

# **AGENDA**

*OWOSSO MAIN STREET/DDA*

## **REGULAR BOARD MEETING**

Wednesday, April 5, 2023 7:30 a.m.

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



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

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

**Review and Approval of Agenda:** April 5, 2022

**Review and Approval of Minutes:** March 1, 2023

### **Public Comments:**

### **Items of Business:**

- 1) Check Register.....(Resolution)
- 2) Financial Reports.....(Discussion)
- 3) ChargePoint Report.....(Discussion)
- 4) Elect Vice-Chair.....(Resolution)
- 5) Adopt FY23-24 Budget.....(Resolution)
- 6) Downtown Streetlight Project.....(Discussion)

### **Committee Updates:**

- 1) Design:
- 2) Promotion:
- 3) Organization:
- 4) Economic Vitality:

### **Board Continuing Education/Information:**

#### **Director Updates:**

Vibrancy Grant

AmeriCorps Host Site Application

April 11<sup>th</sup> Budget Meeting at 6pm

### **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/MAIN STREET  
CITY OF OWOSSO**

**MARCH 1, 2023, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chair Jon Moore at 7:32 A.M.

**ROLL CALL:** Taken by Chair Jon Moore.

**MEMBERS PRESENT:** Chair Jon Moore, Commissioners: Josh Ardelean, Toni Marr, Emily Olson, Lance Omer, Nicole Reyna, Melissa Wheeler and Mayor Robert J. Teich, Jr.

**MEMBERS ABSENT:** Commissioner Bill Gilbert.

**OTHERS PRESENT:** Nathan Henne, City Manager; Nick Bruckman, AmeriCorps Member.

**AGENDA:**

**IT WAS MOVED BY COMMISSIONER OLSON AND SUPPORTED BY COMMISSIONER REYNA TO APPROVE THE AGENDA AS PRESENTED.  
AYES: ALL. MOTION CARRIED.**

**MINUTES:**

**IT WAS MOVED BY MAYOR TEICH AND SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE MINUTES WITH A CORRECTION MADE TO ITEM OF BUSINESS #3, NOTING MAYOR TEICH VOTED NO ON THE ITEM, FOR THE REGULAR MEETING HELD FEBRUARY 1, 2023.  
AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** None.

**ITEMS OF BUSINESS:**

- 1. CHECK REGISTER FEBRUARY 2023:** It was noted to check the itemized statement from Attorney Gould.

**MOTION BY COMMISSIONER OMER, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE CHECK REGISTER AS PRESENTED FOR FEBRUARY 2023.  
AYES: ALL. MOTION CARRIED.**

- 2. FINANCIAL REPORTS.** Commissioner Olson asked about ICMA forfeiture funds and delinquent Revolving Loan Fund (RLF) accounts such as O' Marie's. City Manager Henne explained wage garnishments have been pursued by City Attorney Gould.

**COMMITTEE UPDATES:**

- 1. Design:** Commissioner Wheeler updated board on flowerbed work.
- 2. Promotion:** Americorps member Nick Bruckman thanked the DPW for their assistance with the Chocolate Walk.
- 3. Organization:** It was noted a Vice-Chair is needed for this committee.
- 4. Economic Vitality:** Discussion regarding the Revolving Loan Fund (RLF) general rules and how to incentivize restaurants.

**BOARD CONTINUING EDUCATION/INFORMATION:** None.

**DIRECTOR UPDATES:** Lizzie Fredrick will start March 6, 2023 as the Director.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:** None.

**ADJOURNMENT:**

**IT WAS MOVED BY COMMISSIONER OMER AND SUPPORTED BY COMMISSIONER ARDELEAN  
TO ADJOURN AT 8:56 A.M. AYES: ALL. MOTION CARRIED.**

**NEXT MEETING APRIL 5, 2023.**

03/31/2023 02:53 PM  
User: ELFredrick  
DB: Owosso

**Check Register**  
CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO  
CHECK DATE FROM 03/01/2023 - 03/31/2023

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
03/03/2023	1	135861#	AMERICAN SPEEDY PRINTING	WORK PLAN EXPENDITURES	818.000	705	40.00
				WORK PLAN EXPENDITURES	818.000	706	117.00
				CHECK 1 135861 TOTAL FOR FUND 248:			157.00
03/03/2023	1	135873	HARRIS ELECTRIC LLC	CONTRACTUAL SERVICES	818.000	200	120.00
03/06/2023	1	8984 (A)	QUADIENT FINANCE USA INC	OPERATING SUPPLIES	728.000	200	27.51
03/17/2023	1	135906	AL-PAR PEAT	WORK PLAN EXPENDITURES	818.000	706	263.34
03/17/2023	1	135907	AMERICAN SPEEDY PRINTING	CHOCOLATE WALK	818.780	705	130.00
03/17/2023	1	135917	KELLY'S REFUSE	DOWNTOWN TRASH CAN PICK UP	930.000	200	1,000.00
03/17/2023	1	135922	OWOSSO MASTER TENANT	DEVELOPER REIMBURSEMENT	969.000	200	30,693.64
03/17/2023	1	135926	SHATTUCK SPECIALTY ADVERTISING	CHOCOLATE WALK	818.780	705	240.00
03/31/2023	1	135936	BLU ASHE LLC	CHOCOLATE WALK	818.780	705	91.66
03/31/2023	1	135938	CITY OF OWOSSO	PRINCIPAL PAID	991.100	905	393.58
				INTEREST PAID	993.000	905	59.07
				CHECK 1 135938 TOTAL FOR FUND 248:			452.65
03/31/2023	1	135948	IMERMAN INC - NORM HENRY SHOES	CHOCOLATE WALK	818.780	705	91.66
03/31/2023	1	135953	KASEY GRANGER	CHOCOLATE WALK	818.780	705	91.66
03/31/2023	1	135962	OWOSSO COOKIE COMPANY	CHOCOLATE WALK	818.780	705	91.66
03/31/2023	1	9053 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	20.34
03/31/2023	1	9077 (A)	QUADIENT FINANCE USA INC	OPERATING SUPPLIES	728.000	200	13.80
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			33,484.92

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

# Financial Reports

03/31/2023 02:40 PM

User: ELFredrick

DB: Owosso

## REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

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PERIOD ENDING 03/31/2023

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

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	33,655.00	29,770.96	123.86	3,884.04	88.46
248-000-402.100	TIF	185,108.00	206,804.91	206,804.91	(21,696.91)	111.72
248-000-540.000	STATE SOURCES	0.00	45,000.00	0.00	(45,000.00)	100.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	18,727.85	0.00	(18,727.85)	100.00
248-000-665.000	INTEREST INCOME	1,800.00	389.50	0.00	1,410.50	21.64
248-000-670.000	LOAN PRINCIPAL	0.00	1,367.22	344.37	(1,367.22)	100.00
248-000-670.100	LOAN INTEREST	0.00	1,760.33	168.62	(1,760.33)	100.00
248-000-674.200	DONATIONS	5,432.00	0.00	0.00	5,432.00	0.00
248-000-674.300	INCOME-ECNMC RESTRUCTING	20,000.00	0.00	0.00	20,000.00	0.00
248-000-674.400	INCOME-PROMOTION	17,600.00	24,449.90	5,460.00	(6,849.90)	138.92
248-000-674.500	INCOME-ORGANIZATION	10,000.00	0.00	0.00	10,000.00	0.00
248-000-674.700	EV STATION REVENUE	0.00	748.49	142.39	(748.49)	100.00
248-000-675.000	MISCELLANEOUS	0.00	(11,676.81)	0.00	11,676.81	100.00
248-000-699.101	GENERAL FUND TRANSFER	37,952.00	20,097.69	0.00	17,854.31	52.96
248-000-699.287	ARPA TRANSFER IN	0.00	3,300.00	0.00	(3,300.00)	100.00
Total Dept 000 - REVENUE		311,547.00	340,740.04	213,044.15	(29,193.04)	109.37
TOTAL REVENUES		311,547.00	340,740.04	213,044.15	(29,193.04)	109.37
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	3,450.00	1,995.44	41.31	1,454.56	57.84
248-200-810.000	INSURANCE & BONDS	3,000.00	3,000.00	0.00	0.00	100.00
248-200-818.000	CONTRACTUAL SERVICES	6,500.00	16,726.27	120.00	(10,226.27)	257.33
248-200-920.000	UTILITIES	0.00	1,927.89	0.00	(1,927.89)	100.00
248-200-920.100	ELECTRICITY-EV STATION	0.00	919.49	20.34	(919.49)	100.00
248-200-920.300	TELEPHONE	500.00	208.13	0.00	291.87	41.63
248-200-930.000	BUILDING MAINTENANCE	58,200.00	25,761.11	1,000.00	32,438.89	44.26
248-200-955.000	MEMBERSHIPS & DUES	1,000.00	0.00	0.00	1,000.00	0.00
248-200-956.000	EDUCATION & TRAINING	0.00	215.00	0.00	(215.00)	100.00
248-200-969.000	DEVELOPER REIMBURSEMENT	0.00	30,693.64	30,693.64	(30,693.64)	100.00
248-200-995.101	TRANSFER TO GENERAL FUND	9,279.00	4,639.50	0.00	4,639.50	50.00
Total Dept 200 - GEN SERVICES		81,929.00	86,086.47	31,875.29	(4,157.47)	105.07
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	62,000.00	32,573.53	2,384.62	29,426.47	52.54
248-261-702.200	WAGES	0.00	147.00	0.00	(147.00)	100.00
248-261-702.800	ACCRUED SICK LEAVE	0.00	868.04	0.00	(868.04)	100.00
248-261-703.000	OTHER COMPENSATION	0.00	2,480.10	0.00	(2,480.10)	100.00
248-261-715.000	SOCIAL SECURITY (FICA)	4,743.00	2,762.66	182.43	1,980.34	58.25
248-261-716.100	HEALTH INSURANCE	19,920.00	9,576.48	0.00	10,343.52	48.07
248-261-716.200	DENTAL INSURANCE	785.00	361.47	0.00	423.53	46.05
248-261-716.300	OPTICAL INSURANCE	116.00	56.28	0.00	59.72	48.52
248-261-716.400	LIFE INSURANCE	491.00	247.17	0.00	243.83	50.34
248-261-716.500	DISABILITY INSURANCE	796.00	417.59	0.00	378.41	52.46
248-261-717.000	UNEMPLOYMENT INSURANCE	47.00	0.00	0.00	47.00	0.00
248-261-718.200	DEFINED CONTRIBUTION	5,580.00	(796.99)	214.62	6,376.99	(14.28)
248-261-719.000	WORKERS' COMPENSATION	403.00	363.21	0.00	39.79	90.13
Total Dept 261 - GENERAL ADMIN		94,881.00	49,056.54	2,781.67	45,824.46	51.70

PERIOD ENDING 03/31/2023

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	
		AMENDED BUDGET	03/31/2023	MONTH 03/31/2023	BALANCE		
		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 704 - ORGANIZATION							
248-704-728.000	SUPPLIES	700.00	33.98	0.00		666.02	4.85
248-704-818.000	WORK PLAN EXPEND. - VOLUNTEERS	9,300.00	0.00	0.00		9,300.00	0.00
Total Dept 704 - ORGANIZATION		10,000.00	33.98	0.00		9,966.02	0.34
Dept 705 - PROMOTION							
248-705-802.000	RETAIL SHOPPING ADVERTISEMENT	0.00	1,052.28	0.00		(1,052.28)	100.00
248-705-818.000	WORK PLAN EXPENDITURES	19,000.00	1,727.31	40.00		17,272.69	9.09
248-705-818.730	ART WALK	0.00	602.00	0.00		(602.00)	100.00
248-705-818.750	GLOW	0.00	6,530.53	0.00		(6,530.53)	100.00
248-705-818.760	SUMMER SENSATION	0.00	135.00	0.00		(135.00)	100.00
248-705-818.770	MOTORCYCLE DAYS	0.00	119.00	0.00		(119.00)	100.00
248-705-818.780	CHOCOLATE WALK	0.00	736.64	736.64		(736.64)	100.00
248-705-818.790	NYE BLOCK PARTY	0.00	3,477.72	0.00		(3,477.72)	100.00
Total Dept 705 - PROMOTION		19,000.00	14,380.48	776.64		4,619.52	75.69
Dept 706 - DESIGN							
248-706-818.000	WORK PLAN EXPENDITURES	11,600.00	2,055.76	380.34		9,544.24	17.72
Total Dept 706 - DESIGN		11,600.00	2,055.76	380.34		9,544.24	17.72
Dept 707 - ECONOMIC RESTRUCTURING							
248-707-818.000	WORK PLAN EXPENDITURES	20,000.00	26,030.00	0.00		(6,030.00)	130.15
Total Dept 707 - ECONOMIC RESTRUCTURING		20,000.00	26,030.00	0.00		(6,030.00)	130.15
Dept 901 - CAPITAL OUTLAY							
248-901-965.585	CAPITAL CONTRIBUTION-DDA	1,900.00	7,800.00	0.00		(5,900.00)	410.53
Total Dept 901 - CAPITAL OUTLAY		1,900.00	7,800.00	0.00		(5,900.00)	410.53
Dept 905 - DEBT SERVICE							
248-905-991.100	PRINCIPAL	60,694.00	3,509.01	393.58		57,184.99	5.78
248-905-993.000	INTEREST	17,738.00	9,344.84	59.07		8,393.16	52.68
Total Dept 905 - DEBT SERVICE		78,432.00	12,853.85	452.65		65,578.15	16.39
TOTAL EXPENDITURES		317,742.00	198,297.08	36,266.59		119,444.92	62.41
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		311,547.00	340,740.04	213,044.15		(29,193.04)	109.37
TOTAL EXPENDITURES		317,742.00	198,297.08	36,266.59		119,444.92	62.41
NET OF REVENUES & EXPENDITURES		(6,195.00)	142,442.96	176,777.56		(148,637.96)	2,299.32

03/31/2023 02:38 PM  
User: ELFredrick  
DB: Owosso

**Financial Reports**  
CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO  
FROM 03/01/2023 TO 03/31/2023  
FUND: 248  
CASH AND INVESTMENT ACCOUNTS

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Fund Account	Description	Beginning Balance 03/01/2023	Total Debits	Total Credits	Ending Balance 03/31/2023
Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY				
001.200	POOLED CASH (HUNTINGTON BANK)	34,323.62	213,413.76	56,266.59	191,470.79
001.201	MI CLASS ACCOUNT	25,335.57	0.00	0.00	25,335.57
001.203	MAIN STREET OWOSSO / DDA CHECKING	947.30	142.39	0.00	1,089.69
001.204	HUNTINGTON LIQUIDITY PORTAL	10,046.49	20,000.00	0.00	30,046.49
	DOWNTOWN DEVELOPMENT AUTHORITY	<u>70,652.98</u>	<u>233,556.15</u>	<u>56,266.59</u>	<u>247,942.54</u>

# Delinquent Loan Report

Customer Code	Customer Name		Loan #	Loan Type
Invoice #	Post Date	Due Date	Amount Due	
00002	CITY OF CORUNNA		00053	CITY OF CORUNNA WATER DEBT 11%
0000006751	03/03/2023	03/02/2023	553.73	
	Total Due:		553.73	
00322	O'MARIES', LLC		00020	EMERGENCY RESPONSE LOAN
0000006160	08/01/2021	09/01/2021	214.91	
0000006161	09/01/2021	10/01/2021	214.91	
0000006162	10/01/2021	11/01/2021	214.91	
0000006163	11/01/2021	12/01/2021	214.91	
0000006164	12/01/2021	01/01/2022	214.91	
0000006165	12/31/2021	02/01/2022	214.91	
0000006195	02/01/2022	03/01/2022	214.91	
0000006285	04/01/2022	04/01/2022	214.91	
0000006322	04/01/2022	05/01/2022	214.91	
0000006365	05/02/2022	06/01/2022	214.91	
0000006404	06/01/2022	07/01/2022	214.91	
0000006447	07/01/2022	08/01/2022	214.91	
0000006489	08/01/2022	09/01/2022	214.91	
0000006554	09/01/2022	10/01/2022	101.53	
	Total Due:		2,895.36	





Assure Station Metrics Monthly Reporting

Company Id  
141801

Port Level  
All

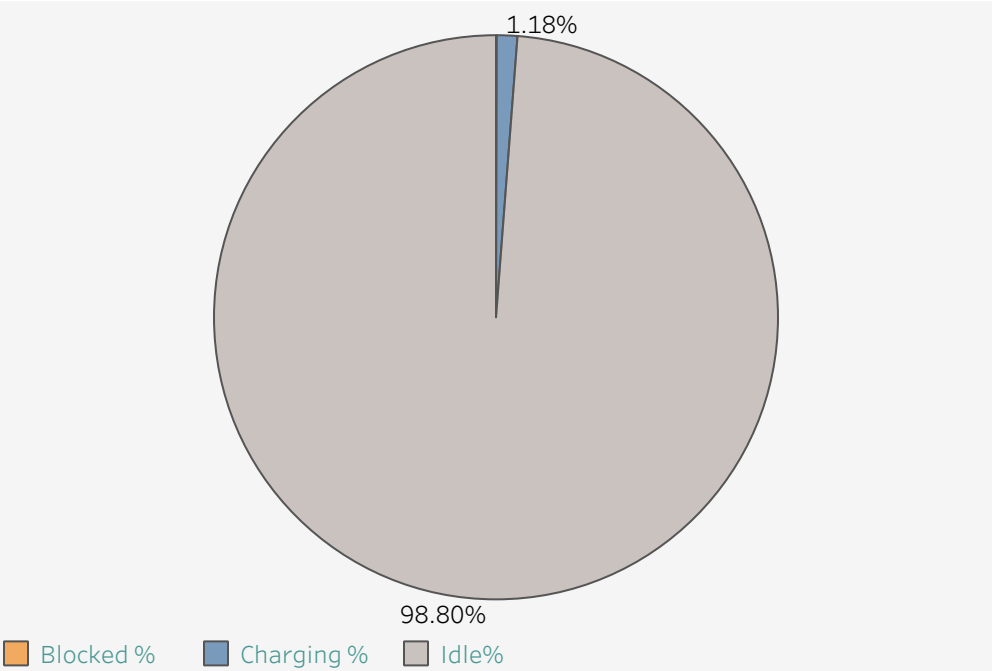
Owosso Main Street - Monthly Report - February 2023

Organization Name  
All

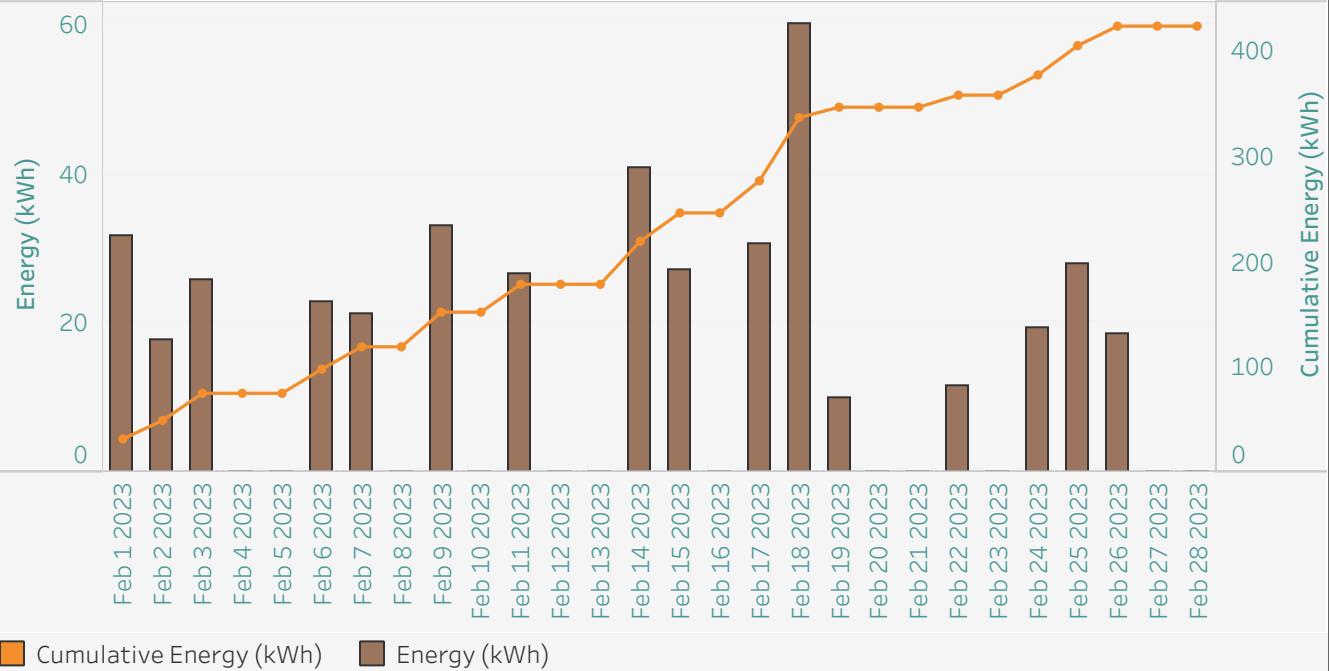
Month End Date  
2/28/2023

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	2	133	423	178	53	14	100.00%	24

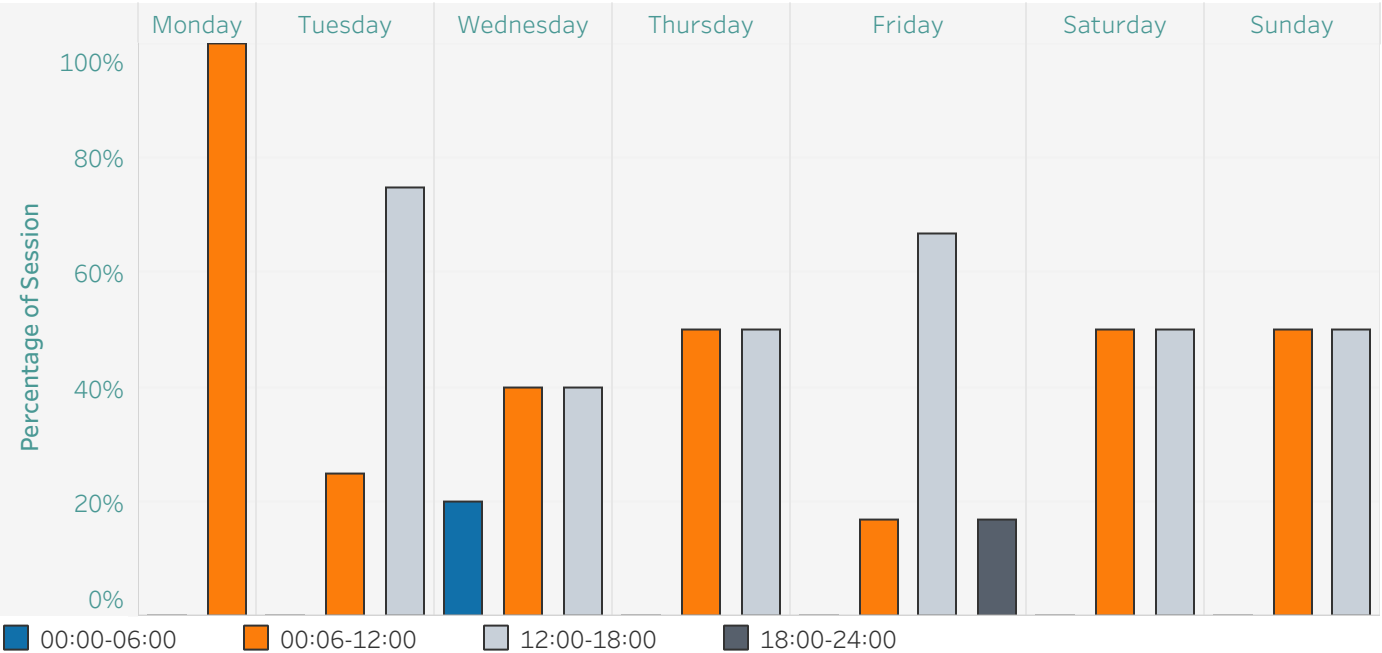
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	0.67
Average Session Charge Time (Hours)	0.66
Average Session Energy (kWh)	17.64
Average Session Revenue (\$)	5.56
Occupied Hours	16.12
Charging Hours	15.87
Service Tickets	0.00



## Assure Station Metrics Reporting Appendix

**Port Utilization Chart:** This is a view of station utilization during common business hours.  
You can use this information to determine if updates need to be made to pricing / access policies or if stations should be added.

**Session Start Distribution Chart:** This is a view (by day) of what times drivers start sessions.  
You can use this information to fine tune time of day pricing policy rules.

**Station / Port Count:** In order to be counted, a station must have the "Assure" entitlement applied.  
This is the number of stations / ports that currently have the "Assure" entitlement.

**Total Revenue:** This is the sum of session fees generated by your "Assure" stations minus the ChargePoint service fee (10%).  
This is based on session dates (not transaction date which may differ). Your Flex Billing reports should be used for financial reporting.

**Energy (kWh):** All energy dispensed through your "Assure" stations.  
This data point can be useful in reconciling station energy against energy bills.

**GHG Savings (kg):** All the green house gasses (95% CO2) that would have been released had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**Unique Drivers:** The number of unique drivers that used your stations this month (a driver would be counted only once even if they used different RFID cards).  
An understanding of the number of unique drivers visiting may be useful in creating station messaging / video ads.

**Gasoline (Gal) Saved:** All the gasoline that would have been burned had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**ChargePoint Response SL:** Percentage of tickets to which ChargePoint responded within Service Level (1 business day).  
ChargePoint holds itself accountable to our Service Level commitment.

**Uptime:** Percentage of time that your ports were capable of dispensing power.  
ChargePoint is committed to keeping your ports dispensing power 98% of the time or better.

**Sessions:** Total session count.  
An understanding of the number of times your stations authorize a session can be useful creating station messaging / video ads.

**Average Session Duration:** Average amount of time drivers occupy your stations.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Charging Time:** Average amount of time per session energy is flowing.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Session Energy:** Average amount of energy dispensed.  
This data point can be useful in fine tuning price per kW pricing policy rules.

**Average Session Revenue:** Average session fee - 10%.  
This data point can be useful in fine tuning minimum & maximum values for pricing policy rules.

**Total Hours Occupied:** Sum of all session durations.  
This is used in part to determine utilization.

**Total Hours Charging:** Sum of all session charging durations.  
This is used in part to determine utilization.

**New Service Tickets:** Count of trouble tickets tracking issues with a "Assure" station created this month.  
This will help in keeping track of station fault issues raised with ChargePoint Support.

Please note: **This is not an invoice.** Please do not remit these funds back to ChargePoint.

This is a notification that Flex Billing revenue earned from your electric vehicle charging stations is being remitted to you for the respective period(s) listed below.



ChargePoint, Inc.  
254 East Hacienda Avenue  
Campbell CA 95008  
United States  
1-408-841-4500

## Flex Billing Remittance

### Paid To

Owosso Main Street  
301 W Main Street  
Owosso MI 48867  
United States

### Remittance Note

Payment will be credited to your bank account after 2 - 3 banking days.

### Amount

**\$133.32**

Reference Number	Payment Date	Currency
[REDACTED]	3/16/2023	USD

Activity Period	Payment Method	Description	Payment Amount
Feb 2023	ACH	FEB 23 - FLEXBILL [REDACTED]	\$133.32
Total Amount			<b>\$133.32</b>

If you would like to view or make any changes to your account setup, please log into your ChargePoint portal at [Chargepoint.com](https://Chargepoint.com) and navigate to the Organizations tab.

If you have any questions or run into any issues, please email [Flexbilling@chargepoint.com](mailto:Flexbilling@chargepoint.com).

If you have other questions regarding your account or need help with your stations, please contact [Chargepoint Owner Support](#).



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 (989) 725-0570 • FAX (989) 723-8854

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# MEMORANDUM

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DATE: April 5, 2023  
TO: Owosso DDA  
FROM: Lizzie Fredrick – Owosso Main Street/DDA Executive Director  
SUBJECT: Election of DDA Vice-Chairperson

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Per the OMS/DDA Bylaws Article IV Section 1, 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.

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.

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.

Bylaws link:

<https://www.ci.owosso.mi.us/Portals/0/Files/Documents/OMS%20DDA%20Bylaws-230206.pdf>

Staff recommends the Board elect a vice-chairperson per the DDA Bylaws.

Attachments:  
OMS DDA Bylaws

## **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





301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 (989) 725-0570 • FAX (989) 723-8854

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# ***MEMORANDUM***

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DATE: April 5, 2023

TO: Owosso DDA

FROM: Lizzie Fredrick – Owosso Main Street/DDA Executive Director

SUBJECT: Adopt FY23-24 Recommended Budget

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Staff have drafted a preliminary FY23-24 OMS/DDA budget for the Board's approval.

Attachments:  
FY23-24 Recommended Budget

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2023-24 REQUESTED BUDGET	2023-24 RECOMMENDED BUDGET
ESTIMATED REVENUES							
Dept 000 - REVENUE							
248-000-402.000	GENERAL PROPERTY TAX			33,655	29,771		35,927
	FOOTNOTE AMOUNTS:						35,926
	19054246/1000*1.8855						
248-000-402.100	TIF			185,108	206,805		220,053
	21.94*10029771/1000						
248-000-540.000	STATE SOURCES				45,000		
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHAF				18,728		
248-000-605.200	CHARGE FOR SERVICES RENDERED		42,305				
248-000-665.000	INTEREST INCOME			1,800	390		500
248-000-670.000	LOAN PRINCIPAL				1,367		4,312
248-000-670.100	LOAN INTEREST				1,760		1,844
248-000-674.200	DONATIONS			5,432			
248-000-674.300	INCOME-ECNMC RESTRUCTING			20,000			
248-000-674.400	INCOME-PROMOTION			17,600	24,450		25,000
248-000-674.500	INCOME-ORGANIZATION			10,000			
248-000-674.600	INCOME-DESIGN						
248-000-674.700	EV STATION REVENUE				748		1,620
248-000-675.000	MISCELLANEOUS				(11,677)		
248-000-699.101	GENERAL FUND TRANSFER		12,537	37,952	20,098		33,921
	40% OF PERSONNEL COSTS						
248-000-699.287	ARPA TRANSFER IN				3,300		
Totals for dept 000 - REVENUE			54,842	311,547	340,740		323,177
TOTAL ESTIMATED REVENUES			54,842	311,547	340,740		323,177

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2023-24 REQUESTED BUDGET	2023-24 RECOMMENDED BUDGET
APPROPRIATIONS							
Dept 200 - GEN SERVICES							
248-200-728.000	OPERATING SUPPLIES		1,804	3,450	1,995	3,450	3,450
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATION		100			10,000	10,000
248-200-810.000	INSURANCE & BONDS		3,000	3,000	3,000	3,000	3,000
248-200-818.000	CONTRACTUAL SERVICES		4,350	6,500	16,726	18,500	40,500
	FOOTNOTE AMOUNTS:						10,000
	CEDAM - AMERICOR COST SHARE						
	KELLY'S REFUSE MOVED FROM BUILDING MAINTENANCE						
248-200-920.000	UTILITIES				1,928	2,500	3,000
248-200-920.100	ELECTRICITY-EV STATION				919	1,000	2,000
248-200-920.300	TELEPHONE		396	500	208	500	520
248-200-930.000	BUILDING MAINTENANCE			58,200	25,761	61,200	49,200
	KELLY'S REFUSE MOVED TO CONTRACT SERVICES						
248-200-955.000	MEMBERSHIPS & DUES			1,000		1,000	1,000
248-200-956.000	EDUCATION & TRAINING				215	3,000	3,000
248-200-969.000	DEVELOPER REIMBURSEMENT				30,694	32,228	33,179
	1502240/1000*21.94						
248-200-995.101	TRANSFER TO GENERAL FUND			9,279	4,640	9,279	11,003
	5% OF TIF						
Totals for dept 200 - GEN SERVICES			9,650	81,929	86,086	145,657	159,852
Dept 261 - GENERAL ADMIN							
248-261-702.100	SALARIES		40,300	62,000	32,574	62,000	64,480
248-261-702.200	WAGES				147		
248-261-702.800	ACCRUED SICK LEAVE				868		
248-261-703.000	OTHER COMPENSATION				2,480		
248-261-715.000	SOCIAL SECURITY (FICA)		3,086	4,743	2,763	4,743	4,933
248-261-716.100	HEALTH INSURANCE		9,514	19,920	9,576	19,920	7,400
248-261-716.200	DENTAL INSURANCE		374	785	361	785	252
248-261-716.300	OPTICAL INSURANCE		63	116	56	116	36
248-261-716.400	LIFE INSURANCE		246	491	247	491	504
248-261-716.500	DISABILITY INSURANCE		248	796	418	796	968
248-261-717.000	UNEMPLOYMENT INSURANCE		76	47		47	6
248-261-718.200	DEFINED CONTRIBUTION		2,876	5,580	(797)	5,600	5,803
248-261-719.000	WORKERS' COMPENSATION		440	403	363	403	420
Totals for dept 261 - GENERAL ADMIN			57,223	94,881	49,056	94,901	84,802
Dept 704 - ORGANIZATION							
248-704-728.000	SUPPLIES			700	34	1,000	1,000
248-704-818.000	WORK PLAN EXPEND. - VOLUNTEERS			9,300		2,000	2,000
Totals for dept 704 - ORGANIZATION				10,000	34	3,000	3,000
Dept 705 - PROMOTION							
248-705-802.000	RETAIL SHOPPING ADVERTISEMENT				1,052	2,000	2,000
248-705-818.000	WORK PLAN EXPENDITURES			19,000	1,727	5,000	5,000
248-705-818.730	ART WALK				602	500	500
248-705-818.750	GLOW				6,531	6,531	6,531
248-705-818.760	SUMMER SENSATION				135	135	135
248-705-818.770	MOTORCYCLE DAYS				119	100	100
248-705-818.780	CHOCOLATE WALK				737	3,755	500
248-705-818.790	NYE BLOCK PARTY				3,478	4,000	4,000
Totals for dept 705 - PROMOTION				19,000	14,381	22,021	18,766
Dept 706 - DESIGN							
248-706-818.000	WORK PLAN EXPENDITURES			11,600	2,056	7,000	7,000

Calculations as of 06/30/2023

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	2023-24 REQUESTED BUDGET	2023-24 RECOMMENDED BUDGET
APPROPRIATIONS							
Dept 706 - DESIGN							
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS						
Totals for dept 706 - DESIGN				11,600	2,056	7,000	7,000
Dept 707 - ECONOMIC RESTRUCTURING							
248-707-818.000	WORK PLAN EXPENDITURES			20,000	26,030		
Totals for dept 707 - ECONOMIC RESTRUCTURING				20,000	26,030		
Dept 901 - CAPITAL OUTLAY							
248-901-965.585	CAPITAL CONTRIBUTION-DDA			1,900	7,800		
Totals for dept 901 - CAPITAL OUTLAY				1,900	7,800		
Dept 905 - DEBT SERVICE							
248-905-991.100	PRINCIPAL			60,694	3,509	50,000	50,000
	PRINCIPLE						50,000
FOOTNOTE AMOUNTS:							
248-905-993.000	INTEREST			17,738	9,345	14,800	14,800
	INTEREST						7,400
FOOTNOTE AMOUNTS:							
	INTEREST						7,400
FOOTNOTE AMOUNTS:							
GL # FOOTNOTE TOTAL:							14,800
Totals for dept 905 - DEBT SERVICE				78,432	12,854	64,800	64,800
TOTAL APPROPRIATIONS			66,873	317,742	198,297	337,379	338,220
NET OF REVENUES/APPROPRIATIONS - FUND 248			(12,031)	(6,195)	142,443	(337,379)	(15,043)
BEGINNING FUND BALANCE				(12,030)	(12,030)	282,691	282,691
FUND BALANCE ADJUSTMENTS				152,278	152,278		
ENDING FUND BALANCE			(12,031)	134,053	282,691	(54,688)	267,648



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 (989) 725-0570 • FAX (989) 723-8854

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# MEMORANDUM

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DATE: April 5, 2023  
TO: Owosso DDA  
FROM: Lizzie Fredrick – Owosso Main Street/DDA Executive Director  
SUBJECT: Downtown Streetlight Project

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Staff seeks recommendations from the Board for the Downtown Streetlight Project.

\$275,000 of ARPA funds have been allocated for this project with \$7,800 already spent on soil borings.

**From the 3/2/22 OMS/DDA Minutes:**

Item 7) CHAIRMAN LIGHTS – The packet included options A-D with visuals. The consensus among the Board was choice C. It was noted light poles will be replaced along Exchange Street. Existing poles will not be replaced one for one; every other will be a bollard (with power) due to increased light output.

City of Owosso Director of Engineering, Clayton Wehner, will be in attendance to answer questions.

**Attachments:**

March 2022 DDA Minutes

Spring City Street Light

Exchange St Estimate

Washington St Estimate

Washington St Map

Consumers Energy Street Lights

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**MARCH 2, 2022, AT 7:30 A.M.**

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

**ROLL CALL:** Taken by Deputy City Clerk Carrie Farr

**MEMBERS PRESENT:** Chairman Jon Moore, Vice-Chairman Brianna Carroll, Commissioners: Dave Acton, Josh Ardelean, Bill Gilbert, Sue Osika and Melissa Wheeler. Josh Ardelean joined the meeting at 7:36 after roll call.

**MEMBERS ABSENT:** Kenneth Cushman

**OTHERS PRESENT:** Beth Kuiper, Director

**AGENDA:** IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE AGENDA AS PRESENTED.

**AYES: ALL. MOTION CARRIED.**

**MINUTES:** IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER CARROLL TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD FEBRUARY 9, 2022.

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** None

**ITEMS OF BUSINESS:**

**1) CHECK REGISTER: FEBRUARY 2022** – Discussion regarding legal fees incurred, it was agreed the budget should include a line item to cover such fees in the future.

**IT WAS MOVED BY VICE CHAIR CARROLL, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE THE CHECK REGISTER FOR FEBRUARY 2022 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**2) BUDGET REPORT** – Authority Member Gilbert noted adjustments will be made in June for lines items that have exceeded budget.

**3) CREDIT CARD RECONCILIATION** – A positive balance exists due to a check being sent in error. It will be credited to the balance when the next charges are incurred.

**4) SHIACASH REPORT** – Attendees of the Chocolate Walk were encouraged to use their ShiaCash, along with participants in the Chamber of Commerce's St. Patrick's Day event.



**5) CHARGEPOINT REPORT**– Authority Member Omer reported a module was not working in one of the machines. Authority Member Osika asked for more detailed reports once usage increases. Director Kuiper noted things were operational and ready for next steps including Authority Member Acton scheduling a ribbon cutting.

**6) BOARD RETREAT REPORT**– The retreat held January 26, 2022 at Fosters Coffee included work on Program Flow Charts and review of the DDA's Mission, Vision and Goals. A new tagline was suggested to replace, "Gather Around." This new tagline will be included with the logo on all communications.

**MOTION BY AUTHORITY MEMBER ARDELEAN, SUPPORTED BY AUTHORITY MEMBER ACTON TO APPROVE THE NEW TAGLINE, "LEARN OUR STORY. CREATE YOUR OWN."**

**AYES: ALL. MOTION CARRIED.**

**7) CHAIRMAN LIGHTS**–The packet included options A-D with visuals. The consensus among the Board was choice C. It was noted light poles will be replaced along Exchange Street. Existing poles will not be replaced one for one; every other will be a bollard (with power) due to increased light output.

**8) 2022/2023 BUDGET** – Authority Member Gilbert went over the budget and stressed the fact that committees for events will be made aware of their individual expenses and must raise funds to match expenses and profit. The one major change was on the income side, a line item was added for organization income to be raised by a committee to have as base funds. Authority Member Osika expressed concern over the line item "Christmas" budgeted at \$5,500.

**BUDGET: IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE BUDGET WITH THE FOLLOWING CHANGE: LINE ITEM "CHRISTMAS" AT \$5500 WILL BE CHANGED TO GENERAL STREETScape EXPENSES.**

**AYES: CHAIRMAN MOORE, VICE CHAIR CARROLL, AUTHORITY MEMBERS ACTON, ARDELEAN, GILBERT, WHEELER, OMER.**

**NAYS: AUTHORITY MEMBER OSIKA.**

**ABSENT: AUTHORITY MEMBER CUSHMAN.**

**MOTION PASSED.**

**COMMITTEE UPDATES:**

- 1) Streetscape & Beautification** – Discussion about Chairman lights and trees erroneously planted on Exchange Street. These will be removed and sold.
- 2) Promotion** – Chocolate Walk was a great success with 300 tickets sold and many out of town visitors. Considerations should be made for dates that overlap with other downtown events such as Lebowsky Center plays for parking concerns. Authority Member Osika asked that something be included on the back side of the map to promote Owosso.
- 3) Outreach** – It was noted John Hankerd has retired. Work is being done on the Influencer program.
- 4) Economic Vitality** – Authority Member Omer noted there are no RLF Loan applications at this time.

**Small Business Meetups and Match on Main** – Vice Chair Carroll noted Small Business Meetup will be next month at Books & Beans.

**Optimize Main Street** – Director Kuiper indicated seven businesses applied and were awarded.

**Match on Main-** The Board will apply on behalf of interested businesses.

**R2R –** Vice Chair Carroll gave an update regarding packets and window decals with QR codes for leasing information for empty buildings.

**Board Continuing Education/Information:** Main Street Conference is in Richmond, Virginia this year and will cost about \$2,000 for Director Kuiper's attendance.

**MOTION BY VICE CHAIR CARROLL, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE DIRECTOR KUIPER'S ATTENDANCE AT THE MAIN STREET CONFERENCE UTILIZING FUNDS FROM THE CONTINUING EDUCATION BUDGET LINE ITEM.**

**AYES: ALL. MOTION CARRIED.**

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

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:** Authority Member Ardelean noted he encouraged the Chamber of Commerce to do a website push regarding ShiaCash.

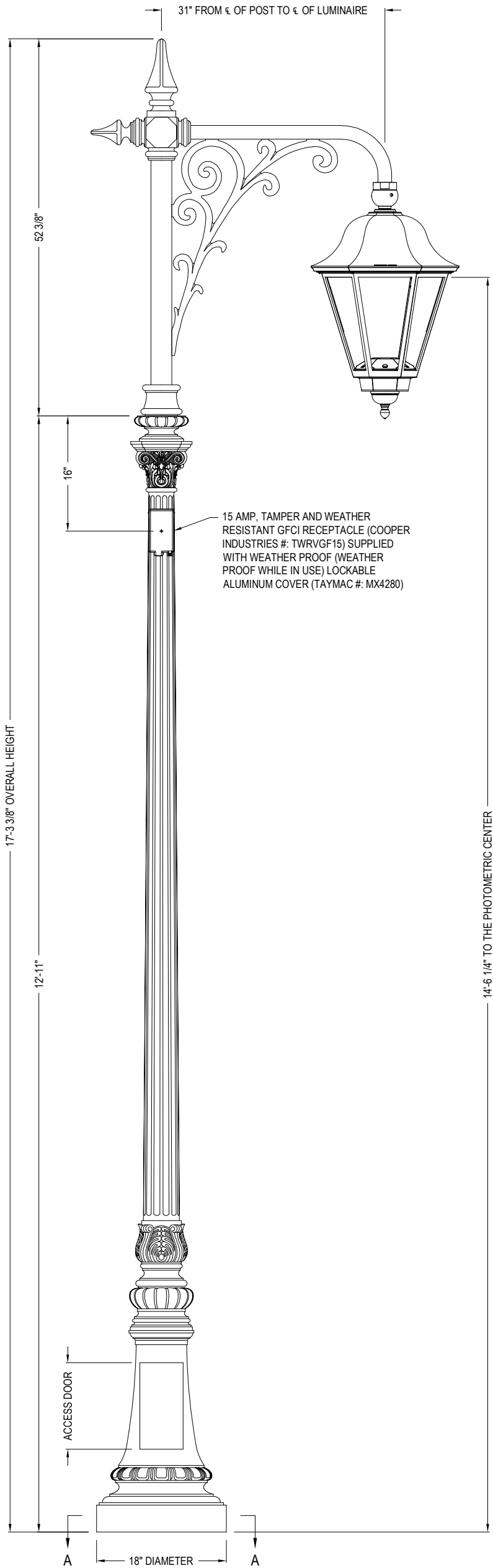
**ADJOURNMENT:**

**IT WAS MOVED BY VICE CHAIR CARROLL AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:49 A.M.**

**AYES: ALL. MOTION CARRIED.**

EPA INFORMATION						
SECTION	PROJECTED AREA (Sq. Ft.)	X CENTROID (Ft.)	Y CENTROID (Ft.)	Cd	EPA (Sq. Ft.)	WEIGHT (lbs.)
POST	6.20	0.00 Ft.	5.15 Ft.	1.20	7.44	585
CROSS ARM	2.40	0.48 Ft.	15.38 Ft.	1.20	2.88	40
LUMINAIRE	1.49	2.58 Ft.	14.43 Ft.	1.20	1.79	35
Drag Coefficient According To Standard Specifications for Structural Supports (Table 3.8.6-1)				OVERALL WEIGHT	660	

This drawing is property of Spring City Elect. Mfg. and is issued to the recipient with the understanding that it shall not be copied, duplicated, passed on to unauthorized parties, nor used for any purpose other than that for which it is specifically furnished except with Spring City's written permission.



LUMINAIRE SPECIFICATIONS

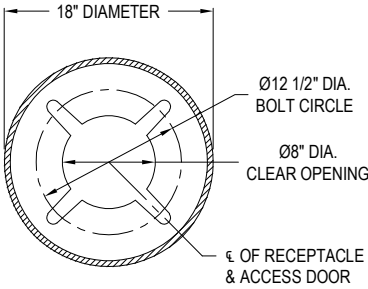
STYLE:	YORKTOWN FULL CUT OFF STYLE PENDANT MOUNT LED LUMINAIRE WITH OPEN CAGE
HEIGHT:	25 1/4"
WIDTH:	20 1/2" HEXAGONAL (POINT TO POINT)
MATERIAL:	CAST ALUMINUM ALLOY A.N.S.I. 356, PER A.S.T.M. B26-95
PANEL:	FROSTED ACRYLIC
FINISH:	POWDER COAT - RIVER TEXTURE GLOSS BLACK
LAMPING:	100 WATT LED SYSTEM
VOLTAGE:	ELECTRONICALLY WIRED AT 120-277 VOLTS
COLOR TEMP.:	3000K (WARM WHITE)
DISTRIBUTION:	TYPE IV (ASYMMETRIC DISTRIBUTION)
SURGE:	10KV SURGE PROTECTION
MODIFIER:	<ul style="list-style-type: none"><li>BISHOPS CROOK VERTICAL ALIGNMENT COUPLING</li><li>CLAREMONT PINES FINIAL</li></ul>
CATALOG NO.:	ALMYRK-M4-LE100-EVX-2F2-30-CR4-YPLF-LAVBC-FCM-CU

CROSS ARM SPECIFICATIONS


STYLE:	LEXINGTON "SINGLE" CROSS ARM
HEIGHT:	52 3/8"
WIDTH:	31" FROM $\epsilon$ OF POST TO $\epsilon$ OF LUMINAIRE
MATERIAL:	CAST ALUMINUM ALLOY ANSI 356 PER A.S.T.M. B26-95
FINISH:	POWDER COAT - RIVER TEXTURE GLOSS BLACK
TENON:	2" NPT PIPE NIPPLE (TO ACCEPT LUMINAIRE)
CATALOG NO.:	AARLXN-1S-31-TN2.00-NPT-CU

LAMP POST SPECIFICATIONS

STYLE:	REGENCY
HEIGHT:	12'-11"
PHOTOMETRIC CENTER:	14'-6 1/4"
BASE:	18" DIAMETER
MATERIAL:	ONE PIECE, CAST DUCTILE IRON PER A536-84 GRADE 65-45-12
FINISH:	POWDER COAT - RIVER TEXTURE GLOSS BLACK
ACCESS DOOR:	LOCATED IN BASE SECURED WITH TAMPER PROOF HEX SOCKET SECURITY MACHINE SCREWS
GROUND PROVISIONS:	DRILL AND TAP INSIDE WALL OF BASE OPPOSITE ACCESS DOOR TO ACCOMMODATE A 1/4"-20 GROUND STUD (STUD SUPPLIED BY OTHERS)
ANCHOR BOLTS:	(4) 3/4" DIA. X 24" LONG + 3" HOOK (FULLY GALVANIZED WITH 1 GALVANIZED NUT AND 1 GALVANIZED WASHER PER BOLT)
BOLT PROJECTION:	3" REQUIRED
TENON:	2 3/8" DIA. X 6" HIGH (TO ACCEPT CROSS ARM)
MODIFIER:	<ul style="list-style-type: none"><li>15 AMP GFCI RECEPTACLE WITH IN-USE COVER (SEE SECTION A-A FOR ORIENTATION)</li></ul>
CATALOG NO.:	
<ul style="list-style-type: none"><li>POST:</li><li>ANCHOR BOLT:</li></ul>	<ul style="list-style-type: none"><li>DPSRGN-18-12.92-TN2.38-6.00-GFWI-CU</li><li>323/1NW</li></ul>



SECTION A-A  
BASE PLATE DETAIL

⚠️ REVISED BY: B.K.R.		DATE: 03-16-2022	
		<h1>Spring City Electrical Mfg. Co.</h1> <p>HALL AND MAIN STREETS - P.O. BOX 19 - SPRING CITY, PA. 19475 PHONE (610) 948-4000 - FAX (610) 948-5577 - WWW.SPRINGCITY.COM</p>	
DESCRIPTION	THE 12'-11" REGENCY LAMP POST WITH THE LEXINGTON SINGLE CROSS ARM AND THE YORKTOWN LED LUMINAIRE		
OPPORTUNITY	CITY OF OWOSSO, MI		
SCALE	DRAWN BY:	DATE	DRAWING NO.
N.T.S.	B.K.R.	02-02-2022	SPEC-33536

**Downtown Street Light Project  
Construction Estimate**

**Exchange from Water to Ball**

Pay Item	Quantity	Unit	Unit Price	Total Price
Light, Rem and Salvage	10	Ea	\$750.00	\$7,500.00
Conc. Base Rem	10	Ea	\$500.00	\$5,000.00
Light, Purchase	6	Ea	\$5,000.00	\$30,000.00
Light, Install	6	Ea	\$1,000.00	\$6,000.00
Conc. Base Install	6	Ea	\$2,000.00	\$12,000.00
Junction Box	4	Ea	\$2,000.00	\$8,000.00
Conduit, Bore	855	Ft	\$50.00	\$42,750.00
Electric Wire	1710	Ft	\$5.00	\$8,550.00
Sidewalk, Remove and Replace	1000	Sft	\$10.00	\$10,000.00
Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
				<b>\$134,800.00</b>

**Exchange from Ball to Washington**

Pay Item	Quantity	Unit	Unit Price	Total Price
Light, Rem and Salvage	10	Ea	\$750.00	\$7,500.00
Conc. Base Rem	10	Ea	\$500.00	\$5,000.00
Light, Purchase	6	Ea	\$5,000.00	\$30,000.00
Light, Install	6	Ea	\$1,000.00	\$6,000.00
Conc. Base Install	6	Ea	\$2,000.00	\$12,000.00
Junction Box	4	Ea	\$2,000.00	\$8,000.00
Conduit, Bore	940	Ft	\$50.00	\$47,000.00
Electric Wire	1880	Ft	\$5.00	\$9,400.00
Sidewalk, Remove and Replace	1000	Sft	\$10.00	\$10,000.00
Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
				<b>\$139,900.00</b>

**Exchange from Washington to Park**

Pay Item	Quantity	Unit	Unit Price	Total Price
Light, Rem and Salvage	17	Ea	\$750.00	\$12,750.00
Conc. Base Rem	17	Ea	\$500.00	\$8,500.00
Light, Purchase	12	Ea	\$5,000.00	\$60,000.00
Light, Install	12	Ea	\$1,000.00	\$12,000.00
Conc. Base Install	12	Ea	\$2,000.00	\$24,000.00
Junction Box	5	Ea	\$2,000.00	\$10,000.00
Conduit, Bore	1025	Ft	\$50.00	\$51,250.00
Electric Wire	2050	Ft	\$5.00	\$10,250.00
Sidewalk, Remove and Replace	1700	Sft	\$10.00	\$17,000.00
Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
				<b>\$210,750.00</b>

**Grand Total: \$485,450.00**

**Downtown Street Light Project  
Construction Estimate**

**Washington from Shiawassee River to Comstock**

Pay Item	Quantity	Unit	Unit Price	Total Price
Light, Rem and Salvage	22	Ea	\$750.00	\$16,500.00
Conc. Base Rem	22	Ea	\$500.00	\$11,000.00
Light, Purchase	13	Ea	\$5,000.00	\$65,000.00
Light, Install	13	Ea	\$1,000.00	\$13,000.00
Conc. Base Install	13	Ea	\$2,000.00	\$26,000.00
Junction Box	9	Ea	\$2,000.00	\$18,000.00
Conduit, Bore	1285	Ft	\$50.00	\$64,250.00
Electric Wire	2570	Ft	\$5.00	\$12,850.00
Sidewalk, Remove and Replace	2200	Sft	\$10.00	\$22,000.00
Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
				<b>\$253,600.00</b>

**Washington from Comstock to Main**

Pay Item	Quantity	Unit	Unit Price	Total Price
Light, Rem and Salvage	20	Ea	\$750.00	\$15,000.00
Conc. Base Rem	20	Ea	\$500.00	\$10,000.00
Light, Purchase	12	Ea	\$5,000.00	\$60,000.00
Light, Install	12	Ea	\$1,000.00	\$12,000.00
Conc. Base Install	12	Ea	\$2,000.00	\$24,000.00
Junction Box	8	Ea	\$2,000.00	\$16,000.00
Conduit, Bore	970	Ft	\$50.00	\$48,500.00
Electric Wire	1940	Ft	\$5.00	\$9,700.00
Sidewalk, Remove and Replace	2000	Sft	\$10.00	\$20,000.00
Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
				<b>\$220,200.00</b>

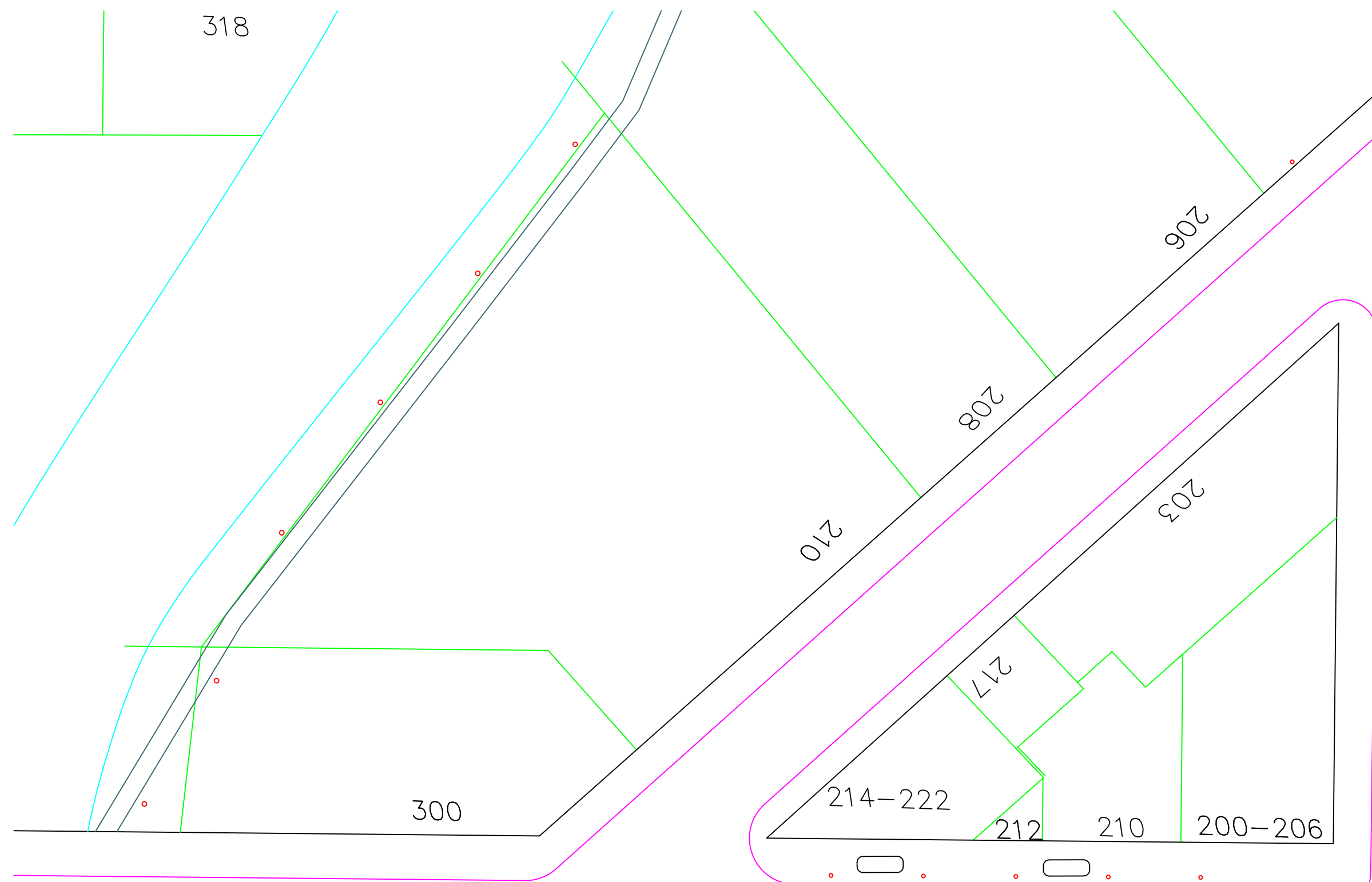
**Washington from Main to Exchange (must do Exchange to Mason on east side)**

Pay Item	Quantity	Unit	Unit Price	Total Price
Light, Rem and Salvage	23	Ea	\$750.00	\$17,250.00
Conc. Base Rem	23	Ea	\$500.00	\$11,500.00
Light, Purchase	15	Ea	\$5,000.00	\$75,000.00
Light, Install	15	Ea	\$1,000.00	\$15,000.00
Conc. Base Install	15	Ea	\$2,000.00	\$30,000.00
Junction Box	8	Ea	\$2,000.00	\$16,000.00
Conduit, Bore	1590	Ft	\$50.00	\$79,500.00
Electric Wire	3180	Ft	\$5.00	\$15,900.00
Sidewalk, Remove and Replace	2300	Sft	\$10.00	\$23,000.00
Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
				<b>\$288,150.00</b>

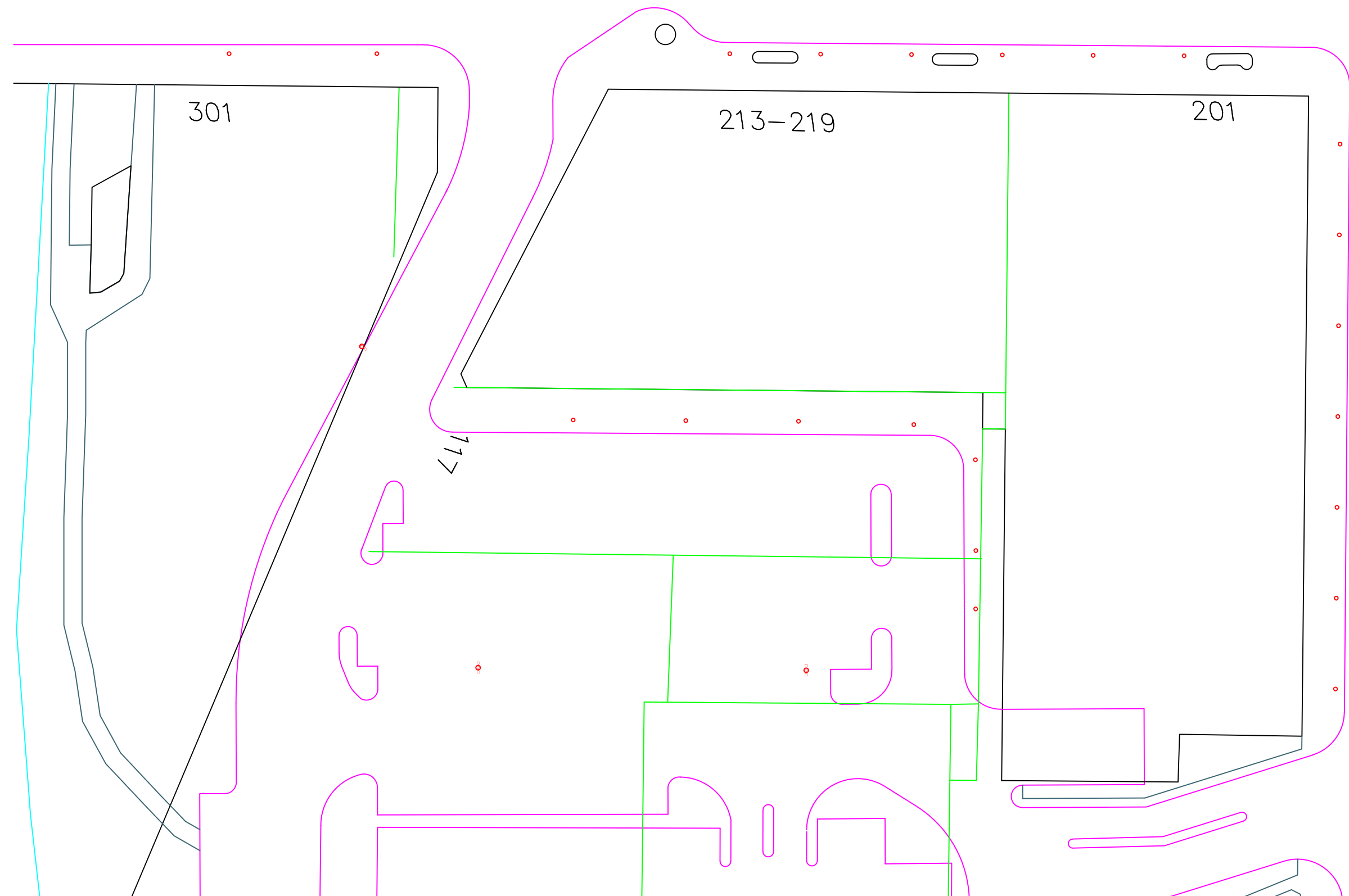
**Washington from Exchange to Mason**

Pay Item	Quantity	Unit	Unit Price	Total Price
Light, Rem and Salvage	10	Ea	\$750.00	\$7,500.00
Conc. Base Rem	10	Ea	\$500.00	\$5,000.00
Light, Purchase	7	Ea	\$5,000.00	\$35,000.00
Light, Install	7	Ea	\$1,000.00	\$7,000.00
Conc. Base Install	7	Ea	\$2,000.00	\$14,000.00
Junction Box	3	Ea	\$2,000.00	\$6,000.00
Conduit, Bore	780	Ft	\$50.00	\$39,000.00
Electric Wire	1560	Ft	\$5.00	\$7,800.00
Sidewalk, Remove and Replace	1000	Sft	\$10.00	\$10,000.00
Traffic Control	1	LSUM	\$5,000.00	\$5,000.00
				<b>\$136,300.00</b>

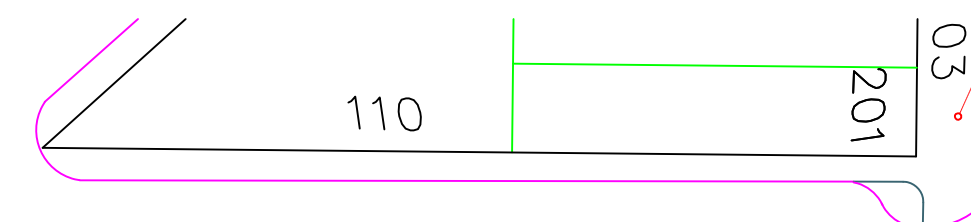
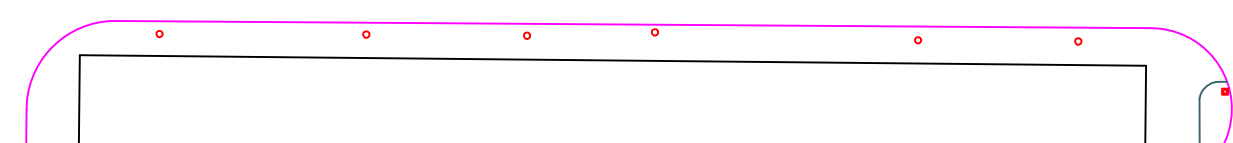
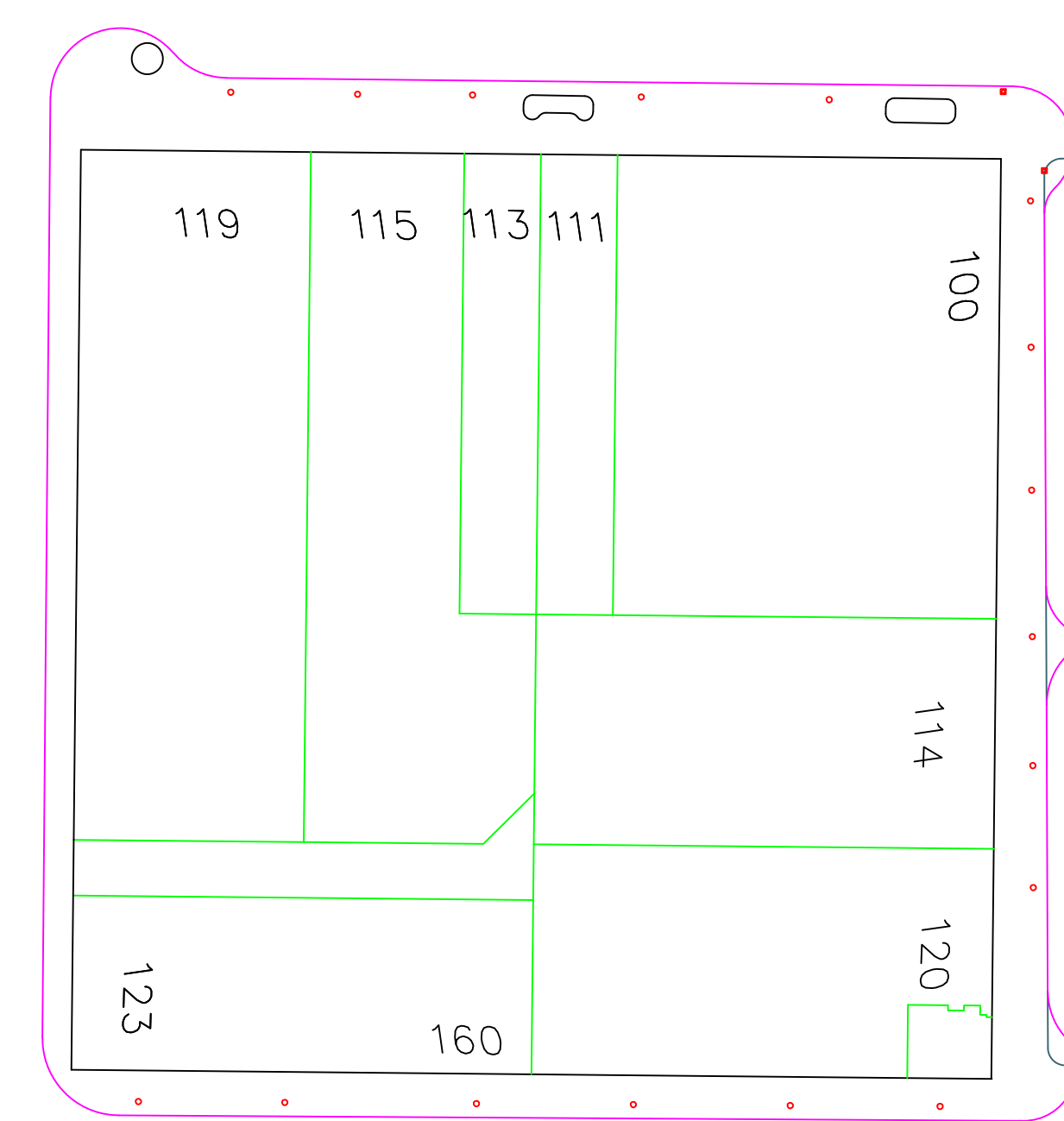
**Grand Total:       \$898,250.00**



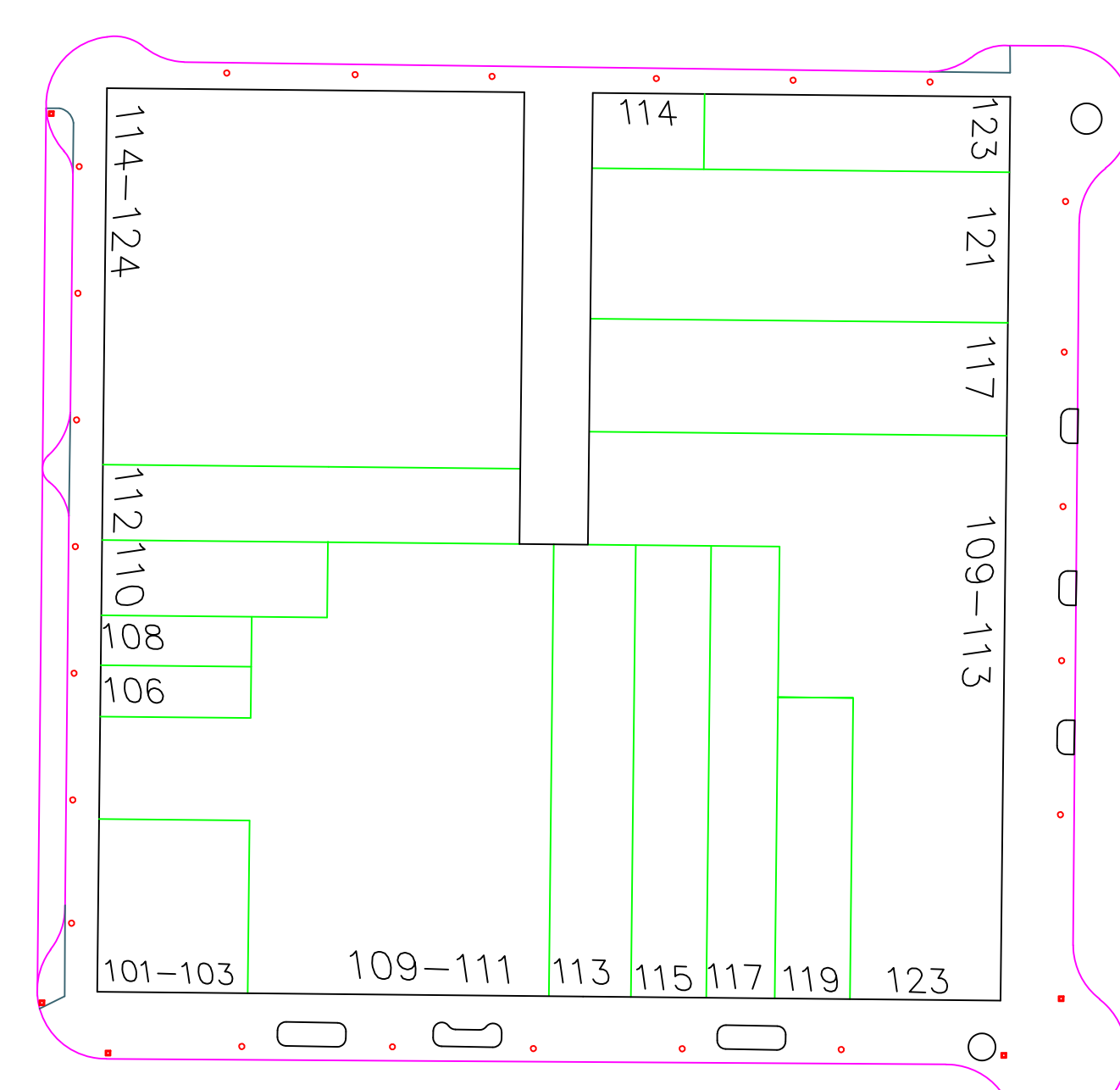
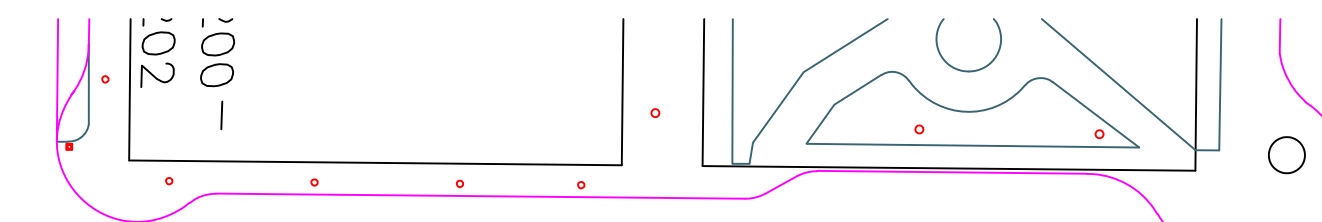
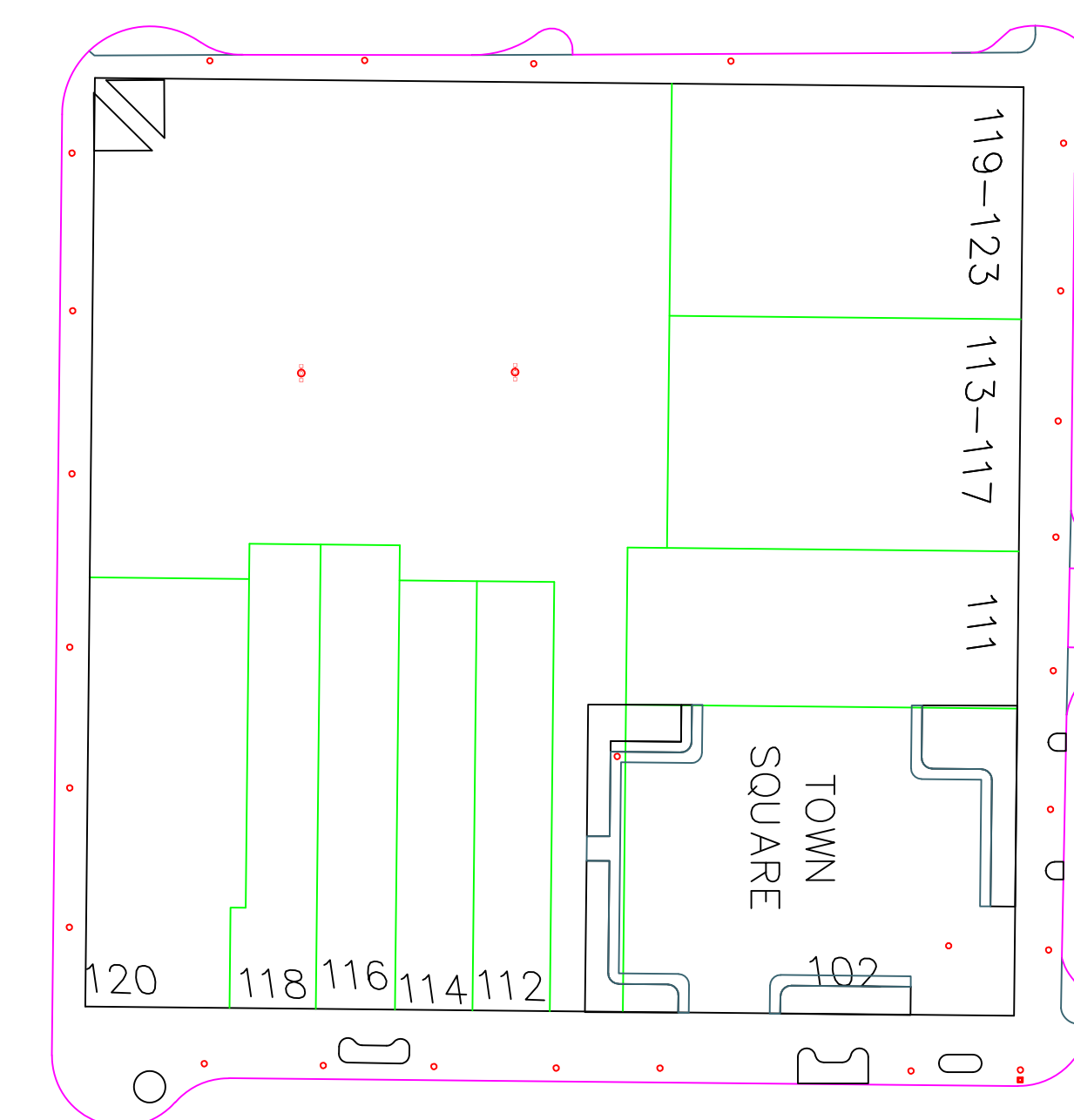
S. WASHINGTON ST.



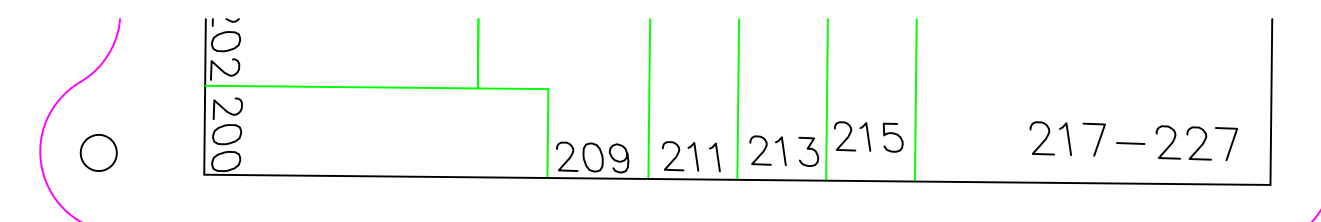
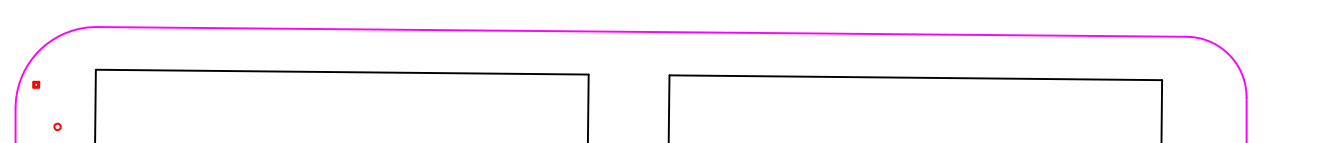
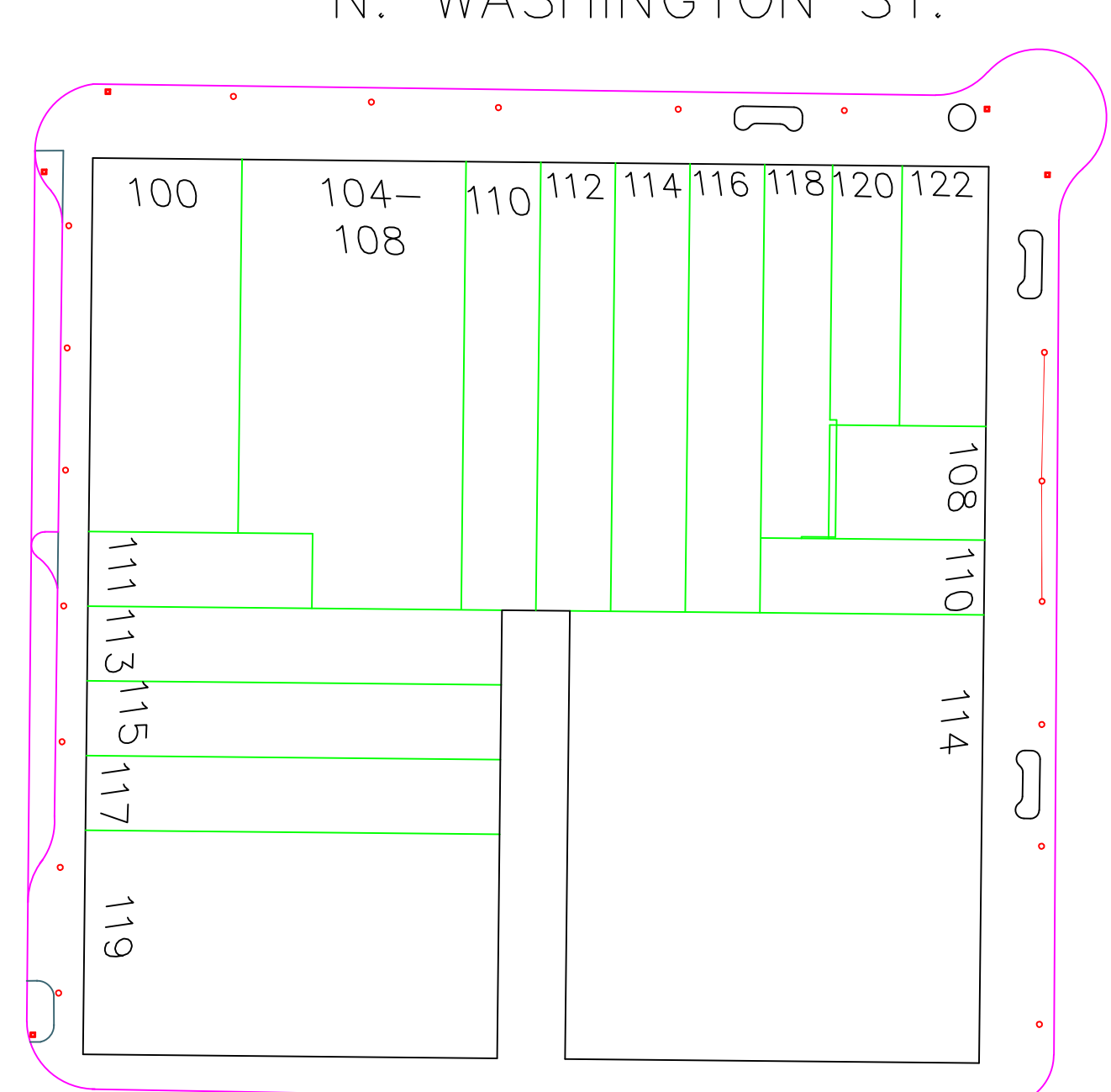
E. COMSTOCK ST.



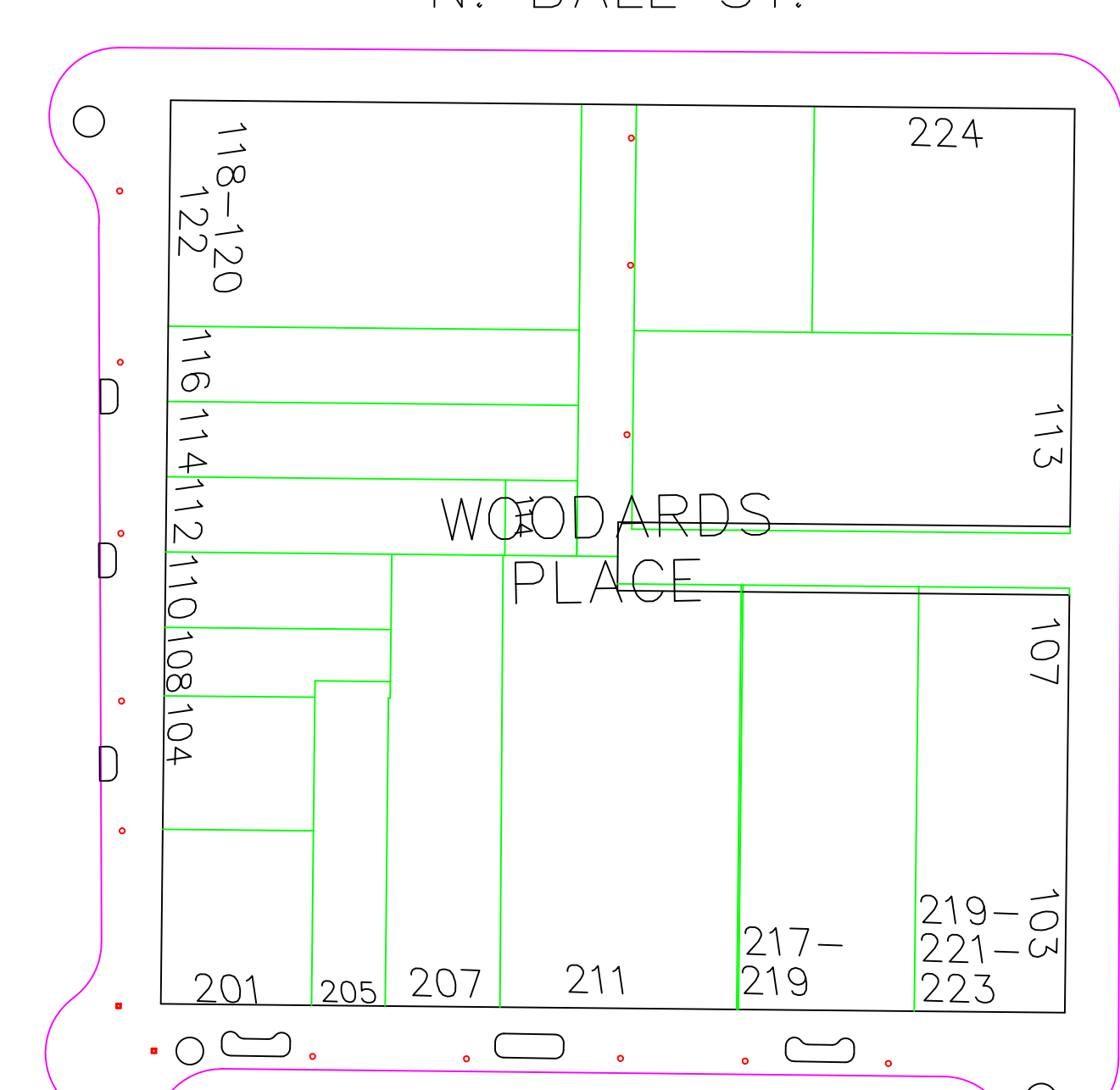
S. BALL ST.



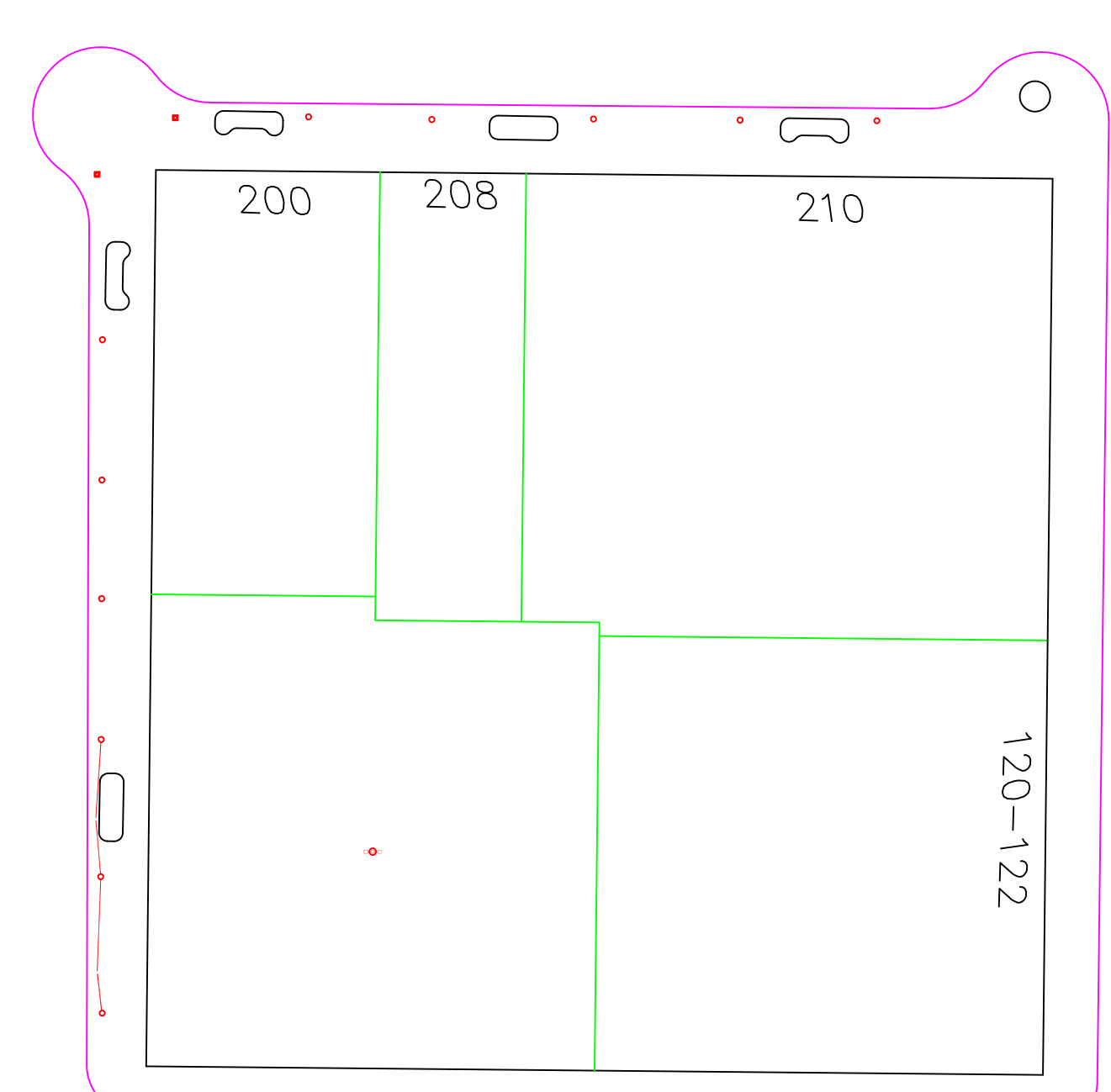
N. WASHINGTON ST.



N. BALL ST.



WOODARDS PLACE



N. PARK ST.



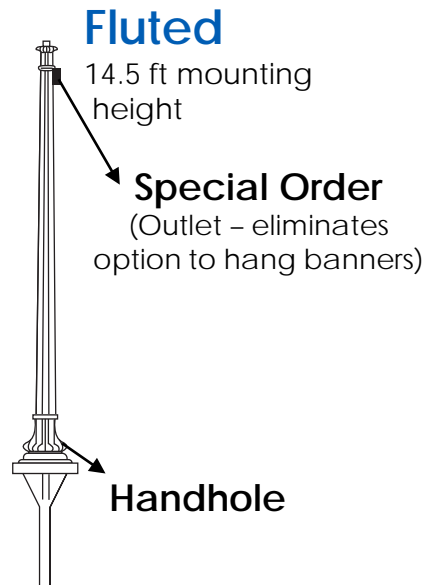
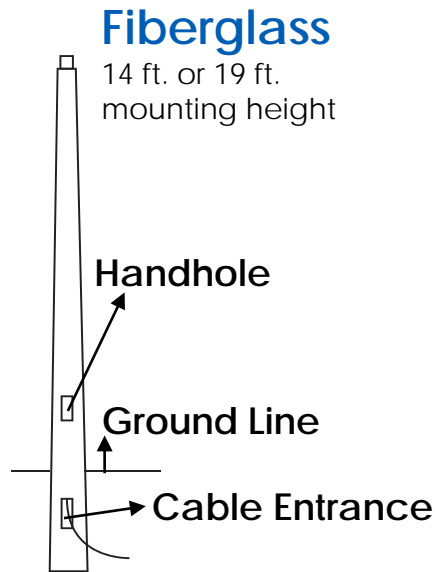
E. MASON ST.

# Standard Post Top Lights

## New Streetlight Installation Guide

Choose your Pole

Choose your Light



To make a request for new streetlights, call us at 800-805-0490.

1. Identify the lighting style you are interested in, i.e. **pole type and post top or cobrahead**.
2. Your Project Coordinator will contact you to discuss options and project requirements.
3. Your Project Coordinator will partner with internal engineering teams to develop a project package and cost estimate.

\*Easements and permits could cause delay\*

**Consumers Energy** Count on Us®

CO = Cutoff Style  
NCO = Non Cutoff Style



Arlington CO & NCO  
100W & 150 HPS  
or 89W LED CO



Washington  
100 W & 150 W HPS NCO  
or 79 W LED NCO



Acorn 100 W & 150  
HPS CO & NCO or  
78 W LED NCO



Traditional CO  
100W HPS  
or 47W LED



Contemporary NCO  
100W HPS  
or 46W LED



Traditional NCO  
46W LED



Avery CO  
65W LED



# Standard Cobrahead Lights

## Fixture Examples

Based on your request and pole location, we'll choose the appropriate light for you.



150W LED.



40W LED.



80W LED.



70W LED

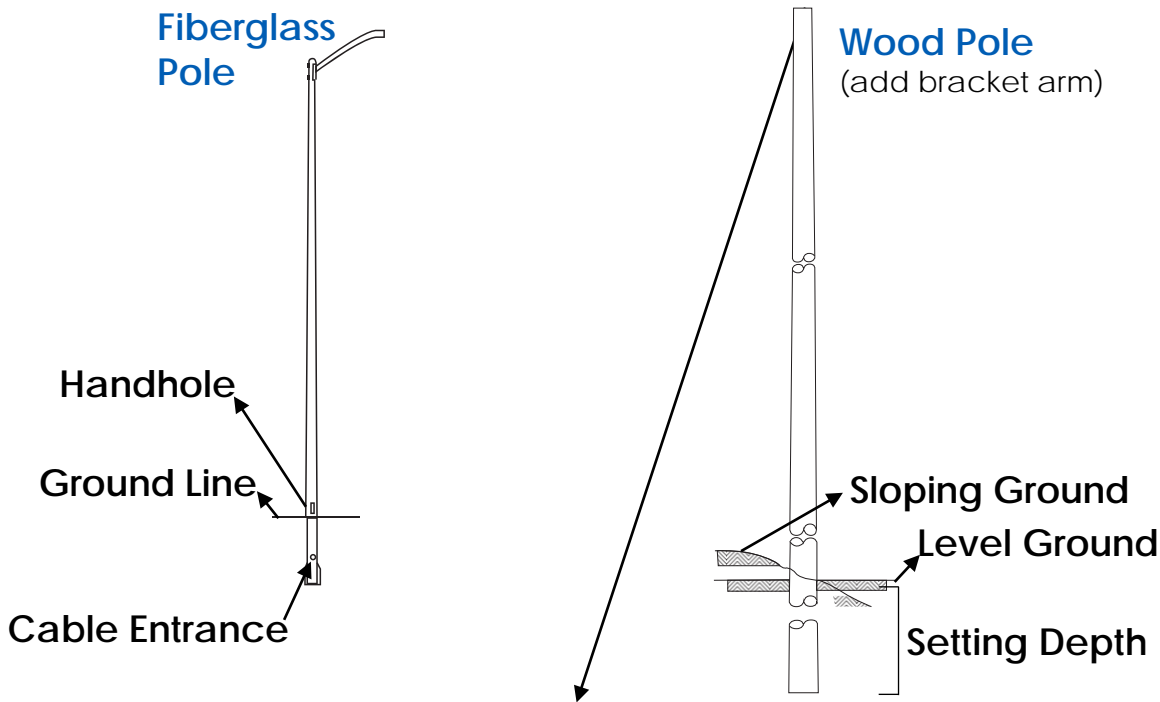


Cobrahead  
NCO



Cobrahead  
CO

HPS: 100W, 150W, 250W, 400W



## Wood Pole Brackets

