

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**APRIL 1, 2020 AT 8:02 A.M.**  
**VIA ZOOM VIDEO CONFERENCING**

**CALL TO ORDER:** The meeting was called to order by Chairman Dave Acton at 8:02 A.M.

**ROLL CALL:** Was taken by Executive Director, Josh Adams

**MEMBERS PRESENT:** Chairman Dave Acton, Vice-Chairman Bill Gilbert, Mayor Chris Eveleth, Commissioner Ken Cushman, Commissioner Jon Moore, Commissioner Lance Omer, Commissioner Theresa Trecha and Commissioner Jim Woodworth.

**MEMBERS ABSENT:** Commissioner Bobbi Fuller

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

**AGENDA:** IT WAS MOVED BY AUTHORITY MEMBER OMER AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE AGENDA AS PRESENTED.

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** NONE

**ITEMS OF BUSINESS:**

**1) EMERGENCY RESPONSE RLF APPLICATION AWARDEES:**

- **Loan: \$5,000.00** to Gilberts Hardware & Appliance; 113 W. Main Street
- **Loan: \$5,000.00** to 10 Computer Repair & More; 203 W. Main Street
- **Loan: \$5,000.00** to Ashleigh's Dance Shack; 206B W. Main Street
- **Loan: \$5,000.00** to SAW Investors, LLC.; 216 W. Main Street
- **Loan: \$5,000.00** to O. Marie's; 218 W. Main Street
- **Loan: \$5,000.00** to MA Hanna Corp of Michigan; 220 W. Main Street
- **Loan: \$5,000.00** to Foster Coffee Company; 115 S. Washington Street
- **Loan: \$5,000.00** to Norm Henry Shoes; 117-119 S. Washington Street
- **Loan: \$5,000.00** to Capitol Bowl; 219 S. Washington Street
- **Loan: \$5,000.00** to Woodworth Commercial; 120 W. Exchange Street
- **Loan: \$1,800.00** to J's Tux & Bridal Boutique; 113 E. Main Street

The OMS/DDA Revolving Loan Committee has reviewed all the above applications and is recommending approval.

**IT WAS MOVED BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE 11 EMERGENCY RESPONSE LOANS AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**2) REVOLVING LOAN REQUEST: 220 W. Main Street** – The OMS/DDA Revolving Loan Committee has reviewed the application submitted by MA Hanna Corp of Michigan and is recommending a \$6,000.00 loan to conduct brick restoration work associated with the property located at 220 W. Main Street.

**IT WAS MOVED BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE REVOLVING LOAN TO MA HANNA CORP OF MICHIGAN FOR \$6,000.00 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**3) REVOLVING LOAN REQUEST: 215 N. Water Street** – The OMS/DDA Revolving Loan Committee has reviewed the application submitted by AZee Business Solutions (AZee) and is recommending a \$27,000.00 loan to aid in business expansion costs including equipment purchases located at 215 N. Water Street, Suite 124B. This business expansion will include the creation of 2 new full-time positions and AZee will be expanding into two additional units within the Armory Building. The Revolving Loan Committee also recommends that the applicant may request additional funds if more expansion costs are required. Both the Revolving Loan Committee and the Board agree that encouraging such business expansions is vital for the growth of the district.

**IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE REVOLVING LOAN TO AZEE BUSINESS SOLUTIONS FOR \$27,000.00 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**4) REVOLVING LOAN REQUEST: 113 W. Exchange Street** – The OMS/DDA Revolving Loan Committee has reviewed the application submitted by J. Harrison Properties and is recommending a \$9,400.00 loan to aid in the remodeling of the second-story office space located at 113 W. Exchange Street. This remodel is being conducted to bring a technology firm into the DDA District that will include 4 employees. Both the Revolving Loan Committee and the Board agree that encouraging such development is vital for the growth of the district.

**IT WAS MOVED BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE REVOLVING LOAN TO J. HARRISON PROPERTIES FOR \$9,400.00 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**COMMITTEE UPDATES:** Mr. Adams discussed the COVID-19 Plan for future committee meetings. He stated that all OMS/DDA Committees will meet via Zoom Video Conferencing throughout the month of April.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS.** The Board discussed the future process regarding emergency response loan applications. They agreed that if the City Manager & Mayor approve; they will conduct a Special Board Meeting on the Tuesday - the week prior of each City Council Meeting to review & approve all applications. This will allow ample time for the Director to prepare all documentation and submit it to the City Clerk to be added on the City Council Meeting Agenda. This will also provide a streamlined process to get loan applicants their funds as quickly as possible.

The Board also discussed the possibility of using RLF funds to aid in the County-wide grant program that has been initiated by the Michigan Economic Development Corporation through the Chamber & SEDP. The Board agreed to discuss this possibility in future meetings.

**ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO ADJOURN AT 8:43 A.M.**

**AYES: ALL. MOTION CARRIED.**