

# **AGENDA**

*OWOSSO MAIN STREET & DDA*

## **REGULAR BOARD MEETING**

Wednesday, February 4, 2026; 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 supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.

### **Call to order and roll call:**

**Review and Approval of Agenda:** February 4, 2026

**Review and Approval of Minutes:** December 3, 2025

**Review and Approval of Minutes:** January 7, 2026

### **Public Comments:**

### **Reports:**

- Check Disbursement Report
- Revenue and Expenditure Report
- ChargePoint Reports

### **Items of Business:**

- 1) FY25-26 Budget Amendments
- 2) 2026-2031 Capital Improvement Plan

### **Committee Updates:**

- Promotion (Davis & Parzych)
- Organization (Moore & Parzych)
- Economic Vitality (Omer, Parzych, Teich & Howard)
- Design (Parzych & Gilbert)

### **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 Kohagen, City Clerk, 301 W. Main St, Owosso, MI 48867 (989) 725-0500 or on the Internet. The City of Owosso Website address is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).]

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

**December 3, 2025, at 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Vice-Chair Lance Omer at 7:35 A.M.

**ROLL CALL:** Taken by Lizzie Fredrick

**PRESENT:** Vice-Chair Lance Omer, Mayor Robert J. Teich, Jr., and Commissioners Jill Davis, Jon Moore, Bill Gilbert, Josh Ardelean, and Colin McCallum. Commissioner Josh Ardelean left at 8:17 A.M.

**ABSENT:** Chair Daylen Howard and Commissioner Karen Parzych

**STAFF PRESENT:** Lizzie Fredrick, OMS & DDA Director

**AGENDA:**

**MOVED BY GILBERT SUPPORTED BY DAVIS TO APPROVE THE DECEMBER 3, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.**

**AYES: ALL  
MOTION CARRIED**

**MINUTES:**

**MOVED BY MOORE SUPPORTED BY ARDELEAN TO APPROVE THE NOVEMBER 18, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL MEETING MINUTES.**

**AYE: ALL  
MOTION CARRIED**

**PUBLIC COMMENTS:** None

**REPORTS:** Fredrick reviewed the November Check Disbursement and Revenue & Expenditure Reports.

Fredrick presented the November reports for Electric Vehicle Charging Station Revenue, Unique Drivers, and Session Quantity.

Fredrick confirmed an installation date had not yet been set by the vendor for the installation of the NACS cables.

**ITEMS OF BUSINESS:**

1. **2026 OMS & DDA Meeting Schedule:** Fredrick presented the 2026 Board Meeting Schedule and the OMS & DDA Bylaws for the Board's review.

**MOVED BY GILBERT, SUPPORTED BY TEICH TO ADOPT THE 2026 OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY MEETING SCHEDULE.**

**AYE: ALL  
MOTION CARRIED**

**COMMITTEE UPDATES:**

1. **Organization:** Ardelean provided updates on the February 19<sup>th</sup> Volunteer Appreciation Party at The Sideline Sports Bar.

Moore confirmed that a person shall not consume alcoholic liquor in a commercial establishment selling food if the commercial establishment is not licensed for the Social District and that a person owning, operating, or leasing a commercial establishment selling food which is not licensed under this act shall not allow the consumption of alcoholic liquor on its premises.

Davis asked for communications reminding businesses of the Social District policies regarding cups, lids, and where drinks may be consumed.

Fredrick asked the Board to think of volunteers from 2025 that they would like to nominate for Volunteer of the Year during the December Committee Meetings.

2. **Promotion:** Davis reviewed feedback from the Downtown Owosso Trick or Treat Golden Pumpkin Hunt and announced that the Chocolate Walk will take place on April 25<sup>th</sup>.

Moore suggested large signs identifying the businesses participating in the Golden Pumpkin Hunt.

3. **Economic Vitality:** Omer announced J's Tux and Bridal Boutique as the December Business of the Month, the DDA Biannual Informational Meeting is January 7<sup>th</sup>, and the Informational Main Street Meetup for downtown business owners is January 27<sup>th</sup>.
4. **Design:** Gilbert noted that the Design Committee is testing out a new meeting time to help recruit additional Committee Members and that the Design Committee will host a Main Street Meetup on March 11<sup>th</sup> to help plan for Summer Beautification.

**DIRECTOR UPDATES:** Fredrick reviewed the 2026 OMS Event Calendar dates, noted positive feedback from community members regarding the Glow Parade road closure, and confirmed that no vehicles were towed while clearing vehicles from the parade route.

**BOARD COMMENTS:** Moore and Ardelean volunteered to review the OMS & DDA Bylaws with the Organization Committee for any potential revision considerations by the Board.

McCallum asked if the Organization Committee would consider name tags for the Board instead of or in addition to business cards.

Gilbert suggested cardstock nameplates for Board meetings.

Teich asked the Design Committee to pursue funding plans for future phases of the Streetlight Replacement Project.

Moore suggested the Organization and Promotion Committee partner to organize a 5k as a fundraiser.

**ADJOURNMENT:**

**MOVED BY GILBERT, SUPPORTED BY DAVIS TO ADJOURN AT 8:41 A.M.  
AYES: ALL  
MOTION CARRIED**

**NEXT MEETING JANUARY 7, 2025.**

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

**January 7, 2026, at 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chair Daylen Howard at 7:31 A.M.

**ROLL CALL:** Taken by Lizzie Fredrick

**PRESENT:** Chair Daylen Howard, Vice-Chair Lance Omer, Mayor Robert J. Teich, Jr., and Commissioners Jill Davis, Jon Moore, Karen Parzych, and Colin McCallum. Commissioner Bill Gilbert arrived at 7:34 A.M.

**ABSENT:** Commissioner Josh Ardelean

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

**AGENDA:**

**MOVED BY MOORE SUPPORTED BY OMER TO APPROVE THE JANUARY 7, 2026, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY AGENDA WITH PUBLIC COMMENTS AFTER DIRECTOR UPDATES AND TABLING THE FISCAL YEAR 2025 AUDIT EXCERPTS UNTIL THE FINANCE DIRECTOR ARRIVES.**

**AYES: ALL  
MOTION CARRIED**

**MINUTES:** Fredrick noted that the December meeting minutes were not included in the January meeting packet by mistake.

**MOVED BY PARZYCH SUPPORTED BY TEICH TO TABLE THE DECEMBER 3, 2025, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES UNTIL THE FEBRUARY MEETING.**

**AYE: ALL  
MOTION CARRIED**

**REPORTS:** Fredrick reviewed the December Check Disbursement and Revenue & Expenditure Reports.

Fredrick presented the December and 2025 reports for Electric Vehicle Charging Station Revenue, Unique Drivers, and Session Quantity.

Fredrick confirmed that the NACS cables replaced the CHAdeMO cables on the Electric Vehicle Charging Stations on December 17, 2025.

Fredrick noted that six CHAdeMO users charged a combined total of 20 times, generating \$144.98 from January 1<sup>st</sup> to December 17<sup>th</sup>, and four NACS users charged a combined total of nine times, generating \$84.53 from December 17<sup>th</sup> to 31<sup>st</sup>.

Barret reviewed the Fiscal Year 2025 Audit Excerpts including the OMS & DDA's financial position and activities, the Revolving Loan Fund's balance, and the downtown streetscape debt repayment schedule.

Fredrick presented the Fiscal Year 2025 Tax Increment Financing Report, Fiscal Year 2025 Impact Report, and the 2025 Main Street Program Assessment.

**INFORMATIONAL MEETING:** Fredrick presented a summary of the OMS & DDA's activities, projects, and programming over the past six months.

Fredrick reviewed upcoming projects including additional Main Street Meetups, the Volunteer Appreciation Party, new Social District signage, the Downtown Owosso Chocolate Walk, Main Street Plaza landscaping, plans for the Ground Bed Concrete Project, Steam Railroading Institute Historical Marker, and wayfinding and arch refurbishment.

#### **ITEMS OF BUSINESS:**

1. **2025 Volunteer Awards:** Moore presented the names of 12 volunteers nominated by the four committees for their 2025 contributions to OMS programming.

Moore asked each Board Member to select three names to be considered for a special acknowledgement at the February 19<sup>th</sup> Volunteer Appreciation Party.

Fredrick announced that Karen Parzych, Debbie Drenovsky, and John Hankerd received the most votes.

#### **COMMITTEE UPDATES:**

1. **Design:** Parzych provided updates on plans for new Social District signage.

Gilbert added that the Design Committee would like to get a-frames for the Social District establishments and noted the need for removal of any streetlight display brackets not being utilized.

2. **Organization:** Moore shared that the Organization Committee is updating the annual Sponsor Guide and briefly discussed hosting a 5k as a fundraiser.

Fredrick confirmed that online donations and sponsorship payments are now possible through the TicketSignup platform.

Moore announced plans for Board Spotlights to help the community get to know the Board Members.

3. **Promotion:** Davis provided updates on the Downtown Owosso Chocolate Walk taking place on April 25<sup>th</sup> including communications with the businesses and a potential increase in the ticket cost.

Davis notified the Board of third quarter photo assignments for The Mattesons Photography contract.

4. **Economic Vitality:** Howard announced Rustic Owl Furnishings was selected as the January Business of the Month.

Howard reminded the Board of the Downtown Business Owner Main Street Meetup scheduled for January 27<sup>th</sup>.

#### **DIRECTOR UPDATES:** None

**PUBLIC COMMENTS:** Rachel Osmer noted some outdated attraction information on the Downtown Owosso webpage and asked whether the Owosso Main Street Committee meetings were open to the public.

**BOARD COMMENTS:** Howard asked Fredrick to respond to Osmer's question.

Fredrick confirmed the committee meetings are not public meetings following Roberts Rules of Order, the committees need additional volunteers, and the public can go to [DowntownOwosso.org](http://DowntownOwosso.org) or email Owosso Main Street to inquire about attending a meeting to see if they would like to join.

Davis said there is no formal policy on community members attending a committee meeting, but she would never turn anyone away wanting to get involved.

Moore offered to add public attendance at committee meetings as a discussion topic at the January Organization Committee meeting.

**ADJOURNMENT:**

**MOVED BY OMER, SUPPORTED BY DAVIS TO ADJOURN AT 8:51 A.M.**

**AYES: ALL**

**MOTION CARRIED**

**NEXT MEETING FEBRUARY 4, 2026.**

01/30/2026 09:49 AM  
User: ELFredrick  
DB: Owosso

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO  
CHECK DATE FROM 01/01/2026 - 01/30/2026

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/16/2026	1	12525 (A)	AMAZON CAPITAL SERVICES	DDA ORDER 12-12-2025	818.000	704	14.44
01/16/2026	1	12528 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	953.59
01/16/2026	1	12552 (A)	QUADIENT FINANCE USA INC	OPERATING SUPPLIES	728.000	200	3.70
01/16/2026	1	12562 (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
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	43.37
CHECK 1 12562(A) TOTAL FOR FUND 248:							43.37
01/16/2026	1	138917	BERTHIAUME & COMPANY	YEAR 3 2025-2026 GENERAL AUDIT	818.500	200	607.00
01/30/2026	1	12570 (A)	BRUCKMAN STORAGE LLC	15X40 MONTHLY STORAGE UNIT	818.000	200	1,200.00
01/30/2026	1	12580 (A)	GILBERT'S DO IT BEST HARDWARE &	DECEMBER 2025 PURCHASES	818.000	707	75.00
01/30/2026	1	12589 (A) #	LUDINGTON ELECTRIC, INC.	REPLACE BURNED UP WIRES ON WASHINGTON	930.000	200	185.26
				NEW 20 AMP CIRCUIT FOR CHRISTMAS TREE.	818.750	705	452.48
				CHECK 1 12589(A) TOTAL FOR FUND 248:			
01/30/2026	1	12603 (A)	TAPHOUSE SPECIALTY MEAT MARKET LLC	VOLUNTEER GIFT CARD AWARD	818.000	704	50.00
01/30/2026	1	12609 (E)	HUNTINGTON NATONAL BANK -	EDUCATION & TRAINING	956.000	200	568.16
01/30/2026	1	12610 (E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	33.57
				OPERATING SUPPLIES - DDA	728.000	200	33.57
				CHECK 1 12610(E) TOTAL FOR FUND 248:			
01/30/2026	1	138972	AMERICAN SPEEDY PRINTING	NOVEMBER BUSINESS OF THE MONTH SERVICE	818.000	707	75.00
01/30/2026	1	138974	BRONNER'S COMMERICAL DISPLAY	REPLACEMENT HOLIDAY LIGHTS	818.000	706	1,147.20
				SHIPPING	818.000	706	70.20

01/30/2026 09:49 AM  
User: ELFredrick  
DB: Owosso

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO  
CHECK DATE FROM 01/01/2026 - 01/30/2026

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
CHECK 1 138974 TOTAL FOR FUND 248:							1,217.40
01/30/2026	1	138982	ETC	WREATH-OFF GIFT CARD PRIZE	818.000	706	50.00
01/30/2026	1	138983#	FOSTER COFFEE COMPANY LLC	VOLUNTEER GIFT CARD AWARD	818.000	704	100.00
				WREATH-OFF GIFT CARD PRIZE	818.000	706	50.00
CHECK 1 138983 TOTAL FOR FUND 248:							150.00
01/30/2026	1	138997	PRIORITY WASTE LLC	YEAR 1 25-26	818.000	200	375.00
01/30/2026	1	139000	RICOH USA	DDA	728.000	200	20.14
01/30/2026	1	139006	THE MATTESONS LLC	QUARTERLY PHOTOS FOR DOWNTOWN	818.000	200	600.00
01/30/2026	1	139007	VINTAGE VIBES & MORE	WREATH-OFF GIFT CARD PRIZE	818.000	706	50.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							6,757.68

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



PERIOD ENDING 06/30/2026

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

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2026 (ABNORMAL)	MONTH 06/30/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	38,977.00	35,286.54	0.00	3,690.46	90.53
248-000-402.100	TIF	229,031.00	0.00	0.00	229,031.00	0.00
248-000-540.000	STATE SOURCES	0.00	0.00	0.00	0.00	0.00
248-000-540.531	LOCAL GRANT	0.00	0.00	0.00	0.00	0.00
248-000-569.000	OTHER STATE GRANTS	0.00	4,643.15	0.00	(4,643.15)	100.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	26,000.00	24,443.43	0.00	1,556.57	94.01
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	5,000.00	4,551.17	0.00	448.83	91.02
248-000-670.000	LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-000-670.100	LOAN INTEREST	1,260.00	756.54	0.00	503.46	60.04
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	13,000.00	8,241.00	0.00	4,759.00	63.39
248-000-674.500	INCOME-ORGANIZATION	0.00	1,000.00	0.00	(1,000.00)	100.00
248-000-674.600	INCOME-DESIGN	0.00	0.00	0.00	0.00	0.00
248-000-674.700	EV STATION REVENUE	6,500.00	9,878.75	0.00	(3,378.75)	151.98
248-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-000-699.101	TRANFERS FROM GENERAL FUND	36,286.00	17,455.74	0.00	18,830.26	48.11
248-000-699.287	ARPA TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		356,054.00	106,256.32	0.00	249,797.68	29.84
TOTAL REVENUES		356,054.00	106,256.32	0.00	249,797.68	29.84
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	2,000.00	367.46	0.00	1,632.54	18.37
248-200-751.000	GAS & OIL	0.00	18.76	0.00	(18.76)	100.00
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00
248-200-810.000	INSURANCE & BONDS	3,172.00	3,134.24	0.00	37.76	98.81
248-200-818.000	CONTRACTUAL SERVICES	90,000.00	96,958.40	0.00	(6,958.40)	107.73
248-200-818.500	AUDIT	608.00	607.00	0.00	1.00	99.84
248-200-920.000	UTILITIES	3,000.00	2,086.28	0.00	913.72	69.54
248-200-920.100	ELECTRICITY-EV STATION	5,000.00	4,676.20	0.00	323.80	93.52
248-200-920.300	TELEPHONE	520.00	260.18	0.00	259.82	50.03
248-200-930.000	BUILDING MAINTENANCE - DPW	40,000.00	8,954.53	0.00	31,045.47	22.39
248-200-940.000	EQUIPMENT RENTAL - DPW	10,000.00	7,007.87	0.00	2,992.13	70.08
248-200-955.000	MEMBERSHIPS & DUES	800.00	250.00	0.00	550.00	31.25
248-200-956.000	EDUCATION & TRAINING	4,000.00	924.06	0.00	3,075.94	23.10
248-200-969.000	DEVELOPER REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	84,500.00	37,314.33	0.00	47,185.67	44.16
248-200-995.243	TRANSFER TO BROWNFIELDS	33,465.00	0.00	0.00	33,465.00	0.00
Total Dept 200 - GEN SERVICES		277,065.00	162,559.31	0.00	114,505.69	58.67
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	69,272.00	38,325.07	0.00	30,946.93	55.33
248-261-702.200	WAGES	250.00	7,896.28	0.00	(7,646.28)	3,158.51
248-261-702.300	OVERTIME	500.00	2,308.84	0.00	(1,808.84)	461.77
248-261-702.800	ACCRUED SICK LEAVE	0.00	1,170.39	0.00	(1,170.39)	100.00

PERIOD ENDING 06/30/2026

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

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 06/30/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-261-703.000	OTHER COMPENSATION	0.00	0.00	0.00	0.00	0.00
248-261-715.000	SOCIAL SECURITY (FICA)	5,357.00	3,717.45	0.00	1,639.55	69.39
248-261-716.100	HEALTH INSURANCE	7,718.00	5,351.10	0.00	2,366.90	69.33
248-261-716.200	DENTAL INSURANCE	369.00	228.15	0.00	140.85	61.83
248-261-716.300	OPTICAL INSURANCE	52.00	34.56	0.00	17.44	66.46
248-261-716.400	LIFE INSURANCE	467.00	317.79	0.00	149.21	68.05
248-261-716.500	DISABILITY INSURANCE	905.00	504.16	0.00	400.84	55.71
248-261-717.000	UNEMPLOYMENT INSURANCE	10.00	0.00	0.00	10.00	0.00
248-261-718.200	DEFINED CONTRIBUTION	6,234.00	4,105.04	0.00	2,128.96	65.85
248-261-719.000	WORKERS' COMPENSATION	388.00	712.95	0.00	(324.95)	183.75
Total Dept 261 - GENERAL ADMIN		91,522.00	64,671.78	0.00	26,850.22	70.66
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	150.00	0.00	0.00	150.00	0.00
248-704-818.000	WORK PLAN EXPENDITURE	1,500.00	304.42	0.00	1,195.58	20.29
Total Dept 704 - ORGANIZATION		1,650.00	304.42	0.00	1,345.58	18.45
Dept 705 - PROMOTION						
248-705-802.000	ADVERTISEMENT	700.00	0.00	0.00	700.00	0.00
248-705-818.000	WORK PLAN EXPENDITURES	1,000.00	227.73	0.00	772.27	22.77
248-705-818.730	ART WALK	0.00	0.00	0.00	0.00	0.00
248-705-818.750	GLOW	10,000.00	7,367.34	0.00	2,632.66	73.67
248-705-818.760	RETAIL EVENTS	0.00	0.00	0.00	0.00	0.00
248-705-818.770	MOTORCYCLE DAYS	2,500.00	1,960.50	0.00	539.50	78.42
248-705-818.780	CHOCOLATE WALK	750.00	0.00	0.00	750.00	0.00
248-705-818.790	NYE BLOCK PARTY	0.00	0.00	0.00	0.00	0.00
Total Dept 705 - PROMOTION		14,950.00	9,555.57	0.00	5,394.43	63.92
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	10,000.00	4,887.20	0.00	5,112.80	48.87
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	0.00	0.00	0.00	0.00	0.00
Total Dept 706 - DESIGN		10,000.00	4,887.20	0.00	5,112.80	48.87
Dept 707 - ECONOMIC VITALITY						
248-707-818.000	WORK PLAN EXPENDITURES	2,000.00	624.97	0.00	1,375.03	31.25
Total Dept 707 - ECONOMIC VITALITY		2,000.00	624.97	0.00	1,375.03	31.25
Dept 901 - CAPITAL OUTLAY						
248-901-965.585	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 06/30/2026

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

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2026 NORMAL (ABNORMAL)	MONTH 06/30/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-905-992.000	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00
248-905-993.000	INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 905 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
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		397,187.00	242,603.25	0.00	154,583.75	61.08
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		356,054.00	106,256.32	0.00	249,797.68	29.84
TOTAL EXPENDITURES		397,187.00	242,603.25	0.00	154,583.75	61.08
NET OF REVENUES & EXPENDITURES		(41,133.00)	(136,346.93)	0.00	95,213.93	331.48

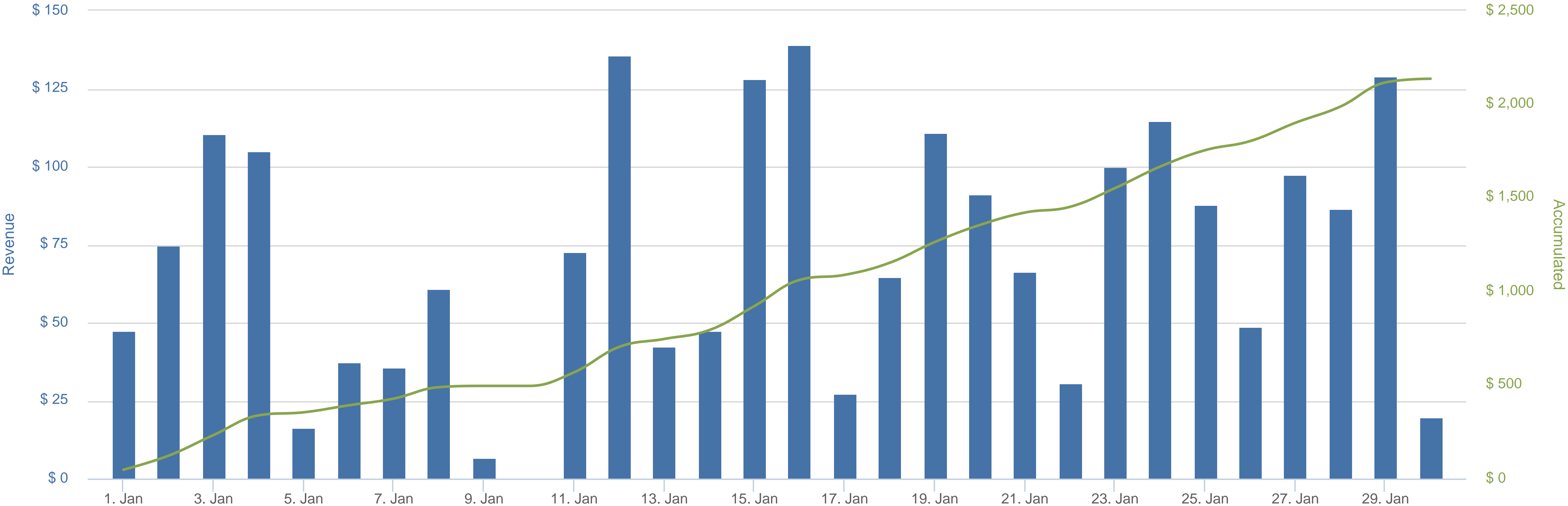
January 2026 EV Charging Revenue: \$2,136.06

December: \$2,398.17

NACS: \$146.95

Revenue

Accumulated

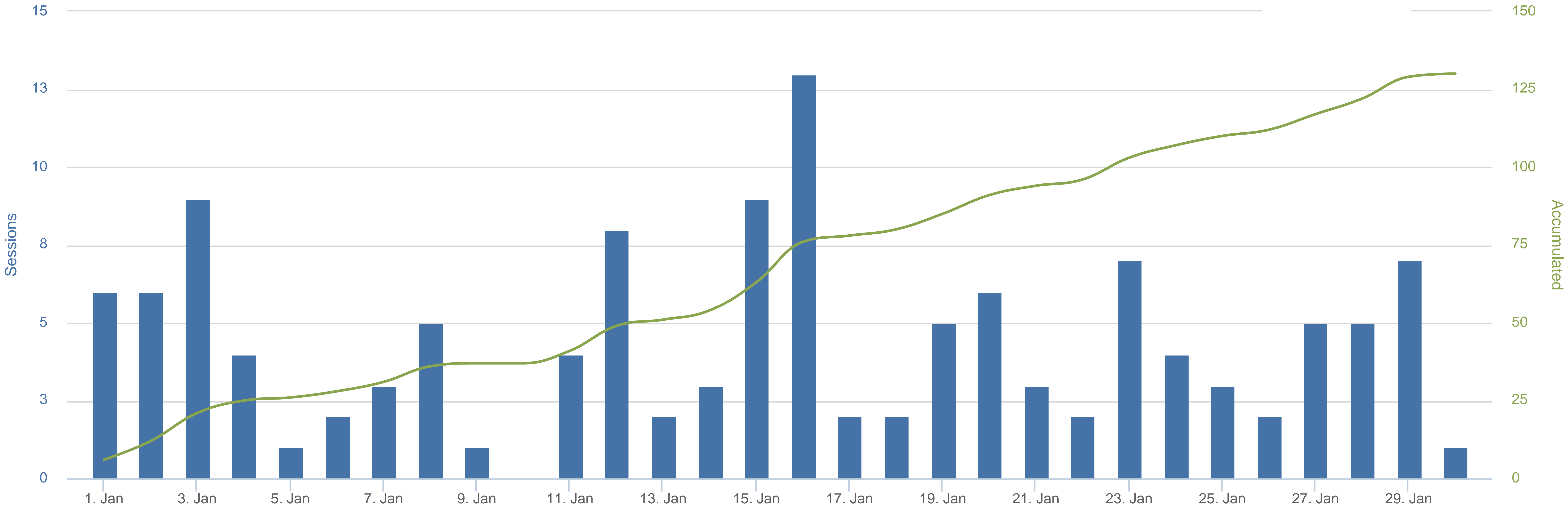


January 2026 EV Charging Sessions: 130

December: 152

NACS: 11

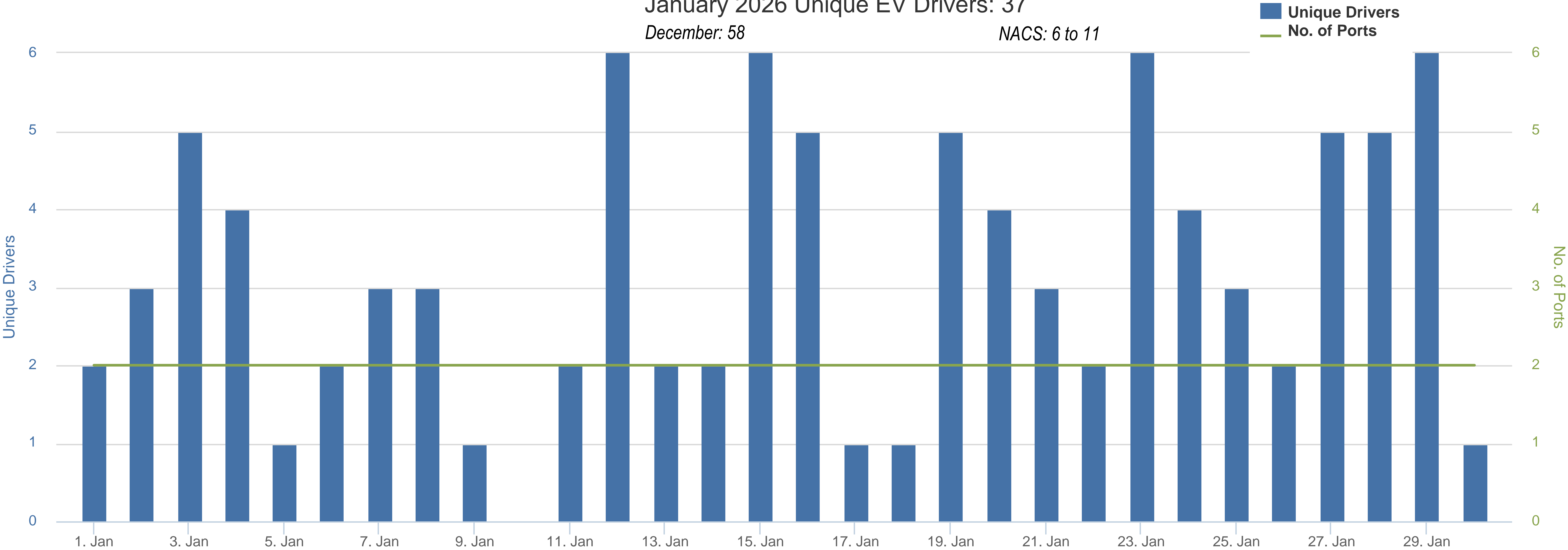
Sessions  
Accumulated



January 2026 Unique EV Drivers: 37

December: 58

NACS: 6 to 11





301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ (989) 725-0599 ▪ FAX (989) 723-8854

# MEMORANDUM

---

DATE: February 4, 2026

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Fiscal Year 2025-2026 Budget Amendments

---

**BACKGROUND:**

Staff recommends amending the Fiscal Year 2025-2026 Budget to reflect changes in OMS & DDA programming, operating expenses, and estimated revenue and expenditures.

The attached amendments include a reallocation of \$20,000 from Building Maintenance-DPW (248.200.930.000) to Contractual Services (248.200.810.000) and an increase of \$16,328 to General Administration for Public Works labor.

Other amendments to highlight are \$25,000 budgeted in revenue and expenditures for the Amy's Place Match on Main grant.

**FISCAL IMPACT:**

Staff estimates that \$57,296 will be spent from the \$270,455 Fund Balance, which is an additional \$16,163 than originally budgeted.

**MOTION TO CONSIDER:**

To approve the Fiscal Year 2025-2026 Budget Amendments as presented.

**ATTACHMENTS:**

FY25-26 OMS & DDA Budget Amendments

# FY25-26 OMS DDA BUDGET AMENDMENTS

		REVENUE			
GENERAL LEDGER NUMBER	DESCRIPTION	2025-26 ORIGINAL		2025-26 AMENDED	2025-26 BUDGET
		BUDGET	YTD BALANCE	BUDGET	AMENDMENTS
REVENUES					
248-000-402.000	GENERAL PROPERTY TAX	\$38,977	\$35,286.54	\$35,287	-\$3,690
248-000-402.100	TIF	\$229,031	\$0.00	\$229,031	
248.000. 540.000-MTCHONMAIN	MATCH ON MAIN	\$0	\$0.00	\$25,000	\$25,000
248-000-540.531	LOCAL GRANT	\$0	\$0.00	\$4,140	\$4,140
248-000-569.000	OTHER STATE GRANTS	\$0	\$4,643.15	\$4,644	\$4,644
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	\$26,000	\$24,443.43	\$24,444	-\$1,556
248-000-665.000	INTEREST INCOME	\$5,000	\$4,551.17	\$5,000	
248-000-670.100	LOAN INTEREST	\$1,260	\$654.55	\$1,260	
248-000-674.400	INCOME-PROMOTION	\$13,000	\$8,241.00	\$13,000	
248-000-674.500	INCOME-ORGANIZATION	\$0	\$1,000.00	\$1,000	\$1,000
248-000-674.700	EV STATION REVENUE	\$6,500	\$7,842.91	\$12,000	\$5,500
248-000-699.101	TRANFERS FROM GENERAL FUND	\$36,286	\$17,455.74	\$36,286	
TOTAL REVENUES		\$356,054	\$104,118.49	\$391,092	\$35,038



# FY25-26 OMS DDA BUDGET AMENDMENTS

EXPENDITURES					
GENERAL LEDGER NUMBER	DESCRIPTION	2025-26 ORIGINAL		2025-26 AMENDED	2025-26 BUDGET
		BUDGET	YTD BALANCE	BUDGET	AMENDMENTS
GENERAL SERVICES					
248-200-728.000	OPERATING SUPPLIES	\$2,000	\$276.48	\$2,000	
248-200-751.000	GAS & OIL	\$0	\$18.76	\$50	\$50
248-200-810.000	INSURANCE & BONDS	\$3,172	\$3,134.24	\$3,135	-\$37
248-200-818.000	CONTRACTUAL SERVICES	\$90,000	\$94,783.40	\$115,000	\$25,000
248-200-818.500	AUDIT	\$608	\$0.00	\$608	
248-200-920.000	UTILITIES	\$3,000	\$2,086.28	\$3,000	
248-200-920.100	ELECTRICITY-EV STATION	\$5,000	\$3,722.61	\$8,000	\$3,000
248-200-920.300	TELEPHONE	\$520	\$216.81	\$520	
248-200-930.000	BUILDING MAINTENANCE - DPW	\$40,000	\$8,769.27	\$20,000	-\$20,000
248-200-940.000	EQUIPMENT RENTAL - DPW	\$10,000	\$6,545.42	\$10,000	
248-200-955.000	MEMBERSHIPS & DUES	\$800	\$250.00	\$800	
248-200-956.000	EDUCATION & TRAINING	\$4,000	\$355.90	\$3,500	-\$500
248-200-995.101	TRANSFER TO GENERAL FUND	\$84,500	\$37,314.33	\$84,500	
248-200-995.243	TRANSFER TO BROWNFIELDS	\$33,465	\$0.00	\$33,465	
TOTAL - GEN SERVICES		\$277,065	\$157,473.50	\$284,578	\$7,513

## FY25-26 OMS DDA BUDGET AMENDMENTS

GENERAL LEDGER NUMBER	DESCRIPTION	2025-26 ORIGINAL BUDGET	YTD BALANCE	2025-26 AMENDED BUDGET	2025-26 BUDGET AMENDMENTS
<b>GENERAL ADMIN</b>					
248-261-702.100	SALARIES	\$69,272	\$32,996.45	\$69,272	
248-261-702.200	WAGES	\$250	\$7,743.16	\$10,000	\$9,750
248-261-702.300	OVERTIME	\$500	\$1,988.20	\$5,000	\$4,500
248-261-715.000	SOCIAL SECURITY (FICA)	\$5,357	\$3,183.41	\$5,357	
248-261-716.100	HEALTH INSURANCE	\$7,718	\$4,104.10	\$7,718	
248-261-716.200	DENTAL INSURANCE	\$369	\$195.25	\$369	
248-261-716.300	OPTICAL INSURANCE	\$52	\$30.24	\$52	
248-261-716.400	LIFE INSURANCE	\$467	\$271.92	\$467	
248-261-716.500	DISABILITY INSURANCE	\$905	\$431.34	\$905	
248-261-717.000	UNEMPLOYMENT INSURANCE	\$10		\$10	
248-261-718.200	DEFINED CONTRIBUTION	\$6,234	\$3,496.36	\$7,500	\$1,266
248-261-719.000	WORKERS' COMPENSATION	\$388	\$660.42	\$1,200	\$812
<b>TOTAL - GENERAL ADMIN</b>		<b>\$91,522</b>	<b>\$55,100.85</b>	<b>\$107,850</b>	<b>\$16,328</b>
<b>ORGANIZATION COMMITTEE</b>					
248-704-728.000	SUPPLIES	\$150	\$0.00	\$150	
248-704-818.000	WORK PLAN EXPENDITURE	\$1,500	\$139.98	\$1,500	
<b>TOTAL - ORGANIZATION</b>		<b>\$1,650</b>	<b>\$139.98</b>	<b>\$1,650</b>	
<b>PROMOTION COMMITTEE</b>					
248-705-802.000	ADVERTISEMENT	\$700		\$0	-\$700
248-705-818.000	WORK PLAN EXPENDITURES	\$1,000	\$227.73	\$1,000	
248-705-818.750	GLOW	\$10,000	\$6,914.86	\$10,710	\$710
248-705-818.770	MOTORCYCLE DAYS	\$2,500	\$1,960.50	\$2,100	-\$400
248-705-818.780	CHOCOLATE WALK	\$750	\$0.00	\$1,500	\$750
<b>TOTAL - PROMOTION</b>		<b>\$14,950</b>	<b>\$9,103.09</b>	<b>\$15,310</b>	<b>\$360</b>
<b>DESIGN COMMITTEE</b>					
248-706-818.000	WORK PLAN EXPENDITURES	\$10,000	\$3,519.80	\$12,000	\$2,000
<b>TOTAL - DESIGN</b>		<b>\$10,000</b>	<b>\$3,519.80</b>	<b>\$12,000</b>	<b>\$2,000</b>

## FY25-26 OMS DDA BUDGET AMENDMENTS

GENERAL LEDGER NUMBER	DESCRIPTION	2025-26 ORIGINAL BUDGET	YTD BALANCE	2025-26 AMENDED BUDGET	2025-26 BUDGET AMENDMENTS
ECONOMIC VITALITY COMMITTEE					
248-707-818.000	WORK PLAN EXPENDITURES	\$2,000		\$2,000	
248.707.818.000 MTCHONMAIN	MTCHONMAIN	\$0		\$25,000	\$25,000
<b>TOTAL - ECONOMIC VITALITY</b>		<b>\$2,000</b>	<b>\$474.97</b>	<b>\$27,000</b>	<b>\$25,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$397,187</b>	<b>\$ 225,812.19</b>	<b>\$448,388</b>	<b>\$51,201</b>
TOTAL REVENUES		\$356,054	\$104,118.49	\$391,092	\$35,038
TOTAL EXPENDITURES		\$397,187	\$225,812.19	\$448,388	\$51,201
NET OF REVENUES & EXPENDITURES		(\$41,133)	(\$121,693.70)	(\$57,296)	-\$16,163
NET OF REVENUES & EXPENDITURES		(\$41,133)	(\$121,693.70)	(\$57,296)	-\$16,163
BEGINNING FUND BALANCE		\$270,455	\$270,455.00	\$270,455	
ENDING FUND BALANCE		<b>\$229,322</b>	<b>\$148,761.30</b>	<b>\$213,159</b>	<b>-\$16,163</b>



301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ (989) 725-0599 ▪ FAX (989) 723-8854

# MEMORANDUM

---

DATE: February 4, 2026

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: 2026-2031 Capital Improvement Plan

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## **BACKGROUND:**

The City of Owosso's Capital Improvement Plan (CIP) serves as the City's multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements.

A CIP project is defined as a major expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e. public building, water/sewer mains, storm sewers, roads, and recreation facilities), an addition to, or an extension of such a facility, provided that the cost is \$20,000 or more and will have a useful life of one year or more.
2. Any rehabilitation of all or a part of a building, its grounds, a facility, or equipment, provided that the cost is \$20,000 or more and will have a useful life of one year or more.
3. Any purchase or replacement of major equipment to support community programs provided that the cost is \$20,000 or more, will have a useful life of one year or more and will be considered a capital asset.
4. Any planning, feasibility, engineering, or design study provided that the cost is \$20,000 or more.
5. Any acquisition of land for a public purpose.

The CIP process precedes the budget process and is used by City Council when developing the annual budget.

Annual OMS & DDA participation in the City's six-year CIP updates meets Goal 3.11 of the City of Owosso Master Plan.

Completed OMS & DDA CIP projects include the installation of security cameras, Main Street Plaza repairs, and Phase I of the Downtown Streetlight Replacement Project.

Staff have attached an excerpt of the 2025-2030 CIP for reference, along with a draft of the 2026-2031 OMS & DDA CIP projects, which includes the proposed addition of the Ground Bed Concrete Project.

**FISCAL IMPACT:**

None

**MOTION TO CONSIDER:**

None

**ATTACHMENTS:**

2025-2030 City of Owosso CIP Excerpt

Draft 2026-2031 OMS & DDA CIP Projects



# **CAPITAL IMPROVEMENT PLAN**

**CITY OF OWOSSO**  
**2025-2031**

**City Council**

Robert Teich, Mayor  
Jerry Haber, Mayor Pro Tem  
Janae Fear  
Rachel Osmer  
Carl Ludington  
Emily Olson  
Chris Owens

**Planning Commission**

Francis Livingston, Chair  
Linda Robertson, Vice Chair  
Janae Fear, Secretary  
Daniel Law  
Thomas Taylor  
Stephen Schlaack  
Carl Ludington  
Nicholas Albertson  
Susan Osika

**Capital Improvement Review Committee**

Lizzie Fredrick, Main Street & DDA Director  
Amy Fuller, Assistant City Manager  
Ryan Suchanek, Director of Public Services  
Brad Barrett, Finance Director  
Nathan Henne, City Manager  
Amy Kohagen, City Clerk  
Kevin Lenkart, Director of Public Safety  
Jessica Unangst, Human Resources & IT Director

## CAPITAL IMPROVEMENT PLAN (CIP) OVERVIEW

### WHAT IS A CIP?

The Capital Improvement Plan (CIP) serves as the city's multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. Preparation of the CIP is performed under the authority of the Michigan Planning Enabling Act:

*"The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements."*

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

Some of the many benefits that the CIP provides the residents and stakeholders include:

- Use as a tool to optimize the use of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

A CIP project is defined as a major expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e. public building, water/sewer mains, storm sewers, roads, and recreation facilities), an addition to, or an extension of such a facility, provided that the cost is \$20,000 or more and will have a useful life of one year or more.
2. Any rehabilitation of all or a part of a building, its grounds, a facility, or equipment, provided that the cost is \$20,000 or more and will have a useful life of one year or more.
3. Any purchase or replacement of major equipment to support community programs provided that the cost is \$20,000 or more, will have a useful life of one year or more and will be considered a capital asset
4. Any planning, feasibility, engineering, or design study provided that the cost is \$20,000 or more.
5. Any acquisition of land for a public purpose.



## CIP AND BUDGET PROCESS

The CIP process precedes the budget process and is used by City Council when developing the annual budget. Recommending approval of the CIP by the Planning Commission does not mean that they grant final approval of all projects contained within the plan. Rather by recommending approval of the CIP, the Planning Commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget, if funding is available.

Priority rankings do not necessarily correspond to funding sequence. For example, a road project which is ranked lower than a park project may be funded before the park project because the road project has access to a road millage revenue source, whereas a park project may have to compete for funding from other revenue sources, like grants or general fund dollars.

It is important to keep in mind that the CIP is a planning tool, a guide that deals with physical condition and improvements throughout the City over a six year period of time. It is subject to changing priorities based on needs, wants reflected in our community and its citizenry.

## CIP DEVELOPMENT PROCESS

In the fall, the CIP Plan Group members submitted proposed projects for the CIP. A draft list of projects was then created by the CIP Project Lead. The list of projects was then reviewed by the CIP Plan Group and the Year 1 projects were ranked based on the following:

1. Is the proposed project already in process due to its inclusion in the current budget year? Is the project under construction, under contract, and is there a continuing debt obligation payable?
2. Is the project mandated by law or court action?
3. Is there a relationship between the proposed project and the City's goals and objectives and/or the goals and objectives of the appropriate board or commission?
4. Is alternative funding available? Is funding available through other sources or is funding available through land contract or bonding to minimize annual cost requirement?
5. Does the proposed project generate revenue for the general fund and/or other funds? This item should be determined based upon an annual forecast and the schedule of revenues should be designated by the appropriate fund.
6. Does the proposed project result in the use of supplementary funds for "leverage" using matching funds with other funding sources.

Once the Committee members ranked the Year 1 projects, the list was then forwarded to the Administrative Team for final scoring of the projects requested prior to the draft CIP being created. Once the draft CIP document is compiled, it is forwarded on to Planning Commission for adoption after review during an open meeting. City Council adopts the CIP after the Planning Commission and prior to the budget adoption. CIP should be used as a tool by City Council during the budget process.

## FUNDING

Each year during the Budget process City Council will review the CIP Year 1 projects and evaluate the available revenue to determine the feasibility of funding projects. While recommended funding sources are listed in the CIP, those may change during the budget process. Some Year 1 projects may also remain unfunded during the Budget process.

Below you will find a brief description of the possible funding sources for the six year CIP:

**Major and Local Street Fund** – The major and local street funds are considered special revenue funds which utilize state and weight tax revenues for the maintenance and improvements to city streets.

**Bond** - When the City sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the community pay for them.

**Grants/Other** - The federal and state governments make funds available to communities through numerous grants and aid programs. The City has no direct control over the amount of grant money awarded to the City or if a grant is awarded. MMRMA, our liability/property insurer, also offers grants. These are risk avoidance grants, as well as, some training grants.

**Special Assessment District** - Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by a special assessment, i.e., by those who directly benefit. Local improvements often financed by this method include street improvements (including pavement, curb and gutter, sidewalks, etc.).

**General Fund** – The general fund is the City’s primary operating fund. The general fund is a government fund that generates revenues to cover general operational expenses and is accounted for on the modified accrual basis. Modified accrual basis of accounting is a blend of both cash and full accrual. Revenue is recognized when it is considered available and measurable, while expenses are recognized when the liability has occurred.

**Motor Pool/Fleet** - This fund operates like a business by purchasing and maintaining much of the city vehicles and equipment. When other funds require the use of this equipment or vehicles, they are charged rental income.

**Sewer Fund** – The sewer fund collects user fees to operate and maintain the city’s sewer system.

**Water Fund** – The water fund collects user fees to operate and maintain the city’s water system.

**Wastewater Treatment Fund** – This fund accounts for the treatment of waste water utilizing user fees from the city’s water fund and user fees from the Mid-County service area participants.

**Downtown Development Authority (DDA) Fund** – 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 and as debt service for physical improvements and other activities in the DDA boundary.

**Donations & Private Sponsorship** – This funding source is based on dollars or in-kind donations received from individuals or businesses for specific projects or to specific organizations.

**American Rescue Plan Act (ARPA)** – This funding source comes from the United States government in response to the COVID-19 pandemic's effects on local services. There are rules for the appropriation of these funds that limit spending to government services listed in the US Department of Treasury Final ARPA Rule.

## CIP COMPONENTS

The components of the CIP have been established as follows:

FUNDING CATEGORY
DDA Fund
Fleet Fund
General Fund
Grant
Local Streets
Major Streets
Other (Loan/SRF)
Park Millage
Sewer Collection
Waste Water Treatment Plant
Water Fund

Funding Source	Request Title	Project Total	Historical	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	Future	Total
DDA Fund	General IT Upgrades	\$5,200.00	\$2,600.00				\$2,600.00				\$5,200.00
	Main Street Plaza Masonry Repair 2.0	\$25,000.00	\$15,000.00	\$10,000.00							\$25,000.00
	Parking Lot #9 Reconstruction	\$500,000.00						\$500,000.00			\$500,000.00
	Downtown Streetlight Replacement Project	\$1,900,000.00		\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$1,780,000.00			\$1,900,000.00
Total DDA Fund		\$2,430,200.00	\$17,600.00	\$40,000.00	\$30,000.00	\$30,000.00	\$32,600.00	\$2,280,000.00	\$0.00	\$0.00	\$2,430,200.00
Fleet	JG Gator for sidewalk clearing	\$45,000.00					\$45,000.00				\$45,000.00
	Heavy Service Truck with Vactor capability	\$600,000.00					\$600,000.00				\$600,000.00
	Valve Turner - Unit# 600-604	\$150,000.00					\$150,000.00				\$150,000.00
	Tink Claw - Front End Loader Accessory - Unit# 345B	\$40,000.00				\$40,000.00					\$40,000.00
	1/2 Ton Pickup - Unit# 751	\$50,000.00						\$50,000.00			\$50,000.00
	Purchase Vactor Truck - Unit# 238	\$1,000,000.00		\$1,000,000.00							\$1,000,000.00
	Purchase 1 Ton Pickup (2) - Unit# 340-341	\$125,000.00		\$125,000.00							\$125,000.00
	Trailer and Trench Box	\$50,000.00	\$25,000.00	\$25,000.00							\$50,000.00
	Purchase 3/4 Ton Pickups (2)	\$175,000.00						\$175,000.00			\$175,000.00
	Meter Truck Replacement	\$100,000.00	\$50,000.00	\$50,000.00							\$100,000.00
	Purchase Two 3/4 DPW pickups	\$150,000.00				\$150,000.00					\$150,000.00
	DPW Vactor Truck - Unit# 438	\$750,000.00							\$750,000.00		\$750,000.00
	Public Works Building Improvements	\$37,500.00			\$37,500.00						\$37,500.00
	Street Sweeper	\$300,000.00		\$300,000.00							\$300,000.00
	Purchase Leaf Truck	\$350,000.00			\$350,000.00						\$350,000.00
Total Fleet		\$3,922,500.00	\$75,000.00	\$1,500,000.00	\$387,500.00	\$190,000.00	\$795,000.00	\$225,000.00	\$750,000.00	\$0.00	\$3,922,500.00
General	Magnegrip	\$22,813.00		\$22,813.00							\$22,813.00
	Stryker LP35	\$263,340.88		\$263,340.88							\$263,340.88
	Council Chamber Audio/Video Management System	\$26,250.00		\$26,250.00							\$26,250.00
	Election Equipment Replacement	\$120,000.00					\$120,000.00				\$120,000.00
Total General		\$432,403.88	\$0.00	\$312,403.88	\$0.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$0.00	\$432,403.88
General Fund	DPW Main Garage Roof	\$24,000.00		\$24,000.00							\$24,000.00
	Website upgrade	\$20,000.00		\$20,000.00							\$20,000.00
	Replace and Consolidate City Hall Electrical Service Panel	\$55,000.00	\$27,500.00	\$27,500.00							\$55,000.00
	Replace City Hall Front Steps and Straighten Flag Pole	\$400,000.00	\$150,000.00	\$250,000.00							\$400,000.00
	Replace City Hall HVAC System	\$300,000.00	\$150,000.00	\$150,000.00							\$300,000.00
	Public Works Building Improvements	\$37,500.00			\$37,500.00						\$37,500.00
	Replace Library Heating Pipes	\$75,000.00		\$75,000.00							\$75,000.00
	Repair City Hall Basement Storage Room - West	\$110,000.00	\$55,000.00	\$55,000.00							\$110,000.00
	Replace City Hall Generator	\$85,000.00	\$42,500.00	\$42,500.00							\$85,000.00
	Pickleball Court Improvements	\$60,000.00		\$60,000.00							\$60,000.00
	Repave Grove Holman Parking Lot	\$150,000.00				\$150,000.00					\$150,000.00
	Barrier Free Kayak/Canoe Landing at Oakwood Bridge	\$100,000.00			\$50,000.00		\$50,000.00				\$100,000.00
	Rosevear to Collamer Park Connection Path	\$350,000.00			\$350,000.00						\$350,000.00
	Rosevear Parking Lot	\$40,000.00				\$40,000.00					\$40,000.00
	Park Entrance Signage	\$30,000.00		\$15,000.00	\$15,000.00						\$30,000.00
	Hugh Parker Field Improvements	\$10,000.00		\$10,000.00							\$10,000.00
	Replacement servers with a new San	\$94,000.00		\$44,000.00				\$50,000.00			\$94,000.00
	Cameras for Public Safety Building	\$11,000.00		\$11,000.00							\$11,000.00
	General IT Upgrades	\$163,800.00	\$10,400.00	\$16,000.00	\$30,000.00	\$30,000.00	\$14,400.00	\$17,000.00	\$23,000.00	\$23,000.00	\$163,800.00
	Cyber Security Intrusion Detection and Prevention	\$241,000.00	\$31,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$241,000.00
	WIFI Improvement - Phase 2	\$26,100.00	\$20,000.00	\$6,100.00							\$26,100.00
	Backup Automation	\$42,000.00	\$18,000.00	\$12,000.00			\$12,000.00				\$42,000.00
	Patrol Vehicle Replacements	\$504,000.00	\$112,000.00	\$98,000.00	\$98,000.00	\$98,000.00	\$98,000.00				\$504,000.00
	Replace computer room central battery back-up	\$61,000.00	\$30,000.00	\$25,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$61,000.00
	HME Fire Truck	\$1,612,742.00	\$806,371.00	\$806,371.00							\$1,612,742.00
	Detective Vehicle	\$62,444.00	\$31,222.00								\$62,444.00
	Public Safety Building Replacement	\$1,000,000.00		\$1,000,000.00							\$1,000,000.00
Total General Fund		\$5,664,586.00	\$1,483,993.00	\$2,808,693.00	\$611,500.00	\$349,000.00	\$205,400.00	\$98,000.00	\$54,000.00	\$54,000.00	\$5,664,586.00

General IT Upgrades

Total Capital Cost: \$289,000.00

Department: Information & Technology

Type: Capital Equipment

Request description:

Replacement of computers, printers, etc. as needed. Scheduled replacement and replacement of obsolete equipment. Plus maintenance on WebEx phones (to Logicalis).

Capital Costs	Historical	FY2026	FY2027	FY2028	FY2029	FY2030	Beyond FY2030	Future	Total
Equipment	\$26,000.00	\$29,000.00	\$52,000.00	\$50,000.00	\$30,000.00	\$30,000.00	\$36,000.00	\$36,000.00	#####
Installation									\$0.00
Other									\$0.00
Total	\$26,000.00	\$29,000.00	\$52,000.00	\$50,000.00	\$30,000.00	\$30,000.00	\$36,000.00	\$36,000.00	#####

Funding Source	Historical	FY2026	FY2027	FY2028	FY2029	FY2030	Beyond FY2030	Future	Total
General Fund	\$10,400.00	\$16,000.00	\$30,000.00	\$30,000.00	\$14,400.00	\$17,000.00	\$23,000.00	\$23,000.00	#####
Local Streets	\$2,600.00	\$2,600.00	\$4,600.00	\$4,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	#####
Major Streets	\$2,600.00	\$2,600.00	\$4,600.00	\$4,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	#####
Sewer	\$2,600.00	\$2,600.00	\$4,600.00	\$3,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	#####
Water	\$2,600.00	\$2,600.00	\$3,600.00	\$3,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	#####
Waste Water Treatment	\$2,600.00	\$2,600.00	\$4,600.00	\$3,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	#####
Fleet									\$0.00
BRA									\$0.00
DDA Fund	\$2,600.00				\$2,600.00				\$5,200.00
Total	\$26,000.00	\$29,000.00	\$52,000.00	\$50,000.00	\$30,000.00	\$30,000.00	\$36,000.00	\$36,000.00	#####

Account Codes (Capital Costs):

101-228-978.000

\$227,000.00

\$227,000.00

Additional Information

New Purchase or Replacement Replacement

# Downtown Mural Project

Total Capital Cost:	\$25,000.00	Department:	Other Financing Sources (Uses)		
		Type:	Capital Improvement		
		Timeline:	07/01/2027	to	06/30/2028

**Request description:**  
The Mural Project is poised to be a transformative venture that injects vitality and character into the urban landscape of Downtown Owosso. Beyond aesthetic enhancement, the project holds the potential to attract locals and visitors alike, creating a dynamic and engaging atmosphere in the heart of the city. This project will not only add a splash of color to the cityscape but also strengthen the sense of identity and connection among residents, fostering community pride.

Capital Costs	FY2027	Total
Design Engineering		\$0.00
Construction		\$0.00
Construction & Admin Engineering		\$0.00
Equipment		\$0.00
Other	\$25,000.00	\$25,000.00
Total	\$25,000.00	\$25,000.00

Funding Source	FY2027	Total
DDA Fund		\$0.00
Grant	\$25,000.00	\$25,000.00
Other		\$0.00
Total	\$25,000.00	\$25,000.00

<b>Account Codes (Capital Costs):</b>		
248-706-818.000	\$25,000.00	
	<b>\$25,000.00</b>	

# Downtown Streetlight Replacement Project

Total Capital Cost:	\$2,500,000.00	Department:	Other Financing Sources (Uses)		
		Type:	Capital Improvement		
		Timeline:	07/01/2024	to	06/30/2028

**Request description:**  
The Downtown Streetlight Replacement Project is a revitalization and placemaking initiative addressing the prevailing challenges posed by the current lighting system in Downtown Owosso. This project will enhance the aesthetic, safety, and functionality of the downtown area, contributing to community engagement and economic growth. The current downtown streetlights have become obsolete with no available parts to repair or replace damaged and unreliable lights. Their outdated metal halide fixtures cannot support retrofitted LED bulbs and require maintenance after heavy rainfall, snowfall, and strong wind. The deteriorating condition of these streetlights creates an environment that is both visually unappealing and potentially hazardous. Since the pandemic, and the increase in need for outdoor social gatherings, it has become evident that the downtown lighting system is in dire need of a transformation.

Capital Costs	Historical	FY2026	FY2027	FY2028	FY2029	FY2030	Total
Design Engineering							\$0.00
Construction							\$0.00
Construction & Admin Engineering							\$0.00
Equipment	\$600,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$1,780,000.00	\$2,500,000.00
Other							\$0.00
Total	\$600,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$1,780,000.00	\$2,500,000.00

Funding Source	Historical	FY2026	FY2027	FY2028	FY2029	FY2030	Total
DDA Fund		\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$1,780,000.00	\$1,900,000.00
Grant	\$300,000.00						\$300,000.00
Other	\$300,000.00						\$300,000.00
Total	\$600,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$1,780,000.00	\$2,500,000.00

Account Codes (Capital Costs):	
248-901-965.585-DDASTRLITE	\$1,900,000.00
	\$1,900,000.00

# Main Street Plaza Masonry Repair 2.0

Total Capital Cost:	\$25,000.00	Department:	Other Financing Sources (Uses)		
		Type:	Capital Improvement		
		Timeline:	07/01/2024	to	06/30/2026

**Request description:**  
The Main Street Plaza Masonry Repair 2.0 project aims to address the structural issues plaguing the raised planter bed on the north side of Main Street Plaza. The existing bricks are unstable and fall into the adjacent walkway, posing a safety hazard. To remedy this, the project will implement comprehensive masonry repairs, incorporating rebar, drainage, weather proofing and pouring a foundation. In addition to the masonry repairs, pea gravel will fill the majority of the planter bed and will then be topped off with soil for landscaping. Unlike the previous Main Street Plaza Masonry Repair, which involved the complete disassembly and reconstruction of the planter and brick columns, 2.0 strategically focuses on targeted repairs. Instead of a whole reconstruction, this project specifically addresses a portion of the planter bed where the bricks are detached and most at risk of falling into the walkways. By adopting a more surgical approach, the project minimizes disruption to the overall plaza while efficiently addressing the identified issues, streamlining the repair process and preserving the functionality of the public space.

Capital Costs	Historical	FY2026	Total
Design Engineering			\$0.00
Construction	\$15,000.00	\$10,000.00	\$25,000.00
Construction & Admin Engineering			\$0.00
Equipment			\$0.00
Other			\$0.00
Total	\$15,000.00	\$10,000.00	\$25,000.00

Funding Source	Historical	FY2026	Total
DDA Fund	\$15,000.00	\$10,000.00	\$25,000.00
Grant			\$0.00
Other			\$0.00
Total	\$15,000.00	\$10,000.00	\$25,000.00

Account Codes (Capital Costs):	
248-706-818.000	\$10,000.00
	<b>\$10,000.00</b>



# Parking Lot #9 Reconstruction

Total Capital Cost:	\$500,000.00	Department:	Other Financing Sources (Uses)		
		Type:	Capital Improvement		
		Timeline:	07/01/2030	to	06/30/2031

**Request description:**  
The Parking Lot #9 Reconstruction project will completely revitalize the deteriorating state of the current concrete infrastructure. The existing lot has succumbed to wear and tear, resulting in an uneven and deteriorating surface that poses safety hazards. Recognizing the critical importance of safety, the project will prioritize the removal of the existing concrete and replace it with an even surface. The reconstruction effort not only addresses the aesthetic concerns of the parking lot but, more importantly, ensures a secure and reliable space for both pedestrians and vehicles, aligning with contemporary safety standards. By undertaking this project, the community can look forward to a transformed Parking Lot #9 that not only enhances the overall aesthetic of Downtown Owosso but also guarantees a safer and more functional environment for all users. Until the DDA pays off the beautification bond in 2029, it is not recommended that it takes on any additional debt and cannot pay for this parking lot with current funds on hand.

Capital Costs	FY2030	Total
Design Engineering		\$0.00
Construction	\$500,000.00	\$500,000.00
Construction & Admin Engineering		\$0.00
Equipment		\$0.00
Other		\$0.00
Total	\$500,000.00	\$500,000.00

Funding Source	FY2030	Total
DDA Fund	\$500,000.00	\$500,000.00
Grant		\$0.00
Other		\$0.00
Total	\$500,000.00	\$500,000.00

Account Codes (Capital Costs):	
248-905-991.100	\$500,000.00
	<u>\$500,000.00</u>

## MAIN STREET AND DDA PROJECTS

## 1. Downtown Streetlight Replacement Project

Project Year:	2026-2031	Estimated Cost:	\$2,000,000
Primary Funding Source:	DDA	Add Funding Source:	Grant
Ranking:	High		

Description: The Downtown Streetlight Replacement Project is a revitalization and placemaking initiative addressing the prevailing challenges posed by the current lighting system in Downtown Owosso. This project will enhance the aesthetic, safety, and functionality of the downtown area, contributing to community engagement and economic growth.

The current downtown streetlights have become obsolete with no available parts to repair or replace damaged and unreliable lights. Their outdated metal halide fixtures cannot support retrofitted LED bulbs and require maintenance after heavy rainfall, snowfall, and strong wind. The deteriorating condition of these streetlights creates an environment that is both visually unappealing and potentially hazardous.

## 2. Parking Lot #9 Reconstruction

Project Year:	2029-2031	Estimated Cost:	\$500,000
Primary Funding Source:	DDA	Add Funding Source:	None
Ranking:	Medium		

Description: The Parking Lot #9 Reconstruction project will completely revitalize the deteriorating state of the current concrete infrastructure. The existing lot has succumbed to wear and tear, resulting in an uneven and deteriorating surface that poses safety hazards. Recognizing the critical importance of safety, the project will prioritize the removal of the existing concrete and replace it with an even surface.

The reconstruction effort not only addresses the aesthetic concerns of the parking lot but, more importantly, ensures a secure and reliable space for both pedestrians and vehicles, aligning with contemporary safety standards. By undertaking this project, the community can look forward to a transformed Parking Lot #9 that not only enhances the overall aesthetic of Downtown Owosso but also guarantees a safer and more functional environment for all users.

## MAIN STREET AND DDA PROJECTS

## 3. Ground Bed Concrete Project

Project Year:	2026-2027	Estimated Cost:	\$25,000
Primary Funding Source:	DDA	Add Funding Source:	None
Ranking:	Medium		

Description: This project involves pouring concrete in select downtown ground beds that lack irrigation and are no longer suitable for planting. Many of these beds contain leftover tree roots or are prone to weeds, requiring ongoing weeding and mulching without producing attractive results. Because these locations—primarily along Main Street/M-21—are busy, non-irrigated areas, they are not ideal for volunteer adoption or long-term planting. By filling in these unused beds, the project reduces maintenance costs, eliminates recurring landscaping expenses, and improves the overall appearance of Downtown Owosso.

## 4. Downtown Mural Project

Project Year:	2027-2028	Estimated Cost:	\$25,000
Primary Funding Source:	Grant	Add Funding Source:	Donation
Ranking:	Low		

Description: The Mural Project is poised to be a transformative venture that injects vitality and character into the urban landscape of Downtown Owosso. Beyond aesthetic enhancement, the project holds the potential to attract locals and visitors alike, creating a dynamic and engaging atmosphere in the heart of the city. This project will not only add a splash of color to the cityscape but also strengthen the sense of identity and connection among residents, fostering community pride.

## 5. General IT Upgrades

Project Year:	2029	Estimated Cost:	\$2,600
Primary Funding Source:	DDA	Add Funding Source:	None
Ranking:	Low		

Description: While General IT Upgrades do not always meet the traditional definition of a Capital Improvement Project, the City of Owosso includes these updates for all departments to support long-range planning and future budgeting. Including these items in the CIP helps anticipate technology needs, manage system lifecycles, and reduce the risk of service disruptions caused by outdated systems.

# **COMMITTEE REPORT**

## *PROMOTION*

Thursday, January 8, 2026, 8:00 a.m.

City Hall; 301 W. Main Street



**Present:** S. Maginity, P. Vreibel, K. Parzych, and M. Frost. J. Davis arrived at 8:50 a.m.

**Absent:** C. McCallum

**Staff:** L. Fredrick

## **Discussion Items**

### Glow Owosso

- Approx. \$1,500 available for additional expenditures
- Potential activity or activation to draw people to Washington Street before parade
- Missing Work Plan Info: attendance estimate, in-kind donation details, 2 sponsorships

Reviewed committee budget for mid-year amendments.

July Storefront Scavenger Hunt with 3 items at 3 businesses relocating each week.

Publish Event Tiers for Board refresher and public accessibility.

### Chocolate Walk

- Ticket Cost: \$18
- 350 Tickets
- Potential shopping promotion included on map
- Business Incentive Program: Spend \$75 reimbursement for spending \$150+

## **Action Items**

Vreibel will invite Glow Committee and volunteers to the February 19<sup>th</sup> Volunteer Appreciation Party.

Fredrick will submit Promotion Committee Budget Amendments to the Board.

Fredrick will submit Event Tiers to the Board and post on OMS website.

### Chocolate Walk

- Fredrick: Finalize Event Webpage, Bag Design, Marketing Graphics, and Press Release
- Davis & Event Committee: Event Communications to Businesses
- Maginity: Confirm Business Participation

**Motion(s) for the Board of Directors Consideration:** None

**Next Meeting:** February 12, 2026

# **COMMITTEE REPORT**

## *ORGANIZATION*

Friday, January 16, 2026, 2:00 p.m.  
City Hall; 301 W. Main Street



**Present:** K. Parzych, J. Moore, and J. Adams

**Absent:** J. Ardelean

**Staff:** L. Fredrick

## **Discussion Items**

Recurring committee meetings rescheduled for the 3<sup>rd</sup> Friday of each month at 1:00 p.m.

No mid-year Organization Committee Budget Amendments.

Volunteer Appreciation Party

- Revisions to process for volunteer awards: Board & Committee selection via survey

2026 Sponsor Guide Revisions

Youth Committee Positions

## **Action Items**

Committee will work on Board Member Spotlight Worksheet in February meeting.

Volunteer Appreciation Party

- Parzych: Create table displays acknowledging volunteer award nominees
- McCallum: (8) \$25 gift cards from downtown businesses
- Moore: Create event agenda
- Fredrick & Howard: Write thank you cards for Board and volunteer award winners

**Motion(s) for the Board of Directors Consideration:** None

**Next Meeting:** February 20, 2026

# **COMMITTEE REPORT**

## *ECONOMIC VITALITY*

Tuesday, January 20, 2026, 1:00 p.m.

City Hall; 301 W. Main Street



**Present:** R. Teich, B. Meyer, D. Howard, L. Omer, and K. Parzych

**Absent:** None

**Staff:** L. Fredrick

### **Discussion Items**

February Business of the Month: Kori Shook & Associates, located at 216 W. Exchange Street

No mid-year Economic Vitality Committee Budget Amendments

- Unutilized \$75 Business of the Month Services to go towards gift certificate purchases

March Committee Meeting rescheduled to 3/24 to extend Match on Main grant application window

- Committee seeks additional Board Member in attendance

Pinzolo Loan Application: 1215 Corunna Avenue

- \$200,000 funding request for Small Business Startup Costs was not approved for recommendation

January 27<sup>th</sup> Business Owner Main Street Meetup

- Food donated by Smokin' Jack's BBQ
- \$125 in gift certificates to be purchased from Smokin' Jack's BBQ for Committee giveaways

### **Action Items**

Fredrick will provide Pinzolo feedback for application resubmission.

Fredrick will submit the Amy's Place Loan Application to the Committee for review.

**Motion(s) for the Board of Directors Consideration:** None

**Next Meeting:** February 17, 2026

# **COMMITTEE REPORT**

## *DESIGN*

Thursday, January 22, 2026, 8:00 a.m.  
City Hall; 301 W. Main Street



**Present:** D. Drenovsky, K. Parzych, B. Gilbert, J. Ross, and C. Guillen

**Absent:** J. Ardelean and C. McCallum

**Staff:** L. Fredrick

## **Discussion Items**

Chocolate Walk Project Options: Waste Receptacles, Public Art, Main Street Plaza Landscaping

Main Street Winter Wreath-Off evaluation and discussion of 2026 return tabled until end of fiscal year.

Reviewed committee budget for mid-year amendments.

Spring & Summer Beautification

- Reservoir planter locations
- Main Street Ground Bed Concrete Project

March 11<sup>th</sup> Main Street Meetup: Food & Networking at 5:30 p.m. | Meeting at 6:00 p.m.

- Bangin' Bowls or Amy's Place Catering
- Presentation to include Design background info and existing flower planter adoption guidelines
- Seeking volunteer input on Flower Planter Adoption Program and adoption signups

Social District Wayfinding

- \$1,664 quote for 30 small signs, 10 large signs, and 10 posts
- Additional posts will be needed, and extra signs were requested for replacements

## **Action Items**

Fredrick will create a draft Main Street Meetup presentation for the February committee meeting.

Fredrick will present draft Social District Signage graphics at the February meeting.

**Motion(s) for the Board of Directors Consideration:** None

**Next Meeting:** February 26, 2026