

# **AGENDA**

*OWOSSO MAIN STREET &  
DOWNTOWN DEVELOPMENT AUTHORITY*



## **REGULAR BOARD MEETING**

Wednesday, November 6, 2024; 7:30 a.m.

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

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

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

**Review and Approval of Agenda:** November 6, 2024

**Review and Approval of Minutes:** October 2, 2024

### **Public Comments:**

### **Reports:**

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

### **Items of Business:**

- 1) Downtown Social District and Commons Area Expansion  
**Master Plan Implementation Goals: 1.17, 4.5, 4.6, 4.16, 5.9, 5.10, 5.12, 5.36**
- 2) Revolving Loan & Grant Program Revisions  
**Master Plan Implementation Goals: 1.9, 1.17, 1.19, 2.3, 2.12, 2.14, 4.3, 5.13**

### **Committee Updates:**

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

### **Director Updates:**

### **Board Comments:**

### **Adjournment:**

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

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

**October 2, 2024, 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 and Commissioners Daylen Howard, Emily Olson Jill Davis, Dakota Woodworth and Mayor Robert J. Teich Jr. Chair Bill Gilbert arrived at 7:36 A.M.

**ABSENT:** Commissioners Josh Ardelean and Allié McGuire

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

**AGENDA:**

**MOVED BY OLSON SUPPORTED BY HOWARD TO APPROVE THE OCTOBER 2, 2024, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.**

**AYES: ALL  
MOTION CARRIED**

**MINUTES:**

**MOVED BY HOWARD, SUPPORTED BY OLSON TO APPROVE THE SEPTEMBER 4, 2024, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.**

**AYE: ALL  
MOTION CARRIED**

**PUBLIC COMMENTS:** Jodi Marrah, owner of 112 W. Main Street, notified the Board that the property will be undergoing renovations for upper-level housing and a two-car garage that will open to the alley behind her property. Marrah asked for the alley to remain accessible and not be included in the Ball Street closure proposed for the 2025 Fountain Park Summer Expansion.

Olson confirmed the alley would not be closed with the Fountain Park Summer Expansion project.

**REPORTS:** Fredrick presented the financial reports.

**ITEMS OF BUSINESS:**

- 1. Owosso Main Street Strategic Planning:** Fredrick presented the Michigan Main Street Transformation Strategy Guidebook, Main Street Program Alignment Worksheet, current OMS Transformation Strategies and the 2024 OMS Program Correlation Sheet in preparation for the Board's October Strategic Planning Workshop.
- 2. 2024 Pulse Poll Survey Results:** Fredrick presented the Pulse Poll Survey results.

Olson highlighted that the majority of individuals surveyed said they were most likely to visit downtown after 5pm if they were visiting on a weekday.

Davis expressed concern that the largest percentage of respondents said they felt downtown was declining or losing ground.

**COMMITTEE UPDATES:**

1. **Organization:** Woodworth reminded the Board of the Volunteer Appreciation Event on October 8<sup>th</sup>.

Gilbert asked the Board to invite volunteers that participated in each of their projects, programs and events.

Fredrick provided updates on the Annual Sponsor Guide, which will include year-long sponsorship opportunities and one-time sponsorships for OMS programming.

2. **Promotion:** Fredrick noted that Mini Golf Madness had approximately 75 guests and that event expenditures were \$181.00.

Fredrick confirmed that volunteer recruitment, community partnership and sponsorship efforts were unsuccessful to secure the continuation of the New Year's Eve Block Party.

Davis updated the Board on community partners that are interested in activating the 2025 Fountain Park Summer Expansion with events and activities.

Fredrick shared that the Glow Owosso Committee is working with Owosso Public Safety to adjust the parade route's road closure to safely accommodate the event's growth in attendance.

3. **Design:** Fredrick confirmed that she'll be working with the Director of Engineering to finalize a location for the Lebowsky Sculpture Project, which will need the Michigan Department of Transportation's approval.

Fredrick provided updates on Main Street Plaza landscaping plans and the Downtown Streetlight Project.

Fredrick acknowledged and thanked Olson for leading the Downtown Fall Décor.

Olson shared plans for winter decorations.

4. **Economic Vitality:** Howard confirmed that the Memorandum of Understanding with the Lapeer Development Corporation will be ready to present to the Board for approval along with updated program guidelines, applications and scoring rubric for the Revolving Loan & Grant Program before the end of the calendar year.

**DIRECTOR UPDATES:** None.

**BOARD COMMENTS:** None.

**ADJOURNMENT:**

**MOVED BY OMER, SUPPORTED BY HOWARD TO ADJOURN AT 8:37 A.M.  
AYES: ALL  
MOTION CARRIED**

**NEXT MEETING NOVEMBER 6, 2024.**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
10/11/2024	1	11030 (E)	HUNTINGTON NATONAL BANK -	EDUCATION & TRAINING	956.000	200	427.87
10/11/2024	1	11031 (E)	MAILCHIMP	OPERATING SUPPLIES	728.000	200	17.00
10/11/2024	1	11034 (A)	BRUCKMAN'S MOVING & STORAGE	15X40 MONTHLY STORAGE UNIT	818.000	200	200.00
10/11/2024	1	11039 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	408.51
10/11/2024	1	11051 (A) #	GILBERT'S DO IT BEST HARDWARE &	SEPTEMBER 2024 PURCHASES	930.000	200	4.79
				SEPTEMBER 2024 PURCHASES	930.000	200	5.79
				SEPTEMBER 2024 PURCHASES	818.000	705	23.94
				CHECK 1 11051 (A) TOTAL FOR FUND 248:			34.52
10/11/2024	1	137703	AMERICAN SPEEDY PRINTING	300 2 SIDED COLOR INDEX CARD MAPS W	818.000	704	95.00
10/11/2024	1	137717	HOME DEPOT CREDIT SERVICES	SEPTEMBER PURCHASES	930.000	200	106.89
				SEPTEMBER PURCHASES	930.000	200	362.02
				CHECK 1 137717 TOTAL FOR FUND 248:			468.91
10/11/2024	1	137730	RICOH USA	DDA	728.000	200	7.93
10/11/2024	1	137736	SMITH LAWNSCAPES LLC	MONTHLY WEEDING SERVICES JUNE - OCTOBER	818.000	200	600.00
10/25/2024	1	11093 (A) #	AMAZON CAPITAL SERVICES	DDA 11261906213709024	930.000	200	139.99
				DDA 11261906213709024	818.000	704	23.96
				DDA 11261906213709024	818.000	706	9.99
				CHECK 1 11093 (A) TOTAL FOR FUND 248:			173.94
10/25/2024	1	11096 (A)	BRUCKMAN'S MOVING & STORAGE	15X40 MONTHLY STORAGE UNIT	818.000	200	200.00
10/25/2024	1	11117 (A)	LUDINGTON ELECTRIC, INC.	BALL STREET LIGHTS	930.000	200	575.00
				PLUGS AND LIGHTS ARE NOT WORKING IN	930.000	200	1,100.00
				PARK ST. M-21 HICKORY, COMSTOCK	930.000	200	1,450.00
				CHECK 1 11117 (A) TOTAL FOR FUND 248:			3,125.00
10/25/2024	1	11134 (A)	TAPHOUSE SPECIALTY MEAT MARKET LLC	50 BRATWURSTS	818.000	704	114.23
				VOLUNTEER APPRECIATION APRON	818.000	704	31.99

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
				VOLUNTEER APPRECIATION GIFT CARD	818.000	704	20.00
				CHECK 1 11134(A) TOTAL FOR FUND 248:			<u>166.22</u>
10/25/2024	1	11138 (A)	VERIZON WIRELESS	DDA	920.300	200	43.34
10/25/2024	1	137760	FOSTER COFFEE COMPANY LLC	GALLON OF COFFE WITH SUPPLIES	728.000	704	28.00
				VOLUNTEER APPRECIATION GIFT CARDS	818.000	704	100.00
				CHECK 1 137760 TOTAL FOR FUND 248:			<u>128.00</u>
10/25/2024	1	137765	H K ALLEN PAPER CO	SEPT.	930.000	200	186.00
10/25/2024	1	137767	ITSA DELI THING	SANDWICH TRAY	818.000	704	95.00
				CHERRY ALMOND SALAD BOWL	818.000	704	40.00
				CHECK 1 137767 TOTAL FOR FUND 248:			<u>135.00</u>
10/25/2024	1	137768	ITSA DELI THING	CHEESECAKE	818.000	704	65.00
10/25/2024	1	137770	JILL DAVIS	MINI SCONES	818.000	704	30.00
				FRUIT PLATTER	818.000	704	30.00
				MINI QUICHE	818.000	704	45.00
				COOKIE ASSORTMENT	818.000	704	20.00
				CHECK 1 137770 TOTAL FOR FUND 248:			<u>125.00</u>
10/25/2024	1	137776	OWOSSO COOKIE COMPANY	DOZEN COOKIES	818.000	704	45.60
10/25/2024	1	137777	OWOSSO-WATER FUND	UTILITIES	920.000	200	611.25
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			7,264.09

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

PERIOD ENDING 12/31/2024

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

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2024	MONTH 12/31/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - REVENUE									
248-000-402.000	GENERAL PROPERTY TAX	38,963.00		27,242.69		0.00		11,720.31	69.92
248-000-402.100	TIF	234,378.00		0.00		0.00		234,378.00	0.00
248-000-540.000	STATE SOURCES	0.00		0.00		0.00		0.00	0.00
248-000-540.000-MATCHMAIN2	STATE SOURCES	0.00		0.00		0.00		0.00	0.00
248-000-540.000-MATCHMAIN3	STATE SOURCES	0.00		0.00		0.00		0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	21,478.00		26,454.48		0.00		(4,976.48)	123.17
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		1,687.25		0.00		3,312.75	33.75
248-000-670.000	LOAN PRINCIPAL	0.00		0.00		0.00		0.00	0.00
248-000-670.100	LOAN INTEREST	1,577.00		537.83		0.00		1,039.17	34.10
248-000-674.200	DONATIONS	0.00		0.00		0.00		0.00	0.00
248-000-674.300	INCOME-ECNMC RESTRUCTING	0.00		0.00		0.00		0.00	0.00
248-000-674.400	INCOME-PROMOTION	15,000.00		1,843.00		0.00		13,157.00	12.29
248-000-674.500	INCOME-ORGANIZATION	0.00		0.00		0.00		0.00	0.00
248-000-674.600	INCOME-DESIGN	0.00		360.00		0.00		(360.00)	100.00
248-000-674.700	EV STATION REVENUE	2,400.00		1,878.54		0.00		521.46	78.27
248-000-675.000	MISCELLANEOUS	0.00		0.00		0.00		0.00	0.00
248-000-699.101	TRANSFERS FROM GENERAL FUND	35,133.00		7,540.11		0.00		27,592.89	21.46
248-000-699.287	ARPA TRANSFER IN	0.00		0.00		0.00		0.00	0.00
Total Dept 000 - REVENUE		353,929.00		67,543.90		0.00		286,385.10	19.08
TOTAL REVENUES		353,929.00		67,543.90		0.00		286,385.10	19.08
Expenditures									
Dept 200 - GEN SERVICES									
248-200-728.000	OPERATING SUPPLIES	500.00		1,933.73		0.00		(1,433.73)	386.75
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00		0.00		0.00		0.00	0.00
248-200-810.000	INSURANCE & BONDS	2,994.00		0.00		0.00		2,994.00	0.00
248-200-818.000	CONTRACTUAL SERVICES	30,000.00		7,720.00		0.00		22,280.00	25.73
248-200-818.500	AUDIT	1,221.00		0.00		0.00		1,221.00	0.00
248-200-920.000	UTILITIES	2,955.00		611.25		0.00		2,343.75	20.69
248-200-920.100	ELECTRICITY-EV STATION	2,400.00		1,055.40		0.00		1,344.60	43.98
248-200-920.300	TELEPHONE	520.00		129.97		0.00		390.03	24.99
248-200-930.000	BUILDING MAINTENANCE - DPW	20,000.00		4,951.40		0.00		15,048.60	24.76
248-200-940.000	EQUIPMENT RENTAL - DPW	8,000.00		2,256.28		0.00		5,743.72	28.20
248-200-955.000	MEMBERSHIPS & DUES	800.00		0.00		0.00		800.00	0.00
248-200-956.000	EDUCATION & TRAINING	3,000.00		427.87		0.00		2,572.13	14.26
248-200-969.000	DEVELOPER REIMBURSEMENT	33,690.00		0.00		0.00		33,690.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	134,024.00		1,242.36		0.00		132,781.64	0.93
Total Dept 200 - GEN SERVICES		240,104.00		20,328.26		0.00		219,775.74	8.47
Dept 261 - GENERAL ADMIN									
248-261-702.100	SALARIES	66,608.00		21,734.69		0.00		44,873.31	32.63
248-261-702.200	WAGES	250.00		19.00		0.00		231.00	7.60
248-261-702.300	OVERTIME	1,000.00		0.00		0.00		1,000.00	0.00
248-261-702.800	ACCRUED SICK LEAVE	0.00		0.00		0.00		0.00	0.00
248-261-703.000	OTHER COMPENSATION	0.00		0.00		0.00		0.00	0.00
248-261-715.000	SOCIAL SECURITY (FICA)	5,191.00		1,662.11		0.00		3,528.89	32.02

PERIOD ENDING 12/31/2024

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	12/31/2024	MONTH 12/31/2024	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-261-716.100	HEALTH INSURANCE	7,703.00	2,579.20	0.00	5,123.80	33.48
248-261-716.200	DENTAL INSURANCE	576.00	115.98	0.00	460.02	20.14
248-261-716.300	OPTICAL INSURANCE	62.00	15.54	0.00	46.46	25.06
248-261-716.400	LIFE INSURANCE	526.00	171.93	0.00	354.07	32.69
248-261-716.500	DISABILITY INSURANCE	837.00	273.40	0.00	563.60	32.66
248-261-717.000	UNEMPLOYMENT INSURANCE	25.00	0.00	0.00	25.00	0.00
248-261-718.200	DEFINED CONTRIBUTION	5,995.00	1,956.15	0.00	4,038.85	32.63
248-261-719.000	WORKERS' COMPENSATION	406.00	144.42	0.00	261.58	35.57
Total Dept 261 - GENERAL ADMIN		89,179.00	28,672.42	0.00	60,506.58	32.15
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	250.00	28.00	0.00	222.00	11.20
248-704-818.000	WORK PLAN EXPENDITURE	500.00	678.74	0.00	(178.74)	135.75
Total Dept 704 - ORGANIZATION		750.00	706.74	0.00	43.26	94.23
Dept 705 - PROMOTION						
248-705-802.000	ADVERTISEMENT	400.00	0.00	0.00	400.00	0.00
248-705-818.000	WORK PLAN EXPENDITURES	5,000.00	250.67	0.00	4,749.33	5.01
248-705-818.730	ART WALK	0.00	0.00	0.00	0.00	0.00
248-705-818.750	GLOW	6,500.00	0.00	0.00	6,500.00	0.00
248-705-818.760	RETAIL EVENTS	150.00	0.00	0.00	150.00	0.00
248-705-818.770	MOTORCYCLE DAYS	2,500.00	1,389.50	0.00	1,110.50	55.58
248-705-818.780	CHOCOLATE WALK	500.00	0.00	0.00	500.00	0.00
248-705-818.790	NYE BLOCK PARTY	0.00	0.00	0.00	0.00	0.00
Total Dept 705 - PROMOTION		15,050.00	1,640.17	0.00	13,409.83	10.90
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	7,000.00	1,070.83	0.00	5,929.17	15.30
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	0.00	0.00	0.00	0.00	0.00
Total Dept 706 - DESIGN		7,000.00	1,070.83	0.00	5,929.17	15.30
Dept 707 - ECONOMIC VITALITY						
248-707-818.000	WORK PLAN EXPENDITURES	1,500.00	225.00	0.00	1,275.00	15.00
248-707-818.000-MATCHMAIN2	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-707-818.000-MATCHMAIN3	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-707-818.000-MTCHONMAIN	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-707-818.000-VIBRANCY22	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
Total Dept 707 - ECONOMIC VITALITY		1,500.00	225.00	0.00	1,275.00	15.00
Dept 901 - CAPITAL OUTLAY						
248-901-965.585	CAPITAL CONTRIBUTION-DDA	0.00	0.00	0.00	0.00	0.00
248-901-965.585-DDASTRLITE	CAPITAL CONTRIBUTION-DDA	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 12/31/2024

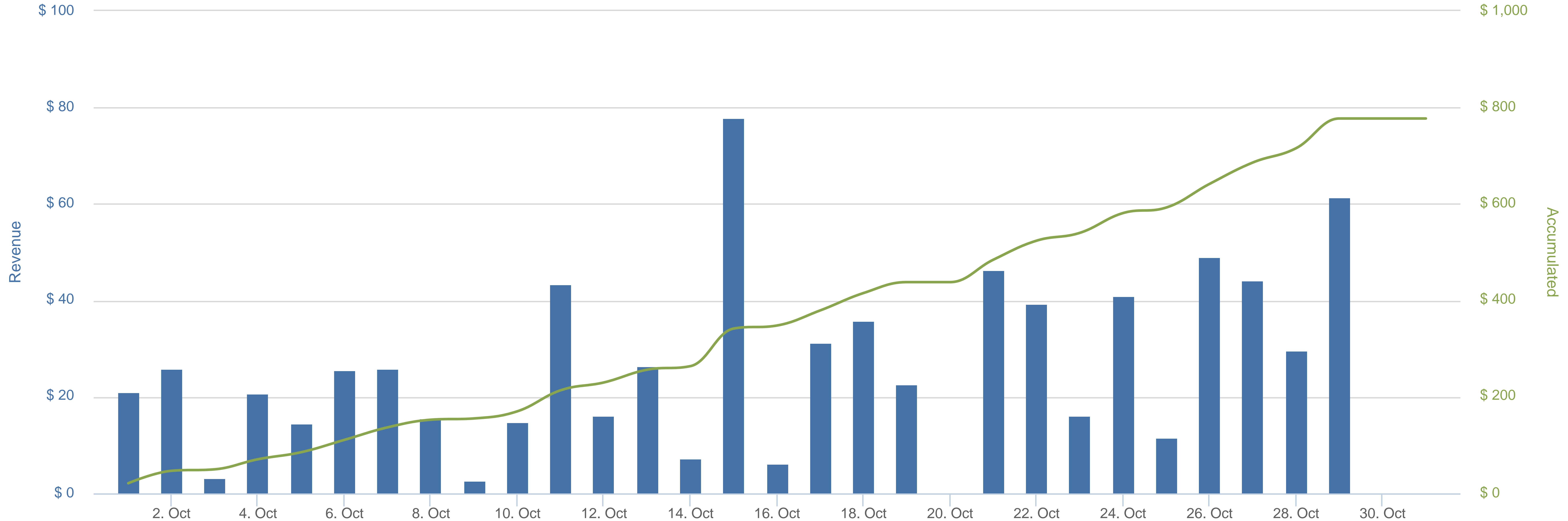
\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	12/31/2024	MONTH 12/31/2024	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
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		353,583.00	52,643.42	0.00	300,939.58	14.89
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		353,929.00	67,543.90	0.00	286,385.10	19.08
TOTAL EXPENDITURES		353,583.00	52,643.42	0.00	300,939.58	14.89
NET OF REVENUES & EXPENDITURES		346.00	14,900.48	0.00	(14,554.48)	4,306.50



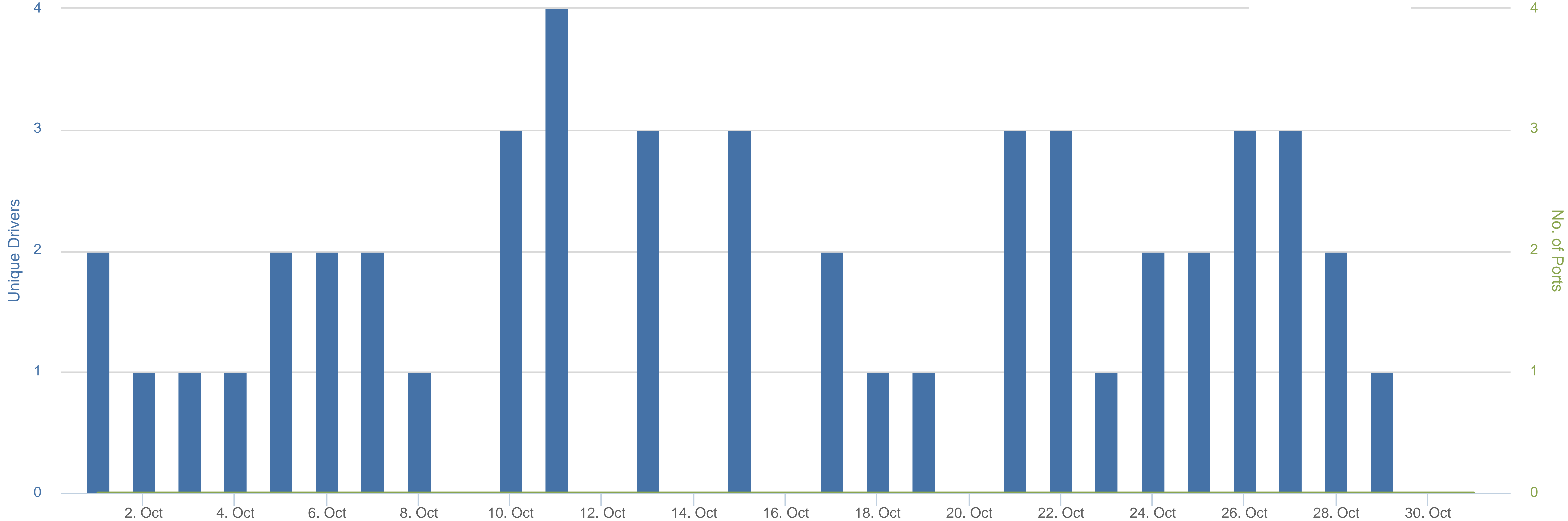
# Revenue Custom

Revenue  
Accumulated



# Unique Drivers Custom

■ Unique Drivers  
— No. of Ports





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

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# ***MEMORANDUM***

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DATE: November 6, 2024

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Downtown Social District & Commons Area Expansion

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**BACKGROUND:**

In 2021, the City of Owosso established the Downtown Social District and Downtown Commons Area. Since then, the OMS & DDA has received feedback from community members, downtown property owners, and downtown business owners for an expansion of the district boundary and commons area to better support current qualified licensees, downtown activation, and development projects.

**FISCAL IMPACT:**

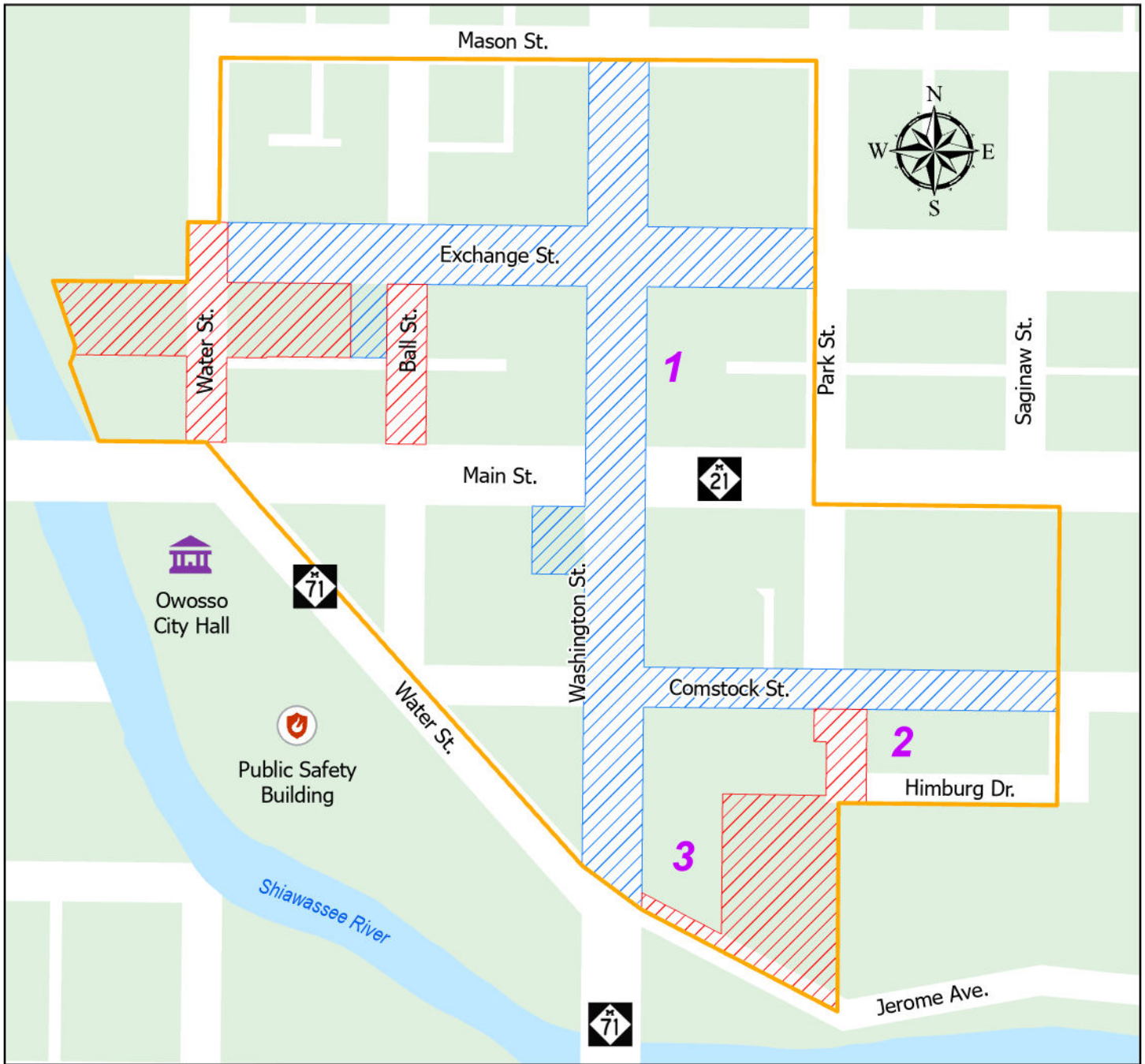
None.

**MOTION TO CONSIDER:**




To approve the expansion of the Downtown Social District Boundary and Downtown Commons Area identified on the attached Downtown Owosso Social District Map and recommend the Owosso City Council approve the expansion.

**ATTACHMENTS:**

Expanded Downtown Social District Map  
Social District Boundary and Commons Area Expansion Resolution



Map of Downtown Owosso Social District

-  Social District Boundary
-  Existing Commons Area
-  Commons Area Expansion



- 1 - Niche Bar & Lounge
- 2 - Roma's Backdoor
- 3 - The Sideline Sports Bar

**RESOLUTION NO. 02-2024**

**RESOLUTION DESIGNATING AN EXPANSION OF THE  
DOWNTOWN SOCIAL DISTRICT BOUNDARY AND COMMONS AREA**

WHEREAS, the Owosso City Council established the Downtown Social District and Downtown Commons Area on February 16, 2021 and authorized the Owosso Main Street & Downtown Development Authority (OMS & DDA) to oversee management and maintenance; and

WHEREAS, the OMS & DDA recognizes that an expansion of the boundary and commons area will increase support of the qualified licensees, downtown activation, and future development; and

WHEREAS, the social district boundary and commons area are indicated by the Downtown Social District Map; and

WHEREAS, the OMS & DDA authorizes City of Owosso staff to submit an expanded Downtown Social District Map for approval by Owosso City Council.

NOW THEREFORE BE IT RESOLVED by the Owosso Main Street & Downtown Development Authority of the City of Owosso, Shiawassee County, Michigan that:

FIRST: the attached expanded map of the Downtown Social District Boundary and Downtown Commons Area is approved and recommended for approval by Owosso City Council.



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

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# ***MEMORANDUM***

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DATE: November 6, 2024

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Revolving Loan & Grant Program Revisions and Memorandum of Understanding

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## **BACKGROUND:**

In 1994, the City of Owosso established a revolving loan program for projects within the Downtown Development Authority District. This program then expanded, including grants and funding for projects within identified zoning districts. Stewardship was given to the Owosso Main Street & Downtown Development Authority Board of Directors with oversight of the application and program revision process by the Revolving Loan Fund Sub-Committee, now known as the Economic Vitality Committee.

On June 18, 2024, the Lapeer Development Corporation proposed establishing a Memorandum of Understanding to the Economic Vitality Committee for processing loans. This partnership will establish security for loan repayment ensuring replenishment to the Revolving Loan Fund and the continued use of the Revolving Loan & Grant Program for economic development.

The Economic Vitality Committee worked directly with Michigan Main Street, the State Historic Preservation Office, Lapeer Development Corporation, and Owosso's City Manager, Finance Director, and Attorney on updating the Revolving Loan & Grant Program.

On October 18, 2024, during the OMS & DDA Economic Vitality Committee Meeting, the Economic Vitality Committee approved revisions to the Revolving Loan & Grant Program for the current fiscal year.

## **FISCAL IMPACT:**

Loan processing fees will be added to the total amount borrowed by the applicant and a \$500 processing fee will be required for grant awards.

**MOTION TO CONSIDER:**

To approve the Revolving Loan & Grant Program revisions and recommend the Owosso City Council approve the Revolving Loan & Grant Program revisions and Memorandum of Understanding with the Lapeer Development Corporation.

**ATTACHMENTS:**

Revised Revolving Loan & Grant Program

Lapeer Development Corporation Memorandum of Understanding

Revolving Loan & Grant Program and Memorandum of Understanding Resolution



## ***Owosso Main Street & Downtown Development Authority Revolving Loan & Grant Program***

This version of the program will be applicable through June 30, 2025.

### **INTRODUCTION**

This program is available to the Central Business District, Corridor Business District and General Business District zoned for-profit businesses, landowners, and corporations.

Monies are available to the OMS & DDA until the \$250,000.00 reserve is reached.

OMS & DDA administers the program as authorized by the Owosso City Council.

The program is administered on a year-by-year basis.

The OMS & DDA Economic Vitality Committee leads the program and is responsible for recommending updates to the program on a fiscal year basis.

The fiscal year is from July 1<sup>st</sup> of the current year through June 30<sup>th</sup> of the subsequent year.

The OMS & DDA Board will approve or reject the recommended changes once a year from the Economic Vitality Committee.

The City of Owosso City Council will approve or reject the recommended changes following the OMS & DDA Board's approval.

With or without changes, the Revolving Loan & Grant Program will be approved by the OMS & DDA Board and made available for use by July 1<sup>st</sup> of each year.

All grants will require a \$500 processing fee if awarded.

The applicant shall be responsible for any and all costs associated with the OMS & DDA loan application, including any fees or services rendered by a third party for, but not limited to, loan review, underwriting and/or consultation with lending institutions. The applicant will be responsible for any and all costs associated with the OMS & DDA loan application as described above regardless of whether the loan is approved or if applicant retracts the loan application.

All loans will be made at the U.S. Prime Rate -2%, with a minimum floor rate of 4%, set on the date on the signed application.

Loan length will be ten years or less; dependent on lease agreement.



Loan maximums are up to \$200,000 per project.

Grant maximums are up to \$50,000 per project. Only (4) grants per year will be awarded.

Loans and/or grants may be made on the same project.

Loans are paid prior to project start; grants are paid upon project completion.

Grant payment will be disbursed once all invoices are paid, and permits are signed off/closed.

Repayment of loans will begin one month after the City of Owosso Finance Department releases the check.

Loans and/or grants cannot be issued to projects that have either started or have been completed prior to approval of program application.

All applications require a business plan and financial projections.

All upper-story residential grants or loans require permits to be submitted with the applications.

All property development loans must be repaid in full if there is a transfer of the property title/ownership.

All loans and grants must provide project before and after photos.

## **ELIGIBLE PROJECT TYPES**

1. Building Accessibility Projects - including elevators for loans or grants
2. Historic Preservation
3. Upper Story Housing Development
4. Restaurant/Retail Space Build Out and Upgrades
5. Acquisition and Rehabilitation of Blighted Properties
6. Signage Purchase or Restoration
7. Environmental Site Assessments/Studies
8. Small Business Start-up Costs (working capital only): {Examples of eligible working capital include: purchase of a point-of-sale system, marketing expenses, or inventory of retail goods.}
9. Match on Main Approved Projects
10. Underground Vault Removal/Repair

## **INELIGIBLE PROJECT TYPES**

1. Re-financing of debt owed to private sector entities such as banks, credit unions, etc.
2. Projects or part of projects unrelated to the scope described in the program application.
3. Employee wages or benefits, rent, mortgage payments, utilities, machine leases, vehicle leases, taxes and insurance, professional fees, credit card processing fees and other soft costs.
4. Payment of taxes, utilities, or other similar obligations.

## **APPLICATION PROCESS**

### **THIS PROCESS CAN TAKE UP TO 3-6 MONTHS**

1. Contact OMS & DDA Executive Director, Lizzie Fredrick, at [lizzie.fredrick@ci.owosso.mi.us](mailto:lizzie.fredrick@ci.owosso.mi.us) for a preliminary meeting to discuss the program's scope.
2. Obtain and complete the application form from the OMS & DDA website:  
[www.downtownowosso.org/business-development-resources](http://www.downtownowosso.org/business-development-resources)
3. Submit the application form by email to: [lizzie.fredrick@ci.owosso.mi.us](mailto:lizzie.fredrick@ci.owosso.mi.us)
4. The Economic Vitality Committee of the OMS & DDA Board will review the application at their next meeting, in accordance with agenda submission deadlines. If the application is not accepted for further consideration, the applicant will be provided with a rationale for the decision and steps to re-apply.
5. If the application is approved by the OMS & DDA Economic Vitality Committee, the OMS & DDA Board of Directors will approve or deny the application at their next meeting, in accordance with agenda submission deadlines.
6. Upon approval by the OMS & DDA Board:
  - Grant Applications will be submitted to Owosso City Council for approval, in accordance with agenda submission deadlines.
  - Loan Applications will be submitted to the Lapeer Development Corporation for underwriting, collateralization and approval.
7. Loan applications approved by the LDC will then be submitted to City Council for approval, in accordance with agenda submission deadlines.
8. Approved loans require ACH automatic payments.
9. The City of Owosso Finance Department will release a check and create a coupon book for loans once all proper and completed paperwork is submitted. Invoices will not be mailed.
10. The City of Owosso Finance Department will release a check for grants once all paid invoices are provided.

## CRITERIA FOR ELIGIBLE PROJECT TYPES

1. Building Accessibility Projects
  - a. The building must be multi-story and have 4,000 or more square feet per floor
  - b. For shared elevator projects, adjoining building floor size can be included to achieve 4,000 square feet if necessary
  - c. Projects may include barrier free lavatories, aisle and doorway widening, and ramps
  - d. Architectural services for building access are eligible for a grant of up to \$5,000
  - e. Elevators for building access are eligible for a grant of up to \$25,000
2. Historic Preservation
  - a. If applicable, the project plan must be approved by the Downtown Historic District Commission prior to submission to the Economic Vitality Committee
3. Upper Story Housing Development
  - a. The upper story must have a minimum of 800 square feet; "micro loft/studio" projects will be considered
  - b. Air conditioning and internet access in each room except bathrooms must be included
  - c. Fire suppression must be included, and the fire suppression plan must be approved by the city building inspector **prior submission** to the Economic Vitality Committee
  - d. Fire suppression is eligible for a grant of up to \$12,500 per unit for projects with upper floor residential units
  - e. Architectural services are eligible for a grant of up to \$1,500 for each residential unit, with a maximum grant of \$12,000 per project
  - f. Elevators for upper story housing development are eligible for a grant of up to \$25,000
4. Restaurant/Retail Space Build Outs and Upgrades
  - a. Projects may include mechanical and electrical systems, roof work, partitions, windows, doors, painting, and sign repair
  - b. Architectural services are eligible for a grant of up to \$3,000 per project
5. Acquisition and Rehabilitation of Blighted Properties
  - a. A description of the plans for the property must be included with the application form
  - b. If preliminarily approved by OMS & DDA, a detailed plan with timing must be submitted to OMS & DDA for further review prior to submission of the application to the loan committee
6. Signage Purchase or Restoration
  - a. Building must be 50 years or older
  - b. If in the historic district, the plan must be approved by the Historic District Commission prior to submission to the loan committee
7. Environment Site Assessments/Studies
  - a. The building or site must have a brownfield plan
  - b. The building or site must be contaminated or suspected of being contaminated
  - c. Phase I and Phase II studies are eligible

### **Pre-existing Loans:**

Existing loan payments maybe deferred up to 6-months

- Deferments will be issued on a case-to-case basis depending on the Emergency Response circumstance.
- All deferments must be approved by the OMS & DDA Board and City Council
- Loan deferments must be requested by the loan holder in written form via letter or email, providing reasoning for deferment. Other information may be requested by the Economic Vitality Committee to aid in their determination.
- Requests for deferment should be reviewed by the Economic Vitality Committee.
- Upon review from the Economic Vitality Committee, if recommendation is determined, the loan request will be sent to City Council for final approval.
- Program-wide deferments can be considered during city, state, and/or country- wide Emergency Response declarations. Program-wide deferments require both OMS & DDA and City Council approval.

## **CONCLUSIONS, QUESTIONS, AND CONTINUOUS IMPROVEMENT**

The Owosso Main Street & Downtown Development Authority Board of Directors will determine Economic Vitality Committee Members.

The Committee consists of a City Council representative, OMS & DDA Board Member, small business owner, commercial property owner, representative from a traditional lending institution and Owosso Main Street volunteers.

The Committee will make recommendations for approval based on criteria established by the Revolving Loan & Grant Program Scoring Rubric and other Committee considerations.

If the Committee does not recommend project approval, it will submit rationale to the applicant and the OMS & DDA Board of Directors.

Questions on the program, process, or any other aspect of the program may be directed to the OMS & DDA office at 989-725-0571 or [lizzie.fredrick@ci.owosso.mi.us](mailto:lizzie.fredrick@ci.owosso.mi.us).

Each year, led by the Economic Vitality Committee, the OMS & DDA Board will update and republish the program based on continuous improvement input and recommendations.



**Effective Date:** August 27, 2024

This Memorandum of Understanding ("MOU") is entered into by and between Lapeer Development Corporation, located at 449 McCormick Dr, Lapeer, Michigan, and the City of Owosso, located at 301 W Main St, Owosso, Michigan.

**Purpose:**

The purpose of this MOU is to establish the roles and responsibilities of both parties in the review and processing of loan requests for projects within the City of Owosso. This MOU shall not be construed nor obligate either party to a contractual relationship. Each loan review performed by Lapeer Development Corporation shall be according to the terms and conditions agreed upon by the parties for each specific individual loan.

**Responsibilities of Lapeer Development Corporation:**

Lapeer Development Corporation agrees to:

1. Review and process loan requests submitted by the City of Owosso.
2. Conduct underwriting reviews in collaboration with its regional partners and lending institutions.

**Responsibilities of the City of Owosso:**

The City of Owosso agrees to:

1. Review loan applications and assess the acceptability of projects for loan funding, based on local loan priorities.
2. Forward loan applications deemed acceptable to Lapeer Development Corporation for further review and processing.

**Cost Responsibility:**

Any costs associated with the review and processing of loan applications will be the responsibility of the loan fund. These costs will be covered via the loan fund at time of closing or when invoiced to the fund.

**Signatories:**

This MOU is executed by the authorized representatives of both parties.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Date

**For Lapeer Development Corporation**

**For the City of Owosso**

*Sam Moore*

*Robert J. Teich, Jr.*

Executive Director

Mayor

**RESOLUTION NO. 03-2024**

**AUTHORIZE THE APPROVAL OF THE  
OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY  
REVOLVING LOAN & GRANT PROGRAM REVISIONS  
AND MEMORANDUM OF UNDERSTANDING  
WITH THE LAPEER DEVELOPMENT CORPORATION**

WHEREAS, in 1994 the City of Owosso established the Downtown Owosso Revolving (formerly UDAG/CDBG) Loan Program; and

WHEREAS, on June 17, 2019, Owosso City Council approved the new Owosso Main Street & Downtown Development Authority (OMS & DDA) Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the OMS & DDA Board of Directors; and

WHEREAS, on June 18, 2024, the Lapeer Development Corporation (LDC) proposed establishing a Memorandum of Understanding (MOU) to the OMS & DDA Economic Vitality Committee for processing the program's loans. This partnership will establish security for loan repayment ensuring replenishment to the Revolving Loan Fund and the continued use of the Revolving Loan & Grant Program for economic development; and

WHEREAS, on October 18, 2024, during the OMS & DDA Economic Vitality Committee Meeting, the Economic Vitality Committee approved revisions to the Revolving Loan & Grant Program for the current fiscal year; and

WHEREAS, the OMS & DDA authorizes City of Owosso staff to submit the revised OMS & DDA Revolving Loan & Grant Program and LDC MOU for approval by Owosso City Council.

NOW THEREFORE BE IT RESOLVED by the Owosso Main Street & Downtown Development Authority of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: the revised Owosso Main Street & Downtown Development Authority Revolving Loan & Grant Program is approved and recommended for approval by Owosso City Council.
- SECOND: the attached Memorandum of Understanding with the Lapeer Development Corporation is recommended for approval by Owosso City Council.

# **MINUTES**

*OWSO PROMOTION COMMITTEE*

## **REGULAR MEETING**

Thursday, October 10, 2024, 8:00 a.m.  
City Hall; 301 W. Main Street



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

### **Called to order at 8:00 a.m.**

**Present:** J. Davis, B. Atkins and P. Vreibel

**Absent:** S. Maginity

**Staff:** L. Fredrick

### **Pulse Poll Survey**

Fredrick reviewed the Pulse Poll Survey results.

### **Mini Golf Madness**

Atkins updated the Committee that Mini Golf Madness had approximately 130 guests.

Atkins recommended moving the event back to a Friday evening for 2025.

### **Glow Owosso**

Committee discussed the deadline for the Traffic Control Order and options for making the parade route safer.

Vreibel suggested marketing Small Business Saturday in the Glow Parade.

### **Winter Window Competition**

Fredrick shared community feedback asking for a winter window competition for the downtown businesses.

Committee discussed the competition having a virtual voting process and beginning in conjunction with Glow Owosso and ending on Christmas.

### **Fountain Park Summer Expansion Activation**

Committee agreed to move forward with plans for game nights to be held the third Thursday of the month with Fall on Ball potentially being the last game night of the season.

Committee discussed which games to purchase.

**Committee Comments:**

Atkins proposed an idea for an event featuring street performers throughout downtown for a designated weekend.

**Next Meeting:**

Thursday, November 14, 2024, at 8:00 a.m. at City Hall; 301 W. Main Street



# **MINUTES**

*OMS & DDA DESIGN COMMITTEE*

## **REGULAR MEETING**

Thursday, October 10, 2024, 1:30 p.m.

Exchange Street Pocket Park



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

### **Called to order at 1:30 p.m.**

**Present:** D. Drenovsky, L. Weckwert, A. McGuire and J. Ross

**Absent:** J. Ardelean and E. Olson

**Staff:** L. Fredrick

### **Downtown Fall Cleanup**

Fredrick suggested moving the Downtown Fall Cleanup to later in the fall based on the September 13<sup>th</sup> and 14<sup>th</sup> cleanup having low attendance and high temperatures.

Drenovsky and McGuire recommended adding an afternoon volunteer shift from 1p.m. to 3p.m.

### **Lebowsky Sculpture Project**

Fredrick provided updates on the sculpture's future location.

Ross shared that she is working with a local artist for a quote.

### **Main Street Plaza Landscaping**

Drenovsky updated the Committee on the sculptures planned for Main Street Plaza.

Committee agreed to budget an additional \$200 for the project.

Fredrick confirmed that repairing the planter next to the Gilberts Hardware and Appliance Garden Center is a high priority for the spring.

### **Exchange Street Pocket Park**

Weckwert shared that she's still looking for window frames.

Weckwert reminded the Committee that permission is still needed from the property owner for the windows and mural as well as a certificate of appropriateness from the Downtown Historic District Commission.

Weckwert asked for the planters to remain in the park for potential winter décor and to save the umbrella for next summer.

### **Winter Décor**

Fredrick updated the Committee that Olson is working on a plan for winter decorations.

Weckwert recommended checking the large storage unit for wreathes used in previous years.

### **Fountain Park Summer Expansion**

Committee decided to dedicate the November meeting to the design of the Fountain Park Summer Expansion.

### **Committee Comments:**

Fredrick provided updates on the downtown flowers, and services for watering, weeding and the irrigation system.

Weckwert and Drenovsky asked if the monthly Committee meeting could be moved to a weekday morning.

Ross and McGuire confirmed they would be available in the morning.

### **Next Meeting:**

Thursday, November 14<sup>th</sup> at 1:30 p.m. at City Hall; 301 W. Main Street.

# **MINUTES**

*OMS & DDA*

*ECONOMIC VITALITY COMMITTEE*

## **REGULAR MEETING**

Tuesday, October 15, 2024, 1:00 p.m.

City Hall; 301 W. Main Street



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

### **Called to order at 1:05 p.m.**

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

**Absent:** R. Teich

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

### **Revolving Loan & Grant Program**

Fredrick introduced the meeting guests, Haley Schriber from the State Historic Preservation Office and Josh Prusik from Michigan Main Street.

Committee discussed final revisions to the Revolving Loan & Grant Program's loan application, grant application, program guide and scoring rubric for the 2024-2025 fiscal year.

Fredrick confirmed the applications will be updated to fillable forms for digital submission and that the revised applications, program guide and scoring criteria will be added to the Downtown Owosso website after the approval process has been completed.

Fredrick presented revisions recommended by the Finance Director.

Prusik expressed the importance of the applicants working with the Small Business Development Center and recommended adding the SBDC's contact information to the applications and confirming whether the applicant is already utilizing their services.

Howard asked to list terms for the grant and loan processing fees separately.

Howard suggested Fredrick confirm other funding sources sought after by the applicant during preliminary meetings.

Omer, Howard and Meyer supported removing the line item in the program guide that gives the OMS & DDA Board the ability to approve a loan or grant that has not been approved by the Committee.

### **Committee Comments:**

None.

### **Next Meeting:**

Tuesday, October 18th at 12:00 p.m. at Drizzle Cakes and Bakes; 110 E. Exchange Street

# **MINUTES**

*OMS & DDA ECONOMIC VITALITY COMMITTEE*

## **SPECIAL MEETING**

Tuesday, October 18, 2024, 12:00 p.m.

Drizzle Cakes and Bakes; 110 E. Exchange Street



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

**Called to order at 12:03 p.m.**

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

**Absent:** None

**Staff:** L. Fredrick

### **Revolving Loan & Grant Program**

Fredrick presented the Fiscal Year 2024-2025 Revolving Loan & Grant Program.

**MOVED BY HOWARD, SUPPORTED BY TEICH TO APPROVE THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY REVOLVING LOAN & GRANT PROGRAM FOR THE 2024-2025 FISCAL YEAR.**

**AYE: ALL**

**MOTION CARRIED**

### **Committee Comments:**

None.

### **Next Meeting:**

Tuesday, November 19th at 1:00 p.m. at City Hall; 301 W. Main Street