

# **AGENDA**

**OWOSSO MAIN STREET/DDA**

## **REGULAR BOARD MEETING**

Wednesday, September 6, 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:** September 6, 2023

**Review and Approval of Minutes:** August 2, 2023

### **Public Comments:**

### **Items of Business:**

- 1) Check Register.....(Resolution)
- 2) Revenue and Expenditure Report. ....(Discussion)
- 3) Delinquent Loan Report. ....(Discussion)
- 4) Loan Inventory Report .....(Discussion)
- 5) ChargePoint Report.....(Discussion)
- 6) Social Media Analytics.....(Discussion)
- 7) OMS/DDA Meeting Schedule.....(Discussion)
- 8) OMS Committee Structure.....(Discussion)

### **Committee Updates:**

- Design (Wheeler)
- Promotion (Olson)
- Organization (Moore)
- Economic Vitality (Omer)

### **Board Continuing Education/Information:**

### **Director Updates:**

### **Board Comments:**

### **Adjournment:**

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

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

**August 2, 2023, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chair Jon Moore at 7:47 A.M.

**ROLL CALL:** Taken by Chair Jon Moore

**PRESENT:** Chair Jon Moore, Vice-Chair Lance Omer, Commissioners Josh Ardelean, Melissa Wheeler and Emily Olson

**ABSENT:** Commissioners Bill Gilbert, Nicole Reyna and Mayor Robert J. Teich, Jr. Commissioner Wheeler left at 8:42 A.M. Commissioner Ardelean left at 9:00 A.M.

**OTHERS PRESENT:** Lizzie Fredrick, DDA/OMS Director and Nick Bruckman, AmeriCorps Member

**AGENDA:**

**MOVED BY WHEELER, SUPPORTED BY OLSON TO APPROVE THE AUGUST 2, 2023 DDA/OMS AGENDA AS PRESENTED.**

**AYES: ALL**

**MOTION CARRIED**

**MINUTES:**

**MOVED BY OLSON, SUPPORTED BY ARDELEAN TO APPROVE THE JUNE 7, 2023 DDA/OMS ANNUAL MEETING MINUTES.**

**AYE: ALL**

**MOTION CARRIED**

**MINUTES:**

**MOVED BY OLSON, SUPPORTED BY OMER TO APPROVE THE JULY 18, 2023 DDA/OMS SPECIAL MEETING MINUTES.**

**AYE: ALL**

**MOTION CARRIED**

**PUBLIC COMMENTS:** None.

**ITEMS OF BUSINESS:**

1. **CHECK REGISTER JUNE-JULY 2023:** Fredrick reviewed the check register and highlighted expenses related to the Vibrancy Grant.

**MOVED BY WHEELER, SUPPORTED BY ARDELEAN TO APPROVE THE CHECK REGISTER AS PRESENTED FOR JUNE AND JULY 2023.**

**AYES: ALL**

**MOTION CARRIED**

2. **REVENUE AND EXPENDITURE REPORTS:** Fredrick reviewed the Revenue and Expenditure Report and answered questions.

3. **DELINQUENT LOAN REPORT:** Fredrick reviewed the Delinquent Loan Report and answered questions.

Wheeler asked about Revolving Loan Fund payment methods.

Omer noted that he would like to see more rigorous standards and consequences with future RLF loans.

4. **CHARGEPOINT REPORT:** Moore reviewed the ChargePoint Report and outlined ongoing challenges with the Electric Vehicle Charging Stations.

Fredrick noted current steps she is taking to remedy EV charging reliability issues.

5. **SOCIAL MEDIA ANALYTICS:** Fredrick reviewed the June and July social media analytics.

6. **OMS COMMITTEE STRUCTURE:** Fredrick answered questions about chair and committee structures and noted Committee requirements from the DDA/OMS Bylaws and Michigan Main Street Program.

Olson asked about Board involvement in OMS committees, noting the value of OMS board member engagement.

Ardelean outlined past challenges for OMS with volunteer committees.

Wheeler shared ideas to increase committee participation through local business owner involvement.

Moore proposed a special meeting to discuss OMS committees.

#### **COMMITTEE UPDATES:**

1. **Design:** Fredrick updated the Board on the Design Committee's Fall Beautification Program, which will benefit the Pocket Park, Rusted Tree planter bed and Welcome to Downtown Owosso signs.
2. **Promotion:** Olson provided an overview of OatFest financials, attendance and event programming including concepts for future events celebrating art.  
Fredrick shared that she will be teaching two free yoga classes at the amphitheater and that she is working with Brian Atkins from Home Field Michigan Real Estate Consultants on Mini Golf Madness, a free putt-putt event, scheduled for Friday, September 15, 2023.
3. **Organization:** Moore notified the Board that they received an application for the Resident Board Member vacancy.  
Fredrick provided updates on Downtown Owosso website needs and the creation of a monthly community newsletter.
4. **Economic Vitality:** Omer shared that the Grow with Google Workshop had great attendance.  
Fredrick provided updates on plans for a Downtown Business Owner Meet-Up and a second Grow with Google Workshop for downtown businesses.

**BOARD CONTINUING EDUCATION/INFORMATION:** Fredrick noted that Michigan Main Street will be meeting with OMS for accreditation review on October 31, 2023.

Moore shared that he participates in monthly Michigan Main Street meeting for Board Chairs.

**DIRECTOR UPDATES:** Fredrick asked the Board to individually complete the remainder of their Michigan Main Street Self-Assessment and submit their scores via email.

Fredrick shared that Michigan Main Street has selected OMS to be a part of a Retail Merchandising pilot program, where six businesses will meet with a retail merchandising consultant. Fredrick noted that businesses were selected on a first-come-first serve basis.

**BOARD COMMENTS:** None.

**ADJOURNMENT:**

**MOVED BY MOORE, SUPPORTED BY OMER TO ADJOURN AT 9:10 A.M.**

**AYES: ALL**

**MOTION CARRIED**

**NEXT MEETING SEPTEMBER 6, 2023.**

08/31/2023 02:00 PM  
User: ELFredrick  
DB: Owosso

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO  
CHECK DATE FROM 08/01/2023 - 08/31/2023

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
08/04/2023	1	136284	AMERICAN SPEEDY PRINTING	WORK PLAN EXPENDITURES	818.000	705	36.00
08/04/2023	1	136287	APPLE TREE LANE	STAMPS	818.000	707	110.00
08/04/2023	1	136294	FARMER'S GARDEN LLC	16 INCH PETUNIA BASKETS	818.700	706	2,438.00
				PETUNIA HAY RACKS	818.700	706	1,408.00
				16 INCH COCO LINERS	818.700	706	240.00
				CHECK 1 136294 TOTAL FOR FUND 248:			4,086.00
08/04/2023	1	9481 (A)	BRUCKMAN'S MOVING & STORAGE	MONTHLY MINI STORAGE RENT JULY 2023	818.000	200	200.00
				MONTHLY MINI STORAGE RENT AUGUST 2023	818.000	200	200.00
				CHECK 1 9481(A) TOTAL FOR FUND 248:			400.00
08/04/2023	1	9482 (A)	C D W GOVERNMENT, INC.	SAMSUNG GALAXY TAB A8 - TABLET	818.770	705	436.98
08/04/2023	1	9485 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	74.72
08/04/2023	1	9496 (A)	J & H OIL COMPANY	BUILDING MAINTENANCE - DPW	930.000	200	16.31
08/18/2023	1	136324	A WOMAN'S WORKSHOP	OATFEST EVENT TOTE BAGS	818.000	705	247.50
08/18/2023	1	136325	BERTHIAUME & COMPANY	YEAR 1 2023-2024 - GENERAL AUDIT	818.500	200	75.00
08/18/2023	1	136331	CITY OF OWOSSO	PRINCIPAL PAID	991.100	905	398.52
				INTEREST PAID	993.000	905	54.13
				CHECK 1 136331 TOTAL FOR FUND 248:			452.65
08/18/2023	1	136337	EMILY OLSON	OATFEST SUPPLIES FROM JOANN'S	818.000	705	13.52
				OATFEST SUPPLIES FROM DOLLAR TREE	818.000	705	25.00
				OATFEST SUPPLIES FROM DOLLAR TREE	818.000	705	52.50
				OATFEST SUPPLIES FROM DOLLAR TREE	818.000	705	55.00
				CHECK 1 136337 TOTAL FOR FUND 248:			146.02
08/18/2023	1	136343	HAT TRICK TENTS & EVENTS	WHITE FOLDING CHAIR	818.000	705	150.00
				8X3 STAGE-24" HIGH	818.000	705	140.00
				STAGE STAIRS W/ HANDRAIL	818.000	705	35.00

08/31/2023 02:00 PM  
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CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO  
CHECK DATE FROM 08/01/2023 - 08/31/2023

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
				16' STAGE SKIRTING	818.000	705	30.00
				CHAIR REPLACEMENT	818.000	705	25.00
				CHECK 1 136343 TOTAL FOR FUND 248:			380.00
08/18/2023	1	136372#	SPARTAN STORES LLC	OPERATING SUPPLIES	728.000	200	53.13
				SUPPLIES	728.000	704	7.18
				WORK PLAN EXPENDITURE	818.000	704	7.18
				WORK PLAN EXPENDITURES	818.000	705	16.79
				CHECK 1 136372 TOTAL FOR FUND 248:			84.28
08/18/2023	1	9529 (A)	B S & A SOFTWARE	CONTRACTUAL SERVICES	818.000	200	500.00
08/18/2023	1	9536 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	74.99
08/18/2023	1	9547 (A) #	GILBERT'S DO IT BEST HARDWARE &	JULY 2023	818.000	705	101.47
				JULY 2023	818.000	706	69.51
				CHECK 1 9547 (A) TOTAL FOR FUND 248:			170.98
08/18/2023	1	9556 (A)	LOGICALIS INC	CONTRACTUAL SERVICES	818.000	200	105.00
08/18/2023	1	9566 (A)	PETERSON'S LANDSCAPING	WATERING (3 MONS AT 2237 EACH) JULY-	930.000	200	2,237.00
				DOWNTOWN MAINTENANCE JULY 23-APRIL24	930.000	200	800.00
				CHECK 1 9566 (A) TOTAL FOR FUND 248:			3,037.00
08/18/2023	1	9581 (A)	VERIZON WIRELESS	DDA	920.300	200	43.18
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			10,476.61

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

PERIOD ENDING 08/31/2023

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	35,926.00	8,344.22	6,324.69	27,581.78	23.23
248-000-402.100	TIF	220,053.00	0.00	0.00	220,053.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	5,436.00	0.00	0.00	5,436.00	0.00
248-000-665.000	INTEREST INCOME	500.00	528.26	0.00	(28.26)	105.65
248-000-670.000	LOAN PRINCIPAL	4,312.00	709.53	355.65	3,602.47	16.45
248-000-670.100	LOAN INTEREST	1,844.00	316.45	157.34	1,527.55	17.16
248-000-674.400	INCOME-PROMOTION	25,000.00	3,488.00	1,638.00	21,512.00	13.95
248-000-674.700	EV STATION REVENUE	1,620.00	99.58	99.58	1,520.42	6.15
248-000-699.101	TRANFERS FROM GENERAL FUND	33,921.00	0.00	0.00	33,921.00	0.00
Total Dept 000 - REVENUE		328,612.00	13,486.04	8,575.26	315,125.96	4.10
TOTAL REVENUES		328,612.00	13,486.04	8,575.26	315,125.96	4.10
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	3,450.00	53.13	53.13	3,396.87	1.54
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	10,000.00	0.00	0.00	10,000.00	0.00
248-200-810.000	INSURANCE & BONDS	3,000.00	0.00	0.00	3,000.00	0.00
248-200-818.000	CONTRACTUAL SERVICES	40,500.00	1,105.00	1,005.00	39,395.00	2.73
248-200-818.500	AUDIT	0.00	75.00	75.00	(75.00)	100.00
248-200-920.000	UTILITIES	3,000.00	0.00	0.00	3,000.00	0.00
248-200-920.100	ELECTRICITY-EV STATION	2,000.00	74.99	74.99	1,925.01	3.75
248-200-920.300	TELEPHONE	520.00	43.18	43.18	476.82	8.30
248-200-930.000	BUILDING MAINTENANCE - DPW	49,200.00	6,890.31	3,053.31	42,309.69	14.00
248-200-940.000	EQUIPMENT RENTAL - DPW	0.00	598.08	0.00	(598.08)	100.00
248-200-955.000	MEMBERSHIPS & DUES	1,000.00	0.00	0.00	1,000.00	0.00
248-200-956.000	EDUCATION & TRAINING	3,000.00	0.00	0.00	3,000.00	0.00
248-200-969.000	DEVELOPER REIMBURSEMENT	32,959.00	0.00	0.00	32,959.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	11,003.00	0.00	0.00	11,003.00	0.00
Total Dept 200 - GEN SERVICES		159,632.00	8,839.69	4,304.61	150,792.31	5.54
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	64,480.00	8,632.26	4,960.00	55,847.74	13.39
248-261-702.300	OVERTIME	0.00	196.20	127.81	(196.20)	100.00
248-261-715.000	SOCIAL SECURITY (FICA)	4,933.00	675.84	389.52	4,257.16	13.70
248-261-716.100	HEALTH INSURANCE	7,400.00	1,242.96	621.22	6,157.04	16.80
248-261-716.200	DENTAL INSURANCE	252.00	43.60	23.73	208.40	17.30
248-261-716.300	OPTICAL INSURANCE	36.00	5.16	2.58	30.84	14.33
248-261-716.400	LIFE INSURANCE	504.00	81.84	40.92	422.16	16.24
248-261-716.500	DISABILITY INSURANCE	968.00	82.68	41.34	885.32	8.54
248-261-717.000	UNEMPLOYMENT INSURANCE	6.00	4.27	0.00	1.73	71.17
248-261-718.200	DEFINED CONTRIBUTION	5,803.00	784.58	454.07	5,018.42	13.52
248-261-719.000	WORKERS' COMPENSATION	420.00	68.89	33.62	351.11	16.40
Total Dept 261 - GENERAL ADMIN		84,802.00	11,818.28	6,694.81	72,983.72	13.94
Dept 704 - ORGANIZATION						

PERIOD ENDING 08/31/2023

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 08/31/2023	BALANCE	
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-704-728.000	SUPPLIES	1,000.00	7.18	7.18	992.82	0.72
248-704-818.000	WORK PLAN EXPENDITURE	2,000.00	7.18	7.18	1,992.82	0.36
Total Dept 704 - ORGANIZATION		3,000.00	14.36	14.36	2,985.64	0.48
Dept 705 - PROMOTION						
248-705-802.000	ADVERTISEMENT	2,000.00	0.00	0.00	2,000.00	0.00
248-705-818.000	WORK PLAN EXPENDITURES	5,000.00	972.78	927.78	4,027.22	19.46
248-705-818.730	ART WALK	500.00	0.00	0.00	500.00	0.00
248-705-818.750	GLOW	6,531.00	0.00	0.00	6,531.00	0.00
248-705-818.760	RETAIL EVENTS	135.00	0.00	0.00	135.00	0.00
248-705-818.770	MOTORCYCLE DAYS	100.00	466.98	436.98	(366.98)	466.98
248-705-818.780	CHOCOLATE WALK	500.00	0.00	0.00	500.00	0.00
248-705-818.790	NYE BLOCK PARTY	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 705 - PROMOTION		18,766.00	1,439.76	1,364.76	17,326.24	7.67
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	7,000.00	69.51	69.51	6,930.49	0.99
Total Dept 706 - DESIGN		7,000.00	69.51	69.51	6,930.49	0.99
Dept 707 - ECONOMIC RESTRUCTURING						
248-707-818.000	WORK PLAN EXPENDITURES	0.00	110.00	110.00	(110.00)	100.00
Total Dept 707 - ECONOMIC RESTRUCTURING		0.00	110.00	110.00	(110.00)	100.00
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	54,840.00	796.05	398.52	54,043.95	1.45
248-905-993.000	INTEREST	15,396.00	109.25	54.13	15,286.75	0.71
Total Dept 905 - DEBT SERVICE		70,236.00	905.30	452.65	69,330.70	1.29
TOTAL EXPENDITURES		343,436.00	23,196.90	13,010.70	320,239.10	6.75
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		328,612.00	13,486.04	8,575.26	315,125.96	4.10
TOTAL EXPENDITURES		343,436.00	23,196.90	13,010.70	320,239.10	6.75
NET OF REVENUES & EXPENDITURES		(14,824.00)	(9,710.86)	(4,435.44)	(5,113.14)	65.51



# Delinquent Loan Report

Customer Code	Customer Name		Loan #	Loan Type
Invoice #	Post Date	Due Date	Amount Due	
00002	CITY OF CORUNNA		00055	CITY OF CORUNNA WATER DEBT 11%
0000006982	08/22/2023	08/22/2023	41,904.00	
	Total Due:		41,904.00	
00197	IHM ENTERPRISES		00044	PROPERTY DEVELOPMENT LOAN
0000006786	04/03/2023	05/01/2023	659.94	
0000006814	05/01/2023	06/01/2023	652.54	
0000006849	06/01/2023	07/01/2023	609.94	
0000006926	07/03/2023	08/01/2023	609.94	
	Total Due:		2,532.36	
00318	OWOSSO COOKIE COMPANY		00023	BUSINESS DEVELOPMENT LOAN
0000006841	06/01/2023	07/01/2023	289.36	
0000006918	07/03/2023	08/01/2023	289.68	
	Total Due:		579.04	

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Loan Inventory Report  
Interest Date: 8/31/2023

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Customer Code		Customer Name		Total Paid	Next Payment	Principal	Interest	Total
Loan Number	Loan Type							
00314		GILBERT'S HARDWARE						
00001	PROPERTY DEVELOPMENT LOAN			37,807.56	10/01/2023	14,345.07	0.00	14,345.07
Loan		06/30/2021	50,000.00					
00306		10 COMPUTER REPAIR & MORE LLC						
00002	EMERGENCY RESPONSE LOAN			2,453.83		0.00	0.00	0.00
Loan		06/30/2021	2,415.90					
00307		AAMAZON LEGAL SERVICES, PLLC						
00003	EMERGENCY RESPONSE LOAN			2,680.89		0.00	0.00	0.00
Loan		06/30/2021	2,635.99					
00308		ADAPTIVE TECHNOLOGY SOLUTIONS, LLC						
00004	EMERGENCY RESPONSE LOAN			3,305.39		0.00	0.00	0.00
Loan		06/30/2021	3,280.72					
Write Off		01/12/2022	0.00					
00309		ASHLEIGH'S DANCE SHACK LLC						
00005	EMERGENCY RESPONSE LOAN			2,680.89		0.00	0.00	0.00
Loan		06/30/2021	2,635.99					
00310		AZEE BUSINESS SOLUTIONS (NO PENALTY)						
00006	BUSINESS DEVELOPMENT LOAN			6,865.37	10/01/2023	19,365.80	48.41	19,414.21
Loan		06/30/2021	24,587.17					
00310		AZEE BUSINESS SOLUTIONS (NO PENALTY)						
00007	BUSINESS DEVELOPMENT LOAN			0.00		0.00	0.00	0.00
Loan		01/01/2022	23,000.00					
Write Off		01/01/2022	23,000.00					
00313		FOSTER COFFEE COMPANY						
00008	EMERGENCY RESPONSE LOAN			2,642.60		0.00	0.00	0.00
Loan		06/30/2021	2,635.99					
Write Off		09/01/2021	0.00					
00197		IHM ENTERPRISES						
00010	EMERGENCY RESPONSE LOAN			1,985.49		0.00	0.00	0.00
Loan		06/30/2021	1,985.45					
Write Off		07/01/2021	0.00					
00288		INSIGHT VISION CENTER, LLC						
00012	BUSINESS DEVELOPMENT LOAN			12,552.80	10/01/2023	34,971.58	87.43	35,059.01
Loan		06/30/2021	44,538.00					
00316		JACKIE LEE SHENK						
00013	EMERGENCY RESPONSE LOAN			2,430.88		0.00	0.00	0.00
Loan		06/30/2021	2,393.63					
00317		JE BLANCHETT, INC.						
00014	EMERGENCY RESPONSE LOAN			2,679.59		0.00	0.00	0.00
Loan		06/30/2021	2,635.99					
00321		MOWINSKI PROPERTIES, LLC						
00017	PROPERTY DEVELOPMENT LOAN			12,552.80	10/01/2023	35,759.50	0.00	35,759.50
Loan		06/30/2021	45,646.83					
00315		NORM HENRY SHOES						
00018	EMERGENCY RESPONSE LOAN			2,421.10		0.00	0.00	0.00
Loan		06/30/2021	2,421.10					

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Loan Inventory Report  
Interest Date: 8/31/2023

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Customer Code		Customer Name		Total Paid	Next Payment	Principal	Interest	Total
Loan Number	Loan Type							
00322		O'MARIES', LLC						
00020	EMERGENCY RESPONSE LOAN			214.91		0.00	0.00	0.00
	Loan	06/30/2021	3,065.81					
	Rate Change	09/02/2021	3.00					
	Write Off	06/05/2023	0.00					
	Write Off	06/05/2023	0.00					
	Write Off	06/07/2023	0.00					
	Write Off	06/07/2023	0.00					
00318		OWOSSO COOKIE COMPANY						
00023	BUSINESS DEVELOPMENT LOAN			6,084.00	07/01/2023	23,889.29	177.84	24,067.13
	Loan	06/30/2021	28,443.70					
00323		R & B MUSIC AND SOUND, LLC						
00024	EMERGENCY RESPONSE LOAN			2,458.93		0.00	0.00	0.00
	Loan	06/30/2021	2,421.08					
00289		SHOOK WESTOWN DEVELOPMENT, LLC.						
00025	PROPERTY DEVELOPMENT LOAN			12,552.80	10/01/2023	35,366.00	88.42	35,454.42
	Loan	06/30/2021	44,908.53					
00327		WE PRINT EVERYTHING, LLC						
00026	EMERGENCY RESPONSE LOAN			2,458.05		0.00	0.00	0.00
	Loan	06/30/2021	2,420.00					
00191		WOODWORTH COMMERCIAL LLC						
00027	EMERGENCY RESPONSE LOAN			2,680.89		0.00	0.00	0.00
	Loan	06/30/2021	2,635.99					
00191		WOODWORTH COMMERCIAL LLC						
00028	BUSINESS DEVELOPMENT LOAN			11,193.52	10/01/2023	20,592.78	51.48	20,644.26
	Loan	06/30/2021	29,765.09					
00282		WOODWORTH PROPERTIES LLC						
00029	BUSINESS DEVELOPMENT LOAN			12,552.80	10/01/2023	34,179.79	0.00	34,179.79
	Loan	06/30/2021	44,166.54					
00012		OWOSSO DDA						
00030	BUSINESS DEVELOPMENT LOAN			11,768.90	10/01/2023	20,853.24	0.00	20,853.24
	Loan	06/30/2021	30,920.72					
00344		BRIANNA LEIGH, LLC						
00031	BUSINESS DEVELOPMENT LOAN			47,733.28		0.00	0.00	0.00
	Loan	06/30/2021	46,894.64					
00345		BRIANNA LEIGH EQUITIES, LLC						
00032	PROPERTY DEVELOPMENT LOAN			47,733.28		0.00	0.00	0.00
	Loan	06/30/2021	46,894.64					
00346		108 E. EXCHANGE, OWOSSO, LLC						
00033	PROPERTY DEVELOPMENT LOAN			12,570.00	10/01/2023	39,238.63	98.10	39,336.73
	Loan	06/30/2021	48,563.42					
00357		SIDELINE SPORTS BAR, LLC						
00037	PROPERTY DEVELOPMENT LOAN			22,610.36	09/01/2023	29,929.54	71.22	30,000.76
	Loan	06/30/2021	50,000.00					

08/31/2023  
11:56 AM

Loan Inventory Report  
Interest Date: 8/31/2023

Page: 3/3  
DB: Owosso

Customer Code		Customer Name		Total Paid	Next Payment	Principal	Interest	Total
Loan Number	Loan Type							
00372		THREE FIT CHICKS LLC						
00038	BUSINESS DEVELOPMENT LOAN			17,968.60	10/01/2023	34,969.47	87.42	35,056.89
	Loan	01/01/2022	50,000.00					
00373		CITY OF OWOSSO						
00039	INTERFUND LOAN			44,814.00	06/30/2024	58,173.82	0.00	58,173.82
	Loan	06/30/2021	92,846.70					
	Rate Change	07/01/2023	0.00					
00197		IHM ENTERPRISES						
00044	PROPERTY DEVELOPMENT LOAN			12,329.60	05/01/2023	40,048.54	489.55	40,538.09
	Loan	07/01/2021	50,000.00					
00312		ELITE PET STYLING						
00045	EMERGENCY RESPONSE LOAN			3,759.60		0.00	0.00	0.00
	Loan	06/30/2021	3,500.00					
	Loan	07/01/2021	205.45					
00320		MA HANNA CORP OF MICHIGAN						
00046	EMERGENCY RESPONSE LOAN			833.57		0.00	0.00	0.00
	Loan	06/30/2021	677.13					
	Loan	07/01/2021	172.36					
	Write Off	10/01/2021	0.00					
00376		AZEE BUSINESS SOLUTIONS (PENALTY)						
00047	BUSINESS DEVELOPMENT LOAN			8,265.60	10/01/2023	16,085.89	40.21	16,126.10
	Loan	01/01/2022	23,000.00					
00395		AVIATOR JAYNE						
00048	PROPERTY DEVELOPMENT LOAN			0.01		0.00	0.00	0.00
	Loan	10/01/2022	40,000.00					
	Write Off	10/03/2022	39,447.93					
00395		AVIATOR JAYNE						
00049	PROPERTY DEVELOPMENT LOAN AS OF 2022			6,756.12	10/01/2023	35,374.52	147.39	35,521.91
	Loan	10/01/2022	40,000.00					
00400		SHI-SPORTSPLEX						
00050	PROPERTY DEVELOPMENT LOAN AS OF 2022			9,730.40	10/01/2023	43,258.67	234.32	43,492.99
	Loan	12/01/2022	50,000.00					
050-470-021-012-00		WESENER BUILDING, LLC						
00051	DDA/MAINSTREET LOAN			4,615.92	09/06/2023	31,468.30	131.12	31,599.42
	Loan	12/06/2022	34,747.43					
00002		CITY OF CORUNNA						
00052	CITY OF CORUNNA WATER DEBT 11% PER AGREEMENT			18,817.57		0.00	0.00	0.00
	Loan	03/01/2023	20,874.52					
	Loan Forgiveness	03/01/2023	(2,056.95)					
00002		CITY OF CORUNNA						
00053	CITY OF CORUNNA WATER DEBT 11% PER AGREEMENT			3,322.38	09/02/2023	99,599.51	324.01	99,923.52
	Loan	03/01/2023	102,076.58					
00002		CITY OF CORUNNA						
00055	CITY OF CORUNNA WATER DEBT 11% PER AGREEMENT			0.00	08/22/2023	41,904.00	19.64	41,923.64
	Loan	08/22/2023	41,904.00					
TOTALS:				416,884.28		709,373.94	2,096.56	711,470.50



Assure Station Metrics Monthly Reporting

Company Id  
141801

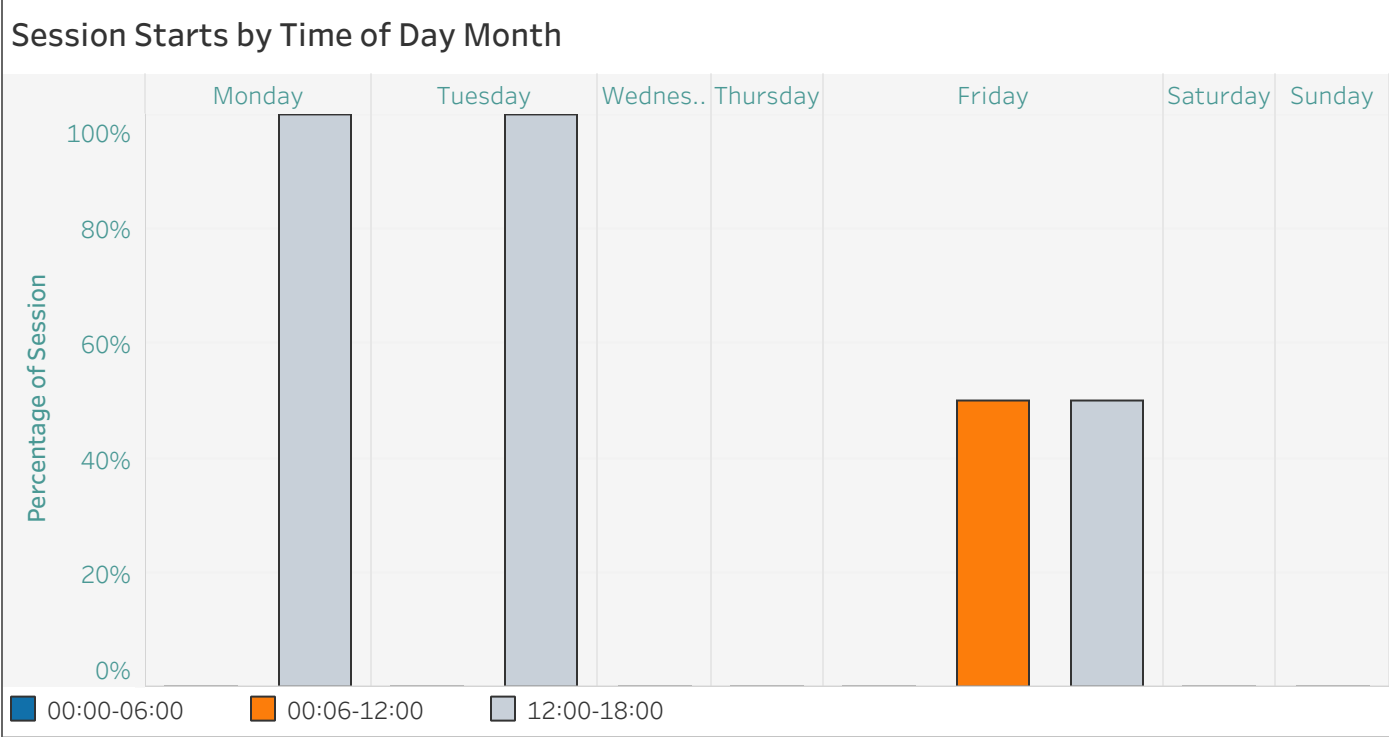
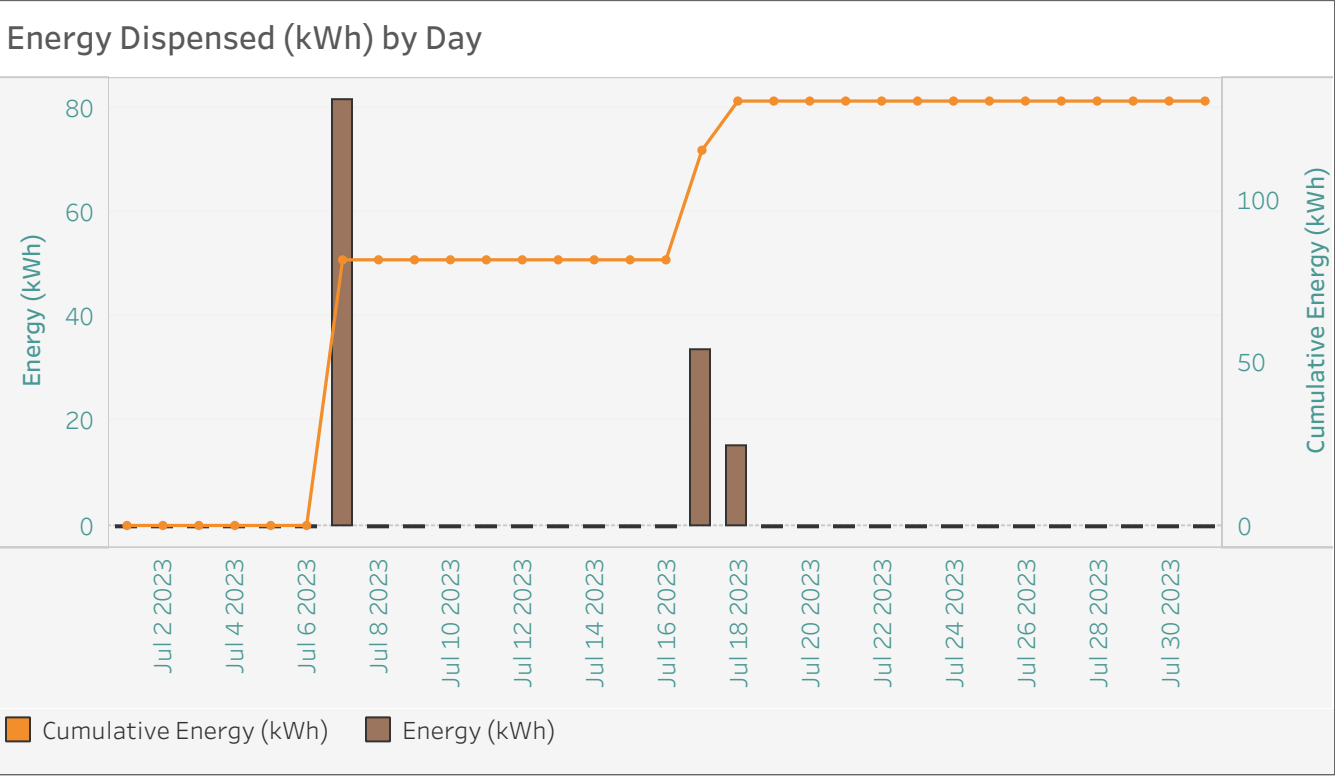
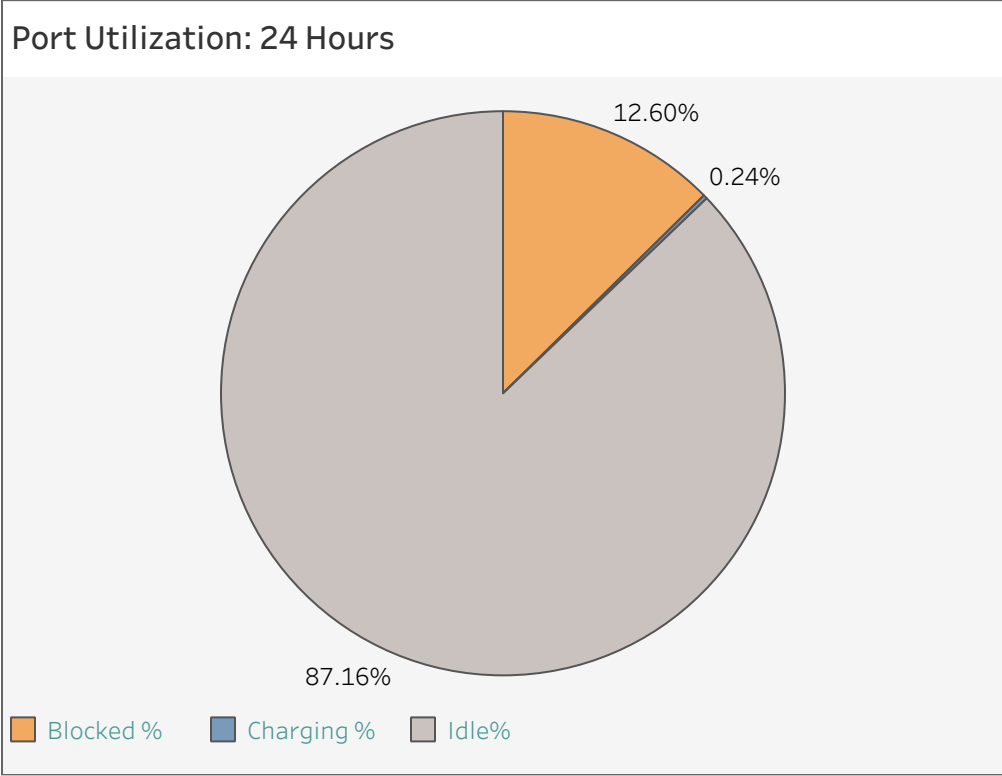
Port Level  
All

Owosso Main Street - Monthly Report - July 2023

Organization Name  
All

Month End Date  
7/31/2023

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Session Count
2	2	40	130	55	16	5	9



Average Session Duration (Hours)	21.23
Average Session Charge Time (Hours)	0.39
Average Session Energy (kWh)	14.47
Average Session Revenue (\$)	4.42
Occupied Hours	191.1
Charging Hours	3.5



## Assure Station Metrics Reporting Appendix

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

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

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

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

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

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

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

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

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

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

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

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

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

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

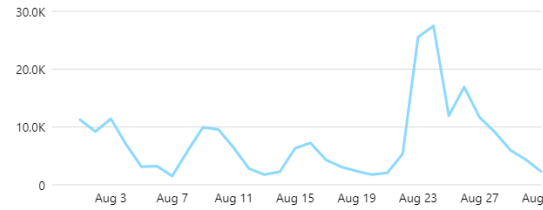
**Total Hours Occupied:** Sum of all session durations.  
This is used in part to determine utilization.

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

## Reach

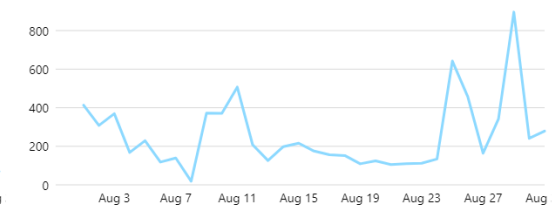
Facebook reach ⓘ

106,648 ↓ 12.7%



Instagram reach ⓘ

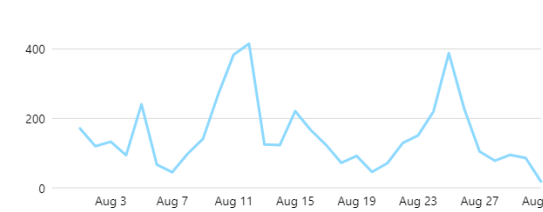
2,634 ↑ 28.2%



## Page and profile visits

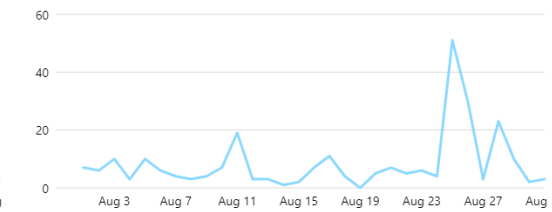
Facebook visits ⓘ

4,718 ↑ 0.4%



Instagram profile visits ⓘ

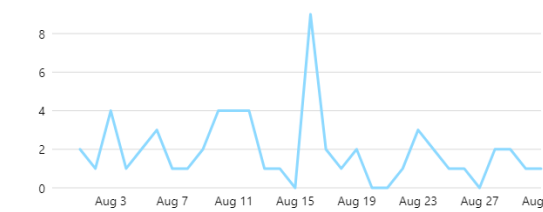
259 ↑ 24.5%



## New likes and follows

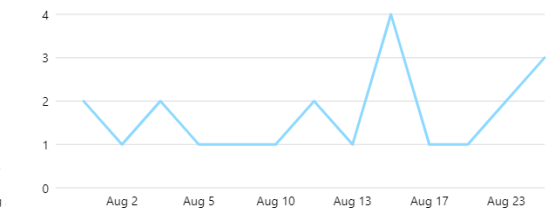
Facebook Page new likes ⓘ

59 ↓ 15.7%



New Instagram followers ⓘ

22 ↓ 31.3%





301 W. MAIN • OWOSSO, MICHIGAN 48867 • (989) 725-0570 • FAX (989) 723-8854

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# MEMORANDUM

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DATE: September 6, 2023

TO: Owosso Main Street/Downtown Development Authority

FROM: Lizzie Fredrick, OMS/DDA Executive Director

SUBJECT: Owosso Main Street/Downtown Development Authority Meeting Schedule

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Please review the attached OMS/DDA Roster and Attendance, OMS/DDA 2024 Meeting Schedule and OMS/DDA Bylaws. An excerpt from the OMS/DDA Bylaws has been included below with the sections related to tenure, term expiration and attendance.

OMS/DDA BYLAWS ARTICLE III:

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

*Section 4. Expiration of Term; Continuation in Office; Reappointment; Filling Vacancies.* Members whose term of office has expired shall continue to hold office until his/her successor has been appointed with the advice and consent of the City Council to serve additional terms. If a vacancy is created by the death, resignation, or removal of a member, a successor shall be appointed with the advice and consent of the City Council within thirty (30) days to hold office for the remainder of the term so vacated.

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

**Motion to Consider:**  
No motion to consider.



**Attachments:**

OMS/DDA Roster and Attendance – Page 18

OMS/DDA 2024 Meeting Schedule – Page 19

OMS/DDA Bylaws – Page 20-25

<b>MEMBER</b>	<b>ORGANIZATION</b>	<b>APPOINTED</b>	<b>TERM EXPIRES</b>
JON MOORE, CHAIR	FOSTER COFFEE COMPANY	3/21/2016	6/30/2016
		3/21/2016	6/30/2020
		2/16/2021	<b>6/30/2024</b>
MELISSA WHEELER	MURTLE'S HANDMADE CHOCOLATES	9/7/2021	<b>6/30/2024</b>
EMILY OLSON	CITY COUNCIL	1/3/2023	<b>6/30/2024</b>
BILL GILBERT, TREASURER	GILBERT'S HARDWARE AND APPLIANCE	7/19/2004	6/30/2008
		6/16/2008	6/30/2012
		5/21/2012	6/30/2016
		4/18/2016	6/30/2020
		2/16/2021	<b>6/30/2024</b>
ROBERT TEICH JR.	MAYOR	1/3/2023	<b>11/12/2024</b>
LANCE OMER, VICE-CHAIR	RE/MAX	10/3/2011	6/30/2013
		6/17/2013	6/30/2017
		6/5/2017	6/30/2021
		7/6/2021	<b>6/30/2025</b>
VACANT	RESIDENT		<b>6/30/2025</b>
JOSH ARDELEAN	CLH INSURANCE	9/21/2020	6/30/2022
		5/2/2022	<b>6/30/2026</b>
NICOLE REYNA	THE SIDELINE SPORTS BAR	6/21/2022	<b>6/30/2026</b>

<b>MEMBER</b>	<b>Apr-23</b>	<b>May-23</b>	<b>Jun-23</b>	<b>Jul-23</b>	<b>Aug-23</b>	<b>Sep-23</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>
JON MOORE, CHAIR	P	P	P	P	P				
LANCE OMER, VICE-CHAIR	P	P	P	P	P				
BILL GILBERT, TREASURER	A	P	P	P	A				
MELISSA WHEELER	P	P	P	P	P				
EMILY OLSON	P	A	A	P	P				
ROBERT TEICH JR.	P	P	A	A	A				
JOSH ARDELEAN	P	A	P	A	P				
NICOLE REYNA	P	P	P	P	A				
VACANT									

**CITY OF OWOSSO**  
**SCHEDULE OF REGULAR MEETINGS**  
**FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2024**

**NOTICE IS HEREBY GIVEN**, pursuant to the provisions of Act 267, Public Acts of 1976, of the schedule of Regular Meetings of the City of Owosso, County of Shiawassee, State of Michigan for the calendar year beginning January 1, 2024. The Board, dates, time and place of said regular meetings shall be as follows:

CITY COUNCIL					
The 1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month, except as noted – 7:30 p.m., local prevailing time					
Owosso City Hall, Council Chambers					
JAN 02*	MAR 04	MAY 06	JUL 01	SEP 03*	NOV 04
JAN 16*	MAR 18	MAY 20	JUL 15	SEP 16	NOV 18
FEB 05	APR 01	JUN 03	AUG 05	OCT 07	DEC 02
FEB 20*	APR 15	JUN 17	AUG 19	OCT 21	DEC 16
DOWNTOWN DEVELOPMENT AUTHORITY / OWOSSO MAIN STREET			DOWNTOWN HISTORIC DISTRICT COMMISSION		
The 1 <sup>st</sup> Wednesday of each month, except as noted – 7:30 a.m., local prevailing time			The 3 <sup>rd</sup> Wednesday of each month - 6:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Conference Room		
JAN 03	MAY 01	SEP 04	JAN 17	MAY 15	SEP 18
FEB 07	JUN 05	OCT 02	FEB 21	JUN 19	OCT 16
MAR 06	JUL 10	NOV 06	MAR 20	JUL 17	NOV 20
APR 03	AUG 07	DEC 04	APR 17	AUG 21	DEC 18
OWOSSO HISTORICAL COMMISSION			PARKS & RECREATION COMMISSION		
The 2 <sup>nd</sup> Monday of each month, except as noted – 6:00 p.m., local prevailing time			The 4 <sup>th</sup> Wednesday of each month, except as noted – 7:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Council Chambers		
JAN 08	MAY 13	SEP 09	JAN 24	MAY 22	SEP 25
FEB 12	JUN 10	OCT 15*	FEB 28	JUN 26	OCT 23
MAR 11	JUL 08	NOV 12*	MAR 27	JUL 24	DEC 04*
APR 08	AUG 12	DEC 09	APR 24	AUG 28	
PLANNING COMMISSION			WWTP Review Board		
The 4 <sup>th</sup> Monday of each month, except as noted – 6:30 p.m., local prevailing time			The 4 <sup>th</sup> Tuesday of each month, 4:30 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso Wastewater Plant, Administration Building 1410 Chippewa Trail, Owosso		
JAN 22	MAY 28*	SEP 23	JAN 23	MAY 28	SEP 24
FEB 26	JUN 24	OCT 28	FEB 27	JUN 25	OCT 22
MAR 25	JUL 22	NOV 25	MAR 26	JUL 23	NOV 26
APR 22	AUG 26	DEC 09*	APR 23	AUG 27	DEC 24
ZONING BOARD OF APPEALS			* = Rescheduled due to legal holiday on regular meeting date or other scheduling conflict		
The 3 <sup>rd</sup> Tuesday of each month, except as noted – 9:30 a.m., local prevailing time					
Owosso City Hall, Council Chambers					
JAN 16	MAY 21	SEP 17			
FEB 20	JUN 18	OCT 15			
MAR 19	JUL 16	NOV 19			
APR 16	AUG 20	DEC 17			

The City of Owosso will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audio recordings of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 West Main Street, Owosso, MI 48867 (989) 725-0500. The City of Owosso website is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).

## **RESOLUTION NO. 25-2023**

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

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

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

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

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

#### **ARTICLE I**

#### **PURPOSES**

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

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

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

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

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

## **ARTICLE II**

### **OFFICES**

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

## **ARTICLE III**

### **BOARD**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE IV**

### **OFFICERS**

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

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE V**

### **COMMITTEES**

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

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

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

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

## **ARTICLE VI**

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

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

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

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

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

## **ARTICLE VII**

### **BOOKS AND RECORDS**



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

## **ARTICLE VIII**

### **FISCAL YEAR**

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

## **ARTICLE IX**

### **AMENDMENTS TO RULES**

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

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

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

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

  
Amy K. Kirkland, City Clerk





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# MEMORANDUM

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DATE: September 6, 2023

TO: Owosso Main Street/Downtown Development Authority

FROM: Lizzie Fredrick, OMS/DDA Executive Director

SUBJECT: Owosso Main Street Committee Structure

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Staff seek assistance and guidance with developing the four volunteer committees and their sub-committees, including creating policies and procedures for member recruitment, responsibilities and removal.

## OMS/DDA BYLAWS ARTICLE I: PURPOSES

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

## OMS/DDA BYLAWS ARTICLE V: COMMITTEES

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

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

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

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

**Motion to Consider:**

No motion to consider.

**Attachment:**

OMS Flow Chart – Page 28

# OWOSSO MAIN STREET

## Downtown Development Authority & Executive Director

### Promotion & Organization Committees

### Design & Economic Vitality Committees

#### DDA/OMS Board Members

Jon Moore, Foster Coffee Company  
Lance Omer, Remax  
Bill Gilbert, Gilbert's Hardware and Appliances  
Melissa Wheeler, Murtle's Handmade Chocolates  
Rob Teich, Mayor  
Emily Olson, B62 Upholstery  
Nicole Reyna, The Sideline  
Josh Ardelean, CLH Insurance  
Vacancy, DDA Resident

#### DDA/OMS Executive Director

Lizzie Fredrick

Marketing,  
Branding,  
Storytelling,  
Event Planning  
& Logistical  
Management

Communications,  
Volunteer  
Recruitment &  
Retention,  
Fundraising

Historic  
Preservation,  
Architecture,  
Placemaking,  
Beautification,  
Public Spaces,  
Public Art

Small Biz &  
Entrepreneurship  
Development,  
Financing,  
Real Estate  
Development

### STRATEGIC ACTIVITIES

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#### Chair

Emily Olson, B62

#### Chair

Jon Moore, Foster Coffee

#### Chair

Melissa Wheeler, Murtle's

#### Chair

Lance Omer, Remax

#### Committee Members

Nicole Reyna, Sideline  
Jen Birchmeier, Studio Owosso  
Paulette Darling, Eventz 2 U  
Rachel Osmer, Resident  
Tony Nash, AZee Branding Solutions  
Josephine Brown, Owosso Farmers Market  
Casey Lambert, AZee Branding Solutions

#### Committee Members

#### Committee Members

Thomas Ainsworth, Plan View Design  
Doug Perterson, Peterson's Landscaping  
Lorraine Weckwert, Resident  
Steve Teich, Resident

#### Committee Members

Bill Gilbert, Gilbert's

#### Sub-Committees/Work Plans:

Marketing & Advertising  
Events  
Storytelling  
Social District  
Business of the Month

#### Sub-Committees/Work Plans:

Website  
Monthly Newsletter  
Volunteer Program  
Sponsor Guide

#### Sub-Committees/Work Plans:

Streetscape  
Wayfinding  
Placemaking  
Beautification  
Historic Preservation

#### Sub-Committees/Work Plans:

Revolving Loan Fund  
Grants  
Electric Vehicle Stations  
Business Meetups/Trainings

# **MINUTES**

*OWSO DESIGN COMMITTEE*

## **REGULAR MEETING**

Tuesday, August 8, 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 8:57 a.m.**

**Present:** M. Wheeler, S. Teich, T. Ainsworth, R. Kaminski

**Absent:** D. Peterson, L. Weckwert

**Staff:** L. Fredrick

### **FY23-24 Budget**

Fredrick reviewed the FY23-24 Design budget and answered questions.

### **Design Committee Meeting**

Committee changed meeting time to 8:30am and once a month.

Ainsworth recommended meeting regularly in the off season to solidify plans for the flowers.

### **Fall Beautification**

Committee discussed the need to secure pumpkins, mums and corn stalks for Fall Beautification.

Fredrick provided an updated that Peterson will donate straw bales for Fall Beautification.

Kaminski and Ainsworth committed to connecting with Peterson to finalize Fall Beautification plans.

Fredrick asked Committee to prioritize weeding and pruning before beautifying the Downtown Owosso signs.

Fredrick shared that the Vibrancy Grant budget may have some funds left over to cover and sponsorship acknowledgement signage.

Ainsworth presented a landscape design for the Welcome to Downtown Owosso signs.

### **Director Updates:**

The Main Street Plaza Masonry Repair will begin on Tuesday, September 5<sup>th</sup>.

### **Committee Comments:**

### **Next Meeting:**

Tuesday, September 12<sup>th</sup> at 8:30 am at Murtle's Handmade Chocolates; 112 W Main St, Owosso, MI.

# **MINUTES**

## ***OWS PROMOTIONS COMMITTEE***

### **REGULAR MEETING**

Wednesday, August 16, 2023, 6:03 p.m.

B62 Upholstery; 204 W Main St, Ste 201, 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:** E. Olson-Behar, P. Darling, R. Osmer, C. Lambert

**Staff:** L. Fredrick, N. Bruckman

**Absent:** J. Birchmeier, T. Nash, N. Reyna, J. Brown

#### **FY23-24 Budget**

Fredrick presented the Promotions revenue and expenditure budget and answered questions.

#### **Mini Golf Madness**

Fredrick introduced Brian Atkins from Home Field Michigan Real Estate Consultants.

Atkins presented the Mini Golf Madness event details to the Committee and asked for assistance with finalizing planning, supplies, sponsorships and volunteer recruitment.

Committee members volunteered to support with marketing, securing supplies and graphic design.

#### **Committee & Meeting Schedule**

Committee discussed volunteer assignments to sub-committees including Storytelling, Events, Business of the Month Program, Social District and Marketing.

#### **Next Meeting:**

Wednesday, September 20<sup>th</sup> at 6pm at B62 Upholstery; 204 W Main St, Ste 201, Owosso, MI.