

AGENDA

OWOSSO MAIN STREET & DDA

REGULAR BOARD MEETING

Wednesday, December 3, 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: December 3, 2025

Review and Approval of Minutes: November 18, 2025

Public Comments:

Reports:

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

Items of Business:

- 1) 2026 OMS & DDA Meeting Schedule

Committee Updates:

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

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.]

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

November 18, 2025, AT 9:30 A.M.

CALL TO ORDER: The meeting was called to order by Chair Daylen Howard at 9:32 A.M.

ROLL CALL: Taken by Lizzie Fredrick

PRESENT: Chair Daylen Howard, Mayor Robert J. Teich, Jr., and Commissioners Jill Davis, Jon Moore, Karen Parzych, Bill Gilbert, and Colin McCallum. Commissioner Josh Ardelean arrived at 9:48 A.M., Mayor Robert J. Teich, Jr. left at 10:00 A.M., and Vice-Chair Lance Omer arrived at 10:21 A.M.

ABSENT: None

STAFF PRESENT: Lizzie Fredrick, OMS & DDA Director

AGENDA:

MOVED BY GILBERT SUPPORTED BY MOORE TO APPROVE THE NOVEMBER 18, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.

AYES: ALL

MOTION CARRIED

MINUTES:

MOVED BY TEICH SUPPORTED BY DAVIS TO APPROVE THE NOVEMBER 5, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.

AYE: ALL

MOTION CARRIED

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1. **Main Street Accreditation Visit:** Fredrick introduced the accreditation assessment team including Laura Krizov from Michigan Main Street (MMS), Owosso Main Street's Coordinator Program through the Michigan Economic Development Corporation (MEDC), Lisa Thompson from Main Street America, and Josh Prusik and Chuck Donaldson from the MEDC.

Krizov and Thompon asked the Board questions and prompted discussions to evaluate how and whether OMS meets the standards for the Main Street 4-Point Approach.

Board discussed creating Main Street Board Member business cards or email addresses.

Krizov presented business recruitment support as an option for the OMS annual technical assistance service from MMS.

Krizov noted that the Design Committee may benefit from scheduling meetings with project leads if monthly Committee Meeting attendance is inconsistent.

Thompson suggested having committee chairs or volunteers present projects and programming to City Council and the public instead of staff.

Thompson asked the Board to consider how OMS uses the Downtown Renaissance Transformation Strategy for fundraising and program planning.

Gilbert noted that the downtown infrastructure is in poor condition and the need for support for façade improvements.

Thompson presented an idea for a roof replacement assistance program.

The accreditation assessment team encouraged OMS to get involved in conversations with the Michigan Department of Transportation to be a part of future construction and traffic calming plans for M-21.

The Board set three goals with the accreditation assessment team including business recruitment, outreach and inter-business relationships, and committee recruitment.

Krizov notified the Board that their contract for Main Street Program Membership is up for renewal.

MOVED BY HOWARD, SUPPORTED BY GILBERT TO RENEW THE MAIN STREET PROGRAM AGREEMENT.

AYE: ALL

MOTION CARRIED

BOARD COMMENTS: None

ADJOURNMENT:

MOVED BY HOWARD, SUPPORTED BY MOORE TO ADJOURN AT 10:53 A.M.

AYES: ALL

MOTION CARRIED

NEXT MEETING DECEMBER 3, 2025.

11/26/2025 08:51 AM
User: ELFredrick
DB: Owosso

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO
CHECK DATE FROM 11/01/2025 - 11/26/2025

Page 1/2

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
11/07/2025	1	12332 (A)	AMAZON CAPITAL SERVICES	DDA 10-22-2025	818.000	706	135.30
11/07/2025	1	12335 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	754.07
11/07/2025	1	12341 (A)	H2O COMPLIANCE SERVICES INC	N IRRIGATION TESTING	930.000	200	110.00
				S IRRIGATION TESTING	930.000	200	110.00
				CHECK 1 12341(A) TOTAL FOR FUND 248:			220.00
11/07/2025	1	12343 (A)	J & H OIL COMPANY	LIZZIE	751.000	200	18.76
11/07/2025	1	12346 (A)	LUDINGTON ELECTRIC, INC.	ELECTRICAL WORK FOR PLANTER REMOVAL	818.000	200	1,050.00
11/07/2025	1	12363 (E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	28.05
11/07/2025	1	138776#	FUTURE ENERGY	EV CHARGER CLOUD PLAN YEAR 2 OF 3	123.000	000	2,280.00
				EV CHARGER CLOUD PLAN YEAR 3 OF 3	123.000	000	2,280.00
				EV CHARGER 3 YEAR CLOUD PLAN 1 OF 3	818.000	200	2,280.00
				EV CHARGER CABLE REPLACEMENT KIT	930.000	200	5,900.00
				CHECK 1 138776 TOTAL FOR FUND 248:			12,740.00
11/07/2025	1	138778	JILL DAVIS	TRICK OR TREAT GIFT BASKET ITEM	818.000	705	20.00
11/07/2025	1	138785	SPARTAN STORES LLC	WORK PLAN EXPENDITURES	818.000	707	5.98
11/21/2025	1	12364 (E)	HUNTINGTON NATONAL BANK -	EDUCATION & TRAINING	956.000	200	352.65
11/21/2025	1	12407 (A)	SHATTUCK SPECIALTY ADVERTISING	GOLD MEDAL	818.750	705	91.00
				SILVER MEDAL	818.750	705	91.00
				DECAL & RIBBON FOR PROIVDDED MEDALS	818.750	705	58.50
				TROPHY	818.750	705	33.50
				PLATE FOR PROVIDED TROPHY	818.750	705	17.00
				CHECK 1 12407(A) TOTAL FOR FUND 248:			291.00
11/21/2025	1	12414 (A)	VERIZON WIRELESS	DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00
				DDA	920.300	200	0.00

11/26/2025 08:51 AM				CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO			Page 2/2	
User: ELFredrick				CHECK DATE FROM 11/01/2025 - 11/26/2025				
DB: Owosso								
Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY				DDA	920.300	200	0.00	
				DDA	920.300	200	0.00	
				DDA	920.300	200	0.00	
				DDA	920.300	200	0.00	
				DDA	920.300	200	0.00	
				DDA	920.300	200	43.37	
				CHECK 1 12414(A) TOTAL FOR FUND 248:			43.37	
11/21/2025	1	138806	HOME DEPOT CREDIT SERVICES	OCTOBER	930.000	200	37.33	
11/21/2025	1	138833	WIN'S ELECTRICAL SUPPLY OF OWOSSO	OCT.	930.000	200	30.72	
				OCT.	930.000	200	43.32	
				CHECK 1 138833 TOTAL FOR FUND 248:			74.04	
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			15,770.55	

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

PERIOD ENDING 12/31/2025

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

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2025 NORMAL (ABNORMAL)	MONTH 12/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	38,977.00	35,286.54	0.00	3,690.46	90.53
248-000-402.100	TIF	229,031.00	0.00	0.00	229,031.00	0.00
248-000-540.000	STATE SOURCES	0.00	0.00	0.00	0.00	0.00
248-000-569.000	OTHER STATE GRANTS	0.00	0.00	0.00	0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	26,000.00	24,443.43	0.00	1,556.57	94.01
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	5,000.00	3,308.51	0.00	1,691.49	66.17
248-000-670.000	LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-000-670.100	LOAN INTEREST	1,260.00	550.51	0.00	709.49	43.69
248-000-674.200	DONATIONS	0.00	0.00	0.00	0.00	0.00
248-000-674.300	INCOME-ECNMC RESTRUCTING	0.00	0.00	0.00	0.00	0.00
248-000-674.400	INCOME-PROMOTION	13,000.00	1,951.00	0.00	11,049.00	15.01
248-000-674.500	INCOME-ORGANIZATION	0.00	1,000.00	0.00	(1,000.00)	100.00
248-000-674.600	INCOME-DESIGN	0.00	0.00	0.00	0.00	0.00
248-000-674.700	EV STATION REVENUE	6,500.00	5,902.76	0.00	597.24	90.81
248-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-000-699.101	TRANFERS FROM GENERAL FUND	36,286.00	7,762.37	0.00	28,523.63	21.39
248-000-699.287	ARPA TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		356,054.00	80,205.12	0.00	275,848.88	22.53
TOTAL REVENUES		356,054.00	80,205.12	0.00	275,848.88	22.53
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	2,000.00	176.44	0.00	1,823.56	8.82
248-200-751.000	GAS & OIL	0.00	18.76	0.00	(18.76)	100.00
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00
248-200-810.000	INSURANCE & BONDS	3,172.00	1,567.12	0.00	1,604.88	49.40
248-200-818.000	CONTRACTUAL SERVICES	90,000.00	82,451.11	0.00	7,548.89	91.61
248-200-818.500	AUDIT	608.00	0.00	0.00	608.00	0.00
248-200-920.000	UTILITIES	3,000.00	1,463.54	0.00	1,536.46	48.78
248-200-920.100	ELECTRICITY-EV STATION	5,000.00	2,830.07	0.00	2,169.93	56.60
248-200-920.300	TELEPHONE	520.00	173.44	0.00	346.56	33.35
248-200-930.000	BUILDING MAINTENANCE - DPW	40,000.00	6,231.37	0.00	33,768.63	15.58
248-200-940.000	EQUIPMENT RENTAL - DPW	10,000.00	4,476.43	0.00	5,523.57	44.76
248-200-955.000	MEMBERSHIPS & DUES	800.00	0.00	0.00	800.00	0.00
248-200-956.000	EDUCATION & TRAINING	4,000.00	355.90	0.00	3,644.10	8.90
248-200-969.000	DEVELOPER REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	84,500.00	7,064.33	0.00	77,435.67	8.36
248-200-995.243	TRANSFER TO BROWNFIELDS	33,465.00	0.00	0.00	33,465.00	0.00
Total Dept 200 - GEN SERVICES		277,065.00	106,808.51	0.00	170,256.49	38.55
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	69,272.00	27,667.83	0.00	41,604.17	39.94
248-261-702.200	WAGES	250.00	6,888.89	0.00	(6,638.89)	2,755.56
248-261-702.300	OVERTIME	500.00	401.81	0.00	98.19	80.36
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

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

Dept 905 - DEBT SERVICE

PERIOD ENDING 12/31/2025

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

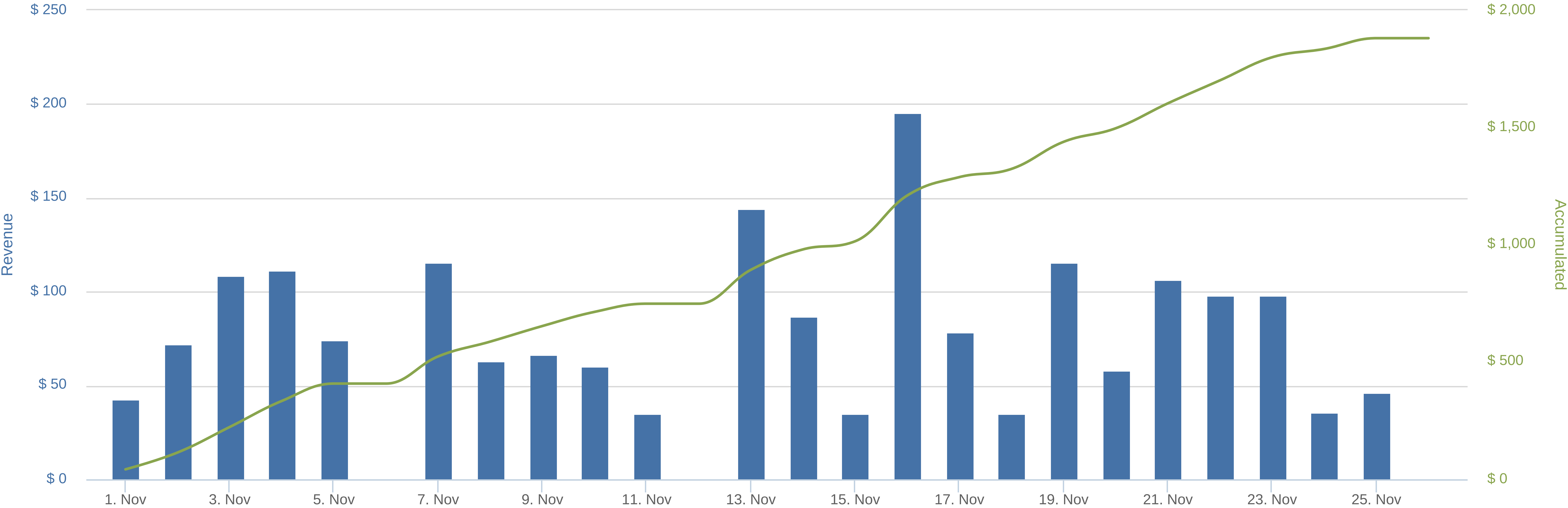
GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2025	MONTH	12/31/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-905-991.100	PRINCIPAL	0.00	0.00		0.00	0.00	0.00
248-905-992.000	PAYING AGENT FEES	0.00	0.00		0.00	0.00	0.00
248-905-993.000	INTEREST	0.00	0.00		0.00	0.00	0.00
Total Dept 905 - DEBT SERVICE		0.00	0.00		0.00	0.00	0.00
Dept 966 - TRANSFERS OUT							
248-966-995.304	TRANSFER TO DEBT 2009 LTGO FUND	0.00	0.00		0.00	0.00	0.00
Total Dept 966 - TRANSFERS OUT		0.00	0.00		0.00	0.00	0.00
TOTAL EXPENDITURES		397,187.00	160,378.61		0.00	236,808.39	40.38
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		356,054.00	80,205.12		0.00	275,848.88	22.53
TOTAL EXPENDITURES		397,187.00	160,378.61		0.00	236,808.39	40.38
NET OF REVENUES & EXPENDITURES		(41,133.00)	(80,173.49)		0.00	39,040.49	194.91

11/1-11/26 EV Charging Station Revenue: \$1,880.91

October: \$2,043.96

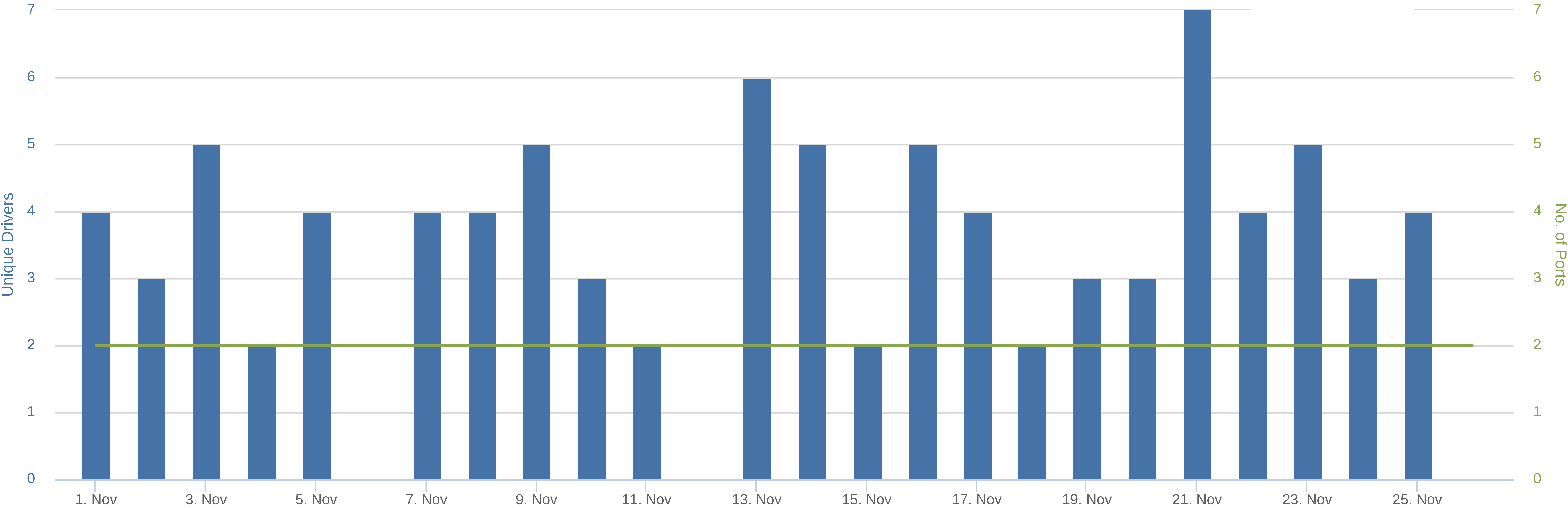
Revenue

Accumulated

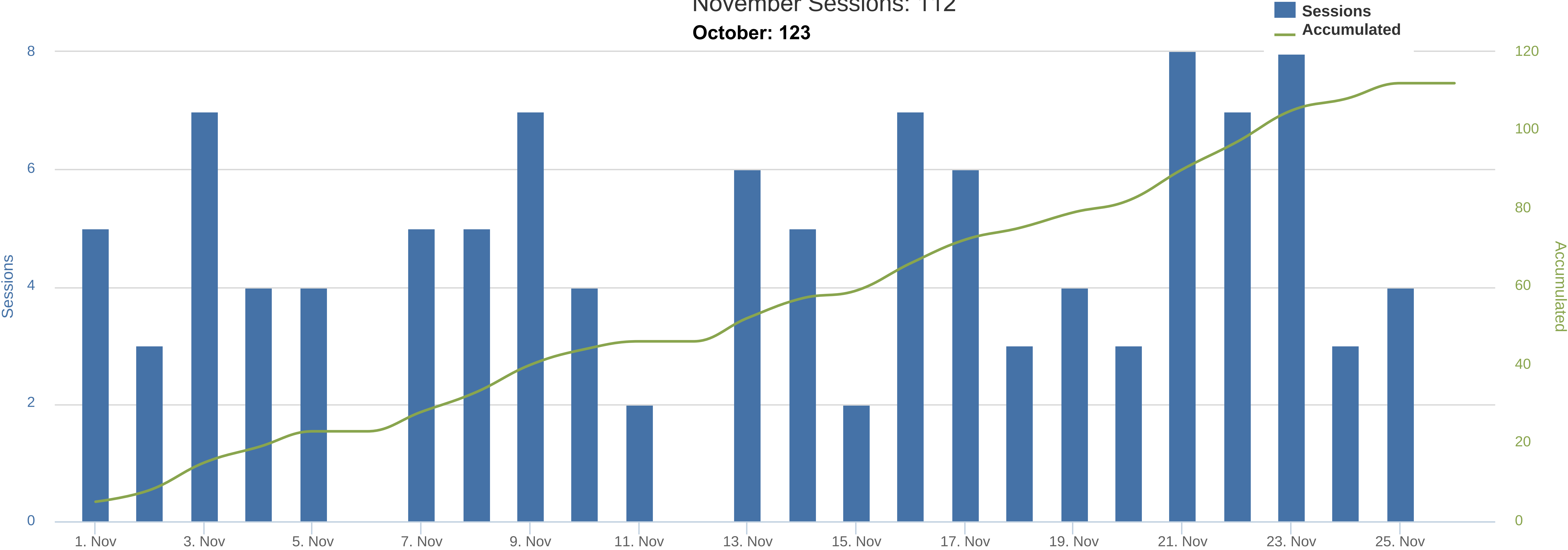


November Unique Drivers: 50
October: 47

Unique Drivers
No. of Ports



November Sessions: 112
October: 123





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

MEMORANDUM

DATE: December 3, 2025

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: 2026 OMS & DDA Meeting Schedule

BACKGROUND:

Please review the attached 2026 OMS & DDA Meeting Schedule.

The OMS & DDA Bylaws have been included for the Board to reread.

FISCAL IMPACT:

None

MOTION TO CONSIDER:

To adopt the 2026 Owosso Main Street & Downtown Development Authority Meeting Schedule.

Attachments:

2025 OMS & DDA Meeting Schedule
OMS & DDA Bylaws

CITY OF OWOSSO
SCHEDULE OF REGULAR MEETINGS
FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2026

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Act 267, Public Acts of 1976, of the schedule of Regular Meetings of the City of Owosso, County of Shiawassee, State of Michigan for the calendar year beginning January 1, 2025. The Board, dates, time and place of said regular meetings shall be as follows:

CITY COUNCIL					
The 1 st and 3 rd Monday of each month, except as noted – 6:30 p.m., local prevailing time					
Owosso City Hall, Council Chambers					
JAN 05	MAR 02	MAY 04	JUL 06	SEP 08*	NOV 02
JAN 20*	MAR 16	MAY 18	JUL 20	SEP 21	NOV 16
FEB 02	APR 06	JUN 01	AUG 03	OCT 05	DEC 07
FEB 17*	APR 20	JUN 15	AUG 17	OCT 19	DEC 21
DOWNTOWN DEVELOPMENT AUTHORITY / OWOSSO MAIN STREET			DOWNTOWN HISTORIC DISTRICT COMMISSION		
The 1 st Wednesday of each month, except as noted – 7:30 a.m., local prevailing time			The 3 rd Wednesday of each month - 6:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Conference Room		
JAN 07	MAY 06	SEP 02	JAN 21	MAY 20	SEP 16
FEB 04	JUN 03	OCT 07	FEB 18	JUN 17	OCT 21
MAR 04	JUL 08*	NOV 04	MAR 18	JUL 15	NOV 18
APR 01	AUG 05	DEC 02	APR 15	AUG 19	DEC 16
OWOSSO HISTORICAL COMMISSION			PARKS & RECREATION COMMISSION		
The 2 nd Monday of each month, except as noted – 6:00 p.m., local prevailing time			The 4 th Wednesday of each month, except as noted 7:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Council Chambers		
JAN 12	MAY 11	SEP 14	JAN 28	MAY 27	SEP 23
FEB 09	JUN 08	OCT 13*	FEB 25	JUN 24	OCT 28
MAR 09	JUL 13	NOV 09	MAR 25	JUL 22	DEC 02*
APR 13	AUG 10	DEC 14	APR 22	AUG 26	
PLANNING COMMISSION			WWTP REVIEW BOARD		
The 4 th Monday of each month, except as noted – 6:30 p.m., local prevailing time			The 4 th Tuesday of each month, 4:30 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso Wastewater Plant, Administration Building 1410 Chippewa Trail, Owosso		
JAN 26	MAY 26*	SEP 28	JAN 27	MAY 26	SEP 22
FEB 23	JUN 22	OCT 26	FEB 24	JUN 23	OCT 27
MAR 23	JUL 27	NOV 23	MAR 24	JUL 28	NOV 24
APR 27	AUG 24	DEC 14*	APR 28	AUG 25	
ZONING BOARD OF APPEALS			BROWNFIELD REDEVELOPMENT AUTHORITY		
The 3 rd Tuesday of each month, except as noted – 9:30 a.m., local prevailing time			Thursdays, approximately once per quarter – 8:00 a.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Council Chambers		
JAN 20	MAY 19	SEP 15	JAN 8	JUN 11	
FEB 17	JUN 16	OCT 20	APR 09	OCT 8	
MAR 17	JUL 21	NOV 17	* = Rescheduled due to legal holiday on regular meeting date or other scheduling conflict		
APR 21	AUG 18	DEC 15			

The City of Owosso will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audio recordings of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kohagen, City Clerk, 301 West Main Street, Owosso, MI 48867 (989) 725-0500. The City of Owosso website is www.ci.owosso.mi.us.

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



COMMITTEE REPORT

ORGANIZATION

Tuesday, October 14, 2025, 2:00 p.m.
City Hall; 301 W. Main Street



Present: J. Moore, J. Ardelean, and C. McCallum

Absent: K. Parzych and J. Adams

Staff: L. Fredrick

Discussion Items

Social District

- A person shall not consume alcoholic liquor in a commercial establishment selling food if the commercial establishment is not licensed under this act. A person owning, operating, or leasing a commercial establishment selling food which is not licensed under this act shall not allow the consumption of alcoholic liquor on its premises.

Volunteer Appreciation Party

- The Sideline Sports Bar on Thursday, February 19, 2026
- \$1,100 Budget (includes awards)

Action Items

Volunteer Appreciation Party

- Moore: Bingo & Coloring
- McCallum: (8) \$25 Gift Cards from Downtown Businesses
- Ardelean: Venue & Food
- Fredrick: Invitations & December Committee Volunteer Nominations

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

Next Meeting: December 9, 2025

COMMITTEE REPORT

PROMOTION

Thursday, November 13, 2025, 8:00 a.m.
City Hall; 301 W. Main Street



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

Absent: B. Atkins and K. Parzych

Staff: L. Fredrick

Discussion Items

Downtown Owosso Trick or Treat & Pumpkin Hunt Activity

- Business Feedback
- 15 Golden Pumpkins for 2026
- 2026 Downtown Trick or Treat is October 24th

April 25th Chocolate Walk

- Point of Sale Platform

Glow Owosso

- Need Volunteers for 5k & Parade Lineup on November 28th
- Spend 10, Win Big: Black Friday & Small Business Saturday Giveaway Promotion

Action Items

Fredrick will complete and publish the Glow Owosso press release.

Committee will collect the golden pumpkins from the businesses.

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

Next Meeting: December 11, 2025

COMMITTEE REPORT

ECONOMIC VITALITY

Tuesday, November 18, 2025, 1:00 p.m.
City Hall; 301 W. Main Street



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

Absent: R. Teich

Staff: L. Fredrick

Discussion Items

December Business of the Month: J's Tux and Bridal Boutique, located at 104 N. Washington Street

OMS & DDA Biannual Informational Meeting is on January 7th during the Board Meeting.

January 27th Business Owner Main Street Meetup

- Presentation Topics
 - o Meet the Board/Committee Members
 - o Committee Programming
 - o Business Resources – OMS & External
 - o Finances
 - o Future Projects
- Business Owner Survey

Action Items

Parzych will collect the Smokin' Jack's BBQ W9.

Fredrick will present OMS Board Member business cards and/or email addresses for consideration by the Organization Committee.

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

Next Meeting: December 16, 2025

COMMITTEE REPORT

DESIGN

Wednesday, November 18, 2025, 8:00 a.m.
City Hall; 301 W. Main Street



Present: D. Drenovsky, K. Parzych, B. Gilbert, and J. Ardelean

Absent: C. Guillen and J. Ross

Staff: L. Fredrick

Discussion Items

Committee scheduled next two meetings: 8:00 a.m. on December 4th and January 22nd

Seasonal Beautification

- Provide volunteers with a street plan with supply inventory list for specific locations
- Continue to pre-make bows

Summer Beautification Main Street Meetup

- Wednesday March 11th at City Hall
- Food & Networking at 5:30 p.m.
- Meeting Discussion at 6:00 p.m.
- Open to businesses, property owners, OMS volunteers, and public interested in volunteering

Action Items

Drenovsky and Fredrick will install additional winter decorations in various locations.

Fredrick will collect examples of Social District Wayfinding to present at the next committee meeting.

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

Next Meeting: December 4, 2025