

AGENDA

OWOSSO MAIN STREET/DDA

REGULAR BOARD MEETING

Wednesday, January 3, 2024; 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: January 3, 2024

Review and Approval of Minutes: December 6, 2023

Public Comments:

Financial Reports

- Check Disbursement Report
- Revenue and Expenditure Report
- Delinquent Loan Report
- ChargePoint Report

Items of Business:

- 1) Board Member Agreement & Job Description
- 2) FY23-24 Budget Amendments
- 3) Downtown Parking

Committee Updates:

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

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**

December 6, 2023, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chair Jon Moore at 7:35 A.M.

ROLL CALL: Taken by Chair Jon Moore

PRESENT: Chair Jon Moore, Vice-Chair Lance Omer, Commissioners Daylen Howard, Allié McGuire, Robert J. Teich, Jr., Bill Gilbert and Josh Ardelean.

ABSENT: Commissioners Emily Olson and Nicole Reyna

STAFF PRESENT: Lizzie Fredrick, DDA/OMS Director and Brad Barrett, Finance Director

AGENDA:

MOVED BY HOWARD, SUPPORTED BY TEICH TO APPROVE THE DECEMBER 6, 2023 DDA/OMS AGENDA AS AMENDED.

**AYES: ALL
MOTION CARRIED**

MINUTES:

MOVED BY HOWARD, SUPPORTED BY TEICH TO APPROVE THE OCTOBER 31, 2023 DDA/OMS SPECIAL MEETING MINUTES.

**AYE: ALL
MOTION CARRIED**

PUBLIC COMMENTS: None.

ITEMS OF BUSINESS:

1. **CHECK REGISTER:** Fredrick reviewed the Check Register for September 16, 2023 through November 30, 2023 and answered questions.

MOVED BY HOWARD, SUPPORTED BY OMER TO APPROVE THE CHECK REGISTER AS PRESENTED FOR SEPTEMBER, OCTOBER AND NOVEMBER 2023.

**AYES: ALL
MOTION CARRIED**

2. **REVENUE AND EXPENDITURE REPORT:** Fredrick reviewed the Revenue and Expenditure Report and noted that budget amendments will be presented at the January Board Meeting.
3. **REVOLVING LOAN FUND DELINQUENT LOAN REPORT:** Fredrick presented the RLF Delinquent Loan Report and answered questions.

Barrett confirmed that the City Attorney attended the Ihm Enterprises virtual bankruptcy hearing.

4. **DDA 2023 AUDIT:** Barrett provided a summary of the DDA 2023 Audit noting the DDA Fund Balance increase of \$10,988, now totaling \$151,213, and the bond payment schedule ending in 2029.

Fredrick explained that the Board is in a position to pay off the Electric Vehicle Charging Station RLF balance of approximately \$19,000 and remain above the recommended Fund Balance, which is 30% of the DDA Budget.

Barrett shared that the Revolving Loan Fund 2023 Audit highlighted \$1,136,055 in total assets breaking down to approximately \$585,000 in cash and \$550,000 in receivables.

5. **CHARGEPOINT REPORT:** Fredrick presented the August, September, October and November Electric Vehicle Revenue Reports and the overall monthly report for August, September and October.

Moore pointed out the difference in revenue and charging activity in the months of October and November after repairs had been completed on the charging stations.

Fredrick confirmed that ChargePoint has not completed their repairs and that the charging station warranty ends in October of 2025.

6. **SOCIAL MEDIA ANALYTICS:** Fredrick presented the Downtown Owosso Social Media Analytics for September, October and November and noted the increase in Reach, Profile Visits and Followers during the month of October when the #ExploreOwosso Passport Program took place.
7. **MAIN STREET TECHNICAL SERVICE APPLICATION:** Moore reviewed the Strategic Planning Service and Main 5 Communication Plan; the two Main Street Technical Assistance Services recommend by the Organization Committee.

Fredrick presented the option to customize a service with Michigan Main Street that would include revising the Transformation Strategy and Strategic Planning.

MOVED BY HOWARD, SUPPORTED BY TEICH TO APPLY FOR THE TRANSFORMATION STRATEGY UPDATE & STRATEGIC PLANNING SERVICE FOR THE ANNUAL MAIN STREET TECHNICAL ASSISTANCE SERVICE AND APPLY FOR THE STRATEGIC PLANNING SERVICE AS THE SECOND CHOICE FOR THE MAIN STREET TECHNICAL ASSISTANCE SERVICE.

**AYES: ALL
MOTION CARRIED**

8. **OMS COMMITTEE MEETING SCHEDULE:** Fredrick reviewed the four Main Street Program committees and asked the Board what Committee they would like to join and when the monthly recurring meeting will take place.

McGuire volunteered for the Promotion Committee and Ardelean volunteered for the Design Committee.

Moore and Gilbert volunteered for the Organization Committee, which will meet on the second Tuesday at 2:00 p.m.

Teich, Omer and Howard volunteered for the Economic Vitality Committee, which will meet on the third Tuesday at 2:00 p.m.

COMMITTEE UPDATES:

1. **Design:** Fredrick provided updates on the Fountain Park Summer Expansion and the Bridge Basket Program including an art-based basket for spring.

2. **Promotion:** Fredrick provided updates on the New Year's Eve event costs, sponsorships, volunteer involvement and future of the event.
3. **Organization:** Fredrick notified the Board that the Organization Committee will be scheduling a Board Retreat and Neighbor Community Tours where each Board Member would attend a scheduled visit to a different community.
4. **Economic Vitality:** No meeting to report on.

BOARD CONTINUING EDUCATION/TRAINING: Fredrick invited the Board to attend the 2024 Main Street Now Conference with her in Birmingham, Alabama from May 6th through 8th.

Ardelean expressed interest in attending.

DIRECTOR UPDATES: None.

BOARD COMMENTS: Moore introduced and welcomed McGuire to the Board.

ADJOURNMENT:

**MOVED BY OMER, SUPPORTED BY HOWARD TO ADJOURN AT 9:15 A.M.
AYES: ALL
MOTION CARRIED**

NEXT MEETING JANUARY 3, 2024.

12/27/2023

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO DDA
CHECK DATE FROM 12/01/2023 - 12/27/2023

Check Date	Check #	Payee	Description	Amount
12/08/2023	10003(A)	SUNBURST GARDENS, INC.	DOWNTOWN IRRIGATION WINTERIZATION	600.00
12/08/2023	10008(A)	VERIZON WIRELESS	DDA	43.29
12/08/2023	136721	CITY OF OWOSSO	PRINCIPAL PAID	402.52
12/08/2023	136721	CITY OF OWOSSO	INTEREST PAID	50.13
			CHECK 1 136721 TOTAL FOR FUND 248:	452.65
12/08/2023	136729	HOME DEPOT CREDIT SERVICES	NOVEMBER 2023 PURCHASES	250.41
12/08/2023	136729	HOME DEPOT CREDIT SERVICES	NOVEMBER 2023 PURCHASES	140.69
			CHECK 1 136729 TOTAL FOR FUND 248:	391.10
12/08/2023	136737	MCLAREN RENT ALL	LIFT RENTAL FOR GLOW TREE INSTALLATION	292.00
12/08/2023	136752	SHATTUCK SPECIALTY ADVERTISING	CUSTOM MEDALS - GLOW 5K	473.20
12/08/2023	136752	SHATTUCK SPECIALTY ADVERTISING	SUBLIMATED NECK RIBBONS - GLOW 5K	105.04
12/08/2023	136752	SHATTUCK SPECIALTY ADVERTISING	SHIPPING	39.86
			CHECK 1 136752 TOTAL FOR FUND 248:	618.10
12/08/2023	136756	SPARTAN STORES LLC	WORK PLAN EXPENDITURE	10.77
12/08/2023	136761	WIN'S ELECTRICAL SUPPLY OF OWOSSO	NOV.	240.60
12/08/2023	136761	WIN'S ELECTRICAL SUPPLY OF OWOSSO	NOV.	249.94
			CHECK 1 136761 TOTAL FOR FUND 248:	490.54
12/08/2023	9952(E)	MAILCHIMP	OPERATING SUPPLIES - DDA	20.00
12/08/2023	9982(A)	LUDINGTON ELECTRIC, INC.	REPAIR AND REPLACE RECPT X-MASS LIGHT	862.50

12/21/2023	10017(A)	BRUCKMAN'S MOVING & STORAGE SERVICE	15X40 MONTHLY STORAGE UNIT	200.00
12/21/2023	10019(A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	144.73
12/21/2023	10027(A)#	GILBERT'S DO IT BEST HARDWARE & APP	NOVEMBER 2023 GILBERT PURCHASES	83.94
12/21/2023	10027(A)	GILBERT'S DO IT BEST HARDWARE & APP	NOVEMBER 2023 GILBERT PURCHASES	95.10
			CHECK 1 10027(A) TOTAL FOR FUND 248:	179.04
12/21/2023	10040(A)	MICHIGAN MUNICIPAL RISK MANAGEMENT	LIABILITY INSURANCE JULY 1 - 6-30-2024	1,451.50
12/21/2023	136767	BERTHIAUME & COMPANY	YEAR 1 2023-2024 - GENERAL AUDIT	912.00
12/21/2023	136782	EDWARD BEDELL II	GLOW CARRIAGE RIDES	750.00
12/21/2023	136789	KELLY'S REFUSE	MONTHLY REFUSE PICKUP - EVERY TUE & FRI	832.50
12/21/2023	136809	SOUND WAVZ	GLOW DJ	400.00
			Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY	8,650.72

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

PERIOD ENDING 12/31/2023

*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	12/31/2023	MONTH	12/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-402.000	GENERAL PROPERTY TAX	35,926.00	31,494.35	286.96		4,431.65	87.66
248-000-402.100	TIF	220,053.00	0.00	0.00		220,053.00	0.00
248-000-540.000	STATE SOURCES	0.00	0.00	0.00		0.00	0.00
248-000-540.000-MATCHMAIN2	STATE SOURCES	0.00	0.00	0.00		0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	5,436.00	24,228.43	0.00		(18,792.43)	445.70
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00	0.00	0.00		0.00	0.00
248-000-665.000	INTEREST INCOME	500.00	2,739.20	0.00		(2,239.20)	547.84
248-000-670.000	LOAN PRINCIPAL	4,312.00	0.00	(720.22)		4,312.00	0.00
248-000-670.100	LOAN INTEREST	1,844.00	927.95	150.18		916.05	50.32
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	25,000.00	12,951.00	6,325.00		12,049.00	51.80
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	379.86	248.05		1,240.14	23.45
248-000-675.000	MISCELLANEOUS	0.00	46.84	0.00		(46.84)	100.00
248-000-699.101	TRANFERS FROM GENERAL FUND	33,921.00	15,700.37	8,142.03		18,220.63	46.29
248-000-699.287	ARPA TRANSFER IN	0.00	0.00	0.00		0.00	0.00
Total Dept 000 - REVENUE		328,612.00	88,468.00	14,432.00		240,144.00	26.92
TOTAL REVENUES		328,612.00	88,468.00	14,432.00		240,144.00	26.92
Expenditures							
Dept 200 - GEN SERVICES							
248-200-728.000	OPERATING SUPPLIES	3,450.00	97.88	20.00		3,352.12	2.84
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	2,906.50	1,451.50		93.50	96.88
248-200-818.000	CONTRACTUAL SERVICES	40,500.00	6,580.00	1,032.50		33,920.00	16.25
248-200-818.500	AUDIT	0.00	987.00	912.00		(987.00)	100.00
248-200-920.000	UTILITIES	3,000.00	2,322.34	0.00		677.66	77.41
248-200-920.100	ELECTRICITY-EV STATION	2,000.00	347.64	144.73		1,652.36	17.38
248-200-920.300	TELEPHONE	520.00	226.63	43.29		293.37	43.58
248-200-930.000	BUILDING MAINTENANCE - DPW	49,200.00	18,091.83	2,344.14		31,108.17	36.77
248-200-940.000	EQUIPMENT RENTAL - DPW	0.00	4,658.84	115.80		(4,658.84)	100.00
248-200-955.000	MEMBERSHIPS & DUES	1,000.00	200.00	0.00		800.00	20.00
248-200-956.000	EDUCATION & TRAINING	3,000.00	385.32	0.00		2,614.68	12.84
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	5,501.32	2,750.66		5,501.68	50.00
Total Dept 200 - GEN SERVICES		159,632.00	42,305.30	8,814.62		117,326.70	26.50
Dept 261 - GENERAL ADMIN							
248-261-702.100	SALARIES	64,480.00	28,472.26	2,480.00		36,007.74	44.16
248-261-702.200	WAGES	0.00	31.67	0.00		(31.67)	100.00
248-261-702.300	OVERTIME	0.00	512.83	17.06		(512.83)	100.00
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)	4,933.00	2,221.07	191.12		2,711.93	45.02
248-261-716.100	HEALTH INSURANCE	7,400.00	3,727.29	621.01		3,672.71	50.37

PERIOD ENDING 12/31/2023

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2023	MONTH 12/31/2023	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-261-716.200	DENTAL INSURANCE	252.00	138.52	23.73	113.48	54.97
248-261-716.300	OPTICAL INSURANCE	36.00	15.48	2.58	20.52	43.00
248-261-716.400	LIFE INSURANCE	504.00	252.12	42.57	251.88	50.02
248-261-716.500	DISABILITY INSURANCE	968.00	304.22	67.79	663.78	31.43
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	2,583.61	224.05	3,219.39	44.52
248-261-719.000	WORKERS' COMPENSATION	420.00	203.37	16.81	216.63	48.42
Total Dept 261 - GENERAL ADMIN		84,802.00	38,466.71	3,686.72	46,335.29	45.36
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	1,000.00	132.65	83.94	867.35	13.27
248-704-818.000	WORK PLAN EXPENDITURE	2,000.00	17.95	10.77	1,982.05	0.90
Total Dept 704 - ORGANIZATION		3,000.00	150.60	94.71	2,849.40	5.02
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	1,462.30	0.00	3,537.70	29.25
248-705-818.730	ART WALK	500.00	0.00	0.00	500.00	0.00
248-705-818.750	GLOW	6,531.00	2,310.15	2,155.20	4,220.85	35.37
248-705-818.760	RETAIL EVENTS	135.00	0.00	0.00	135.00	0.00
248-705-818.770	MOTORCYCLE DAYS	100.00	2,560.26	0.00	(2,460.26)	2,560.26
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	180.00	0.00	3,820.00	4.50
Total Dept 705 - PROMOTION		18,766.00	6,512.71	2,155.20	12,253.29	34.70
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	7,000.00	620.24	0.00	6,379.76	8.86
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	0.00	0.00	0.00	0.00	0.00
Total Dept 706 - DESIGN		7,000.00	620.24	0.00	6,379.76	8.86
Dept 707 - ECONOMIC VITALITY						
248-707-818.000	WORK PLAN EXPENDITURES	0.00	0.00	0.00	0.00	0.00
248-707-818.000-MATCHMAIN2	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-707-818.000-MTCHONMAIN	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-707-818.000-VIBRANCY22	CONTRACTUAL SERVICES	0.00	4,982.74	0.00	(4,982.74)	100.00
Total Dept 707 - ECONOMIC VITALITY		0.00	4,982.74	0.00	(4,982.74)	100.00
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 12/31/2023

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		AMENDED BUDGET	12/31/2023	MONTH	12/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 905 - DEBT SERVICE							
248-905-991.100	PRINCIPAL	54,840.00	2,400.13		402.52	52,439.87	4.38
248-905-992.000	PAYING AGENT FEES	0.00	0.00		0.00	0.00	0.00
248-905-993.000	INTEREST	15,396.00	7,715.77		50.13	7,680.23	50.12
Total Dept 905 - DEBT SERVICE		70,236.00	10,115.90		452.65	60,120.10	14.40
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		343,436.00	103,154.20		15,203.90	240,281.80	30.04
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		328,612.00	88,468.00		14,432.00	240,144.00	26.92
TOTAL EXPENDITURES		343,436.00	103,154.20		15,203.90	240,281.80	30.04
NET OF REVENUES & EXPENDITURES		(14,824.00)	(14,686.20)		(771.90)	(137.80)	99.07

12/27/2023
10:52 AM

Delinquent Loan Report

Page: 1/1

Customer Code	Customer Name		Loan #	Loan Type
Invoice #	Post Date	Due Date	Amount Due	
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	
0000006969	08/01/2023	09/01/2023	609.92	
0000007007	09/01/2023	10/01/2023	609.94	
0000007048	10/02/2023	11/01/2023	598.21	
0000007084	11/01/2023	12/01/2023	586.48	
Total Due:			4,936.91	
050-470-021-012-00	WESENER BUILDING, LLC		00051	DDA/MAINSTREET LOAN
0000007051	10/02/2023	11/06/2023	512.99	
0000007087	11/01/2023	12/06/2023	512.99	
Total Due:			1,025.98	



Assure Station Metrics Monthly Reporting

Company Id
141801

Port Level
All

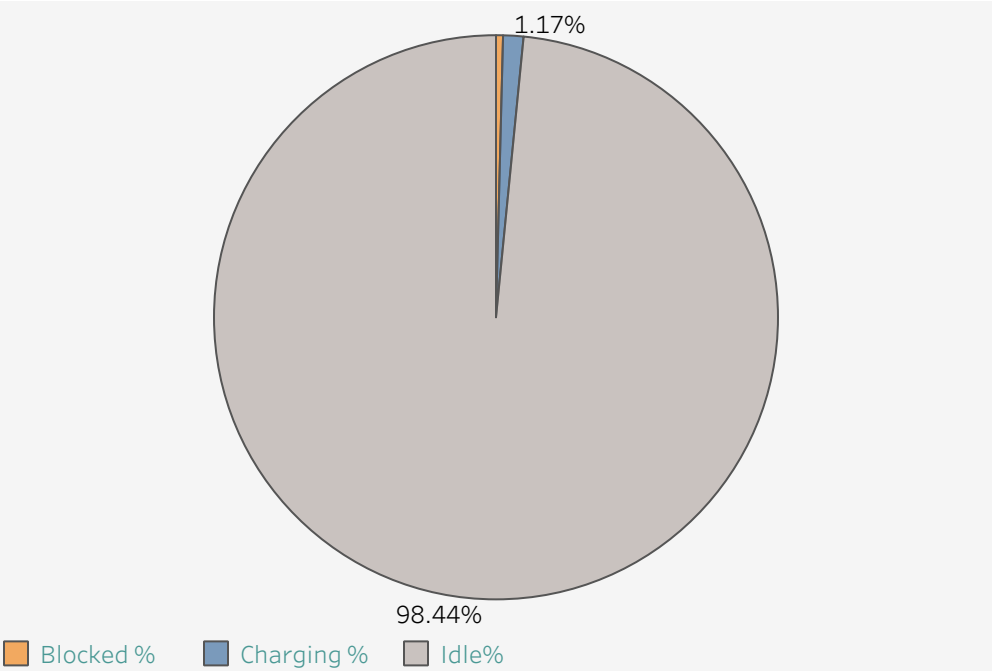
Owosso Main Street - Monthly Report - November 2023

Organization Name
All

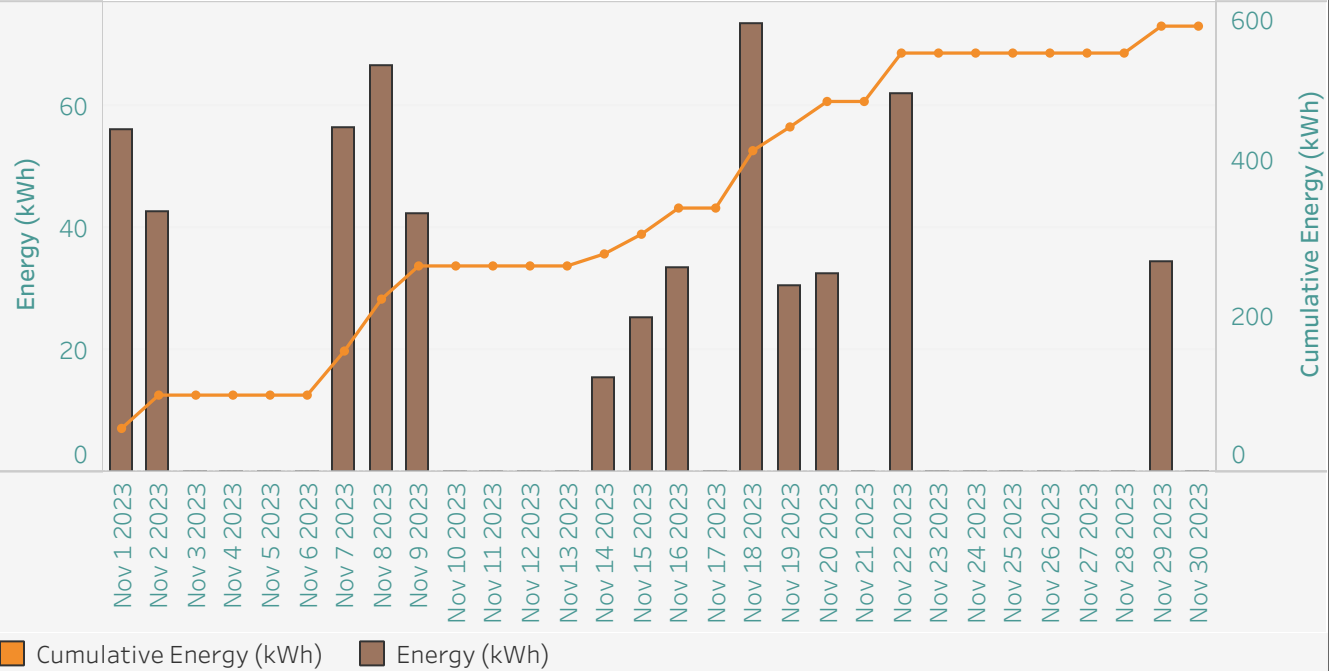
Month End Date
11/30/2023

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Session Count
2	2	204	571	240	72	9	33

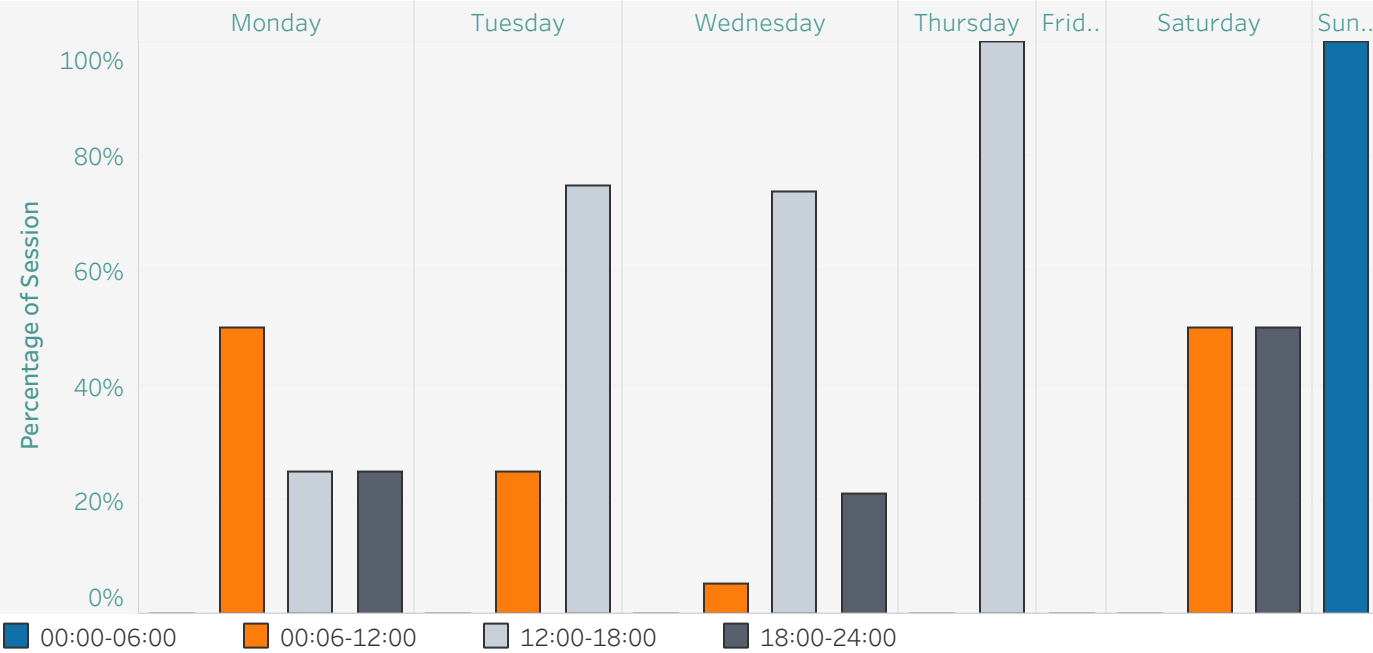
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	0.68
Average Session Charge Time (Hours)	0.51
Average Session Energy (kWh)	17.30
Average Session Revenue (\$)	6.17
Occupied Hours	22.41
Charging Hours	16.86



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.



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

MEMORANDUM

DATE: January 3, 2024

TO: Owosso Main Street/Downtown Development Authority

FROM: Lizzie Fredrick, OMS/DDA Executive Director

SUBJECT: Board Member Agreement & Job Description

At their December meeting, the Organization Committee approved a Board Member Agreement & Job Description. The Agreement and Job Description have been printed for each Board Member to sign and keep in their Board Member Binder. Another version of the Agreement has been printed for each Board Member to sign that Staff will keep.

Motion to Consider:

No motion to consider.

Attachment:

Board Member Agreement
Board Member Job Description



Owosso Main Street & Downtown Development Authority Board Member Responsibility Agreement

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

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

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

I will be a member of at least one DDA committee and will participate in it fully.

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

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

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

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

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

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

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

Signed this _____ day of _____, 20____

Member, Board of Directors, Owosso Main Street/DDA

Chair, Board of Directors, Owosso Main Street/DDA



Job Description – Board/Committee Members

Each Board or DDA Committee Member should:

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

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

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

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

Be able to consistently attend Board/Committee meetings; and

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

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

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

Decide and plan the DDA's projects and programs;

Recruit and orient new Board and committee members;

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

Select and support the DDA Director, including conducting or participating in performance reviews;

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

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

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



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MEMORANDUM

DATE: January 3, 2024

TO: Owosso Main Street/Downtown Development Authority

FROM: Lizzie Fredrick, OMS/DDA Executive Director

SUBJECT: FY23-24 Budget Amendments

Staff recommends amending the Fiscal Year 2023-2024 DDA Budget to reflect changes in OMS/DDA programming and estimated revenue and expenditures.

The attached amendments include budgeting approximately \$20,000 to pay off the DDA Revolving Loan Debt for the Electric Vehicle Charging Stations.

Other amendments to highlight are the \$10,000 that will no longer be budgeted for the AmeriCorps Program, \$10,000 that will no longer be budgeted for an Owosso Main Street rebranding service and the relocation of the Sidewalk Bond Dept Payment to Transfer To General Fund (248.200.995.101) from Debt Service (Dept 905).

Fiscal Impact: Staff estimate that \$9,768 will be used from the Fund Balance instead of the original estimate of \$14,824.

Motion to Consider:

Approve the Fiscal Year 2023-2024 Budget Amendments as presented.

Attachment:

FY23-24 Budget Amendments

DDA Business Development Loan Payoff Statement

BUDGET AMENDMENTS FOR CITY OF OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 BUDGET AMENDMENTS
ESTIMATED REVENUES				
Dept 000 - REVENUE				
248-000-402.000	GENERAL PROPERTY TAX	\$ 35,926.00	\$ 35,926.00	
248-000-402.100	TIF	\$ 220,053.00	\$ 220,053.00	
248-000-540.000	STATE SOURCES		\$ 6,760.00	\$6,760
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	\$ 5,436.00	\$ 24,228.00	\$ 18,792.00
248-000-605.200	CHARGE FOR SERVICES RENDERED			
248-000-665.000	INTEREST INCOME	\$ 500.00	\$ 5,478.00	\$ 4,978.00
248-000-670.000	LOAN PRINCIPAL	\$ 4,312.00		\$ (4,312.00)
248-000-670.100	LOAN INTEREST	\$ 1,844.00	\$ 1,844.00	
248-000-674.400	INCOME-PROMOTION	\$ 25,000.00	\$ 15,000.00	\$ (10,000.00)
248-000-674.700	EV STATION REVENUE	\$ 1,620.00	\$ 1,620.00	
248-000-675.000	MISCELLANEOUS		\$ 47.00	\$ 47.00
248-000-699.101	TRANFERS FROM GENERAL FUND	\$ 33,921.00	\$ 33,921.00	
248-000-699.287	ARPA TRANSFER IN			
TOTAL ESTIMATED REVENUES		\$ 328,612.00	\$ 344,877.00	\$ 16,265.00
APPROPRIATIONS				
Dept 200 - GEN SERVICES				
248-200-728.000	OPERATING SUPPLIES	\$ 3,450.00	\$ 1,500.00	\$ (1,950.00)
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	\$ 10,000.00		\$ (10,000.00)
248-200-810.000	INSURANCE & BONDS	\$ 3,000.00	\$ 3,000.00	
248-200-818.000	CONTRACTUAL SERVICES	\$ 40,500.00	\$ 30,000.00	\$ (10,500.00)
248-200-818.500	AUDIT		\$ 1,200.00	\$ 1,200.00
248-200-920.000	UTILITIES	\$ 3,000.00	\$ 3,000.00	
248-200-920.100	ELECTRICITY-EV STATION	\$ 2,000.00	\$ 2,000.00	
248-200-920.300	TELEPHONE	\$ 520.00	\$ 520.00	
248-200-930.000	BUILDING MAINTENANCE - DPW	\$ 49,200.00	\$ 42,000.00	\$ (7,200.00)
248-200-940.000	EQUIPMENT RENTAL - DPW		\$ 8,000.00	\$ 8,000.00

BUDGET AMENDMENTS FOR CITY OF OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY

248-200-955.000	MEMBERSHIPS & DUES	\$ 1,000.00	\$ 1,000.00	
248-200-956.000	EDUCATION & TRAINING	\$ 3,000.00	\$ 3,000.00	
248-200-969.000	DEVELOPER REIMBURSEMENT	\$ 32,959.00	\$ 32,959.00	
248-200-995.101	TRANSFER TO GENERAL FUND	\$ 11,003.00	\$ 83,703.00	\$ 72,700.00
Totals for dept 200 - GEN SERVICES		\$ 159,632.00	\$ 211,882.00	\$ 52,250.00
Dept 261 - GENERAL ADMIN				
248-261-702.100	SALARIES	\$ 64,480.00	\$ 64,480.00	
248-261-702.200	WAGES		\$ 250.00	\$ 250.00
248-261-702.300	OVERTIME		\$ 1,000.00	\$ 1,000.00
248-261-702.800	ACCRUED SICK LEAVE			
248-261-703.000	OTHER COMPENSATION			
248-261-715.000	SOCIAL SECURITY (FICA)	\$ 4,933.00	\$ 5,029.00	\$ 96.00
248-261-716.100	HEALTH INSURANCE	\$ 7,400.00	\$ 7,400.00	
248-261-716.200	DENTAL INSURANCE	\$ 252.00	\$ 252.00	
248-261-716.300	OPTICAL INSURANCE	\$ 36.00	\$ 36.00	
248-261-716.400	LIFE INSURANCE	\$ 504.00	\$ 504.00	
248-261-716.500	DISABILITY INSURANCE	\$ 968.00	\$ 968.00	
248-261-717.000	UNEMPLOYMENT INSURANCE	\$ 6.00	\$ 6.00	
248-261-718.200	DEFINED CONTRIBUTION	\$ 5,803.00	\$ 5,803.00	
248-261-719.000	WORKERS' COMPENSATION	\$ 420.00	\$ 420.00	
Totals for dept 261 - GENERAL ADMIN		\$ 84,802.00	\$ 86,148.00	\$ 1,346.00
Dept 704 - ORGANIZATION				
248-704-728.000	SUPPLIES	\$ 1,000.00	\$ 250.00	\$ (750.00)
248-704-818.000	WORK PLAN EXPENDITURE	\$ 2,000.00	\$ 1,250.00	\$ (750.00)
Totals for dept 704 - ORGANIZATION		\$ 3,000.00	\$ 1,500.00	\$ (1,500.00)
Dept 705 - PROMOTION				
248-705-802.000	ADVERTISEMENT	\$ 2,000.00	\$ 200.00	\$ (1,800.00)
248-705-818.000	WORK PLAN EXPENDITURES	\$ 5,000.00	\$ 3,000.00	\$ (2,000.00)
248-705-818.730	ART WALK	\$ 500.00		\$ (500.00)
248-705-818.750	GLOW	\$ 6,531.00	\$ 6,531.00	
248-705-818.760	RETAIL EVENTS	\$ 135.00	\$ 135.00	

BUDGET AMENDMENTS FOR CITY OF OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY

248-705-818.770	MOTORCYCLE DAYS	\$ 100.00	\$ 2,800.00	\$ 2,700.00
248-705-818.780	CHOCOLATE WALK	\$ 500.00	\$ 500.00	
248-705-818.790	NYE BLOCK PARTY	\$ 4,000.00	\$ 4,539.00	\$ 539.00
Totals for dept 705 - PROMOTION		\$ 18,766.00	\$ 17,705.00	\$ (1,061.00)
Dept 706 - DESIGN				
248-706-818.000	WORK PLAN EXPENDITURES	\$ 7,000.00	\$ 5,000.00	\$ (2,000.00)
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS		\$ 2,000.00	\$ 2,000.00
Totals for dept 706 - DESIGN		\$ 7,000.00	\$ 7,000.00	\$ -
Dept 707 - ECONOMIC VITALITY				
248-707-818.000	WORK PLAN EXPENDITURES		\$ 1,500.00	\$ 1,500.00
248-707-818.000-VIBRANCY22	CONTRACTUAL SERVICES		\$ 6,760.00	\$ 6,760.00
Totals for dept 707 - ECONOMIC VITALITY		\$ -	\$ 8,260.00	\$ 8,260.00
Dept 901 - CAPITAL OUTLAY				
248-901-965.585	CAPITAL CONTRIBUTION-DDA			
Totals for dept 901 - CAPITAL OUTLAY		\$ -	\$ -	\$ -
Dept 905 - DEBT SERVICE				
248-905-991.100	PRINCIPAL	\$ 54,840.00	\$ 21,650.00	\$ (33,190.00)
248-905-993.000	INTEREST	\$ 15,396.00	\$ 500.00	\$ (14,896.00)
Totals for dept 905 - DEBT SERVICE		\$ 70,236.00	\$ 22,150.00	\$ (48,086.00)
Dept 966 - TRANSFERS OUT				
248-966-995.304	TRANSFER TO DEBT 2009 LTGO FUND			
Totals for dept 966 - TRANSFERS OUT		\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS		\$ 343,436.00	\$ 354,645.00	\$ 11,209.00
NET OF REVENUES/APPROPRIATIONS - FUND 248		\$ (14,824.00)	\$ (9,768.00)	
BEGINNING FUND BALANCE		\$ 151,213.00	\$ 151,213.00	
FUND BALANCE ADJUSTMENTS				
ENDING FUND BALANCE		\$ 136,389.00	\$ 141,445.00	\$ 5,056.00

Loan Payoff Statement

Customer: 00012
Loan Number: 00030
Loan Description: BUSINESS DEVELOPMENT

Name: OWOSSO DDA
Address: 301 W. MAIN ST.

Loan Start Date: 06/30/2021

Original Loan Amount: \$30,920.72

Current Balance: \$19,336.67

As Of: 02/28/2024

Current Interest Rate: 3.00000%

Daily Interest Rate: 0.00833%

Daily Interest Amount: \$1.60

Statement Valid Through: 03/01/2024



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MEMORANDUM

DATE: January 3, 2024

TO: Owosso Main Street/Downtown Development Authority

FROM: Lizzie Fredrick, OMS/DDA Executive Director

SUBJECT: Downtown Parking

Staff reviewed parking needs throughout the Downtown District and recommend removing a parallel parking spot on W. Comstock Street that extends past the allowed distance to the stop sign causing a safety hazard for pedestrians and oncoming traffic. Staff also recommend extending short-term parking on Park Street and E. Comstock Street.

If approved by the Board, staff will then include these updates in a Traffic Control Order to be presented to City Council for approval.

- Remove one (1) parallel parking spot on W. Exchange Street next to the east bound stop sign at Comstock Street and Washington Street.
- Extend the 15-minute parallel parking spots on Park Street between Main Street and Comstock Street to a 2-hour parking limit.
- Extend the 15-minute parallel parking spots on E. Comstock Street between Washington Street and Park Street to a 2-hour parking limit.

Motion to Consider:

Approve the Downtown Parking updates as presented.

MINUTES

OMS DESIGN COMMITTEE

REGULAR MEETING

Tuesday, December 5, 2023, 8:30 a.m.

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.

Called to order at 8:35 a.m.

Present: D. Peterson, J. Ross, D. Drenovsky, L. Omer, R. Teich

Absent: L. Weckwert, T. Ainsworth, R. Kaminski

Staff: L. Fredrick

Concrete Planter Relocation

Fredrick asked the Committee to consider a new location for the concrete flower planter located on S. Washington Street near the gas station driveway.

Peterson recommended moving the planter to the bump out on the southwest corner of Exchange Street and Ball Street.

Ross confirmed she'll inspect the planter to see if it can be painted.

Bridge Basket Program

Committee discussed bridge basket ideas for March, April and May that don't include vegetation.

Ross confirmed she'll reach out to the middle school art teacher to get the schools involved in creating an art-based bridge basket for spring.

Fountain Park Summer Expansion

Peterson updated the Committee about two City owned planters on Park Street and four in the alley between Main Street and Exchange Street that could be used to beautify the park expansion.

Fredrick confirmed she'll follow up on road closure barrier inventory and ownership of the planters in Main Street Plaza.

Committee discussed beautification and activation of the proposed summer road closure and the necessary wayfinding signage.

Ross recommended the road closure follow the Owosso Farmers Market schedule, which is May through October.

Director Updates:

Fredrick updated the Committee on volunteer involvement and the winter bridge basket installation.

Committee Comments:

Peterson shared that the summer flower order needs to be submitted by February 1st at the latest.

Drenovsky recommended cannas be added to the variety of the downtown summer flowers.

Next Meeting:

Time to be determined at City Hall; 301 W Main St, Owosso, MI.

MINUTES

OMS ORGANIZATION COMMITTEE

REGULAR MEETING

Tuesday December 19, 2023, 10:00 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 10:06 a.m.

Present: B. Gilbert, J. Moore

Absent: None

Staff: L. Fredrick

Board Member Agreement

Committee approved Version 2 of the Board Member Agreement to present in the January DDA Board Packet.

Organization Committee Budget & Volunteer Appreciation Program

Fredrick presented the Organization Committee Supply and Work Plan Expenditure budgets and what expenses would fall under each line item.

Committee discussed creating a Volunteer Appreciation Program including Downtown Owosso swag and volunteer identifiers like t-shirts.

Community Newsletter

Committee discussed delegating newsletter topics to each Committee and being responsible for the content such as Economic Vitality selecting the Business of the Month, Organization will be responsible for Volunteer Highlights and Promotions will be responsible for submitting Event Marketing.

Director Updates:

Fredrick provided updates on the DDA Informational Meeting and the Design, Promotions and Economic Vitality Committees.

Committee Comments:

None.

Next Meeting:

January 9th at 2:00 p.m. at City Hall, 301 W. Main Street.

MINUTES

OMS ECONOMIC VITALITY COMMITTEE

REGULAR MEETING

Tuesday December 19, 2023, 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 2:06 p.m.

Present: L. Omer, R. Teich, D. Howard

Absent: None

Staff: L. Fredrick

Match on Main Local Application

Committee finalized the 2024 Local Match on Main Application and Timeline.

Revolving Loan Fund

Committee reviewed the Delinquent Loan Report, Loan Inventory Report and Revolving Loan and Grant Process Manual.

Committee discussed needing a Committee Member from a traditional lending institution and the timeline for the Revolving Loan and Grant Program revisions.

Director Updates:

Fredrick provided updates on the DDA Informational Meeting and the Design, Promotions and Economic Vitality Committees.

Committee Comments:

None.

Next Meeting:

January 16th at 2:00 p.m. at City Hall, 301 W. Main Street.