

AGENDA

OWOSSO MAIN STREET/DDA

ANNUAL BOARD MEETING

Wednesday, June 5, 2024; 7:30 a.m.

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



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

Call to order and roll call:

Review and Approval of Agenda: June 5, 2024

Review and Approval of Minutes: April 3, 2024

Public Comments:

Reports:

- Check Disbursement Report
- Revenue and Expenditure Report
- May 2023 Cash Summary Report
- May 2024 Cash Summary Report
- ChargePoint Revenue Report
- ChargePoint Unique Drivers Report

Items of Business:

- 1) L-4029 Tax Rate Request Form
- 2) Election of Officers
- 3) Fiscal Year 2023-24 End of Year Budget Amendments

Committee Updates:

- Promotion (Reyna & McGuire)
- Design (Ardelean & Olson)
- Organization (Moore & Gilbert)
- Economic Vitality (Omer, Howard & Teich)

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/OWOSSO MAIN STREET
CITY OF OWOSSO**

April 3, 2024, 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

PRESENT: Chair Jon Moore, Vice-Chair Lance Omer and Commissioners Nicole Reyna, Josh Ardelean, Robert J. Teich, Jr., Emily Olson and Daylen Howard. Commissioner Allié McGuire arrived at 7:33 A.M.

ABSENT: Commissioner Bill Gilbert

STAFF PRESENT: Lizzie Fredrick, DDA/OMS Director

AGENDA:

MOVED BY OLSON, SUPPORTED BY HOWARD TO APPROVE THE APRIL 3, 2024 DDA/OMS AGENDA AS PRESENTED.

**AYES: ALL
MOTION CARRIED**

MINUTES:

MOVED BY OLSON, SUPPORTED BY ARDELEAN TO APPROVE THE MARCH 6, 2024 DDA/OMS SPECIAL MEETING MINUTES.

**AYE: ALL
MOTION CARRIED**

PUBLIC COMMENTS: Melissa Wheeler, owner of Murtle's Handmade Chocolates, expressed concerns with closing a portion of Ball Street for a summer park space and stated that it would be dangerous for traffic and prohibit safe deliveries for her business, It's a Deli Thing and Taphouse Specialty Meat Market.

Jason Steele, pastor of the Community Evangelical Presbyterian Church, notified the Board that the church office on Ball Street has elderly visitors that may be affected by a partial closure of Ball Street and asked the Board to consider another location.

Brandon Mead, owner of Cakey Cakes & Bagels, stated that parking has become a problem for businesses near Ball Street due to parking time limit enforcement and removing parking on Ball Street, from Exchange Street to the alley, will push parking further away from those businesses.

REPORTS: Fredrick presented the financial reports.

Moore noted the continued increase in revenue from the Electric Vehicle Charging Stations.

ITEMS OF BUSINESS:

1. **Fiscal Year 2024-2025 Budget:** Fredrick reviewed the proposed budget for the 2024-2025 fiscal year and confirmed that budget amendments will be semi-annually.

MOVED BY HOWARD, SUPPORTED BY REYNA TO APPROVE THE FISCAL YEAR 2024-2025 PROPOSED BUDGET AS PRESENTED.

**AYES: ALL
MOTION CARRIED**

COMMITTEE UPDATES:

1. **Organization:** Moore reminded the Board of the Board Retreat on April 24th and shared that the Organization Committee has budgeted for a Volunteer Appreciation Program for the new fiscal year.
Fredrick noted that April will be the first edition of the Downtown Owosso Community Newsletter.
2. **Promotion:** Reyna provided updates on the Downtown Owosso Chocolate Walk and marketing. McGuire provided a summary of the event tiers that the Promotion Committee created and presented an event calendar information station concept for downtown visitors.
3. **Design:** Ardelean reminded the Board of the Downtown Spring Cleanup event happening May 16th through 18th and shared that the Design Committee has been working to solidify what activation of the Fountain Park Summer Expansion would look like.
Olson updated the Board that the Committee will be selecting color palette options for the public to vote on for downtown painting projects.
Howard recommended closing half of Ball Street, from Exchange Street to the alley, instead of doing a full closure.
4. **Economic Vitality:** Omer noted that six local Match on Main grant applications have been accepted and are being reviewed by the Economic Vitality Committee.
Omer confirmed the Business of the Month Program will be ready to launch in May and reviewed some of the services the Business of the Month will receive.

DIRECTOR UPDATES: Fredrick updated the Board that one of the Electric Vehicle Charging Stations has a broken clip that secures the handle and invited the Board to attend the City Council budget meeting on May 2nd.

BOARD COMMENTS: Ardelean thanked the community members for attending the meeting and sharing their perspective.

ADJOURNMENT:

**MOVED BY ARDELEAN, SUPPORTED BY REYNA TO ADJOURN AT 8:09 A.M.
AYES: ALL
MOTION CARRIED**

NEXT MEETING MAY 1, 2024.

05/31/2024 02:06 PM
User: ELFredrick
DB: Owosso

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO
CHECK DATE FROM 03/22/2024 - 05/31/2024

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
03/28/2024	1	10338 (A)	BRUCKMAN'S MOVING & STORAGE	15X40 MONTHLY STORAGE UNIT	818.000	200	200.00
04/12/2024	1	10378 (A)	AMAZON CAPITAL SERVICES	DDA AND HC ORDER 11440732734626661	818.780	705	82.40
04/12/2024	1	10384 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	346.42
04/12/2024	1	10421 (A)	VERIZON WIRELESS	DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
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				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	43.28
				CHECK 1 10421(A) TOTAL FOR FUND 248:			<u>43.28</u>
04/12/2024	1	10424 (E)	HUNTINGTON NATONAL BANK -	OPERATING SUPPLIES	728.000	200	29.99
				EDUCATION & TRAINING	956.000	200	119.00
				EDUCATION & TRAINING	956.000	200	504.00
				CHECK 1 10424(E) TOTAL FOR FUND 248:			<u>652.99</u>
04/12/2024	1	10425 (E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	17.00
04/12/2024	1	137102	KELLY'S REFUSE	MONTHLY REFUSE PICKUP - EVERY TUE & FRI	818.000	200	832.50
04/12/2024	1	137115	SHATTUCK SPECIALTY ADVERTISING	A-FRAME WITH SIGNAGE	818.000	707	179.00
				PROPERTY OF OMS TAG	818.000	707	20.00
				CHECK 1 137115 TOTAL FOR FUND 248:			<u>199.00</u>
04/12/2024	1	137123	WIN'S ELECTRICAL SUPPLY OF OWOSSO	MAR.	930.000	200	309.12
04/26/2024	1	10427 (A)	AMAZON CAPITAL SERVICES	DDA ORDER 11244794479225006+	818.000	705	202.98
04/26/2024	1	10437 (A)	GILBERT'S DO IT BEST HARDWARE &	MARCH 2024 PURCHASES	728.000	200	19.99
04/26/2024	1	137128	BETH KUIPER	BUILDING MAINTENANCE	930.000	200	65.78

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	43.28
				CHECK 1 10576(A) TOTAL FOR FUND 248:			<u>43.28</u>
05/24/2024	1	10579 (E) #	HUNTINGTON NATONAL BANK -	MEMBERSHIPS & DUES	955.000	200	295.00
				WORK PLAN EXPENDITURES	818.000	705	2.50
				CHECK 1 10579(E) TOTAL FOR FUND 248:			<u>297.50</u>
05/24/2024	1	10580 (E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	17.00
05/24/2024	1	137210	AMERICAN SPEEDY PRINTING	75 8.5 X 11 FLYERS - COLOR/BLEED/GLOSS	818.780	705	35.00
				300 5.5X8.5 2 SIDED INDEX COLOR MAPS	818.780	705	59.00
				MAP DESIGN	818.780	705	25.00
				CHECK 1 137210 TOTAL FOR FUND 248:			<u>119.00</u>
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			13,263.13

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

PERIOD ENDING 06/30/2024

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	06/30/2024 (NORMAL (ABNORMAL))	MONTH 06/30/2024 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	35,246.00	33,008.19	0.00	2,237.81	93.65
248-000-402.100	TIF	218,644.00	218,643.76	0.00	0.24	100.00
248-000-540.000	STATE SOURCES	6,760.00	6,759.85	0.00	0.15	100.00
248-000-540.000-MATCHMAIN2	STATE SOURCES	25,000.00	25,000.00	0.00	0.00	100.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	24,228.00	24,228.43	0.00	(0.43)	100.00
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	5,478.00	5,284.04	0.00	193.96	96.46
248-000-670.000	LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-000-670.100	LOAN INTEREST	1,844.00	1,651.43	0.00	192.57	89.56
248-000-674.200	DONATIONS	0.00	0.00	0.00	0.00	0.00
248-000-674.300	INCOME-ECNMC RESTRUCTING	0.00	0.00	0.00	0.00	0.00
248-000-674.400	INCOME-PROMOTION	15,000.00	15,687.01	0.00	(687.01)	104.58
248-000-674.500	INCOME-ORGANIZATION	0.00	0.00	0.00	0.00	0.00
248-000-674.600	INCOME-DESIGN	0.00	0.00	0.00	0.00	0.00
248-000-674.700	EV STATION REVENUE	1,620.00	4,992.45	0.00	(3,372.45)	308.18
248-000-675.000	MISCELLANEOUS	47.00	46.84	0.00	0.16	99.66
248-000-699.101	TRANFERS FROM GENERAL FUND	33,921.00	24,251.19	0.00	9,669.81	71.49
248-000-699.287	ARPA TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		367,788.00	359,553.19	0.00	8,234.81	97.76
TOTAL REVENUES		367,788.00	359,553.19	0.00	8,234.81	97.76
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	1,500.00	255.39	0.00	1,244.61	17.03
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00
248-200-810.000	INSURANCE & BONDS	3,000.00	2,906.50	0.00	93.50	96.88
248-200-818.000	CONTRACTUAL SERVICES	30,000.00	11,841.50	0.00	18,158.50	39.47
248-200-818.500	AUDIT	1,200.00	1,221.00	0.00	(21.00)	101.75
248-200-920.000	UTILITIES	3,000.00	3,062.24	0.00	(62.24)	102.07
248-200-920.100	ELECTRICITY-EV STATION	2,000.00	5,098.55	0.00	(3,098.55)	254.93
248-200-920.300	TELEPHONE	520.00	443.09	0.00	76.91	85.21
248-200-930.000	BUILDING MAINTENANCE - DPW	42,000.00	26,500.93	0.00	15,499.07	63.10
248-200-940.000	EQUIPMENT RENTAL - DPW	8,000.00	4,978.22	0.00	3,021.78	62.23
248-200-955.000	MEMBERSHIPS & DUES	1,000.00	495.00	0.00	505.00	49.50
248-200-956.000	EDUCATION & TRAINING	3,000.00	1,671.52	0.00	1,328.48	55.72
248-200-969.000	DEVELOPER REIMBURSEMENT	32,086.00	0.00	0.00	32,086.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	83,703.00	75,732.19	0.00	7,970.81	90.48
Total Dept 200 - GEN SERVICES		211,009.00	134,206.13	0.00	76,802.87	63.60
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	64,480.00	58,232.26	0.00	6,247.74	90.31
248-261-702.200	WAGES	250.00	31.67	0.00	218.33	12.67
248-261-702.300	OVERTIME	1,000.00	512.83	0.00	487.17	51.28
248-261-702.800	ACCRUED SICK LEAVE	0.00	0.00	0.00	0.00	0.00
248-261-703.000	OTHER COMPENSATION	0.00	0.00	0.00	0.00	0.00
248-261-715.000	SOCIAL SECURITY (FICA)	5,029.00	4,498.31	0.00	530.69	89.45
248-261-716.100	HEALTH INSURANCE	7,400.00	6,883.26	0.00	516.74	93.02

PERIOD ENDING 06/30/2024

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	06/30/2024 NORMAL (ABNORMAL)	MONTH 06/30/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-261-716.200	DENTAL INSURANCE	252.00	257.17	0.00	(5.17)	102.05
248-261-716.300	OPTICAL INSURANCE	36.00	28.38	0.00	7.62	78.83
248-261-716.400	LIFE INSURANCE	504.00	464.97	0.00	39.03	92.26
248-261-716.500	DISABILITY INSURANCE	968.00	643.17	0.00	324.83	66.44
248-261-717.000	UNEMPLOYMENT INSURANCE	6.00	9.97	0.00	(3.97)	166.17
248-261-718.200	DEFINED CONTRIBUTION	5,803.00	(1,637.35)	0.00	7,440.35	(28.22)
248-261-719.000	WORKERS' COMPENSATION	420.00	405.10	0.00	14.90	96.45
Total Dept 261 - GENERAL ADMIN		86,148.00	70,329.74	0.00	15,818.26	81.64
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	250.00	132.65	0.00	117.35	53.06
248-704-818.000	WORK PLAN EXPENDITURE	1,250.00	17.95	0.00	1,232.05	1.44
Total Dept 704 - ORGANIZATION		1,500.00	150.60	0.00	1,349.40	10.04
Dept 705 - PROMOTION						
248-705-802.000	ADVERTISEMENT	200.00	0.00	0.00	200.00	0.00
248-705-818.000	WORK PLAN EXPENDITURES	3,000.00	2,017.76	0.00	982.24	67.26
248-705-818.730	ART WALK	0.00	0.00	0.00	0.00	0.00
248-705-818.750	GLOW	6,531.00	4,190.21	0.00	2,340.79	64.16
248-705-818.760	RETAIL EVENTS	135.00	0.00	0.00	135.00	0.00
248-705-818.770	MOTORCYCLE DAYS	2,800.00	2,560.26	0.00	239.74	91.44
248-705-818.780	CHOCOLATE WALK	500.00	224.85	0.00	275.15	44.97
248-705-818.790	NYE BLOCK PARTY	4,539.00	4,439.00	0.00	100.00	97.80
Total Dept 705 - PROMOTION		17,705.00	13,432.08	0.00	4,272.92	75.87
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	5,000.00	3,563.19	0.00	1,436.81	71.26
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 706 - DESIGN		7,000.00	3,563.19	0.00	3,436.81	50.90
Dept 707 - ECONOMIC VITALITY						
248-707-818.000	WORK PLAN EXPENDITURES	1,500.00	199.00	0.00	1,301.00	13.27
248-707-818.000-MATCHMAIN2	CONTRACTUAL SERVICES	25,000.00	25,000.00	0.00	0.00	100.00
248-707-818.000-MTCHONMAIN	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-707-818.000-VIBRANCY22	CONTRACTUAL SERVICES	4,983.00	4,982.74	0.00	0.26	99.99
Total Dept 707 - ECONOMIC VITALITY		31,483.00	30,181.74	0.00	1,301.26	95.87
Dept 901 - CAPITAL OUTLAY						
248-901-965.585	CAPITAL CONTRIBUTION-DDA	0.00	0.00	0.00	0.00	0.00
248-901-965.585-DDASTRLITE	CAPITAL CONTRIBUTION-DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 06/30/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	06/30/2024	MONTH 06/30/2024	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	21,650.00	21,643.26	0.00	6.74	99.97
248-905-992.000	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00
248-905-993.000	INTEREST	500.00	413.00	0.00	87.00	82.60
Total Dept 905 - DEBT SERVICE		22,150.00	22,056.26	0.00	93.74	99.58
Dept 966 - TRANSFERS OUT						
248-966-995.304	TRANSFER TO DEBT 2009 LTGO FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 966 - TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		376,995.00	273,919.74	0.00	103,075.26	72.66
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		367,788.00	359,553.19	0.00	8,234.81	97.76
TOTAL EXPENDITURES		376,995.00	273,919.74	0.00	103,075.26	72.66
NET OF REVENUES & EXPENDITURES		(9,207.00)	85,633.45	0.00	(94,840.45)	930.09

FROM 05/01/2023 TO 05/31/2023

FUND: 248

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2023	Total Debits	Total Credits	Ending Balance 05/31/2023
Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY				
001.200	POOLED CASH (HUNTINGTON BANK)	113,614.71	1,025.98	64,371.17	50,269.52
001.201	MI CLASS ACCOUNT	25,574.26	117.35	0.00	25,691.61
001.203	MAIN STREET OWOSSO / DDA CHECKING	1,292.39	242.68	0.00	1,535.07
001.204	HUNTINGTON LIQUIDITY PORTAL	30,287.10	50,410.88	0.00	80,697.98
	DOWNTOWN DEVELOPMENT AUTHORITY	<u>170,768.46</u>	<u>51,796.89</u>	<u>64,371.17</u>	<u>158,194.18</u>

FROM 05/01/2024 TO 05/31/2024

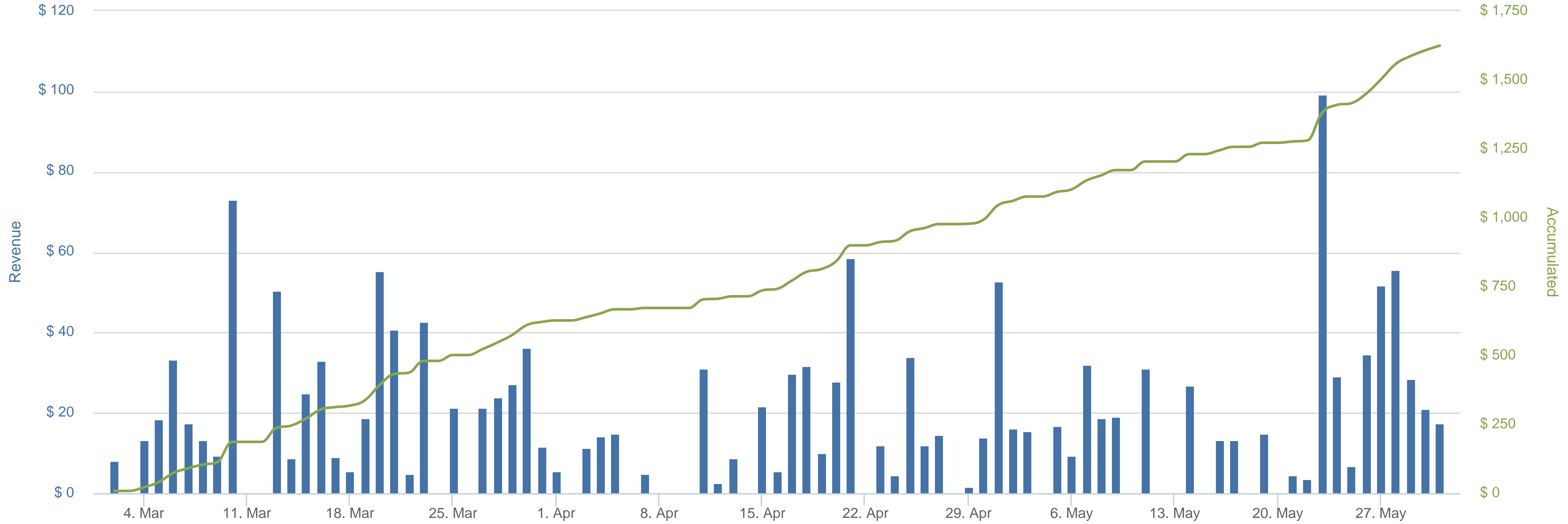
FUND: 248

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2024	Total Debits	Total Credits	Ending Balance 05/31/2024
Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY				
001.200	POOLED CASH (HUNTINGTON BANK)	101,051.01	3,646.27	19,825.21	84,872.07
001.201	MI CLASS ACCOUNT	27,013.53	0.00	0.00	27,013.53
001.203	MAIN STREET OWOSSO / DDA CHECKING	11,689.49	333.54	0.00	12,023.03
001.204	HUNTINGTON LIQUIDITY PORTAL	85,107.30	0.00	0.00	85,107.30
	DOWNTOWN DEVELOPMENT AUTHORITY	224,861.33	3,979.81	19,825.21	209,015.93

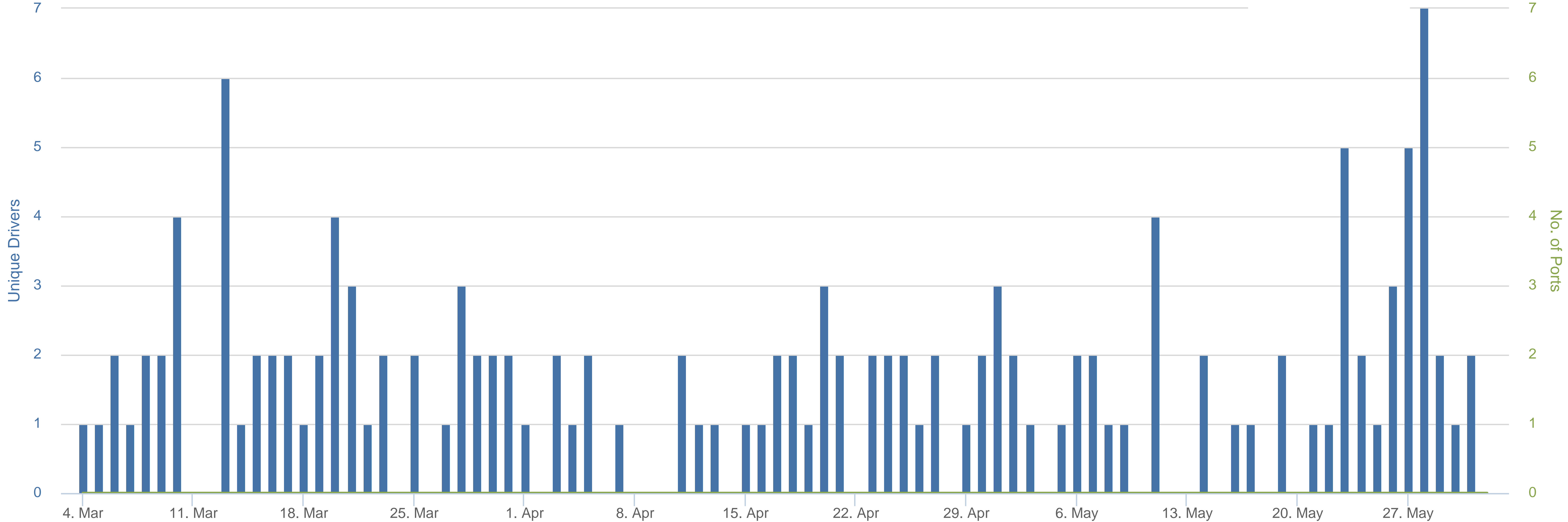
Revenue Last 90 Days

Revenue
Accumulated



Unique Drivers Last 90 Days

■ Unique Drivers
— No. of Ports





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

MEMORANDUM

DATE: June 5, 2024
TO: Owosso Main Street/Downtown Development Authority
FROM: Lizzie Fredrick, OMS/DDA Executive Director
SUBJECT: L-4029 Tax Rate Request Form

BACKGROUND:

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

FISCAL IMPACT:

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

MOTION TO CONSIDER:

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

ATTACHMENTS:

Resolution 01-2024
2024 L-4029 Tax Rate Request Form

RESOLUTION NO. 01-2024

**AUTHORIZING CHAIRPERSON OF THE OWOSSO DOWNTOWN DEVELOPMENT
AUTHORITY/MAIN STREET BOARD OF DIRECTORS TO EXECUTE THE
2024 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 1.8815 for which the Authority is authorized to levy; and

WHEREAS, the tax levy for the fiscal year commencing July 1, 2024 shall be the rate of 1.8815 per \$1,000 of taxable value of the 2024 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 2024 Tax Rate Request substantially in the form attached.

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

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

County(ies) Where the Local Government Unit Levies Taxes Shiawasee	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024 20707837
Local Government Unit Requesting Millage Levy City of Owosso Downtown Development Authority	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth In Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
PA 197	Operations	N/A	2.00	1.8855	.9979	1.8815	.9979	1.8815	1.8815		N/A

Prepared by Brad Barrett	Telephone Number (989) 725-0575	Title of Preparer Finance Director	Date 05/15/2024
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		Amy Kirkland, City Clerk	05/15/2024
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President		Jonathan Moore, DDA Chair	

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

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

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



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

MEMORANDUM

DATE: June 5, 2024
TO: Owosso Main Street/Downtown Development Authority
FROM: Lizzie Fredrick, OMS/DDA Executive Director
SUBJECT: Election of OMS/DDA Officers

BACKGROUND:

Per the OMS/DDA Bylaws, Article IV Section 2, the election of officers shall occur at the annual meeting in June:

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

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

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

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

FISCAL IMPACT:

None.

MOTION TO CONSIDER:

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

ATTACHMENTS:

OMS/DDA Bylaws
OMS/DDA Roster

RESOLUTION NO. 25-2023

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

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

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

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

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

ARTICLE I

PURPOSES

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

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

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

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

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

ARTICLE II

OFFICES

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

ARTICLE III

BOARD

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IV

OFFICERS

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE V

COMMITTEES

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

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

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

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

ARTICLE VI

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

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

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

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

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

ARTICLE VII

BOOKS AND RECORDS

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

ARTICLE VIII

FISCAL YEAR

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

ARTICLE IX

AMENDMENTS TO RULES

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

ARTICLE X

PARLIAMENTARY AUTHORITY

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

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


Amy K. Kirkland, City Clerk



Owosso Main Street & Downtown Development Authority Roster

<i>MEMBER</i>	<i>ORGANIZATION</i>	<i>APPOINTED</i>	<i>TERM EXPIRES</i>
Jon Moore, Chair	Foster Coffee Company	3/21/2016	6/30/2016
		3/21/2016	6/30/2020
		2/16/2021	6/30/2024
Allié McGuire	AwareNow Media	12/4/2023	6/30/2024
		7/1/2024	6/30/2028
Emily Olson	B62 Upholstery	1/3/2023	6/30/2024
		7/1/2024	6/30/2028
Bill Gilbert	Gilberts Hardware and Appliance	7/19/2004	6/30/2008
		6/16/2008	6/30/2012
		5/21/2012	6/30/2016
		4/18/2016	6/30/2020
		2/16/2021	6/30/2024
		7/1/2024	6/30/2028
Robert J. Teich, Jr., Mayor	City Council Representative	1/3/2023	11/12/2024
Lance Omer, Vice-Chair	RE/MAX	10/3/2011	6/30/2013
		6/17/2013	6/30/2017
		6/5/2017	6/30/2021
		7/6/2021	6/30/2025
Daylen Howard	DDA Resident Representative	9/18/2023	6/30/2025
Josh Ardelean	CLH Insurance Agency	9/21/2020	6/30/2022
		5/2/2022	6/30/2026
Nicole Reyna	The Sideline Sports Bar	6/21/2022	6/30/2026



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

MEMORANDUM

DATE: June 5, 2024
TO: Owosso Main Street/Downtown Development Authority
FROM: Lizzie Fredrick, OMS/DDA Executive Director
SUBJECT: Fiscal Year 2023-24 End of Year Budget Amendments

BACKGROUND:

Staff has reviewed the Fiscal Year 2023-24 OMS/DDA year-to-date activity and remaining estimated expenditures to determine the fourth quarter budget amendments on the attached budget amendment report.

FISCAL IMPACT:

Staff estimates that \$6,954 will be used from the Fund Balance.

MOTION TO CONSIDER:

To approve the Owosso Main Street and Downtown Development Authority end of year budget amendments as presented.

ATTACHMENTS:

FY23-24 Budget Amendment Report

**FISCAL YEAR 2023-24 END OF YEAR BUDGET AMENDMENTS
FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY**

GENERAL LEDGER NUMBER	DESCRIPTION	FY 2023-24 BUDGET	YTD BALANCE AS OF 05/31/2024	FY 2023-24 AMENDMENTS
Revenues				
248-000-402.000	GENERAL PROPERTY TAX	\$ 35,246.00	\$ 33,008.19	\$ 33,008.00
248-000-402.100	TIF	\$ 218,644.00	\$ 218,643.76	\$ 218,644.00
248-000-540.000	STATE SOURCES	\$ 6,760.00	\$ 6,759.85	\$ 6,760.00
248-000-540.000-MATCHMAIN2	STATE SOURCES	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	\$ 24,228.00	\$ 24,228.43	\$ 24,228.00
248-000-605.200	CHARGE FOR SERVICES RENDERED	\$ -	\$ -	
248-000-665.000	INTEREST INCOME	\$ 5,478.00	\$ 5,284.04	\$ 6,340.00
248-000-670.000	LOAN PRINCIPAL	\$ -	\$ -	
248-000-670.100	LOAN INTEREST	\$ 1,844.00	\$ 1,651.43	\$ 1,844.00
248-000-674.200	DONATIONS	\$ -	\$ -	
248-000-674.300	INCOME-ECNMC RESTRUCTING	\$ -	\$ -	
248-000-674.400	INCOME-PROMOTION	\$ 15,000.00	\$ 15,687.01	\$ 15,687.00
248-000-674.500	INCOME-ORGANIZATION	\$ -	\$ -	
248-000-674.600	INCOME-DESIGN	\$ -	\$ -	
248-000-674.700	EV STATION REVENUE	\$ 1,620.00	\$ 4,992.45	\$ 5,326.00
248-000-675.000	MISCELLANEOUS	\$ 47.00	\$ 46.84	\$ 47.00
248-000-699.101	TRANFERS FROM GENERAL FUND	\$ 33,921.00	\$ 24,251.19	\$ 33,921.00
248-000-699.287	ARPA TRANSFER IN	\$ -	\$ -	
TOTAL REVENUES		\$ 367,788.00	\$ 359,553.19	\$ 370,805.00

Expenditures

Dept 200 - GEN SERVICES

248-200-728.000	OPERATING SUPPLIES	\$ 1,500.00	\$ 255.39	\$ 500.00
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	\$ -	\$ -	
248-200-810.000	INSURANCE & BONDS	\$ 3,000.00	\$ 2,906.50	\$ 2,907.00
248-200-818.000	CONTRACTUAL SERVICES	\$ 30,000.00	\$ 11,841.50	\$ 30,000.00

248-200-818.500	AUDIT	\$	1,200.00	\$	1,221.00	\$	1,221.00
248-200-920.000	UTILITIES	\$	3,000.00	\$	3,062.24	\$	4,000.00
248-200-920.100	ELECTRICITY-EV STATION	\$	2,000.00	\$	5,098.55	\$	5,500.00
248-200-920.300	TELEPHONE	\$	520.00	\$	443.09	\$	520.00
248-200-930.000	BUILDING MAINTENANCE - DPW	\$	42,000.00	\$	26,500.93	\$	42,000.00
248-200-940.000	EQUIPMENT RENTAL - DPW	\$	8,000.00	\$	4,978.22	\$	8,000.00
248-200-955.000	MEMBERSHIPS & DUES	\$	1,000.00	\$	495.00	\$	600.00
248-200-956.000	EDUCATION & TRAINING	\$	3,000.00	\$	1,671.52	\$	3,000.00
248-200-969.000	DEVELOPER REIMBURSEMENT	\$	32,086.00	\$	-	\$	32,086.00
248-200-995.101	TRANSFER TO GENERAL FUND	\$	83,703.00	\$	75,732.19	\$	83,703.00
Total Dept 200 - GEN SERVICES		\$	211,009.00	\$	134,206.13	\$	214,037.00

Dept 261 - GENERAL ADMIN

248-261-702.100	SALARIES	\$	64,480.00	\$	58,232.26	\$	64,480.00
248-261-702.200	WAGES	\$	250.00	\$	31.67	\$	250.00
248-261-702.300	OVERTIME	\$	1,000.00	\$	512.83	\$	1,000.00
248-261-702.800	ACCRUED SICK LEAVE	\$	-	\$	-		
248-261-703.000	OTHER COMPENSATION	\$	-	\$	-		
248-261-715.000	SOCIAL SECURITY (FICA)	\$	5,029.00	\$	4,498.31	\$	5,029.00
248-261-716.100	HEALTH INSURANCE	\$	7,400.00	\$	6,883.26	\$	7,550.00
248-261-716.200	DENTAL INSURANCE	\$	252.00	\$	257.17	\$	300.00
248-261-716.300	OPTICAL INSURANCE	\$	36.00	\$	28.38	\$	36.00
248-261-716.400	LIFE INSURANCE	\$	504.00	\$	464.97	\$	510.00
248-261-716.500	DISABILITY INSURANCE	\$	968.00	\$	643.17	\$	711.00
248-261-717.000	UNEMPLOYMENT INSURANCE	\$	6.00	\$	9.97	\$	10.00
248-261-718.200	DEFINED CONTRIBUTION	\$	5,803.00	\$	(1,637.35)	\$	5,803.00
248-261-719.000	WORKERS' COMPENSATION	\$	420.00	\$	405.10	\$	440.00
Total Dept 261 - GENERAL ADMIN		\$	86,148.00	\$	70,329.74	\$	86,119.00

Dept 704 - ORGANIZATION

248-704-728.000	SUPPLIES	\$	250.00	\$	132.65	\$	200.00
248-704-818.000	WORK PLAN EXPENDITURE	\$	1,250.00	\$	17.95	\$	500.00
Total Dept 704 - ORGANIZATION		\$	1,500.00	\$	150.60	\$	700.00

Dept 705 - PROMOTION

248-705-802.000	ADVERTISEMENT	\$	200.00	\$	-	\$	-
248-705-818.000	WORK PLAN EXPENDITURES	\$	3,000.00	\$	2,017.76	\$	3,000.00
248-705-818.730	ART WALK	\$	-	\$	-		
248-705-818.750	GLOW	\$	6,531.00	\$	4,190.21	\$	6,531.00
248-705-818.760	RETAIL EVENTS	\$	135.00	\$	-	\$	135.00
248-705-818.770	MOTORCYCLE DAYS	\$	2,800.00	\$	2,560.26	\$	2,800.00
248-705-818.780	CHOCOLATE WALK	\$	500.00	\$	224.85	\$	500.00
248-705-818.790	NYE BLOCK PARTY	\$	4,539.00	\$	4,439.00	\$	4,539.00
Total Dept 705 - PROMOTION		\$	17,705.00	\$	13,432.08	\$	17,505.00

Dept 706 - DESIGN

248-706-818.000	WORK PLAN EXPENDITURES	\$	5,000.00	\$	3,563.19	\$	5,000.00
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	\$	2,000.00	\$	-	\$	2,000.00
Total Dept 706 - DESIGN		\$	7,000.00	\$	3,563.19	\$	7,000.00

Dept 707 - ECONOMIC VITALITY

248-707-818.000	WORK PLAN EXPENDITURES	\$	1,500.00	\$	199.00	\$	350.00
248-707-818.000-MATCHMAIN2	CONTRACTUAL SERVICES	\$	25,000.00	\$	25,000.00	\$	25,000.00
248-707-818.000-MTCHONMAIN	CONTRACTUAL SERVICES	\$	-	\$	-		
248-707-818.000-VIBRANCY22	CONTRACTUAL SERVICES	\$	4,983.00	\$	4,982.74	\$	4,983.00
Total Dept 707 - ECONOMIC VITALITY		\$	31,483.00	\$	30,181.74	\$	30,333.00

Dept 905 - DEBT SERVICE

248-905-991.100	PRINCIPAL	\$	21,650.00	\$	21,643.26	\$	21,650.00
248-905-992.000	PAYING AGENT FEES	\$	-	\$	-		
248-905-993.000	INTEREST	\$	500.00	\$	413.00	\$	415.00
Total Dept 905 - DEBT SERVICE		\$	22,150.00	\$	22,056.26	\$	22,065.00

TOTAL EXPENDITURES

\$ 376,995.00 \$ 273,919.74

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:	YTD BALANCE AS OF		FY 2023-24
	FY 2023-24 BUDGET	05/31/2024	AMENDED BUDGET
TOTAL REVENUES	\$ 367,788.00	\$ 359,553.19	\$ 370,805.00
TOTAL EXPENDITURES	\$ 376,995.00	\$ 273,919.74	\$ 377,759.00
NET OF REVENUES & EXPENDITURES	\$ (9,207.00)	\$ 85,633.45	\$ (6,954.00)

MINUTES

OMS PROMOTION COMMITTEE

REGULAR MEETING

Thursday, May 2, 2024, 8:00 a.m.

City Hall; 301 W. Main Street



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 8:00 a.m.

Present: N. Ball, A. McGuire, S. Maginity

Absent: N. Reyna, J. Birchmeier, P. Vreibel

Staff: L. Fredrick

Downtown Owosso Chocolate Walk

Committee reviewed the Chocolate Walk guest and business survey results.

Maginity noted that the majority of respondents preferred the event to be held on a Saturday in April.

Fredrick confirmed that the event met or exceeded all the measures of success that the Committee had set.

Committee discussed wins, areas of opportunity and potential changes to the event.

Owosso Main Street Event Tiers

Committee discussed creating clear parameters for the Board's and Committee's volunteer capacity for each event tier.

Committee Comments:

Fredrick notified the Committee that the Board determined the New Year's Eve Block Party will not be held in 2024 without a volunteer and committee to oversee it and that the deadline to find a volunteer and form a committee is July 31st.

Ball recommended activating the amphitheater with musical performances.

Next Meeting:

Thursday, June 13th, 2024, at 8:00 a.m. at City Hall; 301 W. Main Street

MINUTES

OMS DESIGN COMMITTEE

REGULAR MEETING

Friday, May 3, 2024, 12:45 p.m.

City Hall; 301 W. Main Street



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 12:45 p.m.

Present: D. Peterson, D. Drenovsky, L. Weckwert, T. Ainsworth

Absent: J. Ardelean, A. McGuire, J. Ross, E. Olson

Staff: L. Fredrick

Downtown Welcome Sign Landscaping

Fredrick presented plans to fundraise for the next two welcome sign landscaping projects.

Peterson confirmed the vegetation will include perennials and notified the Committee that the tulips will try to be saved and replanted by the Rusted Tree Sculpture.

Main Street Plaza Planters

Drenovsky offered to donate flowers and paint the Main Street Plaza planters next to the Gilberts Garden Center.

Volunteer Flower Program

Fredrick updated the Committee on downtown businesses that volunteered to oversee planters located in front of their businesses.

Committee confirmed religious and political content cannot be displayed in the downtown landscaping.

Fredrick confirmed the City of Owosso and Michigan Department of Transportation have a 30-inch height limit for landscaping within the corner clear zone.

Exchange Street Pocket Park

Fredrick confirmed approximately \$1,300 remains of the Committee's budget and can go towards the pocket park on Exchange Street.

Weckwert and Drenovsky volunteered to work together on updating the pocket park.

Committee Comments:

None.

Next Meeting:

Thursday, June 13th at 1:30 p.m. at City Hall; 301 W. Main Street

MINUTES

OWS ORGANIZATION COMMITTEE

REGULAR MEETING

Tuesday, May 14, 2024, 2:00 p.m.

City Hall; 301 W. Main Street



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 2:00 p.m.

Present: J. Moore, B. Gilbert

Absent: None

Staff: L. Fredrick

Community Newsletter

Committee discussed the June newsletter and reviewed what still needs to be completed.

Volunteer of the Month

Moore recommended keeping the format from the May newsletter which included a write up of the volunteer and a quote from the volunteer.

Fredrick nominated Moore for the volunteer spotlight.

Annual Sponsor Guide

Fredrick suggested having two versions of the sponsor guide including one for the calendar year and one for the fiscal year.

Moore asked the Committee to create a sponsor subscription program with automatic monthly withdrawals such as the one used for the Revolving Loan & Grant Program.

Committee Comments:

None.

Next Meeting:

Tuesday, June 11th at 2:00 p.m. at City Hall; 301 W. Main Street

MINUTES

OWS ECONOMIC VITALITY COMMITTEE

REGULAR MEETING

Tuesday, May 21, 2024, 1:00 p.m.

City Hall; 301 W. Main Street



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 1:00 p.m.

Present: L. Omer, D. Howard, B. Meyer

Absent: R. Teich

Staff: L. Fredrick, B. Barrett

Business of the Month Program

Committee scored the June Business of the Month nominees.

Revolving Loan & Grant Program

Fredrick introduced Joshua Prusik, the Michigan Main Street Economic Vitality Specialist.

Prusik presented the idea to create a scoring rubric that will coincide with the Revolving Loan & Grant Program application.

Prusik shared an example where applicants must work directly with the Small Business Development Center as a condition of their approval or attend SBDC training sessions.

Prusik suggested the program guidelines adopt the rubric by reference.

Howard reminded the Committee that the application needs to be included in their updates such as the timeline for the application & approval process.

Meyer noted that an application fee will need to be created if a credit check were added to the application process as the current processing fee only covers the administrative and legal fees if the loan or grant is awarded.

Prusik recommended requiring before and after photos for both loans and grants.

Committee determined that the top priorities for program revisions are securing future loans, adjusting the rubric to reflect the Board and Committee priorities and updating the applications.

Prusik suggested having applicants list other options they've explored beyond the Revolving Loan & Grant Program such as loans with banks or Michigan Economic Development Corporation grants.

Prusik recommended creating a Frequently Asked Questions resource including estimated timelines or a sample timeline for approvals and payments.

Committee Comments:

None.

Next Meeting:

Tuesday, June 18th at 1:00 p.m. at City Hall; 301 W. Main Street