

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

For the Regular Meeting of the Downtown Development Authority on Thursday, June 29, 2006.

The Meeting was called to order at 12:07 p.m. and Secretary Pasquale called the Roll.

Present: Catlin, Doyle (arrived at 12:10 p.m.), Larkin, Lonick, Pasquale, Price and Chairman Reagan.

Absent: Ford and Sprenger.

Also Present: Dan DesJarden, Betty Morlock, Jim Hall, Tom Richards, Dan Schneider, Liz Baker, Ivan Blough, Ron Wenger, Sue Olin and Jim Valentine.

IT WAS MOVED BY LARKIN and supported by CATLIN to approve the minutes of the May 18, 2006 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
JUNE 29, 2006

Rickert Electric	\$1,600.00
Total Due:	\$1,600.00

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
JUNE 29, 2006

BEGINNING BALANCE:	\$101,704.34
REVENUE:	
Tifa Revenue	489,189.11
Interest	7,491.68
Miscellaneous Revenue	1,016.00
TOTAL:	\$599,401.13

EXPENDITURES:

Accounts Payable	\$1,253.12
Capital Outlay	57,286.50*
Accrued Wages	582.21
Maintenance Salaries/FICA	18,166.25
Maintenance Supplies	13,557.72
Utilities	7,095.06
Misc. & Community Promotions	15,851.61**
Debt Service	210,925.00
Professional Services	765.00
TOTAL:	\$325,482.47

ENDING BALANCE: \$273,918.66

***CAPITAL OUTLAY**

Alto Serv	\$10,962.00
Kenmark	\$4,255.00
Lyonnais, Inc.	10,957.00
Rickert Electric	8,100.00
Spring Electric	21,769.50
Verdin Co.	1,040.00
Williams & Work	<u>202.50</u>
TOTAL:	\$57,286.00

****APPROPRIATED COMMUNITY PROMOTIONS:**

CHAMBER VISITORS	\$3,280.00 PAID
CHAMBER WOMEN’S EXPO	775.00 PAID
CHAMBER CHRISTMAS	5,600.00 PAID
CHAMBER ADV. CAMPAIGN	4,200.00 PAID
CHAMBER BANNER	1,150.00 PAID
PORT A JOHNS	680.00 PAID
SUMMER CONCERT SERIES	<u>6,000.00 PAID</u>
TOTAL	\$21,685.00

Olin noted that the Rickert bill was for the electrical work at the museum.

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

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

Item #2. FARMER’S MARKET – START UP FUNDS – KENT COUNTY YOUTH FAIR.

On behalf of the Kent County Youth Fair, Ron Wenger said a new building to be constructed near the intersection of Bowes and South Hudson has yet to be started. But, the Farmer’s Market will be initiated. It is difficult to begin without a budget.

The Farmer’s Market will be established on grass, with vendors providing covering. An arch is to be constructed just south of the barns.

The market will be held on Thursdays from 3 to 7 p.m. in line with the Summer Concert series. It is not to be scheduled during fair week. In response to a DDA Board inquiry, there will be no conflict with the wheat trucks.

Wenger provided the following budget, noting some of the start up costs include marketing:

<u>Income</u>	<u>2006</u>
Vendor space weekly rent – 10 spaces at \$10.00 X 10 weeks	\$1,000.00
Vendor space seasonal rent – 10 spaces at \$90.00	900.00
DDA Grant --	<u>3,650.00</u>
Total Income	\$5,550.00

<u>Expenses</u>	<u>2006</u>
Marketing	
• Logo Design	\$500.00
• Printing and Postage	300.00
• Ads for newspaper Buyers Guide and Lowell Ledger	1,150.00
• Ads for newspaper Ionia Shoppers Guide	450.00
Banners and Signage	1,300.00
Gazebo for Market Master	200.00
Porta Johns for season	600.00
Administrative Fee 10 hours at \$30 per hour	300.00
Market Master Fee 25 hours at \$30 per hour	<u>750.00</u>
Total Expenses	\$5,550.00

He stated there will be no conflicts with other businesses. Also, no flea markets would be allowed, though there may be some crafts.

IT WAS MOVED BY DOYLE and supported by LONICK to allocate \$3,650.00 in start up funds for the Farmer's Market.

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

Item #3. SHOWBOAT REPAIR. Ivan Blough said there hasn't been work completed on the Showboat roof for 27 years and there are leaks. The "stars" room needs upgrading as well as touch up work for the deck. The boat is receiving much more use.

Blough mentioned it will take six weeks to complete with work starting immediately. This will not interfere with the Summer Concert Series.

The following budget was presented:

<u>Income</u>	<u>2006</u>
DDA Grant	\$3,930.00

<u>Expenses</u>	<u>2006</u>
Materials	
• Paneling, insulation, base molding and colonial casing	\$570.00
• Five (5) new wooden windows	1,000.00
• Roof repair	400.00
• Touch up painting, deck painting, pilot house and rear boat repair	430.00
Labor	<u>1,530.00</u>
Total	<u>\$3,930.00</u>

Doyle said there must be maintenance of this vital business asset.

IT WAS MOVED BY LONICK and supported by CATLIN to allocate \$3,930 to the Lowell Area Chamber of Commerce to repair the Showboat.

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

Item #4. OTHER BUSINESS. Jim Hall submitted preliminary plans for an RV park proposed for the Rogers property, a city owned site near the confluence of the Grand and Flat Rivers. He said a feasibility study for the facility is estimated to cost between \$5,000 to \$17,000. Hall noted the economic benefits, particularly for the downtown merchants.

Hall requested consideration of DDA funding for the study. It was noted the proposed site was not in the DDA district.

While several boardmembers expressed interest, the question arose if the City Council was supportive. Hall said he would approach the Council in this regard.

The Boardmembers briefly discussed the issue of the DDA providing lunch during the meeting. By consensus, the Board decided to continue this.

Item #5. DOWNTOWN PROMOTIONS. Chamber of Commerce Director Liz Baker noted the third concert in the Summer Series is scheduled for this evening.

The next meeting was scheduled for Thursday, August 3, 2006 at 12 noon.

The meeting was adjourned at 12:47 p.m.

DATE:

APPROVED:

James E. Reagan, Chairman

David M. Pasquale, Secretary