

**MINUTES  
OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING OF July 9, 2008**

Chairman Hankerd called the meeting to order at 7:30 a.m.

**Roll Call.**

**Members Present:** John Hankerd, Barb Bucsi, Mike Bruff, Bill Gilbert, Dave Lazar, Rich Collins, Linda Moiles-Foster,

**Members Absent:** Krista Strong

**Others Present:** Bill Constine, Nathan Bruttell, Ron Baker, Joe Fivas, Brent Morgan, George Ramos, Renita Mikolajczyk.

**Review and Approval of Minutes.** The minutes of the June 4, 2008 meeting were approved.

Motion Adopted: Bruff/Bucsi m/s/p

**Communications.**

None.

**Financial Status and Reports for June 2008**

A. Operational Fund from 2 Mil Assessments.

Checking	\$ 501.01
Savings	<u>\$16,180.13</u>
Total:	\$16,681.14

**Citizen Comments.**

none

**Items of Business.**

1) **Invoices to be Paid.** The following invoices were approved for payment:

**Operations Budget**

Rowe Engineering - Services 04/13 – 05/17 .....	\$19,876.25
Rowe Engineering - Services 05/18 – 06/14 .....	<u>\$ 2,229.75</u>
Total:.....	\$22,106.00

Motion adopted: Bucsi/Bruff m/s/p

2) **Special Maintenance Agreement with SVRC Industries**

Director Morgan reviewed the Special Maintenance Service Agreement with the board. He stated that this is the renewal of an existing contract expired on June 30, 2008. Discussion was held regarding the services provided and the contract.

A motion was passed to renew the contract with SVRC Industries in an amount not to exceed \$4,056 and authorize the DDA Executive Director to execute any and all document pertaining to the contract

Motion Adopted: Gilbert/Collins m/s/p

3) **Update Vibrant Small Cities Initiative Executed Grant Agreement & Projects**

Director Morgan provided the board with an executed grant agreement with the City of Owosso and the Michigan State Housing Development Authority regarding the Vibrant Cities Initiative Grant.

City Engineer Ron Baker and Director Morgan reviewed the engineering plans with the board regarding the VSCI projects. More, specifically the Owosso Walk

of History and Riverwalk projects. Discussion was held regarding the timeline for bidding, construction and grant compliance. Furthermore, staff will be working to complete the Owosso Walk of History Project, Riverwalk Project and the TSBY Loop Trail by late fall of this year.

According to the City Engineer Ron Baker the bids for the TSBY Loop Trail will be received on August 1<sup>st</sup>. Discussion was held regarding the potential increase in costs associated with this project, and the DDA financial obligations.

Director Morgan stated that the VSCI Grant Team will be meeting today with Tonya Young, Michigan State Housing Development Authority CDBG Compliance Specialist regarding the environment review process and other compliance procedures.

#### **4) Update Owosso Hotel MEDC Approved Area Wide Benefit Project**

Director Morgan updated the board on the council action regarding the Owosso Hotel site Area Wide Benefit Project. Moreover, he reiterated that this Area Wide Benefit Project has been approved by the MEDC and an amendment to the original grant agreement has been executed according to council approval.

Discussion was held regarding the process and history of the site which led to the decision to pursue an Area Wide Benefit Project.

City Engineer Ron Baker and Director Morgan reviewed the engineering plans with the board regarding the Area Wide Benefit Project. Discussion was held regarding the standards, specification and site layout for the MEDC approved project.

#### **5) Discussion Focus Owosso**

Board Member Gilbert updated the board on the Focus Owosso special meeting held in June at which Focus Owosso unanimously voted to join with the DDA in Marketing and Events. This would entail a formalize DDA Promotions Committee which would need to be established by the DDA Chair.

Discussion ensued regarding the history of Focus Owosso, the potential DDA Promotions Committee and the potential renaming of Focus Owosso.

Director Morgan suggested a meeting with City Manager Fivas, John Hankerd and himself regarding this transition. Chairman Hankerd stated that a meeting with City Administration was a good idea and was excited about all the upcoming projects that will be happening in the DDA District.

#### **Citizen/Member Comments.**

None

The meeting was adjourned at 8:50 a.m.

Motion adopted: Bruff/Brucci m/s/p

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Brent D. Morgan, Secretary