

**MINUTES – CITY OF OWOSSO  
DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL MEETING OF JULY 11, 2007**

Mayor Robertson called the meeting to order at 7:50 a.m.

**Roll Call.**        *Members Present:*        Rich Collins, Barb Bucsi, Krista Strong, Dave Lazar, Mayor Robertson, and Bill Gilbert  
                          *Members Absent:*            Doug Peterson, John Hankerd (exc), and vacant position  
                          *Others Present:*            Dir. P. Hathaway, G. Ramos, R. Mikolajczyk, Roger Snyder, Bill Constine, and Linda Moiles  
 Mayor Robertson introduced Linda Moiles as the next member of the DDA who will be appointed at the next Council meeting.

**Approval of Minutes.** The minutes for the June 6, 2007 meeting were approved.  
    Collins/Strong    m/s/p

**Elections.**        Mayor Robertson asked for nominations for the positions of Chair and Vice-Chair to serve from July 11 through June 30, 2008. Member Busci moved and Member Lazar supported a motion to elect John Hankerd for Chair and Doug Peterson for Vice-Chair. Mayor Robertson asked for any other nominations. Being none the motion was adopted unanimously.

                         Mayor Robertson asked for the appointment of Phil Hathaway as Secretary/Treasurer and Executive Director. Member Gilbert moved and member Lazar supported a motion to appoint Phil Hathaway for the positions. Motion adopted unanimously.

**Communications:** None  
**Citizen/Member Comments:** None

**Financial Status.**

|                                     |                    |
|-------------------------------------|--------------------|
| A. Operational Budget.              |                    |
| Checking .....                      | \$        720.45   |
| Savings .....                       | \$    13,167.35    |
| Total .....                         | \$    13,887.80    |
| B. Development Plan Budget. ....    |                    |
| Funds Expended .....                | \$    164,654.54   |
| Remaining Activities Budgeted ..... | \$        8,147.37 |
| Projected Fund Balance.....         | \$        941.09   |

**Items of Business.**

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

|  |                              |
|--|------------------------------|
| a. Organizational Expenses—                        |                              |
| a) Organizational Expenses— .....                  |                              |
| Saginaw Valley Rehab Center.....                   | \$        676.00             |
| Rowe Engineering (Bike Ramp at Chemical Bank)..... | \$    1,500.00               |
| SATA Bus Rental (PALM event).....                  | \$                    300.00 |
| City of Owosso – Added Parking Enforcement.....    | \$        121.16             |
| DLSCORP.NET—Web Page Annual Listing Fee.....       | \$        65.00              |
| Total: .....                                       | \$    2,662.16               |

b. Tax Increment Development Plan Expenses—

|  |                    |
|--|--------------------|
| Searles Construction – Trail Materials-Topsoil... ..   | \$ 971.35          |
| Searles Construction – Trail Materials-22a Gravel..... | \$ 1,073.58        |
| C2AE—Wetland Permit Fee to ST. of Michigan .....       | \$ 500.00          |
| Constine, Inc – Limestone Trail Material .....         | <u>\$ 1,732.00</u> |
| Total:.....  | \$ 4,276.93        |

Gilbert/Collins m/s/p

**B. Downtown Lighting.** Tim DeWitt of Carrier and Gable, Inc was introduced. He arrived at 5:00 a.m. this morning to evaluate downtown lighting and submit suggestions for changes to the lighting system. His findings were that the downtown is over-lighted at some intersections and that both pedestrian poles and some intersection poles could be reduced to save on electricity and replacement costs. The intersection lights could be converted with a plastic sleeve overlay and a new historic period style extension arm and luminaire. The savings could be as much as \$2,500 per light when compared to complete replacement. He will submit specific suggestions on light fixtures and the DDA will prepare bid specifications for their replacement as part of this fiscal year’s capital improvements program. Decisions need to be made on whether to convert from metal halide to LED light fixtures. The high pressure sodium lights will be converted over the years to the next generation of LED pedestrian lights, starting with Washington Street in two years.

**C. Project Budget for Tax Increment Financing.** The list of projects for the next three years was presented in a new format with the understanding that much of the work would be accomplished through the sale of a 20 year general obligation bond at \$1,475,000 and a contractual agreement with the City for payment of the bond. In August the Board will review the sequence of investments.

**D. Sidewalk Sign Discussion.** It was decided that plastic signs do not qualify as street furniture. Alternative sign designs that add to the character of the streetscape should continue to be encouraged.

**E. Jerome Street Design and Walkway Section Design.** Aspects of the Loop Trail that required a design were reviewed with Rowe Engineering’s recommendations. The Jerome Street upgrade with curbing and trail widening showed that it was possible. The school system may elect to install diagonal parking south of the stadium on that section of Jerome Street. Rich Collins will show the plan to the school administration for their reaction. Also the Chemical Bank driveway would be used for the ramp to the existing bikeway. Landscaping, curbing, benches and lighting are all involved. The next steps for the Loop Trail are: 1) to survey the school bus garage for the bikeway easement—the last stretch of the Loop Trail to be established; 2) to obtain Chemical Bank approval for the ramp; 3) to obtain State Highway approval for a railing on the Washington Street Bridge, and; 4) to schedule the Jerome Street upgrade with grant assistance.

**F. Regular Reports.**

**1) Retail Recruitment/Retention.** George Ramos reported on a small space request for 600 square feet.

**2) Focus Owosso.** Bill Gilbert reported on the activity schedule including a Baker College Block Party in the fall and the expanded Art Walk event that same evening. He stated that the coordinator position is secured again for the year.

**3) Lebowsky Center, Wesener Buidling, and Hotel Site.** There are no details on the Lebowsky Center reconstruction nor the site plan for Fifth Third Bank. On the latter site, there is still an intent to submit a plan as the workload at their end permits. No serious offers have been made on the lot.

The Wesener Building fire was an arson and had nothing to do with the structural integrity of the building. It is hoped that the building owner retains an interest in its reconstruction; Phil Hathaway will meet with him soon to discuss the possibilities and the support structure that must be in place to justify the reinvestment. With all the events of the past few years that define a declining commercial sector, it is time to reenergize the downtown in a broader context with a community conclave much like what was done in 1996 with the Mayor's Community Forum and/or the State of Michigan's program called Blueprint for Action. This subject will stay on our agenda until a strategy is sufficiently detailed to move ahead.

**G. Site Visits to Curwood Castle Park and Planting Bed Locations.** These site visits were rescheduled for the August meeting of the Authority.

**Adjournment:** 9:05 a.m.

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Philip B. Hathaway, Secretary-Treasurer and Executive Director