

AGENDA

OWOSSO MAIN STREET & DDA

ANNUAL BOARD MEETING

Wednesday, June 4, 2025; 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: June 4, 2025

Review and Approval of Minutes: May 7, 2025

Public Comments:

Reports:

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

Items of Business:

- 1) Election of Officers
- 2) OMS & DDA Board Member Agreements
Master Plan Implementation Goals: 2.2
- 3) L-4029 Tax Rate Request Form
- 4) OMS & DDA FY25-26 Budget Amendments
Master Plan Implementation Goals: 2.2
- 5) Revolving Loan & Grant Program
Master Plan Implementation Goals: 1.17, 1.19, 2.3, 5.11, 5.13, 5.15, 5.31
- 6) Streetscape Design
Master Plan Implementation Goals: 1.9, 4.5

Committee Updates:

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

Director Updates:

Board Comments:

Adjournment:

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

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

May 7, 2025, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Vice-Chair Lance Omer at 7:36 A.M.

ROLL CALL: Taken by Lizzie Fredrick

PRESENT: Vice-Chair Lance Omer and Commissioners Jill Davis, Daylen Howard, and Mayor Robert J. Teich Jr. Commissioner Dakota Woodworth arrived at 7:41 A.M.

ABSENT: Chair Bill Gilbert and Commissioner Josh Ardelean

STAFF PRESENT: Lizzie Fredrick, OMS & DDA Director

AGENDA:

MOVED BY TEICH SUPPORTED BY HOWARD TO APPROVE THE MAY 5, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.

**AYES: ALL
MOTION CARRIED**

MINUTES:

MOVED BY HOWARD, SUPPORTED BY WOODWORTH TO APPROVE THE APRIL 2, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.

**AYE: ALL
MOTION CARRIED**

PUBLIC COMMENTS: None

REPORTS: Fredrick reviewed the monthly financial reports including the Check Disbursement Report, Revenue & Expenditure Report, Electric Vehicle Charging Station Revenue, and Unique Drivers for the Electric Vehicle Charging Stations.

ITEMS OF BUSINESS:

- 1. Owosso Main Street & Downtown Development Authority Fiscal Year 2025-2026**
Budget: Fredrick reviewed the Fiscal Year 2025-2026 budget noting a decrease in TIF Revenue, increase for Contractual Services, adjustment to the Developer Reimbursement to now be budgeted as Transfer to Brownfield, and that the \$84,500.00 Transfer to General Fund covers the OMS & DDA debt payment for the downtown sidewalks.

Omer highlighted that the Electric Vehicle Charging Stations have exceeded the estimated revenue for the current fiscal year.

MOVED BY HOWARD, SUPPORTED BY DAVIS TO APPROVE THE FISCAL YEAR 2025-2026 BUDGET FOR THE DOWNTOWN DEVELOPMENT AUTHORITY FUND AS PRESENTED.

**AYE: ALL
MOTION CARRIED**

COMMITTEE UPDATES:

1. **Economic Vitality:** Omer shared the Committee began revisions to the Revolving Loan & Grant Program, which will be brought to the Board for approval at the June meeting.

Fredrick confirmed that the program revision process is supposed to take place with each transition of the fiscal year and that this round of revisions gets the Committee back on schedule after the January 2025 program relaunch.

Fredrick noted that the Committee postponed the spring meetup for the downtown businesses due to limited capacity and already having two OMS events scheduled for May.

2. **Design:** Fredrick confirmed the Committee finalized locations for the six reservoir planters, which were approved by the Michigan Department of Transportation.

Fredrick noted that flowers and soil still need to be purchased.

Fredrick provided updates on the Main Street Plaza Landscaping Project, which includes five sculptures fabricated by SLH Metals.

Fredrick reminded the Board that the Downtown Spring Cleanup is scheduled for May 30th and 31st.

3. **Promotion:** Davis noted the success of April's Chocolate Walk event.

Fredrick confirmed that a survey has been sent to the downtown businesses for feedback.

4. **Organization:** Woodworth shared that the Volunteer Signup Day at the Owosso Farmers Market was successful in securing volunteers for the Downtown Spring Cleanup and Adopt-a-Planter Program.

Woodworth updated the Board that the Committee is working on revisions for the Board Member Agreement, which will be presented to the Board in June to sign as a recommitment.

Woodworth confirmed there are three applications for the two Board Member vacancies.

DIRECTOR UPDATES: Fredrick reminded the Board that the Main Street Plaza Masonry Repair 2.0 will begin after the Curwood Festival as well as the M-71 construction along Water Street.

Fredrick noted that Owosso Vintage Motorcycle Days has not solidified if the bike show will take place north or south of Main Street.

Fredrick estimated the South Washington Street planter removal to take place later in the summer due to coordinating schedules with the Department of Public Works and the electrical, irrigation, and concrete contractors.

BOARD COMMENTS: Davis volunteered to lead the 2026 Chocolate Walk.

ADJOURNMENT:

**MOVED BY HOWARD, SUPPORTED BY WOODWORTH TO ADJOURN AT 8:10 A.M.
AYES: ALL
MOTION CARRIED**

NEXT MEETING JUNE 4, 2025.

05/28/2025 10:28 AM
User: ELFredrick
DB: Owosso

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO
CHECK DATE FROM 05/01/2025 - 05/28/2025

Page 1/2

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
05/09/2025	1	11742 (A) #	AMAZON CAPITAL SERVICES	DDA ORDER 11288576414597065	728.000	200	31.25
				DDA ORDER 11288576414597065	818.000	706	24.56
				CHECK 1 11742(A) TOTAL FOR FUND 248:			55.81
05/09/2025	1	11750 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	471.74
05/09/2025	1	11776 (A)	REPUBLIC SERVICES INC	4YD DUMPSTER PICKED UP WEEKLY - DDA	818.000	200	104.34
05/09/2025	1	11789 (E)	HUNTINGTON NATONAL BANK -	MEMBERSHIPS & DUES	955.000	200	485.00
				EDUCATION & TRAINING	956.000	200	1,764.75
				CHECK 1 11789(E) TOTAL FOR FUND 248:			2,249.75
05/09/2025	1	11790 (E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	17.00
05/09/2025	1	138265	EARTHPLANTER, LLC	6 PLANTERS + FREIGHT	818.000	706	3,523.00
05/09/2025	1	138273	MICHIGAN MUNICIPAL LEAGUE (UIA)	UNEMPLOYMENT INSURANCE	717.000	261	5.40
05/09/2025	1	138275	OAK & IVORY LLC	CONTRACTUAL SERVICES	818.000	707	20,856.92
05/09/2025	1	138276	OWOSSO BOLT & BRASS CO	APRIL - MAY 2025	930.000	200	8.46
05/09/2025	1	138290	WIN'S ELECTRICAL SUPPLY OF OWOSSO	APR.	930.000	200	38.48
				APR.	930.000	200	29.53
				CHECK 1 138290 TOTAL FOR FUND 248:			68.01
05/23/2025	1	11804 (A)	GILBERT'S DO IT BEST HARDWARE &	MARCH 2025	930.000	200	11.96
				MARCH 2025	930.000	200	16.99
				MARCH 2025	930.000	200	12.99
				CHECK 1 11804(A) TOTAL FOR FUND 248:			41.94
05/23/2025	1	11806 (A)	GOULD LAW PC	DDA	818.000	200	155.00
05/23/2025	1	11809 (A)	H & G IRRIGATION LLC	NORTH IRRIGATION SEASONAL START UP	818.000	200	800.00
				SOUTH IRRIGATION SEASONAL START UP	818.000	200	200.00
				SPRINKLER HEAD REPLACEMENT	818.000	200	600.00
				MAIN ST PLAZA IRRIGATION REPAIR & SOIL	818.000	200	500.00

05/28/2025 10:28 AM
User: ELFredrick
DB: Owosso

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO
CHECK DATE FROM 05/01/2025 - 05/28/2025

Page 2/2

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
				CHECK 1 11809(A) TOTAL FOR FUND 248:			<u>2,100.00</u>
05/23/2025	1	11831 (A)	THE ARGUS-PRESS	CONTRACTUAL SERVICES	818.000	200	28.46
				CONTRACTUAL SERVICES	818.000	200	24.16
				CHECK 1 11831(A) TOTAL FOR FUND 248:			<u>52.62</u>
05/23/2025	1	11833 (A)	VERIZON WIRELESS	DDA	920.300	200	43.34
05/23/2025	1	138307	H K ALLEN PAPER CO	APR.	930.000	200	372.00
05/23/2025	1	138309	HOME DEPOT CREDIT SERVICES	APRIL 2025 PURCHASES	930.000	200	22.07
				APRIL 2025 PURCHASES	930.000	200	57.11
				CHECK 1 138309 TOTAL FOR FUND 248:			<u>79.18</u>
05/23/2025	1	138313	LJ INC	LABOR NEEDED TO REPAIR CAM 15 ALLEY	930.000	200	1,193.80
05/23/2025	1	138317	OAK & IVORY LLC	CHOC WALK PARTICIPATION REIMBURSEMENT	818.780	705	75.00
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			31,473.31

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

PERIOD ENDING 06/30/2025

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

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025	MONTH	06/30/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-402.000	GENERAL PROPERTY TAX	37,641.00	34,672.57		0.00	2,968.43	92.11
248-000-402.100	TIF	237,912.00	237,912.19		0.00	(0.19)	100.00
248-000-540.000	STATE SOURCES	0.00	20,856.92		0.00	(20,856.92)	100.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	26,454.00	26,454.48		0.00	(0.48)	100.00
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00	0.00		0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	8,000.00	7,087.30		0.00	912.70	88.59
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	1,405.25		0.00	171.75	89.11
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	10,000.00	13,693.00		0.00	(3,693.00)	136.93
248-000-674.500	INCOME-ORGANIZATION	0.00	3,500.00		0.00	(3,500.00)	100.00
248-000-674.600	INCOME-DESIGN	635.00	735.00		0.00	(100.00)	115.75
248-000-674.700	EV STATION REVENUE	5,000.00	7,989.64		0.00	(2,989.64)	159.79
248-000-675.000	MISCELLANEOUS	0.00	0.00		0.00	0.00	0.00
248-000-699.101	TRANFERS FROM GENERAL FUND	35,133.00	25,055.54		0.00	10,077.46	71.32
248-000-699.287	ARPA TRANSFER IN	0.00	0.00		0.00	0.00	0.00
Total Dept 000 - REVENUE		362,352.00	379,361.89		0.00	(17,009.89)	104.69
TOTAL REVENUES		362,352.00	379,361.89		0.00	(17,009.89)	104.69
Expenditures							
Dept 200 - GEN SERVICES							
248-200-728.000	OPERATING SUPPLIES	2,200.00	2,644.64		0.00	(444.64)	120.21
248-200-751.000	GAS & OIL	0.00	0.00		0.00	0.00	0.00
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	0.00		0.00	0.00	0.00
248-200-810.000	INSURANCE & BONDS	3,021.00	3,020.71		0.00	0.29	99.99
248-200-818.000	CONTRACTUAL SERVICES	68,000.00	12,893.66		0.00	55,106.34	18.96
248-200-818.500	AUDIT	581.00	581.00		0.00	0.00	100.00
248-200-920.000	UTILITIES	2,955.00	853.59		0.00	2,101.41	28.89
248-200-920.100	ELECTRICITY-EV STATION	5,000.00	4,436.03		0.00	563.97	88.72
248-200-920.300	TELEPHONE	520.00	433.35		0.00	86.65	83.34
248-200-930.000	BUILDING MAINTENANCE - DPW	30,000.00	12,346.90		0.00	17,653.10	41.16
248-200-940.000	EQUIPMENT RENTAL - DPW	9,000.00	7,134.22		0.00	1,865.78	79.27
248-200-955.000	MEMBERSHIPS & DUES	800.00	735.00		0.00	65.00	91.88
248-200-956.000	EDUCATION & TRAINING	3,500.00	2,789.46		0.00	710.54	79.70
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	82,078.00	81,294.74		0.00	783.26	99.05
248-200-995.243	TRANSFER TO BROWNFIELDS	0.00	33,963.58		0.00	(33,963.58)	100.00
Total Dept 200 - GEN SERVICES		241,345.00	163,126.88		0.00	78,218.12	67.59
Dept 261 - GENERAL ADMIN							
248-261-702.100	SALARIES	66,608.00	57,600.45		0.00	9,007.55	86.48
248-261-702.200	WAGES	250.00	1,011.91		0.00	(761.91)	404.76
248-261-702.300	OVERTIME	1,000.00	256.41		0.00	743.59	25.64
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	4,472.24		0.00	718.76	86.15

PERIOD ENDING 06/30/2025

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

		2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 06/30/2025	BALANCE	% BDGT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-261-716.100	HEALTH INSURANCE	7,703.00	7,045.78	0.00	657.22	91.47
248-261-716.200	DENTAL INSURANCE	369.00	331.23	0.00	37.77	89.76
248-261-716.300	OPTICAL INSURANCE	52.00	47.95	0.00	4.05	92.21
248-261-716.400	LIFE INSURANCE	526.00	481.47	0.00	44.53	91.53
248-261-716.500	DISABILITY INSURANCE	837.00	763.61	0.00	73.39	91.23
248-261-717.000	UNEMPLOYMENT INSURANCE	25.00	5.40	0.00	19.60	21.60
248-261-718.200	DEFINED CONTRIBUTION	5,995.00	5,228.00	0.00	767.00	87.21
248-261-719.000	WORKERS' COMPENSATION	406.00	431.36	0.00	(25.36)	106.25
Total Dept 261 - GENERAL ADMIN		88,962.00	77,675.81	0.00	11,286.19	87.31
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	150.00	28.00	0.00	122.00	18.67
248-704-818.000	WORK PLAN EXPENDITURE	1,100.00	914.47	0.00	185.53	83.13
Total Dept 704 - ORGANIZATION		1,250.00	942.47	0.00	307.53	75.40
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	3,000.00	250.67	0.00	2,749.33	8.36
248-705-818.730	ART WALK	0.00	0.00	0.00	0.00	0.00
248-705-818.750	GLOW	11,000.00	8,364.63	0.00	2,635.37	76.04
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	1,389.50	0.00	1,110.50	55.58
248-705-818.780	CHOCOLATE WALK	300.00	287.76	0.00	12.24	95.92
248-705-818.790	NYE BLOCK PARTY	0.00	0.00	0.00	0.00	0.00
Total Dept 705 - PROMOTION		17,500.00	10,292.56	0.00	7,207.44	58.81
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	10,000.00	5,950.40	0.00	4,049.60	59.50
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	0.00	0.00	0.00	0.00	0.00
Total Dept 706 - DESIGN		10,000.00	5,950.40	0.00	4,049.60	59.50
Dept 707 - ECONOMIC VITALITY						
248-707-818.000	WORK PLAN EXPENDITURES	2,000.00	21,532.92	0.00	(19,532.92)	1,076.65
Total Dept 707 - ECONOMIC VITALITY		2,000.00	21,532.92	0.00	(19,532.92)	1,076.65
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
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	0.00	0.00	0.00	0.00	0.00

05/28/2025 10:43 AM

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 3/3

User: ELFredrick

PERIOD ENDING 06/30/2025

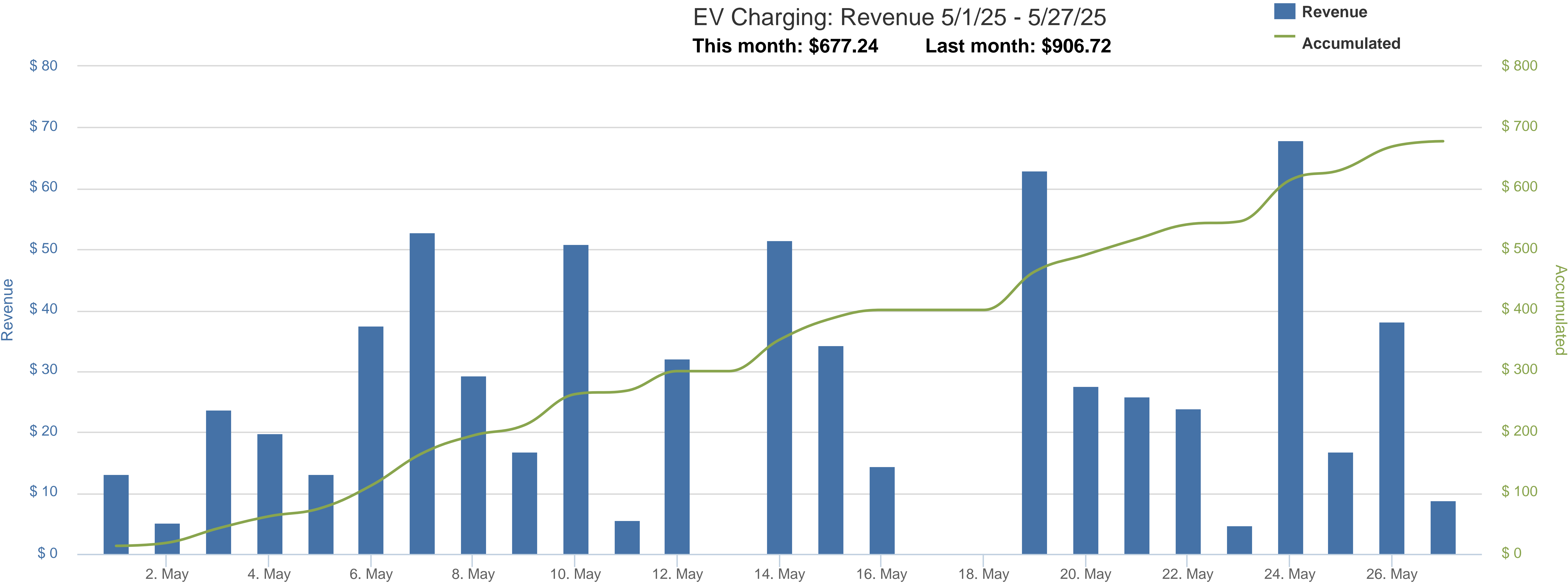
DB: Owosso

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
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		361,057.00	279,521.04	0.00	81,535.96	77.42
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		362,352.00	379,361.89	0.00	(17,009.89)	104.69
TOTAL EXPENDITURES		361,057.00	279,521.04	0.00	81,535.96	77.42
NET OF REVENUES & EXPENDITURES		1,295.00	99,840.85	0.00	(98,545.85)	7,709.72

EV Charging: Revenue 5/1/25 - 5/27/25

This month: \$677.24 Last month: \$906.72

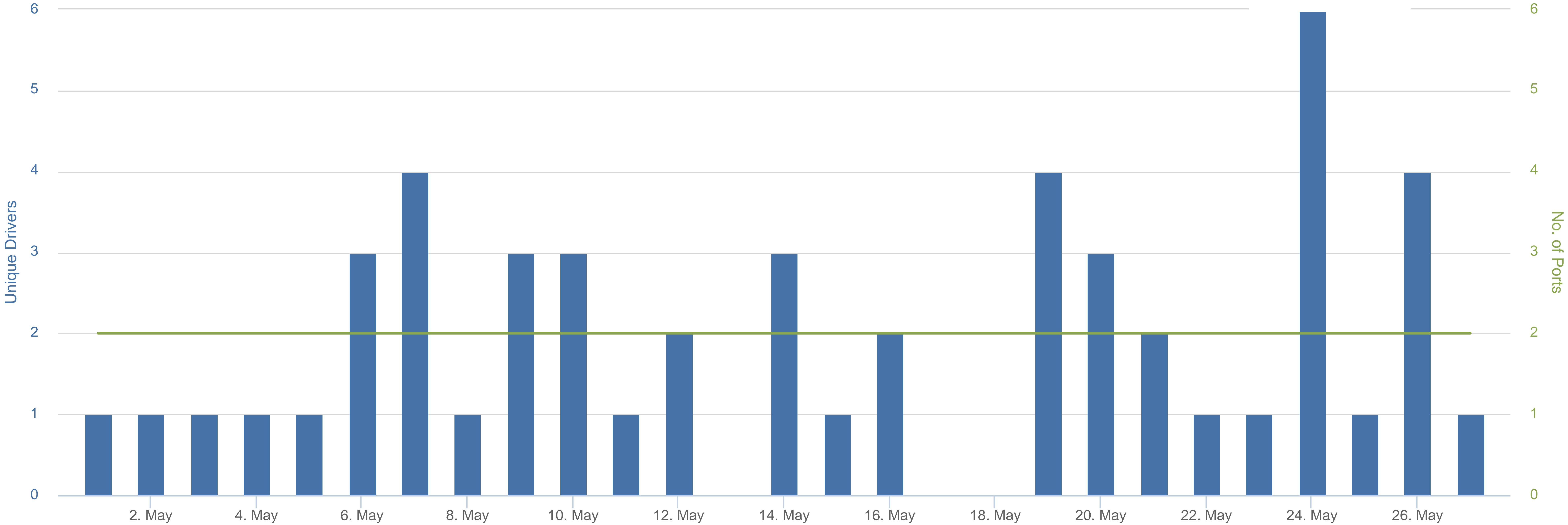


EV Charging: Unique Drivers 5/1/25 - 5/27/25

This month: 34

Last month: 33

■ Unique Drivers
— No. of Ports

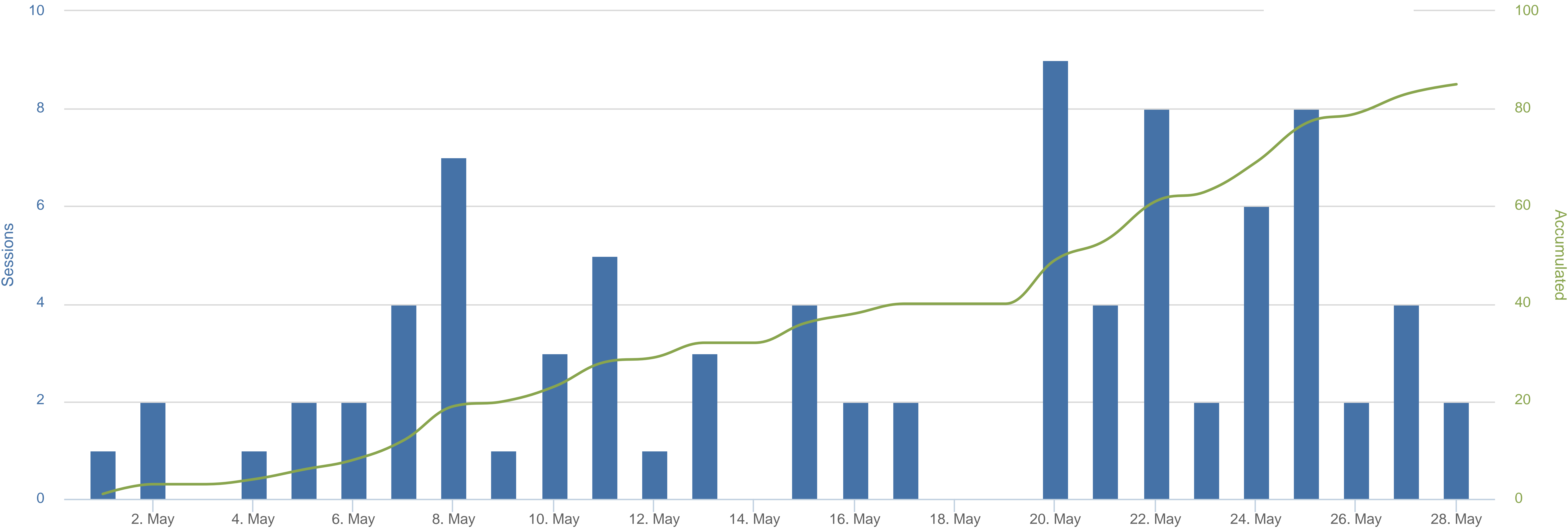


EV Charging: Sessions 5/1/25 - 5/27/25

This month: 85

Last month: 89

Sessions
Accumulated



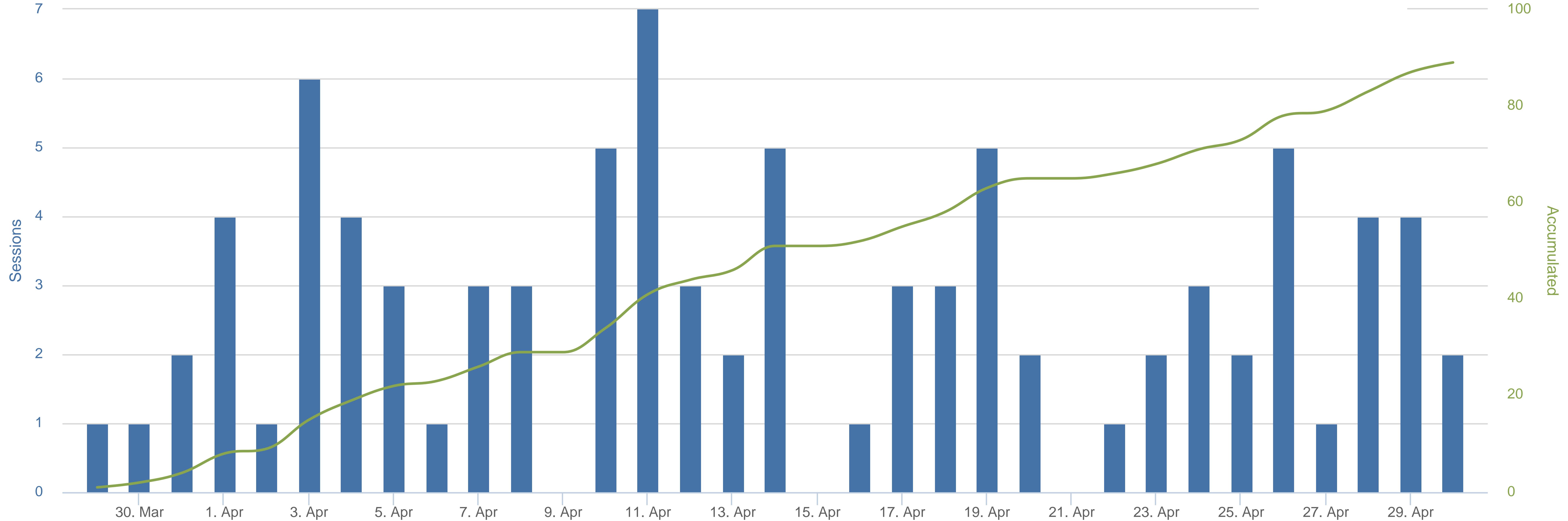
*EV Charging: Sessions 3/29/25 - 4/30/25

April: 89

March: 73

*Missing from May 2025 report

Sessions
Accumulated





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

MEMORANDUM

DATE: June 4, 2025

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Election of OMS & DDA Officers

BACKGROUND:

Per the Owosso Main Street & Downtown Development Authority Bylaws, Article IV Section 2, the election of officers shall occur at the annual meeting in June:

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

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

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

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

FISCAL IMPACT:

None.

MOTION TO CONSIDER:

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

ATTACHMENTS:

OMS & DDA Bylaws
OMS & DDA Roster

RESOLUTION NO. 25-2023

ADOPTING THE OWOSSO MAIN STREET/DDA BYLAWS

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

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

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

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

ARTICLE I

PURPOSES

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

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

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

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

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

ARTICLE II

OFFICES

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

ARTICLE III

BOARD

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IV

OFFICERS

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE V

COMMITTEES

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

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

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

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

ARTICLE VI

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

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

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

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

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

ARTICLE VII

BOOKS AND RECORDS

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

ARTICLE VIII

FISCAL YEAR

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

ARTICLE IX

AMENDMENTS TO RULES

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

ARTICLE X

PARLIAMENTARY AUTHORITY

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

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


Amy K. Kirkland, City Clerk



OMS & DDA ROSTER

<i>MEMBER</i>	<i>ORGANIZATION</i>	<i>APPOINTED</i>	<i>TERM EXPIRES</i>
Josh Ardelean	CLH Insurance Agency	9/21/2020	6/30/2022
		5/2/2022	6/30/2026
Jill Davis	Drizzle Cakes and Bakes	7/1/2024	6/30/2026
Dakota Woodworth	Round Midnight Records	6/17/2024	6/30/2028
			6/30/2028
			6/30/2028
Bill Gilbert, Chair	Gilberts Hardware and Appliance	7/19/2004	6/30/2008
		6/16/2008	6/30/2012
		5/21/2012	6/30/2016
		4/18/2016	6/30/2020
		2/16/2021	6/30/2024
		5/6/2024	6/30/2028
Robert J. Teich, Jr., Mayor	City Council Representative	1/3/2023	11/12/2024
		11/13/2024	11/13/2028
Lance Omer, Vice-Chair	RE/MAX	10/3/2011	6/30/2013
		6/17/2013	6/30/2017
		6/5/2017	6/30/2021
		7/6/2021	6/30/2025
		5/19/2025	6/30/2029
Daylen Howard	DDA Resident Representative	9/18/2023	6/30/2025
		5/19/2025	6/30/2029



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

MEMORANDUM

DATE: June 4, 2025

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: 2025 Board Member Agreements

BACKGROUND:

Michigan Main Street (MMS), Owosso Main Street's coordinating program with the Michigan Economic Development Corporation (MEDC), recommends the Main Street Board of Directors revisit their pledged commitment annually by signing a Board Member Agreement.

The Organization Committee has updated the existing OMS & DDA Board Member Responsibility Agreement & Job Description for 2025.

REVISIONS TO NOTE:

Addition of -

Oversight/ownership of one committee program, project, task, or resource

- Examples: Business of the Month Program, Volunteer Appreciation Party, Volunteer Database Updates, Bench Location/Inventory, Media Contact List, Fall Décor, Business Inventory Updates, Social Media, Scheduling Business of the Month Photo Ops

Participating in one OMS event or project per year

- Examples: Downtown Cleanup Event, Business of the Month Photo Ops, Business/Property Owner Meetings, Planting Flowers, Event Planning, Spring Storage Cleanout, Media Interviews, Glow Parade, Chocolate Walk, City Council Updates

FISCAL IMPACT:

None

MOTION TO CONSIDER:

None

ATTACHMENTS:

Board Member Responsibility Agreement & Job Description



Owosso Main Street & Downtown Development Authority Board Member Responsibility Agreement

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

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

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

I will be a member of at least one OMS committee and will participate in it fully, including oversight/ownership of one committee program, project, task or resource.

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

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

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

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

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

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

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

Signed this _____ day of _____, 20____

Member, Board of Directors, Owosso Main Street & Downtown Development Authority

Chair, Board of Directors, Owosso Main Street & Downtown Development Authority



Job Description – Board/Committee Members

Each OMS Board and Committee Member should:

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

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

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

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

Be able to consistently attend Board/Committee meetings; and

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

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

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

Decide and plan OMS's projects and programs;

Recruit and orient new Board and committee members;

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

Select and support the OMS Director, including contributing and participating in performance reviews;

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

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

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



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

MEMORANDUM

DATE: June 4, 2025

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: L-4029 Tax Rate Request Form

BACKGROUND:

For the City of Owosso Treasurer to levy taxes on properties in the DDA District, an L-4029 form must be signed by the Owosso Main Street & Downtown Development Authority Chairperson and the City Clerk.

FISCAL IMPACT:

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

MOTION TO CONSIDER:

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

ATTACHMENTS:

Resolution 01-2025
2025 L-4029 Tax Rate Request Form

RESOLUTION NO. 01-2025

**AUTHORIZING CHAIRPERSON OF THE OWOSSO MAIN STREET &
DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS AND OWOSSO
CITY CLERK TO EXECUTE THE 2025 L-4029 TAX RATE REQUEST DOCUMENT**

WHEREAS, the Owosso Main Street & Downtown Development Authority Board is a public body that seeks to eliminate the causes of property value deterioration and improve economic growth in the downtown business district; and

WHEREAS, it is the intent of the Owosso Main Street & Downtown Development Authority Board to levy a tax for general operating purposes pursuant to Public Act 197 of 1975; and its replacement Public Act 57 of 2018; and

WHEREAS, the general property tax laws, specifically MCL 211.34(d) provide for an annual compound millage reduction calculation applied to the maximum millage rate of two mills authorized by MCL 125.1662; and

WHEREAS, the millage reduction commonly known as "Headlee" rollback results in a maximum operating millage rate of 1.8815 for which the Authority is authorized to levy; and

WHEREAS, the tax levy for the fiscal year commencing July 1, 2025, shall be the rate of 1.8815 per \$1,000 of taxable value of the 2025 assessment roll for the district as approved by the Board of Review; and

WHEREAS, the Owosso Main Street & Downtown Development Authority Board authorizes its Chairperson to execute the annual L-4029 authorizing this tax rate.

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

FIRST: the Authority Chairperson and City Clerk are instructed and authorized to sign the document, L-4029 2025 Tax Rate Request substantially in the form attached.

2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

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

County(ies) Where the Local Government Unit Levies Taxes Shiawassee	2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 19326704
Local Government Unit Requesting Millage Levy City of Owosso Downtown Development Authority	For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2025 Current Year "Headlee" Millage Reduction Fraction	(7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
PA 197	Operations	n/a	2.00	1.8815	1	1.8815	1.8815	1.8815	1.8815		n/a

Prepared by Brad Barrett	Telephone Number (989) 725-0575	Title of Preparer Finance Director	Date 06/02/2025
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		Amy Kirkland, City Clerk	06/02/2025
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			06/02/2025

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

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

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section.

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

**Instructions For Completing
Form 614 (L-4029) 2025 Tax Rate Request,
Millage Request Report To County Board Of Commissioners**

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2025 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2024 permanently reduced rate can be found in column 7 of the 2024 Form L-4029. For operating millage approved by the voters after April 30, 2024, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2025 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2025 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2025. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2025 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2025 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2025 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2025. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2025 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2025. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.



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MEMORANDUM

DATE: June 4, 2025

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Fiscal Year 2024-25 End of Year Budget Amendments

BACKGROUND:

Staff have reviewed the Fiscal Year 2024-2025 Owosso Main Street & Downtown Development Authority year-to-date activity and remaining expenditures to determine an estimate of the fourth quarter budget amendments on the attached budget amendment report.

ITEMS TO NOTE:

Revenue

- State Sources (248-000-540.000) includes the Oak and Ivory Clothing Co. Match on Main grant from the Michigan Economic Development Corporation (MEDC).

Expenditures

- Contractual Services (248-200-818.000) and Building Maintenance-DPW (248-200-930.000) have not been adjusted at this time. However, staff anticipates a remaining balance based on the expenditures for Main Street Plaza Masonry Repair 2.0 and removal of two S. Washington Street planters expected to take place after July 1, 2025.
- Developer Reimbursement (248-200-969.000) is now budgeted as Transfer to Brownfields (248-200-995.243)

FISCAL IMPACT:

Staff estimate that the OMS & DDA Fund Balance will increase by over \$13,000.

MOTION TO CONSIDER:

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

ATTACHMENTS:

FY24-25 Budget Amendment Report

FISCAL YEAR 2024-25 END OF YEAR BUDGET AMENDMENTS
FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	FY 2024-25 BUDGET	YTD BALANCE AS OF 05/28/2025	FY 2024-25 EOY AMENDMENTS	BALANCE
Revenues					
248-000-402.000	GENERAL PROPERTY TAX	\$ 37,641.00	\$ 34,672.57	\$ 37,641.00	\$ -
248-000-402.100	TIF	\$ 237,912.00	\$ 237,912.19	\$ 237,912.00	\$ -
248-000-540.000	STATE SOURCES	\$ -	\$ 20,856.92	\$ 20,857.00	\$ 20,857.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	\$ 26,454.00	\$ 26,454.48	\$ 26,454.00	\$ -
248-000-665.000	INTEREST INCOME	\$ 8,000.00	\$ 7,087.30	\$ 8,000.00	\$ -
248-000-670.100	LOAN INTEREST	\$ 1,577.00	\$ 1,405.25	\$ 1,577.00	\$ -
248-000-674.400	INCOME-PROMOTION	\$ 10,000.00	\$ 13,693.00	\$ 13,693.00	\$ 3,693.00
248-000-674.500	INCOME-ORGANIZATION	\$ -	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
248-000-674.600	INCOME-DESIGN	\$ 635.00	\$ 735.00	\$ 735.00	\$ 100.00
248-000-674.700	EV STATION REVENUE	\$ 5,000.00	\$ 7,989.64	\$ 8,764.00	\$ 3,764.00
248-000-699.101	TRANFERS FROM GENERAL FUND	\$ 35,133.00	\$ 25,055.54	\$ 35,133.00	\$ -
TOTAL REVENUES		\$ 362,352.00	\$ 379,361.89	\$ 394,266.00	\$ 31,914.00

Expenditures

Dept 200 - GEN SERVICES

248-200-728.000	OPERATING SUPPLIES	\$ 2,200.00	\$ 2,644.64	\$ 2,750.00	\$ 550.00
248-200-810.000	INSURANCE & BONDS	\$ 3,021.00	\$ 3,020.71	\$ 3,021.00	\$ -
248-200-818.000	CONTRACTUAL SERVICES	\$ 68,000.00	\$ 12,893.66	\$ 68,000.00	\$ -
248-200-818.500	AUDIT	\$ 581.00	\$ 581.00	\$ 581.00	\$ -
248-200-920.000	UTILITIES	\$ 2,955.00	\$ 853.59	\$ 2,955.00	\$ -
248-200-920.100	ELECTRICITY-EV STATION	\$ 5,000.00	\$ 4,436.03	\$ 5,000.00	\$ -
248-200-920.300	TELEPHONE	\$ 520.00	\$ 433.35	\$ 520.00	\$ -
248-200-930.000	BUILDING MAINTENANCE - DPW	\$ 30,000.00	\$ 12,346.90	\$ 30,000.00	\$ -
248-200-940.000	EQUIPMENT RENTAL - DPW	\$ 9,000.00	\$ 7,134.22	\$ 9,000.00	\$ -
248-200-955.000	MEMBERSHIPS & DUES	\$ 800.00	\$ 735.00	\$ 800.00	\$ -

248-200-956.000	EDUCATION & TRAINING	\$ 3,500.00	\$ 2,789.46	\$ 3,500.00	\$ -
248-200-969.000	DEVELOPER REIMBURSEMENT	\$ 33,690.00	\$ -	\$ -	\$ (33,690.00)
248-200-995.101	TRANSFER TO GENERAL FUND	\$ 82,078.00	\$ 81,294.74	\$ 82,078.00	\$ -
248-200-995.243	TRANSFER TO BROWNFIELDS	\$ -	\$ 33,963.58	\$ 33,964.00	\$ 33,964.00
Total Dept 200 - GEN SERVICES		\$ 241,345.00	\$ 163,126.88	\$ 242,169.00	\$ 824.00

Dept 261 - GENERAL ADMIN

248-261-702.100	SALARIES	\$ 66,608.00	\$ 57,600.45	\$ 66,608.00	\$ -
248-261-702.200	WAGES	\$ 250.00	\$ 1,011.91	\$ 1,012.00	\$ 762.00
248-261-702.300	OVERTIME	\$ 1,000.00	\$ 256.41	\$ 1,000.00	\$ -
248-261-715.000	SOCIAL SECURITY (FICA)	\$ 5,191.00	\$ 4,472.24	\$ 5,191.00	\$ -
248-261-716.100	HEALTH INSURANCE	\$ 7,703.00	\$ 7,045.78	\$ 7,703.00	\$ -
248-261-716.200	DENTAL INSURANCE	\$ 369.00	\$ 331.23	\$ 369.00	\$ -
248-261-716.300	OPTICAL INSURANCE	\$ 52.00	\$ 47.95	\$ 52.00	\$ -
248-261-716.400	LIFE INSURANCE	\$ 526.00	\$ 481.47	\$ 526.00	\$ -
248-261-716.500	DISABILITY INSURANCE	\$ 837.00	\$ 763.61	\$ 837.00	\$ -
248-261-717.000	UNEMPLOYMENT INSURANCE	\$ 25.00	\$ 5.40	\$ 25.00	\$ -
248-261-718.200	DEFINED CONTRIBUTION	\$ 5,995.00	\$ 5,228.00	\$ 5,995.00	\$ -
248-261-719.000	WORKERS' COMPENSATION	\$ 406.00	\$ 431.36	\$ 432.00	\$ 26.00
Total Dept 261 - GENERAL ADMIN		\$ 88,962.00	\$ 77,675.81	\$ 89,750.00	\$ 788.00

Dept 704 - ORGANIZATION

248-704-728.000	SUPPLIES	\$ 150.00	\$ 28.00	\$ 150.00	\$ -
248-704-818.000	WORK PLAN EXPENDITURE	\$ 1,100.00	\$ 914.47	\$ 1,100.00	\$ -
Total Dept 704 - ORGANIZATION		\$ 1,250.00	\$ 942.47	\$ 1,250.00	\$ -

Dept 705 - PROMOTION

248-705-802.000	ADVERTISEMENT	\$ 700.00	\$ -	\$ -	\$ (700.00)
248-705-818.000	WORK PLAN EXPENDITURES	\$ 3,000.00	\$ 250.67	\$ 1,000.00	\$ (2,000.00)
248-705-818.750	GLOW	\$ 11,000.00	\$ 8,364.63	\$ 11,000.00	
248-705-818.770	MOTORCYCLE DAYS	\$ 2,500.00	\$ 1,389.50	\$ 2,500.00	
248-705-818.780	CHOCOLATE WALK	\$ 300.00	\$ 287.76	\$ 300.00	
Total Dept 705 - PROMOTION		\$ 17,500.00	\$ 10,292.56	\$ 14,800.00	\$ (2,700.00)

Dept 706 - DESIGN

248-706-818.000	WORK PLAN EXPENDITURES	\$ 10,000.00	\$ 5,950.40	\$ 10,000.00	\$ -
Total Dept 706 - DESIGN		\$ 10,000.00	\$ 5,950.40	\$ 10,000.00	\$ -

Dept 707 - ECONOMIC VITALITY

248-707-818.000	WORK PLAN EXPENDITURES	\$ 2,000.00	\$ 21,532.92	\$ 2,000.00	\$ -
248-707-818.000-MATCHMAIN3	CONTRACTUAL SERVICES	\$ -	\$ -	\$ 20,857.00	\$ 20,857.00
Total Dept 707 - ECONOMIC VITALITY		\$ 2,000.00	\$ 21,532.92	\$ 22,857.00	\$ 20,857.00

TOTAL EXPENDITURES		\$ 361,057.00	\$ 279,521.04	\$ 380,826.00	\$ 19,769.00
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	FY 2024-25 BUDGET	YTD BALANCE AS OF 05/28/2025	FY 2024-25 EOY AMENDMENTS
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:			
TOTAL REVENUES	\$ 362,352.00	\$ 379,361.89	\$ 394,266.00
TOTAL EXPENDITURES	\$ 361,057.00	\$ 279,521.04	\$ 380,826.00
NET OF REVENUES & EXPENDITURES	\$ 1,295.00	\$ 99,840.85	\$ 13,440.00



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MEMORANDUM

DATE: June 4, 2025

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Revolving Loan & Grant Program Revisions

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.

The Economic Vitality Committee collected program feedback at a public Information Session for the Revolving Loan & Grant Program on February 4, 2025, and worked directly with the City of Owosso's Attorney, Finance Director, and Planning & Building Director on updating the Revolving Loan & Grant Program.

On May 20, 2025, during the OMS & DDA Economic Vitality Committee Meeting, the Economic Vitality Committee approved revisions to the Revolving Loan & Grant Program for the upcoming 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.

If a grantee sells the property or project improvements are removed, not maintained, or are significantly altered within five (5) years of payment of the grant, the grantee shall reimburse the Revolving Loan Fund according to the following schedule:

Anytime during...

Year One	100% reimbursement of the Grant
Year Two	80% reimbursement of the Grant
Year Three	60% reimbursement of the Grant
Year Four	40% reimbursement of the Grant
Year Five	20% reimbursement of the Grant

MOTION TO CONSIDER:

To approve the Revolving Loan & Grant Program as presented and recommend the Owosso City Council approve the Revolving Loan & Grant Program for fiscal year 2025-2026.

ATTACHMENTS:

Revised Revolving Loan & Grant Program
Revolving Loan & Grant Program Resolution



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

This version of the program will be applicable through June 30, 2026.

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 1st of the current year through June 30th 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 1st 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 \$25,000 per project. Annual maximum for grant awards is \$25,000.

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 final inspections have been completed and approved for all permits pertaining to the project.

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 the City Council's approval and a fully executed loan and/or grant agreement.

All applications require a business plan and financial projections.

All upper-story residential grants or loans require plans and permits, approved by the Building Department, to be submitted with the application.

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

If a grantee sells the property or project improvements are removed, not maintained, or are significantly altered within five (5) years of payment of the grant, the grantee shall reimburse the Revolving Loan Fund according to the following schedule:

Anytime during...

Year One	100% reimbursement of the Grant
Year Two	80% reimbursement of the Grant
Year Three	60% reimbursement of the Grant
Year Four	40% reimbursement of the Grant
Year Five	20% reimbursement of the Grant

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

Grantees will have two (2) years to complete their approved project.

ELIGIBILITY CRITERIA

1. Business and/or property is located within approved zoning districts
2. Business is headquartered in Michigan
3. Business is not a franchise, located in a strip mall, a “big box” retailer, or a business whose primary sales come from adult entertainment, marijuana, CDB and/or tobacco
4. Applicant will have control over the site for which they are applying for prior to the loan or grant approval (excluding acquisition projects)
5. Loan applicant either
 - A. Has never received funds from the Revolving Loan & Grant Program
 - B. Has a zero balance on past Program loans
 - C. Elects to refinance, absorbing the balance of an existing Program loan based on current Program terms with the addition of new loan request (not exceeding \$200,000)Grant applicant has not received funds from the Revolving Loan & Grant Program within the last 24 months
6. Applicant is not in default with the City of Owosso including but not limited to taxes, utilities, special assessment, invoices, permits, and loan payments
7. Applicant, or any LLC associated with the applicant, has not filed for bankruptcy
8. Applicant is not on the Owosso City Council, Owosso Main Street & Downtown Development Authority Board of Directors, or OMS & DDA Economic Vitality Committee

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) – 6 months or less
 - a. 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 parts 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 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
3. Submit the application form by email to: 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 the 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 Building Department **prior to 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 may be 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 a 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.

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.

RESOLUTION NO. 02-2025

**AUTHORIZE THE APPROVAL OF THE
OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN & GRANT PROGRAM REVISIONS**

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 May 20, 2025, during the OMS & DDA Economic Vitality Committee Meeting, the Economic Vitality Committee approved revisions to the Revolving Loan & Grant Program for the 2025-2026 fiscal year; and

WHEREAS, the OMS & DDA authorizes City of Owosso staff to submit the revised OMS & DDA Revolving Loan & Grant Program 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.



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MEMORANDUM

DATE: June 4, 2025

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS &DDA Executive Director

SUBJECT: Streetscape Design

BACKGROUND:

At the time of planning Phase I of the Downtown Streetlight Replacement Project, the Design Committee decided to pursue stamped concrete for the double helix streetscape design instead of replacing the bricks that have shifted positioning over time. With Committee turnover, customizing a double helix stamp was no longer prioritized. The Phase I contractor utilized a standard rectangular stamp to match the brick pattern as closely as possible, and made adjustments to fit the curves of the outline as best as possible.

Upon Phase I's completion, staff consulted with the City of Owosso Director of Engineering and Public Works Superintendent to discuss the ongoing maintenance, cost, and visual aesthetic of the streetscape's double helix.

With the upcoming Planter Removal Project scheduled for South Washington Street including sidewalk replacement, staff seek a decision from the Board of Directors on whether to continue the double helix design or continue the double helix with stamped concrete or colored concrete. If the Board decides to continue the design, the Director of Engineering and Public Works Superintendent have recommended colored concrete based on the lower cost in materials, labor, and maintenance.

Photos have been attached for comparison along with a map designating the double helix design locations.

Streetscape Design Options

- Discontinue the double helix design
- Continue the double helix design with
 - o Stamped concrete
 - o Color concrete
- Combo: Discontinue/continue the double helix design at identified locations

FISCAL IMPACT:

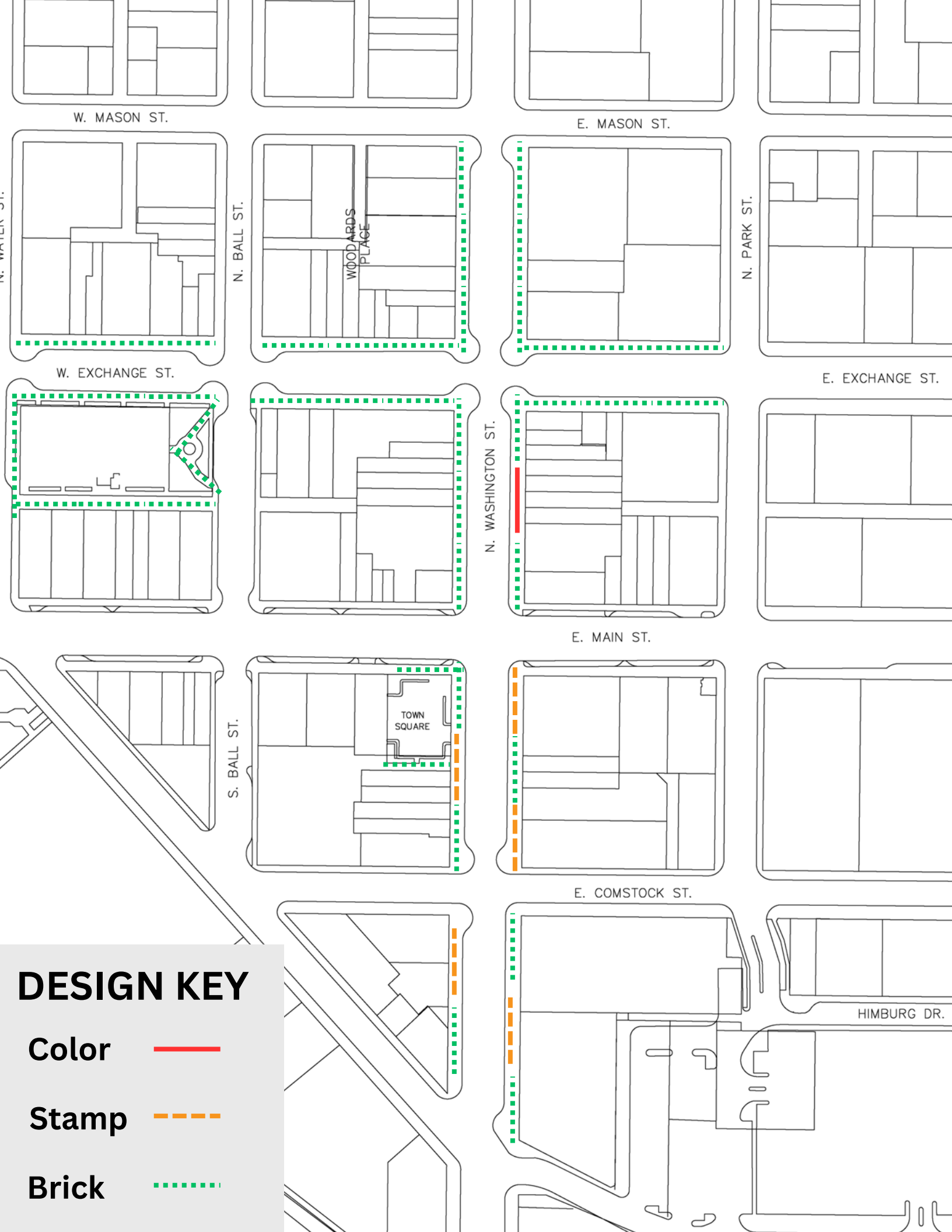
None

MOTION TO CONSIDER:

To be determined.

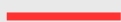
ATTACHMENTS:

Streetscape Design Map
Downtown Owosso Sidewalk Photos



DESIGN KEY

Color



Stamp



Brick







MINUTES

*OWOSSO MAIN STREET
PROMOTION COMMITTEE*

REGULAR MEETING

Thursday, May 8, 2025, 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 supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.

Called to order at 8:00 a.m.

Present: J. Davis, P. Vreibel, S. Maginity, and K. Parzych

Absent: B. Atkins

Staff: L. Fredrick

Chocolate Walk

Committee reviewed the Chocolate Walk Business Survey results and discussed the event's successes, areas for opportunity, and potential changes.

Promotion Committee Budget

Fredrick presented the Fiscal Year 2024-2025 Promotion Committee Budget noting remaining expenditures and projected end of year budget amendments.

Downtown Photos

Committee reviewed the photo package pricing for The Mattesons Photography and agreed to postpone the services to begin in July with the new fiscal year.

Director Updates:

None.

Committee Comments:

None.

Next Meeting:

Thursday, June 12th at 8:00 a.m. at City Hall; 301 W. Main Street

MINUTES

OMS ORGANIZATION COMMITTEE

REGULAR MEETING

Tuesday, May 13, 2025, 2:00 p.m.

City Hall; 301 W. Main Street



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

Called to order at 2:00 p.m.

Present: J. Moore, J. Ardelean, J. Adams, D. Woodworth, and K. Parzych

Absent: None

Staff: L. Fredrick

Volunteer Signup Event

Committee recapped the Volunteer Signup Event that took place at the Owosso Farmers Market on May 3rd.

Committee members and staff each provided feedback and potential changes for future events.

Moore suggested making it a tradition to host the event on the opening day of the market.

Ardelean recommended having another event at the market in the fall.

Fredrick suggested scheduling it for September to recruit volunteers for the Downtown Fall Cleanup event.

Board Member Agreement

Fredrick presented the drafted revisions of the Board Member Agreement and Board and Committee Member Job Description.

Committee discussed the Board and Organization Committee's involvement in the Executive Director's performance review, which is referenced in the Board and Committee Member Job Description.

Committee agreed to designate one Organization Committee Member and one Board Member to contribute to the City of Owosso's performance review of the Executive Director.

Committee approved the revisions of the Board Member Agreement and Board and Committee Member Job Description for the Board's signature in June.

Organization Committee Budget

Fredrick presented the Committee's budget and year-to-date expenditures for fiscal year 2024-2025.

Fredrick confirmed that part of the remaining budget of \$300.00 will go towards bottled water for volunteers.

Committee discussed how and whether to spend the remaining funds within the limited timeline.

Committee agreed to wait to make any additional expenditures until the new fiscal year begins in July.

Director Updates:

Fredrick notified the Committee that she'll be contacting Michigan Main Street regarding scheduling the Transformation Strategy update.

Committee Comments:

Committee appointed Moore to be Organization Committee Chairperson.

Next Meeting:

Tuesday, June 10th at 2:00 p.m. at City Hall; 301 W. Main Street

MINUTES

OWOSSO MAIN STREET

DESIGN COMMITTEE

REGULAR MEETING

Thursday May 15, 2025, 8:30 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 supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.

Called to order at 8:36 a.m.

Present: J. Ross, D. Drenovsky, and K. Parzych

Absent: B. Gilbert, L. Weckwert, and C. Guillen

Staff: L. Fredrick

Summer Beautification

Fredrick presented a list of volunteers and businesses signed up to adopt flower beds and planters.

Committee reviewed planters and locations that are still available for adoption.

Committee finalized a vendor for flowers and discussed the supplies and volunteers needed for pickup and planting.

Ross recommended creating a Frequently Asked Questions page for DowntownOwosso.org for the Adopt-a-Planter Program in 2026.

Main Street Plaza Landscaping

Drenovsky estimated that the sculptures will be finished after Memorial Day.

Drenovsky confirmed she is looking into lighting to highlight the sculptures and faux rock covers for the electrical outlets.

Director Updates:

None.

Committee Comments:

Ross asked if the electrical box in Curwood Castle Park could be painted by an artist.

Next Meeting:

Thursday, June 19th at 8:30 a.m. at City Hall; 301 W. Main Street

MINUTES

*OWOSSO MAIN STREET
ECONOMIC VITALITY COMMITTEE*

REGULAR MEETING

Tuesday, April 15, 2025, 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 supporting historic preservation and promoting redevelopment, drawing both local residents and visitors to our city.

Called to order at 1:00 p.m.

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

Absent: R. Teich

Staff: L. Fredrick

Revolving Loan & Grant Program

Fredrick introduced the City Attorney, Scott Gould.

Fredrick presented draft revisions of the program guide, applications, and scoring rubric for the Revolving Loan & Grant Program.

Committee discussed revising the annual grant award maximum to specify a maximum dollar amount for the year instead of a maximum of four grants up to \$50,000.

Meyer proposed a \$25,000 maximum, which is the current approximate amount of interest revenue for the Revolving Loan Fund in a year.

Committee discussed setting timeline requirements for project start and completion.

Gould recommended revising the project to require the City Council's approval and an executed agreement before beginning an approved project in place of the current requirement, which is the City Council's approval.

Howard suggested a two-year deadline for project completion for grants.

Committee updated eligibility requirements for loan applicants with active loans from the program.

Committee agreed that the three 2024-2025 Fiscal Year Priorities, Façade Improvements, Full-Service Dining, and Evening & Weekend Activation, continue to be a relevant need for Downtown Owosso and decided to keep them as the priorities for the 2025-2026 fiscal year.

Committee finalized revisions to the program applications and scoring rubric.

Fredrick reviewed the final revisions for the program guide, applications, and scoring rubric for the Revolving Loan & Grant Program.

**MOVED BY HOWARD, SUPPORTED BY OMER TO APPROVE THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY REVOLVING LOAN & GRANT PROGRAM FOR THE 2025-2026 FISCAL YEAR.
AYE: ALL
MOTION CARRIED**

Business of the Month Program

Committee presented their nominees for the June Business of the Month.

Director Updates:

None

Committee Comments:

None

Next Meeting:

Tuesday, June 17th at 1:00 p.m. at City Hall; 301 W. Main Street