

OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL

For the Regular Meeting of the Downtown Development Authority on Thursday, March 24, 2011.

The Meeting was called to order at 12:06 p.m. and Secretary Pasquale called the Roll.

Present: Canfield, Doyle, Durkee, Larkin, Lonick (arrived at 12:14 p.m.), Pasquale, Sprenger and Chairman Reagan.

Absent: Catlin.

Also Present: Marilyn McDougall, Dan DesJarden, Betty Morlock, Emma Palova, Jim Hall, Greg Pierce, James Hinton, Jeff Altoft and Liz Baker.

IT WAS MOVED BY DOYLE and supported by LARKIN to approve the minutes of the February 17, 2011 meeting as corrected.

YEA: 7. NAY: 0. ABSENT: 2. MOTION CARRIED.

Item #1. TREASURER'S REPORT. City Treasurer Sue Olin provided the following reports to the Boardmembers.

DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
March 24, 2011

2/23/2011 Petty Cash	\$37.62
3/01/2011 Design Plus	2,235.37
3/01/2011 Diversified Power Tech	2,554.00
3/09/2011 Lowell Light and Power	<u>1,286.22</u>
Total:	<u>\$7,113.21</u>

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
March 24, 2011

Beginning Balance:		\$233,384.34
Revenue:		
TIFA Revenue		490,774.93
Interest		<u>972.16</u>
Total Revenues:		<u>\$725,131.43</u>
Expenditures:		
Capital Outlay		\$53,162.37
Maintenance Salaries/FICA		21,036.98
Maintenance Supplies		8,024.26
Utilities		13,088.41

Misc. and Community Promotions	11,383.22
Debt Service	<u>192,330.00</u>
Total Expenditures	\$299,025.24

Ending Balance: \$426,106.19

Capital Outlay Items

Rickert	\$1,500.00	
Rickert	\$1,485.00	
Stormzand	\$3,855.00	parking lot maintenance
Give Em a Brake	\$1,758.00	
Lites Plus	\$897.00	
Kenmark	\$4,440.00	
Nobel	\$12,125.00	sidewalk repairs
Shaver	\$17,200.00	light fixtures
Design Plus	\$3,521.67	
Williams & Works	\$591.33	
Design Plus	\$3,235.37	
Diversified Power	<u>\$2,554.00</u>	
	\$53,162.37	

Olin noted that the DDA has a good fund balance of \$426,106.19. A total of \$55,000 has been captured in TIF revenues.

IT WAS MOVED BY DURKEE and supported by DOYLE to approve the Treasurer's Report as submitted.

YEA: 7. NAY: 0. ABSENT: 2. MOTION CARRIED.

Item #2. LANDSCAPING PROPOSALS – DOWNTOWN –DON DEJONG (\$4,252). A total of four projects were proposed for the mid block of the Antique Mall, the Dollar General parking lot, near the Superior Furniture building and behind Sneakers and Pep Talk. These involve tree removals and plantings along with concrete work. A proposal from Michigan Landscape and Concrete Construction amounted to \$4,252.

IT WAS MOVED BY DOYLE and supported by SPRENGER to allocate \$4,252 for four landscape proposal for downtown utilizing Michigan Landscape and Concrete Construction.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #3. WILLIAMS & WORKS ASSISTANCE TO SUBMIT MDNR TRUST FUND APPLICATION – FOR EAST SIDE RIVERBANK IMPROVEMENTS. A memo from Dave Austin of Williams & Works proposed assistance to provide a grant application to the Michigan Department of Natural Resources Trust Fund. As to be submitted, the East Side Riverbank Improvements project totals \$450,000 with \$300,000 sought from the Trust Fund.

To provide such assistance, Williams & Works needs to budget \$7,000 to carry out the application process. Pasquale recommended the allocation since Williams & Works has a history of successful Trust Fund Project.

IT WAS MOVED BY CANFIELD and supported by LARKIN to allocate not to exceed \$7,000 for Williams & Works for assistance in submitting a MDNR Trust Fund Application for the East Side Riverbank Improvements project.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #4. CITY HALL HANDICAP ENTRANCE POWER BOX FOR AUTOMATED OPENING. The doors to the handicap entrance to City Hall do not have an automated opener. With such a device those having physical handicaps can gain easier access. The Boardmembers noted there are two sets of doors. The DDA has provided assistance for barrier free projects. A quote from Fisher Door & Hardware, Inc. amounted to \$4,800 for supply and installation.

IT WAS MOVED BY DOYLE and supported by LONICK to acquire a City Hall entrance power box for automated opening at a cost not to exceed \$4,800 as well as securing another bid.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #5. PURCHASE OF MOWER. A mower which has been used for the downtown and cemetery has been in need of replacement. DPW Director Dan DesJarden has secured a bid through State purchasing from Kubota of West Michigan for an Exmark with a 48" deck. The total cost of \$7,910 would be split between the DDA and the General Fund.

IT WAS MOVED BY SPRENGER and supported by CANFIELD to allocate \$3,955 to purchase an Exmark mower with a 48" deck toward one half the cost.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

Item #6. OTHER BUSINESS. None.

Item #7. DOWNTOWN PROMOTIONS. Chamber of Commerce Director Liz Baker stated a bicycle race is planned for July 4. Part of the route will proceed through downtown for approximately 45 bicyclists. Riverwalk Festival again will be held in July. A Texas Hold Em event is to be held on April 1 and 2.

The next meeting is scheduled for Thursday, May 5, 2011 at 12 noon. At this meeting, the Board will review ideas for riverfront improvements.

The meeting was adjourned at 12:42 p.m.

DATE:

APPROVED:

James E. Reagan, Chair

David M. Pasquale, Secretary