

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

**June 4, 2025, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chair Bill Gilbert at 7:35 A.M.

**ROLL CALL:** Taken by Lizzie Fredrick

**PRESENT:** Chair Bill Gilbert, Vice-Chair Lance Omer, and Commissioners Jill Davis, Daylen Howard, Josh Ardelean, and Dakota Woodworth

**ABSENT:** Mayor Robert J. Teich, Jr.

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

**AGENDA:**

**MOVED BY WOODWORTH SUPPORTED BY OMER TO APPROVE THE JUNE 4, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.**

**AYES: ALL  
MOTION CARRIED**

**MINUTES:**

**MOVED BY WOODWORTH, SUPPORTED BY HOWARD TO APPROVE THE MAY 5, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.**

**AYE: ALL  
MOTION CARRIED**

**PUBLIC COMMENTS:** Owosso resident, Glen Erdman, asked if any volunteers were needed downtown for the Curwood Festival.

Chair Gilbert responded with points of contact to ask at the Curwood Festival office located downtown.

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

**ITEMS OF BUSINESS:**

- 1. Election of Officers:** Gilbert reviewed the OMS & DDA Bylaws stating that the election of officers shall take place at the annual Board Meeting in June.

Gilbert noted that he stepped into the role of Chairperson with the intention of passing it off after a year.

Gilbert called for nominations of the officers.

Ardelean nominated Howard for Chair and Omer as Vice-Chair.

No further nominations were made, and the floor was closed.

**MOVED BY ARDELEAN, SUPPORTED BY DAVIS TO ELECT HOWARD AS THE CHAIR AND RE-ELECT OMER AS THE VICE-CHAIR FOR THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY.**

**AYE: ALL**

**MOTION CARRIED**

2. **Board Member Agreements:** Fredrick presented Board Member Agreements revised by the Organization Committee at their May meeting.

Fredrick noted only two revisions were made including oversight or ownership of one committee program, project task, or resource and participating in one OMS event or project per year.

Board Members signed the updated agreement.

3. **L-4029 Tax Rate Request Form:** Fredrick presented the L-4029 Tax Rate Request Form.

**MOVED BY OMER, SUPPORTED BY WOODWORTH TO AUTHORIZE THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY CHAIRPERSON AND CITY CLERK TO SIGN THE PREPARED L-4029 TAX RATE REQUEST FORM.**

**MOTION CARRIED**

4. **Fiscal Year 2024-2025 End of Year Budget Amendments:** Fredrick reviewed the proposed Fiscal Year 2024-2025 End of Year Budget Amendments highlighting the Oak and Ivory Clothing Co. Match on Main Grant under State Sources revenue and expenditures under Contractual Services, Building Maintenance-DPW, and Developer Reimbursement.

**MOVED BY HOWARD, SUPPORTED BY WOODWORTH TO APPROVE THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY END-OF-YEAR BUDGET AMENDMENTS AS PRESENTED.**

**AYE: ALL**

**MOTION CARRIED**

5. **Revolving Loan & Grant Program Revisions:** Fredrick presented the revised Revolving Loan & Grant Program approved at the May Economic Vitality Committee meeting.

Fredrick highlighted two primary revisions including an adjustment of the grant award maximum to be \$25,000, the approximate amount of annual loan interest, and a grant repayment plan should a grantee sell their property within five years of receiving the grant award.

**MOVED BY HOWARD, SUPPORTED BY ARDELEAN 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.**

**AYE: ALL**

**MOTION CARRIED**

6. **Streetscape Design:** Fredrick shared the history of stamped concrete in the double helix streetscape design and asked the Board to review the presented options for future sidewalk replacements.

Woodworth shared that he is inclined to discontinue the double helix streetscape design due to it being a low maintenance option and costing the least.

Omer suggested keeping the double helix design in designated areas and removing it from areas that allow vehicle traffic.

Howard recommended continuing the double helix with solid color concrete, instead of stamped concrete, for future sidewalk replacement projects and discontinuing the streetscape design in designated areas.

Board discussed which locations to keep the streetscape design and where to discontinue the design.

Davis suggested keeping the design in the Fountain Park pedestrian links between Ball Street and the parking lot.

**MOVED BY HOWARD, SUPPORTED BY DAVIS TO CONTINUE THE DOUBLE HELIX STREETScape DESIGN WITH SOLID COLOR CONCRETE FOR FUTURE SIDEWALK REPLACEMENT ON WASHINGTON STREET, EXCHANGE STREET, AND THE FOUNTAIN PARK PEDESTRIAN LINKS, AND DISCONTINUE THE DOUBLE HELIX DESIGN FOR FUTURE SIDEWALK REPLACEMENT IN ALL OTHER LOCATIONS.**

**AYE: ALL  
MOTION CARRIED**

#### **COMMITTEE UPDATES:**

1. **Promotion:** Davis shared that the Committee reviewed results from the Chocolate Walk Business Survey and discussed the event's successes, areas of opportunity, and potential changes.

Davis confirmed that the Committee postponed a contract for downtown photos until the beginning of the new fiscal year after reviewing the photo package cost and budget amendments.

2. **Organization:** Ardelean provided updates on the Volunteer Signup Event and noted that the Committee would like to schedule another towards the end of the farmers market season to advertise the Downtown Fall Cleanup.

Ardelean noted that the Committee finalized the Board Member Agreement revisions during the May meeting and agreed to designate one Committee Member and one Board Member to provide input on the Executive Director's annual performance review.

Omer volunteered to provide input on the Executive Director's review on behalf of the Board of Directors.

3. **Design:** Fredrick provided updates on irrigation repairs and a leak in the South Washington Street irrigation system causing it to be turned off.

Fredrick noted that the soil arrived and that the flowers still need to be picked up.

Davis asked for the flower pickup and planting to be prioritized before the next Committee meeting and volunteered to assist.

4. **Economic Vitality:** Howard noted that the Committee finalized and approved revisions to the Revolving Loan & Grant Program.

Howard shared that Etcetera is the June Downtown Business of the Month.

**DIRECTOR UPDATES:** Fredrick asked the Board their availability to meet with Michigan Main Street to update the OMS Transformation Strategy.

Fredrick shared that OMS is accepting donations of new youth bike helmets to giveaway at Open Streets Owosso on June 21<sup>st</sup>.

**BOARD COMMENTS:** Davis noted that the Downtown Spring Cleanup looked to be successful.

Fredrick confirmed that over 75 volunteers participated in the cleanup event.

**ADJOURNMENT:**

**MOVED BY ARDELEAN, SUPPORTED BY HOWARD TO ADJOURN AT 8:40 A.M.**

**AYES: ALL**

**MOTION CARRIED**

**NEXT MEETING JULY 9, 2025.**

DRAFT