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**DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors – EMERGENCY MEETING**

Participate through this Zoom link:

<https://zoom.us/j/235857788?pwd=RIFRSjFXN21oQUhCQ2k2dHUvZE84QT09>

Or by calling: 1-929-205-6099

Meeting ID: 235 857 788

Password: 310281

(See next page for Virtual Meeting Ground Rules)

Tuesday, March 31, 2020

4:00p.m. - 5:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: March 19, 2020
4. Public Comment
5. DDA COVID-19 Emergency Assistance Grant
6. Update on the DDA Executive Director Position to be given at meeting
7. Other Business
8. Announcements and Adjournment

Next Meeting Thursday, **May 21st, 2020**

Virtual Meeting Ground Rules:

- Plan to call in or join the meeting five minutes before it starts.
- Mute your phone or speaker when not speaking.
- Before making a comment or asking a question please identify yourself to help others understand the context of your comments and help staff keep accurate notes.
- Speak loudly and clearly.
- Address people by name when speaking to them.
- Speak one at a time.
- Avoid putting phones on hold (phone systems with music-on-hold will be disruptive) and turn off call waiting.
- If experiencing issues with the call, please email ilubbert@oshtemo.org and provide a number for her to reach you.

**OSHTEMO CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS**

DRAFT MINUTES OF THE MEETING HELD MARCH 19, 2020

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a meeting on Thursday, March 19, 2020. The meeting was called to order at approximately 12:15 p.m. at the Oshtemo Community Center, 6407 Parkview.

Members present: Grant Taylor (by phone), Bill Cekola, Themis Corakis, Libby Heiny-Cogswell, Mike Lutke, and Jack Siegel.

Members absent: Bruce Betzler, Julie Hite, Rich MacDonald, Dick Skalski, and Ryan Wieber.

Also present: Iris Lubbert, Planning Director, and Martha Coash, Meeting Transcriptionist.

Approval of Agenda

Chairperson Taylor called the meeting to order and asked for a motion to approve the agenda.

Ms. Lubbert indicated she would like to address only essential items and suggested striking items five and seven, the Treasurer's Report and Project Updates.

Mr. Corakis moved to approve the agenda as presented with the removal of items five and seven as requested. Mr. Cekola seconded the motion. The motion passed unanimously.

Approval of Minutes

Chairperson Taylor asked if there were any additions or corrections to the minutes of the Regular Meeting of January 16, 2019. Hearing none, he asked for a motion.

Mr. Lutke moved to approve the Minutes of the Regular Meeting of January 16, 2019 as presented. Mr. Siegel seconded the motion. The motion carried unanimously.

Treasurer's Report for January - February, 2020 (unaudited)

Struck from agenda.

Project Updates

Struck from agenda.

- a. **Corner Property Development**
- b. **Village Theme Development Plan Update**
- c. **Sidewalks**

May Open House Coordination – Public Act 57 of 2018

Ms. Lubbert recommended the Open House planned for May be postponed due to COVID-19 restrictions. Two open meetings per year are required by PA 57 of 2018, but the dates are not mandated, so rescheduling can be considered at a later date.

Chairperson Taylor asked for a motion.

Mr. Lutke moved to postpone the Open House planned for May for consideration for rescheduling at a later date. Mr. Siegel seconded the motion. The motion carried unanimously.

New or Other Business

a. Coronavirus - Future Meeting Coordination

Ms. Lubbert suggested the group consider how they wished to move forward with future meetings while COVID-19 restrictions are in place. At this time, an in-person quorum of members is required to hold meetings. She suggested moving any future meetings to the Township Hall.

Chairperson Taylor noted social distancing is more practical there and the environment can be better controlled to provide more sterile conditions.

Ms. Lubbert also mentioned the possibility of cancelling the May meeting, or holding meetings only as needed for the near future.

Mr. Corakis moved to have Ms. Lubbert keep the Board informed of updates. If a May meeting is deemed necessary, it will be held at the Township Hall. Mr. Lutke seconded the motion. The motion carried unanimously.

b. Possible New Position - Executive Director for the DDA

Ms. Lubbert said she would like to explore the possibility of hiring a part-time Executive Director for the DDA. It is common for DDA's to have such a position. Adding a Director would allow for more projects and more community involvement.

Chairperson Taylor added that the DDA has grown significantly since he joined the Board and that there will be significant growth in the amount received in tax capture this year. The DDA can take on additional projects. He added that the State's new reporting requirements will also increase staff work. He suggested forming a sub-committee to look into the possibility of hiring an Executive Director, resulting in a recommendation to the DDA Board at the next meeting, hopefully in May.

Ms. Heiny-Cogswell felt it would be good to form a sub-committee to look at what projects might be coming or possible.

Ms. Lubbart agreed that the subcommittee should explore ongoing and potential projects to support the creation of this new position. Iris noted that one project could be the collection of sidewalk easements.

The Chair asked for a motion.

Mr. Lutke moved to have Ms. Lubbart email board members determining interest in serving on a sub-committee to be formed to look into the feasibility and steps to employ a part-time Executive Director, and to report and make a recommendation to the Board at the May meeting. Mr. Cekola seconded the motion. The motion carried unanimously.

c. Additional Landscaping Services

Mr. Corakis suggested a price for maintenance of the corner property be obtained from S & T to be considered at the May meeting.

Chairperson Taylor agreed and asked Ms. Lubbart to contact S & T for a quote.

Announcements and Adjournment

There being no further business, Chairperson Taylor adjourned the meeting at 12:35 p.m.

Oshtemo Charter Township
Downtown Development Authority

Minutes Prepared: March 20, 2020

Minutes Approved:

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March 30, 2020

To: DDA Board

**From: Iris Lubbert, AICP
Planning Director**

Re: DDA COVID-19 Emergency Assistance Grant

The Governor's recent shelter in place executive order, to maintain social distancing in an effort to flatten the curve, will have significant implications for small businesses. This act will limit, or in some cases prohibit, routine business transactions from occurring. As a result, business owners will be unable to generate revenue as before, which will negatively impact their cashflows. If unaddressed, this issue can lead to business's needing to close, additional reductions in the workforce, the decline of property values, and ultimately will contribute to structure deterioration and growth of blight. Although the State is offering businesses various programs or loans to help address this issue, ex Economic Injury Disaster Loan (EIDL) and the Michigan Small Business Relief Program, merchants need assistance now to sustain operations.

Recognizing this need, Township Staff has conducted research on various programs that other DDA's have implemented to help small businesses during this period. Considering current staffing levels and time to implement, Staff found one program in particular that they felt would be in the Oshtemo Downtown Development Authorities capabilities to implement: an Emergency Assistance Grant program to help businesses cover their operating expenses. See attached sample application for more details of what this program could look like.

Staff is requesting that the DDA Board discuss this option, provide guidance to staff, and, if deemed appropriate, create a new budget item for this program. Staff initially recommends \$100,000.00 be considered for this potential budget amendment.

Attachment: Sample application from Cheyenne, WY

COVID - 19

SMALL BUSINESS EMERGENCY ASSISTANCE GRANTS



MARCH 20, 2020

INTRODUCTION & OVERVIEW

COVID-19 has had significant implications for small businesses. In an effort to flatten the curve and maintain social distancing, restrictions have been implemented across the State that limit or, in some cases, prohibit routine business transactions from occurring. As a result, business owners have been denied the ability to generate revenue, which has negatively impacted cash flows.

Although the State of Wyoming is getting certified for Small Business Administration (SBA) economic injury disaster loans which will allow Wyoming companies to apply for very-low interest loans through the federal government, merchants need assistance now to sustain operations.

Downtown Development Authorities were created for the purposes of:

- Promoting the health, safety, prosperity, security and general welfare
- Preventing property value or structure deterioration
- Halting or preventing the growth of blighted areas
- Assisting municipalities in the development and redevelopment of such districts

The inability to generate revenue and utilize their property has placed business owners in a position that, if left unaddressed, will result in business closures and additional reductions in force thereby deteriorating the general welfare of downtown, destroying property values, and ultimately contributing to structure deterioration and growth of blight.

To prevent this from occurring and to assist businesses with bridging the gap, the DDA is offering grants for up to \$2,500 for 10-15 businesses. Eligible expenses include:

- Rent/Mortgage Payment
- Gas and Electric
- Water, Sewer, and Trash
- Telephone
- Internet Service
- Other Expenses May Be Considered on an Individual Basis with Clearly Demonstrated Need

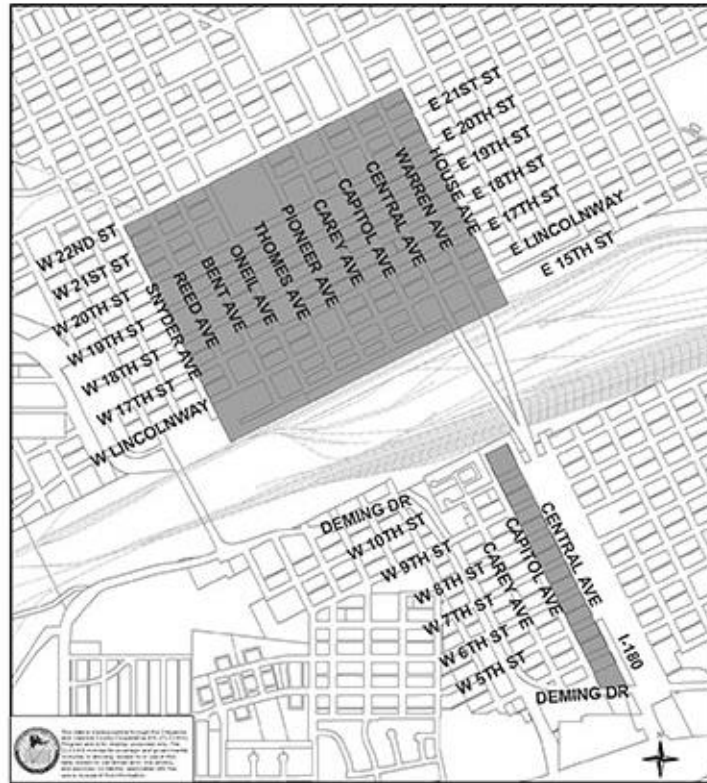
The DDA will be rolling out a microloan program that is administered by Cheyenne State Bank in conjunction with this program. Businesses not selected for a grant or who need additional assistance may apply for the microloan program.

ELGIBILITY

All merchants seeking funds through the COVID-19 Emergency Assistance Grant Program must be located within the DDA District. The district boundaries include:

- From the north side of 15th Street to the south side of 22nd Street
- From the west side of House Avenue to the east side of Snyder Avenue
- Over the viaduct: from the south side of 11th Street to the north side of Deming Drive, and from the west side of Central Avenue to the East side of Capitol Avenue.

Cheyenne Downtown Development Authority Boundary Map



Businesses that have sufficient reserves on hand to cover 90 days of operational expenses will not be considered at this time.

Preference

This program is only a stop gap and not intended to sustain businesses over the long term. In order to better position themselves for the future, businesses should be taking measures to preserve their operation. These measures may include but are not limited to:

- Enhancing Business Website
- Offering Online Discounts and/or Promotions
- Preparing the SBA Economic Injury Disaster Loan Application
- Expanding Social Media Presence
- Participating in Trainings/Seminars
- Preparing/Currently Implementing a Business Continuity Plan
- Contacting Creditors to Determine What Relief Options May Exist
- Implementing an Inventory Management Program
- Offering Curbside/Take Out/Delivery
- Offering Virtual Classes, Online Programming, or Other Outreach Activities
- Completing Repairs, Remodeling, or Other Physical Improvements

While not all of these measures are appropriate for every business, the DDA will prioritize those businesses that are utilizing this time in a productive and meaningful way to better position themselves.

In addition, awards will be prioritized based on demonstrated need - i.e. those that are behind on payments or days away from closing.

How to Apply

Businesses should complete the attached two-page grant application and email it along with supporting documentation to amber@downtowncheyenne.com. Incomplete applications will not be considered and will be returned to sender for corrections.

For priority consideration, applications should be returned no later than **April 3rd**. This short turnaround is intended to inject immediate assistance where needed. In the event that funds remain and disaster assistance is still pending, the DDA will open up a second round of funding.

Evaluation

Applications will be evaluated based on completeness of application, financial health, and whether measures have been or will be taken to preserve and/or enhance the business. Incomplete applications will not be scored.

Applications will be sorted into 2 groups: those with less than 30 days survivability and those with more than 30 days and then evaluated to determine whether they are viable.

Applications will be scored and weighted according to the following criteria.

Criteria	Points	Weight
Completeness of Application	1-5 Points	10%
# of Measures Taken to Preserve Business	1 Point for Every Measure	25%
# of Bill in Arrears	1 Point for Every Bill	25%
Extent of Impact Grant will have on Keeping Business Afloat	1 = Low 2 = Medium 3 = High	40%

Confidentiality

In accordance with Wyoming Statutes § 16-4-203, all information contained in this application is considered to be trade secrets and confidential financial data; therefore, it is not subject to public disclosure. The only people who will have access to the applications are Amber Ash, DDA Executive Director; Craig Kerrigan, DDA Board Member and President/CEO of Cheyenne State Bank; and Robin Lockman, City Treasurer, to allow for the scoring of applications.

DDA COVID-19 Emergency Assistance Grant Application

Date Application Received		Received By	
Part 1 – Applicant Information			
Legal Name of Business:		EIN# or SS#:	
Trade Name (if different from legal name):		Date Established:	
Physical Address:			
City:	State:	Zip Code:	
Mailing Address (if different from physical address):			
City:	State:	Zip Code:	
Business Phone Number:	Business Email Address:		
Business Website Address:			
Part 2 – Ownership			
Last Name 1:		First Name 1:	
Title/Office:	% Owned:	Email Address:	
Last Name 2:		First Name 2:	
Title/Office:	% Owned:	Email Address:	
Part 3 – Background Information			
Annual Sales/Revenue: \$	Monthly Operating Expenses: \$	Number of Employees:	
Type of Business Entity: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Other _____		
Part 4 - Bank Account Information			
Name of Bank 1:		Date Opened:	
Address:			
Account Number:	Account Balance:		
Name of Bank 2:		Date Opened:	
Address:			
Account Number:	Account Balance:		
Part 5 – Grant Request			
Amount Requested (up to \$2,500 per grant): \$ _____	Will you be seeking a Microloan too?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, how much will you be seeking?	\$ _____	
Purpose: <input type="checkbox"/> Rent/Mortgage Payment: \$ _____ <input type="checkbox"/> Gas Electric Service: \$ _____ <input type="checkbox"/> Water/Sewer/Trash Service: \$ _____ <input type="checkbox"/> Telephone Service: \$ _____ <input type="checkbox"/> Internet Service: \$ _____	Is your business currently in arrears on any payments?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____ _____		

Please describe how this grant will assist in preserving your business.

What, if any, measures have you taken to preserve your business?

- Enhanced Website including Offering Online Deals/Promotions
- Expanded Social Media Presence
- Completed the SBA Economic Injury Disaster Loan Application
- Participated in Training _____
- Implemented a Business Continuity Plan
- Contacted Your Bank for Payment Deferral or Spoken with Your Landlord
- Implemented Inventory Management Practices
- Offered Curbside/Take Out/Delivery Service
- Offering Virtual Classes, Online Programming, or Other Outreach Activity
- Completing Repairs, Remodeling, or Engaging in Other Improvement Activities
- Other _____

Please describe the measures that you've taken to preserve your business. What impacts have they had?

Will you be implementing any other measures to preserve or improve your business during this time? If so, what measures?

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge. I further understand that any false statements may result in denial or revocation this grant.

Signature:

Date:

Print Name:

Title:

SUPPLEMENTAL DOCUMENTS REQUIRED (Only Include Those Documents for which Assistance is Requested)

- Copy of Lease Agreement or Letter from Landlord
- Copy of Current Mortgage Statement
- Copy of Current Black Hills Invoice
- Copy of Current Board of Public Utilities Invoice
- Copy of Current Internet Service Provider Invoice
- Copy of Current Telephone Service Invoice
- 3 Most Recent Months of Bank Statements for all Accounts
- Documentation of Other Needs You Would Like Considered