activities based on my skills and background.

I will, to the best of my ability, attend all Board meetings and participate in one OMS event or project per year. I will give advance notice to the executive director if I am unable to attend a meeting to ensure a quorum; and I understand that if I'm absent from three consecutive Board meetings without just cause, I may be removed as a member of the Board.

I will offer my opinions in a constructive manner and be supportive of the OMS director, fellow Board members and volunteer committee members.

I will do my best to help ensure the financial accountability of OMS.

I will not divulge to any unauthorized person confidential information acquired in the course of my service on the Board in advance of the time prescribed by the Board for the release of this information to the public.

I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.

During the term of my appointment, I will endeavor to recruit new candidates for membership on the Board and/or one of its committees; and during the last year of my term, unless I'm eligible to and intend to serve an additional 4 years, I will help the OMS Chair and Mayor of the City of Owosso find a replacement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Member, Board of Directors, Owosso Main Street & Downtown Development Authority



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

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# MEMORANDUM

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DATE: June 3, 2026  
TO: Owosso Main Street & Downtown Development Authority  
FROM: Lizzie Fredrick, OMS & DDA Executive Director  
SUBJECT: L-4029 Tax Rate Request Form

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**BACKGROUND:**

For the City of Owosso Treasurer to levy taxes on properties in the DDA District, an L-4029 form must be signed by the Owosso Main Street & Downtown Development Authority Chairperson and the City Clerk.

**FISCAL IMPACT:**

The DDA collects revenues from taxes generated by a 2-mil levy and a tax increment financing district. Proceeds from these revenues are used as operating monies.

**MOTION TO CONSIDER:**

To authorize the Owosso Main Street & Downtown Development Authority Chairperson and City Clerk to sign the prepared L-4029 Tax Rate Request Form.

**ATTACHMENTS:**

Resolution 01-2026  
2026 L-4029 Tax Rate Request Form

**RESOLUTION NO. 01-2026**

**AUTHORIZING CHAIRPERSON OF THE OWOSSO MAIN STREET &  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS AND  
OWOSSO CITY CLERK TO EXECUTE THE 2026 L-4029 TAX RATE REQUEST  
DOCUMENT**

WHEREAS, the Owosso Main Street & Downtown Development Authority Board is a public body that seeks to eliminate the causes of property value deterioration and improve economic growth in the downtown business district; and

WHEREAS, it is the intent of the Owosso Main Street & Downtown Development Authority Board to levy a tax for general operating purposes pursuant to Public Act 197 of 1975; and its replacement Public Act 57 of 2018; and

WHEREAS, the general property tax laws, specifically MCL 211.34(d) provide for an annual compound millage reduction calculation applied to the maximum millage rate of two mills authorized by MCL 125.1662; and

WHEREAS, the millage reduction commonly known as "Headlee" rollback results in a maximum operating millage rate of 1.8815 for which the Authority is authorized to levy; and

WHEREAS, the tax levy for the fiscal year commencing July 1, 2026, shall be the rate of 1.8815 per \$1,000 of taxable value of the 2026 assessment roll for the district as approved by the Board of Review; and

WHEREAS, the Owosso Main Street & Downtown Development Authority Board authorizes its Chairperson to execute the annual L-4029 authorizing this tax rate.

NOW THEREFORE BE IT RESOLVED by the Owosso Main Street & Downtown Development Authority Board of the City of Owosso, Shiawassee County, Michigan that:

FIRST: the Authority Chairperson and City Clerk are instructed and authorized to sign the document, L-4029 2026 Tax Rate Request substantially in the form attached.

**2026 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2026)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

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

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes <b>Shiawassee</b>	2026 Taxable Value of ALL Properties in the Unit as of 05-26-2026 <b>20,412,606</b>
Local Government Unit Requesting Millage Levy <b>City of Owosso Downtown Development Authority</b>	For LOCAL School Districts: 2026 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2026 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2026 Current Year "Headlee" Millage Reduction Fraction	(7) 2026 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
PA 197	Operations	N/A	2.00	1.8815	1.00	1.8815	1.8815	1.8815	1.8815		N/A

Prepared by <b>Brad Barrett</b>	Telephone Number <b>(989) 725-0575</b>	Title of Preparer <b>Finance Director</b>	Date <b>05/08/2026</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2026 for instructions on completing this section.**

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		<b>Amy Kohagen / City Clerk</b>	<b>05/08/2026</b>
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

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

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

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

# Instructions For Completing Form 614 (L-4029) 2026 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2:** Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2026 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2025 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2025** permanently reduced rate can be found in column 7 of the **2025** Form L-4029. For operating millage approved by the voters after April 30, 2025, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2026 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2026 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2026. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2026 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2026 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2026 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2026. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2026 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2026. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.



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

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# MEMORANDUM

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DATE: June 3, 2026

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Fiscal Year 2025-2026 End of Year Budget Amendments

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**BACKGROUND:**

Staff have reviewed the Fiscal Year 2025-2026 Owosso Main Street & Downtown Development Authority year-to-date activity and remaining expenditures to determine an estimate of the fourth quarter budget amendments on the attached budget amendment report.

**FISCAL IMPACT:**

Staff estimates that \$31,134.00 will be spent from the Fund Balance instead of the original estimate of \$59,731.00.

**MOTION TO CONSIDER:**

To approve the Owosso Main Street & Downtown Development Authority estimated Fiscal Year 2025-2026 end-of-year budget amendments as presented.

**ATTACHMENTS:**

FY25-26 EOY Budget Amendment Report

**FISCAL YEAR 2025-26 END OF YEAR BUDGET AMENDMENTS  
FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY**

GL NUMBER	DESCRIPTION	FY 2025-26 BUDGET	YTD BALANCE AS OF 5/27/26	FY 2025-26 EOY AMENDMENTS	BALANCE
<b>Revenues</b>					
248-000-402.000	GENERAL PROPERTY TAX	\$35,286.00	\$35,286.54	\$35,286.00	
248-000-402.100	TIF	\$229,031.00	\$232,879.58	\$232,897.00	\$ 3,866.00
248-000-540.000	STATE SOURCES	\$25,000.00	\$0.00	\$25,000.00	
248-000-540.531	LOCAL GRANT	\$4,140.00	\$0.00	\$4,140.00	
248-000-569.000	OTHER STATE GRANTS	\$4,643.00	\$4,960.22	\$5,230.00	\$ 587.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	\$24,443.00	\$24,443.43	\$24,443.00	
248-000-665.000	INTEREST INCOME	\$5,000.00	\$6,306.73	\$7,300.00	\$ 2,300.00
248-000-670.100	LOAN INTEREST	\$1,260.00	\$1,143.86	\$1,260.00	
248-000-674.400	INCOME-PROMOTION	\$13,000.00	\$14,621.00	\$14,621.00	\$ 1,621.00
248-000-674.500	INCOME-ORGANIZATION	\$1,000.00	\$3,610.00	\$3,610.00	\$ 2,610.00
248-000-674.700	EV STATION REVENUE	\$12,000.00	\$15,617.10	\$16,000.00	\$ 4,000.00
248-000-699.101	TRANFERS FROM GENERAL FUND	\$36,286.00	\$26,952.85	\$36,286.00	
<b>TOTAL REVENUES</b>		<b>\$391,089.00</b>	<b>\$365,821.31</b>	<b>\$406,073.00</b>	<b>\$ 14,984.00</b>

**Expenditures**

Dept 200 - GEN SERVICES		FY 2025-26 BUDGET	YTD BALANCE AS OF 5/27/26	FY 2025-26 EOY AMENDMENTS	BALANCE
248-200-728.000	OPERATING SUPPLIES	\$2,000.00	\$1,006.84	\$2,000.00	
248-200-751.000	GAS & OIL	\$50.00	\$33.11	\$50.00	
248-200-810.000	INSURANCE & BONDS	\$3,134.00	\$3,134.24	\$3,134.00	
248-200-818.000	CONTRACTUAL SERVICES	\$115,000.00	\$99,098.20	\$120,000.00	\$5,000.00
248-200-818.500	AUDIT	\$607.00	\$607.00	\$607.00	
248-200-920.000	UTILITIES	\$3,000.00	\$2,086.28	\$3,000.00	
248-200-920.100	ELECTRICITY-EV STATION	\$8,000.00	\$7,502.71	\$9,000.00	\$1,000.00
248-200-920.300	TELEPHONE	\$520.00	\$427.01	\$520.00	
248-200-930.000	BUILDING MAINTENANCE - DPW	\$20,000.00	\$8,981.50	\$15,000.00	(\$5,000.00)
248-200-940.000	EQUIPMENT RENTAL - DPW	\$10,000.00	\$7,243.15	\$10,000.00	
248-200-955.000	MEMBERSHIPS & DUES	\$800.00	\$625.00	\$800.00	
248-200-956.000	EDUCATION & TRAINING	\$3,500.00	\$2,171.65	\$3,500.00	
248-200-995.101	TRANSFER TO GENERAL FUND	\$84,500.00	\$84,008.31	\$84,500.00	
248-200-995.243	TRANSFER TO BROWNFIELDS	\$33,465.00	\$17,326.12	\$17,330.00	(\$16,135.00)
<b>Total Dept 200 - GEN SERVICES</b>		<b>\$284,576.00</b>	<b>\$234,251.12</b>	<b>\$269,441.00</b>	<b>(\$15,135.00)</b>

Dept 261 - GENERAL ADMIN		FY 2025-26 BUDGET	YTD BALANCE AS OF 5/27/26	FY 2025-26 EOY AMENDMENTS	BALANCE
248-261-702.100	SALARIES	\$69,272.00	\$59,639.55	\$69,272.00	
248-261-702.200	WAGES	\$10,000.00	\$8,419.78	\$10,000.00	
248-261-702.300	OVERTIME	\$5,000.00	\$2,308.84	\$5,000.00	
248-261-702.800	ACCRUED SICK LEAVE	\$1,170.00	\$1,170.39	\$1,170.00	
248-261-703.000	OTHER COMPENSATION	\$0.00	\$682.86	\$683.00	\$683.00
248-261-715.000	SOCIAL SECURITY (FICA)	\$6,536.00	\$5,442.80	\$6,536.00	
248-261-716.100	HEALTH INSURANCE	\$7,718.00	\$7,667.54	\$8,364.00	\$646.00
248-261-716.200	DENTAL INSURANCE	\$369.00	\$392.65	\$427.00	\$58.00
248-261-716.300	OPTICAL INSURANCE	\$52.00	\$51.84	\$57.00	\$5.00
248-261-716.400	LIFE INSURANCE	\$467.00	\$547.14	\$597.00	\$130.00
248-261-716.500	DISABILITY INSURANCE	\$905.00	\$868.26	\$905.00	
248-261-717.000	UNEMPLOYMENT INSURANCE	\$10.00	\$0.00	\$10.00	
248-261-718.200	DEFINED CONTRIBUTION	\$7,585.00	\$6,118.83	\$7,585.00	
248-261-719.000	WORKERS' COMPENSATION	\$1,200.00	\$867.85	\$1,200.00	
Total Dept 261 - GENERAL ADMIN		\$110,284.00	\$94,178.33	<b>\$111,806.00</b>	<b>\$1,522.00</b>

		FY 2025-26	YTD BALANCE	FY 2025-26 EOY	
Dept 704 - ORGANIZATION		BUDGET	AS OF 5/27/26	AMENDMENTS	BALANCE
248-704-728.000	SUPPLIES	\$150.00	\$71.18	\$150.00	
248-704-818.000	WORK PLAN EXPENDITURE	\$1,500.00	\$1,014.42	\$1,500.00	
Total Dept 704 - ORGANIZATION		\$1,650.00	\$1,085.60	<b>\$1,650.00</b>	<b>\$0.00</b>

Dept 705 - PROMOTION					
248-705-818.000	WORK PLAN EXPENDITURES	\$1,000.00	\$227.73	\$1,000.00	
248-705-818.750	GLOW	\$10,710.00	\$9,246.09	\$10,710.00	
248-705-818.770	MOTORCYCLE DAYS	\$2,100.00	\$1,960.50	\$2,100.00	
248-705-818.780	CHOCOLATE WALK	\$1,500.00	\$1,227.50	\$1,500.00	
Total Dept 705 - PROMOTION		\$15,310.00	\$12,661.82	<b>\$15,310.00</b>	<b>\$0.00</b>

Dept 706 - DESIGN					
248-706-818.000	WORK PLAN EXPENDITURES	\$12,000.00	\$4,887.20	\$12,000.00	
Total Dept 706 - DESIGN		\$12,000.00	\$4,887.20	<b>\$12,000.00</b>	<b>\$0.00</b>

Dept 707 - ECONOMIC VITALITY					
248-707-818.000	WORK PLAN EXPENDITURES	\$27,000.00	\$1,491.24	\$27,000.00	\$0.00
Total Dept 707 - ECONOMIC VITALITY		\$27,000.00	\$1,491.24	<b>\$27,000.00</b>	<b>\$0.00</b>

<b>TOTAL EXPENDITURES</b>		\$450,820.00	\$348,555.31	<b>\$437,207.00</b>	<b>(\$13,613.00)</b>
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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:	FY 2025-26	YTD BALANCE	FY 2025-26 EOY
	BUDGET	AS OF 5/27/26	AMENDMENTS
<b>TOTAL REVENUES</b>	\$391,089.00	\$365,821.31	<b>\$406,073.00</b>
<b>TOTAL EXPENDITURES</b>	\$450,820.00	\$348,555.31	<b>\$437,207.00</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(\$59,731.00)</b>	\$17,266.00	<b>(\$31,134.00)</b>



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

# MEMORANDUM

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DATE: June 3, 2026  
TO: Owosso Main Street & Downtown Development Authority  
FROM: Lizzie Fredrick, OMS & DDA Executive Director  
SUBJECT: Fiscal Year 2026-2027 Revolving Loan & Grant Program Revisions

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## **BACKGROUND:**

In 1994, the City of Owosso established a Revolving Loan Fund (RLF). Stewardship was later given to the Owosso Main Street & Downtown Development Authority Board of Directors with oversight of the application and program revision process by the RLF Sub-Committee, now known as the Economic Vitality Committee. The RLF Program eventually expanded to include grants, becoming the Revolving Loan & Grant Program.

The Economic Vitality Committee collected community feedback at a public Information Session for the Revolving Loan & Grant Program on October 7, 2025, and worked directly with the City of Owosso's Attorney, Finance Director, and the Lapeer Development Corporation, the City's loan underwriting partner, on updating the Revolving Loan & Grant Program.

On May 19, 2026, during the OMS & DDA Economic Vitality Committee Meeting, the Economic Vitality Committee approved revisions to the Revolving Loan & Grant Program for the upcoming fiscal year.

## **FISCAL IMPACT:**

None

## **MOTION TO CONSIDER:**

To approve the Revolving Loan & Grant Program as presented, and recommend the Owosso City Council approve the Revolving Loan & Grant Program for Fiscal Year 2026-2027.

**ATTACHMENTS:**

FY26-27 Revolving Loan & Grant Program  
Resolution 2-2026



***Owosso Main Street & Downtown Development Authority  
Revolving Loan & Grant Program***

*This version of the program will be applicable through June 30, 2027.*

**INTRODUCTION**

This program is available to the Central Business District, Corridor Business District and General Business District zoned for-profit businesses, landowners, and corporations.

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

OMS & DDA administers the program as authorized by the Owosso City Council.

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

The OMS & DDA Economic Vitality Committee leads the program and is responsible for recommending updates to the program on a fiscal year basis.

The fiscal year is from July 1<sup>st</sup> of the current year through June 30<sup>th</sup> of the subsequent year.

The OMS & DDA Board will approve or reject the recommended changes once a year from the Economic Vitality Committee.

The City of Owosso City Council will approve or reject the recommended changes following the OMS & DDA Board's approval.

With or without changes, the Revolving Loan & Grant Program will be approved by the OMS & DDA Board and made available for use by July 1<sup>st</sup> of each year.

## **LOAN & GRANT TERMS**

All grants will require a \$500 processing fee if awarded.

The applicant shall be responsible for any and all costs associated with the OMS & DDA loan application, including any fees or services rendered by a third party for, but not limited to, loan review, underwriting and/or consultation with lending institutions. The applicant will be responsible for any and all costs associated with the OMS & DDA loan application as described above regardless of whether the loan is approved or if applicant retracts the loan application.

All loans will be made at the U.S. Prime Rate -2%, with a minimum floor rate of 4%, set on the date on the signed application.

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

Loan maximums are up to \$200,000 per project.

Grant maximums are up to \$25,000 per project. Annual maximum for grant awards is \$25,000.

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

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

Grant payment will be disbursed once all invoices are paid, and final inspections have been completed and approved for all permits pertaining to the project.

Repayment of loans will begin one month after the City of Owosso Finance Department releases the check.

Loans require ACH automatic payments. The City of Owosso Treasury Department charges a \$25 fee for returned checks. An additional \$10 fee will be added after 7 business days.

Grants cannot be issued to projects that have either started or have been completed prior to the City Council's approval and a fully executed grant agreement.

All applications require a business plan and financial projections.

All upper-story residential grants or loans require plans and permits, approved by the Building Department, to be submitted with the application.

All property development loans must be repaid in full if there is a transfer of the property title/ownership.

If a grantee sells the property or project improvements are removed, not maintained, or are significantly altered within five (5) years of payment of the grant, the grantee shall reimburse the Revolving Loan Fund according to the following schedule:

Anytime during...

Year One	100% reimbursement of the Grant
Year Two	80% reimbursement of the Grant
Year Three	60% reimbursement of the Grant
Year Four	40% reimbursement of the Grant
Year Five	20% reimbursement of the Grant

All loans and grants must provide project before and after photos.

Grantees will have two (2) years to complete their approved project.

Projects that are eligible for grant funding may alternatively apply for loan funding with the opportunity for a future principal reduction. Approved projects may be eligible for a principal reduction of up to twenty percent (20%) of the original loan amount, not to exceed \$25,000.

The principal reduction is not automatic and must be requested by the borrower after project completion.

Eligibility for principal reduction consideration shall require:

- Compliance with all terms of the loan agreement
- Loan payments in good standing
- Completion of the approved project scope
- Submission of all required invoices, permits, inspections, and supporting documentation
- Continued compliance with all Program eligibility requirements
- Any additional requirements established by OMS & DDA, the underwriting entity, or City Council

Principal reduction requests will be reviewed on a case-by-case basis and are subject to approval by the applicable review and approval bodies.

## **ELIGIBILITY CRITERIA**

1. Business and/or property is located within approved zoning districts
2. Business is headquartered in Michigan
3. Business is not a franchise, located in a strip mall, a “big box” retailer, or a business whose primary sales come from adult entertainment, marijuana, CDB and/or tobacco
4. Applicant will have control over the site for which they are applying for prior to the loan or grant approval (excluding acquisition projects)
5. Loan applicant either
  - A. Has never received funds from the Revolving Loan & Grant Program
  - B. Has a zero balance on past Program loans
  - C. Elects to refinance, absorbing the balance of an existing Program loan based on current Program terms with the addition of new loan request (not exceeding \$200,000)
- Grant applicant has not received funds from the Revolving Loan & Grant Program within the last 24 months
6. Applicant is not in default with the City of Owosso including but not limited to taxes, utilities, special assessment, invoices, permits, and loan payments
7. Applicant, or any LLC associated with the applicant, has not filed for bankruptcy
8. Applicant is not on the Owosso City Council, Owosso Main Street & Downtown Development Authority Board of Directors, or OMS & DDA Economic Vitality Committee

## **ELIGIBLE PROJECT TYPES**

1. Building Accessibility Projects – including elevators for loans or grants
2. Historic Preservation
3. Upper Story Housing Development
4. Restaurant/Retail Space Build Out and Upgrades
5. Acquisition and Rehabilitation of Blighted Properties
6. Signage Purchase or Restoration
7. Environmental Site Assessments/Studies
8. Small Business Start-up Costs (working capital only) – businesses open for 6 months or less
  - a. Examples of eligible working capital include purchase of a point-of-sale system, marketing expenses, or inventory of retail goods.
9. Match on Main Approved Projects
10. Underground Vault Removal/Repair
11. Façade Improvements
12. Roof Repair/Replacement

## CRITERIA FOR ELIGIBLE PROJECT TYPES

1. Building Accessibility Projects
  - a. The building must be multi-story and have 4,000 or more square feet per floor
  - b. For shared elevator projects, adjoining building floor size can be included to achieve 4,000 square feet if necessary
  - c. Projects may include barrier free lavatories, aisle and doorway widening, and ramps
  - d. Architectural services for building access are eligible for a grant of up to \$5,000; or a loan principal reduction
  - e. Elevators for building access are eligible for a grant of up to \$25,000 per building; or a loan principal reduction
  
2. Historic Preservation and Façade Improvements
  - a. Building must be 50 years or older
  - b. If in the historic district, the plan must be approved by the Downtown Historic District Commission prior to submission to the Economic Vitality Committee
  - c. Façade improvements are eligible for a grant of up to \$25,000 per building; or a loan principal reduction
  
3. Upper Story Housing Development
  - a. The upper story must have a minimum of 800 square feet; “micro loft/studio” projects will be considered
  - b. Air conditioning and internet access in each room except bathrooms must be included
  - c. Fire suppression must be included, and the fire suppression plan must be approved by the Building Department **prior to submission** to the Economic Vitality Committee
  - d. Fire suppression is eligible for a grant of up to \$12,500 per unit for projects with upper floor residential units; or a loan principal reduction
  - e. Architectural services are eligible for a grant of up to \$1,500 for each residential unit, with a maximum grant of \$12,000 per project; or a loan principal reduction
  - f. Elevators for upper story housing development are eligible for a grant of up to \$25,000; or a loan principal reduction
  
4. Restaurant/Retail Space Build Outs and Upgrades
  - a. Projects may include mechanical and electrical systems, roof work, partitions, windows, doors, painting, and sign repair
  - b. Architectural services are eligible for a grant of up to \$3,000 per project; or a loan principal reduction

5. Acquisition and Rehabilitation of Blighted Properties
  - a. A description of the plans for the property must be included with the application form
  - b. If preliminarily approved by OMS & DDA, a detailed plan with timing must be submitted to OMS & DDA for further review prior to submission of the application to the loan committee
  - c. Building must be 50 years or older
  - d. If in the historic district, the plan must be approved by the Downtown Historic District Commission prior to submission to the Economic Vitality Committee
  
6. Environment Site Assessments/Access Studies
  - a. The building or site must have a brownfield plan
  - b. The building or site must be contaminated or suspected of being contaminated
  - c. Phase I and Phase II studies are eligible
  - d. Eligible for a grant of up to \$5,000 per building
  - e. Eligible for a loan principal reduction
  
7. Roof Repair/Replacement
  - a. Building must be 50 years or older
  - b. Eligible for a grant of up to \$25,000 per building
  - c. Eligible for a loan principal reduction
  
8. Vault Fill-In
  - a. Eligible for a grant of up to \$12,000 per building
  - b. Eligible for a loan principal reduction

## **INELIGIBLE PROJECT TYPES**

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

## **PRE-EXISTING LOANS**

Existing loan payments may be deferred up to 6-months

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

## APPLICATION PROCESS

THIS PROCESS CAN TAKE UP TO 3-6 MONTHS

1. Contact OMS & DDA Executive Director, Lizzie Fredrick, at [lizzie.fredrick@ci.owosso.mi.us](mailto:lizzie.fredrick@ci.owosso.mi.us) for a preliminary meeting to discuss the program's scope.
2. Obtain and complete the application form from the OMS & DDA website:  
[www.downtownowosso.org/business-development-resources](http://www.downtownowosso.org/business-development-resources)
3. Submit the application form by email to: [lizzie.fredrick@ci.owosso.mi.us](mailto:lizzie.fredrick@ci.owosso.mi.us)
4. The Economic Vitality Committee of the OMS & DDA Board will review the application at their next meeting, in accordance with agenda submission deadlines. If the application is not accepted for further consideration, the applicant will be provided with a rationale for the decision and steps to re-apply.
5. If the application is approved by the OMS & DDA Economic Vitality Committee, the OMS & DDA Board of Directors will approve or deny the application at their next meeting, in accordance with agenda submission deadlines.
6. Upon approval by the OMS & DDA Board:
  - Grant Applications will be submitted to Owosso City Council for approval, in accordance with agenda submission deadlines.
  - Loan Applications will be submitted to the Lapeer Development Corporation for underwriting, collateralization and approval.
7. Loan applications approved by the LDC will then be submitted to the City Council for approval, in accordance with agenda submission deadlines.
8. Approved loans require ACH automatic payments.
9. The City of Owosso Finance Department will release a check and create a coupon book for loans once all proper and completed paperwork is submitted. Invoices will not be mailed.
10. The City of Owosso Finance Department will release a check for grants once all paid invoices are provided.

## **CONCLUSIONS, QUESTIONS, AND CONTINUOUS IMPROVEMENT**

The Owosso Main Street & Downtown Development Authority Board of Directors will determine Economic Vitality Committee Members.

The Committee consists of a City Council representative, OMS & DDA Board Member, small business owner, commercial property owner, representative from a traditional lending institution and Owosso Main Street volunteers.

The Committee will make recommendations for approval based on criteria established by the Revolving Loan & Grant Program Scoring Rubric and other Committee considerations.

If the Committee does not recommend project approval, it will submit rationale to the applicant and the OMS & DDA Board of Directors.

Questions on the program, process, or any other aspect of the program may be directed to the OMS & DDA office at 989-725-0571 or [lizzie.fredrick@ci.owosso.mi.us](mailto:lizzie.fredrick@ci.owosso.mi.us).

Each year, led by the Economic Vitality Committee, the OMS & DDA Board will update and republish the program based on continuous improvement input and recommendations.

**RESOLUTION NO. 02-2026**

**AUTHORIZE THE APPROVAL OF THE  
OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY  
REVOLVING LOAN & GRANT PROGRAM REVISIONS**

WHEREAS, in 1994 the City of Owosso established the Downtown Owosso Revolving (formerly UDAG/CDBG) Loan Program; and

WHEREAS, on June 17, 2019, Owosso City Council approved the new Owosso Main Street & Downtown Development Authority (OMS & DDA) Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the OMS & DDA Board of Directors; and

WHEREAS, on May 19, 2026, during the OMS & DDA Economic Vitality Committee Meeting, the Economic Vitality Committee approved revisions to the Revolving Loan & Grant Program for the 2026-2027 fiscal year; and

WHEREAS, the OMS & DDA authorizes City of Owosso staff to submit the revised OMS & DDA Revolving Loan & Grant Program for approval by Owosso City Council.

NOW THEREFORE BE IT RESOLVED by the Owosso Main Street & Downtown Development Authority of the City of Owosso, Shiawassee County, Michigan that:

FIRST: the revised Owosso Main Street & Downtown Development Authority Revolving Loan & Grant Program is approved and recommended for approval by Owosso City Council.

# **COMMITTEE REPORT**

## *PROMOTION*

Thursday, May 14, 2026, 8:00 a.m.  
City Hall; 301 W. Main Street



**Present:** S. Maginity, K. Parzych, P. Vreibel, and C. McCallum

**Absent:** J. Jacobs and J. Davis

**Staff:** L. Fredrick

## **Discussion Items**

### Chocolate Walk Recap

- Sold Out: 350 tickets
- Participating Businesses: 27 + 2 guest businesses
- Approx. \$5,000 raised for a public art installation
  - o Votes: 132 for Public Art, 120 for Main Street Plaza Landscaping, 116 for Additional Waste Receptacles

### Hooked on Downtown: Search for the Smallmouth

- 7/3 – 7/30
- Participating Businesses: 16 + 4 on waitlist if 5<sup>th</sup> fish can be added
- \$500 budget for 4 prize packages

Summer Concert Series: 7/9, 7/16, 7/23, 7/30, and 8/6

Summer Sidewalk Sales: 7/16 – 7/18

## **Action Items**

### Hooked on Downtown

- Fredrick, McCallum, Maginity, Parzych: fill 1 tote bag ea. at \$125 value
- Davis: Acquire 1 or 2 additional fish

Fredrick: Renew annual contract with The Mattesons Photography

**Motion(s) for the Board of Directors Consideration:** None

**Next Meeting:** June 11th at 8:00 a.m.

# **COMMITTEE REPORT**

## *ECONOMIC VITALITY*

Tuesday, May 19, 2026, 1:00 p.m.

City Hall; 301 W. Main Street



**Present:** B. Meyer, D. Howard, L. Omer, R. Teich and K. Parzych

**Absent:** E. Tagg

**Staff:** L. Fredrick

### **Discussion Items**

June Business of the Month: AZee Branding Agency, 116 W. Main Street, Ste 201

Spring Social Main Street Meetup Recap

Revolving Loan & Grant Program Revisions

Ready 2 Recruit Program

- Property Cut Sheets
- Vacancy & For Sale Inventory

### **Action Items**

Fredrick will provide samples of the Property Cut Sheets to downtown property owners and realtors for their submissions.

Fredrick will submit the Revolving Loan & Grant Program revisions to the Board for approval.

Committee will discuss FY26-27 Main Street Meetups during their June meeting.

**Motion(s) for the Board's Consideration:** To approve the Revolving Loan & Grant Program as presented and recommend the Owosso City Council approve the Revolving Loan & Grant Program for fiscal year 2026-2027.

Moved by Meyer. Supported by Teich.

Aye: All

**Next Meeting:** June 16<sup>th</sup> at 1:00 p.m.

# **COMMITTEE REPORT**

## *ORGANIZATION*

Friday, May 22, 2026, 1:30 p.m.

City Hall; 301 W. Main Street



**Present:** K. Parzych, J. Moore, and J. Ardelean

**Absent:** J. Adams

**Staff:** L. Fredrick

## **Discussion Items**

May 16<sup>th</sup> Volunteer Sign-Up Day cancelled due to weather and Owosso Farmers Market cancellation

Potential September recruitment event at the market for the Downtown Fall Cleanup

OMS Committee/Board Member Job Description and Board Member Agreement

Consideration of purchasing Volunteer Local annual subscription for \$800

Downtown Security Cameras

- Past Capital Improvement Project
- 10 cameras:
  - o 4 – N. Water Parking Lot next to The Armory
  - o 4 – W. Exchange Street Parking Lot
  - o 2 – Fountain Park on Ball Street
- Future potential locations and costs
- Potential Memorandum of Understanding with the City

Shiawassee Regional Chamber of Commerce Annual Awards

Downtown Historic District Commission Staff Liaison

## **Action Items**

Parzych will research purchasing Volunteer Local for volunteer shift communications and attendance tracking.

Fredrick will update the OMS Committee/Board Member Job Description and Board Member Agreement, and present for the Board's annual renewal.

**Motion(s) for the Board of Directors Consideration:** None

**Next Meeting:** June 19th at 1:00 p.m.

# **COMMITTEE REPORT**

## *DESIGN*

Thursday, May 28, 2026, 8:00 a.m.  
City Hall; 301 W. Main Street



**Present:** D. Drenovsky, J. Ross, C. Guillen, K. Parzych, J. Ardelean, and L. Mills

**Absent:** B. Gilbert and C. McCallum

**Staff:** L. Fredrick

## **Discussion Items**

Locations for additional benches and waste receptacles

Main Street Plaza Art

- Potential partnership with local high school or college to fabricate a new sculpture
- Potential to purchase a piece from Upcycle Art in the Park exhibit in late September

Summer Beautification

- Testing artificial flowers at the pocket park
- Planter Adoption Program
  - Free mulch for adopters
  - Additional drip lines added in 4 spots on Exchange Street

## **Action Items**

Ross will contact the high school and local colleges seeking a partnership for the Main Street Plaza sculpture.

Fredrick will order wreaths and artificial mums with remaining Seasonal Beautification funds to be used in the upcoming fiscal year.

Fredrick will acquire a design rendering for the reconstructed planter in Main Street Plaza.

**Motion(s) for the Board of Directors Consideration:** None

**Next Meeting:** June 25th at 8:00 a.m.