

**MINUTES
OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF August 6, 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, Rich Collins, Linda Moiles-Foster,

Members Absent: Dave Lazar, Krista Strong

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

Review and Approval of Minutes. The minutes of the July 9, 2008 meeting were approved.

Motion Adopted: Busci/Bruff 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 06/14 – 07/19	\$ 9,029.50
Frederick Peterson – Sandwich Signs	\$ 330.00
American Waste Services – 2 – 95 Gallon Curb Carts	<u>\$ 100.00</u>
Total:.....	\$ 9,459.50

Motion adopted: Gilbert/Bucsi m/s/p

2) **Construction Schedule Owosso Hotel MEDC Approved Area Wide Benefit Project**

Director Morgan and City Engineer Ron Baker updated the board on the construction schedule of the project. Discussion was held regarding the bidding procedure, estimated construction schedule and the contractors that were awarded the bid by the Owosso City Council.

3) **Update TSBY Loop Trail**

Director Morgan updated the Board on the Status of the TSBY Loop Trail project. City Administration is in the process of tabulating the bids. Discussion was held regarding the project and the potential increase in costs.

4) **Status on Environmental Review Process for Vibrant Small Cities Initiative Grant**

Director Morgan reviewed the 6 *Step Environmental Review Process* and other compliance procedures with the board. He provided them with a handout that outlined the procedures.

Step 1 of the process has been completed and submitted to the Michigan State Historic Preservation Office by Director Morgan and the City Engineer Ron Baker. Simultaneously, Step 2 Floodplain/Wetland Process is being submitted. We are awaiting a response for Michigan State Historic Preservation Office to move ahead onto step 3.

5) Associate Level Main Street Program

Director Morgan was pleased to announce that the Owosso Downtown Development Authority is the proud recipient and a recent member of the Associate Level Michigan Main Street Program. He explained the Associate Level Michigan Main Street Program, the respective levels, and his experience receiving and operating the Main Street Program in Farmington, Michigan as the Executive Director of the Farmington DDA.

Discussion was held regarding the training the board would receive from MSHDA, the level of commitment required by board members and how the efforts would impact the downtown area.

6) 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 and would embrace the Main Street Program.

Discussion ensued regarding the transition of Focus Owosso into a DDA Promotions Committee, the funding of 4th quarter events and the Art Walk event.

A motion was passed to provide Focus Owosso with an amount not to exceed \$3,500 for 3rd Quarter Events which would include the Art Walk.

Motion Adopted: Gilbert/Busci m/s/p

Citizen/Member Comments.

None

The meeting was adjourned at 8:45 a.m.

Motion adopted: Bruff/Bucsi m/s/p

Brent D. Morgan, Secretary