



Community Improvement Corporation
 Meeting Minutes
 December 17, 2020

In accordance with HB 197 this was a virtual meeting that was open to the public to watch via Zoom,
<https://us02web.zoom.us/j/83560371144#success>

CIC Board Members in attendance:

Jim Clawson	X	Norma Pennock	X
Pam Collins	X	Ted Pickerill	A
Shana Rosenberg	X	David Prytherch	X
Glenn Ellerbe	X	JC Rupel	X
Kevin McKeehan	X	Randi Thomas	X
Joe Newlin	X	Kelly Umbstead	X

City Staff Members in attendance: Jessica Greene, Assistant City Manager, Seth Cropenbaker, Assistant to the City Manager, Luke Schlake winter intern

Call to Order at 1:00 p m by J.C. Rupel

Approval of Minutes from September 3, 2020. Motion to approve by J.C. Rupel, seconded by Norma Pennock, passed unanimously.

Old Business:

Cares Act Grant Funding update by Jessica Greene

- Three rounds of funding to support local business
 - Round 1, \$195K in direct business support
 - Round 2, \$194.5K in transfer of Gift Card Program into grant support
 - Round 3, \$106K in funding from Butler County to local businesses
 - Total over \$495K to support local business



New Business:

Introduction of Luke Schlake and outline of his involvement with Revolving Loan Fund

Overview and proposal to update the Revolving Loan Fund

- Clean-up language and forms, update fonts and create fillable forms for online use
 - Kevin McKeehan, expressed appreciation for efforts by City staff, stressed importance of maintaining HUD language in the documents
 - Joe Newlin expressed concern about gaining Council approval before making any final/publicized changes
- Jessica Greene posed two key questions to the CIC regarding future of RLF
 - First Question, do we continue to suspend loan payments for businesses with active RFL loans?
 - Jessica Greene recommended to CIC to continue to suspend payments through duration of the COVID State of Emergency
 - J.C. Rupel supported the idea to maintain deferring payments
 - Kevin McKeehan supported the idea of suspending payments, with the qualifier that any controlling language in the loan documents would need to be followed
 - J.C. Rupel asked if there would be any legal reason that payments could not be deferred at this time
 - Joe Newlin responded to Kevin's and J.C.'s concerns that there should not be any language that would prohibit suspension of payment during the official State of Emergency, but ultimately City lawyers
 - Jessica Greene asked how many outstanding, small, \$5K loans were out at this time, and if we should suspend those payments as well
 - Kevin McKeehan proposed a motion to suspend \$5K loan payments until the end of the State of emergency as well as the larger loan payments
 - Motion seconded by J.C. Rupel
 - Motion passed unanimously
 - Jessica said she would draft the language for the suspension of payments and discuss with City lawyers
 - Second Question. Does the CIC wish to continue to make the small, \$5K emergency loans available? The program ended in July 2020, do we want to extend the program?
 - David Prytherch stated that "the idea of any dollars are sitting inactive" is a missed opportunity and that "we should get RLF dollars out doing work", voicing support for these loans
 - J.C. Rupel voiced that the program should continue and asked how many of these loans are currently outstanding
 - Kevin voiced support of these loans, and again brought attention to needing to follow HUD guidelines on how funds can be used

- Joe Newlin reinforced that these loans were to only be used for payroll, not for any projects, etc.
- Jessica said she would draft the language for continuance of the \$5K emergency loan program to bring before Council.
- Jessica Greene suggested that new guidelines be drafted for a new program of small \$5K loans separate from emergency payroll loans. This new program would be used for improvement projects, ex a new awning or signage on a business, etc.
- David Prytherch made a motion to extend the availability of the \$5K emergency loans
 - Motion seconded by Joe Newlin
 - Motion passed unanimously
 - J.C. Rupel abstained due to being an active business owner
- Jessica Greene will draft proposed language for rapid \$5K loans to bring to CIC for approval and then City Council.

Elm Street Project Update

- Jessica Greene shared the project outline/submission for the College@Elm Innovation & Workforce Development Center as submitted to JobsOhio
 - Shared \$1M has been recommended from the State Capital Budget
 - Shared pending funding/application for
 - \$3.5M from Dayton PDAC
 - \$2M from JobsOhio
 - \$10.7M total is needed for the building renovation.
- J.C. Rupel asked for clarity on if the jobs created through this project will be “on site” in Oxford or remote working
 - Jessica responded that yes, jobs would be in light manufacturing through Fischer Group and paying at/above \$15/hour
- J.C. Rupel asked what would happen if grant funding did not come in
 - Randi Thomas answered that “This project won’t stop, we’ll find a way to get it completed”. He then stated that not being approved in this round of JobsOhio funding might actually be a good thing, and that a later round with a higher funding cap might be down the road.
- Randi suggested that additional money is likely to be available. The new Federal Administration is likely to have money for a New COVID Relief package, Infrastructure programs, and Economic Relief spending. Randi encouraged all members of the CIC to envision 3-4 “shovel ready” projects for Oxford.
 - David Prytherch voiced support and suggested there is a lot of opportunity with Federal lawmakers having projects they are likely to earmark, lots of momentum for projects.
 - David Prytherch also asked if the Elm Street building/project would also include any flex office space or work space for “part time office use”

- Jessica Greene answered that yes, that is a long term goal
- Glenn Ellerbe echoed Randi's statements that we should "present projects we have planned and realign them with the long-term Comprehensive Plan". He expressed the idea that "a successful past leads to a successful future". We should look to "get on the good foot" with the State, JO, the Fed, etc.
- Jessica suggested that all CIC members have homework, to dedicate a January meeting to discussing their 3-4 "shovel ready" ideas with the group.
 - Randi sought to clarify the idea of "shovel ready" as simply as an idea. That his definition of "shovel ready" didn't include a full business plan, etc. To dream big.
- Glenn asked for a listing of primary business sectors to focus on for the "homework assignment"
 - Randi said "we can get that to you"
 - Jessica offered to get that information out
- Randi expanded on project ideas for the area. Suggested the creation of a high-tech office building that could include things like a "[wet lab](#)", office space, etc.
- J.C. expressed how these ideas would "benefit us all" that new employers would bring money and new customers to support all types of businesses
- Randi voiced the general desire for people to have an "urban-like" experience without the 30+ minute commute from one side of town to another. Oxford is the #1 college town and that can be leveraged
- Randi again expressed that if we "didn't make it this time (JO grant), we have the foundation for the future" Randi expressed that rural projects are going to be a key focus

Board Membership Discussion

- Jessica proposed extending CIC Board membership invitation to Talawanda School District and inviting TSD Treasurer Shaunna Tafelski to join
- Jessica announced that Shana Rosenberg would be off the CIC board and that Steve Dana would be joining as the Planning Commission representative
- Jessica posed to the group that if anyone were planning to leave the CIC that they notify her.

Update on Economic Development 2020 Goals

- Presentation and review of Economic Development goals set for 2020
 - Many goals significantly impacted/halted by COVID pandemic
 - Many goals have been met through Elm Street project and CARES Act grants
 - Gap Analysis couldn't be completed, still on the table
- Jessica asked CIC members to "go home and dream big" for Randi's suggested "shovel ready" projects as well as Ec Dev 2021 Goals



Other discussion:

- Jessica shared that she received a very positive email from Amtrak
- David P. reflected that it will be an accomplishment to survive 2021. The CIC and the City are here for the business community and want to help
- Jessica G. affirmed that the business community appreciates the support and that it is great to see the “big picture, moving forward”
- Jessica said she would have a “state of the trails” update on 1/12/21
- Next CIC Board meeting set for 1/8/2021 at 12 pm
 - Reminder of homework to develop project ideas

Motion to adjourn made by David Prytherch at 1:58 pm. Seconded by JC Rupel, passed unanimously.