

MINUTES

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

MARCH 3, 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 7:30 A.M.

ROLL CALL: Was taken by Recording Secretary Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Commissioners: Ken Cushman, Jon Moore, Lance Omer, and Susan Osika.

MEMBERS ABSENT: None

OTHERS PRESENT: Josh Adams, DDA Director

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

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER OMER AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE THE MINUTES AS PRESENTED FOR MEETING HELD FEBRUARY 3, 2021.

AYES: ALL. MOTION CARRIED

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1) CHECK REGISTER - No Discussion

IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE CHECK REGISTER FOR FEBRUARY, 2021 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) 2020/2021 Budget Report Discussion- Director Adams informed the board of the \$25,000 Match on Main has increased revenue. It is offset when the monies are distributed to Apple Tree Lane.

3) RLF Deferment Requests – Two deferment requests were reviewed: O’Maries’, LLC and Kleeman Properties, LLC. The Revolving Loan Fund Manual allows up to 6 months deferral.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE A 3-MONTH DEFERRAL OF THE REVOLVING LOAN PAYMENT WITH A RENEWABLE OPTION TO O’MARIES, LLC AND KLEEMAN PROPERTIES, LLC.

AYES: ALL, MOTION CARRIED.

4) 2021/2022 Budget – EV Charging Stations increased the budget along with \$20,000 added to Capital Outlay for Streetscape Projects.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE FY 2021/2022 BUDGET AS PRESENTED.

AYES: ALL, MOTION CARRIED

5) RLF Manual Update – Page 3 – Criteria for Eligible Project Types, Section 3, Upper Story Housing Development, D. Fire Suppression is eligible for a grant of up to \$12,500 per unit, but no more than a total of \$25,000.

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE RLF MANUAL UPDATE TO INCLUDE “NO MORE THAN A TOTAL OF \$25,000.”

AYES: ALL, MOTION CARRIED.

6) Match on Main Grant – Submission Approval

Note: Vice-Chairman Bill Gilbert excused himself from the meeting at 8:17 a.m. prior to discussion due to Gilbert’s Hardware being considered for submission approval for the Match on Main Grant.

In the past, all grant submissions went directly to the State. The State now requires the Owosso Mainstreet/DDA to choose two applications for possible but not guaranteed consideration. The following 4 applications were received and considered for submittal for the Match on Main Grant:

- 1) Darker Manufacturing
- 2) Fortune House
- 3) Gilbert’s Hardware
- 4) Owosso Floral and Gifts

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO SUBMIT APPLICATIONS FROM GILBERT’S HARDWARE AND OWOSSO FLORAL & GIFTS FOR CONSIDERATION OF THE MATCH ON MAIN GRANT.

AYES: ALL, MOTION CARRIED.

COMMITTEE UPDATES:

- 1) **Design and Business Vitality** – Gilbert reported that the Streetscape subcommittee has accepted bids for the purchase of flower baskets and watering. The flower baskets will be purchased from Farmer’s Garden. Four variations of white flowers will be added. Sixteen additional but larger and more ornate baskets will be purchased. A bid has been posted for Repair/Replacement flowerbeds. Bids must be submitted by March 30, 2021. Business Vitality has been working with modifications of the Revolving Loan Fund Manual.

- 2) **Promotion & Outreach** – Chocolate Walk tickets sold out. The event was very successful. Approximately \$3,200 was raised. In the future, Owosso Mainstreet DDA will increase self-promotion on the materials provided for the event along with advertisement of the event. The committee is encouraged to be hosting events again.

The committee is waiting for the final review from LARA for the Social District Application. If granted, licensed bars will need to apply for a permit to participate. A press release along with an informative video will take place.

- 3) **Business Owners Committee** – Subcommittees will be starting up in March or April of this year.

BOARD CONTINUING EDUCATION/INFORMATION:

Director Update:

- 1) ShiaCash agreement is complete. The sponsorship check will be dispersed.
- 2) EV Charging Station Update: Consumers Energy had plans to incorrectly place the new transformer on Gilbert's property. They are currently working on the redesign of the existing location to accommodate upgrade. Keeves Concrete will make changes to existing wall.

PUBLIC COMMENTS: None

BOARD COMMENTS: Osika reminded board members to encourage businesses to consult with Justin Horvath at SEDP and Cheryl Peterson from the SBA for grant opportunities.

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO ADJOURN AT 8:39 A.M.

AYES: ALL. MOTION CARRIED.