

MINUTES

REGULAR MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET CITY OF OWOSSO

JANUARY 6, 2021 AT 7:30 A.M.

VIRTUAL MEETING VIA ZOOM VIDEO CONFERENCING

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:37 A.M.

ROLL CALL: Was taken by Recording Secretary Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Commissioner Kenn Cushman, Commissioner Jon Moore, Commissioner Lance Omer, Commissioner Susan Osika, Commissioner Josh Ardelean.

MEMBERS ABSENT: None

OTHERS PRESENT: Josh Adams, DDA Director; Nathan Henne, City Manager and Brianna Carrol

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE MINUTES AS PRESENTED FOR MEETING HELD DECEMBER 2, 2020.

AYES: ALL. MOTION CARRIED

PUBLIC COMMENTS: Nathan Henne, City Manager expressed his concern related to the application for two loans at the current Trust Thermal building. Henne stated he was present to understand the rationale behind the two loans for one property as the Program Manual states only one loan and/or grant per project.

Brianna Carrol, Applicant shared her rationale for approval of two loans at current Trust Thermal building as being two separate projects that are independent of each other as follows:

Project 1: Prepare the industrial space at the current Trust Thermal building for useable retail space.

Project 2: To provide business development of service expansion of the Fitness Coliseum.

Additionally, Ms. Carrol gave the example that each of the above projects could be requested by two different people at different times which would meet the criteria of the project manual.

ITEMS OF BUSINESS:

1) **CHECK REGISTER** - No discussion.

IT WAS MOVED BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE THE CHECK REGISTER FOR DECEMBER, 2020 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) 2020/2021 Budget Report Discussion- Director Adams informed the board that the budget is on target as planned. He will provide monthly reports for Revolving Loan Funds as provided by the City's Finance Department to the board as requested by Commissioner Osika.

3) RLF Application Approvals –

a.) 108 E. Exchange Owosso, LLC – Barry Paxton

Grant: Fire Suppression for the 2nd Floor Apartment - \$12,500; **Loan:** Interior renovation - \$50,000.

Discussion: Overall project meets the intent of the Revolving Loan Fund although the 2nd floor will have one residential unit rather than the 2 residential units required in the manual. The grant amount approved was for one half of the \$30,000 requested.

Commission Moore suggested the Revolving Loan Committee consider a possible change be made to the Revolving Loan Manual to allow for a per unit allocation for residential unit requirements.

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE GRANT AND LOAN TO 108 E. EXCHANGE OWOSSO, LLC.

AYES: ALL, MOTION CARRIED.

b.) 210 S. Water: Brianna Leigh, LLC - \$50,000 LOAN (5-year term) Business Expansion; Also, Heritage Properties of Northern Michigan, LLC – Grant: \$3,000 and Loan: \$50,000 (5-year term) for Interior Build-Out.

Discussion – A detailed business plan was presented to the committee allowing for the business to be successful furthering the objective of the Revolving Loan Fund.

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE GRANT AND LOANS TO BRIANNA LEIGH, LLC AND HERITAGE PROPERTIES OF NORTHERN MICHIGAN, LLC.

AYES: ALL, MOTION CARRIED.

4) SHIACASH FUNDING

The fundamentals of the program were discussed. There will be no contract. DDA/Owosso Mainstreet would provide only a one-year sponsorship of \$1,800 to assist funding of program. Monthly reports were requested with distributions of funds. Commissioner Osika stated concerns of a nonprofit sponsoring another nonprofit and inconsistencies in the program. Commissioner Gilbert encourages sponsorship as an investment in the community encouraging committee development assisting the success of the program.

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE A ONE-TIME PAYMENT OF \$1,800 TO BE A PROMINENT SPONSOR OF SHIACASH FOR ONE YEAR.

AYES-6, NAYS-1, MOTION CARRIED.

5) RLF Loan Deferments

Director Adams has received requests for deferments of loan payment from food service businesses over a 2-3 month period. Commissioners suggested that businesses also be directed to available grants. Discussion occurred around timely payments of existing loans.

IT WAS MOVED BY AUTHORITY MEMBER OMER , SUPPORTED BY AUTHORITY MEMBER GILBERT DIRECTORING ADAMS TO DEVELOP A DEFERMENT PLAN FOR BOARD CONSIDERATION AT NEXT MEETING.

AYES: ALL. MOTION CARRIED.

COMMITTEE UPDATES:

- 1) **Design and Business Vitality** – See attached Directors Report.
- 2) **Promotion & Outreach** – See attached Directors Report.
- 3) **Business Owners Committee** – On Hold.

BOARD CONTINUING EDUCATION/INFORMATION:

See attached Directors Report.

PUBLIC COMMENTS: None

BOARD COMMENTS:

Commissioner Osika asked when the EV Charging Committee is scheduled to meet. It was determined to begin when Future Energy begins work. At this time, Consumers Energy has not completed their work allowing Future Energy to move forward. Committee will meet and oversee Future Energy when they begin.

Chairman Acton provided follow-up of the leakage of water into adjacent buildings from planters installed in the Woodward Place pocket park. Quotes are being sought to make necessary repairs. The Design Committee will receive the quotes for the repairs.

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:50 A.M.

AYES: ALL. MOTION CARRIED.