

AGENDA

OWOSSO MAIN STREET/DDA

REGULAR BOARD MEETING

Wednesday, May 3, 2023; 7:30 a.m.

Owosso City Hall; Council Chambers; 301 W. Main St., Owosso, MI



Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by promoting historic preservation and drawing both local residents and visitors to our city.

Call to order and roll call:

Review and Approval of Agenda: May 3, 2023

Review and Approval of Minutes: April 5, 2023

Public Comments:

Items of Business:

- 1) Check Register.....(Resolution)
- 2) Financial Reports.....(Discussion)
- 3) ChargePoint Report.....(Discussion)
- 4) Social Media Analytics.....(Discussion)
- 5) L-4029 Tax Rate Request.....(Resolution)
- 6) Vibrancy Grant Funding.....(Resolution)
- 7) Main Street Plaza Masonry Repair.....(Resolution)
- 8) Downtown Streetlight Project.....(Resolution)
- 9) AmeriCorps Program.....(Resolution)
- 10) Optimize Main Street Nomination.....(Resolution)

Committee Updates:

- 1) Design (Wheeler)
- 2) Promotion (Staff)
- 3) Organization (Staff)
- 4) Economic Vitality (Staff)

Board Continuing Education/Information:

Director Updates:

Board Comments:

Adjournment:

[The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 72 hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids on services should contact the City of Owosso by writing or calling Amy Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 (989) 725-0500 or on the Internet. The City of Owosso Website address is www.ci.owosso.mi.us.]

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

April 5, 2023, AT 7:30 A.M.

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

ROLL CALL: Taken by Chair Jon Moore.

MEMBERS PRESENT: Chair Jon Moore, Commissioners: Josh Ardelean, Emily Olson, Lance Omer, Nicole Reyna, Melissa Wheeler and Mayor Robert J. Teich, Jr.

MEMBERS ABSENT: Commissioner Bill Gilbert, Commissioner Toni Marr

OTHERS PRESENT: Lizzie Fredrick, OMS/DDA Executive Director; Nathan Henne, City Manager; Nick Bruckman, AmeriCorps Member; Clayton Wehner, City Civil Engineer.

AGENDA:

MOTION BY COMMISSIONER OMER, SUPPORTED BY COMMISSIONER WHEELER TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

MOTION BY COMMISSIONER OLSON, SUPPORTED BY COMMISSIONER REYNA TO APPROVE THE MARCH 1, 2023, OMS/DDA MINUTES AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None.

ITEMS OF BUSINESS:

1. **CHECK REGISTER MARCH 2023:** Fredrick highlighted a check disbursement to the Armory and reimbursements to businesses that participated in the Chocolate Walk.

MOTION BY COMMISSIONER ARDELEAN, SUPPORTED BY COMMISSIONER OLSON TO APPROVE THE CHECK REGISTER AS PRESENTED FOR MARCH 2023.

AYES: ALL. MOTION CARRIED.

2. **FINANCIAL REPORTS.** Fredrick provided an overview of the financial reports and notified the Board that monthly service charges from Kelly's Refuse have been moved from Building Maintenance to Contract Services.
3. **CHARGEPOINT REPORT.** Commissioner Omer noted an upward trend of EV charging station use at Main Street Plaza.
4. **ELECTION OF VICE-CHAIR.** Fredrick presented the OMS/DDA Bylaws and recommended the Board elect a vice-chairperson.

Commissioner Omer volunteered.

Board discussed the timeline for the term of officers.

**NOMINATION OF COMMISSIONER OMER FOR OMS/DDA BOARD VICE-CHAIRPERSON BY COMMISSIONER ARDELEAN, SUPPORTED BY COMMISSIONER OLSON.
AYES: ALL. MOTION CARRIED.**

5. ADOPTION OF FY23-24 BUDGET.

Fredrick presented the proposed budget highlighting footnote calculations and the movement of the Kelly's Refuse services.

Board asked for clarification on the transfer the General Fund. Fredrick confirmed she will follow up with an answer.

**MOTION BY COMMISSIONER OMER, SUPPORTED BY COMMISSIONER ARDELEAN TO ADOPT THE FY23-24 BUDGET AS PRESENTED.
AYES: ALL. MOTION CARRIED.**

6. DOWNTOWN STREETLIGHT PROJECT. Fredrick provided an overview of the Downtown Streetlight Project and answered questions.

Wehner shared that a soil boring analysis indicated that the current light foundation cannot be used and must be replaced. As old streetlights are replaced, their parts will be salvaged to repair or replace streetlights in other parts of downtown.

Board discussed the benefits of starting on Washington Street or Exchange Street.

Board asked for Design Committee to discuss at upcoming meeting and bring recommendations before the board, including opportunities for fundraising.

COMMITTEE UPDATES:

1. **Design:** Peterson's Landscaping has moved forward with the Committee's plan to eliminate ground flower beds and replace them with mulch.
2. **Promotion:** Businesses who submitted receipts for the Chocolate Walk are being reimbursed following their submission of their receipts and W9. Vintage Motorcycle Days will meet on April 5 to discuss this year's event. A Promotion Committee Chair must be formally recognized. There is a need for a downtown spring cleanup, preferably before the Curwood Festival.
3. **Organization:** None.
4. **Economic Vitality:** None.

BOARD CONTINUING EDUCATION/INFORMATION: None.

DIRECTOR UPDATES: Fredrick updated the Board on her communications with Michigan Main Street regarding completing the Vibrancy Grant. Staff will direct the remaining funding towards the existing grant programming.

Fredrick confirmed the CEDAM AmeriCorps Host Site Application has been submitted, OMS/DDA did not receive a scholarship and moving forward with the program would include a non-refundable contribution of \$10,000, even if recruitment does not produce a viable candidate. An extension of the host site acceptance has been granted, giving the Board more time to discuss the viability of having a program member this year.

PUBLIC COMMENTS: None.

BOARD COMMENTS: Board welcomed Lizzie Fredrick to Owosso and thanked Clayton Wehner for attending the meeting.

ADJOURNMENT:

MOTION BY COMMISSIONER ARDELEAN, SUPPORTED BY COMMISSIONER OMER TO ADJOURN AT 8:56 A.M.

AYES: ALL. MOTION CARRIED.

NEXT MEETING MAY 3, 2023.

DRAFT

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/14/2023	1	135974	AZEE BUSINESS SOLUTIONS LLC	CHOCOLATE WALK	818.780	705	91.66
04/14/2023	1	135986	J'S TUX & BRIDAL BOUTIQUE	CHOCOLATE WALK	818.780	705	91.66
04/14/2023	1	135990	KELLY'S REFUSE	DOWNTOWN TRASH CAN PICK UP	930.000	200	1,000.00
04/14/2023	1	135993	MICHIGAN MUNICIPAL LEAGUE (UIA)	UNEMPLOYMENT INSURANCE	717.000	261	1.43
04/14/2023	1	9090 (E)	HUNTINGTON NATONAL BANK -	CONTRACTUAL SERVICES	818.000	200	29.99
				MEMBERSHIPS & DUES	955.000	200	295.00
				CHECK 1 9090 (E) TOTAL FOR FUND 248:			<u>324.99</u>
04/14/2023	1	9095 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	66.08
04/14/2023	1	9110 (A)	HUNTINGTON NATIONAL BANK	PRINCIPAL	991.100	905	55,000.00
				INTEREST	993.000	905	8,500.00
				CHECK 1 9110 (A) TOTAL FOR FUND 248:			<u>63,500.00</u>
04/14/2023	1	9118 (A)	LOGICALIS INC	DDA IT SERVICES MARCH 2023	818.000	200	105.00
04/14/2023	1	9139 (A)	VERIZON WIRELESS	DDA	920.300	200	157.77
04/28/2023	1	136044	WESENER BUILDING LLC	CONTRACTUAL SERVICES	818.000	707	2,000.00
				CONTRACTUAL SERVICES	818.000	707	2,000.00
				CHECK 1 136044 TOTAL FOR FUND 248:			<u>4,000.00</u>
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			69,338.59

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
FROM 04/01/2023 TO 04/28/2023
FUND: 248
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2023	Total Debits	Total Credits	Ending Balance 04/28/2023
Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY				
001.200	POOLED CASH (HUNTINGTON BANK)	194,667.39	1,486.04	82,468.44	113,684.99
001.201	MI CLASS ACCOUNT	25,456.83	0.00	0.00	25,456.83
001.203	MAIN STREET OWOSSO / DDA CHECKING	1,089.69	202.70	0.00	1,292.39
001.204	HUNTINGTON LIQUIDITY PORTAL	30,161.82	0.00	0.00	30,161.82
	DOWNTOWN DEVELOPMENT AUTHORITY	251,375.73	1,688.74	82,468.44	170,596.03

PERIOD ENDING 04/30/2023

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	04/30/2023 (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	33,655.00	30,509.67	738.71	3,145.33	90.65
248-000-402.100	TIF	185,108.00	205,217.88	(1,587.03)	(20,109.88)	110.86
248-000-540.000	STATE SOURCES	0.00	45,000.00	0.00	(45,000.00)	100.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	18,727.85	0.00	(18,727.85)	100.00
248-000-665.000	INTEREST INCOME	1,800.00	626.09	0.00	1,173.91	34.78
248-000-670.000	LOAN PRINCIPAL	0.00	346.09	346.09	(346.09)	100.00
248-000-670.100	LOAN INTEREST	0.00	1,927.23	166.90	(1,927.23)	100.00
248-000-674.200	DONATIONS	5,432.00	0.00	0.00	5,432.00	0.00
248-000-674.300	INCOME-ECNMC RESTRUCTING	20,000.00	0.00	0.00	20,000.00	0.00
248-000-674.400	INCOME-PROMOTION	17,600.00	24,489.90	40.00	(6,889.90)	139.15
248-000-674.500	INCOME-ORGANIZATION	10,000.00	0.00	0.00	10,000.00	0.00
248-000-674.700	EV STATION REVENUE	0.00	951.19	202.70	(951.19)	100.00
248-000-675.000	MISCELLANEOUS	0.00	(11,676.81)	0.00	11,676.81	100.00
248-000-699.101	GENERAL FUND TRANSFER	37,952.00	20,097.69	0.00	17,854.31	52.96
248-000-699.287	ARPA TRANSFER IN	0.00	7,800.00	0.00	(7,800.00)	100.00
Total Dept 000 - REVENUE		311,547.00	344,016.78	(92.63)	(32,469.78)	110.42
TOTAL REVENUES		311,547.00	344,016.78	(92.63)	(32,469.78)	110.42
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	3,450.00	1,995.44	0.00	1,454.56	57.84
248-200-810.000	INSURANCE & BONDS	3,000.00	3,000.00	0.00	0.00	100.00
248-200-818.000	CONTRACTUAL SERVICES	6,500.00	16,861.26	134.99	(10,361.26)	259.40
248-200-920.000	UTILITIES	0.00	1,927.89	0.00	(1,927.89)	100.00
248-200-920.100	ELECTRICITY-EV STATION	0.00	985.57	66.08	(985.57)	100.00
248-200-920.300	TELEPHONE	500.00	365.90	157.77	134.10	73.18
248-200-930.000	BUILDING MAINTENANCE	58,200.00	28,064.51	1,000.00	30,135.49	48.22
248-200-955.000	MEMBERSHIPS & DUES	1,000.00	295.00	295.00	705.00	29.50
248-200-956.000	EDUCATION & TRAINING	0.00	215.00	0.00	(215.00)	100.00
248-200-969.000	DEVELOPER REIMBURSEMENT	0.00	30,693.64	0.00	(30,693.64)	100.00
248-200-995.101	TRANSFER TO GENERAL FUND	9,279.00	10,340.25	5,700.75	(1,061.25)	111.44
Total Dept 200 - GEN SERVICES		81,929.00	94,744.46	7,354.59	(12,815.46)	115.64
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	62,000.00	37,342.77	4,769.24	24,657.23	60.23
248-261-702.200	WAGES	0.00	147.00	0.00	(147.00)	100.00
248-261-702.800	ACCRUED SICK LEAVE	0.00	868.04	0.00	(868.04)	100.00
248-261-703.000	OTHER COMPENSATION	0.00	2,480.10	0.00	(2,480.10)	100.00
248-261-715.000	SOCIAL SECURITY (FICA)	4,743.00	3,127.50	364.84	1,615.50	65.94
248-261-716.100	HEALTH INSURANCE	19,920.00	9,576.48	0.00	10,343.52	48.07
248-261-716.200	DENTAL INSURANCE	785.00	361.47	0.00	423.53	46.05
248-261-716.300	OPTICAL INSURANCE	116.00	58.43	2.15	57.57	50.37
248-261-716.400	LIFE INSURANCE	491.00	288.09	40.92	202.91	58.67
248-261-716.500	DISABILITY INSURANCE	796.00	458.93	41.34	337.07	57.65
248-261-717.000	UNEMPLOYMENT INSURANCE	47.00	1.43	1.43	45.57	3.04
248-261-718.200	DEFINED CONTRIBUTION	5,580.00	(367.75)	429.24	5,947.75	(6.59)
248-261-719.000	WORKERS' COMPENSATION	403.00	363.21	0.00	39.79	90.13

PERIOD ENDING 04/30/2023

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	04/30/2023 (NORMAL (ABNORMAL))	MONTH 04/30/2023 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Total Dept 261 - GENERAL ADMIN		94,881.00	54,705.70	5,649.16	40,175.30	57.66
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	700.00	33.98	0.00	666.02	4.85
248-704-818.000	WORK PLAN EXPEND. - VOLUNTEERS	9,300.00	0.00	0.00	9,300.00	0.00
Total Dept 704 - ORGANIZATION		10,000.00	33.98	0.00	9,966.02	0.34
Dept 705 - PROMOTION						
248-705-802.000	RETAIL SHOPPING ADVERTISEMENT	0.00	1,052.28	0.00	(1,052.28)	100.00
248-705-818.000	WORK PLAN EXPENDITURES	19,000.00	1,727.31	0.00	17,272.69	9.09
248-705-818.730	ART WALK	0.00	602.00	0.00	(602.00)	100.00
248-705-818.750	GLOW	0.00	6,530.53	0.00	(6,530.53)	100.00
248-705-818.760	SUMMER SENSATION	0.00	135.00	0.00	(135.00)	100.00
248-705-818.770	MOTORCYCLE DAYS	0.00	399.00	0.00	(399.00)	100.00
248-705-818.780	CHOCOLATE WALK	0.00	919.96	183.32	(919.96)	100.00
248-705-818.790	NYE BLOCK PARTY	0.00	3,477.72	0.00	(3,477.72)	100.00
Total Dept 705 - PROMOTION		19,000.00	14,843.80	183.32	4,156.20	78.13
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	11,600.00	2,055.76	0.00	9,544.24	17.72
Total Dept 706 - DESIGN		11,600.00	2,055.76	0.00	9,544.24	17.72
Dept 707 - ECONOMIC RESTRUCTURING						
248-707-818.000	WORK PLAN EXPENDITURES	20,000.00	30,030.00	4,000.00	(10,030.00)	150.15
Total Dept 707 - ECONOMIC RESTRUCTURING		20,000.00	30,030.00	4,000.00	(10,030.00)	150.15
Dept 901 - CAPITAL OUTLAY						
248-901-965.585	CAPITAL CONTRIBUTION-DDA	1,900.00	7,800.00	0.00	(5,900.00)	410.53
Total Dept 901 - CAPITAL OUTLAY		1,900.00	7,800.00	0.00	(5,900.00)	410.53
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	60,694.00	58,509.01	55,000.00	2,184.99	96.40
248-905-993.000	INTEREST	17,738.00	17,564.84	8,500.00	173.16	99.02
Total Dept 905 - DEBT SERVICE		78,432.00	76,073.85	63,500.00	2,358.15	96.99
TOTAL EXPENDITURES		317,742.00	280,287.55	80,687.07	37,454.45	88.21

PERIOD ENDING 04/30/2023

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GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2023 (ABNORMAL)	MONTH 04/30/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		311,547.00		344,016.78		(92.63)		(32,469.78)	110.42
TOTAL EXPENDITURES		317,742.00		280,287.55		80,687.07		37,454.45	88.21
NET OF REVENUES & EXPENDITURES		(6,195.00)		63,729.23		(80,779.70)		(69,924.23)	1,028.72

Delinquent Loan Report

Customer Code Invoice #	Customer Name Post Date	Due Date	Loan # Amount Due	Loan Type
00322	O'MARIES', LLC		00020	EMERGENCY RESPONSE LOAN
0000006160	08/01/2021	09/01/2021	214.91	
0000006161	09/01/2021	10/01/2021	214.91	
0000006162	10/01/2021	11/01/2021	214.91	
0000006163	11/01/2021	12/01/2021	214.91	
0000006164	12/01/2021	01/01/2022	214.91	
0000006165	12/31/2021	02/01/2022	214.91	
0000006195	02/01/2022	03/01/2022	214.91	
0000006285	04/01/2022	04/01/2022	214.91	
0000006322	04/01/2022	05/01/2022	214.91	
0000006365	05/02/2022	06/01/2022	214.91	
0000006404	06/01/2022	07/01/2022	214.91	
0000006447	07/01/2022	08/01/2022	214.91	
0000006489	08/01/2022	09/01/2022	214.91	
0000006554	09/01/2022	10/01/2022	101.53	
	Total Due:		2,895.36	



Assure Station Metrics Quarterly Reporting

Company Id
141801

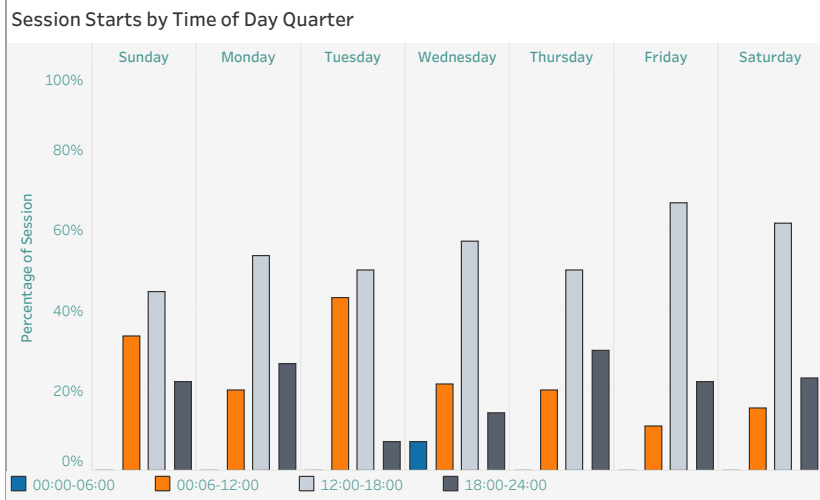
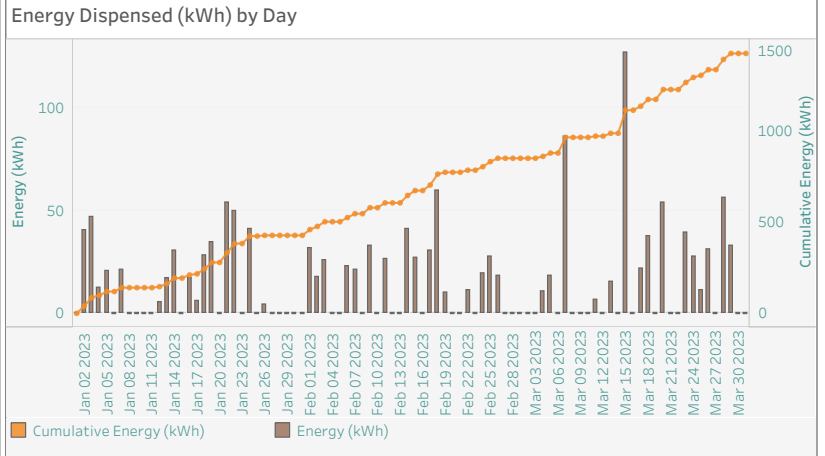
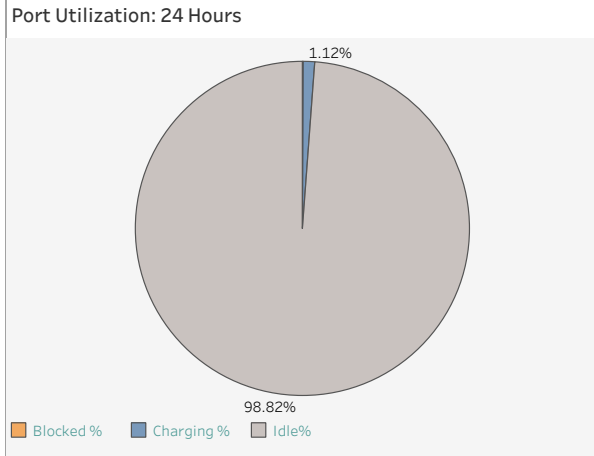
Port Level
All

Owosso Main Street - Quarterly Report - 2023 Q1

Organization Name
All

Quarter Year
3/31/2023

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	2	480	1,427	599	179	32	100.00%	84



Average Session Duration (Hours)	0.61
Average Session Charge Time (Hours)	0.58
Average Session Energy (kWh)	16.99
Average Session Revenue (\$)	5.71
Occupied Hours	50.88
Charging Hours	48.41
Service Tickets	0.00

Service Entitlement Status Breakdown of Assure Stations					
	Expired	0-30 Days	1-6 Months	6-12 Months	1+ Year
Assure	0	0	0	0	2
SW	0	0	0	0	2

- You dispensed more energy than 47.60% of other Assure customers.
- You collected more fees than 80.09% of other Assure customers.
- You fueled more unique drivers than 69.77% of other Assure customers.
- Your 24 hour charging utilization was higher than 19.82% of other Assure customers.

Driver Tip

4/18

Nice setup - added 10kwh in 10 minutes for a cost of \$3.20, great for a quick charge.
Seajaie

Station Name: MAIN ST PLAZA / MAIN ST PLAZA 1
113 W Main St, Owosso, Michigan 48867 United States

Reach

Compare your reach from this period to the previous one.

See more about your content performance

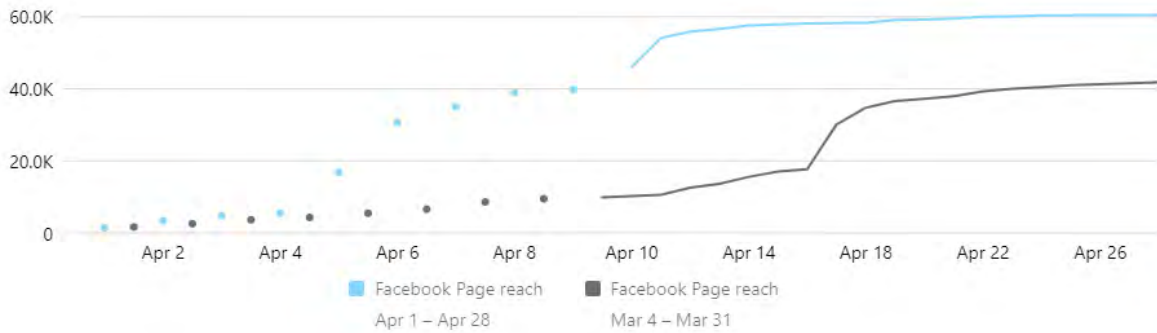
Facebook Page reach ⓘ

60,460 ↑ 43.5%

Instagram reach ⓘ

945 ↑ 18%

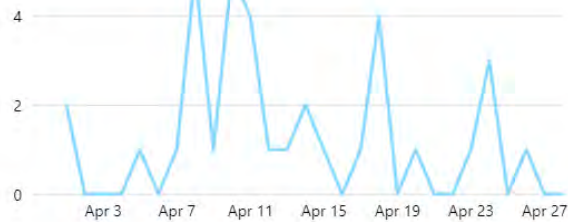
Daily Cumulative



New likes and follows

Facebook Page new likes ⓘ

35 ↓ 12.5%



New Instagram followers ⓘ

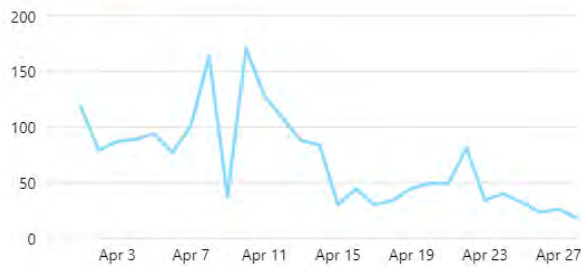
24 ↑ 9.1%



Page and profile visits

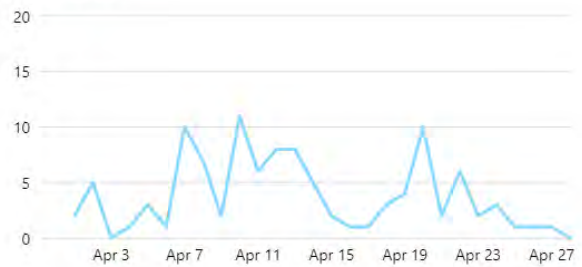
Facebook Page visits ⓘ

1,961 ↓ 0.7%



Instagram profile visits ⓘ

106 ↑ 43.2%





MEMORANDUM

301 W. MAIN ST • OWOSSO, MICHIGAN 48867-2958 • WWW.CI.OWOSSO.MI.US

DATE: May 3, 2023

TO: Owosso Downtown Development Authority/Main Street

FROM: Lizzie Fredrick – Owosso DDA/Main Street Executive Director

SUBJECT: L-4029 Form

RECOMMENDATION:

Authorize the DDA/OMS Chair and City Clerk to sign the prepared L-4029 Tax Rate Request Form.

BACKGROUND:

For the City Treasurer to levy taxes on properties in the DDA District, an L-4029 form must be signed by the DDA/OMS Chairperson and the City Clerk.

FISCAL IMPACTS:

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.

Attachments: Resolution 01-2023
2023 L-4029 Tax Rate Request Form

RESOLUTION NO. 01-2023

**AUTHORIZING CHAIRPERSON OF THE OWOSSO DOWNTOWN DEVELOPMENT
AUTHORITY/MAIN STREET BOARD OF DIRECTORS TO EXECUTE THE
2023 L-4029 TAX RATE REQUEST DOCUMENT**

WHEREAS, the Owosso Downtown Development Authority/Main Street 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 Downtown Development Authority/Main Street 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 1.8855 for which the Authority is authorized to levy; and

WHEREAS, the tax levy for the fiscal year commencing July 1, 2023 shall be the rate of 1.8855 per \$1,000 of taxable value of the 2023 assessment roll for the district as approved by the Board of Review; and

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

NOW THEREFORE BE IT RESOLVED by the Downtown Development Authority/Main Street 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 2023 Tax Rate Request substantially in the form attached.



MEMORANDUM

301 W. MAIN ST · OWOSSO, MICHIGAN 48867-2958 · WWW.CI.OWOSSO.MI.US

DATE: May 3, 2023

TO: Owosso Downtown Development Authority/Main Street

FROM: Lizzie Fredrick – Owosso Main Street/DDA Executive Director

SUBJECT: Vibrancy Grant Influencer Program Funding

RECOMMENDATION:

Approve a budget amendment to the Main Street Vibrancy Grant Agreement with the Michigan Economic Development Corporation reallocating funds, totaling \$15,000, from Incubator Kitchen, Pop Up/Event Space, Operation Brown Bag, Business Recruitment & Retainment Package and Small Business Support Outreach to the Influencer Program and authorize the DDA Director to sign an agreement amending Exhibit B reflecting the reallocation.

BACKGROUND:

The Michigan Economic Development Corporation awarded OMS a Vibrancy Grant for \$20,000 requiring a \$3,000 match. Program funding needs to be spent by June 29, 2023 or the grant dollars will be returned.

To date, \$5,000 has been spent on the Rotating Retail Program and \$2,000 has been spent on the Influencer Program. Rotating Retail has \$1,000 remaining to be processed leaving a balance of \$15,000 in unspent grant funding.

The breakdown of eligible expenses and the grant budget are included in Exhibit B of the attached grant agreement.

Staff propose using the remaining \$15,000 to expand upon the existing Influencer Program expenses via the subprograms below.

- Downtown Owosso Ambassador Program
- Day Trip Destination Blog Feature
- #ExploreOwosso Passport Program

FISCAL IMPACTS:

A refund of \$20,000 to the MEDC if remaining grant funds are not spent by June 29, 2023 and \$8,000 of OMS/DDA funds will have been spent instead of the budgeted \$3,000.



MEMORANDUM

301 W. MAIN ST · OWOSSO, MICHIGAN 48867-2958 · WWW.CI.OWOSSO.MI.US

Attachments: Vibrancy Grant Agreement

Execution Copy

CASE - 354088

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
MAIN STREET VIBRANCY GRANT AGREEMENT

THIS GRANT AGREEMENT (this “Agreement”), effective as of June 29, 2022 (the “Effective Date”), is between the Michigan Economic Development Corporation (the “MEDC”), whose address is 300 North Washington Square, Lansing, Michigan 48913, and Owosso Downtown Development Authority, a downtown development authority organized under the laws of the State, (the “Grantee”), whose address and principal office is 301 W. Main Street, Owosso, Michigan 48867. As used in this Agreement, the MEDC and the Grantee are, individually, a “Party” and, collectively, the “Parties”.

RECITALS

A. The MEDC Main Street Vibrancy Grant Program (“MSVG Program”) is to provide MEDC funding to Select or Master Level Michigan Main Street Communities across the State to support innovative placemaking projects.

B. The Grantee submitted an application to the MEDC, dated March 11, 2022, for funds under the MSVG Program for an award to support the Eligible Expenses for the Project (“Application”).

C. The MEDC agrees to award the Grantee a grant in the amount of up to Twenty Thousand Dollars (\$20,000) to be disbursed under the terms of this Agreement (the “Grant”).

In consideration of the recitals and promises in this Agreement, the Parties agree:

ARTICLE I

DEFINITIONS

Section 1.1 Defined Terms. Except as otherwise defined in this Agreement, all capitalized terms in this Agreement shall have the respective meanings set forth on Exhibit A, which contains the defined terms for this Agreement.

Section 1.2 Construction of Certain Terms. Unless the context of this Agreement otherwise requires: (i) words of any gender include each other gender; and (ii) words using the singular or plural number also include the plural or singular number.

ARTICLE II

GRANT

Section 2.1 Grant Commitment. Subject to the terms and conditions of this Agreement, and in reliance upon the representations and covenants of the Grantee set forth in this Agreement, the MEDC agrees to make, and the Grantee agrees to accept, the Grant.

Section 2.2 MEDC Grant Manager. The Grantee must communicate with the MEDC representative named below, or his or her designee, regarding this Agreement. The Grant Manager may be changed at any time at the discretion of the MEDC, and the MEDC shall give Grantee notice of any change to the designated Grant Manager.

Leigh Young (“Grant Manager”)
Michigan Economic Development Corporation

300 North Washington Square
Lansing, Michigan 48913
YoungL11@michigan.org

Section 2.3 Grant Disbursement. Subject to the terms and conditions of this Agreement, including the absence of a Default or Event of Default, payment of up to the full amount of the Grant shall be made to the Grantee in one disbursement, as soon as institutionally possible for the MEDC, following full execution of this Agreement and after completing registration to receive payments by EFT at the State Integrated Governmental Management Applications (SIGMA) Vendor Self Service (VSS) website, to the satisfaction of the Grant Manager.

Section 2.4 Grantee Duties. In addition to all other obligations under this Agreement, the Grantee agrees to undertake, perform, and complete all the following services:

(a) By no later than June 29, 2023, the Grantee shall complete the Project to the satisfaction of the Grant Manager;

(b) The Grantee shall apply all Grant funds only towards payment of Eligible Expenses and in accordance with the Budget, depicted in Exhibit B;

(c) The Grantee shall use its own non-Grant funds to match at least 15% of all Grant funds expended to pay for Eligible Expenses;

(d) At the request of the Grant Manager at any time during the Term, the Grantee shall provide to the Grant Manager an interim Expenditure Report, in the form depicted in Exhibit C, for all Eligible Expenses incurred as of the date the request for the report was made;

(e) Within thirty (30) days after completion of the Project, but in any event no later than July 29, 2023 the Grantee shall provide all of the following to the Grant Manager:

(i) A series of photos showing the completed Project, to the satisfaction of the Grant Manager;

(ii) A complete Expenditure Report for all Eligible Expenses incurred on the Project in form depicted in Exhibit C; and

(iii) Any other information related to this Agreement requested by the Grant Manager.

ARTICLE III

REPRESENTATIONS AND COVENANTS OF THE GRANTEE

The Grantee represents and warrants to the MEDC:

Section 3.1 Organization. The Grantee is a duly organized and has the power and authority to enter into and perform its obligations under this Agreement.

Section 3.2 Grantee Authority. The execution, delivery and performance by the Grantee of this Agreement has been duly authorized and approved by all necessary and proper action on the part of the Grantee and will not violate any provision of law, or result in the breach, be a default of, or require any further consent under any of the Grantee's organizational and governing documents; or any

agreement or instrument to which the Grantee is a party, or by which the Grantee or its property may be bound or affected. This Agreement is valid, binding, and enforceable in accordance with its terms, except as limited by applicable bankruptcy, insolvency, moratorium, reorganization or other laws or principles of equity affecting the enforcement of creditors' rights generally or by general principles of equity.

Section 3.3 Consent. Except as has been disclosed in writing to the MEDC, no consent or approval is necessary from any governmental or other entity, except the MEDC, as a condition to the execution and delivery of this Agreement by the Grantee or the performance of any of its obligations under this Agreement.

Section 3.4 Full Disclosure. None of this Agreement, the Application, or any written statements, Expenditure Reports, or other reports furnished or to be furnished by the Grantee to the MEDC in connection with the Grant or this Agreement contain, or shall contain, any untrue statement of material fact, or to the best of the Grantee's knowledge, omit or shall omit any material fact necessary to make the statements true. There are no undisclosed facts, which materially adversely affect or, to the best of the Grantee's knowledge, are reasonably likely to materially adversely affect the properties, business, or condition (financial or otherwise) of the Grantee or the ability of the Grantee to perform its obligations under this Agreement.

Section 3.5 Compliance with Laws. To its knowledge, the Grantee is not and will not during the Term be in material violation of any laws, ordinances, regulations, rules, orders, judgments, decrees or other requirements imposed by any governmental authority to which it is subject.

Section 3.8 Conflict of Interest. Except as has been disclosed to the MEDC, Grantee affirms that neither the Grantee, nor any of its officers, directors, employees, or affiliates have, shall have, or shall acquire any contractual, financial, business or other interest, direct or indirect, that would conflict in any manner with Grantee's performance of its obligations under this Agreement or otherwise create the appearance of impropriety with respect to this Agreement.

Grantee further affirms that neither Grantee nor any of its officer, directors, employees, or affiliates have accepted, shall accept, have offered, or shall offer, anything of value to influence the MEDC, its Corporate Board, Executive Committee and their respective directors, participants, officers, agents and employees. Grantee shall not attempt to influence any MEDC employee by the direct or indirect offer of anything of value. Grantee also affirms that neither Grantee, nor its affiliates or their employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for Grantee or its affiliate, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the execution of this Agreement.

In the event of change in either the interests or services under this Agreement, Grantee will inform the MEDC regarding possible conflicts of interest which may arise because of such change. Grantee agrees that conflicts of interest shall be resolved to the MEDC's satisfaction or the MEDC may terminate this Agreement. As used in this Paragraph, "conflict of interest" shall include, but not be limited to, conflicts of interest that are defined under the laws of the State of Michigan.

Section 3.9. Performance of Duties. Grantee shall perform all duties and obligations outlined Section 2.4 of this Agreement.

Section 3.10. Other Grantee Covenants.

(a) **Reporting.** In addition to the Expenditure Reports to the MEDC, and any other reporting required of the Grantee under any other agreement with the MEDC or the Michigan Strategic Fund, the

Grantee shall provide such other reports and information reasonably requested by Grant Manager from time to time.

(b) **Indemnification and Insurance.** To the extent permitted by law, the Grantee shall indemnify, defend and hold harmless the MEDC, its Corporate Board, Executive Committee, and their respective directors, participants, officers, agents and employees (“Indemnified Persons”) from any damages that it may sustain by any acts or omissions of Grantee pertaining to this Agreement. The Grantee shall maintain such insurance to protect the Indemnified Persons from claims that might arise out of, or as a result of, Grantee’s operations, or its acts or omissions arising under this Agreement; however, Grantee’s indemnification obligations under this Agreement shall not be limited to the limits of liability imposed under the Grantee’s insurance policies. The Grantee will provide and maintain its own general liability, property damage and workers’ compensation insurance. This Section shall survive indefinitely.

(c) **Access to Records.** During the Term, and for seven (7) years thereafter, the Grantee shall maintain reasonable records arising out of this Agreement and shall allow access to those records by the MEDC, or its authorized representative. This Section shall survive for seven (7) years following the end of the Term.

Section 3.11 Unused Funds. Any Grant funds in the possession or control of the Grantee that are not fully expended on an Eligible Expense by the earlier of (i) termination of this Agreement by the MEDC due to an Event of Default, or (ii) June 29, 2023, must be then immediately thereafter remitted back to the MEDC. This Section shall survive the end of the Term indefinitely.

ARTICLE IV

REPRESENTATIONS AND COVENANTS OF THE MEDC

The MEDC represents and warrants to the Grantee:

Section 4.1 Organization. The MEDC is a public body corporate and has the power and authority to enter into and perform its obligations under this Agreement.

Section 4.2 Consent. Except as disclosed in writing to the Grantee, or provided by law, no consent or approval is necessary from any governmental authority as a condition to the execution and delivery of this Agreement by the MEDC or the performance of any of its obligations under this Agreement.

ARTICLE V

DEFAULT, SUSPENSION AND TERMINATION, AND REPAYMENT PROVISIONS

Section 5.1 Default, Suspension and Termination. Notwithstanding anything to the contrary, the MEDC’s obligation to disburse any portion of the Grant shall automatically be suspended upon the occurrence of a Default or Event of Default (described below) and this Agreement may be terminated, at the option of the MEDC, upon the occurrence, and during the continuance, of any one or more of the following events or conditions (each an “Event of Default”), unless a written waiver is provided by the MEDC:

(a) any representation made by the Grantee in connection with the Grant or this Agreement was incorrect at the time that such representation was made in any material respect, including without

limitation, any information provided in the Application, an Expenditure Report, or the representations and covenants set forth in Article III;

(b) any material failure by the Grantee to comply with any of the terms, covenants and conditions on its part to be performed under this Agreement, including without limitation, failing to comply with any of the terms, covenants or conditions under Article III, which, if considered curable by the MEDC, is not cured by the Grantee to the satisfaction of the MEDC within the Cure Period;

(c) the Grantee is in default, violation, breach, or non-compliance, of any kind or nature under any agreement or requirement, including submission of reports, with the MEDC, or for any department or agency within the State, federal, local or any governmental agency, including without limitation, the Department of Licensing and Regulatory Affairs, the Department of Labor and Economic Opportunity, or the Michigan Strategic Fund, which, if considered curable by the MEDC, is not cured by the Grantee to the satisfaction of the MEDC within the Cure Period;

(d) or any voluntary bankruptcy or insolvency proceedings are commenced by, or against, the Grantee, with any such proceedings against the Grantee not being set aside within sixty (60) calendar days from the date commenced.

Section 5.2 Repayment. If this Agreement is terminated by the MEDC as a result of any Event of a Default, the Grantee shall, upon written notice by the MEDC, immediately repay, at the election of the MEDC, either an amount equal to: (i) the portion of the Grant that has not yet been used to pay for an Eligible Expense under this Agreement, or (ii) the full amount of the Grant disbursed to the Grantee to date.

Section 5.3 Available Remedies. The suspension or termination of payments to the Grantee, or the termination of this Agreement, or the repayment of the Grant, are not intended to be the sole and exclusive remedies available to the MEDC, and each remedy shall be cumulative and in addition to every other provision or remedy given herein or now or hereafter existing at law, in equity, by statute or otherwise. The Grantee shall also pay all costs and expenses, including, without limitation, reasonable attorney's fees and expenses incurred by the MEDC in collecting any sums due the MEDC from the Grantee under this Agreement, in enforcing any of its rights against the Grantee under this Agreement, or in exercising any remedies against the Grantee available to the MEDC.

ARTICLE VI

MISCELLANEOUS

Section 6.1 Notice. Any notice or other communication under this Agreement shall be in writing and e-mailed, or faxed, or mailed by first class mail, postage prepaid, or sent by express, overnight courier to the respective Party at the address listed at the beginning of this Agreement or such other last known addresses or e-mail accounts, and shall be deemed delivered one business day after the delivery or mailing date.

Section 6.2 Counterparts; Facsimile/pdf Signatures. This Agreement may be signed in counterparts and delivered by facsimile or in pdf form or other electronic format, and in any such circumstances, shall be considered one document and an original for all purposes.

Section 6.3 Severability. All clauses of this Agreement are distinct and severable and, if any clause shall be deemed illegal, void or unenforceable, it shall not affect the validity, legality or enforceability of any other clause or provision of this Agreement. To the extent possible, the illegal, void or unenforceable provision shall be revised to the extent required to render the Agreement enforceable

and valid, and to the fullest extent possible, the rights and responsibilities of the Parties shall be interpreted and enforced to preserve the Agreement and the intent of the Parties. Provided, if application of this section should materially and adversely alter or affect a Party's rights or obligations under this Agreement, the Parties agree to negotiate in good faith to develop a structure that is as nearly the same structure as the original Agreement (as may be amended from time to time) without regard to such invalidity, illegality or unenforceability.

Section 6.4 Captions. The captions or headings in Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement.

Section 6.5 Governing Law. This Agreement is a contract made under the laws of the State, and for all purposes shall be governed by, and construed in accordance with, the laws of the State.

Section 6.6 Relationship between Parties. The Grantee and its officers, agents and employees shall not describe or represent themselves as agents of the State, the MEDC, the MSF, or any individual person, firm or entity for any purpose.

Section 6.7 Successors and Assigns. The MEDC may at any time assign its rights in this Agreement. The Grantee may not assign its rights or obligations under this Agreement without the prior written consent of the MEDC. The terms and conditions of this Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns.

Section 6.8 Waiver. A failure or delay in exercising any right under this Agreement will not be presumed to operate as a waiver unless otherwise stated in this Agreement, and a single or partial exercise of any right will not be presumed to preclude any subsequent or further exercise of that right or the exercise of any other right.

Section 6.9 Termination of Agreement. Except as to this Article VI and the Exhibit A definitions, which shall survive indefinitely, and except as to other terms and conditions which shall survive as provided in this Agreement, this Agreement shall terminate at the end of the Term. Provided however, any claims for repayment hereunder which arise out event that occurred during the Term, shall be brought within three (3) years after the end of the Term, and all available remedies thereon shall survive until all amounts due the MEDC are paid in full. Provided further, and notwithstanding anything to the contrary, in the event that the State Legislature or the State government fails to provide or terminates the funding necessary for the MEDC to fund the Grant, the MEDC may terminate this Agreement by providing notice to the Grantee not less than thirty (30) calendar days before the date of cancellation provided, however, that in the event the action of the State Legislature or State government results in an immediate absence or termination of funding, this Agreement may be terminated effective immediately upon delivery of written notice to the Grantee. In the event of termination of funding, the MEDC has no further obligation to make any Grant Disbursement to Grantee for any reason beyond the date of termination of this Agreement.

Section 6.10 Amendment. This Agreement may not be modified or amended except pursuant to a written instrument signed by the Grantee and the MEDC.

Section 6.11 Publicity. At the request and expense of the MEDC the Grantee will cooperate with the MEDC to promote the MEDC through one or more of the placement of a sign, plaque, media coverage or other public presentation at location of the Project, or other locations, acceptable to the Parties.

Section 6.12 Site Visit. At the request and expense of the MEDC, the Grantee will cooperate with the MEDC to permit the Grant Manager or such other MEDC representative to visit the location of the Project and/or view the results of the Eligible Expenses.

(signature page follows)


The Parties have executed this Agreement effective on the Effective Date.

OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY



Elizabeth (Beth) Kuiper
Executive Director

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

DocuSigned by:


Christin Armstrong
Secretary

EXHIBIT A

DEFINED TERMS

- (a) **“Agreement”** has the meaning set forth in the preamble, including the Exhibits to this Agreement.
- (b) **“Application”** has the meaning set forth in Recital B.
- (c) **“Budget”** the amounts and each’s corresponding Eligible Expenses depicted in Exhibit B.
- (d) **“Cure Period”** means within thirty (30) calendar days after written notice by the MEDC, or within such longer period as determined in writing and at the sole discretion of the MEDC.
- (e) **“Default”** means an event which, with the giving of notice or passage of time or both, would constitute an Event of Default.
- (e) **“Effective Date”** has the meaning set forth in the preamble.
- (f) **“Eligible Expenses”** means the items, goods, and services for the Project listed in Exhibit B incurred on or after the Effective Date.
- (g) **“Event of Default”** means any one or more of those events described in Section 5.1.
- (h) **“Exhibit”** means each of the documents or instruments attached to this Agreement.
- (i) **“Expenditure Report”** means a spreadsheet containing an accounting of all Eligible Expenses spent for the Project in the form provided in Exhibit C, which shall include the date the Eligible Expense was incurred, the vendor to which the Eligible Expenses was incurred, the item or service provided by the aforementioned vendor, the total amount of the Eligible Expense, and a breakdown of what how much of each Eligible Expense was paid with Grant funds or with Grantee matching funds (non-Grant funds) pursuant to Section 2.4(c).
- (j) **“Grant”** has the meaning set forth in Recital C.
- (k) **“Grantee”** has the meaning set forth in the preamble.
- (l) **“Grant Manager”** has the meaning set forth in Section 2.2.
- (m) **“Indemnified Persons”** has the meaning set forth in Section 3.10(b).
- (n) **“MEDC”** has the meaning set forth in the preamble.
- (o) **“MSF”** means the Michigan Strategic Fund, a public body corporate and politic within the Department of Labor and Economic Opportunity of the State.
- (p) **“MSVG Program”** has the meaning set forth in Recital A.
- (q) **“Party”** or **“Parties”** has the meaning set forth in the preamble.
- (r) **“Project”** means the showcasing of downtown Owosso as a day-trip destination by supporting economic vitality initiatives in their downtown district including: activating vacant space with

micro-enterprises, lease assistance programming, business recruitment and retention information packages and downtown business marketing.

(s) **“State”** means the State of Michigan.

(t) **“Term of the Grant”** or **“Term”** means from the Effective Date and, unless earlier terminated as provided by this Agreement, through July 29, 2023.

EXHIBIT B**ELIGIBLE EXPENSES AND BUDGET**

ITEM	COST
104 N. Washington St. "Revolving Retail"	\$6000.00 (\$2000.00 interior renovations, \$4000.00 lease assistance)
107 W. Mason St. "Incubator Kitchen"	\$6000.00 (\$2000.00 interior renovations, health department fees, \$4000.00 lease assistance)
205 W. Main St. "PopUp/Event Space"	\$6000.00 (\$2000.00 interior renovations, vinyl stickers, \$4000.00 lease assistance)
Influencer Program - Round 1 & 2	\$2000.00 (20 Influencers @ \$100.00 each)
Operation Brown Bag	\$1000.00 (\$600.00 Gas cards, \$100.00 printing fees, \$300.00 delivery fees)
Business Recruitment & Retainment Packet	\$1000.00 (\$600.00 printing & supplies, \$400.00 technology & distribution)
Small Business Support Outreach	\$1000.00 (booth rental at DOFM)
TOTAL Cost for work:	\$23,000.00

EXHIBIT C

EXPENDITURE REPORT

	Date of Eligible Expense	Vendor Name	Item/Service purchased	Total Eligible Expense Amount	Amount of Eligible Expense Paid with Grant funds	Amount of Eligible Expense Paid with Grantee (non-Grant) funds
1						
2						
3						
4						
5						
6						
7						
8						
9						
	ADD ADDITIONAL ROWS IF NEEDED					



MEMORANDUM

301 W. MAIN ST · OWOSSO, MICHIGAN 48867-2958 · WWW.CI.OWOSSO.MI.US

DATE: May 3, 2023

TO: Owosso Downtown Development Authority/Main Street

FROM: Lizzie Fredrick – Owosso Main Street/DDA Executive Director

SUBJECT: Main Street Plaza Masonry Repair Bid

RECOMMENDATION:

Recommend City Council approve a bid award to Top Hat Masonry Repair in the amount of \$19,050 or Bornor Restoration Inc. in the amount of \$34,860.00 for the Main Street Plaza Masonry Repair.

BACKGROUND:

The City has a balance of \$33,276.94 for Capital Projects/Downtown, which can be used for the Main Street Plaza Masonry Repair.

Staff received four bids for the repair, which have been attached for your reference along with the bid tabulation sheet.

After reviewing the bids with the Department of Public Works, two bids have been presented based on a strategy of cost efficiency or longevity.

If approved, the recommended bid award will go on the Consent Agenda for the May 15, 2023 Council meeting.

FISCAL IMPACTS:

There is no projected impact on the OMS/DDA budget if the Board recommends the bid of \$19,050 from Top Hat Masonry Repair. The Main Street Plaza Masonry Repair will be funded by Capital Projects Fund/Downtown, account No. 594-271-818.000.

If the Board recommends Council award the bid to Bornor Restoration Inc., expenses beyond the \$33,276.94 in Capital Projects/Downtown will be funded by Capital Outlay, account No. 248-901-965.585.

Attachments: Main Street Plaza Masonry Repair Bid Tabulation
Main Street Plaza Masonry Repair Bids

On behalf of Top Hat Masonry Repair, I hereby submit this proposal for **Main Street Plaza Masonry Repair Project** for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals, and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.

Bid proposal by (Name of Firm): Top Hat Masonry Repair

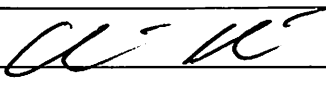
Please check the appropriate box and USE CORRECT LEGAL NAME.

Corporation State of Incorporation: _____

Partnership List of names: _____

DBA State full name: Top Hat Masonry Repair
Christopher Thomas Blaine

Other Explain: _____

Signature of Bidder: 

Title: Owner

Signature of Bidder: _____

Title: _____

Address: 4520 Pontiac Lake Rd.

City, Zip: Waterford, MI 48328

Telephone: 248-739-3065

Email Address: tophatmason@yahoo.com

Signed this 17th Day of April 2023

Bidder acknowledges receipt of the following Addenda:

ADDENDUM NO: ¹ **BIDDER'S INITIALS:** CB

BID Proposal
MAIN STREET PLAZA MASONRY REPAIR BID

Disassemble and rebuild one (1) raised planter box on the East side of Main Street Plaza, located on the corner of E. Main Street and S. Washington Street in Owosso, MI 48867.

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

The bidder must provide pricing for the total project. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered." This bid will be awarded in its entirety to the successful bidder.

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to Main Street Plaza Masonry Repair Bid listed below at the following prices to wit:

Bidder's Initial CB

BID TOTAL

Nineteen Thousand and Fifty Dollars
(use words)

\$19,050.00
(use figures)

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications for the city to consider, but the costs associated with these additions shall be stated separately.

If the work is not complete on or before the date set for completion or any extension, the Contractor shall pay the city liquidated damages of *FIVE HUNDRED DOLLARS (\$500.00)* a calendar day until the work is satisfactorily completed. Liquidated damages for delay may be deducted from payments due the contractor or may be collected from the Contractor or the Contractor's surety.

The undersigned agrees that if the city accepts this proposal, Contractor will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal.

The undersigned agrees that if the city accepts this proposal, Contractor will start this project no sooner than May 1, 2023 and will substantially complete the entire work under this contract by August 31, 2023. This schedule may be extended for rain days or cold weather for calendar days after August 31, 2023 only as approved by the city of Owosso.

ADDENDUM

Addendum No. 1

Owner: City of Owosso
Project: Main Street Plaza Masonry Repair Bid
Engineer: N/A

NOTICE TO ALL PROSPECTIVE BIDDERS

BIDS DUE April 18, 2023

=====

This Addendum is a part of the Contract Documents and modifies the previously issued Bidding Documents. Acknowledge receipt of this Addendum in the space provided on the *Signature Page and Legal Status* section of the Bid Proposal. Failure to do so may result in rejection of the Bid.

ITEM NO. 1:

Bid Proposal – Main Street Plaza Masonry Repair Bid – Page 4

Delete

The bidder must provide pricing for the total project. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered." This bid will be awarded in its entirety to the successful bidder.

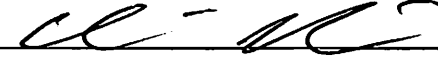
Add

The bidder must provide pricing for the total project. **A detailed list of the work to be done must be provided.** This bid will be awarded in its entirety to the successful bidder.

I acknowledge receipt of Addendum No. 1

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: Top Hat Masonry Repair
MAILING ADDRESS: 4520 Pontiac Lake Road
CITY, STATE, ZIP: Waterford, MI 48328
TELEPHONE NUMBER 248-739-3065 EMAIL I.D. tophatmason@yahoo.com FAX # N/A

BY: SIGNATURE: 
OF AUTHORIZED REPRESENTATIVE
NAME (typed/printed) Christopher Blaine TITLE: Owner

END OF ADDENDUM NO. 1

Main Street Plaza Masonry Repair

Top Hat Masonry Repair

Description of how we will handle the construction of this project.

Upon arrival we will set up cones and caution tape around the perimeter of our working environment. On the first day we will have a dump trailer parked in the connecting parking lot. We will use this to dispose of all of the brick and cement block debris from the demolition of the planter box, and pillars. Before tearing out the planter box, we will carefully remove and set the connecting steel fencing aside. During the demolition we will be extremely careful to remove the wall and pillar caps unharmed and set them aside. There is one pillar cap that has been noticed to have a slight crack across it. I have brought it to the attention of the purchasing agent and have been instructed to try and salvage the cap with a small repair in order to reinstall all of the old caps so they continue to match the surrounding walls and pillars. We will also carefully remove and save all of the retaining wall paver block, and paver wall caps. In the event that any of these break during the demolition we will replace the broken ones with new ones and use the new ones in an inconspicuous area. Once the entire structure has been taken down and removed from the work area, we will rebuild the masonry pillars and planter box walls using new brick of a matching type to the original. The planter box wall will have an interior wall built out of 4" cement blocks. These blocks will be tied to the exterior brick walls using hot dipped galvanized steel wall ties. The planter box walls will be built back to their original heights and lengths. Once completed we will reinstall the original planter box wall caps back in place. The brick pillars will be rebuilt to their original size and height. We will hang hot dipped galvanized steel wall ties from the brick to the void behind them in the pillar in 16" vertical intervals. We will grout this void solid with mortar to help tie all of the brick together. Once completed we will reinstall the original pillar caps. The Paver retaining wall will be built back to its original size and shape, reusing all of the original block. During the build of the paver retaining wall we will install weep pipes to allow for water drainage from the dirt that will be installed behind them. These pvc weep pipes will be installed near grade level and will be installed

in 2' horizontal intervals. We will first scrape the original glue from the pavers to remove and buildups that occurred from the original installation. We will than reglue them to each other to rebuild the wall. This same process will be adhered to on the paver wall caps. Once we have completed the construction of this phase we will chemically clean all of the work that has been done in order to complete the project.

On behalf of D. C. BYERS CO./DETROIT INC., I hereby submit this proposal for **Main Street Plaza Masonry Repair Project** for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals, and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.

Bid proposal by (Name of Firm): BYERS D. C. DETROIT INC.

Please check the appropriate box and USE CORRECT LEGAL NAME.

Corporation

State of Incorporation: MICHIGAN

Partnership

List of names:

DBA

State full name: D. C. BYERS CO./DETROIT INC.

Other

Explain:

Signature of Bidder:

^{TOM WARD}
Title: ESTIMATOR/PROJECT MANAGER

Signature of Bidder:

Title:

Address: 16429 UPTON RD SUITE #3

City, Zip: EAST LANSING MI 48823

Telephone: (517) 339-1946

Email Address: tward@dcbyersdetroit.com

Signed this

17th

Day of APRIL

2023

Bidder acknowledges receipt of the following Addenda: ONE

ADDENDUM NO: BIDDER'S INITIALS:


TW

BID Proposal
MAIN STREET PLAZA MASONRY REPAIR BID

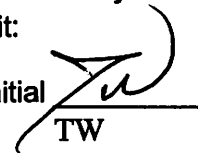
Disassemble and rebuild one (1) raised planter box on the East side of Main Street Plaza, located on the corner of E. Main Street and S. Washington Street in Owosso, MI 48867.

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

The bidder must provide pricing for the total project. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered." This bid will be awarded in its entirety to the successful bidder.

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to Main Street Plaza Masonry Repair Bid listed below at the following prices to wit:

Bidder's Initial


TW

BID TOTAL

THIRTY ONE THOUSAND SIX HUNDRED FIFTY FIVE and 00/100 Dollars

(use words)

\$ 31,655.00

(use figures)

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications for the city to consider, but the costs associated with these additions shall be stated separately.

If the work is not complete on or before the date set for completion or any extension, the Contractor shall pay the city liquidated damages of *FIVE HUNDRED DOLLARS (\$500.00)* a calendar day until the work is satisfactorily completed. Liquidated damages for delay may be deducted from payments due the contractor or may be collected from the Contractor or the Contractor's surety.

The undersigned agrees that if the city accepts this proposal, Contractor will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal.

The undersigned agrees that if the city accepts this proposal, Contractor will start this project no sooner than May 1, 2023 and will substantially complete the entire work under this contract by August 31, 2023. This schedule may be extended for rain days or cold weather for calendar days after August 31, 2023 only as approved by the city of Owosso.

ADDENDUM

Addendum No. 1

Owner: City of Owosso
Project: Main Street Plaza Masonry Repair Bid
Engineer: N/A

NOTICE TO ALL PROSPECTIVE BIDDERS

BIDS DUE April 18, 2023

=====

This Addendum is a part of the Contract Documents and modifies the previously issued Bidding Documents. Acknowledge receipt of this Addendum in the space provided on the *Signature Page and Legal Status* section of the Bid Proposal. Failure to do so may result in rejection of the Bid.

ITEM NO. 1:

Bid Proposal – Main Street Plaza Masonry Repair Bid – Page 4

Delete

The bidder must provide pricing for the total project. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered." This bid will be awarded in its entirety to the successful bidder.

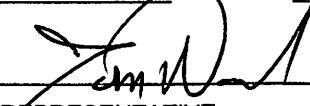
Add

The bidder must provide pricing for the total project. **A detailed list of the work to be done must be provided.** This bid will be awarded in its entirety to the successful bidder.

I acknowledge receipt of Addendum No. 1

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: D. C. BYERS CO./DETROIT INC.
MAILING ADDRESS: 16429 UPTON RD SUITE #3
CITY, STATE, ZIP: EAST LANSING MI 48823
TELEPHONE NUMBER (517) 339-1946 EMAIL I.D. tward@dcbyersdetroit.com FAX # _____

BY: SIGNATURE: 
OF AUTHORIZED REPRESENTATIVE
NAME (typed/printed) TOM WARD TITLE: ESTIMATOR/PROJECT MGR

END OF ADDENDUM NO. 1

On behalf of Bornor Restoration Inc., I hereby submit this proposal for **Main Street Plaza Masonry Repair Project** for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals, and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.

Bid proposal by (Name of Firm): Bornor Restoration Inc.

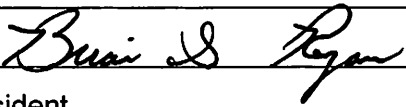
Please check the appropriate box and USE CORRECT LEGAL NAME.

Corporation State of Incorporation: Michigan

Partnership List of names: _____

DBA State full name: _____

Other Explain: _____

Signature of Bidder: 

Title: Brian Regan, President

Signature of Bidder: _____

Title: _____

Address: 525 Filley

City, Zip: Lansing, MI, 48906

Telephone: 517-482-1625

Email Address: joshp@bornor.com

Signed this 18th **Day of** APRIL 2023

Bidder acknowledges receipt of the following Addenda:

ADDENDUM NO: BIDDER'S INITIALS:

Addendum #1 JP

BID Proposal
MAIN STREET PLAZA MASONRY REPAIR BID

Disassemble and rebuild one (1) raised planter box on the East side of Main Street Plaza, located on the corner of E. Main Street and S. Washington Street in Owosso, MI 48867.

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

The bidder must provide pricing for the total project. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered." This bid will be awarded in its entirety to the successful bidder.

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to Main Street Plaza Masonry Repair Bid listed below at the following prices to wit:

Bidder's Initial BR

BID TOTAL

Thirty-four thousand eight hundred sixty and 00/100 dollars

(use words)

§ 34,860.00

(use figures)

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications for the city to consider, but the costs associated with these additions shall be stated separately.

If the work is not complete on or before the date set for completion or any extension, the Contractor shall pay the city liquidated damages of *FIVE HUNDRED DOLLARS (\$500.00)* a calendar day until the work is satisfactorily completed. Liquidated damages for delay may be deducted from payments due the contractor or may be collected from the Contractor or the Contractor's surety.

The undersigned agrees that if the city accepts this proposal, Contractor will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal.

The undersigned agrees that if the city accepts this proposal, Contractor will start this project no sooner than May 1, 2023 and will substantially complete the entire work under this contract by August 31, 2023. This schedule may be extended for rain days or cold weather for calendar days after August 31, 2023 only as approved by the city of Owosso.



BORNOR RESTORATION INC.

"Building & Structures Restoration Service"

- Repair & Preservation of Concrete Structures-Parking, Stadium, Building & Bridge
 - Repair & Preservation of Masonry Buildings & Structures
 - Repair, Replacement and New Roofing
 - Analysis, Recommendations & Estimates
- "Commercial - Industrial - Historical Buildings"***
"Equal Opportunity Employer"

PROPOSAL

SUBMITTED TO:

Bid Coordinator
City of Owosso
301 W. Main Street
Owosso, Mi, 48867

DAY: April 18, 2023

PAGE: 1 of 3

PH: (989) 725-0571

EMAIL: lizzie.fredrick@ci.owosso.mi.us

PROJECT: Main Street Plaza Masonry Repair

LOCATION: Corner of E. Main Street and Washington Street

WE PROPOSE TO: Supply all labor, material, equipment and insurance to perform the following work.

1. Remove fencing and set aside for reinstallation.
2. Remove existing brick wall, backup wall, coping stones and columns. The coping stones will be salvaged for reuse.
3. We will install a new CMU backup wall which will be grouted solid. This includes horizontal and rebar reinforcement, which will be embedded into existing concrete footing.
4. A fluid applied waterproofing will be installed on the new CMU foundation.
5. We will install new or salvaged brick to match the existing wall and columns. Brick will match existing as closely as possible.
6. The new brick wall will have horizontal reinforcing attached to the backup wall every 16 inches vertically.
7. The new columns will have four (4) #4 rebar embedded into existing footing and inside new 8" CMU, the CMU will be grouted solid. Horizontal reinforcing will be used to make columns structurally sound.
8. The mortar joints are to be tooled and finished to match existing as closely as possible.
9. We will install a membrane flashing on top of the new wall to prevent water infiltration.
10. The existing coping stones are to be reinstalled with sealant at head joints.
11. The existing coping stones will be doweled to new CMU using a stainless-steel dowel.
12. The landscaping blocks are to be removed and reinstalled plum, adhesive will be applied to them to prevent further movement.

13. Clean the mortar residue from the surface of the bricks and mortar joints using pressurized water and mild detergents.
14. Reinstall the existing fencing to match as before.
15. Clean up debris related with this scope of work.

Notation:

- Jobsite has been visited twice; it was established that there is an existing footing. Also, there are four (4) courses of CMU as the backup wall. No reinforcing was used in the previous construction of the wall.

COST TO COMPLETE: \$ 34,860.00

**THIS PROPOSAL IS SUBJECT TO YOUR ACCEPTANCE WITHIN 60 DAYS.
TERMS AND CONDITIONS ATTACHED ARE AN INTEGRAL PART OF THIS PROPOSAL.**

Accepted this _____ day of _____

Submitted this 18th day of April, 2023

Purchaser _____

BORNOR RESTORATION, INC.

By _____
Signature / Title

By 
Joshua Petlak, Estimator

BORNOR RESTORATION, INC.
PROPOSAL CONDITIONS

THIS PROPOSAL is accepted by the Purchaser signing it, or upon the Purchaser issuing a Purchase Order, or by any other written acceptance, and upon written approval, by a duly authorized agent of the Seller, shall constitute a contract, it being understood that it covers all agreements between the Purchaser and Seller and that no agent, representative, or officer of either has made any agreement to any condition except as set forth herein. No modification of this proposal or contract shall be binding unless said modification shall be in writing and signed by both parties hereto. Unless otherwise stated in this proposal, the following terms and conditions shall govern this contract.

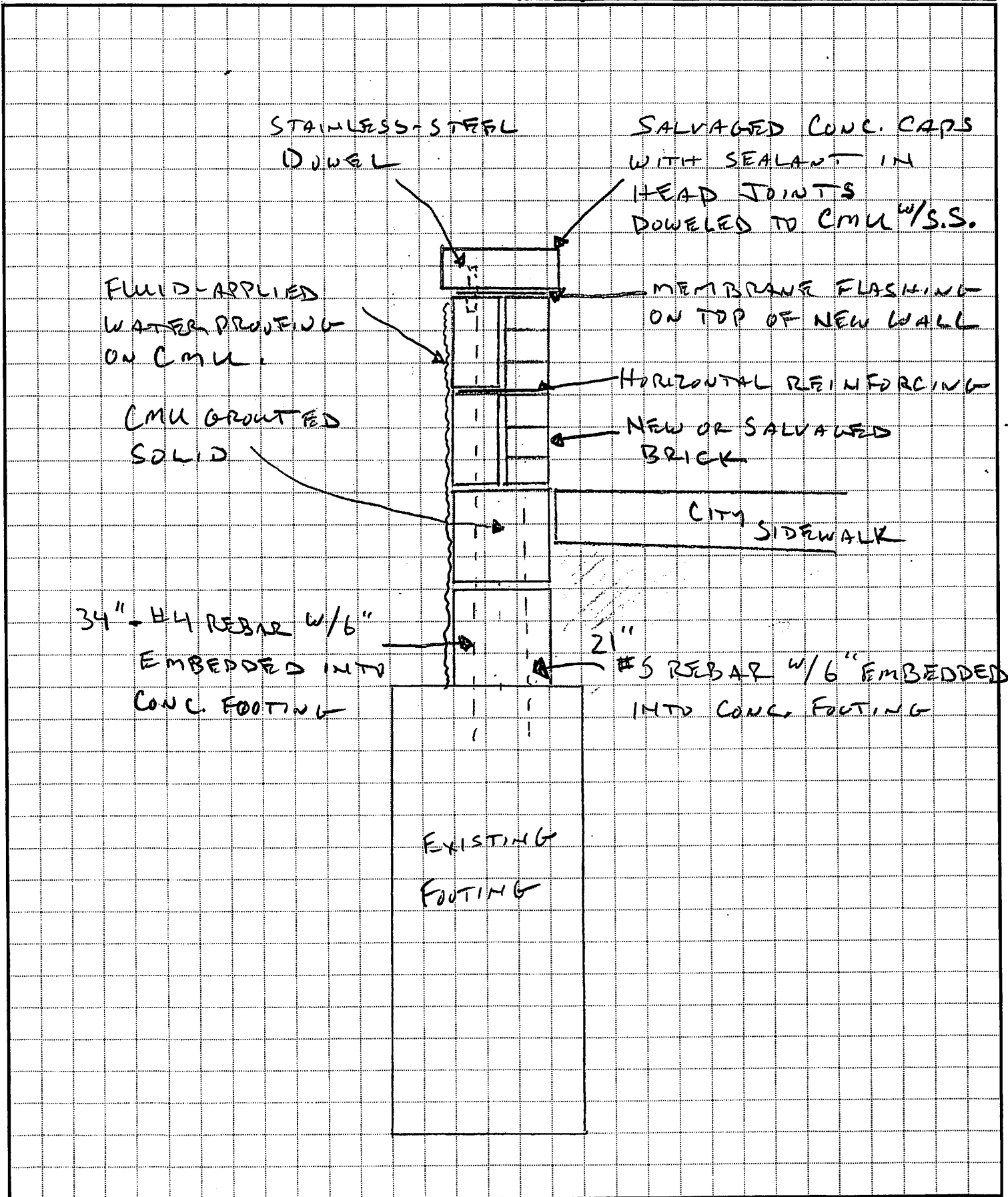
- 1) In case of the provisions of the proposal differ from the provisions of the specifications, this proposal shall govern. In case of dispute relative to matters not specifically provided for in plans, specifications, or contract, the latest standard code of practice is specified by the manufacturer will govern.
- 2) Seller will not be responsible for any loss, damage or delay caused by strikes, fires, accidents, floods, delayed deliveries by carriers, or by other cause beyond its reasonable control. Any work stopped by the Purchaser for a period of thirty (30) days or more shall be grounds for an increase in quoted prices and/or contract amount to reimburse Seller for any losses suffered during the execution. The time for completion shall be extended to cover all time lost by delay or suspension under this Paragraph.
- 3) If Seller is requested by Purchaser to perform extra or changed work that was not part of Seller's original scope of work, Purchaser will provide reasonable compensation to Seller for said work. Purchaser shall not give orders to Seller for work that is required to be performed at that time and then refuse to make payment on the grounds that a Change Order was not executed at the time the work was performed or the Purchaser's representative was not authorized to order the change. Purchaser and Seller recognize that in order for construction projects to proceed in a timely and efficient manner, changes in the original specifications frequently are made prior to execution of formal Change Order documents. The parties agree to work in good faith with each other so that Seller does not proceed with changed work without authorization and Seller receives fair compensation for authorized change work.
- 4) The Purchaser shall furnish a clear site and sufficient storage room to accommodate the storage of all materials, equipment, and supplies. The Purchaser shall also remove all obstructions, such as overhead wires, conduits, etc., and shall not allow the operation of any other trade to interfere with Seller's operations.
- 5) Unless otherwise specified, field work will be performed on the basis of a 40-hour non-overtime work week, Monday through Friday inclusive.
- 6) Seller shall not be responsible for damage to the work resulting from carelessness or mistreatment on the part of anyone not in its employ, nor from damage to the work caused from movement in the building or structure, or other causes that seller could not have reasonably foreseen.
- 7) Seller guarantees its work against defects arising from defective materials and workmanship for a period of one (1) year from date of substantial completion, unless otherwise noted in this proposal.
- 8) Seller agrees to indemnify and hold harmless the Purchaser from all claims, damages, losses and expenses for personal injury, including death and property damage, to the extent caused by a negligent act or omission by the Seller or someone for whose acts the Seller is responsible. Seller is not obligated to provide indemnity for damages, losses, claims or expenses to the extent due to the negligence or fault of indemnitees or others for whose conduct the Seller is not responsible. Similarly, Purchaser shall indemnify and hold harmless Purchaser from all claims, damages, losses and expenses arising from claims for bodily injury, including death or other damages, to the extent due to the negligence of Purchaser or the fault of its agents, representatives or employees.
- 9) This proposal and contract is based upon the work to be performed by Seller not involving contact with asbestos-containing or toxic materials and that such materials will not be encountered or disturbed during the course of performing the reroofing work Seller is not responsible for expenses, claims or damages arising out of the presence, disturbance or removal of asbestos-containing or toxic materials. In the event such materials are encountered, Purchaser will make arrangements with others for the handling and/or removal of such materials and/or Seller shall be entitled to additional time and compensation for additional expenses incurred as a result of the presence of asbestos, asbestos-containing or toxic materials at the work site.
- 10) Purchaser shall coordinate the Project so that the Project proceeds in an orderly and customary manner and so as to avoid newly installed roofing being used as a surface for on-going construction work. If Seller's work is damaged by other trades, Purchaser agrees to back charge the trades causing the damage and reimburse Seller for repair of damages. Purchaser will purchase or arrange with Owner to maintain Builder's Risk insurance.
- 11) Seller and Owner are committed to acting promptly so that roof or wall leaks are not a source of potential interior mold growth. Seller and/or Owner will make periodic inspections for signs of water intrusion and act promptly, including notice to Seller if Owner believes there are leaks, to correct the condition. Upon receiving notice, Seller will make repairs promptly so that water entry through the roofing installed by or masonry work performed by Seller is not a source of moisture. Seller is not responsible for indoor air quality. Owner shall hold harmless and indemnify Contractor from claims due to poor indoor air quality and resulting from failure by Owner to maintain the interior of the building in a manner to avoid growth of mold.

NOTE:

- These terms and conditions are an integral part of this proposal.
- This proposal is subject to your acceptance within 60 days.
- TERMS: Net 30 days from date of our invoice.
- Due to the high cost of carrying delinquent accounts, a 1½% carrying charge will be added to all past due accounts.

BORNOR RESTORATION, INC.
Building and Structures Restoration Services
525 Filley Street
Lansing, Michigan 48906
517.482.1625 - Fax 517.482.4840

JOB Main Street Plaza Overlay
SHEET NO. _____ OF _____
CALCULATED BY _____ DATE _____
CHECKED BY _____ DATE _____
SCALE N.T.S.



BORNOR RESTORATION, INC.
Building and Structures Restoration Services
525 Filley Street
Lansing, Michigan 48906
517.482.1625 - Fax 517.482.4840

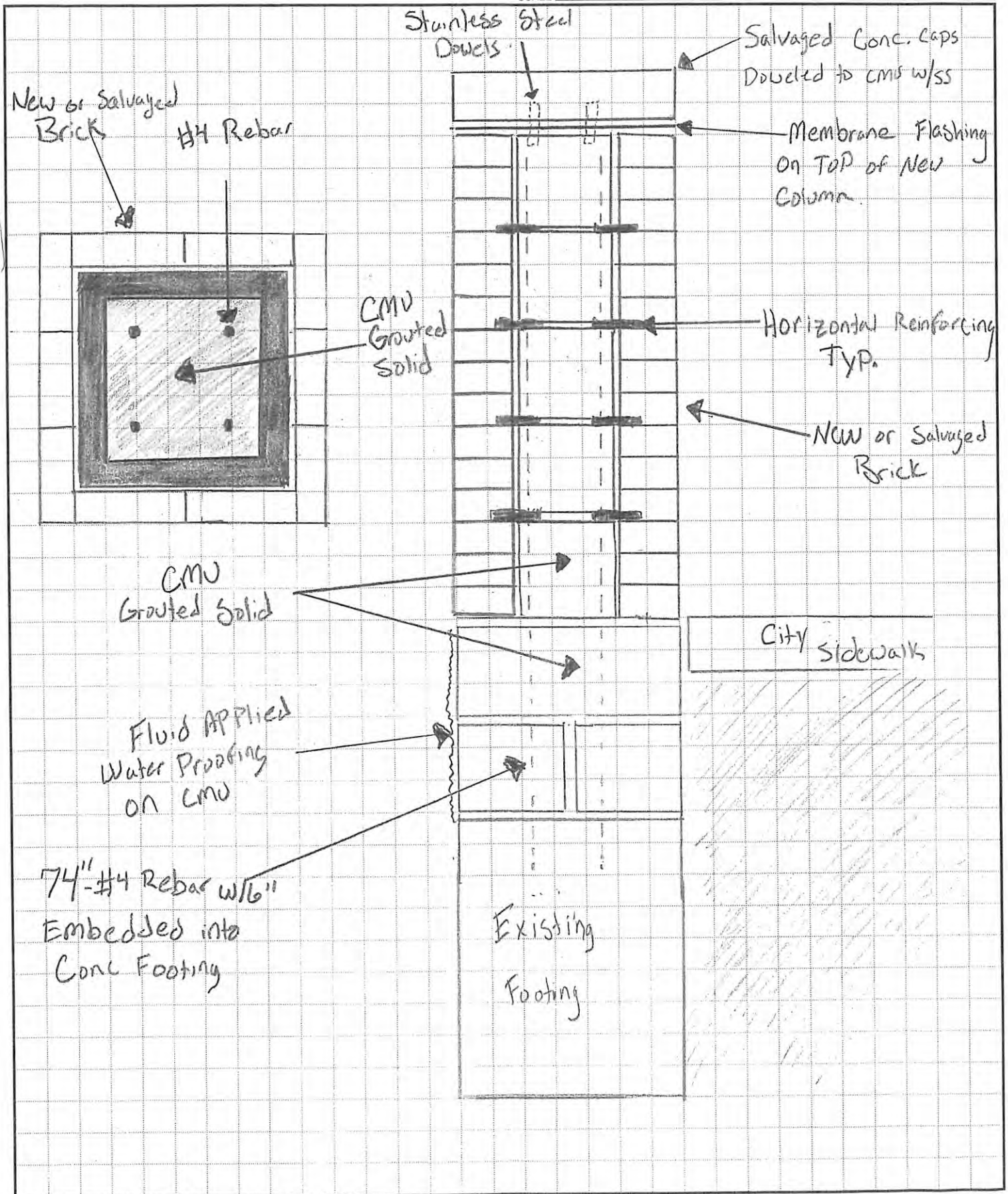
JOB Main Street Plaza Owosso

SHEET NO. _____ OF _____

CALCULATED BY _____ DATE _____

CHECKED BY _____ DATE _____

SCALE N.T.S



On behalf of Smith's Waterproofing LLC, I hereby submit this proposal for **Main Street Plaza Masonry Repair Project** for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals, and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.

Bid proposal by (Name of Firm): Smith's Waterproofing LLC

Please check the appropriate box and USE CORRECT LEGAL NAME.

Corporation State of Incorporation: Michigan

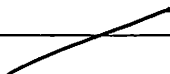
Partnership List of names: _____

DBA State full name: _____

Other Explain: _____

Signature of Bidder: 

Title: Brandon Smith, Vice President

Signature of Bidder: 

Title: _____

Address: 3821 Van Dyke

City, Zip: Almont, MI 48003

Telephone: 810-798-2371

Email Address: brandon@swcdllc.com

Signed this 18th **Day of** April **2023**

Bidder acknowledges receipt of the following Addenda:

ADDENDUM NO: BIDDER'S INITIALS:

1 -

BS

**BID Proposal
MAIN STREET PLAZA MASONRY REPAIR BID**

Disassemble and rebuild one (1) raised planter box on the East side of Main Street Plaza, located on the corner of E. Main Street and S. Washington Street in Owosso, MI 48867.

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

The bidder must provide pricing for the total project. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered." This bid will be awarded in its entirety to the successful bidder.

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to Main Street Plaza Masonry Repair Bid listed below at the following prices to wit:

Bidder's Initial BS

BID TOTAL

Forty-eight thousand, eight hundred, eighty-nine dollars and zero cents

(use words)

\$ 48,889.00

(use figures)

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications for the city to consider, but the costs associated with these additions shall be stated separately.

If the work is not complete on or before the date set for completion or any extension, the Contractor shall pay the city liquidated damages of *FIVE HUNDRED DOLLARS (\$500.00)* a calendar day until the work is satisfactorily completed. Liquidated damages for delay may be deducted from payments due the contractor or may be collected from the Contractor or the Contractor's surety.

The undersigned agrees that if the city accepts this proposal, Contractor will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal.

The undersigned agrees that if the city accepts this proposal, Contractor will start this project no sooner than May 1, 2023 and will substantially complete the entire work under this contract by August 31, 2023. This schedule may be extended for rain days or cold weather for calendar days after August 31, 2023 only as approved by the city of Owosso.

ADDENDUM

Addendum No. 1

Owner: City of Owosso
Project: Main Street Plaza Masonry Repair Bid
Engineer: N/A

NOTICE TO ALL PROSPECTIVE BIDDERS

BIDS DUE April 18, 2023

=====

This Addendum is a part of the Contract Documents and modifies the previously issued Bidding Documents. Acknowledge receipt of this Addendum in the space provided on the *Signature Page and Legal Status* section of the Bid Proposal. Failure to do so may result in rejection of the Bid.

ITEM NO. 1:

Bid Proposal – Main Street Plaza Masonry Repair Bid – Page 4

Delete

The bidder must provide pricing for the total project. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered." This bid will be awarded in its entirety to the successful bidder.


Add

The bidder must provide pricing for the total project. **A detailed list of the work to be done must be provided.** This bid will be awarded in its entirety to the successful bidder.

I acknowledge receipt of Addendum No. 1

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: Smith's Waterproofing LLC
MAILING ADDRESS: 3821 Van Dyke
CITY, STATE, ZIP: Almont, MI 48003
TELEPHONE NUMBER 810-798-2371 EMAIL I.D. brandon@swcdllc.com FAX # 810-798-2544

BY: SIGNATURE: 
OF AUTHORIZED REPRESENTATIVE
NAME (typed/printed) Brandon Smith TITLE: Vice President

END OF ADDENDUM NO. 1

Scope of Work

Smith's Waterproofing will perform the work in the following manner:

1. Mobilize to the job site.
2. Set -up barricades and signages to isolate the work area from the public.
3. Remove the metal railing and store at a location designated by the Owner.
4. Remove the coping stones and store for reinstallation.
5. Remove the masonry brick and the landscaping blocks down to the existing footing.
6. Expose the top of the footing, clean and prepare for dowel installation. For this repair procedure we have assumed that the existing footing is 16" wide as stated on the print.
7. Install #4 dowels at 24" on center embedded 6" into the concrete footing.
8. Install #3 horizontal bar one near the top of the dowel and the other near the bottom.
9. Install forms to create a 6" thick concrete wall.
10. Install 4000psi, air entrained concrete.
11. Remove forms and rub out wall if needed.
12. Install face brick on the street side of the planter and concrete blocks on the parking lot side. Create a 1-2" cavity between the concrete wall and the back side of the masonry to allow water to drain out of the wall.
13. Install waterproofing membrane on the interior face of the concrete (soil side) with protection board.
14. Install coping stone with through wall flashing.
15. Install sealant in all control joints and sky upward joints in the coping.
16. During this process, the masonry column will be rebuilt too.
17. Install Metal railing.
18. Clean up work area and demobilize.
19. See attached hand sketch for reconstruction detail.

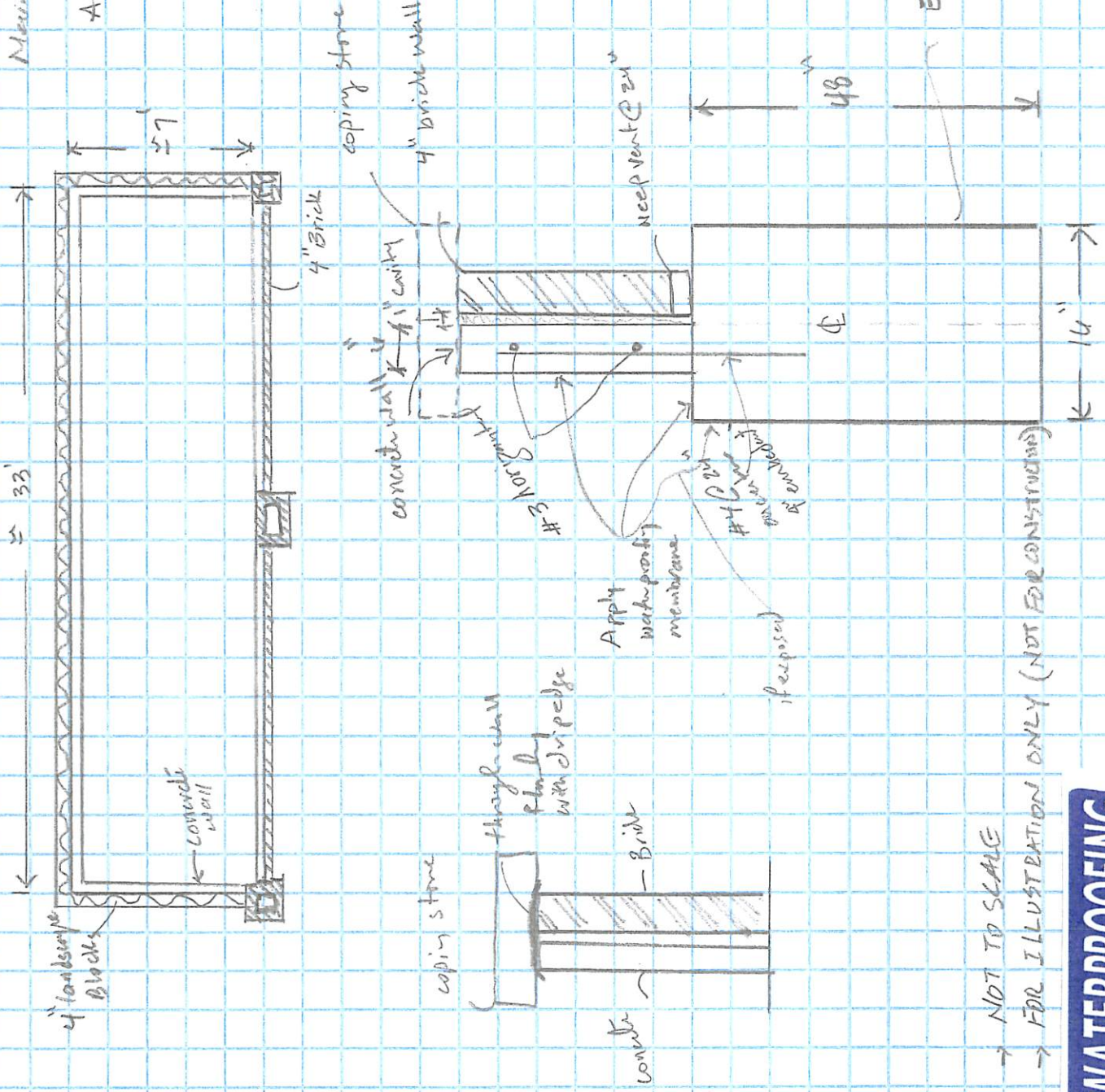
NOTES:

- A. Owner must allow Smith's to have the parking spots next to the planter, and possible few more for staging area.
- B. The existing soils, shrubs, trees, plants, etc. must be removed by the Owner prior to starting our work.
- C. Smith's is not responsible for replacing coping stones that will become damaged during the removal operation, Smith's proposal does not have an allowance for replacing coping stone.
- D. Owner is responsible for handling any electrical, water, low voltage, etc. if it needs to be removed and installed to complete the work.
- E. Owner must provide water and electricity for construction.

City of Dunes
Main Street Plaza Memory

Repair

April 18, 2023



→ NOT TO SCALE
→ FOR ILLUSTRATION ONLY (NOT FOR CONSTRUCTION)



MEMORANDUM

301 W. MAIN ST • OWOSSO, MICHIGAN 48867-2958 • WWW.CI.OWOSSO.MI.US

DATE: May 3, 2023

TO: Owosso Downtown Development Authority/Main Street

FROM: Lizzie Fredrick – Owosso Main Street/DDA Executive Director

SUBJECT: Downtown Streetlight Project Phase I Location

RECOMMENDATION:

Begin Phase I of the Downtown Streetlight Project on Washington Street from the Shiawassee River to Comstock Street.

BACKGROUND:

Staff is requesting the Board consider approving the location of Phase I of the Downtown Streetlight Project.

On 4/11/23, the OMS Design Committee voted to recommend to the Board that Phase I begin on Washington Street from the Shiawassee River to Comstock Street, estimated to cost \$253,600.

\$275,000 has been allocated for this project with \$7,800 already spent on soil borings.

Staff will be exploring whether the remaining \$267,200 can be used for the match requirement for the Michigan Economic Development Corporation Revitalization and Placemaking Program 2.0. Draft guidelines for the RAP Program 2.0 have been attached for your reference.

On 4/19/23, the Downtown Historic District Commission approved the Certificate of Appropriateness for the Spring City Streetlight.

FISCAL IMPACTS:

There is no projected impact on the OMS/DDA budget. Phase I of the Downtown Streetlight Project will be funded by City of Owosso ARPA Fund No. 287

Attachments: Washington Street Estimate
Revitalization and Placemaking Program 2.0 Draft Guidelines
Spring City Streetlight

**Downtown Street Light Project
Construction Estimate**

Washington from Shiawassee River to Comstock

Pay Item	Quantity	Unit	Unit Price	Total Price
Light, Rem and Salvage	22	Ea	\$750.00	\$16,500.00
Conc. Base Rem	22	Ea	\$500.00	\$11,000.00
Light, Purchase	13	Ea	\$5,000.00	\$65,000.00
Light, Install	13	Ea	\$1,000.00	\$13,000.00
Conc. Base Install	13	Ea	\$2,000.00	\$26,000.00
Junction Box	9	Ea	\$2,000.00	\$18,000.00
Conduit, Bore	1285	Ft	\$50.00	\$64,250.00
Electric Wire	2570	Ft	\$5.00	\$12,850.00
Sidewalk, Remove and Replace	2200	Sft	\$10.00	\$22,000.00
Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
				\$253,600.00

Washington from Comstock to Main

Pay Item	Quantity	Unit	Unit Price	Total Price
Light, Rem and Salvage	20	Ea	\$750.00	\$15,000.00
Conc. Base Rem	20	Ea	\$500.00	\$10,000.00
Light, Purchase	12	Ea	\$5,000.00	\$60,000.00
Light, Install	12	Ea	\$1,000.00	\$12,000.00
Conc. Base Install	12	Ea	\$2,000.00	\$24,000.00
Junction Box	8	Ea	\$2,000.00	\$16,000.00
Conduit, Bore	970	Ft	\$50.00	\$48,500.00
Electric Wire	1940	Ft	\$5.00	\$9,700.00
Sidewalk, Remove and Replace	2000	Sft	\$10.00	\$20,000.00
Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
				\$220,200.00

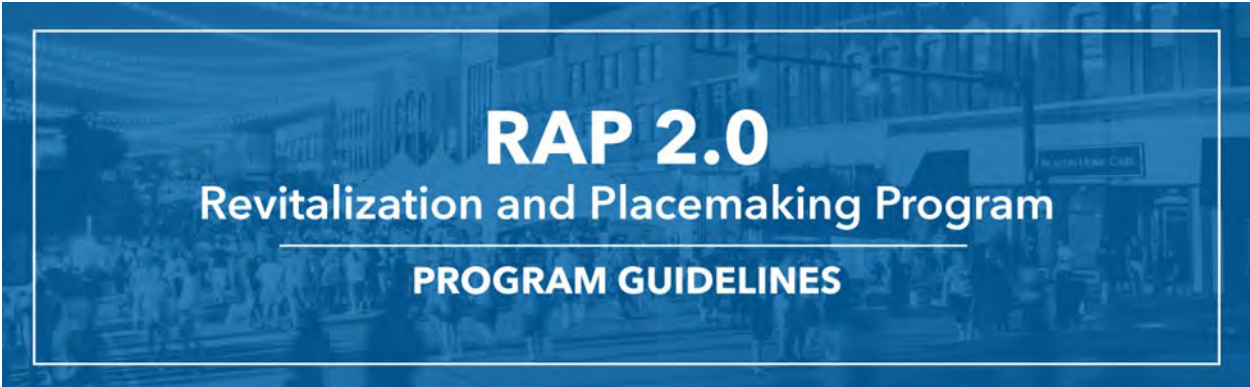
Washington from Main to Exchange (must do Exchange to Mason on east side)

Pay Item	Quantity	Unit	Unit Price	Total Price
Light, Rem and Salvage	23	Ea	\$750.00	\$17,250.00
Conc. Base Rem	23	Ea	\$500.00	\$11,500.00
Light, Purchase	15	Ea	\$5,000.00	\$75,000.00
Light, Install	15	Ea	\$1,000.00	\$15,000.00
Conc. Base Install	15	Ea	\$2,000.00	\$30,000.00
Junction Box	8	Ea	\$2,000.00	\$16,000.00
Conduit, Bore	1590	Ft	\$50.00	\$79,500.00
Electric Wire	3180	Ft	\$5.00	\$15,900.00
Sidewalk, Remove and Replace	2300	Sft	\$10.00	\$23,000.00
Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
				\$288,150.00

Washington from Exchange to Mason

Pay Item	Quantity	Unit	Unit Price	Total Price
Light, Rem and Salvage	10	Ea	\$750.00	\$7,500.00
Conc. Base Rem	10	Ea	\$500.00	\$5,000.00
Light, Purchase	7	Ea	\$5,000.00	\$35,000.00
Light, Install	7	Ea	\$1,000.00	\$7,000.00
Conc. Base Install	7	Ea	\$2,000.00	\$14,000.00
Junction Box	3	Ea	\$2,000.00	\$6,000.00
Conduit, Bore	780	Ft	\$50.00	\$39,000.00
Electric Wire	1560	Ft	\$5.00	\$7,800.00
Sidewalk, Remove and Replace	1000	Sft	\$10.00	\$10,000.00
Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
				\$136,300.00

Grand Total: \$898,250.00



RAP 2.0

Revitalization and Placemaking Program

PROGRAM GUIDELINES

Program Overview

The Revitalization and Placemaking Program (“RAP 2.0 Program”) is an incentive program that will proactively deploy \$100 million in state funding to address the COVID-19 impacts and community revitalization needs in Michigan communities to invest in projects that enable population and tax revenue growth through rehabilitation of vacant and blighted buildings and historic structures, rehabilitation and development of vacant properties, and development of permanent place-based infrastructure associated with social zones and traditional downtowns, outdoor dining, and place-based public spaces. Administered by the Michigan Economic Development Corporation (“MEDC”), this tool provides access to real estate and place-based infrastructure development gap financing in the form of grants of up to \$5 million per project for real estate rehabilitation and development, grants of up to \$1 million for public space place-based infrastructure per project, and grants of up to \$20 million to local or regional partners who develop a subgrant program.

Program Goals

Through the RAP 2.0 Program, the MEDC will partner with local communities to proactively address the negative economic impacts of the pandemic, and community revitalization needs in Michigan communities by investing in projects that promote population and tax revenue growth. These investments will help create the environment necessary to attract and retain talent, add new housing options, enable business creation and attraction, and provide resources for Michigan citizens and communities. These investments will help local governments avoid budget crises, retain current residents, and enhance downtown vitality.

Eligible Applicants

Eligible applicants are individuals or entities working to rehabilitate vacant, underutilized, blighted and historic structures and the development of permanent place-based infrastructure¹ associated with traditional downtowns, social-zones, outdoor dining and placed-based public spaces. These applicants may include, but are not limited to:

- Non-profits and local economic development organizations;
- Developers; or
- Brownfield Authorities, Downtown Development Authorities, local units of government, local Land Bank Fast Track Authorities² or other entities approved by the MSF.

¹ Amenity that is not intended to be temporary, including but not limited to a site improvement or building, and that positively contributes to a traditional downtown or a mixed-use area with abundant accommodations for non-motorized transportation.

² Local authority created under Act 258 of 2003.

Eligible Costs

"Eligible Costs" are at least one, or any combination, of the following expenditures:

- a. Acquisition fees or costs for real property;
- b. Fees or costs for alteration, new construction, improvement, demolition, or rehabilitation of buildings of an approved project, including utility tap fees, and fees and costs paid to a governmental entity for permits, zoning, and inspections;
- c. Costs associated with site improvements such as access (including ADA improvements) and streetscaping elements such as lighting, fencing, street furniture, etc.;
- d. Fees or costs for site improvements, including a surface parking lot, parking garage, parking ramp, utilities and public infrastructure, such as roads, curbs, gutters, sidewalks, landscaping, lighting, grading and land balancing;
- e. Fees or costs for the addition of machinery, equipment or fixtures for an approved project;
- f. Professional fees or costs for an approved project for the following services: architectural, engineering, environmental, surveying, insurance, accounting and legal;
- g. Developer fees not to exceed 4% of total project costs;
- h. Other costs associated with real estate or place-based infrastructure development may be considered on a case-by-case basis.

Award Structures and Funding

All awards will be structured as grants with performance milestones and reporting requirements. Grant awards may be made directly to individual projects, or to local or regional partner organizations for regranting to local communities or projects.

The minimum grant award is \$500,000 and the maximum awards are \$5 million per project for real estate rehabilitation and development. The minimum grant award is \$250,000 and the maximum award is \$1 million per project for public space place-based infrastructure. The maximum grant award is \$20 million for local or regional partner applicants that develop a subgrant program. Requests for subgrant awards must demonstrate local or regional coordination to implement a revitalization strategy. The following limits are also in place for all projects:

- Grant awards associated with the rehabilitation of vacant and blighted buildings or costs associated with the repurposing of space left vacant as a result of COVID-19 on a single project shall not exceed the lesser of \$5,000,000 or 50% of Eligible Costs.
- Grant awards associated with the redevelopment or revitalization of historic properties in coordination with the Michigan Certified Local Government program or other historic redevelopment programs on a single project shall not exceed the lesser of \$5,000,000 or 50% of Eligible Costs.
- Grant awards associated with new infill construction shall not exceed the lesser of \$5,000,000 or 50% of Eligible Costs.
- Grant awards associated with the development of permanent place-based infrastructure associated with social-zones³, outdoor dining, etc. for a single project in support of a traditional downtown or central business district must have a request of at least \$250,000 and shall not exceed the lesser of \$1,000,000 or 50% of Eligible Costs.

Award Disbursement

Awards will be disbursed in two parts – 50% of the award will be disbursed upon incursion of 50% of eligible expenses; the other 50% of the award will be disbursed to all recipients upon completion of the project. For real estate rehabilitation projects, this requires a Certificate of Occupancy. For public space place-based

³ Area or district established by a local governmental unit (city, village, township, county) under MCL 436.1551

projects, this requires a letter from the municipality stating that the project is completed as it was locally approved.

Project Considerations

The MSF must incur and expend all RAP Program funding before September 30, 2027. The most competitive project submissions will clearly address community revitalization needs by responding to the criteria below:

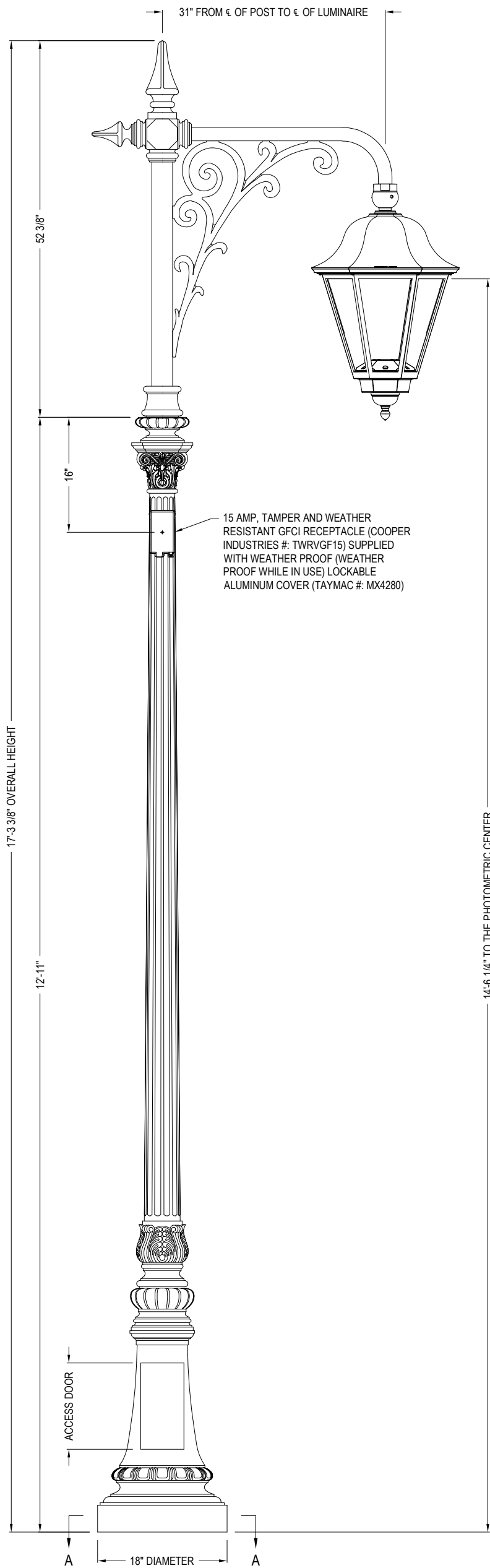
1. Local support and match: All submissions must include a letter of support from the local or regional economic development organization and/or municipality. The most competitive proposals will also include a financial contribution from the local unit of government.
2. Location: Preference will be given to projects located in traditional downtowns or traditional commercial corridors.
3. Capacity: The applicant, consultant or individual member of the development team must have experience implementing a project of a similar scope.
4. Long-term impacts: Competitive applicants will be able to articulate how the proposal will have a long-term impact in the community including addressing how it will enable growth in population and tax revenue.
5. Financial Viability:
 - Demonstrate long-term financial viability of the project
 - Demonstrate financial need for the project
6. Local and Regional Impact Considerations:
 - Project should demonstrate how it supports the vision and goals stated in the local master plan, downtown plan, capital improvements plan and/or economic development strategy.
 - Project should demonstrate the readiness of infrastructure – utilities, housing, transportation, public transit, and other community services. Is project filling available capacity or creating need for new community or state investments in infrastructure/resources?

To help ensure broad geographic distribution across all Michigan regions and in both rural and urban communities, less responsive proposals may be prioritized in some instances so long as the proposal meets programmatic requirements.

All RAP Program agreements shall be memorialized by final written agreement with terms and conditions in accordance with; these RAP Guidelines, MEDC approval, and any other applicable laws. These terms and conditions shall otherwise be satisfactory to the MEDC, and shall include, without limitation, performance-based milestones governing disbursements; repayment provisions and periodic reporting to facilitate the MEDC's report to the Michigan legislature. The RAP Program agreements shall also include a provision for repayment due to breach of the written agreement or failure to meet measurable milestones.

This drawing is property of Spring City Elect. Mfg. and is issued to the recipient with the understanding that it shall not be copied, duplicated, passed on to unauthorized parties, nor used for any purpose other than that for which it is specifically furnished except with Spring City's written permission.

EPA INFORMATION						
SECTION	PROJECTED AREA (Sq. Ft.)	X CENTROID (Ft.)	Y CENTROID (Ft.)	Cd	EPA (Sq. Ft.)	WEIGHT (lbs.)
POST	6.20	0.00 Ft.	5.15 Ft.	1.20	7.44	585
CROSS ARM	2.40	0.48 Ft.	15.38 Ft.	1.20	2.88	40
LUMINAIRE	1.49	2.58 Ft.	14.43 Ft.	1.20	1.79	35
Drag Coefficient According To Standard Specifications for Structural Supports (Table 3.8.6-1)				OVERALL WEIGHT	660	



LUMINAIRE SPECIFICATIONS

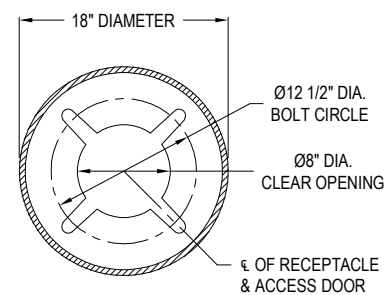
STYLE:	YORKTOWN FULL CUT OFF STYLE PENDANT MOUNT LED LUMINAIRE WITH OPEN CAGE
HEIGHT:	25 1/4"
WIDTH:	20 1/2" HEXAGONAL (POINT TO POINT)
MATERIAL:	CAST ALUMINUM ALLOY A.N.S.I. 356, PER A.S.T.M. B26-95
PANEL:	FROSTED ACRYLIC
FINISH:	POWDER COAT - RIVER TEXTURE GLOSS BLACK
LAMPING:	100 WATT LED SYSTEM
VOLTAGE:	ELECTRONICALLY WIRED AT 120-277 VOLTS
COLOR TEMP.:	3000K (WARM WHITE)
DISTRIBUTION:	TYPE IV (ASYMMETRIC DISTRIBUTION)
SURGE:	10KV SURGE PROTECTION
MODIFIER:	<ul style="list-style-type: none"> BISHOPS CROOK VERTICAL ALIGNMENT COUPLING CLAREMONT PINES FINIAL
CATALOG NO.:	ALMYRK-M4-LE100-EVX-2F2-30-CR4-YPLF-LAVBC-FCM-CU

CROSS ARM SPECIFICATIONS


STYLE:	LEXINGTON "SINGLE" CROSS ARM
HEIGHT:	52 3/8"
WIDTH:	31" FROM ϵ OF POST TO ϵ OF LUMINAIRE
MATERIAL:	CAST ALUMINUM ALLOY ANSI 356 PER A.S.T.M. B26-95
FINISH:	POWDER COAT - RIVER TEXTURE GLOSS BLACK
TENON:	2" NPT PIPE NIPPLE (TO ACCEPT LUMINAIRE)
CATALOG NO.:	AARLXN-1S-31-TN2.00-NPT-CU

LAMP POST SPECIFICATIONS

STYLE:	REGENCY
HEIGHT:	12'-11"
PHOTOMETRIC CENTER:	14'-6 1/4"
BASE:	18" DIAMETER
MATERIAL:	ONE PIECE, CAST DUCTILE IRON PER A536-84 GRADE 65-45-12
FINISH:	POWDER COAT - RIVER TEXTURE GLOSS BLACK
ACCESS DOOR:	LOCATED IN BASE SECURED WITH TAMPER PROOF HEX SOCKET SECURITY MACHINE SCREWS
GROUND PROVISIONS:	DRILL AND TAP INSIDE WALL OF BASE OPPOSITE ACCESS DOOR TO ACCOMMODATE A 1/4"-20 GROUND STUD (STUD SUPPLIED BY OTHERS)
ANCHOR BOLTS:	(4) 3/4" DIA. X 24" LONG + 3" HOOK (FULLY GALVANIZED WITH 1 GALVANIZED NUT AND 1 GALVANIZED WASHER PER BOLT)
BOLT PROJECTION:	3" REQUIRED
TENON:	2 3/8" DIA. X 6" HIGH (TO ACCEPT CROSS ARM)
MODIFIER:	<ul style="list-style-type: none"> 15 AMP GFCI RECEPTACLE WITH IN-USE COVER (SEE SECTION A-A FOR ORIENTATION)
CATALOG NO.:	
POST:	DPSRGN-18-12.92-TN2.38-6.00-GFWI-CU
ANCHOR BOLT:	323/1NW



SECTION A-A
BASE PLATE DETAIL

		REVISED BY: B.K.R.	DATE: 03-16-2022
Spring City Electrical Mfg. Co. HALL AND MAIN STREETS - P.O. BOX 19 - SPRING CITY, PA. 19475 PHONE (610) 948-4000 - FAX (610) 948-5577 - WWW.SPRINGCITY.COM			
DESCRIPTION	THE 12'-11" REGENCY LAMP POST WITH THE LEXINGTON SINGLE CROSS ARM AND THE YORKTOWN LED LUMINAIRE		
OPPORTUNITY	CITY OF OWOSSO, MI		
SCALE	DRAWN BY:	DATE	DRAWING NO.
N.T.S.	B.K.R.	02-02-2022	SPEC-33536



MEMORANDUM

301 W. MAIN ST · OWOSSO, MICHIGAN 48867-2958 · WWW.CI.OWOSSO.MI.US

DATE: May 3, 2023

TO: Owosso Downtown Development Authority/Main Street

FROM: Lizzie Fredrick – Owosso Main Street/DDA Executive Director

SUBJECT: FY23-24 AmeriCorps Program

RECOMMENDATION:

Not participating in the FY23-24 AmeriCorps Program.

BACKGROUND:

Staff submitted the Owosso Main Street AmeriCorps Host Site Application and Host Site Scholarship Application on March 17, 2023 based on the applications submitted from the previous year. OMS has been approved as a Host Site for FY23-24 and received an extension to accept or decline participation in the program on May 3, 2023.

The cost to participate will be \$10,000. The cost to participate in FY22-23 was \$4,5000 due to receiving a scholarship, which OMS did not receive this year.

The current OMS AmeriCorps Member will not be extending into a second year.

If the Board elects to participate in the FY23-24 AmeriCorps Program, the City Manager and OMS/DDA Executive Director will need authorization to sign the attached agreement and begin the recruitment process for a new AmeriCorps Member to begin September 2023.

Due to the OMS/DDA Executive Director's length of employment with the City of Owosso, the City Manager would need to continue as the AmeriCorps Service Member Host Site Supervisor.

FISCAL IMPACTS:

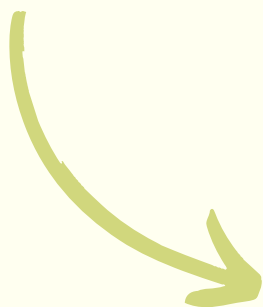
There is a \$10,000 non-refundable expense from account No. 248-200-818.000, Contractual Services, if the Board decides to move forward with the AmeriCorps Program for FY23-24.

Attachments: AmeriCorps Program Pricing
AmeriCorps Program Timeline
AmeriCorps FY23-24 Host Site Agreement

WHAT IS EXPECTED OF PROGRAM HOST SITES?

Awarded CEDAM's AmeriCorps host sites will:

- Be a member of CEDAM for the duration of the member(s)' term
- Be a non-profit, higher education institution, Indian tribe, or state or local government
- Pay the required non-refundable host site fee by **May 26, 2023**
- Provide office space, phone access, email, computer access, and supplies needed to successfully complete tasks in the position description for the AmeriCorps member
- Have an in-person or hybrid work environment
- Provide travel reimbursement to the member for any travel on behalf of the host site and to four CEDAM-required trainings in Lansing.
- Identify **one** staff person to be the host site supervisor with the following qualifications.



HOST SITE SUPERVISOR QUALIFICATIONS

- Be a full-time staff person whose been with the organization for 1 year+, physically located in the same office as the AmeriCorps member
- Have 6 months or more of management experience in their career
- Meet with the member weekly
- Submit monthly in-kind reports to the program director
- Participate in AmeriCorps supervisor cohort trainings as detailed in *Appendix 1*.

HOW MUCH IS THE HOST SITE FEE?

Each host site pays a one-time, non-refundable fee for their full-time member. The amount depends on your organization's budget size. More below:

Organization Budget	Host site fee
Under \$250,000	\$8,000
\$250,000 - \$999,999	\$10,000
\$1M - \$4.9 million	\$12,000
> \$5 million	\$14,000

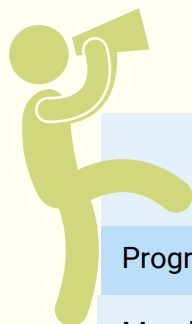


Scholarships available! More information can be found on page 12.

More host site fee information can be found in *Appendix 6*.

Wow! That's **\$46,000** per member!

ACTUAL COST PER AMERICORPS MEMBER



Type of cost	CEDAM contributes	AmeriCorps contributes	Total costs
Program oversight	\$1,154	\$5,746	\$6,900
Member living allowance	\$14,207	\$11,793	\$26,000
Member health care & payroll taxes	\$3,234	\$0	\$3,234
Member recruitment	\$800	\$585	\$1,385
Member training & professional development	\$400	\$1,646	\$2,046
Education award	\$0	\$6,495	\$6,495
TOTAL	\$19,795	\$26,265	\$46,060

From: Andrea Villanueva <andrea@cedamichigan.org>
Sent: Thursday, March 30, 2023 11:41 AM
To: Lizzie L. Fredrick; Nathaniel R. Henne
Cc: Shate'ja Curry
Subject: 2023-24 CEDAM AmeriCorps Member Placement Notification

Follow Up Flag: Follow up
Flag Status: Completed

Good morning Owosso Main Street staff,

I am writing on behalf of CEDAM's AmeriCorps Program to inform you that Owosso Main Street has been selected as a host site for the 2023-24 program year! This year's decision was challenging for the review committee. The competition was tough and we are excited to have you as a part of our National Service team this year.

Following is the awarded AmeriCorps position(s) CEDAM is placing with you:
1 full-time member - Outreach and Small Business Educator with a match fee of \$10,000/slot due May 23rd.

Over the next couple of weeks, your site supervisor will hear from me more than usual. I will be sending out your CEDAM's AmeriCorps host site contract, the programs recruitment plan template for you to complete, training videos, and for new host site supervisors instructions to complete your AmeriCorps background checks. I will also be finalizing your position description and will reach out for clarifications. Your position description will be vital when we start member recruitment on May 1. Until then, please complete the form linked below and review our program timeline.

Confirm/Decline Award & Host Site Survey:

[Please complete this form](#) to confirm or decline your awarded slot(s) by **Tuesday, April 4th by 5 pm.**

Timeline:

Our 2023-24 site supervisor orientation will be broken up into 2 parts. Our first part kicks off on April 18! Zoom links to both orientation dates can be found on the timeline below. Site supervisors will also receive calendar invites before April 7th. There are a lot of important dates between now and when members start service and we don't want you to miss anything! Below you'll find our timeline:

DATE	TOPIC	DOCS & INFORMATION
April 4	Award confirmation due	Verification form
April 5 - 7	Site supervisor background check information distributed	Forms & instructions sent by Andrea
April 5 - 7	Recruitment plan template distributed	Documents sent by Andrea
April 10 – May 1	Complete CEDAM's AmeriCorps training videos	Instructions TBA
April 18: 12:30 pm –	Site supervisor orientation pt.1,	Orientation Zoom link

4:30 pm	host site contract and invoice distributed	Documents sent by Andrea
April 21	Host site recruitment plans due	Send complete template to Andrea and Shate'ja
April 21	Site supervisor background check items completed	N/A
May 1	Member recruitment starts	Further instructions TBA. Media template, application portal, and position descriptions will be sent prior to this date
May 23: 12:30 pm – 4:30 pm	Site supervisor orientation pt. 2	Orientation Zoom link
May 23	Host site contract & nonrefundable host site fee due	Send contract to Andrea and Shate'ja Send payment to information on invoice
June 16	Member recruitment ends	
June 12 -20	Conduct first-round interviews	Templates, scripts, and interview must-haves sent prior to this timeframe
June 21	Top 3 final candidates selected	
June 26 – July 28	Final candidate interviews with CEDAM AmeriCorps staff	Instructions & logistics TBA
August 1	Member offer day	AmeriCorps Program makes offer
August 7 – September 8	Member onboarding	AmeriCorps Program responsibility
September 18	Service term starts – member orientation	Member orientation logistics TBA
August 23, 2024	Service term ends	---

I know it can be tempting to start member recruitment and I appreciate those of you who outlined getting started right away on your applications. However, we need everyone to wait until May 1 to start recruitment. More information about member recruitment will be sent out over the next couple of weeks.

I know there's a lot in this email- if you have any questions let me know and I'll be happy to assist you. Thank you for your interest and dedication to National Service, I can't wait to see the impact AmeriCorps will have on your community this service term!

--

Andrea Villanueva
[Pronouns:](#) She/Her/Hers
 AmeriCorps Program Manager



CEDAM'S AMERICORPS STATE PROGRAM HOST SITE AGREEMENT



This agreement is entered into between the Community Economic Development Association of Michigan (CEDAM) and the host site requesting AmeriCorps resources. The following roles and responsibilities are required by each organization in order to participate in CEDAM's program per the policies and procedures set forth by AmeriCorps.

CEDAM Roles and Responsibilities

CEDAM will:

- a. Provide timely direct deposits of AmeriCorps State members' living allowance upon submission of a time and activity report using the OnCorps online time-reporting system.
- b. Provide health care benefits for qualified, full-time AmeriCorps State members.
- c. Reimburse AmeriCorps State members for any required programmatic travel outside of member orientation and three quarterly trainings.
- d. Serve as the primary provider of training and technical assistance for AmeriCorps State members and host sites.
- e. Assist with AmeriCorps State member recruitment by publishing available AmeriCorps State positions in the nationally accessible AmeriCorps recruitment system. CEDAM will review and forward all relevant applications to host sites.
- f. Develop a program year calendar prior to the beginning of the program year that includes all mandatory meetings.
- g. Facilitate member orientation within the first month of the AmeriCorps State service term. Information covered includes AmeriCorps-specific topics. Some general position-specific information will be available but no in-depth discussion on day-to-day activities will be provided.
- h. Provide an orientation for site supervisors. At minimum, this training will cover inclusive hiring, AmeriCorps-specific information, CEDAM's AmeriCorps policies and procedures, and how to utilize the OnCorps timekeeping system.
- i. Arrange compliance site visits with site supervisors and members. The program director will visit at least once per program year. This may be done virtually or in-person.
- j. Develop and distribute forms for the effective evaluation and continuous improvement of AmeriCorps State members and the program as a whole including, but not limited to, mid-year and end-of-year evaluations.
- k. Provide other support as needed, if justifiable as a reasonable cost pursuant to the AmeriCorps grant.

Host Site Roles and Responsibilities

Host sites will:

- a. Be a member of CEDAM for the 2023 and 2024 calendar years.
- b. Identify one host site supervisor for the AmeriCorps State member. This supervisor must be a full-time staff person (1 year+), located at the same office as the member and have 6 or more months of management experience.
- c. Ensure its host site supervisor attends CEDAM's site supervisor orientation sessions.
- d. Sign and submit the Host Site Agreement by **May 23, 2023**.



CEDAM'S AMERICORPS STATE PROGRAM HOST SITE AGREEMENT



- e. Work with program staff to finalize position description and submit a recruitment plan for CEDAM approval by **April 21, 2023**.
- f. Provide the required nonrefundable host site fee to CEDAM by **May 23, 2023**.
- g. Recruit, interview, and recommend candidates for final interviews to CEDAM program staff.
- h. Provide regular, appropriate on-site supervision of the AmeriCorps member as well as a comprehensive orientation to the host agency, community, and the member's service responsibilities.
- i. Meet with the AmeriCorps State member weekly to discuss performance and progress on position description for the entire service term.
- j. Ensure the AmeriCorps member submits sufficient timesheets in OnCorps and approve timesheets by the deadline pursuant to the program handbook.
- k. Maintain documentation of information reported on AmeriCorps monthly reports including volunteer registration forms, client evaluations/surveys, and other supporting documentation of any results reported in reports for at least **three years** following the member's term of service.
- l. Allow time for member to complete required AmeriCorps State trainings, attend AmeriCorps State cohort webinars and attend other AmeriCorps State-mandated events as listed on the program year calendar.
- m. Complete AmeriCorps State required mid-year and end-of-year evaluations on each AmeriCorps member as instructed by the program manager.
- n. Sign off on member travel reimbursements when needed.
- o. Ensure that AmeriCorps service activities are limited to those included in the approved position description.
- p. Ensure that at no time during their service term are AmeriCorps members performing staff functions. Per federal regulations, AmeriCorps members cannot replace paid staff or dedicated volunteer resources.
- q. Act as the liaison between the AmeriCorps member and the program director. This includes informing CEDAM of any violations of the member's service agreement.
- r. Notify CEDAM of any issues and conduct disciplinary actions pursuant to the program's disciplinary process outlined in the AmeriCorps State site supervisor handbook.
- s. Notify CEDAM of any no-call, no-shows within 24 hours.
 - a. Repay CEDAM for any unallowable member living allowance disbursements that happen as a result of a host site's lack of communication.
- t. Provide a designated work area for the member that includes a computer and telephone. Members must also have access to a fax machine, copier, office supplies, postage, and other items as necessary to complete their assignments.
 - a. As it relates to COVID-19, the host site is responsible for providing the AmeriCorps member with the same remote work equipment provided to other staff.
- u. Reimburse AmeriCorps State members for travel required for host organization-related activities, CEDAM's AmeriCorps orientation, and three quarterly trainings per the host site organization's policies and procedures.
- v. Ensure that during service hours AmeriCorps State members do not:
 - Attempt to influence legislation;



CEDAM'S AMERICORPS STATE PROGRAM HOST SITE AGREEMENT



- Organize or engage in protests, petitions, boycotts, or strikes;
 - Assist, promote or deter union organizing;
 - Impair existing contracts for services or collective bargaining agreements;
 - Engage in partisan political activities designed to influence the outcome of an election to any public office;
 - Participate in, or endorse events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 - Engage in religious instruction; conduct worship services; provide instruction as part of a program that includes mandatory religious instruction or worship; maintain facilities primarily or inherently devoted to religious instruction, worship, or engaging in any form of religious proselytization;
 - Provide a direct benefit to a(n):
 - For-profit entity
 - Labor union
 - Partisan political organization
 - Organization engaged in the religious activities described in the preceding subclause, unless grant funds are not used to support the religious activities; or
 - Nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26
 - Engage in voter registration drives. In addition, AmeriCorps funds may not be used to conduct a voter registration drive.
- w. Forego any rights to royalties in connection with photographs, video, or film taken by the Michigan Community Service Commission or CEDAM. The host site understands that any photograph, video, or film taken of the host site in conjunction with AmeriCorps can be used by MCSC or CEDAM without the host site's express permission.
- x. Model a positive attitude about AmeriCorps and the requirements of the program.
- y. Provide reasonable accommodations to members with disabilities per the host site organizational policy.
- z. Submit CEDAM AmeriCorps State in-kind tracking reports as requested.
- aa. Adhere to all policies and procedures listed in the 2022-23 AmeriCorps State Host Site Supervisor Handbook including CEDAM's diversity, equity, and inclusion policy.

Compliance

The Michigan Community Service Commission and Community Economic Development Association of Michigan reserve the right to inspect all host sites for compliance to grant terms and conditions. All host sites are expected to participate and cooperate with designated officials during an investigation. If CEDAM's AmeriCorps State program is found to be negligent in any way, the host organization will share the financial impact assessed against CEDAM's AmeriCorps program.

Authorization



**CEDAM'S AMERICORPS STATE PROGRAM
HOST SITE AGREEMENT**



I have read the 2023-24 AmeriCorps host site agreement. I understand the duties and responsibilities of the host site and agree to the terms set forth in this document. I agree to comply with all the AmeriCorps policies and procedures, and I understand the financial consequences to our organization if I fail to do so.

Host site organization: _____

Site supervisor name (printed): _____

Site supervisor (signature): _____

Site supervisor title: _____

Date: _____

Host site executive director name (printed): _____

Host site executive director (signature): _____

Date: _____

CEDAM executive director name: Luke Forrest

CEDAM executive director (signature): _____

Date: _____

*The host site agreement must be signed and returned to CEDAM by May 23, 2023.
A copy of the executed agreement will be returned by CEDAM to the host site within 30 days of receipt.*



MEMORANDUM

301 W. MAIN ST · OWOSSO, MICHIGAN 48867-2958 · WWW.CI.OWOSSO.MI.US

DATE: May 3, 2023

TO: Owosso Downtown Development Authority/Main Street

FROM: Lizzie Fredrick – Owosso Main Street/DDA Executive Director

SUBJECT: Optimize Main Street Program Nomination

RECOMMENDATION:

Select two businesses to nominate for the Optimize Main Street grant program from the list below.

Chair + Table Therapeutic Massage

My practice, if chosen, would use the funding to invest in a website and possibly a square terminal, depending on the total cost of equipment as I am already set up with square. This tech grant would help my business by providing a dedicated website for Chair + Table and potentially more customers. Thank you for your consideration.

Oliver Paper Co.

We would utilize the funds to integrate existing technology with the help of local marketing services to offer in person events that include online scheduling (technology driven that does not exist today). This would allow us to offer more opportunities for classes and events to be held in downtown Owosso bringing more traffic to the area from both locals and those in surrounding areas. The funds specifically are needed to set up and pay for the scheduling services through Square and allow for additional help to get assistance from a third-party company that is local with marketing the new offering as well as existing e-commerce sales avenues as we have had trouble launching that side of our business.

The Lebowsky Center

The Lebowsky Center is seeking funding to implement new square registers at our concessions. We have three point of sale locations (one main lobby concessions, one upper lobby concessions, and one bar. We are in need of three devices with the customer facing touch screen and tablets. We only have two handheld square units right now and we are seeking to upgrade to allow patrons to add a tip to their credit card purchase, something that is not offered now. We are also seeking the unit to keep track of inventory sold and record our net profits. Lastly, we are seeking the device for the bar to track our sales of alcohol, as we must report sales tax to the state and need more accurate sales records.



MEMORANDUM

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Penguin Resale

I would like to use the money to develop an e-commerce website with SEO and email marketing. The web presence would take the store recognition and sales to a higher level.

Apple Tree Lane

Apple Tree Lane has a huge need for technical assistance in several areas. Our current online presence is almost non-existent, with the exception of Facebook, which is used on a basic level. This coaching and grant could potentially be make or break for us.

- An online store/website
- CommentSold platform (Live Sales and Store App)
- Thermal printer to barcode for inventory and shipping
- An upgraded printer to print ALL of our own labels and products we create
- Email marketing to make more businesses and groups aware of who we are and how they can utilize us (yes, we still have local people just now finding us after 16years)
- Completion of graphic design for possible rebranding, we wouldn't be able to sustain a storefront base solely on foot traffic and word of mouth. This would enable us to "compete" with today's market. Customers are looking for easily accessible products, fast and simple checkout, with convenient options like delivery/shipping. We appreciate the opportunity just to be considered for this assistance. Please reach out if you have any questions for concerns. Apple Tree Lane is located at 207 N. Washington St, Owosso, Michigan. We are open M-F 10-6pm, Saturdays 10-2pm (soon to be 9-3pm with the opening of Farmer's Market).

Fable Lane Books

I would use the funding for a new computer, lighting, and equipment. This would greatly benefit my business because I could start a website with a better computer to reach more customers since I order books and other items for my customers and it would also improve sales and bring the community together.

Visual Poetry / Studio Owosso

Studio Owosso / Visual Poetry would greatly benefit from the technology grant and use it to go towards the purchase of an upgraded new camera body. I'm currently using a Canon 5D Mark IV and have been wanting to upgrade to the Canon EOS R5 (Mirrorless Camera), which costs around \$3,900. The mirrorless cameras are lighter weight bodies, which in itself would help with long term use (weddings) and the wear on my body. I've developed cysts on my right wrist multiple times in the past from carrying the weight of these bodies for extended periods of time. My second reason for preferring the advancement is the autofocus system. The R5 has an autofocus ability to track eyes, which is so helpful when photographing people or things in motion. The shutter sound is much quieter on the R5 than the DSLR bodies and this benefit would make a big difference when photographing wedding ceremonies and events - it would help me be less of a distraction to the crowd. I really feel that upgrading my camera body to the mirrorless system will allow me to provide a higher quality service to my clients.



MEMORANDUM

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Blu Ashe

Here at Blu Ashe we are in need of marketing assistance, we are looking to run a marketing campaign to help reach further than our local reach. The goal of this campaign is to draw in non-locals to our store, as well as bringing attention to Downtown Owosso. I feel like this would not only benefit our small business but other small businesses in the DDA area with bringing new faces in to shop local.

Kori Shook & Associates

In the event that we were selected as participants in this grant we would work to improve and update our website. We want to make sure that our site is the best possible representative of our brand and of our agents, who work so hard to help make our community home for our clients.

Owosso Floral & Gifts

I am looking into new options and would use the grant for a new POS system and adding an additional check out station to our front to include a new computer. Also, we have many customers that are asking for pictures of what they are sending and would like to accommodate this request- needing the technology to do this would be very helpful. Also, I know of a service that my delivery drivers could use with the system on a laptop to let customers know when their delivery is made right away. Also, I would use funds for website development. I currently get floral orders from our website- but would love to expand this service of flowers into our gifts that are available in store and make them accessible to our website for purchases weather it be for pick up, delivery or even shipping. Shipping is currently not an option but this would open up so much more to our clients and prospects.

BACKGROUND:

Optimize Main Street is a program designed to support place-based businesses located in eligible Michigan communities, by providing technology-related technical assistance and grant funding.

Program Highlights:

- The next funding round of Optimize Main Street is open to a select number of Michigan communities, including Michigan Main Street programs.
- The maximum award to any individual business is \$2,500. Grant funds are awarded to businesses after the successful completion of technology technical assistance - provided by Northern Initiatives on behalf of the Michigan Economic Development Corporation.



MEMORANDUM

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- Each participating community will select up to two businesses to put forth for the Optimize Main Street program, based on the organization's sole discretion and desired selection process. Once businesses are selected, the local applicant will complete the Optimize Main Street Application.
- Within the application, the sponsoring community will list the business(es) within their district that they have selected to participate in the program. Prior to the Optimize Main Street Application being submitted, all participating businesses must complete an online Business Technology Assessment. The Business Technology Assessment is estimated to take 45 minutes to complete.
- Once the application window closes, the MEDC will review applications in the order in which they were received. Due to limited funding, awards will be granted on a first-come, first-serve basis. Businesses that have previously participated in the PILOT community are ineligible.

FISCAL IMPACTS:

There is no impact on the OMS/DDA budget.

Attachments: Optimize Main Street FAQs, Eligible Expenses and Timeline

Frequently Asked Questions

- Businesses that have previously participated in the PILOT community are ineligible
- The sponsoring organization's participation in the program are very limited – aside from verifying that the business is eligible for the program and applying on their behalf
- Compliance for this program is administered by Northern Initiatives. Funds are distributed up-front to businesses in order for them to implement a technology based project. These funds – in most cases – will need to be reportable on IRS Form 1099.
- Initiate Eligible Organizations who cover multiple communities – this tool is available to all of the communities within your territory (regardless of RRC/MMS status) that have businesses that meet the eligibility requirements. The maximum number of businesses that can be supported with your application is still capped at 2.
- No community applications will be accepted prior to 8am on May 1st due to the volume of applications received and in an effort to adhere to the program's published timeline.



Eligible Expenses

- Hardware – computer, laptop, tablet, modem, WiFi equipment, printer, point of sale system, camera, lightbox, or similar equipment to advance technology operations for the business
- Software –website development including domain name, web hosting and/or e-commerce integration, web platform subscriptions including QuickBooks, point of sale, printing, graphic design, content management, email marketing, or similar platforms
- Contract Services from a third party – grantee may work with a small business or third-party contractor that has expertise to help grantee meet technology goals, ex. mobile optimization, social media content calendar creation, SEO, email marketing, etc.

Timeline:

April 7, 2023	Program Announced
May 1, 2023	Application Window Opens
June 1, 2023	Application Window Closes
Week of June 12-16, 2023	Small Businesses notified of their selection & program participation begins
Fall 2023	All technical assistance is complete and grant dollars deployed
Ongoing	Post-Program Check-In Survey sent to participating businesses 90 days after program participation

MINUTES

OMS DESIGN COMMITTEE

REGULAR MEETING

Tuesday, April 11, 2023, 8:45 a.m.

Murtle's Handmade Chocolates; 112 W Main St, Owosso, MI



Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by promoting historic preservation and drawing both local residents and visitors to our city.

Called to order at 8:58 a.m.

Present: M. Wheeler, S. Teich, D. Peterson, L. Weckwert, T. Ainsworth, L. Omer

Staff: L. Fredrick, N. Bruckman

Absent: J. Ardelean

Guest: R. Teich

Downtown Streetlight Project

Fredrick presented Downtown Streetlight Project estimates for sections of Washington Street and Exchange Street.

Committee discussed starting on South Washington Street by the river. This section will include lighting for multiple businesses that have higher traffic in the evenings and is considered one of the entry points of downtown.

Committee discussed whether the South side of Comstock Street, West of Washington Street, could be included. There are currently no streetlights on the side of the street where Jumbo's was located.

S. Teich noted the HDC will need to approve the new streetlight selection.

Recommendation to OMS/DDA Board: Begin the Downtown Streetlight Project on South Washington Street from the river to Comstock Street.

Ayes: All.

Main St Plaza Masonry Bid

Fredrick updated the Committee on the Main St Plaza masonry project that is out to bid.

Other Notes:

Peterson updated the Committee that there is leftover mulch from the downtown planter beds and recommended using it to replace the mulch on Exchange Street so everything will match. This will not include an additional cost.

Fredrick will confirm if the Board needs to approve the mulch on Exchange Street.

Weckwert notified the Committee that she received a complaint about the trash can in front of the post office.

Follow Up:

Staff to confirm ARPA deadlines for expenditures and project start or completion, the life expectancy of the new Spring City MFG streetlights and if the new streetlight placement can be strategically designed.

Next Meeting:

Tuesday, April 25th at 8:45 am at Murtle's Handmade Chocolates; 112 W Main St, Owosso, MI.

MINUTES

OMS DESIGN COMMITTEE

REGULAR MEETING

Tuesday, April 25, 2023, 8:45 a.m.

Murtle's Handmade Chocolates; 112 W Main St, Owosso, MI



Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by promoting historic preservation and drawing both local residents and visitors to our city.

Called to order at 8:54 a.m.

Present: M. Wheeler, S. Teich, D. Peterson, T. Ainsworth, L. Weckwert

Staff: L. Fredrick, N. Bruckman

Absent: J. Ardelean, L. Omer

Downtown Streetlight Project

Teich confirmed the Historic District Commission approved the streetlight design.

Fredrick discussed interest in applying for the upcoming round of the Michigan Economic Development Corporation Revitalization and Placemaking Program for the Downtown Streetlight Project.

Committee discussed additional options for fundraising including events and plaque memorials.

Teich proposed the Committee partner with the 100 Women Who Care of the Greater Owosso Area.

Teich and Ainsworth discussed the success of events involving alcohol such as wine tastings or beer tents.

Committee discussed the need for OMS fundraising to support all parts of the program.

Weckwert recommended an event celebrating different cultures and a street fair event that would show residents why we're fundraising for the streetlights.

Downtown Mulch

Peterson confirmed the remaining mulch has been used on Exchange Street and that a plan for weed control will need to be implemented for the street level flower beds and sidewalks.

Other Notes:

Ainsworth recommended the creation of a Strategic Plan with a vision and goals for Downtown Owosso.

Fredrick updated the Committee that the Main Street Plaza Masonry Repair received four bids.

Peterson confirmed raised planter bed weeding will begin this week on the corner of Water Street and Main Street and that the hanging baskets are estimated to arrive between Memorial Day and the Curwood Festival.

Peterson reported seeing vandalism to the flower bed on the East side of the Curwood Castle Park bridge. He offered to volunteer his time to repair the damages and estimated 7-8 bricks will need replacing costing approximately \$10 each.

Follow Up:

Wheeler will reach out to Shattuck Specialty Advertising; Ainsworth will reach out to Agnew Sign Co. and Fredrick will connect with Spring City MFG regarding attachments to the streetlight.

Peterson will provide Fredrick with the three current service contracts with Peterson's Landscaping.

Next Meeting:

Wednesday, May 10th at 8:45 am at Murtle's Handmade Chocolates; 112 W Main St, Owosso, MI.

MINUTES

OMS PROMOTION & OUTREACH COMMITTEE

REGULAR MEETING

Wednesday, April 26, 2023, 6:00 a.m.

Studio Owosso; 120 W Exchange St, Owosso, MI



Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community by promoting historic preservation and drawing both local residents and visitors to our city.

Called to order at 6:00 p.m.

Present: K. Lunsford, S. Davis, J. Reinert, J. Birchmeir, S. Maginity

Staff: L. Fredrick

Absent: N. Bruckman, J. Hankerd, K. Harris

Committee Organization & Structure

Committee discussed the need for identifying points of contacts for events, interest in having a monthly e-newsletter and future structure of OMS including the Committee.

Fredrick provided updates on the usage of Notion, a software that contains OMS work plans and databases.

Lunsford noted community members and downtown businesses that have expressed interest in joining a committee.

Events

Committee discussed the OMS event schedule, potential sponsors, event locations and activities.

Lunsford recommended considering event advertisement attachments on pizza boxes.

Vibrancy Grant

Fredrick updated the Committee on the financial status of the Vibrancy Grant and requested assistance with planning and execution of the Influencer Program portion of the grant.

Lunsford reviewed previous Committee ideas and Influencer Programming.

Follow Up:

Staff will meet with the Shiawassee Arts Center to discuss the future of the Art Walk, recruit additional volunteers to join the Committee and schedule the next meeting.

Owosso Vintage Motorcycle Days will finalize their save the date print out so Staff can submit the order.

Next Meeting:

TBD