

# MINUTES

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

September 2, 2020 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 7:32 A.M.

**ROLL CALL:** Was taken by Recording Secretary, Debbie Hebert

**MEMBERS PRESENT:** Chairman Dave Acton, Vice-Chairman Bill Gilbert, Commissioner Ken Cushman, Commissioner Jon Moore, Commissioner Lance Omer, Commissioner Susan Osika, Commissioner Theresa Trecha.

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Josh Ardelean and Josh Adams, DDA Director

**AGENDA:** IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA AS AMENDED WITH AN ADDITIONAL ITEM OF BUSINESS FOR DISCUSSION AS ITEM NUMBER 6 - NEW MEMBER OPENINGS.

**AYES: ALL. MOTION CARRIED.**

**MINUTES:** IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES FOR MEETINGS HELD AUGUST 5, 2020.

**AYES: ALL. MOTION CARRIED**

Director Acton noted there will be a refinement of the minutes taken to include names of commissioners commenting under the Board Comments Section.

**PUBLIC COMMENTS:** Josh Ardelean expressed his excitement about the DDA Board and shared his interest in joining their efforts by becoming a member.

### **ITEMS OF BUSINESS:**

1) **CHECK REGISTER** – Director Adams noted the expense of \$1,059.37 to Adam Perry for purchase of Notion App software and development – Work Planning Application.

**IT WAS MOVED BY AUTHORITY MOORE, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CHECK REGISTER FOR AUGUST, 2020 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**2) 2020/2021 Budget Review-** Short discussion with Adams stating the receipt of TIFF funds in multiple portions. Small portion usually received late fall. The larger amount is received in February or March. Budget populates as the months move forward thru the fiscal year.

**3) RLF Application Approval-** The RLF Committee recommended that the Board approve the application of \$35,000 from Woodworth Commercial for further development of the 2<sup>nd</sup> floor of 116 W. Main to purchase office furniture. The committee recommended the applicant to pay the balance owed on the \$5,000 Emergency Response Loan received earlier in the year, prior to executing this loan.

Vice Chairman Gilbert commented that the application from Woodworth Commercial fits the purpose of the Revolving Loan Fund to create 6-8 jobs and add revenue into the Downtown Business Economy. Commission Moore asked for the current balance available in the Revolving Loan Fund. Adams responded with the amount of approximately \$520,000. The balance will grow as payments are received from earlier approved loans.

**IT WAS MOVED BY AUTHORITY GILBERT, SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE REVOLVING LOAN APPLICATION FROM WOODWORTH COMMERCIAL IN THE AMOUNT OF \$35,000.**

**AYES: ALL. MOTION CARRIED.**

**4) HIGH CAPACITY EV FAST CHARGING STATIONS** – Adams informed the board that the Main Street Plaza was approved at the original amount of \$34,257 approved by City Council. There will be \$2,000 to \$2,800 in additional costs to the DDA for six Bollards around 2 stations. Gilbert's Hardware property line will be restored after construction by Future Energy. When date is determined for installation, Gilbert's dumpster will need to be moved temporarily into the city parking lot.

A subcommittee was formed to keep the project moving along. Chairman Acton with commissioners Moore and Omer make up the current subcommittee with Director Adams continuing to act as purchasing agent overseeing the contract.

**5) Notion App Work Planning Training** – Director Adams described the training to take place with Adam Perry, Developer to implement board initiatives with the Notion App. Work planning has been done in various platforms. This app is easily accessible on the user's phone to provide simple management software for work planning and volunteer database. Users will have access to their specific work plans. A legacy trail is now possible from year to year. Work plans can be duplicated to move into the next fiscal year.

**6) New Membership** – Director Adams will obtain list of board vacancies from Owosso City Clerk. A subcommittee may be formed if it appears to be necessary. Chairman Acton suggests members are chosen with 3 categories in mind: passion, time and skill set. The board should have an idea of what the new members will do when they join. It is desirable to match the individual's interests with assigned tasks. All recommendations of individuals to serve are welcome.

#### **COMMITTEE UPDATES:**

##### **Design and Business Vitality –**

- 1) The Streetscape and Beautification subcommittees meet to address future and current issues to plan coordination of future efforts with team leaders for follow thru.
- 2) Recruitment Technical Services is under way with Michigan Mainstreet to develop a business recruitment strategy and team with tools and resources.
- 3) DDA will host Owosso Pitch Competition along with SEDP and SBDC, targeting small scale batch manufacturers for brick and mortar businesses. A prize will be offered to help facilitate the winner's startup. This committee has found itself to be busier in the last 3 to 4 weeks than in the past two years.

- 1) **Promotion & Outreach** – Most activities were postponed or cancelled due to Covid. Retail shopping events committee is seeking team leadership to pick up plans again. The goal is keep winter activities alive and moving during Covid restrictions with new creative ways.
- 2) **Business Owners Committee** – Attempts have been made to meet with Business Owners, the response has been minimal. Owners are beginning to show signs of desiring to move forward.

**BOARD CONTINUING EDUCATION INFORMATION:**

The Director Report was provided in the Commissioner's Meeting Packet. Adams interjected throughout the meeting the items in his report.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:** Commissioner Osika was present in the zoom meeting with Justin Horvath, SEDP. Information was provided that the last round of grants from MEDC will be awarded this week to grant applicants. A total of \$800,000 will be awarded throughout Shiawassee County. Many of the downtown businesses have applied for this grant.

Adams informed the board at Osika's request that \$2,091.00 each in grants is awarded to 22 businesses. These will be awarded soon within a week or two. A lag to award the grants occurred due to changing the grant to award an additional \$91 to each business.

**ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:49 A.M.**

**AYES: ALL. MOTION CARRIED.**