

# **AGENDA**

*OWOSSO MAIN STREET/DDA*

## **REGULAR BOARD MEETING**

Wednesday, April 3, 2024; 7:30 a.m.

Owosso City Hall; Small Conference Room; 301 W. Main St., Owosso, MI



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

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

**Review and Approval of Agenda:** April 3, 2024

**Review and Approval of Minutes:** March 6, 2024

### **Public Comments:**

#### **Reports:**

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

#### **Items of Business:**

- 1) Fiscal Year 2024-2025 Budget

#### **Committee Updates:**

- Organization (Moore & Gilbert)
- Promotion (Reyna & McGuire)
- Design (Ardelean & Olson)
- 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  
DOWNTOWN DEVELOPMENT AUTHORITY/OWOSSO MAIN STREET  
CITY OF OWOSSO**

**March 6, 2024, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chair Jon Moore at 7:34 A.M.

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

**PRESENT:** Chair Jon Moore, Vice-Chair Lance Omer and Commissioners Nicole Reyna, Josh Ardelean, Robert J. Teich, Jr., Emily Olson and Bill Gilbert.

**ABSENT:** Commissioners Allié McGuire and Daylen Howard

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

**AGENDA:**

**MOVED BY OLSON, SUPPORTED BY ARDELEAN TO APPROVE THE MARCH 6, 2024 DDA/OMS AGENDA AS PRESENTED.**

**AYES: ALL  
MOTION CARRIED**

**MINUTES:**

**MOVED BY GILBERT, SUPPORTED BY OLSON TO APPROVE THE FEBRUARY 7, 2024 DDA/OMS SPECIAL MEETING MINUTES.**

**AYE: ALL  
MOTION CARRIED**

**PUBLIC COMMENTS:** None.

**REPORTS:** Fredrick presented the financial reports and noted that the loan payoff for the Electric Vehicle Charging Stations has been processed and will reflect on the March Check Disbursement Report.

**ITEMS OF BUSINESS:**

1. **OMS/DDA Board Retreat:** Board discussed the schedule and topics of discussion for the April 24<sup>th</sup> Board Retreat.
2. **OMS/DDA Work Plans:** Fredrick presented work plans for the Business of the Month Program, Bridge Beautification Program and Downtown Owosso Chocolate Walk as examples of the work plans OMS/DDA volunteers will use to manage projects, events and programming.

Board discussed the process and the benefits of utilizing a standard work plan for all OMS/DDA programming.

**COMMITTEE UPDATES:**

1. **Promotion:** Fredrick confirmed that approximately 20 businesses have signed up to participate in the Chocolate Walk and over 100 tickets have been sold so far.

Fredrick updated the Board that dates for Yoga on the Lawn have been solidified and there will be two free yoga class at the Owosso Amphitheater in June, July and August.

Olson announced that the Imagine Art Festival will be June 1<sup>st</sup> at Curwood Castle Park and the Owosso Amphitheater and that the event planning committee will be seeking donations of odd art to auction off as a fundraiser for public art in Downtown Owosso.

2. **Design:** Ardelean and Olson provided updates on the Lebowsky Public Art Project.

Fredrick confirmed that petunias have been ordered for the bridge baskets and Washington Street hanging baskets.

Olson and Ardelean shared plans for the Fountain Park Summer Expansion, which would close 14 parking spots on Ball Street between Exchange Street and the alley expanding Fountain Park to include seating, activities and event space.

3. **Organization:** Moore provided updates on the creation of an OMS Community Newsletter.

Moore noted that the Committee agreed Staff and Board Members will not be monitoring the Downtown Owosso Business Owner Facebook Group for OMS/DDA questions and that it is meant to be a platform where the business can communicate with each other.

4. **Economic Vitality:** Omer updated the Board that the Committee will be partnering with the Chamber of Commerce to create a Business Resource Event and that the Business of the Month Program will include social media highlights and a business support service menu to select from.

**DIRECTOR UPDATES:** None.

**BOARD COMMENTS:** Ardelean asked what the DDA is responsible or not responsible for in regard to parking lot maintenance and noted that the lines and appearance of the lot near Frontier and CLH Insurance is in poor condition.

**ADJOURNMENT:**

**MOVED BY OMER, SUPPORTED BY ARDELEAN TO ADJOURN AT 8:55 A.M.**

**AYES: ALL**

**MOTION CARRIED**

**NEXT MEETING APRIL 3, 2024.**

03/21/2024 10:02 AM  
 User: ELFredrick  
 DB: Owosso

CHECK DISBURSEMENT REPORT FOR CITY OF OWOSSO  
 CHECK DATE FROM 03/01/2024 - 03/21/2024

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
03/01/2024	1	10242 (A)	BRUCKMAN'S MOVING & STORAGE	15X40 MONTHLY STORAGE UNIT	818.000	200	200.00
03/01/2024	1	10260 (A)	LUDINGTON ELECTRIC, INC.	LOOK INTO THE ARMORY LOT LIGHTS NOT CHAIRMAN LIGHT REPAIR DDA	930.000 930.000	200 200	290.18 1,955.70
CHECK 1 10260 (A) TOTAL FOR FUND 248:							2,245.88
03/01/2024	1	10271 (A)	QUADIENT FINANCE USA INC	OPERATING SUPPLIES	728.000	200	22.76
03/01/2024	1	10283 (E)	MAILCHIMP	OPERATING SUPPLIES - DDA	728.000	200	17.00
03/01/2024	1	136989	CITY OF OWOSSO	PRINCIPAL PAID	991.100	905	18,435.06
03/15/2024	1	10291 (A)	CONSUMERS ENERGY	ELECTRICITY-EV STATION	920.100	200	169.67
03/15/2024	1	10331 (A)	VERIZON WIRELESS	DDA	920.300	200	43.30
03/15/2024	1	10334 (E)	HUNTINGTON NATONAL BANK -	EDUCATION & TRAINING	956.000	200	663.20
03/15/2024	1	137035	KELLY'S REFUSE	MONTHLY REFUSE PICKUP - EVERY TUE & FRI	818.000	200	832.50
03/15/2024	1	137051	WIN'S ELECTRICAL SUPPLY OF OWOSSO	FEB. FEB. FEB.	930.000 930.000 930.000	200 200 200	9.18 560.19 187.45
CHECK 1 137051 TOTAL FOR FUND 248:							756.82
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							23,386.19

PERIOD ENDING 03/31/2024

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2024	MONTH 03/31/2024	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-402.000	GENERAL PROPERTY TAX	35,246.00	32,444.91	714.47	2,801.09	92.05
248-000-402.100	TIF	218,644.00	218,644.32	218,644.32	(0.32)	100.00
248-000-540.000	STATE SOURCES	6,760.00	6,759.85	0.00	0.15	100.00
248-000-540.000-MATCHMAIN2	STATE SOURCES	25,000.00	25,000.00	0.00	0.00	100.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	24,228.00	24,228.43	0.00	(0.43)	100.00
248-000-605.200	CHARGE FOR SERVICES RENDERED	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	5,478.00	4,288.31	0.00	1,189.69	78.28
248-000-670.000	LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00
248-000-670.100	LOAN INTEREST	1,844.00	1,367.56	144.71	476.44	74.16
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	13,451.00	0.00	1,549.00	89.67
248-000-674.500	INCOME-ORGANIZATION	0.00	0.00	0.00	0.00	0.00
248-000-674.600	INCOME-DESIGN	0.00	0.00	0.00	0.00	0.00
248-000-674.700	EV STATION REVENUE	1,620.00	1,530.34	283.38	89.66	94.47
248-000-675.000	MISCELLANEOUS	47.00	46.84	0.00	0.16	99.66
248-000-699.101	TRASFERS FROM GENERAL FUND	33,921.00	15,700.37	0.00	18,220.63	46.29
248-000-699.287	ARPA TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		367,788.00	343,461.93	219,786.88	24,326.07	93.39
TOTAL REVENUES		367,788.00	343,461.93	219,786.88	24,326.07	93.39
Expenditures						
Dept 200 - GEN SERVICES						
248-200-728.000	OPERATING SUPPLIES	1,500.00	170.60	39.76	1,329.40	11.37
248-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00
248-200-810.000	INSURANCE & BONDS	3,000.00	2,906.50	0.00	93.50	96.88
248-200-818.000	CONTRACTUAL SERVICES	30,000.00	9,576.50	1,032.50	20,423.50	31.92
248-200-818.500	AUDIT	1,200.00	1,221.00	0.00	(21.00)	101.75
248-200-920.000	UTILITIES	3,000.00	2,992.20	0.00	7.80	99.74
248-200-920.100	ELECTRICITY-EV STATION	2,000.00	1,003.90	169.67	996.10	50.20
248-200-920.300	TELEPHONE	520.00	356.53	43.30	163.47	68.56
248-200-930.000	BUILDING MAINTENANCE - DPW	42,000.00	24,197.42	3,002.70	17,802.58	57.61
248-200-940.000	EQUIPMENT RENTAL - DPW	8,000.00	4,818.71	0.00	3,181.29	60.23
248-200-955.000	MEMBERSHIPS & DUES	1,000.00	200.00	0.00	800.00	20.00
248-200-956.000	EDUCATION & TRAINING	3,000.00	1,048.52	663.20	1,951.48	34.95
248-200-969.000	DEVELOPER REIMBURSEMENT	32,086.00	0.00	0.00	32,086.00	0.00
248-200-995.101	TRANSFER TO GENERAL FUND	83,703.00	12,901.32	0.00	70,801.68	15.41
Total Dept 200 - GEN SERVICES		211,009.00	61,393.20	4,951.13	149,615.80	29.10
Dept 261 - GENERAL ADMIN						
248-261-702.100	SALARIES	64,480.00	45,832.26	4,960.00	18,647.74	71.08
248-261-702.200	WAGES	250.00	31.67	0.00	218.33	12.67
248-261-702.300	OVERTIME	1,000.00	512.83	0.00	487.17	51.28
248-261-702.800	ACCRUED SICK LEAVE	0.00	0.00	0.00	0.00	0.00
248-261-703.000	OTHER COMPENSATION	0.00	0.00	0.00	0.00	0.00
248-261-715.000	SOCIAL SECURITY (FICA)	5,029.00	3,550.54	379.83	1,478.46	70.60
248-261-716.100	HEALTH INSURANCE	7,400.00	5,590.56	621.07	1,809.44	75.55

PERIOD ENDING 03/31/2024

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	03/31/2024 (NORMAL (ABNORMAL))	MONTH 03/31/2024 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-261-716.200	DENTAL INSURANCE	252.00	209.71	23.73	42.29	83.22
248-261-716.300	OPTICAL INSURANCE	36.00	23.22	2.58	12.78	64.50
248-261-716.400	LIFE INSURANCE	504.00	379.83	42.57	124.17	75.36
248-261-716.500	DISABILITY INSURANCE	968.00	507.59	67.79	460.41	52.44
248-261-717.000	UNEMPLOYMENT INSURANCE	6.00	4.27	0.00	1.73	71.17
248-261-718.200	DEFINED CONTRIBUTION	5,803.00	(2,753.35)	446.40	8,556.35	(47.45)
248-261-719.000	WORKERS' COMPENSATION	420.00	321.04	33.62	98.96	76.44
Total Dept 261 - GENERAL ADMIN		86,148.00	54,210.17	6,577.59	31,937.83	62.93
Dept 704 - ORGANIZATION						
248-704-728.000	SUPPLIES	250.00	132.65	0.00	117.35	53.06
248-704-818.000	WORK PLAN EXPENDITURE	1,250.00	17.95	0.00	1,232.05	1.44
Total Dept 704 - ORGANIZATION		1,500.00	150.60	0.00	1,349.40	10.04
Dept 705 - PROMOTION						
248-705-802.000	ADVERTISEMENT	200.00	0.00	0.00	200.00	0.00
248-705-818.000	WORK PLAN EXPENDITURES	3,000.00	1,812.28	0.00	1,187.72	60.41
248-705-818.730	ART WALK	0.00	0.00	0.00	0.00	0.00
248-705-818.750	GLOW	6,531.00	4,190.21	0.00	2,340.79	64.16
248-705-818.760	RETAIL EVENTS	135.00	0.00	0.00	135.00	0.00
248-705-818.770	MOTORCYCLE DAYS	2,800.00	2,560.26	0.00	239.74	91.44
248-705-818.780	CHOCOLATE WALK	500.00	0.00	0.00	500.00	0.00
248-705-818.790	NYE BLOCK PARTY	4,539.00	4,439.00	0.00	100.00	97.80
Total Dept 705 - PROMOTION		17,705.00	13,001.75	0.00	4,703.25	73.44
Dept 706 - DESIGN						
248-706-818.000	WORK PLAN EXPENDITURES	5,000.00	1,580.24	0.00	3,419.76	31.60
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 706 - DESIGN		7,000.00	1,580.24	0.00	5,419.76	22.57
Dept 707 - ECONOMIC VITALITY						
248-707-818.000	WORK PLAN EXPENDITURES	1,500.00	0.00	0.00	1,500.00	0.00
248-707-818.000-MATCHMAIN2	CONTRACTUAL SERVICES	25,000.00	25,000.00	0.00	0.00	100.00
248-707-818.000-MTCHONMAIN	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
248-707-818.000-VIBRANCY22	CONTRACTUAL SERVICES	4,983.00	4,982.74	0.00	0.26	99.99
Total Dept 707 - ECONOMIC VITALITY		31,483.00	29,982.74	0.00	1,500.26	95.23
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
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 03/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	03/31/2024	MONTH 03/31/2024	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Dept 905 - DEBT SERVICE						
248-905-991.100	PRINCIPAL	21,650.00	21,643.26	18,435.06	6.74	99.97
248-905-992.000	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00
248-905-993.000	INTEREST	500.00	413.00	0.00	87.00	82.60
Total Dept 905 - DEBT SERVICE		22,150.00	22,056.26	18,435.06	93.74	99.58
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		376,995.00	182,374.96	29,963.78	194,620.04	48.38
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		367,788.00	343,461.93	219,786.88	24,326.07	93.39
TOTAL EXPENDITURES		376,995.00	182,374.96	29,963.78	194,620.04	48.38
NET OF REVENUES & EXPENDITURES		(9,207.00)	161,086.97	189,823.10	(170,293.97)	1,749.61



# Assure Station Metrics Monthly Reporting

Owosso Main Street - Monthly Report - February 2024

Company Id  
141801

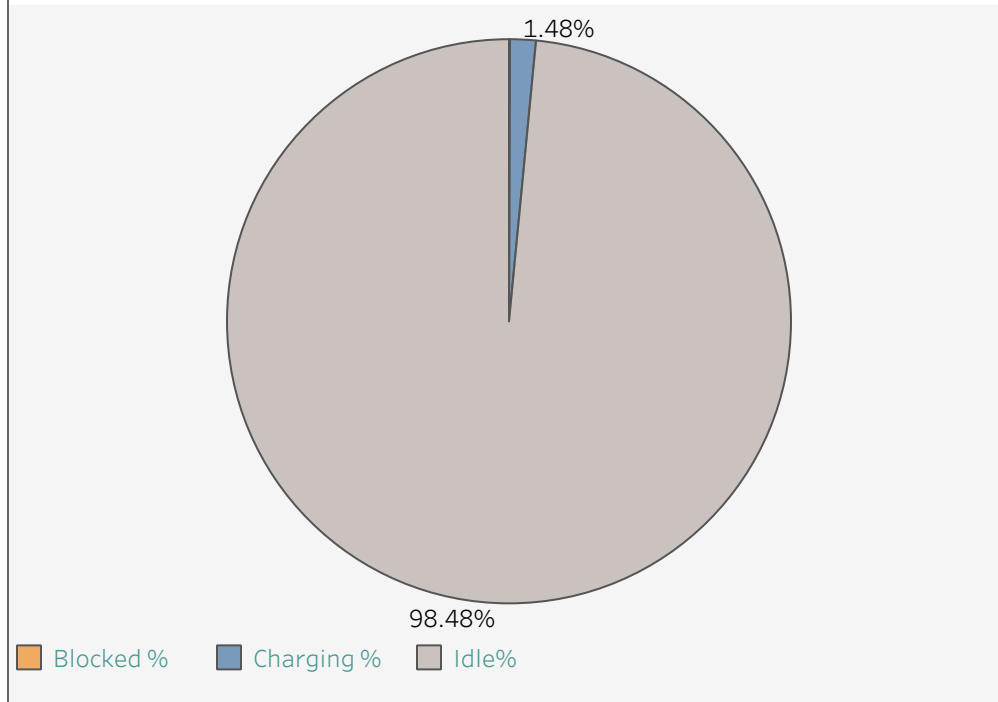
Port Level  
All

Organization Name  
All

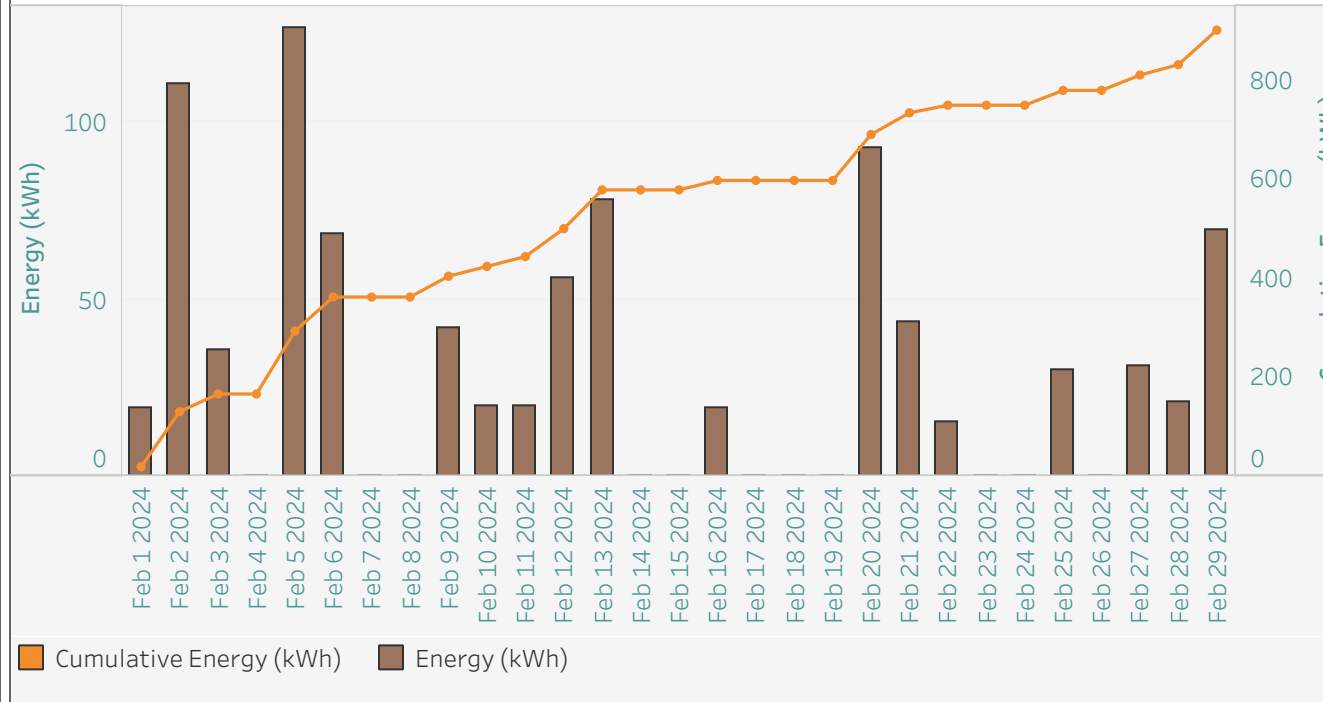
Month End Date  
2/29/2024

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Session Count
2	2	283	900	378	113	14	34

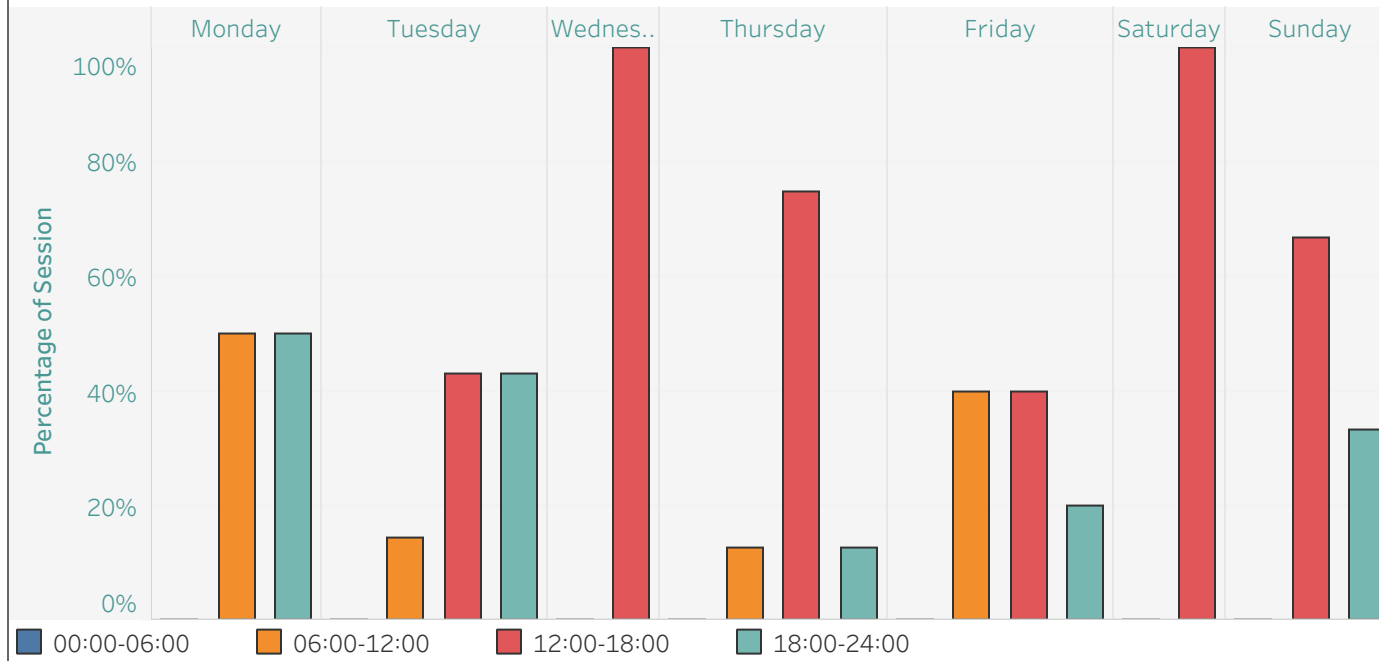
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	0.62
Average Session Charge Time (Hours)	0.61
Average Session Energy (kWh)	26.46
Average Session Revenue (\$)	8.33
Occupied Hours	21.21
Charging Hours	20.62





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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: April 3, 2024

TO: Owosso Main Street/Downtown Development Authority

FROM: Lizzie Fredrick, OMS/DDA Executive Director

SUBJECT: FY24-25 Proposed Budget

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Staff recommends approval of the Fiscal Year 2024-2025 Proposed OMS/DDA Budget.

A General Ledger Number to note is 248.200.995.101, Transfer to General Fund, which includes \$54,000 for the Downtown Streetlight Project and the Sidewalk Bond Dept Payment, which previously moved from Debt Service (Dept 905).

**Fiscal Impact:** Staff estimates that \$1,417 will be used from the Fund Balance.

**Motion to Consider:**

Approve the Fiscal Year 2024-2025 Proposed Budget as presented.

**Attachment:**

FY24-25 Proposed Budget

**FISCAL YEAR 2024-25 BUDGET**  
**FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY**

GENERAL LEDGER NUMBER	DESCRIPTION	FY 2023-24 BUDGET	YTD BALANCE AS OF 03/31/2024	FY 2024-25 BUDGET
<b>Revenues</b>				
248-000-402.000	GENERAL PROPERTY TAX	\$ 35,246.00	\$ 32,444.91	\$ 37,092.00
248-000-402.100	TIF	\$ 218,644.00	\$ 218,644.32	\$ 234,486.00
248-000-540.000	STATE SOURCES	\$ 6,760.00	\$ 6,759.85	\$ -
248-000-540.000-MATCHMAIN2	STATE SOURCES	\$ 25,000.00	\$ 25,000.00	\$ -
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	\$ 24,228.00	\$ 24,228.43	\$ 21,478.00
248-000-665.000	INTEREST INCOME	\$ 5,478.00	\$ 4,288.31	\$ 5,000.00
248-000-670.100	LOAN INTEREST	\$ 1,844.00	\$ 1,367.56	\$ 1,577.00
248-000-674.400	INCOME-PROMOTION	\$ 15,000.00	\$ 13,451.00	\$ 15,000.00
248-000-674.500	INCOME-ORGANIZATION	\$ -	\$ -	\$ -
248-000-674.600	INCOME-DESIGN	\$ -	\$ -	\$ -
248-000-674.700	EV STATION REVENUE	\$ 1,620.00	\$ 1,530.34	\$ 2,400.00
248-000-675.000	MISCELLANEOUS	\$ 47.00	\$ 46.84	\$ -
248-000-699.101	TRANFERS FROM GENERAL FUND	\$ 33,921.00	\$ 15,700.37	\$ 35,133.00
<b>TOTAL REVENUES</b>		<b>\$ 367,788.00</b>	<b>\$ 343,461.93</b>	<b>\$ 352,166.00</b>
<b>Expenditures</b>				
Dept 200 - GEN SERVICES				
248-200-728.000	OPERATING SUPPLIES	\$ 1,500.00	\$ 170.60	\$ 500.00
248-200-810.000	INSURANCE & BONDS	\$ 3,000.00	\$ 2,906.50	\$ 2,994.00
248-200-818.000	CONTRACTUAL SERVICES	\$ 30,000.00	\$ 9,576.50	\$ 30,000.00
248-200-818.500	AUDIT	\$ 1,200.00	\$ 1,221.00	\$ 1,221.00
248-200-920.000	UTILITIES	\$ 3,000.00	\$ 2,992.20	\$ 2,955.00
248-200-920.100	ELECTRICITY-EV STATION	\$ 2,000.00	\$ 1,003.90	\$ 2,400.00
248-200-920.300	TELEPHONE	\$ 520.00	\$ 356.53	\$ 520.00
248-200-930.000	BUILDING MAINTENANCE - DPW	\$ 42,000.00	\$ 24,197.42	\$ 20,000.00

248-200-940.000	EQUIPMENT RENTAL - DPW	\$ 8,000.00	\$ 4,818.71	\$ 8,000.00
248-200-955.000	MEMBERSHIPS & DUES	\$ 1,000.00	\$ 200.00	\$ 800.00
248-200-956.000	EDUCATION & TRAINING	\$ 3,000.00	\$ 1,048.52	\$ 3,000.00
248-200-969.000	DEVELOPER REIMBURSEMENT	\$ 32,086.00	\$ -	\$ 33,690.00
248-200-995.101	TRANSFER TO GENERAL FUND	\$ 83,703.00	\$ 5,501.32	\$ 134,024.00
Total Dept 200 - GEN SERVICES		\$ 211,009.00	\$ 53,993.20	\$ <b>240,104.00</b>

#### Dept 261 - GENERAL ADMIN

248-261-702.100	SALARIES	\$ 64,480.00	\$ 45,832.26	\$ 66,608.00
248-261-702.200	WAGES	\$ 250.00	\$ 31.67	\$ 250.00
248-261-702.300	OVERTIME	\$ 1,000.00	\$ 512.83	\$ 1,000.00
248-261-702.800	ACCRUED SICK LEAVE	\$ -	\$ -	\$ -
248-261-703.000	OTHER COMPENSATION	\$ -	\$ -	\$ -
248-261-715.000	SOCIAL SECURITY (FICA)	\$ 5,029.00	\$ 3,550.54	\$ 5,191.00
248-261-716.100	HEALTH INSURANCE	\$ 7,400.00	\$ 5,590.56	\$ 7,703.00
248-261-716.200	DENTAL INSURANCE	\$ 252.00	\$ 209.71	\$ 576.00
248-261-716.300	OPTICAL INSURANCE	\$ 36.00	\$ 23.22	\$ 62.00
248-261-716.400	LIFE INSURANCE	\$ 504.00	\$ 379.83	\$ 526.00
248-261-716.500	DISABILITY INSURANCE	\$ 968.00	\$ 507.59	\$ 837.00
248-261-717.000	UNEMPLOYMENT INSURANCE	\$ 6.00	\$ 4.27	\$ 25.00
248-261-718.200	DEFINED CONTRIBUTION	\$ 5,803.00	\$ (2,753.35)	\$ 5,995.00
248-261-719.000	WORKERS' COMPENSATION	\$ 420.00	\$ 321.04	\$ 406.00
Total Dept 261 - GENERAL ADMIN		\$ 86,148.00	\$ 54,210.17	\$ <b>89,179.00</b>

#### Dept 704 - ORGANIZATION

248-704-728.000	SUPPLIES	\$ 250.00	\$ 132.65	\$ 250.00
248-704-818.000	WORK PLAN EXPENDITURE	\$ 1,250.00	\$ 17.95	\$ 500.00
Total Dept 704 - ORGANIZATION		\$ 1,500.00	\$ 150.60	\$ <b>750.00</b>

#### Dept 705 - PROMOTION

248-705-802.000	ADVERTISEMENT	\$ 200.00	\$ -	\$ 400.00
248-705-818.000	WORK PLAN EXPENDITURES	\$ 3,000.00	\$ 1,812.28	\$ 5,000.00
248-705-818.750	GLOW	\$ 6,531.00	\$ 4,190.21	\$ 6,500.00

248-705-818.760	RETAIL EVENTS	\$ 135.00	\$ -	\$ 150.00
248-705-818.770	MOTORCYCLE DAYS	\$ 2,800.00	\$ 2,560.26	\$ 2,500.00
248-705-818.780	CHOCOLATE WALK	\$ 500.00	\$ -	\$ 500.00
248-705-818.790	NYE BLOCK PARTY	\$ 4,539.00	\$ 4,439.00	\$ -
Total Dept 705 - PROMOTION		\$ 17,705.00	\$ 13,001.75	\$ 15,050.00

Dept 706 - DESIGN

248-706-818.000	WORK PLAN EXPENDITURES	\$ 5,000.00	\$ 1,580.24	\$ 7,000.00
248-706-818.700	CONTRACTUAL SERVICES-FLOWERS	\$ 2,000.00	\$ -	
Total Dept 706 - DESIGN		\$ 7,000.00	\$ 1,580.24	\$ 7,000.00

Dept 707 - ECONOMIC VITALITY

248-707-818.000	WORK PLAN EXPENDITURES	\$ 1,500.00	\$ -	\$ 1,500.00
248-707-818.000-MATCHMAIN2	CONTRACTUAL SERVICES	\$ 25,000.00	\$ 25,000.00	\$ -
248-707-818.000-VIBRANCY22	CONTRACTUAL SERVICES	\$ 4,983.00	\$ 4,982.74	\$ -
Total Dept 707 - ECONOMIC VITALITY		\$ 31,483.00	\$ 29,982.74	\$ 1,500.00

Dept 905 - DEBT SERVICE

248-905-991.100	PRINCIPAL	\$ 21,650.00	\$ 21,643.26	\$ -
248-905-992.000	PAYING AGENT FEES	\$ -	\$ -	\$ -
248-905-993.000	INTEREST	\$ 500.00	\$ 413.00	\$ -
Total Dept 905 - DEBT SERVICE		\$ 22,150.00	\$ 22,056.26	\$ -

**TOTAL EXPENDITURES** \$ 376,995.00 \$ 182,374.96 \$ 353,583.00

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:	FY 2023-24 BUDGET	YTD BALANCE AS OF 03/31/2024	FY 2024-25 BUDGET
<b>TOTAL REVENUES</b>	\$ 367,788.00	\$ 343,461.93	\$ 352,166.00
<b>TOTAL EXPENDITURES</b>	\$ 376,995.00	\$ 182,374.96	\$ 353,583.00
<b>NET OF REVENUES &amp; EXPENDITURES</b>	\$ (9,207.00)	\$ 161,086.97	\$ (1,417.00)

# **MINUTES**

*OMS ORGANIZATION COMMITTEE*

## **REGULAR MEETING**

Tuesday, March 13, 2024, 9:00 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 promoting historic preservation and drawing both local residents and visitors to our city.

**Called to order at 9:00 a.m.**

**Present:** J. Moore, B. Gilbert

**Absent:** None

**Staff:** L. Fredrick

### **OMS/DDA Board Retreat**

Committee discussed a tentative agenda for the OMS/DDA Board Retreat.

Fredrick recommended the Board complete event evaluations to determine which events Owosso Main Street will host in Fiscal Year 2024-25.

Moore suggested the Board determine a specific number of events to commit to for the year.

### **Community Newsletter**

Moore confirmed the volunteer spotlight highlighting John Hankerd's time and dedication to Downtown Owosso has been completed.

Gilbert suggested including construction projects such as the streetlight project and large downtown building renovations.

Fredrick updated the Committee that the Downtown Spring Cleanup and Downtown Owosso Chocolate Walk will be included in the April newsletter.

### **Fiscal Year 2024-25 Organization Budget & Work Plans**

Committee discussed prioritizing the Annual Sponsor Guide followed by the Volunteer Appreciation and Downtown Owosso Merchandise programs.

Gilbert recommended merging the Volunteer Rewards Program and Volunteer Appreciation Event for Fiscal Year 2024-25.

Moore suggested a \$500 budget for the Volunteer Appreciation work plan and a \$250 budget for Fiscal Year 2024-25 Organization Supplies.

**Committee Comments:**

Moore asked that the Board review all Board Retreat documents in advance in preparation for April 24<sup>th</sup>.

**Next Meeting:**

Tuesday, April 9th at 2:00 p.m. at City Hall; 301 W. Main Street

# **MINUTES**

*OMS PROMOTION COMMITTEE*

## **REGULAR MEETING**

Thursday, March 14, 2024, 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 promoting historic preservation and drawing both local residents and visitors to our city.

### **Called to order at 8:00 a.m.**

**Present:** N. Reyna, A. McGuire, J. Birchmeier, P. Vreibel, N. Ball, S. Maginity

**Absent:** K. Kingsbury

**Staff:** L. Fredrick

### **Downtown Owosso Chocolate Walk**

Committee reviewed the event work plan and discussed remaining tasks needing to be completed.

Fredrick updated the Committee on ticket sales and Maginity confirmed over 20 businesses have registered to participate.

### **Owosso Main Street Event Tiers**

Committee created four tiers for events occurring in Downtown Owosso and discussed the definition, funding, expectations and the OMS/DDA support or participation level for each tier.

Committee agreed that events under the Host and Co-Host tiers are eligible for Traffic Control Orders submitted by the OMS/DDA.

McGuire recommended setting deadlines for events at the host and co-host levels.

Committee determined that events under the Support tier would receive free social media marketing support and can borrow event supplies such as canopy tents and trash bins.

### **Committee Comments:**

McGuire suggested utilizing the red telephone booth as a location to display OMS/DDA event flyers or creating downtown information destinations listing a calendar of events.

### **Next Meeting:**

Thursday, April 11<sup>th</sup> at 8:00 a.m. at City Hall; 301 W. Main Street

# **MINUTES**

*OMS DESIGN COMMITTEE*

## **REGULAR MEETING**

Thursday, March 14, 2024, 1:30 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 promoting historic preservation and drawing both local residents and visitors to our city.

### **Called to order at 1:37 p.m.**

**Present:** J Ardelean, A. McGuire, J. Ross, T. Ainsworth, L. Weckwert, E. Olson

**Absent:** D. Peterson

**Staff:** L. Fredrick

### **Downtown Spring Cleanup**

Committee set the Downtown Spring Cleanup for May 16<sup>th</sup> – 18<sup>th</sup> with two volunteer shifts each day from 8am to 10am and 10am to 12pm.

Weckwert suggested inviting E-Waste and DJ Root Recycling to offer their services to the public during the cleanup.

### **Fountain Park Summer Expansion**

Committee determined the Traffic Control Order would request the portion of Ball Street next to Fountain Park, between Exchange Street and the alley, close no sooner than June 10<sup>th</sup> and no later than October 31<sup>st</sup> with the installation and removal dates to be determined upon the Department of Public Works' availability.

Committee discussed supplies the City and OMS/DDA already have available to activate Ball Street as park space and what would need to be purchased.

### **2024 Painting & Planting Projects**

Fredrick updated the Committee on which downtown flower planters and bollards need to be repainted and which planters need new vegetation.

McGuire and Olson recommended selecting a color palette for all placemaking projects.

Olson suggested compiling multiple color palettes and presenting them to the community to vote on.

Committee discussed including painting, planting and weeding as volunteer opportunities during the Downtown Spring Cleanup.

### **Committee Comments:**

None.

### **Next Meeting:**

Thursday, April 11th at 1:30 p.m. at City Hall; 301 W Main Street



# **MINUTES**

*OMS ECONOMIC VITALITY COMMITTEE*

## **REGULAR MEETING**

Tuesday, March 19, 2024, 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 promoting historic preservation and drawing both local residents and visitors to our city.

### **Called to order at 2:03 p.m.**

**Present:** L. Omer, D. Howard, B. Meyer

**Absent:** R. Teich

**Staff:** L. Fredrick

### **Match on Main Grant Applications**

Committee reviewed the six Match on Main applications, discussed the local scoring rubric and agreed to submit their totals by April 1<sup>st</sup>.

### **Business of the Month Work Plan**

Committee finalized the scoring rubric and agreed to return to the April meeting with nominations for the May Business of the Month.

Fredrick confirmed the program's business support service menu includes offerings valued at approximately \$75 from Visual Poetry/Studio Owosso, The Mattesons, American Speedy Printing, Stewart Graphics: We Print Everything, The Argus-Press, Gilberts Hardware & Appliance and an option to purchase product or gift cards directly from the Business of the Month.

### **Director Updates:**

None.

### **Committee Comments:**

None.

### **Next Meeting:**

Tuesday, April 16th at 2:00 p.m. at City Hall; 301 W. Main Street