

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

For the Regular Meeting of the Downtown Development Authority on Thursday, November 1, 2007.

The Meeting was called to order at 12:11 p.m. and Secretary Pasquale called the Roll.

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

Absent: None.

Also Present: Liz Baker, Jim Hall, Dan DesJarden, Tom Richards, Sue Olin and Betty Morlock.

IT WAS MOVED BY SPRENGER and supported by CATLIN to approve the minutes of the September 27, 2007 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
NOVEMBER 1, 2007

| | |
|--------------------|--------------------|
| Bernards | \$1.79 |
| Horrocks | \$14.23 |
| Patriotic Products | \$39.74 |
| Petty Cash | \$41.51 |
| Michigan Lawncare | \$138.00 |
| US Bank | <u>\$88,572.50</u> |
| TOTAL DUE: | \$89,907.77 |

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
NOVEMBER 1, 2007

| | |
|--------------------|---------------------|
| BEGINNING BALANCE: | \$251,642.06 |
| REVENUE: | |
| TIFA Revenue | <u>\$424,334.45</u> |
| TOTAL: | \$675,976.51 |

EXPENDITURES:

| | |
|------------------------------|------------------|
| Accrued Wages | 58.63 |
| Accounts Payable | 475.91 |
| Capital Outlay | 38,650.00 |
| Maintenance Salaries/FICA | 7,335.96 |
| Maintenance Supplies | 3,839.57 |
| Utilities | 3,949.30 |
| Misc. & Community Promotions | 1,821.76 |
| Debt Service | <u>88,572.50</u> |
| TOTAL: | 144,703.63 |

ENDING BALANCE: \$531,272.88

CAPITAL OUTLAY:

| | |
|-----------------|------------------------------------|
| \$ 6,000 | Summer Concert Series |
| \$ 25,000 | Chamber Marketing |
| <u>\$ 7,650</u> | Davies Water (light pole painting) |
| \$ 38,650 | TOTAL |

Olin noted that the bill of \$138 for Michigan Lawncare was for sidewalk repair.

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

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

Item #2. ELECTRIC UPGRADE FOR BUILDINGS LOCATED AT 115, 117 and 119 WEST MAIN – PROGRESS REPORT. No word has been received yet regarding a contractors estimate to repair 115, 117 and 119 West Main to code.

Item #3. REQUEST TO BID – MILL AND REPAVE – PARKING LOT BEHIND 200 WEST MAIN BLOCK AND ADJACENT FOOTAGE OF RIVERSIDE DRIVE ALLEY BETWEEN LARKINS AND POST OFFICE (UNDERGROUND ELECTRICAL) – UPDATE. DPW Director Dan DesJarden provided the following estimated prices for repaving Riverside and the adjoining parking lot as well as the underground and paving work for the alley by Larkin’s and the Post Office:

Project Proposal
Repaving Riverside and Parking Lot

| | | |
|--------------------|-----------------------------------|------------------|
| Great Lakes Paving | Riverside and Parking Lot | \$52,990. |
| Great Lakes Paving | Alley between Broadway and Hudson | \$ 7,370. |
| Rickert Electric | Underground and Upgrades in Alley | \$33,000. |
| LLP | Underground | <u>\$15,000.</u> |
| | Total: | \$108,360 |

Also, there is brickwork needed at Larkin’s to fill in the walkway costing approximately \$2,000. After discussion, the following motion was made:

IT WAS MOVED BY SPRENGER and supported by DOYLE to seek bids for the alley underground and asphaltting work, brickwork fill in and electrical (Light and Power).

YEA: 9. NAY: 0. ABSENT: 0. MOTION CARRIED.

Item #4. 2007 CHRISTMAS BUDGET – LOWELL AREA CHAMBER OF COMMERCE. Chamber Director Liz Baker provided a Christmas budget as noted:

Christmas Budget for 2007 Christmas Season

| Activity | | Expense |
|--|--|-------------------|
| Decorating the Riverwalk & Showboat | Douglas fir roping, lights, Showboat decorations and arch for Riverwalk | \$ 500.00 |
| Advertising | Grand Rapids Press, Sentinel Standard, Buyers Guide, News Release, Posters, Flyers, Printing and Postage | \$1,825.00 |
| Parade | Cash prizes for parade entries | \$ 325.00 |
| | Lighting for Fairgrounds and Methodist Church | \$ 300.00 |
| Santa & Mrs. Clause | Wages | \$ 350.00 |
| Ice Carving | Ice and Awards | \$ 800.00 |
| Miscellaneous | Reindeer Feed/Candy Canes - giveaways | \$ 100.00 |
| Christmas Caroler's | Saturday Night After the Parade Special | \$ 200.00 |
| Live Reindeer | Friday Night Special | \$ 200.00 |
| | Total Expenses for Christmas | \$4,600.00 |
| Contributions | Sponsor | Value |
| Wednesday Night Santa Pictures | Modern Photographics 100 pictures @\$10 | \$1,000.00 |
| Friday Night Santa Pictures | Modern Photographics 50 pictures @ \$10 | \$ 500.00 |
| Saturday Santa Pictures | River Valley Credit Union 200 pictures@ \$10 | \$2,000.00 |
| Town Christmas Tree Management & Implementation of Christmas Festivities | Lowell Light & Power | \$2,000.00 |
| | LACC Staff 40 hours @ \$27 per hour | \$1,080.00 |
| Implementation of Christmas Festivities | LACC Volunteers - minimum of 100 hours @ \$15.00 per hour | \$1,500.00 |
| | | \$8,080.00 |

She mentioned there will be a night time parade on Saturday, December 1. Contributions were noted from Light and Power, Modern Photographics and River Valley Credit Union.

IT WAS MOVED BY DOYLE and supported by CATLIN to allocate \$4,600 to the Lowell Area Chamber of Commerce for Christmas activities.

YEA: 9. NAY: 0. ABSENT: 0. MOTION CARRIED.

Item #5. OTHER BUSINESS. Jim Hall noted how well the newly painted downtown street lights look. But, he said there are other poles to paint. DesJarden said he is having city workers do this.

DesJarden stated that the flag poles in the Kent parking lot should be switched whereby the taller pole holding the American flag should be to the east of the shorter pole than west. Discussion centered on how to accomplish this. DesJarden will go to the Veterans group to verify the proper positioning.

Durkee requested copies of the new City Master Plan for the Boardmembers.

Item #6. DOWNTOWN PROMOTIONS. Liz Baker mentioned the following Chamber activities:

- Christmas Thru Lowell November 16-18
- Bridal Show November 1, 6 to 9 p.m. at Quail Ridge
- Marketing going well
- Harvest Celebration... \$1,600 to Senior Neighbors from Chili Cook Off, 3200 samples given
- Girls Night Out October 18, 1000 shoppers, 23 merchants
- Guys Night Out December 23

The next meeting was scheduled for Thursday, December 13, 2007 at 12 noon.

The meeting was adjourned at 12:58 p.m.

DATE:

APPROVED:

James E. Reagan, Chairman

David M. Pasquale, Secretary