

**MINUTES – CITY OF OWOSSO
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF AUGUST 2, 2006**

Chairman Wright called the meeting to order at 7:50 a.m.

Roll Call.

Members Present: Chm. Craig Wright, John Hankerd, John Oliver, Dave Lazar, Barb Bucsi, Rich Collins
Members Absent: Mayor Roberston (excused), Bill Gilbert and one vacancy
Others Present: Dir. Hathaway, Ramos, Snyder, Constine and Shepard

Election of Officers. Three officer positions were filled.

Executive Director (Secretary/Treasurer)	to Phil Hathaway	Lazar/Hankerd	m/s/p
Chairmanship to John Oliver		Lazar/Hankerd	m/s/p
Vice-Chairmanship to Craig Wright		Lazar/Bucsi	m/s/p

Approval of Minutes. The minutes of the meeting of June 7, 2006 were approved (there was no July meeting)

Wright/Bucsi/ m/s/p

Communications: Marla Price, Focus Owosso’s Downtown Coordinator has resigned her position to return to her educational career. The Cool Cities awards were announced and Owosso was not selected. Two community theaters were selected and the balance of the grant awards were mostly specialized programs.

Citizen/Member Comments: Roger Snyder recommended: more attention to the 1225 museum, an effort to acquire assistance in seeking boutique stores; the conversion of the Armory to a teen center with regularly scheduled dances; and more bicycle racks for the store fronts.

Financial Status.

A. Operational Budget.

Checking	\$	1,014.56
Savings	\$	<u>4,349.55</u>
Total	\$	5,364.11

B. Development Plan Budget.

Funds Expended.....	\$	0.00
Projected Project Costs	\$	173,675.00
Fund Reserve	\$	68.00

Items of Business.

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

- 1) Organizational Expenses:

(1) Saginaw Valley Rehabilitation Center.....	\$	676.00
(2) House of Wheels (customize trash cart wheels) ..	\$	<u>105.10</u>
Total:	\$	881.10

Bucsi/Collins m/s/p
- 2) Tax Increment Development Plan Expenses

(1) Collard Masonry (tree planting work).....	\$	2,250.00
(2) Rowe Engineering (Loop Trail Engineering).....	\$	900.00
(3) City of Owosso (Farmer’s Market Lot Paving).....	\$	31,906.00
(4) Capitol Consultants (Loop Trail Engineering).....	\$	<u>4,749.30</u>
Total:	\$	39,805.30

B. Contract for Services.

1) Cleaning Contract. Saginaw Valley Rehabilitation Services has requested an increase in waste and litter pick up services from last years contract amount of \$3,210 to \$4,056 for this year. The increase is the result of the influence of the minimum wage increase to an average of \$6.95. The contract increase to \$4,046 was approved.

Hankerd/Wright m/s/p

2) Promotional Contract. Focus Owosso will meet this month to discuss the professional assistance position. Until that decision is made, it is recommended to delay the signing of a service contract until we hear from the organization.

C. Promissory Note Authorization. The DDA will receive a promissory note from the Owosso Brownfield Redevelopment Authority (for infrastructure work about Capitol Bowl) for \$60,000 at 6% interest payable in annual reimbursements until the debt is retired or the plan is terminated whichever occurs first. The terms were accepted for execution of the note.

Lazar/Wright m/s/p

Note: The repayment of the infrastructure investment will not likely be complete; however, the infrastructure expenses are regarded as capital improvements to public spaces about the bowling center.

D. Trash Containers. A chart was distributed that demonstrated the locations and conditions of the 50 trash containers in the DDA District. There are missing containers, damaged containers, suggested new locations, and worn-out mounting brackets. An expenditure of up to \$1,000 was authorized to purchase 9 new brackets, 3 new containers with brackets and 3 new containers.

Lazar/Wright m/s/p

E. Reports.

1) Retail Recruitment. George Ramos reported that three new businesses will open in August—Dollar Daze on Ball Street, the Kolache Kitchen on W. Mason Street, and a game store on N. Washington Street. He mentioned that with respect to retail retention how important it was for the Farmer's Market to welcome the downtown bakery there on Saturdays.

2) Loop Trail Status. P. Hathaway described the project status for engineering and trail planning. He stated that there was a need for the DDA district to expand to include the entire trail area in order to fund a \$30,000 budget shortfall from the MDEQ portion of the project sponsors and in order for the DDA to become involved over the long term to feature this trail for downtown promotions. The boundary amendment would not involve private properties. It was moved by Member Wright with support from Member Bucsi to amend the boundary of the DDA district, to start the amendment process and to commit \$30,000 of funding from the 2007-08 Tax Increment Budget to assist in the trail construction.

Ayes: Six

Nays: None

Motion Adopted.

3) Ball Street Parking Mall. The reimbursable advance from the DDA for the Ball Street underground storage tank amounted to approximately \$43,000. After closure of the tank removal from the Michigan Department of Environmental Quality, the City will special assess the tank owner for these costs. The parking mall will be paved on August 3rd and the new parking stalls will be painted the next day.

4) Old Hotel Site. The developers have asked for local assistance in identifying a tenant for the second floor. The first floor leasing plan is established. The architectural renderings permit cost projections. Late August is the time for initiating the site acquisition that must be complete by September 30th.

5. Armory Developments. About 15 parties have expressed an interest in the Armory building. The preliminary appraisal of the structure is \$265,000. A state grant is encouraging for calendar year 2007. Hathaway recommends that the DDA withhold any intent to purchase until a buyer for the site surfaces. The City will make the attempt to acquire the river walkway section

easement behind the Armory at this time. The Armory committee will meet again in September to discuss the transition and possible users of the site.

6. Entertainment District. A list of restaurants was distributed to ask for feedback on whether Focus Owosso should promote the variety and number of places to dine and hold special events. There was unanimous consent to market the downtown for this impressive list of outlets and upgrade our image.

7. Holiday Decorations. Hathaway was authorized to return at the September meeting with a quotation for 6 new holiday wreaths for light posts in the 100 block of West Exchange Street.

Wright/Hankerd m/s/p

8. Farmer's Market Banners. The designs for the Farmer's Market banners were shown. These will be mounted on banner posts on the new light fixtures. The banners will cost in the \$200 to \$250 range and will be paid for from the holiday/banner line item of the operating budget.

F. River Walkway Committee. Hathaway presented a process for arriving at a design for the planned river walkway between the 1225 Museum and Curwood Castle Park. The design would demonstrate upgrades to the trail and private/public activity zones along the trail to supplement to two end destination points. There will be a graphic and written report generated in late winter 2007 to assist decision making with respect to budgeting and grant applications. The process and composition of the committee was approved.

Wright/Bucsi m/s/p

There being no further business, the meeting was adjourned at 9:18 a.m.

Philip B. Hathaway, Secretary-Treasurer