

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

For the Regular Meeting of the Downtown Development Authority on Thursday, December 2, 2010.

The Meeting was called to order at 12:04 p.m. and Secretary Pasquale called the Roll.

Present: Catlin, Doyle, Larkin, Lonick, Pasquale, Sprenger and Chairman Reagan (arrived at 12:17 p.m.)

Absent: Canfield and Durkee.

Also Present: Dan DesJarden, Betty Morlock, Sue Olin, Greg Pierce, Dave Austin, Jason Liley and Liz Baker.

IT WAS MOVED BY LONICK and supported by CATLIN to approve the minutes of the October 28, 2010 meeting as submitted.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

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

DOWNTOWN DEVELOPMENT AUTHORITY  
ACCOUNTS PAYABLE  
December 2, 2010

10/28/10	Give us a Break Safety	\$1,758.00
10/28/10	Lites Plus	\$ 897.00
10/28/10	Chamber of Commerce	\$5,500.00
10/28/10	Bank of New York	\$275.00
10/29/10	Petty Cash	\$53.97
11/9/10	Lowell Light and Power	\$1,146.36
11/11/10	Bernards	\$123.17
11/11/10	Godwin	\$82.10
11/11/10	Bank of New York	\$100,417.50
11/15/10	Self Serve	\$15.65
11/18/10	John Deere Landscapes	\$320.38
11/23/10	Kenmark	<u>\$4,440.00</u>
	Total	\$115,029.13

DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FINANCIAL STATEMENT  
December 2, 2010

Beginning Balance:	\$234,118.38
Revenue:	
TIFA Revenue	\$431,010.17
Interest	<u>117.79</u>
Total Revenues	\$665,246.34

Expenditures:		
Capital Outlay		\$13,935.00
Maintenance Salaries/FICA		\$11,882.92
Maintenance Supplies		\$4,021.14
Utilities		\$5,821.39
Misc. and Community Promotions		\$6,050.32
Debt Service		\$192,330.00
Transfer to General Fund		0.00
TOTAL:		<u>\$234,040.77</u>
Ending Balance:		\$431,205.57

Capital Outlay Items

Rickert	\$1,500.00
Rickert	\$1,485.00
Stormzand	\$3,855.00
Give Em a Brake	\$1,758.00
Lites Plus	\$897.00
Kenmark	<u>\$4,440.00</u>
	\$13,935.00

Olin noted that \$431,010.17 has been provided in TIFA revenue with \$117 in interest.

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

YEA: 6.                   NAY: 0.           ABSENT: 3.           MOTION CARRIED.

Item #2.     CONSIDERATION OF DESIGN CHARETTE PROPOSALS FOR RIVERBANK IMPROVEMENTS. The Board reviewed proposals from Design Plus, Inc. and OCBA, Inc. to provide design charette for the riverbank improvements. This process would allow public input for design options.

Dave Austin of Williams & Works reviewed each proposal. While both provided an excellent presentation, the Board preferred Design Plus because of lower cost (\$6,500 as opposed to \$7,500 for OCBA) and their previous Lowell experience. While two evenings of design charette was provide by Design Plus, one all day session is desired by the DDA Board.

IT WAS MOVED BY SPRENGER and supported by CATLIN to select Design Plus, Inc. for the riverbanks charette design for an all day session in January at a cost of \$6,500.

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

Item #3.     320 KENT – CONSIDER BIDS FOR SALE – RECOMMENDATION TO CITY COUNCIL. One bid was received for the purchase of 320 Kent, a .7 acre parcel on the south side of Kent between S. Washington and S. Monroe, acquired by DDA from the Mid Michigan Railroad. Jice Pharmaceuticals of 218 South Washington bid \$15,000 for the following:

Purpose: To add a large addition to the current building and a drive way off of Kent Street for easier access for the semi trucks making deliveries and pick ups. The building will be used for storage,

shipping and receiving and other functions as needed by Jice Pharmaceuticals. We have presently out grown our building and need to expand in order to stay at our present location.

Jason Liley of Jice Pharmaceuticals stated there are currently nine employees and additional positions may occur.

IT WAS MOVED BY LONICK and supported by DOYLE to recommend to the City Council to sell the property located at 320 Kent to Jice Pharmaceuticals at a price of \$15,000 with the proceedings allocated to the General Fund.

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

Item #4. APPROVAL OF 2010 CHRISTMAS BUDGET – LOWELL AREA CHAMBER OF COMMERCE. Liz Baker, Chamber Executive Director, presented the 2010 Christmas Budget. A request of \$5,000 to the DDA was provide out of a total of \$8,530. She noted several sponsors have provided along with volunteers.

The Christmas Parade is scheduled for Saturday, December 4 at 6 p.m. A special Friday evening on December 10 is planned for Santa Visits and pictures.

IT WAS MOVED BY SPRENGER and supported by CATLIN to allocate \$5,000 to the Lowell Area Chamber of Commerce for the 2010 Christmas Budget.

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

Item #5. OTHER BUSINESS. DPW Director Dan DesJarden requested funding consideration of tinting the upper windows of the second floor of City Hall (Council Chambers and Conference Room). With the Historic District Commission providing 30%, a total of \$766.50 is requested with Five Star Window Coatings undertaking the project. By general consensus, the Board felt this is a General Fund responsibility.

The Farmer's Market has been proposed to be moved to the Tractor Supply Lot on West Main. A special use permit public hearing is scheduled before the Planning Commission on January 24.

The next meeting is scheduled for Thursday, January 13, 2010 at 12 noon.

The meeting was adjourned at 12:50 p.m.

DATE:

APPROVED:

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James E. Reagan, Chair

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David M. Pasquale, Secretary