

# **AGENDA**

*OWOSSO MAIN STREET & DDA*

## **REGULAR BOARD MEETING**

Wednesday, July 8, 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:** July 8, 2026

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

### **Public Comments:**

#### **Reports:**

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

**Informational Meeting:** Pursuant to Public Act 57 of 2018

#### **Items of Business:**

- 1) Vacant Commercial Building Registration and Inspection Program

#### **Committee Updates:**

- Promotion (Davis)
- Economic Vitality (Howard, Omer & Parzych)
- Organization (Moore)
- Design (Parzych & Gilbert)

#### **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).]

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

**June 3, 2026, at 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chair Daylen Howard at 7:37 A.M.

**ROLL CALL:** Taken by Lizzie Fredrick

**PRESENT:** Chair Daylen Howard, Vice-Chair Lance Omer, and Commissioners Jill Davis, Bill Gilbert, Karen Parzych, Jon Moore, Colin McCallum, and Josh Ardelean

**ABSENT:** Mayor Robert J. Teich, Jr.

**STAFF PRESENT:** Lizzie Fredrick

**AGENDA:**

**MOVED BY MOORE SUPPORTED BY GILBERT TO APPROVE THE JUNE 3, 2026, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.**

**AYES: ALL  
MOTION CARRIED**

**MINUTES:**

**MOVED BY MOORE, SUPPORTED BY ARDELEAN TO APPROVE THE MAY 6, 2026, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.**

**AYE: ALL  
MOTION CARRIED**

**PUBLIC COMMENTS:** None

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

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

**ITEMS OF BUSINESS:**

1. **Election of Officers:** Fredrick presented the OMS & DDA Bylaws stating that the Election of Officers shall take place at the annual Board Meeting in June.

**MOVED BY MOORE, SUPPORTED BY DAVIS TO RE-ELECT DAYLEN HOWARD AS CHAIRPERSON AND LANCE OMER AS VICE-CHAIRPERSON OF THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY.**

**AYE: ALL  
MOTION CARRIED**

2. **Board Member Agreements:** Board reviewed the Board Member Job Description & Responsibility Agreement and each verbally pledged their annual commitment to Owosso Main Street & Downtown Development Authority.
3. **L-4029 Tax Rate Request Form:** Fredrick presented the L-4029 Tax Rate Request Form.

**MOVED BY MOORE, SUPPORTED BY ARDELEAN TO AUTHORIZE THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY CHAIRPERSON AND CITY CLERK TO SIGN THE PREPARED L-4029 TAX RATE REQUEST FORM.**

**AYE: ALL**

**MOTION CARRIED**

- 4. Fiscal Year 2025-2026 End of Year Budget Amendments:** Fredrick reviewed the proposed FY25-26 Budget Amendments noting a slight increase to projected revenue, a decrease to the Transfer to Brownfields for The Armory Developer Reimbursement, and a decrease of approximately \$28,000 to the amount expected to be spent from the Fund Balance.

**MOVED BY ARDELEAN, SUPPORTED BY DAVIS TO APPROVE THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY END-OF-YEAR BUDGET AMENDMENTS AS PRESENTED.**

**AYE: ALL**

**MOTION CARRIED**

- 5. Fiscal Year 2026-2027 Revolving Loan & Grant Program Revisions:** Fredrick presented the revised Program Guide for the Revolving Loan & Grant Program noting additional eligible projects for loans and grants, a grant clawback provision, and an option for a loan with a future principal reduction in lieu of a reimbursement grant.

Moore proposed shortening the clawback provision to three years instead of five and adjusting the reimbursement to be 100% during year 1, 50% during year 2, and 25% during year 3.

Parzych and Ardelean shared their support of the revision.

**MOVED BY MCCALLUM, SUPPORTED BY OMER TO APPROVE THE REVOLVING LOAN & GRANT PROGRAM WITH THE REVISED GRANT CLAWBACK PROVISION, AND RECOMMEND THE OWOSSO CITY COUNCIL APPROVE THE REVOLVING LOAN & GRANT PROGRAM FOR FISCAL YEAR 2026-2027.**

**AYE: ALL**

**MOTION CARRIED**

#### **COMMITTEE UPDATES:**

- 1. Promotion:** Fredrick reviewed the Committee's Chocolate Walk Event Recap noting that the event sold all 350 tickets, 27 downtown businesses participated, two additional businesses from outside of the district participated as pop-ups within a downtown location, and approximately \$5,000 of the proceeds will go towards a public art installation.

Fredrick confirmed that Hooked on Downtown: Search for the Smallmouth will take place July 3<sup>rd</sup> through July 30<sup>th</sup> with 20 participating businesses and \$500 in prizes purchased from downtown businesses.

Fredrick 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.

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

- 2. Economic Vitality:** Howard announced AZEE Branding Agency as the June Business of the Month.

Howard noted the Spring Social Main Street Meetup was a productive gathering that he'd like the Committee to repeat.

Davis recommended hosting a social meetup for the businesses biannually.

Fredrick confirmed the Committee has not finalized the Main Street Meetup schedule for the upcoming fiscal year and can discuss hosting two social meetups.

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

3. **Organization:** Moore shared that the May 16<sup>th</sup> Volunteer Sign-Up Day was cancelled due to the weather and the Owosso Farmers Market cancellation.

Moore noted plans for a September recruitment event at market for the Downtown Fall Cleanup.

Fredrick provided updates on the Downtown Security Cameras.

Moore announced that Fredrick was nominated for the Shiawassee Regional Chamber of Commerce's Local Champion Award and that the Organization Committee has offered to cover the cost of up to four tickets to the Chamber's award ceremony.

Moore notified the Board that Fredrick will become the staff liaison for the Downtown Historic District Commission at the end of the summer.

Board confirmed availability for a neighboring Main Street community visit and training in Lapeer on September 17<sup>th</sup>.

4. **Design:** Parzych provided updates on additional benches and waste receptacles being placed downtown.

Parzych announced the Committee is pursuing a partnership with a local high school or college to commission a sculpture for Main Street Plaza or the Committee will purchase a piece from the Shiawassee Art Centers' Upcycle Art in the Park exhibit in late September.

Parzych shared that artificial flowers will be tested in the pocket park on Exchange Street after the success of the artificial mums during Fall Beautification.

Fredrick confirmed that all 75 bags of mulch have been installed by planter adopters or volunteers during the Downtown Spring Cleanup.

**DIRECTOR UPDATES:** Fredrick reminded the Board that the July meeting will take place on the second Wednesday of the month.

**BOARD COMMENTS:** None

**ADJOURNMENT:**

**MOVED BY PARZYCH SUPPORTED BY GILBERT TO ADJOURN AT 8:37 A.M.**

**AYES: ALL**

**MOTION CARRIED**

**NEXT MEETING JULY 8, 2026.**

| Check Date                               | Bank | Check #   | Payee                              | Description                                       | Account | Dept | Amount   |
|--|------|-----------|------------------------------------|---|---------|------|----------|
| Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY |      |           |                                    |   |         |      |          |
| 06/04/2026                               | 1    | 13028 (A) | WOODBURY LAWN & SNOW SERVICES, LLC | 2026 DOWNTOWN LANDSCAPING SERVICES                | 818.000 | 200  | 4,615.72 |
| 06/04/2026                               | 1    | 139308    | MCLAREN RENT ALL                   | GLOW LIFT RENAL                                   | 818.750 | 705  | 292.00   |
| 06/04/2026                               | 1    | 139310    | NEURO OASIS LLC                    | CHOCOLATE WALK REIMBURSEMENT                      | 818.780 | 705  | 75.00    |
| 06/04/2026                               | 1    | 139319    | VANATTAS FLOWER SHOP INC.          | DOWNTOWN FLOWERS                                  | 818.000 | 706  | 751.11   |
| 06/22/2026                               | 1    | 13029 (A) | AMAZON CAPITAL SERVICES            | DDA 6-8-2026                                      | 818.000 | 706  | 95.96    |
| 06/22/2026                               | 1    | 13038 (A) | CONSUMERS ENERGY                   | ELECTRICITY-EV STATION                            | 920.100 | 200  | 689.37   |
| 06/22/2026                               | 1    | 13046 (A) | GILBERT'S DO IT BEST HARDWARE &    | MAY 2026 PURCHASES                                | 818.000 | 706  | 407.94   |
|  |      |           |                                    | MAY 2026 PURCHASES                                | 818.000 | 706  | 43.90    |
|  |      |           |                                    | MAY 2026 PURCHASES                                | 818.000 | 706  | 13.47    |
|  |      |           |                                    | CHECK 1 13046(A) TOTAL FOR FUND 248:              |         |      | 465.31   |
| 06/22/2026                               | 1    | 13048 (A) | H & G IRRIGATION LLC               | NORTH IRRIGATION SEASONAL START UP                | 818.000 | 200  | 800.00   |
| 06/22/2026                               | 1    | 13084 (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 13084(A) TOTAL FOR FUND 248:              |         |      | 40.34    |
| 06/22/2026                               | 1    | 13088 (E) | HUNTINGTON NATONAL BANK -          | EDUCATION & TRAINING                              | 956.000 | 200  | 8.89     |
| 06/22/2026                               | 1    | 13090 (E) | MAILCHIMP                          | OPERATING SUPPLIES - DDA                          | 728.000 | 200  | 33.57    |
| 06/22/2026                               | 1    | 139352    | SPARTAN STORES LLC                 | SUPPLIES  | 728.000 | 704  | 10.97    |
| 06/22/2026                               | 1    | 139357    | VANATTAS FLOWER SHOP INC.          | DOWNTOWN FLOWERS                                  | 818.000 | 706  | 169.87   |
|  |      |           |                                    | Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY |         |      | 8,048.11 |

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             | % BDGT USED |
|---|---------------------------------------|----------------|--------------------------|---|-----------------------|-------------|
|   |                                       | AMENDED BUDGET | 06/30/2026<br>(ABNORMAL) | MONTH 06/30/2026<br>INCREASE (DECREASE) | BALANCE<br>(ABNORMAL) |             |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY |                                       |                |                          |   |                       |             |
| Revenues                                  |                                       |                |                          |   |                       |             |
| Dept 000 - REVENUE                        |                                       |                |                          |   |                       |             |
| 248-000-402.000                           | GENERAL PROPERTY TAX                  | 35,287.00      | 35,286.54                | 0.00                                    | 0.46                  | 100.00      |
| 248-000-402.100                           | TIF                                   | 232,880.00     | 232,879.58               | 0.00                                    | 0.42                  | 100.00      |
| 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                    | 5,230.00       | 5,230.03                 | 0.00                                    | (0.03)                | 100.00      |
| 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                       | 7,300.00       | 6,948.51                 | 0.00                                    | 351.49                | 95.19       |
| 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       | 1,235.48                 | 91.62                                   | 24.52                 | 98.05       |
| 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                      | 14,621.00      | 14,621.00                | 0.00                                    | 0.00                  | 100.00      |
| 248-000-674.500                           | INCOME-ORGANIZATION                   | 3,610.00       | 3,610.00                 | 0.00                                    | 0.00                  | 100.00      |
| 248-000-674.600                           | INCOME-DESIGN                         | 0.00           | 0.00                     | 0.00                                    | 0.00                  | 0.00        |
| 248-000-674.700                           | EV STATION REVENUE                    | 16,000.00      | 16,848.52                | 1,231.42                                | (848.52)              | 105.30      |
| 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                  |                                       | 406,057.00     | 368,055.94               | 1,323.04                                | 38,001.06             | 90.64       |
| TOTAL REVENUES                            |                                       | 406,057.00     | 368,055.94               | 1,323.04                                | 38,001.06             | 90.64       |
| Expenditures                              |                                       |                |                          |   |                       |             |
| Dept 200 - GEN SERVICES                   |                                       |                |                          |   |                       |             |
| 248-200-728.000                           | OPERATING SUPPLIES                    | 2,000.00       | 1,040.41                 | 33.57                                   | 959.59                | 52.02       |
| 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                  | 120,000.00     | 104,513.92               | 5,415.72                                | 15,486.08             | 87.09       |
| 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                | 9,000.00       | 8,192.08                 | 689.37                                  | 807.92                | 91.02       |
| 248-200-920.300                           | TELEPHONE                             | 520.00         | 467.35                   | 40.34                                   | 52.65                 | 89.88       |
| 248-200-930.000                           | BUILDING MAINTENANCE - DPW            | 15,000.00      | 8,990.49                 | 8.99                                    | 6,009.51              | 59.94       |
| 248-200-940.000                           | EQUIPMENT RENTAL - DPW                | 10,000.00      | 7,656.34                 | 413.19                                  | 2,343.66              | 76.56       |
| 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       | 2,180.54                 | 8.89                                    | 1,319.46              | 62.30       |
| 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               | 17,326.00      | 17,326.12                | 0.00                                    | (0.12)                | 100.00      |
| Total Dept 200 - GEN SERVICES             |                                       | 269,437.00     | 240,861.19               | 6,610.07                                | 28,575.81             | 89.39       |
| Dept 261 - GENERAL ADMIN                  |                                       |                |                          |   |                       |             |
| 248-261-702.100                           | SALARIES                              | 69,272.00      | 67,632.48                | 5,328.62                                | 1,639.52              | 97.63       |
| 248-261-702.200                           | WAGES                                 | 10,000.00      | 8,860.31                 | 414.32                                  | 1,139.69              | 88.60       |
| 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<br>USED |
|---|------------------------------|----------------|--------|--------------------------|---|-----------|-----------------------|----------------|
|   |                              | AMENDED BUDGET | NORMAL | 06/30/2026<br>(ABNORMAL) | MONTH 06/30/2026<br>INCREASE (DECREASE) | NORMAL    | (ABNORMAL)<br>BALANCE |                |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY |                              |                |        |                          |   |           |                       |                |
| Expenditures                              |                              |                |        |                          |   |           |                       |                |
| 248-261-703.000                           | OTHER COMPENSATION           | 683.00         |        | 682.86                   | 0.00                                    |           | 0.14                  | 99.98          |
| 248-261-715.000                           | SOCIAL SECURITY (FICA)       | 6,536.00       |        | 6,088.89                 | 439.95                                  |           | 447.11                | 93.16          |
| 248-261-716.100                           | HEALTH INSURANCE             | 8,660.00       |        | 8,660.30                 | 661.84                                  |           | (0.30)                | 100.00         |
| 248-261-716.200                           | DENTAL INSURANCE             | 426.00         |        | 425.55                   | 32.90                                   |           | 0.45                  | 99.89          |
| 248-261-716.300                           | OPTICAL INSURANCE            | 56.00          |        | 56.16                    | 4.32                                    |           | (0.16)                | 100.29         |
| 248-261-716.400                           | LIFE INSURANCE               | 593.00         |        | 593.01                   | 45.87                                   |           | (0.01)                | 100.00         |
| 248-261-716.500                           | DISABILITY INSURANCE         | 941.00         |        | 941.08                   | 72.82                                   |           | (0.08)                | 100.01         |
| 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       |        | 6,867.79                 | 507.47                                  |           | 717.21                | 90.54          |
| 248-261-719.000                           | WORKERS' COMPENSATION        | 1,200.00       |        | 934.48                   | 49.57                                   |           | 265.52                | 77.87          |
| Total Dept 261 - GENERAL ADMIN            |                              | 112,132.00     |        | 105,222.14               | 7,557.68                                |           | 6,909.86              | 93.84          |
| Dept 704 - ORGANIZATION                   |                              |                |        |                          |   |           |                       |                |
| 248-704-728.000                           | SUPPLIES                     | 150.00         |        | 82.15                    | 10.97                                   |           | 67.85                 | 54.77          |
| 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       |        | 1,096.57                 | 10.97                                   |           | 553.43                | 66.46          |
| 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      |        | 9,538.09                 | 292.00                                  |           | 1,171.91              | 89.06          |
| 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       |        | 1,302.50                 | 75.00                                   |           | 197.50                | 86.83          |
| 248-705-818.790                           | NYE BLOCK PARTY              | 0.00           |        | 0.00                     | 0.00                                    |           | 0.00                  | 0.00           |
| Total Dept 705 - PROMOTION                |                              | 15,310.00      |        | 13,028.82                | 367.00                                  |           | 2,281.18              | 85.10          |
| Dept 706 - DESIGN                         |                              |                |        |                          |   |           |                       |                |
| 248-706-818.000                           | WORK PLAN EXPENDITURES       | 12,000.00      |        | 6,369.45                 | 1,482.25                                |           | 5,630.55              | 53.08          |
| 248-706-818.700                           | CONTRACTUAL SERVICES-FLOWERS | 0.00           |        | 0.00                     | 0.00                                    |           | 0.00                  | 0.00           |
| Total Dept 706 - DESIGN                   |                              | 12,000.00      |        | 6,369.45                 | 1,482.25                                |           | 5,630.55              | 53.08          |
| 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

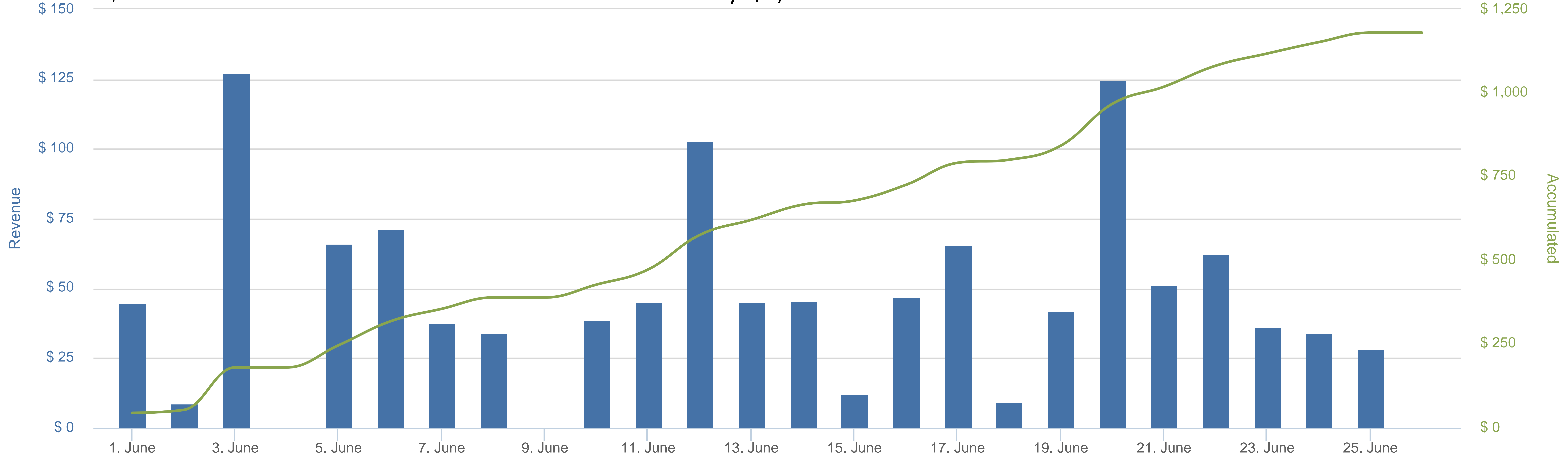
\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

| GL NUMBER                                  | DESCRIPTION                     | 2025-26        | YTD BALANCE | ACTIVITY FOR     | AVAILABLE   | % BGD<br>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                         |                                 | 437,529.00     | 368,069.41  | 16,027.97        | 69,459.59   | 84.12         |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: |                                 |                |             |                  |             |               |
| TOTAL REVENUES                             |                                 | 406,057.00     | 368,055.94  | 1,323.04         | 38,001.06   | 90.64         |
| TOTAL EXPENDITURES                         |                                 | 437,529.00     | 368,069.41  | 16,027.97        | 69,459.59   | 84.12         |
| NET OF REVENUES & EXPENDITURES             |                                 | (31,472.00)    | (13.47)     | (14,704.93)      | (31,458.53) | 0.04          |

\$195.07 from NACS  
\$179.96 from NACS

June EV Charging Station Revenue: \$1,180.30  
May: \$1,450.30

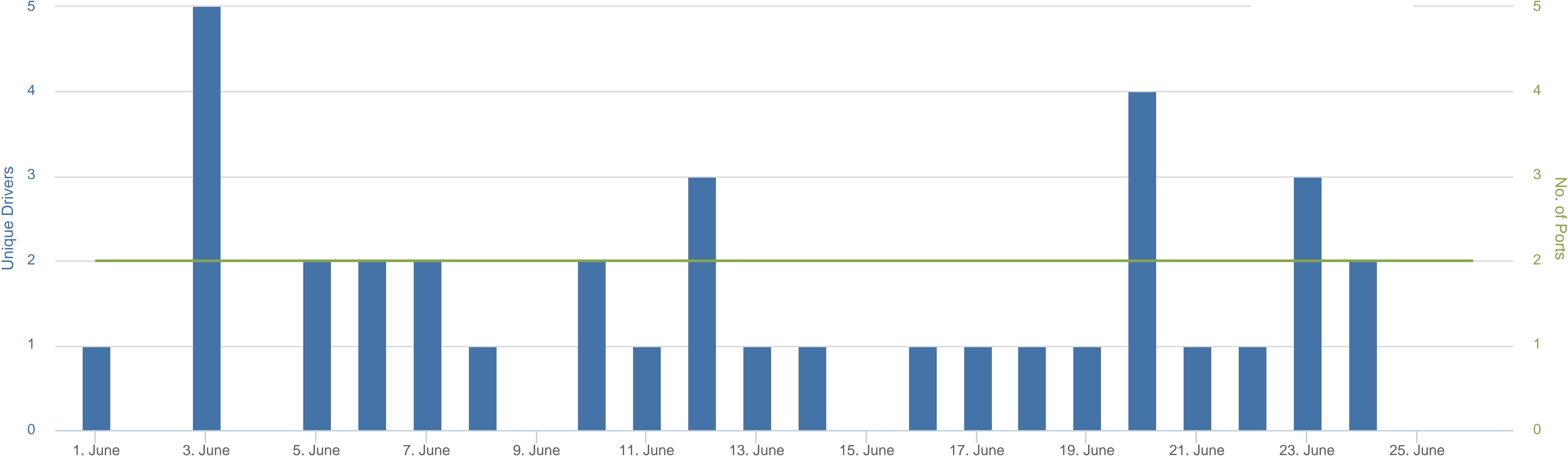
Revenue  
Accumulated



June Unique EV Drivers: 20  
May: 40

3-5 were NACS  
5-6 were NACS

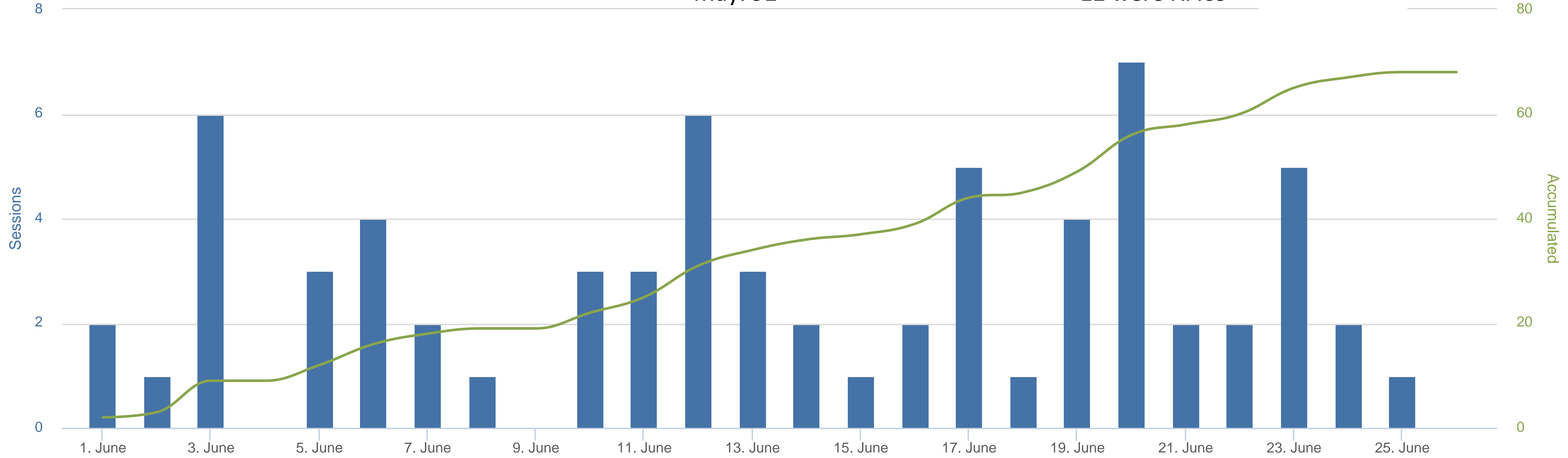
Unique Drivers  
No. of Ports



June EV Charging Sessions: 68  
May: 92

15 were NACS  
12 were NACS

**Sessions**  
**Accumulated**



City of Owosso  
Downtown Development Authority  
Informational Meeting  
July 8, 2026



# PA 57 of 2018

## Informational Meetings Sec. 910 (4)

The State of Michigan requires Downtown Development Authorities to hold two informational meetings annually. Informational meetings are meetings held for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year.

They are not for the purpose of voting on policy, budgets or other operational matters. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.

[legislature.mi.gov](http://legislature.mi.gov)



**OWSSO**  
MAIN STREET

# Board of Directors

Daylen Howard, Chair

Lance Omer, Vice-Chair

Mayor Robert J. Teich, Jr.

Josh Ardelean

Bill Gilbert

Jill Davis

Jon Moore

Karen Parzych

Colin McCallum

[DowntownOwosso.org/about](http://DowntownOwosso.org/about)



**OW**  **SSO**  
**MAIN STREET**

# TIF and Development Plan

The goals and direction of the Owosso DDA are defined by the Tax Increment Financing and Development Plan first created in 1984 and amended in 2003.

The full document is available on our website, as required by law.

[www.ci.owosso.mi.us/Government/Downtown-Development-Authority](http://www.ci.owosso.mi.us/Government/Downtown-Development-Authority)

[www.ci.owosso.mi.us/Portals/0/DDA-TIF%20Plan.pdf](http://www.ci.owosso.mi.us/Portals/0/DDA-TIF%20Plan.pdf)



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**MAIN STREET**

# Goals and Direction

## City of Owosso Master Plan

[www.ci.owosso.mi.us/Portals/0/Files/Minutes-Agendas/Planning-Commission/2021%20Owosso%20Master%20Plan%20low%20res.pdf](http://www.ci.owosso.mi.us/Portals/0/Files/Minutes-Agendas/Planning-Commission/2021%20Owosso%20Master%20Plan%20low%20res.pdf)

## 2026 – 2032 City of Owosso Capital Improvement Plan

<https://www.ci.owosso.mi.us/Portals/0/Files/Documents/CapitalImprovementPlan%202026-2032.pdf>

## OMS Transformation Strategy: Downtown Renaissance

<https://downtownowosso.org/wp-content/uploads/Transformation-Strategy-Development-Plan-2025-WebV.pdf>

## 2025 – 2029 OMS Strategic Plan

<https://downtownowosso.org/wp-content/uploads/ATTACH-Final-OMS-Strategic-Plan.pdf>



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# Report Recap

## FY25 Impact Report

[DowntownOwosso.org/wp-content/uploads/MMS\\_IMPACT\\_2025-Owosso\\_FINAL.pdf](https://DowntownOwosso.org/wp-content/uploads/MMS_IMPACT_2025-Owosso_FINAL.pdf)

## FY25 TIF Report

[www.ci.owosso.mi.us/Portals/0/Files/Documents/Owosso%20FY25%20TIF%20District%20PA%2057%20Annual%20Report.pdf](http://www.ci.owosso.mi.us/Portals/0/Files/Documents/Owosso%20FY25%20TIF%20District%20PA%2057%20Annual%20Report.pdf)

## 2025 Main Street Service: Transformation Strategy Update

[DowntownOwosso.org/wp-content/uploads/Transformation-Strategy-Development-Plan-2025-WebV.pdf](https://DowntownOwosso.org/wp-content/uploads/Transformation-Strategy-Development-Plan-2025-WebV.pdf)

## 2026 Market Snapshot

[DowntownOwosso.org/wp-content/uploads/2026-MI-Owosso-Market-Snapshot.pdf](https://DowntownOwosso.org/wp-content/uploads/2026-MI-Owosso-Market-Snapshot.pdf)



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# Design Projects

## Landscaping Maintenance

- Weeding
- Seasonal Pruning
- Mowing & Tree Trimming

## Planter Adoption Program

## Spring & Summer Beautification

- Reservoir Flower Planters
- Exchange Street Pocket Park Decoration
- Main Street Plaza Vegetation
- Mulch

## Irrigation System Repairs



# Events

Match on Main Grant Info Session

Volunteer Appreciation Party

Downtown Owosso Chocolate Walk

Volunteer Signup Day – cancelled due to weather

Downtown Spring Cleanup

Open Streets Owosso

Hooked on Downtown: Search for the Smallmouth

Summer Concert Series

[DowntownOwosso.org/events](https://DowntownOwosso.org/events)



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# Economic Vitality

## Business of the Month Program

January – Rustic Owl Furnishings

February – Kori Shook & Associates

March – Taphouse Specialty Meat Market

April – Smokin' Jack's BBQ

May – Fortune House

June – AZEE Branding Agency

July – Owosso Farmers Market

## Main Street Meetups

- Business Owner Updates & Roundtable
- Summer Beautification
- Spring Social

[DowntownOwosso.org/business-development-resources](http://DowntownOwosso.org/business-development-resources)



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# Small Business Support

2026 Match on Main Grant  
Fortune House- \$25,000

Revolving Loan & Grant Program

[DowntownOwosso.org/wp-content/uploads/FY26-27-Revolving-Loan-and-Grant-Program.pdf](https://DowntownOwosso.org/wp-content/uploads/FY26-27-Revolving-Loan-and-Grant-Program.pdf)

Downtown Business Directory

[DowntownOwosso.org/add-business-listing](https://DowntownOwosso.org/add-business-listing)

Downtown Event Calendar

[DowntownOwosso.org/events/community/add](https://DowntownOwosso.org/events/community/add)



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# New Businesses

- Mary Jean Co.
- Whatnots Over Yonder
- Nellie's Smell Goods Handmade Hub

## Coming Soon

- Moon River Customs
- Mac N Melts
- Wild Bear Tobacco
- Cottage Inn

[DowntownOwosso.org/main-street-directory](https://DowntownOwosso.org/main-street-directory)



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# Communications

## Websites

[DowntownOwosso.org](http://DowntownOwosso.org)

[www.ci.owosso.mi.us/Government/Downtown-Development-Authority](http://www.ci.owosso.mi.us/Government/Downtown-Development-Authority)

## Downtown Construction Updates

[DowntownOwosso.org/construction](http://DowntownOwosso.org/construction)

## Monthly Newsletters

Community Newsletter

- Subscribe at: [DowntownOwosso.org/#newsletter](http://DowntownOwosso.org/#newsletter)

Business Newsletter

- Contact [lizzie.fredrick@ci.owosso.mi.us](mailto:lizzie.fredrick@ci.owosso.mi.us) to subscribe

## Social Media

[Facebook.com/DowntownOwosso](https://Facebook.com/DowntownOwosso)

[Instagram.com/DowntownOwosso](https://Instagram.com/DowntownOwosso)

OWOSSO  
MAIN  
STREET



### Downtown SNAPSHOT

Blocks.....18  
Restaurants.....10  
Residential Units.....100  
Public Parking Spaces...1,751

2025

Private Investment.....\$535k  
Facade Improvements.....7  
New Businesses.....8



### Community PROFILE

Population.....14,562  
Households.....6,249  
Median HH Income...\$51,801  
Median Home Value...\$109,158  
Median Age.....38.6  
Housing Units.....6,571  
Housing Occupied.....92%



like  
& follow us  
@DowntownOwosso



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MAIN STREET

# Future Projects

Ready 2 Recruit Program

Additional Benches & Waste Receptacles

Social District Signage

Seasonal Leaf Cleanup

Main Street Plaza Landscaping Project w/ Sculpture

Ground Bed Concrete Project

Steam Railroading Institute (SRI) Historical Marker

Storefront Competition

Façade Improvement Program

Wayfinding & Arch Refurbishment

+ Returning Programming

**OWSSO** AVAILABLE  
MAIN STREET PROPERTY



**TWO-STORY  
RETAIL  
BUILDING**

**10,824 SF**

**\$525,000**

200 W. Main Street  
Owosso, MI 48867



## PROPERTY HIGHLIGHTS

- 2 Leased Ground Floor Suites
- Free Public Parking
- MSHDA Housing Grant Potential
- Located in the Downtown District, Social District, and Historic District

## WE OFFER

- Building Improvement Loans
- Small Business Loans
- Grant Opportunities
- Priority Project Designations
- Owner Meetings & Updates
- Marketing Support

## CONTACT

Randy Woodworth | 989-277-2815  
Randy@WoodworthCommercial.com

**Owosso Main Street & DDA**  
DowntownOwosso@gmail.com  
989-725-0571 | DowntownOwosso.org

**OWSSO**  
MAIN STREET

# Questions?

## Contact:

Lizzie Fredrick  
Executive Director  
Owosso Main Street & Downtown Development Authority  
[lizzie.fredrick@ci.owosso.mi.us](mailto:lizzie.fredrick@ci.owosso.mi.us)

For more information, visit: [DowntownOwosso.org](http://DowntownOwosso.org)

[www.ci.owosso.mi.us/Government/Downtown-Development-Authority](http://www.ci.owosso.mi.us/Government/Downtown-Development-Authority)



**OW**  **SSO**  
**MAIN STREET**



DATE: 6.24.26  
TO: Downtown Development Authority  
FROM: City Manager  
SUBJECT: Resolution Urging City Council to Adopt a Vacant Building Inspection Program for Properties within the DDA District Boundary

## **PURPOSE**

This memorandum accompanies a resolution adopted by the Owosso Downtown Development Authority urging the Owosso City Council to study, draft, and adopt a Vacant Building Inspection Program applicable to commercial properties within the DDA district boundary. It explains the DDA's concerns, the connection between this action and the DDA's statutory mission, and the key provisions the DDA recommends for inclusion in any such program.

## **BACKGROUND**

Vacant commercial buildings can be one of the most persistent obstacles to downtown revitalization in Owosso. Buildings that sit empty and unsupervised deteriorate rapidly: water infiltrates through broken or unsecured windows, structural systems weaken, and the absence of active occupancy invites vandalism, theft of building materials, illegal dumping, and pest infestation. Each vacant storefront diminishes the pedestrian environment, suppresses foot traffic for neighboring businesses, and signals to prospective investors that the market is soft - a perception that compounds over time.

Vacant and deteriorating commercial properties also impose real costs on neighboring property owners and active businesses, who bear the consequences of declining foot traffic, depressed property values, and the general perception of disinvestment that vacancy clusters create. These are costs the DDA and City have limited tools to address under current conditions.

Currently the City lacks a dedicated mechanism for identifying vacant commercial properties within the DDA boundary, establishing reliable contact with their owners, or requiring minimum maintenance standards while a building sits empty. Existing code enforcement authority is largely reactive, addressing conditions only after they become acute. A registration and inspection program would give the City the information and legal framework to act before deterioration becomes irreversible.

## **RELATIONSHIP TO THE DDA'S MISSION**

The DDA is established under Michigan Public Act 197 of 1975 for the purpose of halting property value deterioration and promoting economic growth within the downtown district; functions the legislature has expressly declared to be essential governmental functions and

essential public purposes. The DDA's development plan and tax increment financing authority are the primary tools available to it, but those tools work best in an environment where the physical condition of the district supports private investment. Vacant and blighted buildings undermine that environment directly. A vacant building inspection program is a municipal tool that addresses conditions the DDA's financing and planning authority alone cannot remedy. The DDA is exercising its proper advocacy role in urging its adoption.

## **SUMMARY OF RECOMMENDED PROGRAM PROVISIONS**

The resolution identifies the following core elements the DDA recommends for inclusion in any program adopted by Council:

1. A clear statement of purpose declaring that the program exists to protect public health, safety, and welfare by preventing blight, protecting property values and the economic integrity of the downtown district, and facilitating the rehabilitation and reoccupation of vacant commercial structures.
2. Defined terms establishing when a commercial building is deemed "vacant," including observable indicators such as overgrown vegetation, accumulated mail or debris, disconnected utilities, boarded or broken windows, graffiti, abandoned vehicles, and notices of code violation, so that the City may treat a property as vacant based on visible conditions even absent a formal declaration by the owner.
3. A mandatory registration requirement obligating owners to register within sixty (60) days of vacancy, pay a registration fee set by Council resolution, pay a late fee for untimely registration, and consent to City inspection. Unpaid fees collectible as a special assessment against the property.
4. A registration form requiring owner contact information, identification of a local emergency access agent, utility status, and a plan of action for returning the building to active, productive use.
5. An initial City inspection within thirty (30) days of registration for compliance with the International Property Maintenance Code, with authority to order required repairs and, where repair costs exceed the value of the property, to pursue condemnation.
6. Ongoing maintenance standards requiring compliance with the International Property Maintenance Code, security against unauthorized entry with broken windows repaired within fourteen (14) days, and a requirement that vacant street-level storefronts within the DDA boundary be covered with an approved decorative treatment maintaining a presentable downtown appearance rather than plain plywood or boarding.
7. Authority for the City to secure a non-compliant property within seventy-two (72) hours at the owner's expense, with all costs collectible as a special assessment.
8. Provisions for fire- or storm-damaged buildings requiring owners to apply for a permit to commence construction or demolition within ninety (90) days, after which the building is deemed vacant and subject to all program requirements.
9. A re-occupancy requirement prohibiting re-occupancy until the City has inspected and certified compliance with all applicable codes and a certificate of occupancy has been issued.
10. Enforcement provisions making violations the responsibility of the owner of record, with civil infractions, fines, and other remedies available for non-compliance.

## **RECOMMENDED ACTION**

Staff recommends that the DDA Board adopt the attached resolution and authorize the DDA Director to transmit a certified copy to the Mayor, the members of the City Council, and the City Manager, together with this memorandum. The resolution requests that Council provide a written response within sixty (60) days indicating whether it intends to pursue adoption and, if so, a proposed timeline. The DDA also requests the opportunity to consult with City staff and Council during the drafting process to ensure any program adopted is consistent with the DDA's downtown development plan and economic revitalization goals.

**RESOLUTION NO. 03-2026**

**URGING THE OWOSSO CITY COUNCIL TO ADOPT A  
VACANT BUILDING INSPECTION PROGRAM  
FOR PROPERTIES WITHIN THE DDA DISTRICT BOUNDARY**

**WHEREAS**, the City of Owosso Downtown Development Authority (“DDA”) is established under Michigan Public Act 197 of 1975, the purposes of which include halting property value deterioration and promoting economic growth within the downtown district; functions the legislature has expressly declared to be essential governmental functions and essential public purposes; and

**WHEREAS**, vacant commercial buildings pose a significant and ongoing threat to the economic vitality and physical character of downtown Owosso, as neglected and unsupervised properties become attractive nuisances, deter private investment and consumer foot traffic, and give rise to deteriorating conditions including unsecured openings, broken windows, theft of materials, illegal dumping, and pest infestation; all of which devalue surrounding properties and undermine the DDA’s development objectives; and

**WHEREAS**, the presence of vacant, deteriorating, or blighted commercial buildings within the DDA district diminishes the aesthetic quality of the downtown streetscape, discourages business recruitment and consumer activity, and undermines the City’s efforts to promote downtown revitalization and community pride; and

**WHEREAS**, a vacant building inspection program would provide the City with an accurate and current inventory of vacant properties and the ability to contact owners for utility shutoff, fire safety, and police-related purposes, enabling proactive code enforcement and timely intervention before deterioration reaches the point of danger or irreversible blight; and

**WHEREAS**, registration fees and late fees, collectible as special assessments against non-compliant properties where necessary, can provide a self-funding mechanism so that such a program does not impose undue costs on the City’s general fund or the DDA fund; and

**WHEREAS**, other Michigan municipalities have successfully adopted and implemented vacant building registration ordinances that demonstrate such programs are workable and effective; and

**WHEREAS**, the DDA believes that responsible property ownership is a cornerstone of a healthy and vibrant downtown, and that owners who allow vacant structures to fall into disrepair impose unacceptable costs upon their neighbors, area businesses, prospective investors, and the broader community; and

**WHEREAS**, it is the mission of the DDA to advocate for policies and tools that protect the public and private investment in the downtown district and advance the economic and physical revitalization goals of the community;

**NOW, THEREFORE, BE IT RESOLVED** by the Owosso Downtown Development Authority as follows:

**SECTION 1.** The Owosso Downtown Development Authority hereby formally urges the Owosso City Council to study, draft, and adopt a Vacant Building Inspection Program applicable to all commercial properties within the DDA district boundary, with the goal of proactively identifying and addressing vacant and deteriorating structures that threaten the economic health and physical character of the downtown.

**SECTION 2.** The DDA recommends that such program include, at minimum, the following provisions:

- (a) A clear statement of purpose declaring that the program exists to protect public health, safety, and welfare by preventing blight, protecting property values and the economic integrity of the downtown district, and facilitating the rehabilitation and reoccupation of vacant commercial structures;
- (b) Defined terms establishing when a commercial building is deemed “vacant,” including a list of observable de facto vacancy indicators, such as overgrown or dead vegetation, accumulation of mail or debris, disconnected or past-due utilities, boarded or broken windows, graffiti, abandoned vehicles, and notices of code violation or condemnation, so that the City may treat a property as vacant based on visible conditions even in the absence of a formal declaration by the owner;
- (c) A mandatory registration requirement obligating owners of vacant commercial buildings within the DDA boundary to register with the City within sixty (60) days of vacancy, accompanied by payment of a registration fee established by resolution of the City Council; a late fee for registrations not timely filed; and authority to collect unpaid fees as a special assessment against the property;
- (d) A registration form requiring owners to provide: their name and reliable mailing and email address; the name, address, and contact information of a local agent capable of providing emergency access to the building; signed consent to city inspection upon reasonable advance notice and without notice in the case of emergency; the status of all utility services; and a plan of action describing the owner’s intended timeline and approach for returning the building to active, productive use;
- (e) An initial inspection requirement under which the City shall inspect each registered vacant property within thirty (30) days of registration for compliance with the International Property Maintenance Code and all applicable City ordinances, with authority to order required repairs and, where the cost of repair is determined to exceed the value of the property, to pursue appropriate enforcement remedies including condemnation;
- (f) Ongoing maintenance standards requiring that all registered vacant properties be maintained in compliance with the International Property Maintenance Code and kept free of weeds, dead vegetation, trash, debris, graffiti, and improperly stored vehicles; that all properties be secured against unauthorized entry, with broken windows repaired or replaced within fourteen (14) days; and that vacant street-level storefront windows be

covered with an approved decorative treatment that maintains a presentable downtown appearance, rather than plywood or plain boarding;

- (g) A provision requiring that any city order to secure a vacant property be complied with by the owner within seventy-two (72) hours, with authority for the City to perform the work at the owner's expense if the owner fails to comply and to collect all unpaid costs, including administrative fees, as a special assessment against the property;
- (h) A re-occupancy requirement prohibiting re-occupancy of any registered vacant structure until the City has inspected and certified compliance with the International Property Maintenance Code, the Michigan Building Code, and all applicable construction codes, and a certificate of occupancy has been issued; and
- (i) An enforcement provision making all code violations the responsibility of the owner of record, providing that a purchaser or transferee of a registered vacant property shall not be entitled to any extension of time to correct violations existing at the time of sale or transfer, and authorizing civil infractions, fines, and other enforcement remedies for non-compliance.

**SECTION 3.** The DDA requests that the City Council and City staff consult with the DDA Director and Board during the development of any such program to ensure that its provisions are consistent with and supportive of the DDA's downtown development plan and economic revitalization goals.

**SECTION 4.** The DDA requests that the City Council provide a written response to this Resolution within sixty (60) days of its receipt, indicating whether the Council intends to pursue adoption of a vacant building inspection program and, if so, a proposed timeline for doing so.

**SECTION 5.** The DDA Director is hereby authorized and directed to transmit a certified copy of this Resolution to the Mayor, the members of the City Council, and the City Manager.

MOVED \_\_\_\_\_

SUPPORTED \_\_\_\_\_

**Michigan Municipalities with Vacant Building / Vacant Property Registration Ordinances**

| Community                 | Vacancy Trigger (Days Vacant)                      | Property Types Covered   | Registration Fee   | Inspection Requirements  | Late Fee / Penalties   | Notable Provisions   |
|---------------------------|--|--|--|--|--|--|
| <b>Adrian</b>             | 60 days (existing vacancies: 30 days to register)  | Residential, Commercial (60%+ of ground floor unoccupied = vacant) | Fee set by City Commission resolution; late fee also set by resolution; collectible as special assessment if unpaid                              | Inspection required before reoccupancy per 2012 IPMC and Michigan Building Code; certificate of occupancy required | Civil infraction for failure to register; late fee by resolution; unpaid amounts collected as special assessment                                     | Ordinance originally adopted 2013, amended 2015 and again in 2025 (Ord. 25-005). Requires 24-hr notice inspection consent; signed plan of action for reoccupancy; violations transfer to new owner on sale |
| <b>Bay City</b>           | 90 days  | Residential, Commercial, Industrial                                | \$0 initial; quarterly fees while vacant (amount set by resolution)  | Exterior inspection per 2012 IPMC required upon registration   | Civil infraction; costs collectible as special assessment  | Quarterly ongoing fees as long as property remains vacant; re-occupancy certificate required   |
| <b>Detroit</b>            | 30 days  | Residential, Commercial  | Annual inspection fee: Single-family \$223; Two-family \$278; Multi-family \$501; Commercial flat fee \$197                                      | Annual exterior inspection required; Certificate of Compliance issued annually                                     | Civil infractions; blight violations; liens against property   | Certificate of Compliance required annually; emergency order compliance within 72 hrs; city may secure at owner's expense  |
| <b>East Lansing</b>       | Not specified (all vacant/abandoned properties)    | Residential, Commercial  | \$150/year (includes required exterior inspection)   | Exterior inspection required upon registration; \$60 re-inspection fee   | Civil infraction; boarding prohibited except temporary emergency   | Vacant Property Coordinator tracks properties; boarded doors/windows prohibited; re-occupancy requires compliance  |
| <b>Ferndale</b>           | Not specified                                      | Residential, Commercial  | \$600 per 6-month registration period  | In-person inspection by community development and fire staff before registration issued; monthly exterior checks   | Civil infraction; fines  | One of Michigan's most recently adopted programs; fee designed to recover program costs and deter absentee owners  |
| <b>Grosse Pointe Park</b> | 30 days  | Residential, Commercial  | Not specified in public sources (set by resolution)  | Required per ordinance   | Civil infraction   | Registration renewed every 6 months; applies to all property types including homes for sale  |
| <b>Kalamazoo</b>          | 30 days (if vacant and blighted with 2+ criteria)  | Residential, Commercial, Industrial                                | Monthly or biannual administrative fee set by City Commission resolution (amount varies by monitoring tier)                                      | City may access interior for inspection; tiered monitoring (Tier 1: monthly; Tier 2: every 6 months)               | Minimum \$200 fine (civil infraction); doubles for repeat violations within 6 months; misdemeanor for allowing occupancy with uncorrected violations | Applies only to 'vacant blighted' structures (not all vacant); two-tier monitoring system; city may assess unpaid fees against property on tax roll  |
| <b>Muskegon</b>           | 90 days (fee triggered at 1 year)                  | Residential, Commercial, Industrial                                | No fee if vacant <1 year; Residential: \$100/yr; Commercial/Industrial: \$500/yr (2024 fee schedule). Escalating: 2 yrs \$1,000; 3-5 yrs \$2,000 | Required upon registration; duty to amend within 30 days of any status change                                      | \$100–\$500 fine per violation; 2-year fee waiver available for qualifying properties  | Escalating annual fees based on duration of vacancy; vacation/seasonal homes exempt from fees; appeal committee may grant 2-year fee waiver  |
| <b>Plymouth Township</b>  | 60 days  | Residential, Commercial, Industrial                                | Set by resolution (amount not specified in public sources)   | Initial inspection required; monitoring of fire safety hazards   | Civil infraction; \$100 fine for failure to maintain current registration info (each day a separate offense); misdemeanor for second offense         | Requires 24/7 emergency contact; assesses costs to determine ownership if owner fails to register  |
| <b>Pontiac</b>            | Not specified (registration required upon vacancy) | Residential, Commercial, Industrial                                | Set by resolution; government and registered nonprofits exempt from fees (registration still required)   | Initial inspection within 30 days; ongoing semi-annual inspections   | Civil infraction; costs collectible as special assessment  | Re-occupancy certificate required before any reoccupancy; all outstanding taxes/water bills/liens must be paid before certificate issued; seasonal business exemption available                            |
| <b>Rochester</b>          | Not specified                                      | Residential, Commercial  | Not confirmed in public sources  | Required per ordinance   | Civil infraction   | Confirmed via Municode; detailed provisions not fully available in public sources  |
| <b>Roseville</b>          | 45 days  | Residential, Commercial  | Set by City Council resolution (registration, inspection, re-inspection fees all separately established)   | Inspection required upon registration; re-inspection fee applies   | Civil infraction; fees collectible as liens  | Registration valid for 365 days and must be renewed until property is occupied and certificate of compliance issued  |
| <b>Saginaw</b>            | Not specified                                      | Residential, Commercial  | Annual fee; renewal fees due each year by 4th Friday in February; 100% penalty for late payment  | Inspection appointment required; registration includes inspection  | 100% penalty on renewal fees paid late   | Dangerous Building Program runs parallel: catalogs abandoned/fire-damaged properties for rehabilitation or demolition  |

|                                 |   |  |  |   |   |   |
|---------------------------------|---|--|--|---|---|---|
| <b>Southfield</b>               | Not specified<br>(registration required upon vacancy) | Residential, Commercial, Industrial                | Set by resolution; \$1,000 late fee per 30-day period of late registration | Initial inspection upon registration; semi-annual inspections while vacant; owner must conduct weekly inspections (or hire local property manager if owner is remote) | \$1,000 late registration fee per 30-day period; civil infractions                              | Most comprehensive Michigan program found; requires weekly owner self-inspection or property manager; 90-day permit requirement after fire damage; certificate of occupancy required before reoccupancy |
| <b>West Bloomfield Township</b> | 30 days   | Residential, Commercial                            | Annual registration fee (amount set by fee schedule; 1-year validity)      | Required per ordinance; initial and periodic inspections  | Civil infraction; past-due fees payable online  | Township accepts online payment for past-due rental and vacant property fees; re-occupancy requires compliance certification  |
| <b>Ypsilanti (City)</b>         | Not specified<br>(triggered by qualifying events)     | Residential, Commercial                            | \$300/month escrow deposit required (waivable under certain conditions)    | Required per ordinance; city may draw on escrow for inspection and emergency securing costs   | Escrow funds not refunded upon sale or transfer unless property is reoccupied; civil infraction | Unique escrow mechanism: monthly \$300 deposit held by city; city deducts inspection and securing costs from escrow; funds follow the property not the owner  |
| <b>Ypsilanti Township</b>       | 30 days   | Residential, Commercial (including homes for sale) | Fee set by resolution (includes inspection fee)                            | Initial inspection required; \$30 re-inspection fee per return visit  | Fines; administrative search warrant; potential legal action for non-compliance                 | Includes homes listed for sale; certain repairs require separate building permits; 2014-11 sets residential vacant property fees  |

# **COMMITTEE REPORT**

## *PROMOTION*

Thursday, June 11, 2026, 8:00 a.m.  
City Hall; 301 W. Main Street



**Present:** S. Maginity, J. Jacobs and J. Davis

**Absent:** K. Parzych, P. Vreibel, and C. McCallum

**Staff:** L. Fredrick

## **Discussion Items**

### Q1 Photography Assignments

- Hooked on Downtown: Search for the Smallmouth
- 7/9 Concert at the Amphitheater
- Summer Sidewalk Sales
- Downtown Beautification & Placemaking
- EV Charging Stations
- Local Entrepreneur Resources

### Hooked on Downtown: Search for the Smallmouth

- 7/3 – 7/30
- Participating Businesses: 20
- \$500 budget for 4 prize packages, \$200 budget for business prizes

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

Summer Sidewalk Sales: 7/16 – 7/18

National Night Out: 8/4

Owosso Vintage Motorcycle Days: 8/28 & 8/29 TBD

## **Action Items**

### Hooked on Downtown

- Fredrick, McCallum, Maginity, Fredrick: fill 1 tote bag ea. at \$125 value
- Fredrick: Marketing
- Davis: Coordinate fish distribution
- Jacobs: Photograph storefronts during July

Fredrick: Submit Q1 Photo Assignments to The Mattesons Photography

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

**Next Meeting:** July 9th at 8:00 a.m.

# **COMMITTEE REPORT**

## *ECONOMIC VITALITY*

Tuesday, June 16, 2026, 1:00 p.m.

City Hall; 301 W. Main Street



**Present:** B. Meyer, D. Howard, L. Omer, E. Tagg, and K. Parzych

**Absent:** R. Teich

**Staff:** L. Fredrick

### **Discussion Items**

July Business of the Month: Owosso Farmers Market, 215 N. Water Street

Ready 2 Recruit Program

- Toolbox Checklist Items
- July 13<sup>th</sup> Business Recruitment Site Visit from 9:00 a.m. to 2:00 p.m.

Main Street Meetups

- Storefront Competition: Winter Wreath-Off Signup and Window Display Competition
- General Business & Property Owner Roundtable(s)
- Façade Improvements: Funding Resources, Design Guidelines, and Façade Micro-Grant
- Spring Social

### **Action Items**

Ready 2 Recruit Program

- Lance: Property Cut Sheets & Available Properties List
- Karen: Business Resources & Incentives Guide
- Daylen: Prospect Contact Templates
- Fredrick: Building Inventory and District Map
- Committee: Business Inventory

**Motion(s) for the Board's Consideration:** None

**Next Meeting:** July 7<sup>th</sup> at 1:00 p.m.

# **COMMITTEE REPORT**

## *ORGANIZATION*

Friday, June 19, 2026, 1:00 p.m.  
City Hall; 301 W. Main Street



**Present:** J. Moore and J. Adams

**Absent:** K. Parzych and J. Ardelean

**Staff:** L. Fredrick

## **Discussion Items**

July Organization Committee Meeting Cancelled

Volunteer Local Annual Subscription for \$800

DDA Bylaws

- No amendments recommended at this time

OMS Storage Unit

- Accessibility and safety concerns
- Underutilized supplies that need to be sold, donated, repurposed, or discarded

September 17<sup>th</sup> Board Retreat in Lapeer

- Strategic Plan touch base
- Placemaking
- Gathering/use of downtown

## **Action Items**

Fredrick will purchase a year of Volunteer Local for volunteer shift communications and attendance tracking.

Fredrick will coordinate a day for the cleaning and organization of the storage unit.

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

**Next Meeting:** August 21st at 1:00 p.m.

# **COMMITTEE REPORT**

## *DESIGN*

Thursday, June 25, 2026, 8:00 a.m.  
City Hall; 301 W. Main Street



**Present:** D. Drenovsky, K. Parzych, and L. Mills, and B. Gilbert

**Absent:** C. McCallum, J. Ross, C. Guillen, and J. Ardelean

**Staff:** L. Fredrick

## **Discussion Items**

Rescheduled July Committee meeting for August 6<sup>th</sup>

Main Street Plaza Landscaping Project 2.0

- Quote from Smith Lawnscares for \$500
- Estimated completion: Spring 2027

Fall Beautification

- \$1,500 Budget
- Mid-September Installation
- Solidified supplies

## **Action Items**

August 6<sup>th</sup> meeting, Committee will finalize Fall Beautification

- Installation and removal dates
- Locations
- Inspiration photos
- Location specific supply list for installation volunteers

Gilbert will look into purchasing 30 - 40 wreaths for the 2026 Main Street Winter Wreath-Off.

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

Fredrick will

- Seek an additional design rendering quote for the reconstructed planter in Main Street Plaza
- Follow up with Collard's Masonry & Concrete for the Main Street/M-21 cost estimate
- Order non-vegetation supplies for fall décor

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

**Next Meeting:** August 6th at 8:00 a.m.