

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
October 3, 2019 AT NOON
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 12.07 P.M.

ROLL CALL: Was taken by Recording Secretary, Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Chairman Lance Omer, Commissioner Theresa Trecha, and Commissioner Jim Woodworth.

MEMBERS ABSENT: Commissioner Ken Cushman, Mayor Chris Eveleth, Commissioner Bobbi Fuller, and Commissioner Jon Moore

OTHERS PRESENT: Josh Adams, DDA Director

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER OMER TO AMEND THE AGENDA WITH THE DAY CHANGED TO THURSDAY.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE MINUTES OF REGULAR MEETING HELD SEPTEMBER 4, 2019 AND SPECIAL MEETING ON SEPTEMBER 9, 2019.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: NONE

ITEMS OF BUSINESS:

1) CHECK REGISTER

IT WAS MOVED BY AUTHORITY MEMBER TRECHA, SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE CHECK REGISTER FOR SEPTEMBER, 2019 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) SEPTEMBER 2019 BUDGET REPORT- Maintenance budget is high, Director Adams will discuss with Kelley's Refuse options to decrease expenses. Flower watering expense doubled. It is advisable that Design and Business Vitality review that program for next year. There will be a motivation to increase fund raising this year during Glo and NYE. Snow Queen appears to be an opportunity to raise funds with 3 possible candidates running.

3) REVOLVING LOAN FUND APPLICATION APPROVALS (6)

Applicant: Turnabout Ventures, LLC submitted 4 separate grant applications to obtain –Architectural Services to pursue upper floor residential development at the following locations:

- | | |
|----------------------|--------------------|
| 1) 115 E. Main | 2) 113 E. Main |
| 2) 110 N. Washington | 4) 108 E. Exchange |

Each application for the properties listed scored higher on the Rationale Worksheet than the required number for approval. The committee approved to fund 50% of the grant request to help move the project forward. Since the guideline allowed approval up to \$1500 per apartment up to 8 apartments, that would have more than paid for the entire expense of Architectural Services for the project. It was the committees desire to require the property owner to have some stake in the cost of the project.

It was further agreed that more grant dollars could be given if assurances were made that the project will take place. (i.e. an agreement that would be contingent on development. If no development happens within a specified timeframe, grant dollars would have to be returned).

Commissioner Woodworth shared his memory of the intent of the program providing Up to \$1500, per apartment for architectural services and should not be penalized if able to get the services for an amount less than the \$1500. However, as noted by Chairman Actor that was not made clear in the documents. There was variation in the intent. It wasn't made clear that the grant was contingent on the project becoming a reality beyond architectural drawings.

Director Adams has already spoken with Mr. Erfourth, Turnabout Ventures, LLC, who is eager to sign an agreement stating that grant dollars would be returned if work is not completed. Commissioner Woodworth would like to encourage Turnabout Ventures interaction with the DDA by obtaining the signed document noted above and approve granting the remaining 50% after the project is completed because it is under the maximum amount. The board will give additional consideration to pay the remaining 50% at the appropriate time when facts are known regarding amounts and timeframe.

The board encourages the Revolving Loan committee to revisit to further clarify the requirements and specifics of grants for future applications.

Authority Member Gilbert made a motion to approve Turnabout Ventures project grants as presented in the summary sheets to provide a commitment letter approving 50% of the costs to Turnabout Ventures, LLC in exchange for a signed commitment to return grant funds if the project is not implemented. Motion seconded by Authority Member Woodworth.

AYES ALL: MOTION CARRIED.

**Applicant: Nom Nom Sweeties, Project: 218 S. Washington Street
Project Scope of Work: Match on Main Bridge Loan of \$7,000**

Director Adams is in receipt of signed grant agreement from Match on Main approving the project. When the bridge loan monies are used to develop the space, receipts will be submitted to the Match on Main program, who in turn will reimburse those monies to the Revolving Loan program.

A motion to approve the loan of \$7,000 to Nom Nom Sweeties as presented in the Revolving Loan Fund & Grant Program Rationale Worksheet was made by Authority Member Woodworth and Seconded by Authority Member Omer.

AYES ALL: MOTION CARRIED.

**Applicant: Owosso Books & Beans, LLC, Project Address: 108 N. Washington Street.
Project Scope of Work: Loan For Business Working Capital: \$50,000**

Owner, Ben Frederick and managers curate purchases as the community tells them the items they want. 15 to 20 young entrepreneurs will be a part of the program. Commodity will be turned into an experience.

Authority Member Woodworth motioned to approve a \$50,000 loan to Owosso Books & Beans, LLC per the Revolving Loan Fund Rationale Worksheet. A second was made by Authority Member Gilbert.

AYES ALL: MOTION CARRIED.

The board requested a quarterly report be submitted by the Revolving Loan Fund Committee informing them of outstanding balances, interest earned and past due payments.

3) REVOLVING LOAN FUND – 114 W. MAIN

114 W. Main loan project was presented by Director Adams for consideration to the Revolving Loan Fund Committee.

The property owners of 114 W. Main are scheduled to begin the revitalization project of the second floor as soon as the mini closeout is completed of the CDBG Façade Project. Adams presented the concept of using revolving loan as a bridge loan to the 114 W. Main project to pay the contractor of the Façade project to allow the project to close. It will be slightly more than \$100,000. It will be for a time no more than one week. It is to allow the project to begin as planned since it has already been delayed.

AUTHORITY MEMBER GILBERT MOTION TO PROVIDE A SHORT TERM BRIDGE LOAN TO RUESSWOOD REI GROUP OF 114 W. MAIN STREET TO ALLOW THE CREWS TO BEGIN IF NEEDED AS PRESENTED BY DIRECTOR ADAMS. THE MOTION WAS SECONDED BY AUTHORITY MEMBER OMER.

AYES ALL: MOTION CARRIED

COMMITTEE UPDATES:

- 1) Design & Business Vitality** – The streetscape subcommittee will begin meeting again on same day and time. Notices will be sent. A volunteer will move forward with The Quaker Oats sign renovation. Commission Woodworth will make efforts to contact Quaker Oats for a 50% match of any type.
New bridge baskets have arrived and can be mounted on the bridge with built in clamps.
- 2) Promotion & Outreach** – Glo and NYE committees are meeting. They are in search of sponsorships. Halloween Trick and Treat will take place on October 26th for one hour. A children's costume parade is being planned.
- 3) Business Owners Committee** – None.
- 4) Manager Updated** – See Director Report.

Board Continuing Education/Information:

- **Director Report** – National Main Street is currently in Owosso attending their National Conference staying at the Comstock and attending meetings at the Armory. Tours will take place throughout the city accompanied by City Manager, Nathan Henne.

The Santa Training School will arrive on October 4th at 1:15 p.m. with 300 Santas in attendance.. SRI has extended an invitation to the DDA to attend.

PUBLIC COMMENTS: None

BOARD COMMENTS: None

ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 1:05 P.M. AYES: ALL. MOTION CARRIED.