

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

For the Regular Meeting of the Downtown Development Authority on Thursday, December 7, 2006.

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

Present: Catlin, Doyle, Durkee, Ford, Larkin, Lonick, Pasquale and Chairman Reagan.

Absent: Sprenger.

Also Present: Dan DesJarden and Sue Olin.

Dave Durkee introduced himself as the newly appointed Boardmember. He has been in his business as an optometrist since 1981 buying Herb Mueller's practice which was across from Erb Lumber and next to Speedway. Durkee has been at his current location across from Arby's for the last 17 years. He is involved with the Lowell Area Arts Council and the Lions Club.

IT WAS MOVED BY LONICK and supported by DOYLE to approve the minutes of the September 28, 2006 meeting as submitted.

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

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

DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
DECEMBER 7, 2006

Bank of New York	\$93,346.25
Bernards	1.58
John Deere Landscape	43.15
Kerkstra Portable	420.00
Lowell L & P	2,914.70
Mollema	77.19
Petty Cash	49.78
US BANK	<u>80,402.50</u>
TOTAL DUE:	\$177,255.15

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
DECEMBER 7, 2006

BEGINNING BALANCE:	\$143,938.87
REVENUE:	
Tifa Revenue	398,741.69
Interest	<u>756.34</u>
TOTAL:	\$543,436.90

EXPENDITURES:

Accrued Wages	24.51
Accounts Payable	315.90
Capital Outlay	32,580.00
Maintenance Salaries/FICA	6,841.83
Maintenance Supplies	2,478.48
Utilities	5,268.12
Misc. & Community Promotions	7,549.37
Debt Service	<u>173,748.75</u>
TOTAL:	\$228,806.96

ENDING BALANCE:

\$314,629.94

CAPITAL OUTLAY:

CHAMBER MARKETING	\$25,000.00pd
FARMERS MARKET	\$3,650.00pd
KENMARK(XMAS)	\$4,255.00
SHOWBOAT	<u>\$3,930.00 pd</u>
TOTAL	\$36,835.00

COMMUNITY PROMOTIONS:

PORT A JOHNS	\$1,000.00
SUMMER CONCERT	<u>\$6,000.00 pd</u>
TOTAL	\$7,000.00

Olin noted two bond payments which were recently made.

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

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

Item #2. **PROPOSED SIDEWALK PROJECTS.** DPW Director Dan DesJarden stated there are two sections of sidewalk which need to be constructed in the DDA district. This included South West Street west side between Main and Bowes and South Center west side between Main and Bowes. This had totalled 390 lineal feet estimated to cost \$7,020. The project would be coordinated with sidewalk construction planned for the area financed with Federal Community Development Block Grant funds.

IT WAS MOVED BY DOYLE and supported by CATLINE to proceed with obtaining bids for the sidewalk construction project planned for South West and South Center Streets.

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

Item #3. **REPLACEMENT OF TREE IN FRONT OF SUPERIOR FURNITURE.** A letter dated November 29, 2006 was received from Craig Hansen, Operations Manager of Superior Furniture Company, requesting that a tree in front of the building which was removed by a car not be replaced. Hanson noted this was the second tree replacement west from the corner of Washington on the south side of Main Street. It was directly in front of Superior's porch facing North on Main Street. The

location of this tree to the porch and bushes is a narrow passageway and did not allow the city to sweep creating a one lane for bikes and pedestrian for the walk.

Doyle did not have a problem with the request but wanted a straight line of bricks in the sidewalk so that a tree area was not evident.

IT WAS MOVED BY FORD and supported by DOYLE not to replace the tree in front of the Superior Furniture porch and to construct a straight line of bricks in the sidewalk so that a tree area is not evident.

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

Item #4. **DOWNTOWN PROMOTIONS – CHAMGER OF COMMERCE FUNDING REQUEST – DOWNTOWN CHRISTMAS ACTIVITIES.** Liz Baker, Chamber Director, requested funding for the 2006 Christmas Season as follows:

Christmas Budget for 2006 Christmas Season

Activity		Expense
Decorating the Riverwalk & Showboat	Douglas fir roping, lights on trees & Showboat decorations	\$ 500.00
Advertising	Grand Rapids Press, Sentinel Standard, Buyers Guide, News Release, Posters, Postage and Printing	\$ 2,000.00
Parade	Cash prizes for parade entries	\$ 325.00
Pictures with Santa	Wages and Bells	\$ 350.00
Ice Carving	Ice and Awards	\$ 625.00
Live Reindeer	Friday Night Special	\$ 200.00
	Total Expenses for Christmas	\$ 4,000.00

There was general discussion on how this request impacts the Chamber budget. Liz Baker is to be at the next meeting so that the Chamber budget can be explained in light of the request.

IT WAS MOVED BY FORD and supported by LARKIN to approve the allocation of \$4,000 to the Chamber Downtown Christmas activities for 2006.

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

Item #5. **OTHER BUSINESS.** Reagan and Pasquale are to meet with School Superintendent Greg Pratt to discuss possible DDA acquisition of the School's amphitheater property and surrounding area.

The next meeting was scheduled for Thursday, January 18, 2007 at 12 noon.

The meeting adjourned at 12:46 p.m.

DATE:

APPROVED:

James E. Reagan, Chairman

David M. Pasquale, Secretary