

# **AGENDA**

*OWOSSO MAIN STREET/DDA*

## **REGULAR BOARD MEETING**

Wednesday, February 9, 2022 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.

### **7:30 to 7:45**

**Call to order and roll call:**

**Review and approval of agenda:** February 2, 2022

**Review and approval of minutes:** January 5, 2022; January 7, 2022 special meeting

**Public Comments:**

### **7:45 to 8:25**

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

- 1) Check Register.....(Resolution)
- 2) Budget Report.....(Discussion)
- 3) Credit Card Reconciliation.....(Discussion)
- 4) ShiaCash Reports.....(Discussion)
- 5) ChargePoint Reports.....(Discussion)
- 6) Board Member Training.....(Discussion)
- 7) 2022/23 Budget.....(Discussion)
- 8) Food Truck Ordinance.....(Resolution)

#### **Committee Updates**

- 1) Design
  - Streetscape and Beautification
  - Electric vehicle charging stations
- 2) Promotion
  - Chocolate Walk
- 3) Outreach
- 4) Economic Vitality
  - RLF
  - Small Business Meetups
  - Optimize Main Street
  - Match on Main
  - R2R

**Board Continuing Education/Information:**

**Director Updates:**

**Board Comments:**

#### **Adjournment:**

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

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**JANUARY 5, 2022, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chairman Jon Moore at 7:34 A.M.

**ROLL CALL:** Taken by Recording Secretary Debbie Hebert

**MEMBERS PRESENT:** Chairman Jon Moore, Vice-Chairman Brianna Carroll, Commissioners: Dave Acton, Josh Ardelean, Kenneth Cushman, Bill Gilbert, Lance Omer, Sue Osika and Melissa Wheeler

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Beth Kuiper, Director; Brad Barrett, Finance Director; Nathan Henne, City Manager, Deeann Biondi, DDA Accountant.

**AGENDA:** IT WAS MOVED BY AUTHORITY MEMBER ACTON AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA AS PRESENTED.

**AYES: ALL. MOTION CARRIED.**

**MINUTES:** IT WAS MOVED BY AUTHORITY MEMBER CARROLL AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD DECEMBER 1, 2021.

**AYES: ALL, MOTION CARRIED.**

**PUBLIC COMMENTS:** None

**ITEMS OF BUSINESS:**

**1) CHECK REGISTER: DECEMBER 2021** – Noted: The Future Energy payment of \$44,000 will be reimbursed from grant received.

**IT WAS MOVED BY AUTHORITY MEMBER CARROLL, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE THE CHECK REGISTER FOR DECEMBER 2021 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**2) BUDGET REPORT** – Income/Expenses are in line with annual reporting. The grant monies will be refunded in 45-60 days. Currently working on month-to-date reporting by next month's board meeting,

**3) CREDIT CARD RECONCILIATION** – No expenses to report.

**4) SHIACASH REPORT** – Additional business owners have signed participation agreements in the ShiaCash Program. The report was reviewed showing \$43,000 still in circulation. The chamber can answer questions regarding balances. Osika suggested pushing the use of ShiaCash, perhaps utilizing it in marketing promotions.

**5) EXTEND DEEANN BIONDI'S CONTRACT** – The Finance Committee recommends to the board an extension of Deeann Biondi's contract for 10 hours per month at \$50 per hour thru June 30, 2022. It is noted that Deeann serves as a volunteer on the Finance Committee. Appreciation was extended to Deeann for her community service.

**IT WAS MOVED BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE EXTENSION OF BIONDI'S CONTRACT THRU JUNE 30, 2022.**

**AYES: ALL. MOTION CARRIED.**

**6) 2020/2021 AUDIT APPROVAL** – Brad Barrett, Finance Director presented a copy of the audit to the board members. Highlights from the report were presented. Brad noted that the auditor provided a clean opinion, unmodified opinion. He recommended to the board to receive, file and approve the auditors report.

**IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER OMER TO RECEIVE, FILE AND APPROVE THE AUDITORS REPORT.**

**AYES: ALL. MOTION CARRIED.**

**7) CAPITAL BOWL/TRECHA ENTERPRISES REMITTANCE** – Auditor made recommendations to write off an old asset from 2006 deriving from reimbursement on a Brownfield Plan deemed unrealistic and likelihood of payment was slim. The Brownfield plan expires 4/21/2022. No further capture of funds is possible. The company is no longer in existence. This effects balance sheet not cash balance.

**IT WAS MOVED BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER OMER TO WRITE OFF A LOAN TO CAPITAL BOWL/TRECHA ENTERPRISES FINANCED BY THE DDA IN THE AMOUNT OF \$60,000 ASSOCIATED WITH INFRASTRUCTURE IMPROVEMENTS MADE AT 219 WASHINGTON STREET IN 2006-2007.**

**AYES: ALL. MOTION CARRIED.**

**8) DOWNTOWN SECURITY CAMERAS** – Surveillance of wired security cameras will be moved from DayStarr in house to Public Safety. Installation of cameras and IT Development will be done my Mike Cross, LJ Ink,Inc. Wired cameras are the preferred method of surveillance with better video quality and reliability.

**IT WAS MOVED BY AUTHORITY MEMBER CARROLL, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO MOVE FORWARD WITH 6 ADDITONAL SECUIRTY CAMERAS WITH LJ INK, Inc.**

**AYES: ALL. MOTION CARRIED**

**9) FOOD TRUCK ORDINANCE** – Food trucks have approached the City of Owosso to establish something like Little Fleet in Traverse City. The city has created a draft ordinance and has requested the board to review and make recommendations for changes and locations of food trucks. Discussion centered around competition to existing brick and mortar restaurants. Concerns were raised regarding negative impact.

A Special Meeting of the Owosso Mainstreet/DDA will be posted for Friday, January 7, 2022, 11:00 a.m. at Books and Beans, 108 N Washington to discuss the Food Truck Ordinance.

## **COMMITTEE UPDATES:**

### **1) Design and Business Vitality –**

- A. Streetscape and Beautification - Meetings will begin again this month,
- B. EV Charging Stations Committee – Next step, tomorrow, January 6<sup>th</sup>, ChargePoint will do the activation and programming of the charging stations. The Committees' activation including marketing has not yet been completed. The committee is scheduled to meet to discuss numerous agenda items today after the boards' meeting concludes.

### **2) Promotion –**

- A. NYE Wrap-Up: Determined to be successful. Fireworks and Ball Drops were great. Weather did not cooperate. Great photos were captured. Carl Ludington's assistance with this event is extremely appreciated.
- B. Chocolate Walk is coming up. A chair needs to be determined for the Chocolate Walk. If the event is to take place it must begin ASAP to allow for promotion.

### **3) Outreach –** No updates. Beth Kuiper is currently building this committee.

### **4) Economic Vitality –**

- A. **Revolving Loan Fund** – Committee to meet to review and update policies.
- B. **Business Owners Committee** – Meetings paused over the holidays. Hoping to meet in Westtown with the addition of Blue Ashe and the move of Cupcakes and Kisses.
- C. **Optimize Main Street** – New grant kick off on February 21, 2022. \$ 2,500 grants awarded to improve technology and/or online purchasing. All businesses may apply. DDA will make selections of applications for recommendation. The suggestion was made to utilize the RLF Committee to accept and review the applications for recommendations.

**Board Continuing Education/Information:** Annual planning meeting is held in 1<sup>st</sup> quarter, January 2022 in preparation for Budget to establish goals, objectives and workplans for upcoming year. A survey will be conducted to determine date/time of meeting. A main street facilitator is recommended to assist with the planning with the addition of a new director and new board members. Chairman Jon Moore directed Beth Kuiper to contact Michigan Main Street for available dates.

**Director Updates:** Updates were provided throughout the meeting.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:** Chairman Jon Moore extended his gratitude to Brianna Carroll, Fitness Coliseum for support provided to Foster Coffee. He also extended his appreciation for the success of his first meeting as Chairman of City of Owosso DDA/Mainstreet.

**ADJOURNMENT:** IT WAS MOVED BY AUTHORITY MEMBER CARROLL AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:46 A.M.

**AYES: ALL. MOTION CARRIED.**

MINUTES FOR  
SPECIAL MEETING  
**OWOSSO MAIN STREET/DDA**  
Friday, January 7, 2022 11:00 a.m.  
**MEETING CANCELED DUE TO LACK OF QUORUM.**

# **MINUTES**

## **SPECIAL MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY/OWOSSO MAIN STREET**



**Friday, January 7, 2022 11:00 a.m.**

### *OWOSSO MAIN STREET/DDA* **Food Truck Ordinance**

Connections to Careers 108 N. Washington St., Owosso, MI 48867

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:** Meeting was called to order by the Executive Director Beth Kuiper at 11:04 a.m.

**Members Present:** Chairman Jon Moore, Vice-Chairman Brianna Carroll, Authority Members: Josh Ardelean, Dave Acton

**Members Absent:** Authority Members: Kenn Cushman, Bill Gilbert, Lance Omer, Sue Osika, Melissa Wheeler

**Others Present:** Amy Fuller, Assistant to the City Manager; Corky Adams, Owner-Abiding in the Vine; Beth Kuiper, Owosso Main Street/DDA Executive Director.

### **Items of Business:**

#### 1) Food Truck Ordinance - Discussion

A food truck ordinance is moving through the Owosso planning department and asking for the DDA's recommendations on locations, fees, time, electrical needs and noise. The ordinance will be enforceable by law and policy will be flexible if revisions are warranted for future flex business opportunities.

Ordinance - Inverter generator. Operating hours from 7 am - 2 am. No overnight parking in public lots. Food trucks responsible for their own electrical needs.

Policy - Determined that the public parking lots would be: Main St. Plaza, Postmaster parking lot, Exchange St. east of Springrove, City Hall and the Amphitheater.

Streets will require a TCO. Events will not be included.

Private lots will mandate that food trucks still contact the city for appropriate permitting to confirm that all health codes and insurances are met. Private lots can have food trucks overnight and no fee for (1) night.

Fees were discussed by calculating sq. footage lease pricing for the area, other community fees, and assessment fees per square foot for downtown businesses. A flat annual fee v smaller fees were also discussed. Amy Fuller is to address these fee structures.

**Public Comments:** Mrs. Adams supports that an ordinance is created to mitigate food trucks setting up without any rules, regulations or fees.

**Board Comments:**

**Adjournment:**

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Owosso Main Street  
Check Register - By Check Number  
January 2022

Num	Date	Name	Memo	Account	Paid Amount
	01/21/2022	City of Owosso		296-000-101.250 Checking #0657	
PR 12/02/21	12/02/2021		Summary PR 12/02/2021	296-200-999.101 MANAGER WAGES	-2,384.62
PR 12/16/21	12/16/2021		Summary PR 12/16/2021	296-200-999.101 MANAGER WAGES	-2,384.62
PR 12/30/21	12/30/2021		Summary PR 12/30/2021	296-200-999.101 MANAGER WAGES	-2,384.62
TOTAL					-7,153.86
3408	01/07/2022	Deeann M Biondi LLC	2021-26	296-000-101.250 Checking #0657	
2021-26	01/01/2022		December 2021 Services	296-200-818.000 CONTRACT SER	-825.00
TOTAL					-825.00
3409	01/07/2022	Kelly's Refuse		296-000-101.250 Checking #0657	
12/01-12/31/21	01/01/2022		Monthly Trash Service - Dumpster	296-200-831.000 MAINTENANCE	-300.00
12/01-12/31/21-Trash	01/01/2022		Monthly Trash Service - Containers	296-200-831.000 MAINTENANCE	-1,000.00
TOTAL					-1,300.00
3410	01/07/2022	The Mattesons LLC		296-000-101.250 Checking #0657	
010422	01/04/2022		Photography - NYE Event	296-696-818.000-NYEPARTY	-250.00
TOTAL					-250.00
3411	01/04/2022	Casey Lambert		296-000-101.250 Checking #0657	
947	01/04/2022			296-696-818.000-NYEPARTY	-800.00
TOTAL					-800.00
3412	01/14/2022	City of Owosso		296-000-101.250 Checking #0657	
20220101-2859590001	01/01/2022		Water Bill 100 S Washington St 2859590001	296-200-831.000 MAINTENANCE	-378.50
20220101-2901110002	01/01/2022		Water Bill 150 N Water St 09/21-12/17/21 2901110002	296-200-831.000 MAINTENANCE	-478.53
TOTAL					-857.03
3413	01/14/2022	City of Owosso	Wtr 2021 050-300-000-024-00	296-000-101.250 Checking #0657	
050-300-000-024-00 W	01/01/2022		Winter 2021 Taxes 050-300-000-024-00	296-901-965.730 CAPITOL BOWL	-1,004.69
TOTAL					-1,004.69
3414	01/14/2022	Gabridge & Company, PLC	2020-2021 DDA Audit	296-000-101.250 Checking #0657	
7336499	01/01/2022		2020-2021 DDA Audit	296-200-818.000 CONTRACT SER	-3,500.00
TOTAL					-3,500.00
3415	01/14/2022	Paul Mezo, CGIP	Hours for, meetings, lighting, hanging baskets ar	296-000-101.250 Checking #0657	
01	01/09/2022		Hours for, meetings, lighting, hanging baskets and ot	296-697-818.000-STREETSCAPE	-300.00
TOTAL					-300.00
3416	01/21/2022	Wolverine Fireworks Display, Inc.		296-000-101.250 Checking #0657	
0030121-IN	01/01/2022			296-696-818.000-NYEPARTY	-2,000.00
TOTAL					-2,000.00
3417	01/21/2022	Steven Teich	Historic Window Decal - reimbursement	296-000-101.250 Checking #0657	
	06/10/2021		Historic Window Decal - reimbursement	296-697-818.000-STEWARD	-54.00
TOTAL					-54.00



Owosso Main Street  
**Balance Sheet**

As of January 31, 2022  
Jan 31, 22

**ASSETS**

Current Assets

Checking/Savings

296-000-101.250 Checking #0657 153,991.44

Event Acct #1994 10,027.00

Total Checking/Savings 164,018.44

Total Current Assets 164,018.44

TOTAL ASSETS 164,018.44

LIABILITIES & EQUITY 0.00

**Owosso Main Street**  
**Profit & Loss Budget vs. Actual**  
July 2021 through January 2022

	Jul '21 - Jan 22	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
296-000-401.403 GEN PROP TAX	28,284.92	44,000.00	-15,715.08
296-000-401.405 TIF	167,660.10	195,000.00	-27,339.90
296-000-664.664 INTEREST INCOME	1,495.51	2,400.00	-904.49
296-000-671.676 DESIGN INCOME			
296-000-671.676-STREETSCAPE	20,000.00	20,000.00	0.00
296-000-671.676-WAYFINDING	630.00		
Total 296-000-671.676 DESIGN INCOME	20,630.00	20,000.00	630.00
296-000-671.677 ER INCOME			
296-000-671.677-SERVICE	3,525.00	5,000.00	-1,475.00
Total 296-000-671.677 ER INCOME	3,525.00	5,000.00	-1,475.00
296-000-671.678 PRO INCOME			
296-000-671.678-DOWNTOWNPROMO	2,200.00	2,000.00	200.00
296-000-671.678-GLOW	8,957.09	6,000.00	2,957.09
296-000-671.678-VINTAGEMOTORCY	3,100.00	3,000.00	100.00
Total 296-000-671.678 PRO INCOME	14,257.09	11,000.00	3,257.09
296-000-671.679 ORG INCOME			
296-000-671.679-BUSSTEWARD	175.00	175.00	0.00
296-000-671.679-COMMDEVELSERVES	4,096.66	4,100.00	-3.34
Total 296-000-671.679 ORG INCOME	4,271.66	4,275.00	-3.34
296-000-695.699 FUND BAL	6,011.90	6,100.00	-88.10
Total Income	246,136.18	287,775.00	-41,638.82
<b>Expense</b>			
<b>DEP 200 GEN SERVICES</b>			
296-200-728.000 OPER SUPPLIES	514.40	2,000.00	-1,485.60
296-200-818.000 CONTRACT SER	10,839.50	14,000.00	-3,160.50
296-200-831.000 MAINTENANCE	46,577.37	40,000.00	6,577.37
296-200-858.000 MEMBER + DUES	300.00	1,000.00	-700.00
296-200-860.000 ED + TRAINING	0.00	2,000.00	-2,000.00
296-200-999.101 MANAGER WAGES	19,823.96	41,285.54	-21,461.58
Total DEP 200 GEN SERVICES	78,055.23	100,285.54	-22,230.31

**Owosso Main Street**  
**Profit & Loss Budget vs. Actual**  
July 2021 through January 2022

	<u>Jul '21 - Jan 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>DEP 695 ORGANIZATION EXPENSES</b>			
296-695-728.000 OPER SUPPLIES	72.25	0.00	72.25
296-695-818.000 ORG WK PLNS			
296-695-818.000-VOLDATA	150.00	240.00	-90.00
296-695-818.000-WEBSITE	5,000.00	4,000.00	1,000.00
Total 296-695-818.000 ORG WK PLNS	<u>5,150.00</u>	<u>4,240.00</u>	<u>910.00</u>
<b>Total DEP 695 ORGANIZATION EXPENSES</b>	5,222.25	4,240.00	982.25
<b>DEP 696 PROMOTION EXPENSES</b>			
296-696-818.000 PRO WK PLNS			
296-696-818.000-DOMI	84.00		
296-696-818.000-DOWNTOWNPROMO	4,181.89	2,000.00	2,181.89
296-696-818.000-GLOW	9,383.41	6,000.00	3,383.41
296-696-818.000-NYEPARTY	3,118.79		
296-696-818.000-VINTAGEMOTORCY	2,628.02	3,000.00	-371.98
Total 296-696-818.000 PRO WK PLNS	<u>19,396.11</u>	<u>11,000.00</u>	<u>8,396.11</u>
<b>Total DEP 696 PROMOTION EXPENSES</b>	19,396.11	11,000.00	8,396.11
<b>DEP 697 DESIGN EXPENSES</b>			
296-697-818.000 DES WK PLNS			
296-697-818.000-CHRISTMAS	5,643.00	0.00	5,643.00
296-697-818.000-FLOWER PROGRAM			
296-697-818.000-BASKETS	0.00	3,500.00	-3,500.00
296-697-818.000-BED PLANTS	156.18	1,500.00	-1,343.82
Total 296-697-818.000-FLOWER PROGRAM	<u>156.18</u>	<u>5,000.00</u>	<u>-4,843.82</u>
296-697-818.000-STREETSCAPE	35,361.00	55,000.00	-19,639.00
Total 296-697-818.000 DES WK PLNS	<u>41,160.18</u>	<u>60,000.00</u>	<u>-18,839.82</u>
296-697-828.000-EVSTATION	523.21	5,400.00	-4,876.79
DEP 697 DESIGN EXPENSES - Other	0.00	3,000.00	-3,000.00
Total DEP 697 DESIGN EXPENSES	<u>41,683.39</u>	<u>68,400.00</u>	<u>-26,716.61</u>
<b>DEP 698 ER EXPENSES</b>	0.00	1,500.00	-1,500.00
<b>DEP 901 - CAPITAL OUTLAY</b>			
296-901-965.730 CAPITOL BOWL	1,905.31	9,000.00	-7,094.69
Total DEP 901 - CAPITAL OUTLAY	<u>1,905.31</u>	<u>9,000.00</u>	<u>-7,094.69</u>

**Owosso Main Street**  
**Profit & Loss Budget vs. Actual**  
July 2021 through January 2022

	<u>Jul '21 - Jan 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DEP 966 TRANSFER OUT			
296-966-999.397 SIDEWALK FUND	7,255.56	80,000.00	-72,744.44
Total DEP 966 TRANSFER OUT	<u>7,255.56</u>	<u>80,000.00</u>	<u>-72,744.44</u>
 Total Expense	 <u>153,517.85</u>	 <u>274,425.54</u>	 <u>-120,907.69</u>
 Net Ordinary Income	 <u>92,618.33</u>	 <u>13,349.46</u>	 <u>79,268.87</u>
 Net Income	 <u><u>92,618.33</u></u>	 <u><u>13,349.46</u></u>	 <u><u>79,268.87</u></u>



Currency Portal

0 You are logged in as DOWNTOWNOWOSSO@GMAIL.COM LOG OUT

CHANGE PASSWORD

home / dashboard

HELP PORTAL

GIFTING

Send Gifts Now

ACTIVITY

View Orders

Process Payments

Orders to Approve

REPORTING

Dashboard

Merchant Redemptions

Payment History

Data Export

PROMOTIONS

Fundraising

BOGO

Discounts

ADMINISTRATION

My Organization Profile

Cert Templates

Cert Denominations

Manage Users

Manage Merchants

Manage Ads

	Issued	Redeemed	Purchasers	Recipients
Total	\$71,520	\$29,585	155	162
YTD	\$0	\$1,895	0	0
In Circulation	\$41,635	Payments Owed		
		\$64.40		

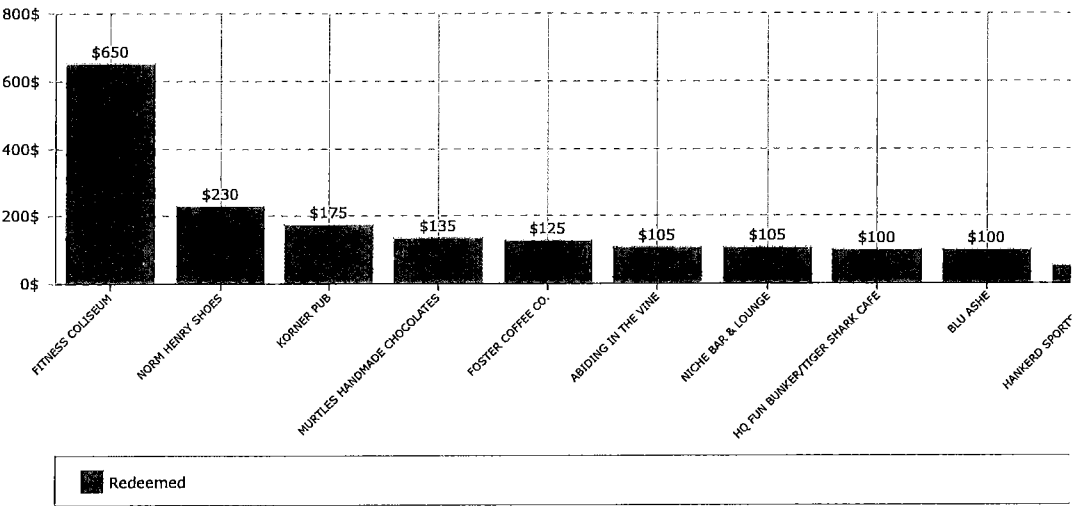
Start Date Issued: 01/01/2022 End Date Issued: 12/31/2022 SEARCH

Total Currency Circulation

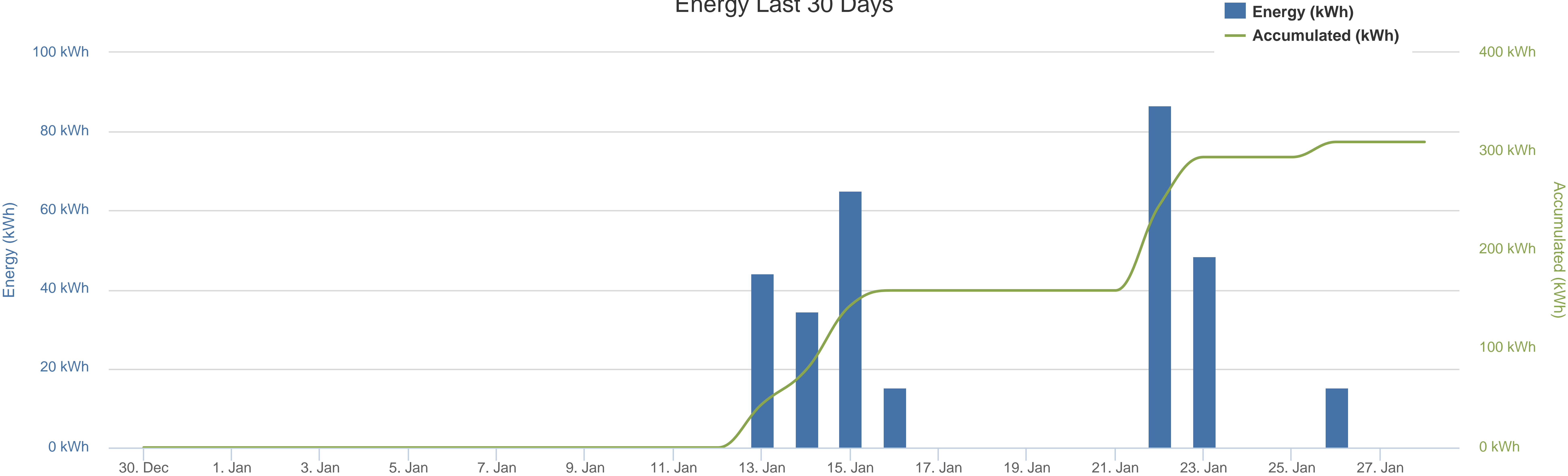
Currency Issued By Month



Top 10 Merchant Redemptions



# Energy Last 30 Days





## **Owosso Main Street DDA 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 employees and members of the City Council to ensure the DDA/OMS's 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 support and lend my expertise to the promotion and development of business retention and attraction strategies in the area served by the DDA. 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 and special events sponsored by the DDA. I will give advance notice to the chairperson if I am unable to attend a meeting to avoid creating quorum issues; 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. In addition, I will give \_\_\_\_ to \_\_\_\_ hours per month of my time to DDA activities. This time may include attending training programs and workshops conducted by Michigan Main Street/MSHDA and The National Trust Main Street Center.

I will offer my opinions honestly, without reservation and in a constructive manner. I will stay informed about the Board's and the DDA's activities. I will ask questions and request information when appropriate. I will participate in and take responsibility for making decisions on issues, policies and other Board matters.

I will promote unity within the DDA and support, both publicly and privately, the Board's decisions even if I have opposed some of them prior to a vote on the matter.

I will be supportive of the DDA's director, fellow Board members and volunteer committee members and encourage them to give their candid opinions on matters under consideration by the Board.

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.

**In turn, the DDA will provide information and other assistance to enable me to meet my obligations as a Board member, including the following:**

I will regularly be provided with up-to-date reports on the finances and activities of the DDA; and I will have access, at mutually convenient times, to the Board's chairperson, director and other Board members and volunteer committee members to discuss the organization's programs, goals and activities.

If the organization does not fulfill its commitments to me, I can call on the board president and executive director to discuss the organization's responsibilities to me.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Member, Board of Directors, Owosso Main Street DDA

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Chair, Board of Directors, Owosso Main Street DDA



## **Job Description – Board/Committee Members**

“At its best, a local Main Street program represents and involves a coalition of organizations, agencies, businesses and individuals from throughout the community, not just those who own property or businesses in the commercial district or who have a direct economic tie to it, but all members of the community who are interested in the community’s overall health.”

### **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, be willing to commit an additional \_\_\_ to \_\_\_ hours per month on DDA business and to attend annual training programs and workshops, when possible, conducted by Michigan Main Street/MSHDA and The National Trust Main Street Center;

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

Participate in fundraising activities based on skills, background and availability.

**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.



## MEMORANDUM

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

DATE: February 2, 2022

TO: Owosso City Council

FROM: Beth Kuiper; Executive Director, Owosso Main Street/DDA

**SUBJECT: City of Owosso - Food Truck Ordinance**

### **RECOMMENDATION:**

The DDA to support the City of Owosso Food Truck Ordinance.

### **BACKGROUND:**

As food trucks have become more popular within the area, the City of Owosso is establishing an ordinance that projects a positive impact for all those involved in the community. The City of Owosso has requested DDA/Owosso Main Street's collaboration regarding the proposed ordinance within their boundaries.

On January 5, 2022 the OMS/DDA Board was presented a draft ordinance and Q & A with assistant city manager, Amy Fuller. It was determined that a follow-up public meeting would best determine the ordinance framework under which vendors are required to operate mobile food vending units within the DDA boundary.

On January 7, 2022 a public meeting was held at books & Beans in downtown Owosso. Suggested revisions to the draft ordinance were created and sent with assistant manager Amy Fuller. Existing businesses supported the need for an ordinance.

During their February 9, 2022 OMS/DDA Board of Directors voted in support of the Downtown Owosso Food Truck Ordinance.

### **FISCAL IMPACTS:**

The Food Truck Ordinance is projected to increase economic vitality within the DDA boundaries.

**RESOLUTION NO.**

**AUTHORIZE THE CITY OF OWOSSO  
FOOD TRUCK ORDINANCE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, drafted a Food Service Ordinance established under Public Act 92 of 2000; and

WHEREAS, the Downtown Development Authority supports the Food Truck Ordinance as a means to support downtown businesses while creating a proactive approach to mobile food vendors; and

NOW THEREFORE BE IT RESOLVED by the Owosso Downtown Development Authority and the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The Owosso Downtown Development Authority and the City of Owosso has heretofore determined that it is in the public interest to support the Food Truck Ordinance.

## Chapter XX MOBILE FOOD VENDING

### ARTICLE I. IN GENERAL

#### Sec. XX-1. Purpose.

This chapter is established to enable mobile food vending on public and private property. This chapter is enacted on the basis that mobile food vending can add to the vibrancy and desirability of Owosso. This chapter also provides a framework under which vendors are required to operate mobile food vending units.

#### Sec. XX-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Mobile Food Vending* shall mean vending, serving, or offering for sale food and/or beverages from a Mobile Food Vending Unit which meets the definition of a Food Service Establishment under Public Act 92 of 2000. Vending may include the ancillary sales of non-food paraphernalia related to the Mobile Food Vending Unit.

*Mobile Food Vending Unit* shall mean any readily movable motorized wheeled vehicle or non-motorized towed vehicle designed and equipped to prepare, serve, and sell food and/or beverages.

*Operate* shall mean all activities associated with the conduct of business, including set up and take down and/or actual hours where the Mobile Food Vending Unit is open for business.

*Vendor* shall mean any individual engaged in Mobile Food Vending; if more than one individual is operating a single Mobile Food Vending Unit, then Vendor shall mean all individuals operating such a single Mobile Food Vending Unit.

#### Sec. XX-3. Permit required.

- a) No vendor shall engage in Mobile Food Vending without a permit from the building department authorizing such vending. The building department shall prescribe the form of such permits and application for such permit. All permits shall be predominantly displayed on the mobile food vending unit. No vending through a Mobile Food Vending Unit of food and/or other human consumables shall be permitted unless it meets the definition of Mobile Food Vending as defined by this ordinance.
- b) Permits may be issued by the building department for Six (6) month intervals being May through October and November through April. Any permit issued under this Chapter is non-transferable.
- c) Every vendor desiring to engage in Mobile Food Vending shall make a written application to the building department for a permit under this Chapter. The applicant shall truthfully state, in full, all information requested by the building department and be accompanied by a fee established by resolution of the City Council. Additionally, the applicant shall provide all documentation, such as insurance, as required by the city.
- d) An application for a permit under this Chapter shall be accompanied by a fee in the amount established by resolution of the City Council. There shall be no proration of fees. Fees are nonrefundable once a permit has been issued by the building department. No fee shall be charged to any honorably discharged veteran of the United State Military who is a resident of

the State of Michigan and submits official documentation evidencing such to the building department. If operating on non-city property, no fee shall be charged to a business which is on the city's tax rolls whose normal business includes the sale of food and/or beverages. No one shall hire or subcontract such vendors in an attempt to evade the provisions of this Chapter.

- e) A permit obtained under this Chapter shall not relieve any vendor of the responsibility for obtaining any other permit, or authorization required by any other ordinance, statute or administrative rule.
- f) If a permit is denied by the building department, the applicant may appeal to and have a hearing before the City Manager regarding the denied permit.
- g) The City Manager shall make a written determination, after presentation by the applicant and investigation by the building department, as to whether or not the grounds for denial, are true.
- h) If the City Manager determines that such grounds are supported by a preponderance of the evidence, the action of building department shall be sustained and the applicant may appeal the City Manager's decision to a court of competent jurisdiction.

## **ARTICLE II. REQUIREMENTS**

### **Sec. XX-4. Private property.**

Mobile Food Vending may be permitted on private property only in the following districts as indicated on the City of Owosso Zoning Map: B-1 Local Business, B-2 Planned Shopping Center, B-3 Central Business, B-4 General Business, OS-1 Office Service, and P-1 Vehicular Parking.

### **Sec. XX-5. Public property.**

- a) Mobile Food Vending may be permitted within Owosso City Parks. The building department shall request input from the Owosso Parks and Recreation Commission for any permit application within an Owosso City Park.
- b) Mobile Food Vending may be permitted within parking lots or spaces owned or controlled by the City of Owosso.
  - 1) Any Mobile Food Vending Unit with a valid permit may park in a city owned or controlled parking lot or space for the duration authorized by the permit.
  - 2) Mobile Food Vending Units shall not be restricted to the hours where parking would otherwise be allowed in the particular parking lot or space.
  - 3) Mobile Food Vending Units shall be prohibited from city owned or controlled parking areas where parking is prohibited altogether.
- c) Any Mobile Food Vending Unit located on a public street, including on-street parking areas, shall be required to obtain a Traffic Control Order and City Council authorization

### **Sec. XX-6. General requirements for private and public property.**

- a) Provide appropriate waste receptacles at the site of the unit and remove all litter, debris and other waste attributes to the vendor on a daily basis.
- b) Not use any flashing or blinking lights or strobe lights; all exterior lights over 60 watts shall contain opaque, hood shields or direct the illumination downward.
- c) Not use loud music, amplification devices or "crying out" or any other audible methods to gain attention which causes a disruption or safety hazard as determined by the City.
- d) Comply with the city's Noise Ordinance, Sign Ordinance and all other City ordinances.

- e) Comply with all applicable federal, state and county regulations
- f) May have one portable sign that shall not exceed an overall height of four (4) feet and a maximum square footage of eight (8) feet per side, located within five feet of the unit; and under no circumstances shall such sign be placed upon the sidewalk or impede pedestrian and/or vehicle safety.
- g) A mobile food vendor may only operate between the hours of 7 a.m. and 2 a.m. Other restrictions regarding hours of operation may be established by resolution of the City Council.
- h) Any Mobile Food Vending Unit not in operation between the hours of 2 a.m. and 7 a.m. shall be removed from public property.
- i) No Mobile Food Vending Unit may be left unattended for more than 2 hours on public property.
- j) Shall not utilize any electricity or power without the prior written authorization of the power customer; no power cable or similar device shall be extended at or across any city street, alley, or sidewalk except in a safe manner.

### **ARTICLE III. ENFORCEMENT AND PENALTIES**

#### **Sec. XX-7. Complaints, permit revocation and appeals.**

- a) If a written complaint is filed with the building department alleging a Food Vendor has violated the provisions of this Chapter, the building department shall promptly send a copy of the written complaint to the vendor together with a notice that an investigation will be made as to the truth of the complaint.
- b) Upon receiving the notice of investigation, the vendor may respond to the complaint and present evidence regarding the complaint and/or the investigation.
- c) If the building department, after reviewing all relevant material, finds the complaint to be supported by a preponderance of the evidence, the complaint shall be certified.
- d) The building department shall revoke the permit of any vendor engaged in Mobile Food Vending who ceases to meet any requirement of this Chapter or violates any other federal, state or local regulation, makes a false statement on their application, or conducts activity in a manner that is averse to the protection of the public health, safety and welfare.
- e) Immediately upon such revocation, the building department shall provide written notice to the permit holder by certified mail to their place of business or residence as indicated on the application. Immediately upon such revocation, the permit shall become null and void.
- f) If a permit is revoked by the building department, or if a written complaint is certified pursuant to this Chapter, the holder of a permit may appeal to and have a hearing before the City Manager.
- g) The City Manager shall make a written determination, after presentation by the applicant and investigation by the building department, as to whether or not the grounds for revocation or the written complaint are true.
- h) If the City Manager determines that such grounds are supported by a preponderance of the evidence, the action of building department or filing of the complaint shall be sustained and the applicant may appeal the City Manager's decision to a court of competent jurisdiction.

#### **Sec. XX-8. Appearance tickets.**

The Police Chief and sworn officers of the Police Department, or such other officials as designated by the City Manager are authorized to issue and serve appearance tickets with respect to a violation of this



Chapter pursuant to Michigan law. Appearance tickets shall be in such form as determined by the City Attorney and shall be in conformity with all statutory requirements.

**Sec. XX-9. Civil infractions.**

A vendor who violates this Chapter is responsible for a civil infraction and subject to a fine of \$500 per day.

**Sec. XX-10. Impoundment from public property.**

Any equipment associated with Mobile Food Vending on public property that is found to not be in compliance with this Chapter may be impounded at the owner of the equipment's expense.

DRAFT



**City of Owosso**  
**301 W Main Street Owosso, MI 48867**  
**989-725-0535**

**APPLICATION, POLICY AND PROCEDURES  
 FOR MOBILE FOOD VENDING LICENSES**

**IF YOU ARE APPLYING FOR A FESTIVAL/EVENT BEING HELD IN THE CITY OF OWOSSO,  
 YOU MUST CONTACT THAT FESTIVAL/EVENT COORDINATOR.**

***A separate license and separate application is required for each unit***

<b>1. Business Name:</b>		
Name of Food Truck:		
Address:		
Name of Individual Representing Business:		
Cell Phone:		Email:
<b>2. Is your business a licensed food service establishment based in the City of Owosso?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>3. Will you be vending on city property?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If yes, please attach a certificate of general liability insurance for \$1 million per occurrence, with the City of Owosso named as certificate holder, along with an endorsement to the policy naming the City of Owosso as additional insured.</i>		
<b>4. Make/Model/Year of vending unit:</b>	<b>VIN:</b>	
<b>5. Do you have a fryer?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>6. Do you have a grill?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>7. Do you have a griddle?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>8. Do you have a broiler?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>9. How will you be disposing of grey water/untreated waste?</b>		
<b>10. Will you be using cooking fuel?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If yes, please complete the following:</i>		
What type of cooking fuel are you using?		
Where, on the unit, will the cooking fuel be located?		
How much cooking fuel will be located on the unit?		
<b>11. Do you have an exhaust hood?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If yes, please complete the following:</i>		
Who installed the hood?		
What is the address of the installer?		
What is the code/standard/year used in design of the hood?		
What is the mechanical license number?		
Date of last inspection on the exhaust hood system:		
<b>12. Do you have a suppression system?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If yes, please complete the following:</i>		
Who installed the suppression system?		
What is the address of the installer?		
What is the code/standard/year used in design of the hood?		
What is the mechanical license number?		
Date of last inspection on the suppression system:		
<b>13. Do you have fuel piping?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

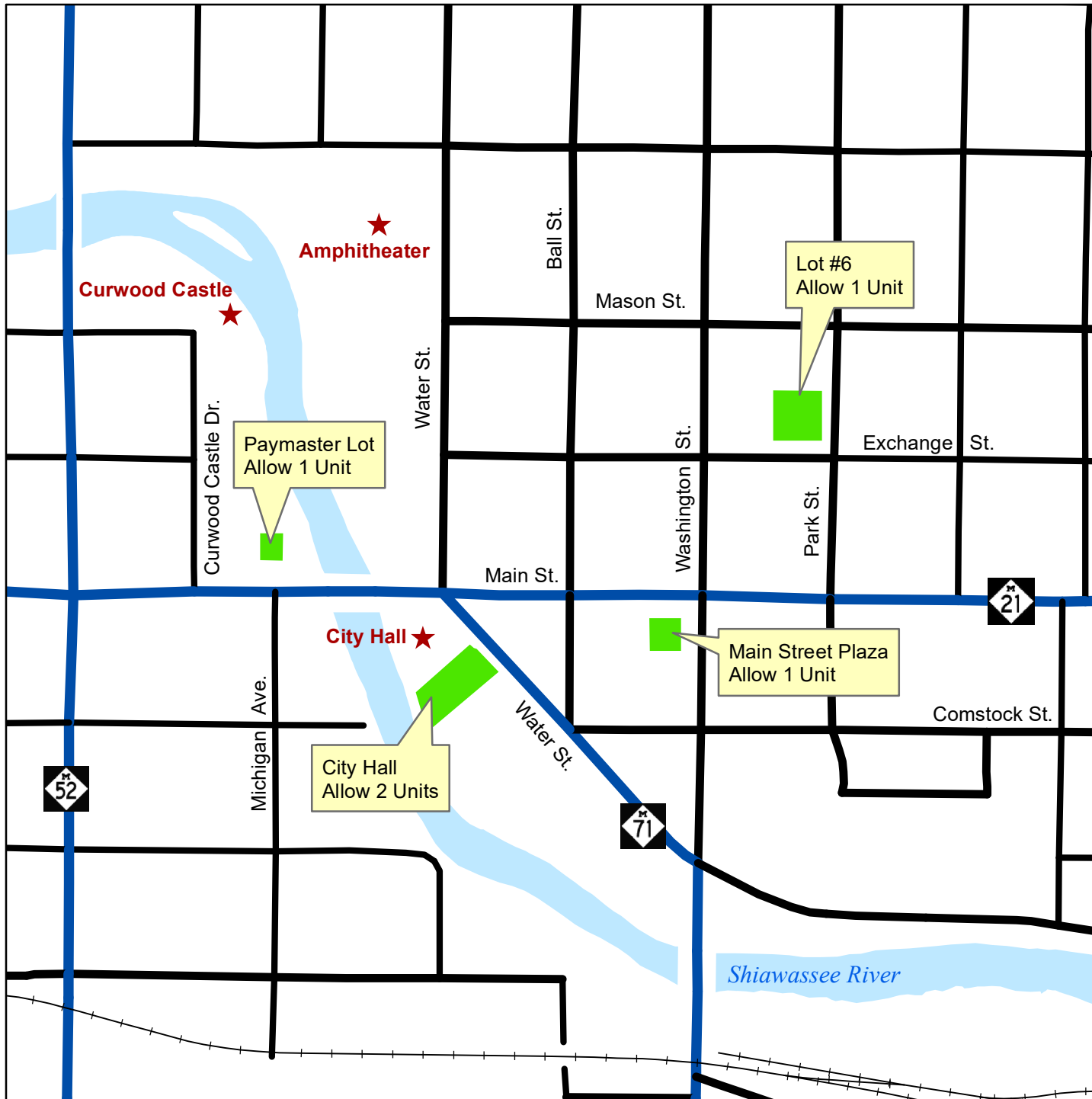
<i>If yes, please complete the following:</i>		
What code/standard/year used in fuel piping?		
Who installed the fuel piping?		
What is the mechanical license number of the fuel piping installer?		
<b>14. Please attach the following:</b>		
• Fees	• Michigan Sales Tax License	• Copy of Special Transfer Food Unit (MDARD)
• Photo of Unit	• Copy of State issued photo ID for all employees working at the unit	• Copy of the most recent 3 <sup>rd</sup> party fire suppression inspection (if applicable)
• Copy of license from Shiawassee County Health Department		
<b>15. Fee Schedule</b> (non-refundable AND permits are valid for six (6) months)		
<b>Location</b>	<b>May – October Fee</b>	<b>November – April Fee</b>
• City-controlled property	\$300	\$200
• Non-city property	\$150	\$100
• Year-round city food service establishments on city-controlled property	\$250/year	
• Year-round city food service establishments not on city-controlled property	\$0/year	
<b>16. Allow up to 10 days for City review</b>		
<b>17.</b> Have you ever had any licenses required by this City or any other State or Municipal authority revoked, suspended, or denied within three (3) years immediately prior to the date of this application? YES/NO		
<i>If yes, state the circumstances of any such revocation, suspension or denial:</i>		
I, the Applicant, acknowledge that all of the above information is true and correct to the best of my knowledge		
I have read and agree to comply with the rules and regulations stipulated by the City of Owosso for Mobile Food Vending of the Owosso Code of Ordinances		
I agree to hold harmless the City of Owosso, its agents, employees and associates now and forever for any damages, injuries or loss, personal or property, which may result due to the business related activities on city property		
I as the proprietor of the mobile food vending truck/cart take full responsibility for myself and my employees at said location		
I understand it is my responsibility to make certain by business operations conform with all State and County Food Service codes and requirements.		
<b>Signature of Applicant</b>		
<b>Printed Name</b>		
<b>Date</b>		
<b>18. FOR OFFICE USE ONLY</b>		
Date received:	Amount paid:	
<b>Department review:</b>	<b>Comments/Signature:</b>	
• Police/Fire Chief		
• DPW/Engineering		
• Building Department		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Date license issued:	License #:	
Approved by:		

## CHECKLIST FOR MOBILE FOOD VENDING UNIT LICENSEE

(Keep this checklist for your records)

**FESTIVALS/EVENTS TAKE PRECEDENCE OVER PUBLIC PARKING LOTS.  
YOU MUST CONTACT THE FESTIVAL/EVENT COORDINATOR TO PARTICIPATE.**

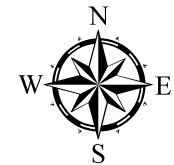
1. Prominently display your license on your unit	
2. Allowed in commercially zoned districts on private property, City owned parks or City owned public parking lots (the following public lots are available):	
<ul style="list-style-type: none"> <li>• CITY HALL PARKING LOT</li> <li>• (ALLOW 2 UNITS)</li> </ul>	<ul style="list-style-type: none"> <li>• MAIN STREET PLAZA</li> <li>• (ALLOW 1 UNIT)</li> </ul>
<ul style="list-style-type: none"> <li>• PAYMASTER LOT</li> <li>• (ALLOW 1 UNIT)</li> </ul>	<ul style="list-style-type: none"> <li>• LOT #6 EXCHANGE/PARK STREET</li> <li>(ALLOW 1 UNIT)</li> </ul>
SEE MAP ON NEXT PAGE	
3. Provide waste receptacles at the site of the unit and remove all litter/debris on a daily basis.	
4. Not allowed on a public street in a residentially or commercially zoned district unless prior approval has been obtained through a Traffic Control Order and City Council authorization.	
5. No flashing/blinking/strobe lights, all exterior lights over 60 watts shall contain opaque, hood shield or direct the illumination downward	
6. No loud music, amplification devices or “crying out” which causes a disruption or safety hazard	
7. Comply with the City’s Noise Ordinance, Sign Ordinance and all other City Ordinances	
8. Comply with all applicable federal, state and county regulations	
9. Allowed one (1) portable sign – height of four (4) feet and square footage of eight (8) feet per side , located within five feet of the unit; can’t be placed on sidewalk nor impede pedestrian and/or vehicle safety.	
10. A mobile food vendor may only operate between the hours of 7 a.m. and 2 a.m.	
11. No Mobile Food Vending Unit may be left unattended for more than 2 hours on public property; and any Mobile Food Vending Unit not in operation shall be removed from public property between the hours of 2 a.m. and 7 a.m.	
12. Shall not utilize any electricity or power without the prior written authorization of the power customer. No power cable or similar device shall be extended at or across any city street, alley, or sidewalk except in a safe manner.	
13. The use of an inverter generator (reduction is noise level ) is required in the DDA District	



## City of Owosso



### Downtown Parking Lots for Mobile Food Vending Units



0 75 150 300 450 600 Feet