

**MINUTES – CITY OF OWOSSO
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF MARCH 1, 2006**

Vice-Chairman Oliver called the meeting to order at 7:50 a.m.

Roll Call.

Members Present: Chm. Wright, Oliver, Hankerd, Mayor Robertson,
And Howe
Members Absent: Bucsi (excused), Gilbert, Irish and Popovitch
Others Present: Dir. Hathaway, Ramos, Horvath, and Eister

Approval of Minutes. The minutes of the meeting of February 1, 2006 were approved.
Oliver/Robertson m/s/p

Communications:

- a) Hathaway presented a request for lights on the east half of the 100 block of W. Mason Street. Six pedestrian lights are desired. The request could be answered through adding the project to the 6-year capital improvements plan. There was consensus to do so but not for a few years.
- b) The Cool Cities program is announced with three entities downtown expressing an interest (Lebowski Center, Arts Center, and the 1225 Museum). The video conference on the \$100,000 grant program is at MSU on March 14th. Notices of Intent are due March 21st and final applications are due in early May. It is unknown if the DDA (as the Local Advisory Group) can support more than one project application.

Citizen/Member Comments: None

Financial Status.

A. Operational Budget.	
Checking.....	\$ 2,090.14
Savings.....	\$ 11,480.21
Total.....	\$ 13,570.35
B. Development Plan Budget.	
Funds Expended	\$ 22,559.00
Projected Project Costs	\$ 56,0006.00
Fund Reserve	\$ 3,216.04

Items of Business.

A. Payment of Bills. The following expenses were authorized for payment:

A. Organizational Expenses—	
(1) Saginaw Valley Rehabilitation Center Contract.. \$....	535.00
(2) City of Owosso—audit	\$.... 750.00
(3) Doug Cornell (web page completion)	\$.... 600.00
(5) Independent Newspapers (Visitor’s Guide adv). \$....	550.00
Total:	\$.... 2,435.00
B. Tax Increment Development Plan Expenses—no expenses	
Robertson/Hankerd m/s/p	

B. Budget Adoption. The budget attached to these minutes and incorporated into these minutes by reference was adopted for the three year period beginning July 1, 2006.
Oliver/Howe m/s/p

recommended to continue the discussion in April to explore other means of assisting the customers.

J. Parking System Time Limits. Members discussed the problem of beauty parlors customers having difficulty with the 2-hour time limit. Hathaway proposed a 3 hour limit effort on N. Washington Street to determine if this was a satisfactory means of serving retail, restaurant and parlor customers. Members felt there was no possibility of retaining a retail district with those hours and so many more non-retail uses consuming spaces for the extended periods. It was recommended to continue the discussion in April to explore other means of assisting the customers.

K. The Owosso Armory. The RFP has been advertised in Buy-Sell-Lease Magazine for four editions. The cost of the advertisement is \$1,200 and the board agreed to split the cost with the City for a \$600 authorization.

L. Registration for Meetings. Registration for Marla Price and Phil Hathaway was authorized to the Michigan Downtown Association meeting of March 24th in Farmington, MI for \$50 and for Marla to attend the Michigan Retail Education Conference in Grand Rapids for \$129.

Howe/Hankerd m/s/p

M. TSBY Loop Trail. The City Council authorized an engineering contract with Capital Consultants of Lansing to design and engineer the loop trail section involving the boardwalk sections and the Oakwood Bridge restoration. The engineering work will commence immediately. This is another example of an advance from the City Council that will have to be memorialized with a Promissory Note at the April meeting.

N. Web Page. With Marla Price having completed training for updating the events and news, it was agreed to launch the Web Page for the DDA and Focus Owosso.

O. Welcome Island Tree. It was agreed to use up to \$250 in fund equity to purchase a replacement tree for the salt-damaged spruce tree removed from the Welcome Island east of Taco Bell.

Howe/Oliver m/s/p

Citizen/Member Comments. To boost attendance Hathaway will poll the members on a time on Wednesdays for meetings of the Authority. If there is concurrence to change, a revised time of day cannot be made without an amendment of the By-Laws at a regular meeting of the Authority.

There being no further business the meeting was adjourned at 8:55 a.m.

Philip B. Hathaway, Secretary-Treasurer

EXHIBIT TO MINUTES OF THE MARCH 1, 2005 MEETING

2006-09 Budget Proposal -- Owosso Downtown Development Authority

		REVENUES		
Budget Category	Sub-Category	2006-07	2007-08	2008-09
A. 2-Mill Special Ass't		\$32,000	32,500	33,300
B. Interest		70	80	90
C. Tax Increments		430,000	445,000	460,000
D. Loan Interest		400	400	400
Total Revenues:		462,470	477,980	493,790

		EXPENSES		
Operating Budget Outlays	Sub-Category	2006-07	2007-08	2008-09
A. Contractual Services	Focus Owosso	12,000	12,000	12,000
	Saginaw Valley Rehab Ctr.	3,600	3,750	3,800
	Small Business Res. Ctr.	3,000	3,250	3,500
	Footbridge Garden Maintenance	1,000	500	500
	<i>Sub-Total:</i>	<i>19,600</i>	<i>19,500</i>	<i>19,800</i>
B. Office Supplies	Stationery, Copying, Postage	350	350	400
C. Professional Services	Ex. Director's Salary	3,000	3,000	3,000
	Downtown Security	0	0	0
	Audit	750	800	800
	<i>Sub-Total:</i>	<i>4,100</i>	<i>4,150</i>	<i>4,200</i>
D. Operating Supplies	Holiday Decorations/Banners	3,500	3,500	3,500
E. Advertising	Tax Increment Finance Rpt.	125	125	125
	Public Relation Adv'ts	550	550	600
	Amphitheater Banner Adv't	200	200	200
	<i>Sub-Total:</i>	<i>875</i>	<i>875</i>	<i>925</i>
F. Memberships/Education	Mich Downtown Association	125	150	150
	Training Seminars	250	250	250
	<i>Sub-Total:</i>	<i>125</i>	<i>150</i>	<i>150</i>
G. CIP Supplemental Funding	Ongoing Determination	3,920	4,455	4,815
Total Operating Expense:		\$32,120	\$32,980	\$33,790
TAX INCREMENT EXPENSES:				
Tax Increment Bonds	Comstock Center Project	123,960	0	0
	Ball/Comstock St Project	116,870	127,688	127,932
	<i>Bond Payment Sub-Total:</i>	<i>240,830</i>	<i>127,688</i>	<i>127,932</i>
School Reimbursements		105,935	178,000	185,960
Dev'p Plan Projects--CIP	[see attached project schedule]	83,235	139,312	146,108
Total Tax Increment Outlays		430,000	445,000	460,000

Total DDA Budget	\$462,120	\$477,980	\$493,790
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