

# **AGENDA**

*OWOSSO MAIN STREET & DDA*

## **REGULAR BOARD MEETING**

Wednesday, February 5, 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:** February 5, 2025

**Review and Approval of Minutes:** January 8, 2024

### **Public Comments:**

### **Reports:**

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

### **Items of Business:**

- 1) Fiscal Year 2024-2025 Budget Amendments
- 2) **Master Plan Implementation Goals: 2.2, 2.4**
- 3) 2025-2030 Capital Improvement Plan  
**Master Plan Implementation Goals: 2.2, 2.4, 3.11**

### **Committee Updates:**

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

### **Director Updates:**

### **Board Comments:**

### **Adjournment:**

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

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

**January 8, 2025, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chair Bill Gilbert at 7:31 A.M.

**ROLL CALL:** Taken by Lizzie Fredrick

**PRESENT:** Chair Bill Gilbert, Vice-Chair Lance Omer and Commissioners Daylen Howard, Jill Davis, and Mayor Robert J. Teich Jr. Commissioners Josh Ardelean and Dakota Woodworth arrived at 7:33 A.M.

**ABSENT:** None

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

**AGENDA:**

**MOVED BY HOWARD SUPPORTED BY OMER TO APPROVE THE JANUARY 8, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.**

**AYES: ALL  
MOTION CARRIED**

**MINUTES:**

**MOVED BY TEICH, SUPPORTED BY ARDELEAN TO APPROVE THE DECEMBER 4, 2024, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.**

**AYE: ALL  
MOTION CARRIED**

**PUBLIC COMMENTS:** Melissa Wheeler, owner of Murtle's Handmade Chocolates, spoke in opposition of closing Ball Street between Exchange Street and the alley for a special event space.

Jason Steele, pastor of Community Evangelical Presbyterian Church, shared with the Board that the church's office is located on Ball Street and expressed concern that closing Ball Street between Exchange Street and the alley for a special event space may affect the church's evening meetings and planned renovations to the property's upper-story residential unit.

Tony Nash, owner of AZee Branding Solutions, said that closing Ball Street between Exchange Street and the alley for a special event space would affect his business, that time limits for street parking is a challenge for his business, and that he attended the meeting to hear the new OMS Strategic Plan.

Erica Matteson, co-owner of The Mattesons Photography, shared that she is in favor of closing a street near the Owosso Farmers Market for the warmer seasons to encourage visitors to stay longer by providing them seating and shade, noting that it has been successful in other communities.

Laree Ardelean said that it makes more sense to close the road for an event space on a street other than Ball Street.

Gilbert thanked the community members for attending the meeting and noted that the Fountain Park Seasonal Expansion is still only being considered at the Committee level and has not come to the Board or City Council for approval.

Omer noted that there are two vacant positions on the OMS & DDA Board of Directors.

Ardelean shared that the OMS & DDA Committees are also in need of volunteers and asked for the community to get involved by becoming members so they can help shape downtown programming.

**REPORTS:** Fredrick presented the monthly financial reports and the Tax Increment Financing Report and Impact Report for Fiscal Year 2023-2024.

Fredrick reviewed reports for the Electric Vehicle Charging Stations including data for the month of December and the 2024 calendar year.

Fredrick noted that the EV Charging Stations made \$1,262.21 in revenue for the month of December and \$8,710 in revenue for the 2024 calendar year.

Howard referenced the Board having their hands tied financially due to a bond debt for downtown sidewalks until 2029.

**INFORMATIONAL MEETING:** Fredrick presented a recap of the OMS & DDA's activities, projects, and programming from the past six months.

#### **ITEMS OF BUSINESS:**

1. **2025-2029 OMS Strategic Plan:** Fredrick reviewed the updated OMS Vision and Mission Statements and presented the 2025-2029 OMS Strategic Plan including implementation plans identifying the responsible committees and time frame for each action.

**MOVED BY HOWARD, SUPPORTED BY WOODWORTH TO ADOPT THE 2025-2029  
OWOSSO MAIN STREET STRATEGIC PLAN**

**AYE: ALL**

**MOTION CARRIED**

#### **COMMITTEE UPDATES:**

1. **Organization:** Ardelean shared that the Committee has started distributing the 2025 OMS Sponsor Guide which highlights sponsorship opportunities for specific OMS programming throughout the year.  
Fredrick confirmed there will be a dedicated page on the Downtown Owosso website with the sponsorship opportunities.  
Fredrick provided updates on communications that have been submitted to City Council, which helps fulfill Goal 4.5 in the Strategic Plan, and that the Organization Committee will be scheduling the Volunteer Appreciation Event for February 2026.
2. **Promotion:** Davis provided updates on discussions the Promotion Committee is having with the Glow Owosso Sub-Committee regarding the event's fireworks and parade route.  
Davis confirmed there will be a downtown business owner information session centered on the Chocolate Walk event in March.
3. **Economic Vitality:** Howard provided updates on the Committee's discussion around marketing the Revolving Loan & Grant Program and shared that the Committee hosted an information session for the Match on Main Grant Program.  
Howard announced that applications are now being accepted for the Revolving Loan & Grant Program and that the Committee has prioritized additional scoring values for projects that include façade improvements, create or support full-service dining options, and activate downtown on evenings and weekends.
4. **Design:** Fredrick noted that the Committee is down to three members and is in need of volunteers to get involved.

Fredrick provided updates on projects for Main Street Plaza and the raised planters that are scheduled to be removed in front of Freddie's Party Store and American Speedy Printing.

**DIRECTOR UPDATES:** Fredrick notified the Board that Michigan Main Street requested the January OMS Transformation Strategy Update be rescheduled for the spring and be the OMS 2025 Technical Assistance Service causing the Idea Factory Report to be scheduled in the fall for the OMS 2026 Technical Assistance Service.

Fredrick reminded the Board that the Revolving Loan & Grant Program Info Session is on February 4<sup>th</sup> at 6pm in the City Council Chambers.

**BOARD COMMENTS:** Howard shared that the interest rate for the Revolving Loan & Grant Program is Prime -2%.

Ardelean thanked the public for attending the meeting and asked if they would help make a difference by joining a committee or sponsoring downtown programming.

Teich stated that the January 7<sup>th</sup> Match on Main Info Session had a great turnout.

Davis confirmed there were approximately 25 people in attendance.

**ADJOURNMENT:**

**MOVED BY WOODWORTH, SUPPORTED BY OMER TO ADJOURN AT 8:30 A.M.  
AYES: ALL  
MOTION CARRIED**

**NEXT MEETING FEBRUARY 5, 2025.**

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO  
 CHECK DATE FROM 01/01/2025 - 01/31/2025

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/03/2025	1	11344 (A)	BRUCKMAN'S MOVING & STORAGE	15X40 MONTHLY STORAGE UNIT	818.000	200	200.00
01/03/2025	1	11348 (A)	GILBERT'S DO IT BEST HARDWARE &	NOVEMBER REGULAR PURCHASES	818.750	705	1,000.00
				NOVEMBER REGULAR PURCHASES	818.750	705	23.97
				CHECK 1 11348(A) TOTAL FOR FUND 248:			<u>1,023.97</u>
01/03/2025	1	137966	BERTHIAUME & COMPANY	YEAR 2 2024-2025 GENERAL AUDIT	818.500	200	581.00
01/17/2025	1	11367 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	599.65
01/17/2025	1	11374 (A)	GILBERT'S DO IT BEST HARDWARE &	DECEMBER ORDERS	818.000	706	69.30
01/17/2025	1	11395 (A)	REPUBLIC SERVICES INC	4YD DUMPSTER PICKED UP WEEKLY - DDA	818.000	200	104.34
01/17/2025	1	11401 (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
				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	0.00
				DDA	920.300	200	43.34
				CHECK 1 11401(A) TOTAL FOR FUND 248:			<u>43.34</u>
01/17/2025	1	11405 (E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	17.00
01/17/2025	1	137996	RICOH USA	DDA	728.000	200	22.46
01/31/2025	1	11414 (A)	BRUCKMAN'S MOVING & STORAGE	15X40 MONTHLY STORAGE UNIT	818.000	200	200.00
01/31/2025	1	11435 (A)	LUDINGTON ELECTRIC, INC.	PANEL IN GILBERTS FOR PLAZA STAGE REPT.	930.000	200	1,935.00
				CHANGING FUSES AND PLUGS X-MAS	930.000	200	120.00
				UNDER GROUND WIRE BURNT UP	930.000	200	120.00
				CHAIRMAN LIGHTS ON WASHINGTON	930.000	200	218.92
				CHECK 1 11435(A) TOTAL FOR FUND 248:			<u>2,393.92</u>

01/31/2025 09:18 AM  
User: ELFredrick  
DB: Owosso

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO  
CHECK DATE FROM 01/01/2025 - 01/31/2025

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/31/2025	1	138028	HOME DEPOT CREDIT SERVICES	DECEMBER ORDERS	818.750	705	151.32
01/31/2025	1	138043	OWOSSO-WATER FUND	UTILITIES	920.000	200	242.34
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							5,648.64

PERIOD ENDING 01/31/2025

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

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	01/31/2025 (ABNORMAL)	MONTH 01/31/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000 - REVENUE								
248-000-402.000	GENERAL PROPERTY TAX	38,963.00		28,692.24	79.67		10,270.76	73.64
248-000-402.100	TIF	234,378.00		0.00	0.00		234,378.00	0.00
248-000-540.000	STATE SOURCES	0.00		0.00	0.00		0.00	0.00
248-000-540.000-MATCHMAIN2	STATE SOURCES	0.00		0.00	0.00		0.00	0.00
248-000-540.000-MATCHMAIN3	STATE SOURCES	0.00		0.00	0.00		0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	21,478.00		26,454.48	0.00		(4,976.48)	123.17
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00		0.00	0.00		0.00	0.00
248-000-665.000	INTEREST INCOME	5,000.00		3,953.13	0.00		1,046.87	79.06
248-000-670.000	LOAN PRINCIPAL	0.00		0.00	0.00		0.00	0.00
248-000-670.100	LOAN INTEREST	1,577.00		921.21	125.87		655.79	58.42
248-000-674.200	DONATIONS	0.00		0.00	0.00		0.00	0.00
248-000-674.300	INCOME-ECNMC RESTRUCTING	0.00		0.00	0.00		0.00	0.00
248-000-674.400	INCOME-PROMOTION	15,000.00		8,818.00	1,040.00		6,182.00	58.79
248-000-674.500	INCOME-ORGANIZATION	0.00		0.00	0.00		0.00	0.00
248-000-674.600	INCOME-DESIGN	0.00		635.00	0.00		(635.00)	100.00
248-000-674.700	EV STATION REVENUE	2,400.00		4,813.95	1,136.07		(2,413.95)	200.58
248-000-675.000	MISCELLANEOUS	0.00		0.00	0.00		0.00	0.00
248-000-699.101	TRANSFERS FROM GENERAL FUND	35,133.00		16,898.32	0.00		18,234.68	48.10
248-000-699.287	ARPA TRANSFER IN	0.00		0.00	0.00		0.00	0.00
Total Dept 000 - REVENUE		353,929.00		91,186.33	2,381.61		262,742.67	25.76
TOTAL REVENUES		353,929.00		91,186.33	2,381.61		262,742.67	25.76
Expenditures								
Dept 200 - GEN SERVICES								
248-200-728.000	OPERATING SUPPLIES	500.00		2,007.19	39.46		(1,507.19)	401.44
248-200-751.000	GAS & OIL	0.00		0.00	0.00		0.00	0.00
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00		0.00	0.00		0.00	0.00
248-200-810.000	INSURANCE & BONDS	2,994.00		3,020.71	0.00		(26.71)	100.89
248-200-818.000	CONTRACTUAL SERVICES	30,000.00		9,303.68	304.34		20,696.32	31.01
248-200-818.500	AUDIT	1,221.00		581.00	0.00		640.00	47.58
248-200-920.000	UTILITIES	2,955.00		853.59	242.34		2,101.41	28.89
248-200-920.100	ELECTRICITY-EV STATION	2,400.00		2,614.43	599.65		(214.43)	108.93
248-200-920.300	TELEPHONE	520.00		259.99	43.34		260.01	50.00
248-200-930.000	BUILDING MAINTENANCE - DPW	20,000.00		10,235.51	0.00		9,764.49	51.18
248-200-940.000	EQUIPMENT RENTAL - DPW	8,000.00		4,560.37	110.08		3,439.63	57.00
248-200-955.000	MEMBERSHIPS & DUES	800.00		0.00	0.00		800.00	0.00
248-200-956.000	EDUCATION & TRAINING	3,000.00		427.87	0.00		2,572.13	14.26
248-200-969.000	DEVELOPER REIMBURSEMENT	33,690.00		0.00	0.00		33,690.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	134,024.00		7,830.63	0.00		126,193.37	5.84
Total Dept 200 - GEN SERVICES		240,104.00		41,694.97	1,339.21		198,409.03	17.37
Dept 261 - GENERAL ADMIN								
248-261-702.100	SALARIES	66,608.00		37,105.73	5,123.68		29,502.27	55.71
248-261-702.200	WAGES	250.00		19.00	0.00		231.00	7.60
248-261-702.300	OVERTIME	1,000.00		256.41	0.00		743.59	25.64
248-261-702.800	ACCRUED SICK LEAVE	0.00		0.00	0.00		0.00	0.00
248-261-703.000	OTHER COMPENSATION	0.00		0.00	0.00		0.00	0.00

PERIOD ENDING 01/31/2025

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

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	01/31/2025 (NORMAL (ABNORMAL))	MONTH 01/31/2025 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-261-715.000	SOCIAL SECURITY (FICA)	5,191.00	2,856.02	391.43	2,334.98	55.02
248-261-716.100	HEALTH INSURANCE	7,703.00	4,497.70	639.50	3,205.30	58.39
248-261-716.200	DENTAL INSURANCE	576.00	208.23	30.75	367.77	36.15
248-261-716.300	OPTICAL INSURANCE	62.00	28.50	4.32	33.50	45.97
248-261-716.400	LIFE INSURANCE	526.00	304.59	44.22	221.41	57.91
248-261-716.500	DISABILITY INSURANCE	837.00	483.49	70.03	353.51	57.76
248-261-717.000	UNEMPLOYMENT INSURANCE	25.00	0.00	0.00	25.00	0.00
248-261-718.200	DEFINED CONTRIBUTION	5,995.00	3,353.38	461.14	2,641.62	55.94
248-261-719.000	WORKERS' COMPENSATION	406.00	250.94	31.88	155.06	61.81
Total Dept 261 - GENERAL ADMIN		89,179.00	49,363.99	6,796.95	39,815.01	55.35
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	250.00	28.00	0.00	222.00	11.20
248-704-818.000	WORK PLAN EXPENDITURE	500.00	834.47	0.00	(334.47)	166.89
Total Dept 704 - ORGANIZATION		750.00	862.47	0.00	(112.47)	115.00
Dept 705 - PROMOTION						
248-705-802.000	ADVERTISEMENT	400.00	0.00	0.00	400.00	0.00
248-705-818.000	WORK PLAN EXPENDITURES	5,000.00	250.67	0.00	4,749.33	5.01
248-705-818.730	ART WALK	0.00	0.00	0.00	0.00	0.00
248-705-818.750	GLOW	6,500.00	8,149.17	1,151.32	(1,649.17)	125.37
248-705-818.760	RETAIL EVENTS	150.00	0.00	0.00	150.00	0.00
248-705-818.770	MOTORCYCLE DAYS	2,500.00	1,389.50	0.00	1,110.50	55.58
248-705-818.780	CHOCOLATE WALK	500.00	0.00	0.00	500.00	0.00
248-705-818.790	NYE BLOCK PARTY	0.00	0.00	0.00	0.00	0.00
Total Dept 705 - PROMOTION		15,050.00	9,789.34	1,151.32	5,260.66	65.05
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	7,000.00	2,302.87	93.27	4,697.13	32.90
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	0.00	0.00	0.00	0.00	0.00
Total Dept 706 - DESIGN		7,000.00	2,302.87	93.27	4,697.13	32.90
Dept 707 - ECONOMIC VITALITY						
248-707-818.000	WORK PLAN EXPENDITURES	1,500.00	300.00	0.00	1,200.00	20.00
248-707-818.000-MATCHMAIN2	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-707-818.000-MATCHMAIN3	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-707-818.000-MTCHONMAIN	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-707-818.000-VIBRANCY22	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
Total Dept 707 - ECONOMIC VITALITY		1,500.00	300.00	0.00	1,200.00	20.00
Dept 901 - CAPITAL OUTLAY						
248-901-965.585	CAPITAL CONTRIBUTION-DDA	0.00	0.00	0.00	0.00	0.00
248-901-965.585-DDASTRLITE	CAPITAL CONTRIBUTION-DDA	0.00	0.00	0.00	0.00	0.00



PERIOD ENDING 01/31/2025

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

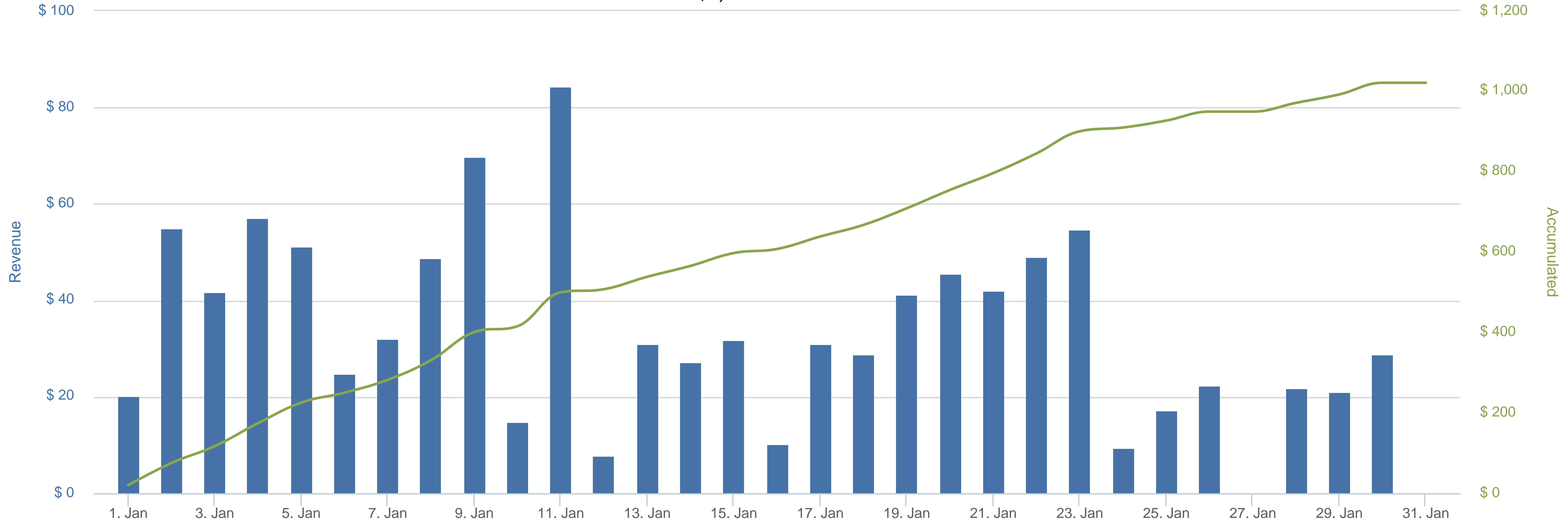
GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2025 NORMAL (ABNORMAL)	MONTH 01/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-905-992.000	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00
248-905-993.000	INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 905 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
Dept 966 - TRANSFERS OUT						
248-966-995.304	TRANSFER TO DEBT 2009 LTGO FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 966 - TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		353,583.00	104,313.64	9,380.75	249,269.36	29.50
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		353,929.00	91,186.33	2,381.61	262,742.67	25.76
TOTAL EXPENDITURES		353,583.00	104,313.64	9,380.75	249,269.36	29.50
NET OF REVENUES & EXPENDITURES		346.00	(13,127.31)	(6,999.14)	13,473.31	3,794.02

# EV Charging: Revenue 1/1/25 - 1/31/25

**\$1,021.30**

Revenue

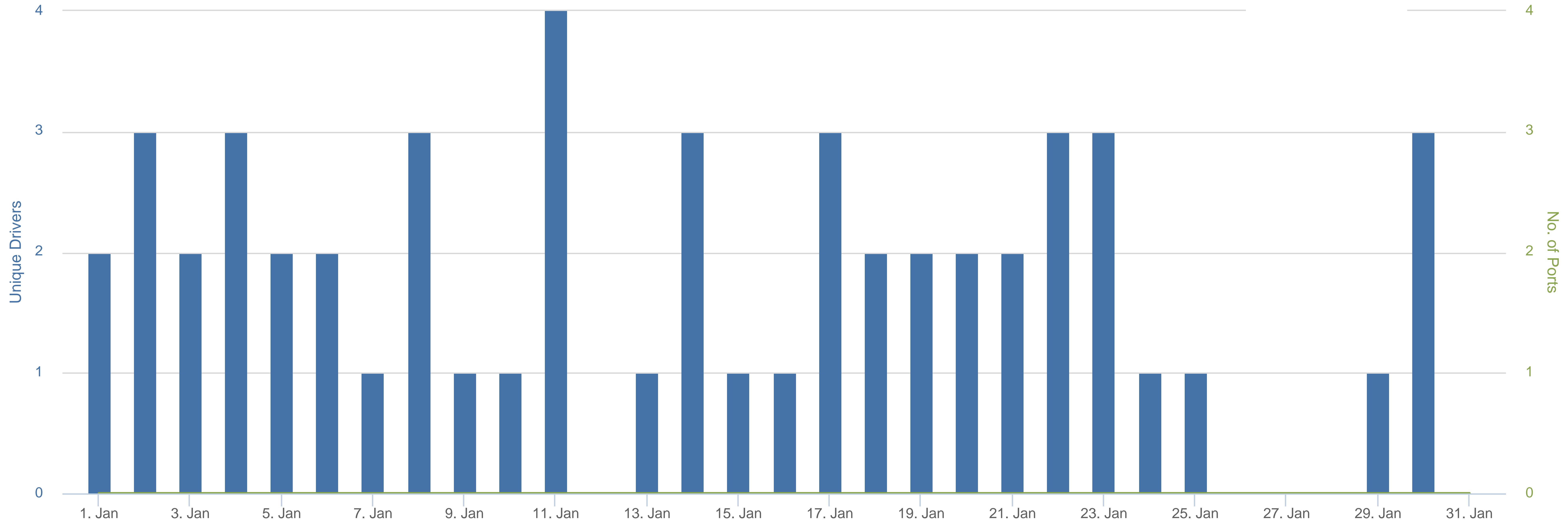
Accumulated



# EV Charging: Unique Drivers 1/1/25 -1/31/25

32

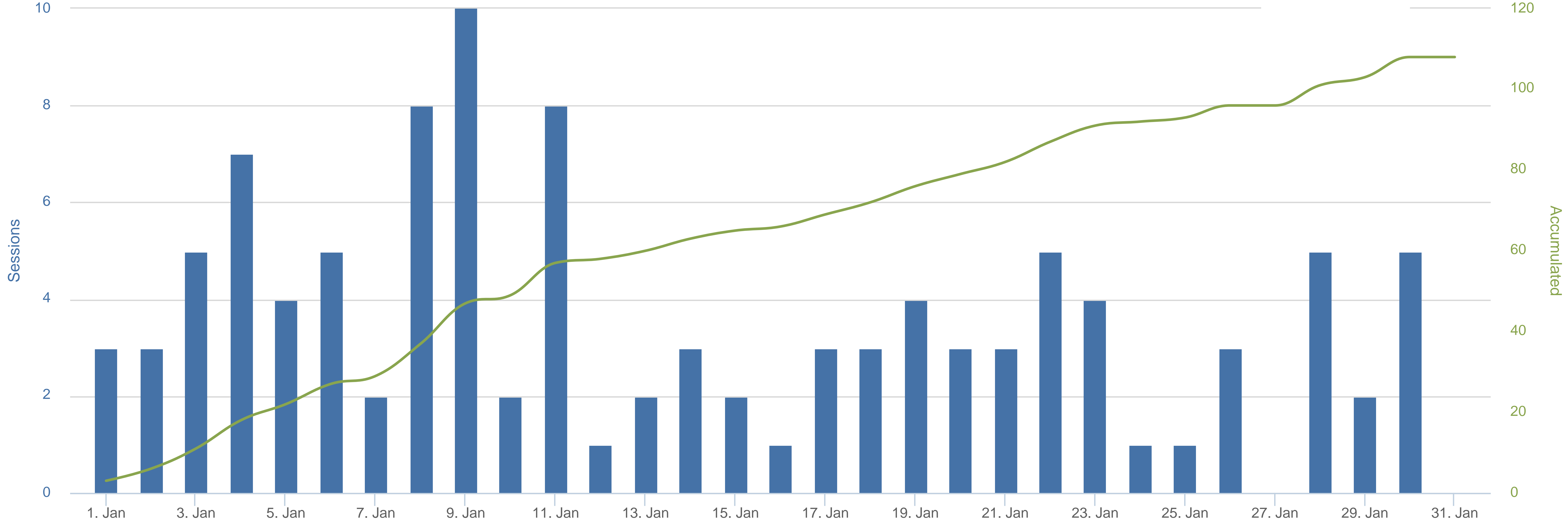
■ Unique Drivers  
— No. of Ports



# EV Charging: Sessions 1/1/25 - 1/31/25

108

Sessions  
Accumulated





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

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# ***MEMORANDUM***

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DATE: February 5, 2025

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Fiscal Year 2024-2025 Budget Amendments

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**BACKGROUND:**

Staff recommend amending the Fiscal Year 2024-2025 Budget to reflect changes in the OMS & DDA programming and estimated revenue and expenditures.

The attached amendments include a reallocation of \$51,946.00 from Transfer to General Fund (248.200.995.101) to Contractual Services, Building Maintenance-DPW, and the four OMS Committee budgets.

Another amendment to highlight is a decrease in estimated Income-Promotion (248.000.674.400) due to Chocolate Walk ticket sales being overseen by the Lebowky Center for Performing Arts.

**FISCAL IMPACT:**

Staff estimate that \$1,295.00 will be added to the Fund Balance.

**MOTION TO CONSIDER:**

To approve the Fiscal Year 2024-2025 Budget Amendments as presented.

**ATTACHMENTS:**

FY24-25 Budget Amendments

BUDGET AMENDMENTS FOR CITY OF OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	2024-25 BUDGET AMENDMENTS
<b>REVENUES</b>				
Dept 000 - REVENUE				
248-000-402.000	GENERAL PROPERTY TAX	\$ 38,963	\$ 37,641	\$ (1,322)
248-000-402.100	TIF	\$ 234,378	\$ 237,912	\$ 3,534
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	\$ 21,478	\$ 26,454	\$ 4,976
248-000-665.000	INTEREST INCOME	\$ 5,000	\$ 8,000	\$ 3,000
248-000-670.100	LOAN INTEREST	\$ 1,577	\$ 1,577	
248-000-674.400	INCOME-PROMOTION	\$ 15,000	\$ 10,000	\$ (5,000)
248-000-674.600	INCOME-DESIGN		\$ 635	\$ 635
248-000-674.700	EV STATION REVENUE	\$ 2,400	\$ 5,000	\$ 2,600
248-000-699.101	TRANFERS FROM GENERAL FUND	\$ 35,133	\$ 35,133	
<b>TOTAL REVENUE</b>		<b>\$ 353,929</b>	<b>\$ 362,352</b>	<b>\$ 8,423</b>
<b>APPROPRIATIONS</b>				
Dept 200 - GEN SERVICES				
248-200-728.000	OPERATING SUPPLIES	\$ 500	\$ 2,200	\$ 1,700
248-200-810.000	INSURANCE & BONDS	\$ 2,994	\$ 3,021	\$ 27
248-200-818.000	CONTRACTUAL SERVICES	\$ 30,000	\$ 68,000	\$ 38,000
248-200-818.500	AUDIT	\$ 1,221	\$ 581	\$ (640)
248-200-920.000	UTILITIES	\$ 2,955	\$ 2,955	
248-200-920.100	ELECTRICITY-EV STATION	\$ 2,400	\$ 5,000	\$ 2,600
248-200-920.300	TELEPHONE	\$ 520	\$ 520	
248-200-930.000	BUILDING MAINTENANCE - DPW	\$ 20,000	\$ 30,000	\$ 10,000
248-200-940.000	EQUIPMENT RENTAL - DPW	\$ 8,000	\$ 9,000	\$ 1,000
248-200-955.000	MEMBERSHIPS & DUES	\$ 800	\$ 800	
248-200-956.000	EDUCATION & TRAINING	\$ 3,000	\$ 3,500	\$ 500
248-200-969.000	DEVELOPER REIMBURSEMENT	\$ 33,690	\$ 33,690	
248-200-995.101	TRANSFER TO GENERAL FUND	\$ 134,024	\$ 82,078	\$ (51,946)
<b>Totals for dept 200 - GEN SERVICES</b>		<b>\$ 240,104</b>	<b>\$ 241,345</b>	<b>\$ 53,187</b>

BUDGET AMENDMENTS FOR CITY OF OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY

Dept 261 - GENERAL ADMIN

248-261-702.100	SALARIES	\$ 66,608	\$ 66,608	
248-261-702.200	WAGES	\$ 250	\$ 250	
248-261-702.300	OVERTIME	\$ 1,000	\$ 1,000	
248-261-715.000	SOCIAL SECURITY (FICA)	\$ 5,191	\$ 5,191	
248-261-716.100	HEALTH INSURANCE	\$ 7,703	\$ 7,703	
248-261-716.200	DENTAL INSURANCE	\$ 576	\$ 369	\$ (207)
248-261-716.300	OPTICAL INSURANCE	\$ 62	\$ 52	\$ (10)
248-261-716.400	LIFE INSURANCE	\$ 526	\$ 526	
248-261-716.500	DISABILITY INSURANCE	\$ 837	\$ 837	
248-261-717.000	UNEMPLOYMENT INSURANCE	\$ 25	\$ 25	
248-261-718.200	DEFINED CONTRIBUTION	\$ 5,995	\$ 5,995	
248-261-719.000	WORKERS' COMPENSATION	\$ 406	\$ 406	
<b>Totals for dept 261 - GENERAL ADMIN</b>		<b>\$ 89,179</b>	<b>\$ 88,962</b>	<b>\$ (217)</b>

Dept 704 - ORGANIZATION

248-704-728.000	SUPPLIES	\$ 250	\$ 150	\$ (100)
248-704-818.000	WORK PLAN EXPENDITURE	\$ 500	\$ 1,100	\$ 600
<b>Totals for dept 704 - ORGANIZATION</b>		<b>\$ 750</b>	<b>\$ 1,250</b>	<b>\$ 500</b>

Dept 705 - PROMOTION

248-705-802.000	ADVERTISEMENT	\$ 400	\$ 700	\$ 300
248-705-818.000	WORK PLAN EXPENDITURES	\$ 5,000	\$ 3,000	\$ (2,000)
248-705-818.750	GLOW	\$ 6,500	\$ 11,000	\$ 4,500
248-705-818.760	RETAIL EVENTS	\$ 150	\$ -	\$ (150)
248-705-818.770	MOTORCYCLE DAYS	\$ 2,500	\$ 2,500	
248-705-818.780	CHOCOLATE WALK	\$ 500	\$ 300	\$ (200)
<b>Totals for dept 705 - PROMOTION</b>		<b>\$ 15,050</b>	<b>\$ 17,500</b>	<b>\$ 2,450</b>

Dept 706 - DESIGN

248-706-818.000	WORK PLAN EXPENDITURES	\$ 7,000	\$ 10,000	\$ 3,000
<b>Totals for dept 706 - DESIGN</b>		<b>\$ 7,000</b>	<b>\$ 10,000</b>	<b>\$ 3,000</b>

BUDGET AMENDMENTS FOR CITY OF OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY

Dept 707 - ECONOMIC VITALITY

248-707-818.000	WORK PLAN EXPENDITURES	\$ 1,500	\$ 2,000	\$ 500
<b>Totals for dept 707 - ECONOMIC VITALITY</b>		<b>\$ 1,500</b>	<b>\$ 2,000</b>	<b>\$ 500</b>

<b>TOTAL APPROPRIATIONS</b>		<b>\$ 353,583</b>	<b>\$ 361,057</b>	<b>\$ 7,474</b>
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NET OF REVENUES/APPROPRIATIONS - FUND 248	\$ 346	\$ 1,295	\$ 949
BEGINNING FUND BALANCE	\$ 187,326	\$ 187,326	
<b>ENDING FUND BALANCE</b>	<b>\$ 187,672</b>	<b>\$ 188,621</b>	<b>\$ 949</b>





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

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# ***MEMORANDUM***

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DATE: February 5, 2025

TO: Owosso Main Street & Downtown Development Authority

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: 2025-2030 OMS & DDA Capital Improvement Plan

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**BACKGROUND:**

Staff have attached updates to the Capital Improvement Plan (CIP) for 2025 including the Downtown Mural Project, which was previously on the CIP in 2023. The Mural Project has returned based on Goal 2.3 on the OMS Strategic Plan. Other adjustments to note are cost estimates for the Downtown Streetlight Replacement Project and the timeline for the Parking Lot #9 Reconstruction.

**FISCAL IMPACT:**

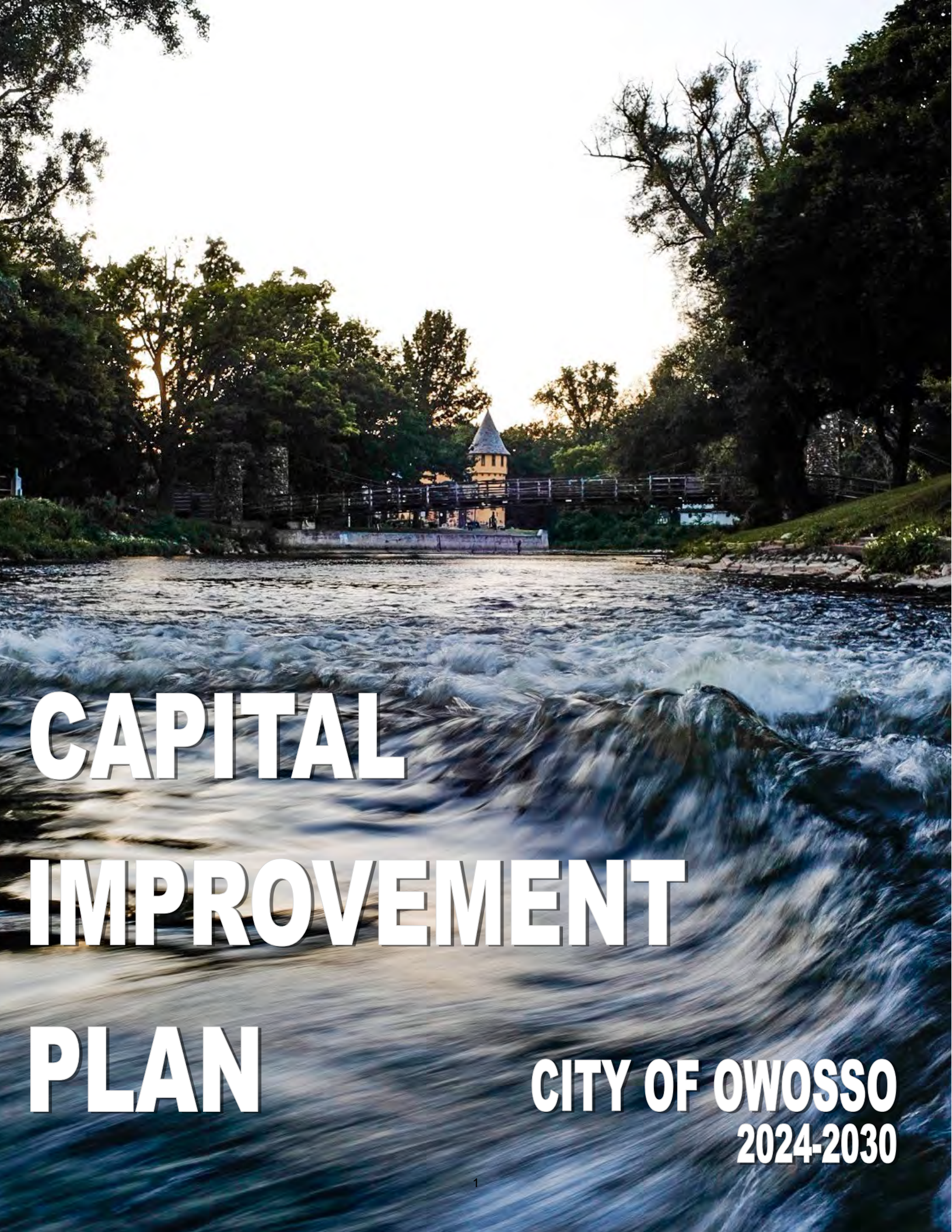
None

**MOTION TO CONSIDER:**

None

**ATTACHMENTS:**

2024-2030 OMS & DDA Capital Improvement Plan  
2025-2030 Draft OMS & DDA Capital Improvement Plan



**CAPITAL**

**IMPROVEMENT**

**PLAN**

**CITY OF OWOSSO**  
**2024-2030**

### **City Council**

Robert Teich, Mayor  
Susan Osika, Mayor Pro-Tem  
Janae Fear  
Jerry Haber  
Daniel Law  
Emily Olson  
Nicholas Pidek

### **Planning Commission**

William Wascher, Chair  
Francis Livingston, Vice Chair  
Janae Fear, Secretary  
Linda Robertson  
Daniel Law  
Thomas Taylor  
Allan Martin  
Chris Owens  
Stephen Schlaack

### **Capital Improvement Review Committee**

Lizzie Fredrick, Main Street, DDA  
Amy Fuller, Assistant City Manager  
Ryan Suchanek, Director of Public Services  
Brad Barrett, Finance Director  
Nathan Henne, City Manager  
Amy Kirkland, City Clerk  
Kevin Lenkart, Director of Public Safety  
Jessica Unangst, Human Resources & IT Director

## CAPITAL IMPROVEMENT PLAN (CIP) OVERVIEW

### WHAT IS A CIP?

The Capital Improvement Plan (CIP) serves as the city’s multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. Preparation of the CIP is performed under the authority of the Michigan Planning Enabling Act:

*“The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission’s judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.”*

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

Some of the many benefits that the CIP provides the residents and stakeholders include:

- Use as a tool to optimize the use of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

A CIP project is defined as a major expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e. public building, water/sewer mains, storm sewers, roads, and recreation facilities), an addition to, or an extension of such a facility, provided that the cost is \$20,000 or more and will have a useful life of one year or more.
2. Any rehabilitation of all or a part of a building, its grounds, a facility, or equipment, provided that the cost is \$20,000 or more and will have a useful life of one year or more.
3. Any purchase or replacement of major equipment to support community programs provided that the cost is \$20,000 or more, will have a useful life of one year or more and will be considered a capital asset
4. Any planning, feasibility, engineering, or design study provided that the cost is \$20,000 or more.
5. Any acquisition of land for a public purpose.

## CIP AND BUDGET PROCESS

The CIP process precedes the budget process and is used by City Council when developing the annual budget. Recommending approval of the CIP by the Planning Commission does not mean that they grant final approval of all projects contained within the plan. Rather by recommending approval of the CIP, the Planning Commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget, if funding is available.

Priority rankings do not necessarily correspond to funding sequence. For example, a road project which is ranked lower than a park project may be funded before the park project because the road project has access to a road millage revenue source, whereas a park project may have to compete for funding from other revenue sources, like grants or general fund dollars.

It is important to keep in mind that the CIP is a planning tool, a guide that deals with physical condition and improvements throughout the City over a six year period of time. It is subject to changing priorities based on needs, wants reflected in our community and its citizenry.

## CIP DEVELOPMENT PROCESS

In the fall, the CIP Plan Group members submitted proposed projects for the CIP. A draft list of projects was then created by the CIP Project Lead. The list of projects was then reviewed by the CIP Plan Group and the Year 1 projects were ranked based on the following:

1. Is the proposed project already in process due to its inclusion in the current budget year? Is the project under construction, under contract, and is there a continuing debt obligation payable?
2. Is the project mandated by law or court action?
3. Is there a relationship between the proposed project and the City's goals and objectives and/or the goals and objectives of the appropriate board or commission?
4. Is alternative funding available? Is funding available through other sources or is funding available through land contract or bonding to minimize annual cost requirement?
5. Does the proposed project generate revenue for the general fund and/or other funds? This item should be determined based upon an annual forecast and the schedule of revenues should be designated by the appropriate fund.
6. Does the proposed project result in the use of supplementary funds for "leverage" using matching funds with other funding sources.

Once the Committee members ranked the Year 1 projects, the list was then forwarded to the Administrative Team for final scoring of the projects requested prior to the draft CIP being created. Once the draft CIP document is compiled, it is forwarded on to Planning Commission for adoption after review during an open meeting. City Council adopts the CIP after the Planning Commission and prior to the budget adoption. CIP should be used as a tool by City Council during the budget process.

## FUNDING

Each year during the Budget process City Council will review the CIP Year 1 projects and evaluate the available revenue to determine the feasibility of funding projects. While recommended funding sources are listed in the CIP, those may change during the budget process. Some Year 1 projects may also remain unfunded during the Budget process.

Below you will find a brief description of the possible funding sources for the six year CIP:

**Major and Local Street Fund** – The major and local street funds are considered special revenue funds which utilize state and weight tax revenues for the maintenance and improvements to city streets.

**Bond** - When the City sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the community pay for them.

**Grants/Other** - The federal and state governments make funds available to communities through numerous grants and aid programs. The City has no direct control over the amount of grant money awarded to the City or if a grant is awarded. MMRMA, our liability/property insurer, also offers grants. These are risk avoidance grants, as well as, some training grants.

**Special Assessment District** - Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by a special assessment, i.e., by those who directly benefit. Local improvements often financed by this method include street improvements (including pavement, curb and gutter, sidewalks, etc.).

**General Fund** – The general fund is the City’s primary operating fund. The general fund is a government fund that generates revenues to cover general operational expenses and is accounted for on the modified accrual basis. Modified accrual basis of accounting is a blend of both cash and full accrual. Revenue is recognized when it is considered available and measurable, while expenses are recognized when the liability has occurred.

**Motor Pool/Fleet** - This fund operates like a business by purchasing and maintaining much of the city vehicles and equipment. When other funds require the use of this equipment or vehicles, they are charged rental income.

**Sewer Fund** – The sewer fund collects user fees to operate and maintain the city’s sewer system.

**Water Fund** – The water fund collects user fees to operate and maintain the city’s water system.

**Wastewater Treatment Fund** – This fund accounts for the treatment of waste water utilizing user fees from the city’s water fund and user fees from the Mid-County service area participants.

**Downtown Development Authority (DDA) Fund** – The DDA collects revenues from taxes generated by a 2-mil levy and a tax increment financing district. Proceeds from these revenues are used as operating monies and as debt service for physical improvements and other activities in the DDA boundary.

**Donations & Private Sponsorship** – This funding source is based on dollars or in-kind donations received from individuals or businesses for specific projects or to specific organizations.

**American Rescue Plan Act (ARPA)** – This funding source comes from the United States government in response to the COVID-19 pandemic’s effects on local services. There are rules for the appropriation of these funds that limit spending to government services listed in the US Department of Treasury Final ARPA Rule.

**CIP COMPONENTS**

The components of the CIP have been established as follows:

<b>FUNDING CATEGORY</b>
DDA Fund
Fleet Fund
General Fund
Grant or Loan
Historical Fund
Local Streets
Major Streets
Park Millage (potential)
Sewer Collection
Waste Water Treatment Plant
Water Fund

Funding Source	Request Title	Project Total	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	Total
<b>DDA Fund</b>	Main Street Plaza Masonry Repair 2.0	\$ 25,000	\$ 25,000						\$ 25,000
	Parking Lot #9 Reconstruction	\$ 500,000						\$ 500,000	\$ 500,000
	General IT Upgrades	\$ 5,200	\$ 2,600				\$ 2,600		\$ 5,200
	Downtown Chairman Light Replacement Project	\$ 1,900,000		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 1,780,000	\$ 1,900,000
<b>Total DDA Fund</b>		<b>\$ 2,430,200</b>	<b>\$ 27,600</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 32,600</b>	<b>\$ 2,280,000</b>	<b>\$ 2,430,200</b>
<b>Fleet</b>	Heavy Service Truck with Vector capability	\$ 390,000					\$ 390,000		\$ 390,000
	Valve Turner	\$ 97,500					\$ 97,500		\$ 97,500
	Tink Claw - Front End Loader Accessory	\$ 40,000				\$ 40,000			\$ 40,000
	1/2 Ton Pickup	\$ 40,000			\$ 40,000				\$ 40,000
	Purchase Vector Truck	\$ 1,000,000		\$ 1,000,000					\$ 1,000,000
	Purchase 1 Ton Pickup (2)	\$ 125,000		\$ 125,000					\$ 125,000
	Grader Tire Replacement (6)	\$ 20,000	\$ 20,000						\$ 20,000
	Trailer and Trench Box	\$ 50,000	\$ 50,000						\$ 50,000
	Purchase 3/4 Ton Pickups (2)	\$ 175,000						\$ 175,000	\$ 175,000
	Meter Truck Replacement	\$ 100,000	\$ 100,000						\$ 100,000
	Purchase Two 3/4 DPW Pickup Trucks	\$ 129,500			\$ 59,500		\$ 70,000		\$ 129,500
	Purchase Two 3/4 DPW pickups	\$ 150,000				\$ 150,000			\$ 150,000
	Skid Steer with attachments	\$ 91,000	\$ 91,000						\$ 91,000
	Sewer Vector Truck	\$ 700,000		\$ 700,000					\$ 700,000
	Public Works Building Improvements	\$ 37,500			\$ 37,500				\$ 37,500
	Street Sweeper	\$ 210,000		\$ 210,000					\$ 210,000
	Purchase Leaf Truck	\$ 245,000			\$ 245,000				\$ 245,000
	Heavy Service Truck	\$ 392,700					\$ 392,700		\$ 392,700
<b>Total Fleet</b>		<b>\$ 3,993,200</b>	<b>\$ 261,000</b>	<b>\$ 2,035,000</b>	<b>\$ 382,000</b>	<b>\$ 190,000</b>	<b>\$ 950,200</b>	<b>\$ 175,000</b>	<b>\$ 3,993,200</b>
<b>General Fund</b>	Replace and Consolidate City Hall Electrical Service Panel	\$ 30,000	\$ 30,000						\$ 30,000
	Replace City Hall Front Steps and Straighten Flag Pole	\$ 150,000	\$ 150,000						\$ 150,000
	Repave Grove Holman Parking Lot	\$ 60,000		\$ 60,000					\$ 60,000
	Barrier Free Kayak/Canoe Landing at Oakwood Bridge	\$ 50,000			\$ 50,000				\$ 50,000
	Adams Park Pavilion	\$ 30,000			\$ 30,000				\$ 30,000
	Detective Vehicle	\$ 23,512	\$ 23,512						\$ 23,512
	Replace FD Garage Driveway	\$ 124,000		\$ 124,000					\$ 124,000
	Remodel locker rooms in Police Department	\$ 100,000		\$ 100,000					\$ 100,000
	Remodel FD kitchen	\$ 100,000		\$ 100,000					\$ 100,000
	Virtual Server w/ Management	\$ 20,000		\$ 20,000					\$ 20,000
	General IT Upgrades	\$ 72,800	\$ 10,400	\$ 13,000	\$ 13,000	\$ 13,000	\$ 10,400	\$ 13,000	\$ 72,800
	Cyber Security Intrusion Detection and Prevention	\$ 31,000	\$ 31,000						\$ 31,000
	WIFI Improvement - Phase 2	\$ 20,000	\$ 20,000						\$ 20,000
	Backup Automation	\$ 18,000	\$ 18,000						\$ 18,000
	Replace City Hall HVAC System	\$ 130,000	\$ 130,000						\$ 130,000
	Public Works Building Improvements	\$ 37,500			\$ 37,500				\$ 37,500



MAIN STREET AND DDA PROJECTS

1. Downtown Streetlight Replacement Project

Project Year:	2024-2030	Estimated Cost:	\$2,500,000
Primary Funding Source:	DDA	Add Funding Source:	Grant
Ranking:	High		

Description: The Downtown Streetlight Replacement Project is a revitalization and placemaking initiative addressing the prevailing challenges posed by the current lighting system in Downtown Owosso. This project will enhance the aesthetic, safety, and functionality of the downtown area, contributing to community engagement and economic growth.

The current downtown streetlights have become obsolete with no available parts to repair or replace damaged and unreliable lights. Their outdated metal halide fixtures cannot support retrofitted LED bulbs and require maintenance after heavy rainfall, snowfall, and strong wind. The deteriorating condition of these streetlights creates an environment that is both visually unappealing and potentially hazardous. Since the pandemic, and the increase in need for outdoor social gatherings, it has become evident that the downtown lighting system is in dire need of a transformation.

2. Parking Lot #9 Reconstruction

Project Year:	2029-2030	Estimated Cost:	\$500,000
Primary Funding Source:	DDA	Add Funding Source:	None
Ranking:	Medium		

Description: The Parking Lot #9 Reconstruction project will completely revitalize the deteriorating state of the current concrete infrastructure. The existing lot has succumbed to wear and tear, resulting in an uneven and deteriorating surface that poses safety hazards. Recognizing the critical importance of safety, the project will prioritize the removal of the existing concrete and replace it with an even surface.

The reconstruction effort not only addresses the aesthetic concerns of the parking lot but, more importantly, ensures a secure and reliable space for both pedestrians and vehicles, aligning with contemporary safety standards. By undertaking this project, the community can look forward to a transformed Parking Lot #9 that not only enhances the overall aesthetic of Downtown Owosso but also guarantees a safer and more functional environment for all users.

MAIN STREET AND DDA PROJECTS

3. Main Street Plaza Masonry Repair 2.0

Project Year:	2025-2026	Estimated Cost:	\$25,000
Primary Funding Source:	DDA	Add Funding Source:	None
Ranking:	High		

Description: The Main Street Plaza Masonry Repair 2.0 project aims to address the structural issues plaguing the raised planter bed on the north side of Main Street Plaza. The existing bricks are unstable and fall into the adjacent walkway, posing a safety hazard. To remedy this, the project will implement comprehensive masonry repairs, incorporating rebar, drainage, weather proofing and pouring a foundation. In addition to the masonry repairs, pea gravel will fill the majority of the planter bed and will then be topped off with soil for landscaping.

Unlike the previous Main Street Plaza Masonry Repair, which involved the complete disassembly and reconstruction of the planter and brick columns, 2.0 strategically focuses on targeted repairs. Instead of a whole reconstruction, this project specifically addresses a portion of the planter bed where the bricks are detached and most at risk of falling into the walkways. By adopting a more surgical approach, the project minimizes disruption to the overall plaza while efficiently addressing the identified issues, streamlining the repair process and preserving the functionality of the public space.

4. Downtown Mural Project

Project Year:	2027-28	Estimated Cost:	\$25,000
Primary Funding Source:	Grant	Add Funding Source:	Donation
Ranking:	Low		

Description: The Mural Project is poised to be a transformative venture that injects vitality and character into the urban landscape of Downtown Owosso. Beyond aesthetic enhancement, the project holds the potential to attract locals and visitors alike, creating a dynamic and engaging atmosphere in the heart of the city. This project will not only add a splash of color to the cityscape but also strengthen the sense of identity and connection among residents, fostering community pride.

# **MINUTES**

*OWOSSO MAIN STREET  
PROMOTION COMMITTEE*

## **REGULAR MEETING**

Thursday, January 9, 2025, 8:00 a.m.  
City Hall; 301 W. Main Street



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

### **Called to order at 8:04 a.m.**

**Present:** J. Davis, S. Maginity, J. Harrington, S. Harrington

**Absent:** B. Atkins, P. Vreibel and J. Laurin

**Staff:** L. Fredrick

### **Downtown Owosso Photos**

Fredrick introduced Erica Matteson from The Mattesons Photography.

Fredrick reviewed the Committee's Action Items from the 2025-2029 OMS Strategic Plan and highlighted Goal 1.7, Obtain Professional Photography of Downtown.

Matteson presented pricing packages for the Committee's consideration and provided background information on previous services The Mattesons Photography have provided for OMS.

Committee discussed goals for the photos including acquiring photos with numerous people showing downtown's vibrancy, photos that aren't outdated within a year due to business turnover, and indoor promotional photos of events and activities that take place during winter months.

### **Chocolate Walk**

Committee worked on revisions to the 2024 Chocolate Walk flyer for the 2025 event.

Committee decided to upgrade to a sturdier paper gift bag and reuse the Downtown Owosso stamp for 2025.

Committee discussed increasing the ticket cost to \$20 for 2026 and providing event guests with a Downtown Owosso reusable tote bag.

Committee presented ideas for talking points and questions for the March business owner meeting.

### **Promotion Committee Budget**

Fredrick reviewed the Promotion Committee Budget for the current fiscal year.

**Committee Comments:**

None.

**Next Meeting:**

Thursday, February 13<sup>th</sup> at 8:00 a.m. at City Hall; 301 W. Main Street

# **MINUTES**

*OMS ORGANIZATION COMMITTEE*

## **REGULAR MEETING**

Tuesday, January 14, 2025, 2:00 p.m.

City Hall; 301 W. Main Street



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

### **Called to order at 2:23 p.m.**

**Present:** J. Ardelean, J. Moore, J. Harrington

**Absent:** B. Gilbert and D. Woodworth

**Staff:** L. Fredrick

### **OMS Strategic Plan**

Fredrick presented Goal 4 from the OMS Strategic Plan and reviewed the Organization Committee's progress for each of Goal 4's Action Plans.

### **Sponsorship Guide & Website**

Committee reviewed the new sponsorship page on the downtown website and provided feedback for revisions.

Moore asked to create an easy way for sponsors to click and pay online.

Harrington suggested creating a fillable form on the sponsor page in addition to the sponsor guide.

### **Organization Committee Budget**

Fredrick presented the Organization Committee Budget and noted that an additional \$500 will be allocated to the Committee, totaling \$1,250 for the fiscal year, pending budget amendment approvals.

### **Volunteer Database**

Moore volunteered to oversee the revisions to the Volunteer Database.

Ardelean recommended sending a mass email to everyone on the current list asking if they would still like to receive OMS volunteer communications.

**Director Updates:**

None.

**Committee Comments:**

Moore recommended uploading past Community Newsletters to the downtown website.

Harrington suggested creating a non-public facing page where downtown businesses can access past Business Newsletters on the downtown website.

**Next Meeting:**

Tuesday, February 11th at 2:00 p.m. at City Hall; 301 W. Main Street

# **MINUTES**

*OWOSSO MAIN STREET  
DESIGN COMMITTEE*

## **REGULAR MEETING**

Wednesday, January 15, 2025, 8:30 a.m.  
City Hall; 301 W. Main Street



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

### **Called to order at 8:35 a.m.**

**Present:** J. Ross, S. Harrington, J. Harrington

**Absent:** L. Weckwert and D. Drenovsky

**Staff:** L. Fredrick

### **Design Committee Budget**

Fredrick reviewed the Design Committee Budget and noted that an additional \$3,000 will be allocated to the Committee, totaling \$10,000 for the fiscal year, pending budget amendment approvals.

Fredrick notified the Committee that she will be applying for a Michigan Main Street Vibrancy Grant, and the additional funding would assist in covering the grant program's required matching funds.

### **Fountain Park Seasonal Expansion**

Committee discussed the Fountain Park Seasonal Expansion including public communications, support for the businesses located near the park space, signage noting the Promotion Committee's special events planned, and wayfinding for vehicle traffic.

S. Harrington suggested scheduling a meeting for the public to learn about the project.

Committee determined barricades that can be painted by community members and creating shade are top priorities to finalize.

J. Harrington volunteered to research concrete sculptures that would create an interactive experience for park visitors.

### **Downtown Maintenance Maps**

Fredrick presented maps identifying locations for downtown waste receptacles, streetlights, and vegetation locations.

Fredrick noted that the vegetation maps are outdated and include raised planters that have been removed after being hit by vehicles.

## **Lebowsky Public Art Project**

Committee discussed next steps for the Lebowsky Public Art Project including, submitting the location for approval by the Michigan Department of Transportation and removing the projector from the Lebowsky Center's second floor.

Committee determined they will be moving forward with Arthur Johns as the artist for the project.

Ross asked to establish the total project cost so the Committee can fundraise beyond the Chocolate Walk proceeds if needed.

Fredrick confirmed she will ask Lebowsky about fundraising options during the event ticket checkout process and get a quote for the sidewalk replacement and a bench.

### **Director Updates:**

Fredrick shared that Nash Nurseries confirmed the trees cannot be saved in the raised planters that are scheduled to be removed in front of Freddie's Party Store and American Speedy Printing.

Fredrick asked the Committee to continue thinking about what will replace the planters as the decision will need to be made within the next two months.

Fredrick said Nash Nurseries provided a list of trees that would be ideal for Fountain Park if the tree on the north end needs to be removed for irrigation repairs.

### **Committee Comments:**

Ross and J. Harrington recommended removing the cable from the red phone booth noting that it will still function as a photo op destination and that it will be more time and cost effective than purchasing a vintage phone receiver every time it is stolen.

### **Next Meeting:**

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





# **MINUTES**

*OWOSSO MAIN STREET  
ECONOMIC VITALITY COMMITTEE*

## **REGULAR MEETING**

Tuesday, January 21, 2025, 1:00 p.m.  
City Hall; 301 W. Main Street

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

### **Called to order at 1:00 p.m.**

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

**Absent:** None

**Staff:** L. Fredrick

### **Match on Main**

Committee discussed the January 7<sup>th</sup> Match on Main Info Session and finalized the local grant application.

Fredrick presented survey results providing feedback on downtown business owner meetings and the Match on Main Info Session.

Fredrick confirmed she will post the final version of the Match on Main local grant application to the Downtown Owosso website and email it to the individuals that attended the info session or have inquired about the grant program.

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

Committee worked on an outline for the February 4<sup>th</sup> info session for the Revolving Loan & Grant Program.

Fredrick confirmed that the February 18<sup>th</sup> agenda will include a grant application for the Committee's review.

Committee discussed whether lien holder agreements should be required for the grant application.

**MOVED BY HOWARD, SUPPORTED BY OMER TO REMOVE LIEN HOLDER AGREEMENTS  
FROM THE GRANT APPLICATION CHECKLIST.**

**AYE: ALL**

**MOTION CARRIED**

### **Economic Vitality Committee Budget**

Fredrick reviewed the Economic Vitality Committee Budget and noted that an additional \$500 will be allocated to the Committee, totaling \$2,000 for the fiscal year, pending budget amendment approvals.

Committee discussed whether the additional funds would go towards the Business of the Month Program or meeting for the downtown business and property owners.

Teich recommended putting it towards the information sessions, meetups, and roundtables planned for the business and property owners.

Howard suggested hosting a larger social gathering with food in addition to the currently scheduled information sessions.

### **Business of the Month Program**

Committee presented their nominees for the February Business of the Month and determined that program revisions will be discussed in March and approved in April.

Fredrick noted that the social media ad reimbursement offering on the program's Business Support Service Menu takes months to complete.

### **Committee Comments:**

None.

### **Next Meeting:**

Tuesday, February 18th at 1:00 p.m. at City Hall; 301 W. Main Street