

**MINUTES
OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF NOVEMBER 7, 2007**

Chairman Hankerd called the meeting to order at 7:32 a.m.

Roll Call.

Members Present: Barb Bucsi, John Hankerd, Dave Lazar, Linda Moiles-Foster, Doug Peterson, Rich Collins, and Krista Strong

Members Absent: Bill Gilbert (exc), and Mayor Robertson.

Others Present: Phil Hathaway—Ex. Dir., Joe Fivas, City Manager, Bill Constine, George Ramos, Charlie Keenan, Linda Keenan, Anna Owens, and Roger Snyder

Review and Approval of Minutes. The minutes of the October 3, 2007 meeting and the October 9, 2007 special meeting were approved.

Bucsi, Lazar m/s/p

Communications. None received.

Financial Status and Reports.

A. Operational Fund from 2 Mil Assessments.

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|---------------|--------------|
| Checking..... | \$ 532.50 |
| Savings..... | \$ 34,159.61 |
| Total:..... | \$ 34,692.11 |

B. Tax Increment Development Plan Budget Status. To date \$8,000.00 has been expended and the balance for all other 2007-08 projects is \$210,940.00.

Citizen Comments.

Anna Owens of the Owosso Community Players distributed floor plans for the restored theater and the new annex. OCP requested \$40,000 in design funds. DDA Board Members accepted the request under advisement that the outcome of the architectural contribution will be based on the legal relationship between OCP and the DDA under the forthcoming MSHDA Vibrant Cities Program.

Items of Business.

1) **Invoices to be Paid.**

• **Organizational Budget Expenses.**

| | |
|--|-------------|
| Display Sales – Holiday Decorations | \$ 1,921.00 |
| Wayne Manufacturing – Holiday Decorations | \$ 219.67 |
| Brooks Innovative Graphics – Grant Application Materials | \$ 392.50 |
| Saginaw Valley Rehabilitation Center – Cleaning Contract | \$ 676.00 |
| Total: | \$11,209.17 |

• **Tax Increment Development Plan Expenses.**

| | |
|------------------------------------|-------------|
| Focus Owosso – Contract Payment #2 | \$ 8,000.00 |
| Rock Solid Associates, LLC | \$41,205.51 |

| | |
|----------------------------------|--------------------|
| Advances for Loop Park Plantings | <u>\$10,000.00</u> |
| Total: | \$59,205.51 |
| Bucsi/Lazar | m/s/p |

2) Vibrant Cities Initiative Grant. A procedural step is required for the Grant Application process and that is another community meeting on setting priorities and explaining program elements. That meeting is to take place on Wednesday morning at 8:00 a.m. at Treasures and Antiques. There was consensus that some advertising and postage expense may be involved together with the cost of light refreshments.

3) Resolution Pledging Tax Increment Revenues for Payment of City Bonds. The model resolution provided by the City’s Bond Counsel, Miller-Canfield-Paddock & Stone, was approved

Bucsi/Collins m/s/p

4) Design Consultant Contract with Rowe Engineering. Doug Schultz and John Freeman representing Rowe Engineering explained the proposed design consultant contract to the members. The contract was approved.

Peterson/Foster m/s/p

It was agreed to request a design work proposal for the overlook platform on the Voight Loop Park Trail at the S. Washington Street Bridge.

Bucsi/Collins m/s/p

5) Executive Director Service Contract. Ex. Dir. Hathaway presented a service contract for a full-time directorship. It was explained that with his resignation from the position as Director of Community Development, continued services to the DDA together with a grant requirement to have a full-time director or planner, the full time position should be filled. Members approved a model contract prepared by the City Attorney for Phil Hathaway to fill the full-time position subject to either parties two week notice to discontinue and subject to an annualized salary level of \$45,000 with added consideration for out-of-pocket expenses.

Bucsi/Lazar m/s/p

6) Lebosky Center Advance Request for Design Services. A Tax Increment Financing allocation of \$10,000 for Lebosky Center Architectural Design Services was approved subject to accomplishment of a DDA real estate interest in the Center under the Vibrant Cities Program.

Lazar/Bucsi m/s/p

7) Wesener Building Report. The fire damage clean-up contract is completed and awaits a final inspection and cost documentation prior to final payment of the DDA’s \$50,000 investment in the Brownfield Project. The owner’s \$100,000 insurance proceeds pay out for the city’s oversight of the roofing job is now established in excrow at Republic Bank. The escrow agreement provides for a

John Archer's signature from this point forward for the release of funds as the roof work progresses.

- 8) Chamber of Commerce Letter of Intent.** A letter of intent to the Shiawassee Regional Chamber of Commerce was authorized to be issued together with a committee composed of John Hankerd, Linda Moiles and Phil Hathaway to detail the wording in the letter with a Chamber committee.

Lazar/Bucsi m/s/p

9) Regular Reports.

- a) **Retail Recruitment.** George Ramos reported on business development. No new retail prospects are out there.
- b) **Focus Owosso Activity.** There will be a community tree at the old hotel site. The holiday schedule is very aggressive and includes sales advertising support to boost shopping activity.
- c) **Old Hotel Site.** Fifth Third Bank development representatives will approach their own Board of Directors for authorization of 2008 construction of the new bank. The process still involves preliminary submittal of a site plan prior to authorization of a purchase agreement. The State of Michigan will require a refund of the Block Grant for the hotel demolition by the end of December.

- 10) Trash Containers.** Three additional trash containers were authorized for purchase and placement in the downtown where there are gaps in the layout.

Peterson/Bucsi m/s/p

Citizen Comments. Roger Snyder asked that with all the pending DDA contractual work that local labor would receive priority consideration for the projects.

The meeting was adjourned at 9:13 a.m.

Philip B. Hathaway, Secretary