

**MINUTES
OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF February 4, 2008**

Director Morgan called the meeting to order at 7:40 a.m.

Roll Call.

Members Present: Barb Bucsi, Richard Collins, Mayor Bruff, John Hankerd*, Linda Moiles, Michael Rice, Krista Strong, Susan Treen,

Members Absent: Bill Gilbert.

Others Present: Bill Constine, Brent Morgan, Renita Mikolajczyk, Natalie Burg,
*arrived at 7:55 a.m.

Review and Approval of Minutes. The minutes of the December 3, 2008 meeting were approved.

Motion Adopted: Bucsi/Bruff m/s/p

Citizens Comments

None.

Financial Status and Reports for January 2009

Check Date From 07/01/2008 – 01/29/09\$ 8,220.40

Citizen Comments.

none

Items of Business.

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

Operations Budget

Cabin Creek Technology Services (Website).....\$ 291.06

Loan from City to DDA for Hotel Demolition.....\$15,305.43

Total:.....\$15,596.49

Motion adopted: Busci/Bruff m/s/p

B) DDA Audit Presentation

Director Morgan reviewed and updated the board, at the December 15, 2008 Meeting of the Owosso City Council Daniel Helisek and Shaun Krick, representatives from Plante & Moran, LLP, addressed the City Council with the 2007-2008 Audit Report. The City was given a clean, unqualified audit report.

At the May 7, 2008 Meeting of the Owosso Downtown Development Authority the board of directors approved the following motion:

A motion was passed to have the City of Owosso Finance Department perform all financial transactions of the DDA, including paying bills via the city check writing process rather than a separate checkbook.

Due to the financial administrative changes that occurred this passed year and as we embark on the FY 2009 Budget process, Kevin Krick from Plante & Moran, LLP will present the 2007- 2008 DDA Audit Report.

Mr. Krick from Plante & Moran provided copies of the 2007 -2008 Audit Report to the board and reviewed it with the board. He highlighted the financial liabilities that the DDA had incurred: Hotel Owosso Site Demolition \$63,246, Rock Solid

Investments \$50,000, Removal and Clean Up of Underground Storage Tank \$49,188, McClaren Settlement \$65,907, Capitol Bowl Loan \$59,980 and the Town Plans LLC Admin Services.

Chairman John Hankerd entered the meeting at 7:55 a.m. and took over as Chair.

Significant discussion was held regarding each of these items and need for the DDA to stress the importance of fiscal prudence in the upcoming years.

A motion was passed to accept the 2007-2008 Audit Report as presented.
Motion Adopted: Bucsi/Bruff m/s/p

C) TSBY Loop Trail Project Bid Award

Director Morgan reviewed and updated the board with the following background, it is my understanding that the TSBY Loop Trail has been a conceptual project supported by the DDA for a number of years. Over the past year the DDA Board of Directors has been updated on the status of the project by the City Engineer Ron Baker. The process has involved utilizing the engineering firm CA2E to create the engineered drawings, bid documents and engineering estimates; securing a Michigan Department of Transportation non-motorized grant; and the DDA committing financial resources towards the project.

As you may recall, the DDA Board of Directors approved the FY 2008-2009 DDA Budget at the DDA Meeting on March 5, 2008 and allowed the budget to be presented with the City's April 7th budget recommendation. Within this budget contained DDA funding for the TSBY Loop Trail Project in the amount of \$145,000. The DDA Budget was adopted by the Owosso City Council.

I am pleased to report that the re-bids have been received and the project will be awarded to the low bidder Wolverine Construction for the amount of \$940,727.36 pending MDOT approval of finalized documentation.

In a nutshell this project creates 0.17 miles of non-motorized wooden boardwalk and restoration of a wrought iron bridge on the River Trail from Washington Street to Oakwood Street in the city of Owosso, Shiawassee County.

The table below lists the bidders and bids as-submitted to the Michigan Department of Transportation for the project:

BIDDER	AS SUBMITTED AMOUNT
Wolverine Building, Inc	\$ 940,727.36
E.T. MacKenzie Company	\$ 949,594.76
Milbocker and Sons, Inc	\$ 1,024,526.38
Gerace Construction Company	\$ 1,045,127.21
Walter Toebe Construction Company	\$ 1,055,642.85
S.L. & H Contractors, Inc.	\$ 1,066,603.25
Anlaan Corporation	\$ 1,083,546.00
Davis Construction	\$ 1,087,787.39
Warren Contractors and Development	\$ 1,164,505.73
Midwest Bridge Company	\$ 1,164,732.00
C.A. Hull Company, Inc	\$ 1,186,978.00

A preconstruction meeting was held on Tuesday January 27, 2009 with the contractor Wolverine Construction.

The DDA has committed \$145,000 towards this project. The Michigan Department of Transportation has committed \$699,393 towards the project. The difference is being funded by private sources. The total cost of this project is \$940,727.36

City Engineer Ron Baker reviewed the plans and preliminary construction schedule with the board. Discussion ensued regarding the construction of the project and a preliminary construction schedule was reviewed.

D) Downtown Newsletter

Director Morgan presented copies of the recent Downtown Newsletter to the board and stated it cost \$41.00 to have mailed to all DDA Businesses in the District. He also acknowledged Natalie Burg for all the work she performed creating the newsletter. Moreover, it was sent out from the City of Owosso Department of Economic Development & Neighborhood Services because the content was not formally approved by the board.

Chairman Hankerd requested the next edition be reviewed by the board prior to mailing.

E) Review of Winter Holiday Event / Window Decorating Contest

Director Morgan reviewed and updated the board with the following background, obviously this is a transitional year regarding Downtown Promotions and the DDA will be taking on a greater role in the area of downtown promotions. The Winter Holiday Event was performed through a collaboration of Focus Owosso, the Owosso Downtown Development Authority and the Department of Economic Development and Neighborhood Services. As previously discussed, Focus Owosso made a board decision to no longer focus on downtown promotion, but downtown improvements such as the Flower Basket Program. However, during the transition period they made a significant amount of arrangements to make sure the event continued to be a success for businesses, residents and shoppers to downtown Owosso.

The Department of Economic Development & Neighborhood Services added the component of a Window Decorating Contest for both the Owosso Downtown Development Authority District and the Westtown Corridor Improvement Authority District. Approximately 31 businesses participated in the contest and significant amount of marketing was performed running the gamut from press releases to awarding the top three windows by Mayor Mike Bruff (DDA Representative) and Councilmember Joni Forster (Westtown CIA Representative).

Board Members were provided with copies of the following items:

1. Window Decorating Flyer
2. November 18, 2008 Press Release
3. November 20, 2008 Letter to Downtown Merchants
4. Window Contest Tour Flyer
5. Letter to Judges
6. Business Thank You for Participation
7. Award Certificates

F) Business Owner Survey

Director Morgan updated and reviewed the following background with the board, at the November 5, 2008 Meeting of the Owosso DDA a business owner survey was presented to the board. Over the past few months Natalie Burg has been attempting to obtain 90 – 100% response rate. At this point we have received 96 completed surveys and have 90 remaining. We have contacted businesses at least three times in person or by mail regarding the survey.

We are requesting that board members help us reach our goal of 90 -100% response rate. This can be done by board members obtaining 5 -10 completed surveys.

Discussion was held regarding the survey and the board agreed to help obtain some surveys.

G) Focus Owosso / Flower Basket Program

Chairman Hankerd stated that a meeting was held with Board Member Gilbert, Board Member Moiles, City Manager Fivas and Director Morgan regarding Focus Owosso and the Flower Basket Program. Chairman Hankerd updated the board regarding the meeting that was held.

Discussion was held regarding the maintenance of the flowers, the reduction in baskets and any outstanding invoices Focus Owosso may have.

A motion was passed to accept the responsibility of the maintenance and watering for the Flower Basket Program.

Motion Adopted: Bucsi/Treen m/s/p

Chairman Hankerd stated that the cost of the watering would be worked out with City Manager Fivas.

H) Update Main Street Program

Director Morgan updated the board regarding the Main Street Program, As you may recall, the membership in the Associate Level Main Street Program lasts approximately 2 years, provides technical assistance, and acts as an introduction to program and its 4-Point approach. The Select Level assists communities in developing their own local Main Street Program and utilizing the 4-Point Approach.

An upcoming Michigan Main Street Associate Level Training that has been scheduled for **Thursday February 12, 2009 at 8:30 a.m. – 3:30p.m. at Niles Michigan and is titled:**

Main Street in Practice

Moreover, this meeting will provide a review of the Associate Level Main Street Trainings, allow attendees to see the Niles Main Street Program in Practice, and discuss the Michigan Main Street Selected Level Program.

Furthermore, if the Owosso DDA Board of Directors are willing to pursue the Michigan Main Street Select Level Program the following appropriate steps need to be taken:

- March 6, 2009 Letters of Interest Due to MSHDA
- May 1, 2009 Applications due to MSHDA

Discussion was held regarding the Main Street Select Level and the board requested City Administration pursue the appropriate steps to apply as a Select Level Community.

Director Morgan would update the board at the March Meeting and obtain a formal action from the board regarding the Letter of Interest to MSHDA.

Adjournment.

The meeting was adjourned at 8:57 a.m.

Motion adopted: Bruff/Collins m/s/p

Brent D. Morgan, Secretary