

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

August 11, 2020 AT 7:00 P.M.

VIA ZOOM VIDEO CONFERENCING

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:03 P.M.

ROLL CALL: Was taken by Executive Director, Josh Adams

MEMBERS PRESENT: Chairman Dave Acton, Mayor Pro-Tem Susan Osika, Commissioner Jon Moore, Commissioner Theresa Trecha, Commissioner Lance Omer, and Commissioner Ken Cushman.

MEMBERS ABSENT: Vice-Chairman Bill Gilbert, Commissioner Lance Omer

OTHERS PRESENT: Josh Adams, DDA Director; Councilmember Janae Fear; Councilmember Jerry Haber; Councilmember Nicholas Pidek; Karen Mead

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

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: NONE

ITEMS OF BUSINESS:

1). RFL Grant Application: 108 E. Exchange Street – On July 17, 2020 a grant application was submitted to the OMS/DDA for a loan request from 108 E. Exchange, Owosso, LLC. for \$1,500.00 for architectural services associated with 1st and 2nd-floor redevelopment located at 108 E. Exchange Street. The proposed development will support a 1st-floor office space and a 2nd-floor residential unit.

On August 6, 2020 the OMS/DDA Revolving Loan Committee reviewed and approved the application. The Committee determined the grant award for \$1,500.00.

IT WAS MOVED BY AUTHORITY MEMBER OSIKA SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE REVOLVING LOAN TO 108 E EXCHANGE, OWOSSO, LLC. FOR \$1,500.00 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2). EV Charging Station- Revolving Loan – The Board of Directors entered into a detailed discussion with members of Owosso City Council about the possible installation of electric vehicle charging stations within the downtown district and the use of the City's revolving loan fund as matching funds for the grant/project.

Chairman Acton led the discussion using questions submitted to the Board of Directors by City Councilmembers prior to the public meeting. The discussion was centered around, but not limited to the questions and answers provided below:

Questions/statements submitted:

Statement: On the loan application it states that the owners plan to invest \$9,000 for 3 years of service agreements.

Question: Who is making the investment?**Answer:** OMS/DDA. The \$9,000.00 referenced above is already added within the cost proposal provided by Future Energy. After 3-years, OMS/DDA will be maintaining

that service agreement to ensure the stations' maintenance, repairs, & upgrades. A combination of sponsorships and budgeted maintenance fund dollars will cover the cost.

Question: What is the 3-year service agreement for and what services does it cover?

Answer: It is for the ChargePoint Express Assure station maintenance and management; the details of what Express Assure covers can be found here:

- <https://chargepoint.ent.box.com/v/Assure-BR-EN-US>

Question: Is there a copy of the service agreement that can be reviewed?

Answer: A standard Express Assure contract will be provided to OMS/DDA for review and signature once we have agreed to proceed with the project.

Statement: In the email received on 11-12-2019 from PowerMIDRIVE they listed 3 providers:

ChargePoint
Enel X
Siemens

Question: Were quotes received from Enel X and Siemens?

Answer: No

Rationale for answer: Price was not the primary consideration because fast charger prices are market driven and therefore approximately the same. More importantly, Siemens only recently introduced a level 3 charger and Enel X does not yet build level 3 chargers. ChargePoint is the market leader in size (80% share) and technology leadership. Also, it is the only one that is vertically integrated (mapping app, transaction processing, etc.) so we get their marketing and fee collection as part of the project. Due to these specialized services & limited suppliers – ChargePoint was chosen. In addition, the rebate/grant program did not require other quotes.

Statement: In the February 5, 2020 OMS/DDA meeting minutes it was stated that “Users will not be charged a fee” and the location would be in the Public Safety Parking lot.

Statement: A memo dated 7-27-20 to Council said that OMS/DDA will use charging station revenue to reimburse the Revolving Loan Fund and the location will be Fountain Parking Lot.

Question: How will revenue be generated?

Answer: *During early discussions (pre-COVID) both the idea of finding sponsors for the remaining installation costs & not charging for the use of the station were considered.*

- *Regarding Free Service:* Since those initial discussions, it was discovered that there is a legal issue around the idea of offering “free charging” using electricity paid for by municipalities. Due to this new understanding, charging for use has to happen.
- *Regarding Sponsorships:* After COVID hit our country & local economy, the OMS/DDA Board decided not to initially approach businesses for sponsorships and use the RLF to help pay for the installation costs. Sponsorships are STILL in the plan to help pay for both repaying the proposed loan & helping pay for the yearly service fees.

Question: When was the location changed and why?

Answer:

- *In the November 2019 application to Consumers Power, the location was the Fountain Lot. However, between November 2019 & January 2020 (when the grant was awarded) – The property owner of 216 W Main Street applied for & received a Consumers Power Grant to install a private, Level 2 EV station in the Fountain Lot. This station would have been a lesser grade station (NOT a DC Fast Charger). So during the February 2020 Board meeting a new location for the OMS/DDA EV station was discussed and the City Hall lot was chosen.*
- *Between February & June 2020 – The owner of 216 W Main Street made the decision not to install a charging station in the fountain lot area. (NOTE: I do not know the details, but I believe there was an issue with acquiring a parking spot with the city to place the station on – that is why they returned the grant).*

- *During the June 2020 Meeting, finding out that the private station would not be in that location, the board decided to go back to the original plan on putting the public station in the Fountain lot.*

Statement: A memo dated July 27, 2020 to Council states “that during their June 3, 2020 Board Meeting, the OMS/DDA Board of Directors approved the loan for approval.

Question: Is there a copy of the June 3, 2020 OMS/DDA Board meeting minutes?

Answer: Yes (now on City website)

Statement: The June 3, 2020 OMS/DDA Board meeting minutes are not posted on the City Website

Statement: March 4, 2020 OMS/DDA Board meeting: Director Acton will cautiously investigate the opportunity for Owosso to be part of the initial wave of chargers that recognize its users.

Question: Was this investigated?

Answer: Yes (and Owosso will be part of the wave)

Statement: Jim Woodworth stated in his resignation from the OMS/DDA Board that finding the best location for the Electric Charge Stations was based on business owner feedback.

Question: Can business owner feedback information be shared?

Answer: We cannot speak for what Mr. Woodworth put in his resignation letter, but I can provide the information that we have acquired.

- *During the summer of 2019 we had many conversations with tenants & property owners regarding the idea of an EV Charging Station for the downtown.*
- *Current tenant discussions included the Shiawassee Regional Chamber of Commerce (they were interested in having the station for their Memorial Healthcare tenants).*
- *A future technology tenant that will be located in the second floor of the 116 W Main Street Building has two employees that drive EVs*
- *Future development located around the Armory, the Mathews Building, the Middle School, and the City Club building can use the charging station as a tenant recruitment tool.*

Statement: The ChargePoint website states that DC Fast Charging primary use is for Heavy Duty Fleet, High Traffic Areas Along Major Highways, Quick Stop Retail.

Statement: A fast charger is part of the Owosso OMS/DDA strategy to encourage visitors to the City of Owosso to observe and browse local businesses while their vehicle is parked and charging

Question: How will OMS/DDA market the DC Fast Charging station to encourage visitors to the City of Owosso to park, charge and browse local businesses?

Answer: *In many ways, the marketing is built into the charging station elements. ChargePoint units are over 80% of the market of charging stations within the US. They provide a charging station app that guides EV users directly to the station. Also, because there are no other stations of this capacity anywhere in our county, this will automatically draw EV drivers to our area. Please note: the 440 DC Fast Charger we are proposing to install downtown is COMPLETELY different than any other charging station of a lesser grade (220 & 110 stations). The magnitude & quality of this station will entice drivers to Owosso.*

Additionally, the 15-30-minute average charge time that the station will require, will allow us as a district to have a captive audience in that EV driver.

- *Having a downtown map with business listings and a QR code/url address leading to the downtown website where a customized “downtown experiences”/tours could be added to the signage;*
 - *A downtown wayfinding sign could hold the information for visitors to view.*
- *Future website buildouts will include maps & shopping options that can be viewed from the driver’s phone.*

Statement: Jim Woodworth stated in his email resignation from the OMS/DDA Board that “*Council had an amazing opportunity to validate and encourage the work of OMS/DDA while helping create significant boost to our local economy by attracting tourists, talent and new businesses to our area*”

Question: How will having an DC Electric Vehicle Fast Charging station bring tourist, talent, and new businesses to our area?

Answer: *We cannot speak for what Mr. Woodworth put in his resignation letter, but I can provide the information that we have acquired.*

- *Per product announcements by all vehicle manufacturers, eventually all vehicles will be electric powered; therefore, level 1, level 2, and level 3 charging will be a requirement for tourists, talent, and new businesses – this has already occurred in Owosso (new pastor asked for a level 2 charging station as a condition of employment)*
- *First, Owosso will be the ONLY community between Flint & Lansing that will have a charging station of this kind. Again, Please note: the 440 DC Fast Charger we are proposing to install downtown is COMPLETELY different than any other charging station of a lesser grade (220 & 110 stations). The magnitude & quality of this station will entice drivers to Owosso.*
- *Many of future residents, business tenants, and customers will desire this type of technology where they live, work, & play. Owosso has the opportunity to be the FIRST community our size to offer this type of station in our region.*

Statement: On the PowerMIDRIVE Program Terms and Conditions it states there is a commitment to provide digital and/or physical signage to allow for easy identification of Level 2 public charger locations by users.

Question: How will this be accomplished?

Question: What will be the cost and who will be funding the signage?

Answers: *The signage is included on the digital display on the charger (note: we have a level 3 charger) Both digital & physical signage will be installed for identification:*

- *The station will be highlighted on the downtown website – showing its location downtown. OMS/DDA is undergoing a significant expansion/update of its website and this will be added to the scope of work. OMS/DDA will be paying for it.*
- *OMS/DDA is already planning the installation of better, more visible parking-lot timeframe signage for each lot downtown. Additional signage for the EV station will be added to this list – OMS/DDA will be paying for all of this signage.*
- *Also, OMS/DDA has additional Wayfinding signage that could be used for additional identification signage for the EV Station if the Streetscape Sub-Committee Approves. This would cost less than \$200 to install.*

Question: What will be the cost and who will be funding the signage?

Answer: *the signage is included on the charger display*

Statement: Per ChargePoint website time to charge is 15-45 minutes to charge from 0 to 80% depending on Charging Station and Vehicle

Question: How will parking be monitored?

Question: Who will be responsible on monitor parking time?

Answer:

- *This is all done digitally through the station. Even the tracking of fees is monitored through the application & station programming.*
- *We will also work with public safety to ensure the spaces stay clear.*
- *Add-on sensors can be installed that can monitor the spaces remotely*

Question: What is the cost to operate the Electric Charging Station?

Answer: *Electricity cost at standard rates*

Question: If there is no activity is there still a cost to operate?

Answer: *No. It's no different than a streetlight.*

Question: If there is a fee charged to use the Electric Charging Station how will that be determined?

Answer: OMS/DDA will determine the fee using national average data which we will have access to.

Question: Who will be doing all the work on site?

Question: Will it be Consumers or private contractor?

Question: How will business in the area be informed before the work starts and, during installation?

Answer: Consumers Energy will support us with the Transformer access in the parking lot and our Certified ChargePoint Contractors will be doing the actual station installation. Our project team will get involved once you are approved and we will provide a construction timeline detailing the start/end dates. Once the timeline is issued, the ED will visit businesses & property owners

Question: Who will be responsible to overseeing installation?

Answer: OMS/DDA Board charging station subcommittee to be named upon project approval and the Future Energy project manager (Jerry DiNello)

Question: If the Electric Charging station does not bring in the Revenue how will the loan of \$34,257.00 be paid?

Answer: The original intent, from the beginning, OMS/DDA has planned for yearly advertising sponsorships to help pay for the loan. In addition, if needed, OMS will include monthly loan payments to be added their annual budget.

Question: Will there be data available on a daily, monthly, yearly basic of usage as well as owner vehicle information?

Answer: Yes, this will all be provided as digital files & dashboard provided by ChargePoint.

Question: Will the Electric Charging station have an overhead covering?

Answer: No

Question: Will there be advertising & sponsorship opportunities at charging location?

Answer: Yes, we answered this in above answers. OMS/DDA will be in charge of all advertising & sponsorship opportunities.

Question: If so, who will be responsible for seeking these opportunities?

Answer: The OMS/DDA Promotion and Organization Committee

Additional questions and comments were taken from City Councilmembers throughout the discussion as part of their due diligence in stewarding the City's revolving loan fund.

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER MOORE TO ADJOURN AT 9:16 P.M.

AYES: ALL. MOTION CARRIED.