



DOWNTOWN DEVELOPMENT  
AUTHORITY BOARD AGENDA  
DDA BOARD MEETING  
Wednesday, March 24, 2021  
**6:30pm**  
Zoom Meeting due to COVID-19 Crisis

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Members and  
other officials normally  
in attendance:

1. Nick Proctor  
*Mayor*

2. Marc Harlow  
*President*

3. Jonathan Myers  
*Vice-President*

4. Blythe Patterson  
*Treasurer*

5. Heather Nalley  
*Secretary*

6. Kathryn Tuck

7. Vacant

8. Kate Litwin  
*Director*

9. Shannon Harvey  
*Staff*

1. Meeting Called to Order
2. Citizen's Comments (items not on the agenda)
3. Approval of DDA Minutes
  - Minutes of Regular Meeting on February 24, 2021
  - Minutes of Executive Committee meeting on March 15, 2021
4. Correspondence
5. Reports
  - Director Report-Kate Litwin
  - President's Report: Marc Harlow
  - Treasurer's Report – Blythe Patterson  
*(Motion required to place reports on file)*
6. Payment of Bills-Board
  - *Motion to pay the bills in the amount of \$4158.65 plus payroll for the month of March, 2021*
7. Discussion/Action Items:
  - RRC Update (Kate)
  - SYNERGY/COVID-19 Recovery (Kate)
  - Downtown Social District (Kate)
  - Revolving Loan Fund Introduction (Kate)
8. Business Updates:
9. Old & New Business:
10. Absences:
11. Motion to Adjourn  
*Motion Required for Adjournment*

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**PUBLIC NOTICE OF ELECTRONIC MEETING OF THE HOWELL DOWNTOWN DEVELOPMENT AUTHORITY**

**PLEASE NOTE: THIS NOTICE IS GIVEN AND PUBLISHED PURSUANT TO MCL 15.263a.**

The Howell Downtown Development Authority is meeting electronically as a result of the COVID-19 virus and to protect the health, safety and welfare of the citizens of Howell, Michigan from such virus, as allowed by MCL 15.263a.

You are invited to the **Howell Downtown Development Authority Board Meeting** being conducted live on a Zoom webinar.

**When: WEDNESDAY March 24, 2021 at 6:30 PM Eastern Time (US and Canada)**

**Topic: DDA Regular Board Meeting**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89095890568?pwd=TzRaSlJ5cVpCRlFZZEJ3R2NrNDBTdDz09>

Passcode: 750030

Or One tap mobile :

US: +19292056099,,89095890568#,,,,\*750030# or +13017158592,,89095890568#,,,,\*750030#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 890 9589 0568

Passcode: 750030

International numbers available: <https://us02web.zoom.us/j/89095890568>



**HOWELL DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING  
WEDNESDAY, FEBRUARY 24, 2021  
CITY COUNCIL CHAMBER**

**MISSION STATEMENT:**

*The Howell DDA is a volunteer-led organization focused on creating a vibrant, strong, and economically viable downtown. Our mission is accomplished throughout our commitment to historic preservation, infrastructure improvements, quality events, and promoting downtown Howell as the heart and hub of the community.*

**Members in Attendance:** Marc Harlow, Mayor Proctor, Kathryn Tuck, Blythe Patterson, Heather Nalley, Jonathan Myers,

**Staff:** Kate Litwin, Shannon Harvey

**Guests:** None

**MEETING CALLED TO ORDER:** M Harlow called the meeting to order at 6:30 p.m.

**CITIZENS COMMENTS:** None

**APPROVAL OF MEETING MINUTES:**

**MOTION by B. Patterson, SUPPORT from H. Nalley to approve the Budget Workshop Meeting minutes from January 27, 2021. MOTION CARRIED. (6-0 by roll call vote)**

**MOTION by Mayor Proctor, SUPPORT from K. Tuck to approve the Regular Meeting minutes from January 27, 2021. MOTION CARRIED. (6-0 by roll call vote)**

**MOTION by K. Tuck, SUPPORT from M. Harlow to approve the Executive Committee meeting minutes from February 16, 2021. MOTION CARRIED. (6-0 by roll call vote)**

**CORRESPONDENCE:** None

**DIRECTOR'S REPORT:** *K. Litwin* - Next Informational Sessions will be in April and October before the Regular Meeting. There is a lot of collaboration and support happening between groups right now: Howell Area Chamber of Commerce, DDA, Howell Main Street (HMS), Parks & Rec and Cleary University. The groups would like to explore creation of a Social District downtown. A meeting has been scheduled with E. Suida, P. DeBuff and S. Mannor next week to begin discussions. City Council and State of Michigan support will also be needed.

Director Litwin is working with Tim Schmitt on a vacancy plan. Most of our CBD businesses are full with the vast majority of vacancies in the outer DDA District. Staff is updating the Available Real Estate page at [www.downtownhowell.org](http://www.downtownhowell.org) to help market available properties.

Collaborating with Cleary University to connect their students to downtown. In past years, students helped some of the businesses with marketing and merchandising, and staff is looking at ways to further enhance connectivity.

**Vice President's Report:** *M. Harlow* – No Report

**Treasurer's Report:** *K. Tuck* states that we are in a good financial position. We do have a couple of areas where we are over budget. Budget amendments will be reviewed with C. Stanislawski and K. Litwin.

**MOTION by Mayor Proctor, SUPPORT from B. Patterson to place Officers' Reports on file. MOTION CARRIED. (6-0 by roll call vote)**

**MOTION by Mayor Proctor, SUPPORT from K. Tuck to pay bills in the amount of Nine Hundred Fifteen dollars and Thirty cents (\$915.30) plus payroll, for the month of February 2021. MOTION CARRIED. (5-0 by roll call vote.)**

**Discussion/Action Items:**

**Officer Vacancies:** Mary Helfmann's term has expired and she has decided to take a break from the Board. We have several officer vacancies including President and Secretary, and also a Regular Board Member, to fill M. Helfmann's seat.

Mayor Proctor thinks it is important to solidify someone in the President's position, and has been very impressed with Marc Harlow's management in the interim and believes Marc can keep us focused. Mayor Proctor spoke with Marc about this. Marc Harlow thanked Mayor Proctor for his words.

**MOTION by Mayor Proctor, SUPPORT from H. Nalley to appoint Marc Harlow as the President of the Howell Downtown Development Authority. MOTION CARRIED. (5-0, roll call vote, M. Harlow abstained.)**

The position of Vice President is open. M. Harlow asked the Board if anyone would be willing to step in to be Vice President. Mayor Proctor asked Jonathan Myers if he would be willing to step up to the Vice President position and J. Myers agreed.

**MOTION by Mayor Proctor, SUPPORT from B. Patterson to appoint Jonathan Myers as the Vice President of the Howell Downtown Development Authority. MOTION CARRIED. (5-0 by roll call vote, J. Myers abstained)**

The position of Secretary remains open. K. Tuck has spoken with H. Nalley, and since K. Tuck is expecting in the spring, and her time may be limited. Discussion took place regarding appointing B. Patterson to role of Treasurer and H. Nalley to role of Secretary.

**MOTION by K. Tuck, SUPPORT from M. Harlow to appoint Heather Nalley as Secretary of the Howell Downtown Development Authority and appoint Blythe Patterson as Treasurer of the Howell Downtown Development Authority. MOTION CARRIED. (6-0 by roll call vote)**

Board still needs one more member to be complete. If anyone has ideas about whom to approach regarding filling the vacancy please let Mayor Proctor or Staff know ASAP.

**SYNERGY/COVID-19 Recovery:** *K. Litwin* The Synergy team started meeting again to discuss the next phase of recovery. They've applied for grant funding through CEDAMs "Putting your town on the Map" program to increase our walkability downtown and connect Balloon Fest with downtown.

**HMS Budget and Organizational Update:** *M. Harlow*

HMS presented their FY 21/22 budget, included in the packet for DDA consideration. A portion of the funding for HMS comes from a scalable Transition Agreement between the DDA and HMS dating back to when HMS became a 501-C3 non-profit. The fiscal year being approved now will be the final year of the 5-year step-down agreement. From here on out, as agreed upon, the DDA will contribute \$30,000 annually to HMS.

Given the issues with COVID 19, HMS has not been able to hold its typical fund raising activities. Several fundraisers were planned when COVID 19 hit requiring postponement/cancelation. HMS is eliminating many expenses from their budget to stay viable and keep things happening downtown. K. Litwin applied for and received both rounds of PPP funding to cover HMS staff payroll costs. The HMS Board and committees are looking at multiple ways to generate funds.

K. Litwin suggested that we may need to make adjustments to the Transition Agreement in the future, possibly changing the agreed upon amount moving forward. There will be joint meetings with Executives of both DDA and HMS to work out a plan. She invited all Board members to visit or join an HMS Committee meeting to get more in sync with HMS.

**Director KPI & Salary Modification Retroactive to October:** M. Harlow sent a memo regarding K. Litwin's KPI to the Board. Measureable suggestions from her review were incorporated into the KPI

**MOTION by Mayor Proctor, SUPPORT from B. Patterson to approve the revised KPI for K. Litwin. MOTION CARRIED (6-0 by roll call vote)**

K. Tuck stated that the previous MOTION was missing a date for the approved raise to begin. The cost of living increase that was approved should have been retroactive to the date she assumed the position in October.

**MOTION by Mayor Proctor, SUPPORT from H. Nalley to approve K. Litwin's previously approved 1.4% salary increase and to make it retroactive to October 28, 2020 in the amount of \$190.95. MOTION CARRIED (6-0 by roll call vote.)**

**Business Updates:** *K. Litwin*

- Family Video has moved out
- Coratti's Restaurant coming soon (late April/early May)
- Mark's Coney Island coming soon
- KNE Realty coming soon to Bankers Square ground floor
- Weavers Kava House now open
- Dough Creations now open
- Community Catalyst now open

**Old Business:** None

**New Business:** None

**Absences:** None

**MOTION by B. Patterson, SUPPORT from H. Nalley to adjourn at 7:39 p.m. MOTION CARRIED. (6-0 by roll call vote.**



**DOWNTOWN DEVELOPMENT AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
DDA BOARD MEETING**

**Monday, March 15, 2021 at 2:30 p.m.**

**Zoom Meeting conducted due to COVID-19 Crisis**

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**Committee Members Present: President, Marc Harlow, Treasurer, Blythe Patterson;  
Director, Kate Litwin**

Meeting called to order at 2:33 p.m. by M. Harlow

This Executive Session was held to determine the agenda for the March 24, 2021 DDA Board of Directors meeting.

**Topics of discussion for agenda include:**

- RRC Update
- COVID-19 Recovery Update
- Social District Introduction
- Revolving Loan Fund Introduction
- Budget Amendments

**Meeting adjourned at 2:53 pm**

*Minutes as recorded by K. Litwin*



## Howell DDA Director's Update March 2021

**Office Open by Appointment:** Though our office is open to the public at this time, we are still requesting that visitors schedule an appointment and we are keeping the front door locked as we don't have a buffer between the entrance and Shannon's desk. This allows us to ensure that our impromptu visitors are properly masked before they enter the building. All are welcome but COVID compliance is required!

**Vacation:** I will be out of the office from March 31-April 5. Please contact Shannon directly if you need assistance during my absence.

**Informational Sessions 2021:** Please be prepared for another Informational Session at our April, 2021 meeting, immediately prior to our regular meeting.

**Downtown Social District & Revolving Loan Fund:** In your packet you will notice information from our friends in Owosso regarding their social district and revolving loan/grant fund program. I'll introduce these concepts in our agenda, however I just wanted to give you time to explore these documents prior to our meeting. These are just samples from one community but will aid in our discussion as we consider exploring our own for downtown Howell.

*Kate Lohr*



CITY OF HOWELL DDA

3/24/2021

Name	Amount	Description
H.S.A.		City Portion
BALANCE FORWARD	\$ 4,158.65	
TOTAL	<u>\$ 4,158.65</u>	

03/18/2021 09:34 AM  
 User: NGRIWICKI  
 DB: Howell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
 EXP CHECK RUN DATES 03/24/2021 - 03/24/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
APPLIED IM	APPLIED IMAGING	03/17/2021	1701591	GN1ST	COPIER CONTRACT	
89600	7718 SOLUTION CENTER	03/24/2021		N		25.93
	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		03/23/2021		N		25.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
248-728-900.000	PRINTING & PUBLISHING	25.93
VENDOR TOTAL:		25.93

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
BIG JIMS	BIG JIM'S	03/17/2021	12470	GN1ST	DRAIN CLEANING 118 W CLINTON	
89601	6216 SISTEK DR	03/24/2021		N		1,400.00
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/23/2021		N		1,400.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
248-728-930.012	REPAIRS - 118 W CLINTON	1,400.00
VENDOR TOTAL:		1,400.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
BLUE CARE	BLUE CARE NETWORK OF MICHIGAN	02/18/2021	210360037987DDA	GEN	BCN ACTIVE EMPLOYEES- MARCH	
89321	P.O. BOX 33608	03/24/2021		N		1,258.48
	DETROIT MI, 48232-5608	/ /	0.0000	Y		0.00
		02/18/2021		N		1,258.48

PD CK# 94676 02/18/2021

GL NUMBER	DESCRIPTION	AMOUNT
248-728-714.000	EMPLOYEE MEDICAL INSURANCE	1,258.48
VENDOR TOTAL:		1,258.48

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
HOWELLCITY	CITY OF HOWELL	02/28/2021	UB 10540	GN1ST	118 W CLINTON -DDA	
89524	611 E GRAND RIVER	03/24/2021		N		60.75
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		03/23/2021		N		60.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
248-728-920.002	UTILITIES - WAT / SEW	60.75
VENDOR TOTAL:		60.75

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
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 BOTH JOURNALIZED AND UNJOURNALIZED

		BOTH OPEN AND PAID					
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount	
Ref #	Address	CK Run Date	PO	Hold		Discount	
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			
CLEAR RATE	CLEAR RATE COMMUNICATIONS, INC.	02/19/2021	2628122DDA	GEN	COMMUNICATIONS CONTRACT		
89323	P.O. BOX 27308	03/24/2021		N		31.81	
	LANSING MI, 48909-7308	/ /	0.0000	N		0.00	
		02/19/2021		N		31.81	

PD CK# 94682 02/19/2021

GL NUMBER	DESCRIPTION	AMOUNT
248-728-850.000	COMMUNICATIONS - TELEPHONES	31.81

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount	
Ref #	Address	CK Run Date	PO	Hold		Discount	
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			
CLEAR RATE	CLEAR RATE COMMUNICATIONS, INC.	03/15/2021	MARCH 2021-DDA	GN1ST	COMMUNICATIONS CONTRACT		
89551	P.O. BOX 27308	03/24/2021		N		28.52	
	LANSING MI, 48909-7308	/ /	0.0000	N		0.00	
		03/17/2021		N		28.52	

PD CK# 98726 03/17/2021

GL NUMBER	DESCRIPTION	AMOUNT
248-728-850.000	COMMUNICATIONS - TELEPHONES	28.52

VENDOR TOTAL: 60.33

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount	
Ref #	Address	CK Run Date	PO	Hold		Discount	
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			
CONSUMERS	CONSUMERS ENERGY	02/25/2021	FEB 2021-DDA	GN1ST	CITY UTILITIES - GAS		
89431	P.O. BOX 740309	03/24/2021		N		61.67	
	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00	
		03/03/2021		N		61.67	

PD CK# 98606 03/03/2021

GL NUMBER	DESCRIPTION	AMOUNT
248-728-920.001	UTILITIES - GAS	61.67

VENDOR TOTAL: 61.67

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount	
Ref #	Address	CK Run Date	PO	Hold		Discount	
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			
DELTA DNTL	DELTA DENTAL OF MICHIGAN	02/22/2021	RIS0003327741-DD	GEN	MARCH 2021 DENTAL: ACTIVE & RETIREES		
89340	16082 COLLECTION CENTER DR	03/24/2021		N		146.82	
	CHICAGO IL, 60693-0160	/ /	0.0000	N		0.00	
		02/22/2021		N		146.82	

PD CK# 94833 02/22/2021

GL NUMBER	DESCRIPTION	AMOUNT
248-728-714.000	EMPLOYEE MEDICAL INSURANCE	146.82

VENDOR TOTAL: 146.82

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount	
Ref #	Address	CK Run Date	PO	Hold		Discount	
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			
DET EDISON	DTE ENERGY	03/04/2021	FEB 2021-DDA	GN1ST	CITY UTILITIES		
89599	P O BOX 740786	03/24/2021		N		365.34	

		BOTH OPEN AND PAID					
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount	
Ref #	Address	CK Run Date	PO	Hold		Discount	
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			
	CINCINNATI OH, 45274-0786	/ /	0.0000	Y		0.00	
		03/23/2021		N		365.34	

Open

GL NUMBER	DESCRIPTION	AMOUNT
248-728-920.000	118 W CLINTON ST	235.25
248-728-920.001	UTILITIES - GAS	22.33
248-728-920.011	UTILITIES - OTHER	15.82
248-728-920.001	UTILITIES - GAS	15.58
248-728-920.011	UTILITIES - OTHER	15.70
248-728-920.011	UTILITIES - OTHER	60.66
		<u>365.34</u>

VENDOR TOTAL: 365.34

FISH	FISH WINDOW CLEANING	02/25/2021	2897-33243	GEN	WINDOW CLEANING	
89394		03/24/2021		N		21.00
	P.O. BOX 251302	/ /	0.0000	N		0.00
	WEST BLOOMFIELD MI, 48325	03/09/2021		N		21.00

PD CK# 98680 03/05/2021

GL NUMBER	DESCRIPTION	AMOUNT
248-728-804.001	CONTRACT SERV - JANITOR	21.00

VENDOR TOTAL: 21.00

FLAGSTAR	FLAGSTAR BANK	02/23/2021	FEB 2021-DDA	GN1ST	CREDIT CARD - SEE ATTACHED	
89476	CARDMEMBER SERVICES	03/24/2021		N		381.40
	P.O. BOX 790408	/ /	0.0000	N		0.00
	SAINT LOUIS MO, 63179-0408	03/08/2021		N		381.40

PD CK# 98722 03/08/2021

GL NUMBER	DESCRIPTION	AMOUNT
248-728-980.005	EQUIP / COMPUTER SOFTWARE	58.29
248-728-860.000	CONFERENCE /TRANSPORTATION	50.00
248-728-740.019	OPER SUPP/SMALL EQUIPMENT	84.79
248-728-957.000	EDUCATION / TRAINING	125.00
248-728-967.017	PROJECT COST COVID 19 RECOVERY	44.25
248-728-980.004	EQUIP /COMPUTER HARDWARE	19.07
		<u>381.40</u>

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 User: NGRIWICKI  
 DB: Howell

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF HOWELL  
 EXP CHECK RUN DATES 03/24/2021 - 03/24/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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VENDOR TOTAL: 381.40

T & M CLEA 89525	T & M CLEANING SERVICE 270 N HUGHES RD HOWELL MI, 48843	02/28/2021 03/24/2021 / / 03/23/2021	0014708 0.0000	GN1ST N N N	OFFICE CLEANING	270.00 0.00 270.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
248-728-804.001	CONTRACT SERV - JANITOR	270.00

VENDOR TOTAL: 270.00

LINCOLN NA 89434	THE LINCOLN NATIONAL LIFE INSURANCE P.O. BOX 0821 CAROL STREAM IL, 60132-0821	02/25/2021 03/24/2021 / / 03/03/2021	03/01/2021-DDA 0.0000	GN1ST N N N	LIFE / DISABILITY INSURANCE	80.15 0.00 80.15
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PD CK# 98608 03/03/2021

GL NUMBER	DESCRIPTION	AMOUNT
248-728-714.002	EMP DISABILITY /LIFE INSURANCE	80.15

VENDOR TOTAL: 80.15

VSP 89327	VSP INSURANCE CO. (CT) P.O. BOX 742788 LOS ANGELES CA, 90074-2788	02/22/2021 03/24/2021 / / 02/22/2021	MARCH 2021-DDA 0.0000	GEN N N N	VISION INSURANCE- EMPLOYEE	26.78 0.00 26.78
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PD CK# 94837 02/22/2021

GL NUMBER	DESCRIPTION	AMOUNT
248-728-714.000	EMPLOYEE MEDICAL INSURANCE	26.78

VENDOR TOTAL: 26.78

TOTAL - ALL VENDORS: 4,158.65

REVENUE AND EXPENDITURE REPORT FOR CITY OF HOWELL  
PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDGET	02/28/2021	02/28/21		
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>							
<b>Revenues</b>							
Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY							
248-728-404.000	CAPTURED REAL PROPERTY TAX	473,427.00	473,427.00	300,000.00	0.00	173,427.00	63.37
248-728-404.100	PPT REIMBURSEMENT	15,000.00	15,000.00	8,777.41	0.00	6,222.59	58.52
248-728-665.000	INVESTMENT INTEREST	0.00	0.00	4.65	4.65	(4.65)	100.00
248-728-667.000	RENTAL INCOME	19,500.00	19,500.00	11,000.00	0.00	8,500.00	56.41
248-728-677.017	DONATIONS COVID 19 RECOVERY	0.00	0.00	400.00	0.00	(400.00)	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY		507,927.00	507,927.00	320,182.06	4.65	187,744.94	63.04
Dept 999 - TRANS OUT/FUND BAL/RETAIN EARN							
248-999-699.099	PRIOR YEAR - FUND BALANCE	98,755.00	132,567.00	0.00	0.00	132,567.00	0.00
Total Dept 999 - TRANS OUT/FUND BAL/RETAIN EARN		98,755.00	132,567.00	0.00	0.00	132,567.00	0.00
<b>TOTAL REVENUES</b>		<b>606,682.00</b>	<b>640,494.00</b>	<b>320,182.06</b>	<b>4.65</b>	<b>320,311.94</b>	<b>49.99</b>
<b>Expenditures</b>							
Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY							
248-728-702.001	SAL & WAGES ADMINISTRATION	66,500.00	66,500.00	40,769.94	6,601.51	25,730.06	61.31
248-728-702.004	SAL & WAGES DPS	38,135.00	38,135.00	22,690.33	1,349.13	15,444.67	59.50
248-728-713.000	EMPLOYER SHARE FICA	5,087.00	5,087.00	3,203.36	505.02	1,883.64	62.97
248-728-714.000	EMPLOYEE MEDICAL INSURANCE	20,155.00	20,155.00	11,967.69	2,027.08	8,187.31	59.38
248-728-714.002	EMP DISABILITY /LIFE INSURANCE	815.00	815.00	636.90	80.15	178.10	78.15
248-728-714.003	WORKER COMPENSATION PREM	500.00	500.00	0.00	0.00	500.00	0.00
248-728-714.004	ICMA RETIREMENT	6,650.00	6,650.00	3,787.05	655.15	2,862.95	56.95
248-728-717.000	FRINGE BENEFITS	13,791.00	13,791.00	11,989.41	1,005.35	1,801.59	86.94
248-728-727.000	OFFICE SUPPLIES	500.00	500.00	155.86	0.00	344.14	31.17
248-728-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
248-728-740.000	OPERATING SUPPLIES	150.00	150.00	120.90	0.00	29.10	80.60
248-728-740.019	OPER SUPP/SMALL EQUIPMENT	600.00	600.00	84.79	84.79	515.21	14.13
248-728-804.000	CONTRACTUAL SERVICES	0.00	0.00	180.00	0.00	(180.00)	100.00
248-728-804.001	CONTRACT SERV - JANITOR	2,350.00	2,350.00	513.00	291.00	1,837.00	21.83
248-728-807.000	AUDITOR	2,500.00	2,500.00	2,500.00	0.00	0.00	100.00
248-728-840.000	DUES & MEMBERSHIPS	850.00	850.00	741.00	0.00	109.00	87.18
248-728-850.000	COMMUNICATIONS - TELEPHONES	344.00	344.00	234.24	31.31	109.76	68.09
248-728-850.008	COMMUNICATIONS - INTERNET	250.00	250.00	276.24	0.00	(26.24)	110.50
248-728-860.000	CONFERENCE /TRANSPORTATION	2,500.00	2,500.00	1,984.84	50.00	515.16	79.39
248-728-880.000	HOLIDAY DECORATIONS	24,132.00	24,132.00	20,375.85	0.00	3,756.15	84.43
248-728-881.000	COMMUNITY PROMOTION	1,250.00	1,250.00	30.35	0.00	1,219.65	2.43
248-728-881.001	BEAUTIFICATION SUPPLIES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
248-728-900.000	PRINTING & PUBLISHING	1,500.00	1,500.00	892.77	0.00	607.23	59.52
248-728-918.000	PROPERTY TAX PAYMENTS	3,656.00	3,656.00	3,664.82	0.00	(8.82)	100.24
248-728-920.000	UTILITIES - ELECTRICITY	2,000.00	2,000.00	2,361.70	235.25	(361.70)	118.09
248-728-920.001	UTILITIES - GAS	500.00	500.00	243.67	61.67	256.33	48.73
248-728-920.002	UTILITIES - WAT / SEW	450.00	450.00	379.59	60.75	70.41	84.35
248-728-920.011	UTILITIES - OTHER	900.00	900.00	637.13	72.91	262.87	70.79
248-728-930.012	REPAIRS - 118 W CLINTON	28,713.00	28,713.00	409.48	0.00	28,303.52	1.43
248-728-940.000	EQUIPMENT RENTAL	2,271.00	2,271.00	1,614.16	201.77	656.84	71.08
248-728-940.003	EQUIPMENT RENTAL - HOURLY	10,000.00	10,000.00	8,621.23	483.27	1,378.77	86.21
248-728-957.000	EDUCATION / TRAINING	0.00	0.00	125.00	125.00	(125.00)	100.00
248-728-967.017	PROJECT COST COVID 19 RECOVERY	0.00	0.00	11,314.23	596.37	(11,314.23)	100.00
248-728-967.100	PEANUT ROW PROJECT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-728-980.004	EQUIP /COMPUTER HARDWARE	1,000.00	1,000.00	171.65	19.07	828.35	17.17
248-728-980.005	EQUIP / COMPUTER SOFTWARE	400.00	400.00	443.32	58.29	(43.32)	110.83
Total Dept 728 - ECONOMIC DEVELOPMENT ACTIVITY		249,549.00	249,549.00	153,120.50	14,594.84	96,428.50	61.36
Dept 729 - MAIN STREET PROGRAM							
248-729-804.040	CONTRACT SERV - MAIN STREET	100,000.00	100,000.00	100,000.00	0.00	0.00	100.00
Total Dept 729 - MAIN STREET PROGRAM		100,000.00	100,000.00	100,000.00	0.00	0.00	100.00
Dept 899 - TAX TRIBUNAL REFUNDS							
248-899-964.002	MI TAX TRIBUNAL REFUNDS/ADJUSTMENTS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 899 - TAX TRIBUNAL REFUNDS		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Dept 906 - DEBT SERVICE							

REVENUE AND EXPENDITURE REPORT FOR CITY OF HOWELL  
PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDGET	02/28/2021	02/28/21	BALANCE	USED
248-906-991.000	PRINCIPAL	69,916.00	69,916.00	69,916.00	0.00	0.00	100.00
248-906-995.000	INTEREST	30,938.00	30,938.00	30,938.00	0.00	0.00	100.00
Total Dept 906 - DEBT SERVICE		100,854.00	100,854.00	100,854.00	0.00	0.00	100.00
Dept 966 - TRANSFERS IN/OUT							
248-966-999.013	TRANS OUT / GENERAL FUND	31,777.00	31,777.00	6,666.64	833.33	25,110.36	20.98
Total Dept 966 - TRANSFERS IN/OUT		31,777.00	31,777.00	6,666.64	833.33	25,110.36	20.98
Dept 999 - TRANS OUT/FUND BAL/RETAIN EARN							
248-999-999.099	ESTIMATED CY FUND BALANCE	123,502.00	157,314.00	0.00	0.00	157,314.00	0.00
Total Dept 999 - TRANS OUT/FUND BAL/RETAIN EARN		123,502.00	157,314.00	0.00	0.00	157,314.00	0.00
TOTAL EXPENDITURES		606,682.00	640,494.00	360,641.14	15,428.17	279,852.86	56.31
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		606,682.00	640,494.00	320,182.06	4.65	320,311.94	49.99
TOTAL EXPENDITURES		606,682.00	640,494.00	360,641.14	15,428.17	279,852.86	56.31
NET OF REVENUES & EXPENDITURES		0.00	0.00	(40,459.08)	(15,423.52)	40,459.08	100.00



**Michigan Liquor Control Commission (MLCC)**  
Constitution Hall, 2<sup>nd</sup> Floor, 525 W. Allegan St, Lansing, MI 48933  
P.O. Box 30005, Lansing, MI 48909  
866-813-0011 – [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

### **Social District Permit Information For Local Governmental Units**

Pursuant to MCL 436.1551, the governing body of a local governmental unit may designate a Social District within its jurisdiction. Qualified licensees whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District. The commons area is not considered part of the licensed premises for any of the licensees that hold a Social District Permit.

The term commons area is defined by MCL 436.1551(8)(a):

*"Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.*

The term qualified licensee is defined by MCL 436.1551(8)(c):

*"Qualified licensee" means any of the following:*

- *A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (This includes the following license types: Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, Brewpub.)*
- *A manufacturer with an on-premises tasting room permit issued under section 536.*
- *A manufacturer that holds an off-premises tasting room license issued under section 536.*
- *A manufacturer that holds a joint off-premises tasting room license issued under section 536.*

A list of all licensees, sorted by county and local governmental unit, may be found on the MLCC website:

[https://www.michigan.gov/documents/lara/liclist\\_639292\\_7.xlsx](https://www.michigan.gov/documents/lara/liclist_639292_7.xlsx)

The governing body of a local governmental unit may designate a Social District pursuant to MCL 436.1551 under the following conditions:

- Designate a Social District that contains a commons area, as defined in MCL 436.1551(8)(a).
- Establish local management and maintenance plans, including hours of operation, for a commons area.
- Define and clearly mark with signs the designated commons area.
- A governing body of a local governmental unit shall not designate a Social District that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road.
- The governing body shall maintain the commons area in a manner that protects the health and safety of the community.
- The governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act of the time and place of the public hearing before the public hearing.
- The governing body shall file the designation or revocation of the Social District with the MLCC.

Before applying to the MLCC for a Social District Permit, a qualified licensee must first obtain approval from the governing body of the local governmental unit. A fillable resolution for this approval is part of the [Social District Permit Application \(LCC-208\)](#).

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### **Filing the Designation of a Social District with the MLCC**

A local governmental unit must file the following items with the MLCC when designating a Social District:

- A copy of the resolution passed by the governing body designating the Social District and commons area.
- A copy of the management and maintenance plans, including the hours of operation, established by the local governmental unit for the Social District and commons area.
- A diagram or map that clearly shows the boundaries of the Social District and commons area. Please indicate the name, address, and location of the qualified licensees that are contiguous to the commons area on the diagram or map.

**Submit the items above to:**

**By Mail: Michigan Liquor Control Commission - P.O. Box 30005 - Lansing, MI 48933**  
**By Fax: (517) 763-0059**      **By Email: [mlccrecords@michigan.gov](mailto:mlccrecords@michigan.gov)**



***Additional sections of the Liquor Control Code for a local governmental unit to consider when establishing a Social District or commons area within a Social District:***

**MCL 436.1915 - Possessing or consuming alcoholic liquor on public highway or in park, place of amusement, or publicly owned area; authority of local governmental unit or state department or agency to prohibit possession or consumption of alcoholic liquor; definitions.**

- (1) Alcoholic liquor shall not be consumed on the public highways.
- (2) Except as provided in subsections (3) and (4), alcoholic liquor may be possessed or consumed in public parks, public places of amusement, or a publicly owned area not licensed to sell for consumption on the premises.
- (3) The governing body of a local governmental unit may prohibit by ordinance, order, or resolution the possession or consumption of alcoholic liquor in any public park, public place of amusement, or publicly owned area that is owned or administered, or both, by that local governmental unit. When land is leased from a department or agency of this state, an ordinance, order, or resolution adopted pursuant to this subsection shall be subject to the approval of the department or agency.
- (4) A department or agency of this state that administers public lands may prohibit by rule, order, or resolution the possession or consumption of alcoholic liquor on the public land under its jurisdiction.
- (5) As used in this section:
  - (a) "Local governmental unit" means a county, city, township, village, or charter authority.
  - (b) "Publicly owned area" means an area under the jurisdiction of a local governmental unit.

**MCL 436.1913(1), (2), & (5) - Prohibited conduct; unlicensed premises or place; unlawful consumption of alcoholic liquor; exceptions; construction of section; "consideration" defined.**

- (1) A person shall not do either of the following:
  - (a) Maintain, operate, or lease, or otherwise furnish to any person, any premises or place that is not licensed under this act within which the other person may engage in the drinking of alcoholic liquor for consideration.
  - (b) Obtain by way of lease or rental agreement, and furnish or provide to any other person, any premises or place that is not licensed under this act within which any other person may engage in the drinking of alcoholic liquor for consideration.
- (2) 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.
- (5) As used in this section, "consideration" includes any fee, cover charge, ticket purchase, the storage of alcoholic liquor, the sale of food, ice, mixers, or other liquids used with alcoholic liquor drinks, or the purchasing of any service or item, or combination of service and item; or includes the furnishing of glassware or other containers for use in the consumption of alcoholic liquor in conjunction with the sale of food.

## **Downtown Owosso Social District Frequently Asked Questions:**

**Q: What are the boundaries of the Downtown Owosso Social District and the Downtown Commons Area?**

A: A map showing the Social District and Common Area boundaries are can be seen at: [downtownowosso.org](http://downtownowosso.org)

**Q: What businesses can serve within the Downtown Commons Area?**

A: There are currently 3 businesses that are eligible to participate in the Downtown Commons Area. For an up-to-date list, visit [downtownowosso.org](http://downtownowosso.org)

**Q: What are the operating hours of the Downtown Area?**

A: Commons Area hours will operate seven days a week. Monday through Saturday from 10am to 10pm and Sunday from 12pm to 10pm.

**Q: Can I walk anywhere with my drink?**

A: No. Patrons must stay within the designated boundary. Leaving the Commons Area with an alcoholic beverage violates State and local law.

**Q: Can I take my drink into other businesses?**

A: Patrons can enjoy their beverage in public spaces within the boundaries of the Downtown Commons Area. Patrons may not take drinks served at one location into another bar or restaurant, or onto their patio space. Some non-alcoholic serving businesses located within the boundary may choose to allow patrons to enter their establishments with drinks.

**Q: Can I bring my own alcoholic beverage, pour it into a designated Downtown Commons Area container, and walk around in the Commons Area?**

A: No, the only drinks allowed are those purchased from businesses participating in the Commons Area program. No cans, glass bottles, or outside drinks are permitted within the boundaries per State and local law.

*Note: All State of Michigan and City of Owosso laws apply, including but not limited to those prohibiting public intoxication, impaired driving, open containers and serving alcohol to minors.*

## Downtown Owosso Social District Guidelines

WITHIN THE DOWNTOWN COMMONS AREA, PATRONS OF PARTICIPATING RESTAURANTS AND BARS MAY CARRY AN OPEN ALCOHOLIC BEVERAGE UP TO 16OZ. IN A DESIGNATED CONTAINER.

### GUIDELINES:

- Those 21 years and older can purchase an alcoholic beverage in a designated cup from a participating establishment and carry and consume in the district's common areas.
- Drink from designated containers ONLY
- Only alcohol purchased from a Social District permit holder may be consumed in the Downtown Commons Area. No outside alcohol!
- Alcoholic beverages purchased at one establishment cannot be taken into any other establishment. They must remain outdoors.
- Stay within the designated Commons Area. Look for signs indicating boundaries.
- Designated cups are not reusable.
- Drink responsibly and have fun.

**NOTE:** All State of Michigan and City of Owosso laws apply. Including, but not limited to those prohibiting public intoxication, impaired driving, open containers and serving alcohol to minors.



## OWOSSO OMS/DDA REVOLVING LOAN AND GRANT PROGRAM

### MANUAL AND PROCESS DESCRIPTION

This manual and process version will be applicable from July 1, 2020 through June 30, 2021

#### **INTRODUCTION**

This program is available to B1 - B4 zoned for-profit businesses, landowners, and corporations within the city limits.

Owosso Main Street/Downtown Development Authority (OMS/DDA) is available to apply for loan dollars for projects within the district.

OMS/DDA administers the program as authorized by the city council.

The program is administered on a year-by-year basis.

The Economic Vitality (EV) Committee of OMS/DDA leads the program and is responsible to recommend updates to the program on a fiscal year basis.

The fiscal year is from July 1<sup>st</sup> of the current year through June 30<sup>th</sup> of the subsequent year.

If applicable, the EV committee will present recommendations for updates to the OMS/DDA Board each year at the March OMS/DDA Board meeting.

The OMS/DDA Board will approve or reject the recommended changes at the April Board meeting.

With or without changes, this Program Process and Manual will be approved by the OMS/DDA Board and made available for use by July 1<sup>st</sup> of each year.

All loans will be made at 3% fixed rate per year.

Loan length will be ten years or less.

Loan maximums are up to \$50,000 per project.

Grant maximums are up to \$50,000 per project.

Loans and/or grants may be made on the same project.

Loans are paid prior to project start; grants are paid upon project completion.

Repayment of loans will begin upon project completion.

## **ELIGIBLE PROJECT TYPES**

1. Building access improvements including elevators – loans or grants
2. Preservation of historic buildings
3. Upper story housing development
4. Retail space build outs and upgrading
5. Acquisition and improvement of blighted properties
6. Signage purchase or restoration
7. Environmental studies
8. Small Business start-up costs (working capital only): {Examples of eligible working capital include: purchase of a point of sale system, marketing expenses, or inventory of retail goods.}
9. Match on Main approved projects
10. Emergency Response Implementation

## **INELIGIBLE PROJECT TYPES**

1. Re-financing of debt owed to private sector entities such as banks, credit unions, etc.
2. Projects or part of projects unrelated to the scope described in the program application
3. Employee wages or benefits, rent, mortgage payments, utilities, machine leases, vehicle leases, taxes and insurance, professional fees, credit card processing fees and other soft costs.
4. Payment of taxes, utilities, or other similar obligations

## **APPLICATION PROCESS STEPS**

1. Obtain the application form from the OMS/DDA website ([downtownosso.org](http://downtownosso.org)) and complete it
2. If there are questions about completing the form, contact the OMS/DDA office at 989-494-3344
3. Submit by email the application form to: [downtownosso@gmail.com](mailto:downtownosso@gmail.com)
4. The EV committee of the OMS/DDA Board will review at their next meeting and advise applicant whether your application was accepted for further consideration.
5. If your application was not accepted, you will be provided with the rationale for the decision and if applicable, things to do to make the application acceptable to move forward
6. If your application was for a grant, approval determination is by the OMS/DDA Board
7. If your application was for a loan, preliminary approval determination is by the OMS/DDA Board
8. Upon preliminary approval by the OMS/DDA Board, the application is sent to the loan committee
9. Upon review, the loan committee will request additional information as they deem necessary
10. If approved by the OMS/DDA Board for grants, and the loan committee for loans, a project plan with timing will be submitted to OMS/DDA
  - A. all projects must be completed in two years or less
  - B. the OMS/DDA EV committee will monitor project progress
  - C. if projects are not completed in two years, loans payment will begin regardless

## **CRITERIA FOR ELIGIBLE PROJECT TYPES**

### **1. Building Access Projects**

- A. The building must be multi-story and have 4,000 or more square feet per floor
- B. For shared elevator projects, adjoining building floor size can be included to achieve 4,000 square feet if necessary
- C. Projects may include barrier free lavatories, aisle and doorway widening, and ramps
- D. Architectural services for building access are eligible for a grant of up to \$5,000
- E. Elevators for building access are eligible for a grant of up to \$25,000

### **2. Preservation of Historic Buildings**

- A. If applicable, the project plan must be approved by the Historic District Commission prior to submission to the loan committee

### **3. Upper Story Housing Development**

- A. The upper story must have 800 square feet or more; “micro loft” projects will be considered
- B. Air conditioning and cable wiring in each room except bathrooms must be included
- C. Fire suppression must be included, and the fire suppression plan must be approved by the city building inspector prior submission to the loan committee
- D. Fire suppression is eligible for a grant of up to \$25,000 for projects with two or more upper floor residential units
- E. Architectural services are eligible for a grant of up to \$1,500 for each residential unit, with a maximum grant of \$12,000 per project
- F. Elevators for upper story housing development are eligible for a grant of up to \$25,000

### **4. Retail Space Build Outs and Upgrading**

- A. Projects may include mechanical and electrical systems, roof work, partitions, windows, doors, painting, and sign repair
- B. Architectural services are eligible for a grant of up to \$3,000 per project

### **5. Acquisition and Improvement of Blighted Properties**

- A. A description of the plans for the property must be included with the application form
- B. If preliminarily approved by OMS/DDA, a detailed plan with timing must be submitted to OMS/DDA for further review prior to submission of the application to the loan committee

### **6. Signage Purchase or Restoration**

- A. Building must be 50 years or older
- B. If in the historic district, the plan must be approved by the Historic District Commission prior to submission to the loan committee

### **7. Environment Studies**

- A. The building or site must have a brownfield plan
- B. The building or site must be contaminated or suspected of being contaminated
- C. Phase I and Phase II studies are eligible

## 8. Emergency Response Implementation

### Business & Property Owner Aid:

- A. These funds will be issued in temporary, 6-month durations Initiated by local, state, and/or national emergencies (natural or economical) - beyond the control of local business & property owners
- B. Eligible loan purposes include rent, utilities, payroll, and site restoration
- C. Loan amounts allowed up to \$5,000.00. \*\*Applications greater than \$5,000.00 can be reviewed.\*\*
- D. Loans can be awarded to meet the emergency need of up to 3 months of eligible expenses
- E. Loan interest will be 0% if paid back within 12-months of award. Interest of 3% will start accumulating **after** the twelfth month.

### Pre-existing Revolving Loans:

- F. Existing RLF loan payments maybe deferred up to 6-months

## **CONCLUSIONS, QUESTIONS, AND CONTINUOUS IMPROVEMENT**

The Owosso Main Street Board of Directors will determine committee members.

The committee consists of a city council representative, business owners, property owners, representatives from traditional lending institutions, and Owosso Main Street volunteers.

The loan committee will make approval decisions based on criteria established by the committee as applicable to the project description.

If the loan committee does not grant project approval, it will submit rationale to OMS/DDA.

OMS/DDA may then approve the project and is empowered to work with the applicant to determine and apply and necessary conditions and/or documents to assure project success.

Questions on the program manual, process, or any other aspect of the program may be directed to the OMS/DDA office at 989-494-3344 or [downtownowosso@gmail.com](mailto:downtownowosso@gmail.com).

Each year, lead by the OMS/DDA EV committee, the OMS/DDA Board will update and re-publish the manual and process based on continuous improvement input and recommendations.