

DOWNTOWN DEVELOPMENT AUTHORITY
JANUARY 4, 2008 MINUTES
PAGE MEMORIAL BUILDING
LAKE ODESSA, MI

Present: Wheeler, Mesecar, Dahms, Banks, Ginther, Wilcox, Dahms

Absent: Thompson, McClelland, Meyers

Guests: Tina Ginther

Agenda: motion by Dahms, support by Banks. All ayes motion carried.

Minutes: motion by Dahms, support by Banks as amended all ayes motion carried. Let the minutes reflect change from the Ionia Economic Alliance to Walker fluke and Sheldon on page 2 of the December 6, 2007 meeting minutes.

Treasurers report: Balance as of 12/31 /2007 \$23, 217.57. Dahms is working to reduce the discrepancy between when accounts are paid and when they are posted to our account. \$691.13 for phase 1 merchant payments and \$164.12 the finance charge for the merchant payments and recording fees for \$348 that was approved at last month's meeting. Receive payment from Carl's supermarket and precise cut and that finished up their last two change orders. Walker & Fluke has our records and they are taking look at what we have thus far to see what else needs to be done and make recommendations how to standardize reports to mirror the Village and their reports. The cost of the audit has not been budgeted for therefore of this year the village will have to cover the cost, but next year we will have to budget for it.

Motion to approve treasurers report as presented by Banks, support by Ginther. All ayes. Motion carried.

New Business: Phase I update. Carl's and Johnson's wanted extra work done on their buildings and in order to qualify for matching funds from MSHDA, it needed to be done through the DDA. There is a \$3650 outstanding bill for the Thompson building. Fleis & Vanderbrink owes \$1500 for their part and Rivertown Construction owes \$1500 for their part. As agreed, the DDA will pay the remaining \$650 to complete Phase I. Dominance has been instructed not to release any more funds until F & B and Rivertown Construction paid their portions. There is also some discrepancy about engineering fees but that does not involve the DDA.

Phase II update. Easement problem from last months meeting has been resolved according to banks. The bond closing was on December 27. Banks and the village treasurer have signed all the bond documents and have been recorded. We just received our first invoice for phase 2 for the first draw. We have approximately \$36,000 remaining on our line of credit that we can use for a cushion for phase 1 if necessary. The loans for Koops and the Hairport will be posted soon and we will not have to take a draw for some time. There may be one more business to add to phase 2 which would be formerly the Two Waters Grill.

Swearing in of new Board member, Kerry Wilcox, fulfilling the remainder of Jack Mitchell's term ending in October 2008. Karen banks performed a swearing in ceremony. Wilcox signed her oath and took her place on the panel.

2008 Budget: Presented by Dahms. Estimated tax revenue in April should be right around \$1700. Merchant payments of \$855.15 times 12 merchants is what they pay every month. Of the \$161,000 grant loan we have advanced \$125,000 leaving \$36,000 remaining to advance for phase 2. Dahms explained that the merchant

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payments were money in money out making it a wash. \$8900 remains on engineering costs we have already paid \$9,000 and will collect \$15,000 so we will get some of the \$9,000 we have already paid. Estimated legal expenses of \$3500. Hopefully this is a high estimate for legal expenses. Recording fees estimated to be \$250. Office supplies budget for \$100. Dahms estimates there will be very little excess revenue therefore confirming the DDA will not be able to participate in a phase 3. Dahms hopes to have the entire budget in a more refined form for next month's meeting. 2008 will mostly be loan management.

Motion by Banks to accept temporary budget subject to approval by the Village Council, support by Mesecar. All ayes, motion carried.

Wheeler's meeting with the Leslie Area DDA did not go as well as planned. When he arrived he learned the meeting had been cancelled and was not informed. No other date to meet had been discussed.

Manager report: Given by Banks. A representative from MSHDA was here for the Rental Rehab Grant Program. Approximately 10 people showed up and signed up as interested for the 75% MSHDA 25% Owner match up to \$30,000 for an existing apartment and up to \$35,000 a new apartment. MSHDA will provide, at no cost to the Village, an administrator to aid and filling out applications and getting the program started. This person should be starting at this office by the end of January. Banks also reported that there may possibly be a Phase IV Facade Improvement Grant. Banks does not know if there is a maximum number of units and does not believe there is a grant cap. This dollar amount is per rental unit. The example given was for three existing units sold the property owner could get up to \$90,000 for their renovation. Banks did not have all of the details for the grant but did say the rent had to be low to moderate income.

There may also be the possibility of 80 phase for, the notice of intent has to be filed by the end of this month.

February meeting: Phase I outstanding monies, Approve or amend 2008 budget, talk about planning a merchant meeting to promote Lake Odessa business and community.

Board Comments: Wilcox - none
 Dahms - none
 Ginther - Welcomed Wilcox to the Board
 Banks - Welcomes Kerry Wilcox
 Mesecar - asked where do we go from here after phase 2 is completed?
 Wheeler - what 2009 projects we can look at with our limited funds?

Motion to adjourn by Dahms, support by banks. All ayes. Motion carried
Meeting adjourned at 8:24

Respectfully submitted
Ritchie Ginther