

CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, MARCH 10, 2016
12 NOON

AT

LOWELL CITY HALL
COUNCIL CHAMBERS
SECOND FLOOR
301 EAST MAIN STREET

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) February 18, 2016 Regular Meeting
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Downtown Development Plan
 - b) South Monroe Parking - Update
 - c) Economic Development
 - d)
7. NEW BUSINESS
 - a)
 - b)
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, FEBRUARY 18, 2016**

1. **CALL TO ORDER; ROLL CALL**

The Meeting was called to order at 12:17 p.m. by Chair Jim Reagan.

Present: Brian Doyle, Mike Larkin, Dean Lonick, Rita Reister, Mike Sprenger, and Jim Reagan.

Absent: April McClure and Cliff Yankovich.

Vacancy: One

Also Present: Interim City Manager Dave Pasquale, City Clerk Susan Ullery, DPW Director Ron Woods, Councilmembers Hodges and Teelander and Lowell Light and Power Employee Mark Droog.

2. **EXCUSE OF ABSENCES**

IT WAS MOVED BY LONICK and seconded by SPRENGER to excuse the absences of Boardmembers McClure and Yankovich.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA**

IT WAS MOVED BY SPRENGER and seconded by DOYLE to approve the agenda as modified.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY LONICK and seconded by LARKIN to approve the minutes of the November 5, 2015 meeting as written.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

5. **TREASURER'S REPORT**

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
February 18, 2016

Beginning Balance:	\$396,776.49
Revenue:	
TIFA Revenue	\$639,972.80

Interest	
Misc.	19.92
Total Revenues	\$1,036,769.21
Expenditures:	
Capital Outlay	\$11,408.47
Salaries/FICA	\$19,645.94
Maintenance Supplies	\$18,140.74
Utilities	\$10,793.95
Misc. and Community Promotions	\$36,759.80
Accrued Wages	\$1,644.68
Accrued Payables	\$1,566.43
Administration	\$8,637.11
Prof. Services	
Transfer to General Fund	
Total Expenditures	\$108,597.12
Ending Balance	\$928,172.09

Capital outlay appropriated:

- \$10,000 S. Monroe temporary parking
- \$100,000 S. Monroe parking
- \$110,000 Avery Street project, 1/3 the cost, not to exceed \$110,000 carried over from last fiscal year.

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

YES: 7. NO: 0 ABSENT: 2. MOTION CARRIED.

6. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

No comments were received.

7. **OLD BUSINESS**

- a. Downtown Development Plan. No update was provided.
- b. South Monroe Parking. DPW Director Ron Woods provided an update on the South Monroe Parking lot. Interim City Manager Pasquale stated he would check with City Attorney Richard Wendt to see if he and Howe had been working on drafting anything up. Williams and Works Engineer Dave Austin stated he would draft an easement and leave the property owners blank.
- c. Economic Development. No update was provided.

8. **NEW BUSINESS**

- a. Approval of 2016 Meeting Dates. The board reviewed the 2016 meeting dates.

IT WAS MOVED BY LARKIN and supported by LONICK to approve the 2016 meeting dates as presented.

YES: 7. NO: 0. ABSENT: 1. MOTION CARRIED.

- b. Parking Strategy Report. Williams and Works Planners Andy Moore and Nathan Mehmed presented a Parking Strategy Report. Parking blocks were reviewed as well as existing and future demands. Price based solutions, supply based solutions, time based solutions and education based solutions were also discussed.

Boardmember Lonick believed it was important to facilitate the parking strategy in a way in which businesses can thrive. Boardmember Sprenger agreed.

Chair Reagan thought it was important to educate employees where they should be parking.

Chamber of Commerce Director Liz Baker suggested "permit parking" for employees.

Lonick brought up the idea of a parking ramp.

Reagan wanted to make the area more walkable.

- c. Chamber of Commerce/Lowell Arts! Lowell Area Arts Council Director Lorain Smalligan and Lowell Area Chamber of Commerce Director Liz Baker requested \$6,000 to support the 2016 Lowell Showboat Sizzlin' Summer Concerts Series and Sizzlin' Summer Movie night.

IT WAS MOVED BY DOYLE and seconded by SPRENGER to contribute \$6,000 to support the 2016 Lowell Showboat Sizzlin' Summer Concerts Series and Sizzlin' Summer Movie night.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

9. REPORTS AND MEMBER COMMENTS.

Boardmember Larkin questioned the downtown clock. Ron Woods stated it will be repaired tomorrow

Chair Reagan welcomed Boardmember Reister.

The next meeting was scheduled for March 10, 2016.

IT WAS MOVED BY SPRENGER and seconded by LONICK to adjourn at 1:13 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 02/18/2016 - 03/10/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
02/19/2016	GEN	67474	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	1,866.36
02/25/2016	GEN	67492	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	168.00
03/02/2016	GEN	67511	UNIVERSAL HANDLING EQUIPMENT CO.	OPERATING SUPPLIES	740.000	463	231.33
03/03/2016	GEN	67523	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	1,060.73
03/03/2016	GEN	67538	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	801.000	450	1,860.70
03/08/2016	GEN	67545	PETTY CASH	OPERATING SUPPLIES	740.000	463	3.49
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							5,190.61

DOWNTOWN DEVELOPMENT AUTHORITY FUND
 FINANCIAL STATEMENT
 March 9, 2016

Beginning Balance:	\$396,776.49
Revenue:	
TIFA Revenue	\$639,972.80
Interest	
Misc.	19.92
 Total Revenues	 \$1,036,769.21
Expenditures:	
Capital Outlay	\$13,269.17
Salaries/FICA	\$20,772.18
Maintenance Supplies	\$19,007.64
Utilities	\$13,889.04
Misc. and Community Promotions	\$36,759.80
Accrued Wages	\$1,644.68
Accrued payables	\$1,566.43
Administration	\$15,411.06
Prof. Services	
Transfer to General Fund	
<i>Total Expenditures:</i>	<i>\$122,320.00</i>
 Ending Balance	 \$914,449.21

Capital outlay appropriated

:

\$10,000 S. Monroe temporary parking

\$100,000 S. Monroe Parking

\$110,000 – Avery Street project, 1/3 the cost not to exceed \$110,000 carried over from last fiscal year.



City of
Lowell

DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT DEVELOPMENT PLAN

DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT DEVELOPMENT PLAN

The Downtown Development Authority for the City of Lowell has created this Development Plan including a long-term capital improvement program for the purpose of developing and promoting the commercial and industrial base within the district.

The plan is intended to reflect priorities of the Downtown Development Authority to advance its purpose while collaborating with the Lowell City Council to advance the Strategic Plan for the City of Lowell. Specifically, this Development Plan addresses the following strategic objectives of the City of Lowell:

COMMUNITY COLLABORATION

Be a Collaborative Leader in the Greater Lowell Community

- Engage with individuals and organizations within the community
- Integrate with local government and organizations in the West Michigan region

GOVERNMENT EFFICIENCY AND EFFECTIVENESS

Maintain a Strong Organization and Sustainable Infrastructure

- Manage financial, human and capital resources to reflect the Strategic Plan
- Preserve city and community facilities
- Extend the useful life of streets and utilities

QUALITY NEIGHBORHOODS

Develop and Nurture Safe, Attractive and Desirable Neighborhoods

- Provide public spaces where people can relax and gather

ECONOMIC VITALITY AND SUSTAINABILITY

Encourage a Climate for Business to Thrive

- Preserve and honor the historic downtown
- Promote walkability and accessibility throughout the business districts
- Incorporate the rivers and other natural features into downtown development
- Nurture public and private partnerships for a prosperous business environment
- Maintain and expand public facilities and infrastructure to meet retention and development needs

DIVERSE RECREATIONAL AND CULTURAL OPPORTUNITIES

Become a Trail Town and Encourage Recreation, Art and Culture

- Develop and maintain a city trail network connected with regional trails
- Partner with local organizations to develop and promote trails, recreation, arts and culture

DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT DEVELOPMENT PLAN

The Development Plan was created through a series of priority setting exercises in which members of the Downtown Development Authority examined specific projects and future plans and rated them into tiers for inclusion in the plan.

This plan is intended to be a working document that is reviewed and updated each year.

Projects Currently In Progress

Items supported by the Downtown Development Authority that are currently in the process of being implemented, either through the City of Lowell, the Downtown Development Authority and/or collaboration with other agencies.

- Main Street Mid-Block Crossing – A mid-block crossing of Main Street connecting the Riverwalk and Veteran’s Park has been desired by the community for many years. This was identified in the Downtown Placemaking Plan and is currently being discussed with the Michigan Department of Transportation as part of a planned MDOT M-21 improvement project.
- Banner Program – The Downtown Development Authority authorized a banner program as part of its 2014-15 budget. The City of Lowell is currently working with the Lowell Area Chamber of Commerce to create a set of banners that promote several key events held throughout the community.
- Remove Radio Tower at Cable Building – The City of Lowell plans to request proposals to have the tower removed in 2015.
- Wayfinding Signs – A working group was formed several years ago to identify locations and coordinate a common signage system. The City of Lowell was successful in obtaining a grant from the Lowell Area Community Fund for design and production of signage. The working group postponed its efforts in anticipation of the completion of the Downtown Placemaking Plan which identified specific wayfinding signage locations in the downtown.
- Showboat Maintenance – The City of Lowell continues to maintain the historic showboat through General Fund taxes. The future of the showboat was discussed as part of the Riverwalk Stage/Showboat Planning process.

DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT DEVELOPMENT PLAN

Tier One Projects (next five years)

Specific projects were identified by the Downtown Development Authority to be addressed during the next five years in its development and capital improvement plan.

- South Monroe Parking Lot – A new parking lot with upgraded utilities has been in the planning stages for several years. The lot is intended to spur business activity and serve existing businesses in the buildings on the 200 block of East Main Street.
 - South Monroe Parking Utility Improvements
- Avery Street Improvement Project – A downtown street improvement project is proposed for 2015 that would include Avery Street from Monroe to Jackson, then the single blocks of Monroe, Washington, Jefferson and Jackson between Avery and Main. The DDA is being asked to participate with the City of Lowell on this street improvement project.
- Business Development/Recruitment Packet – A professionally developed packet that tells “the story” of Lowell will be useful for promoting and recruiting business investment in the district.
- Water Street Sewer Line Upgrade – As a result of an upgraded sewer line installed during the King Milling expansion, a section of sewer line from King Milling to the lift station will need to be upgraded.
- Buried Power Lines – Particularly in the downtown portion of the district, buried power lines help improve the small town feel of the downtown while allowing visitors to focus on the historic buildings and other amenities (such as art).
- Wastewater Lift Station Upgrade – An upgrade to the major lift station serving the community will be needed in the near future.

Tier One Planning Goals (next five years)

Several items were identified by the Downtown Development Authority for further discussion and planning which could result in adding specific projects to the development and capital improvement plan.

- Develop and Improvement Riverwalk/Riverfront
 - Brick Repair/Replacement
- Repair Existing Downtown Parking Lots
- West Side Riverbank Retention
- Permanent Restrooms Downtown
- Add Downtown Parking (Parking Analysis)
- Street Improvements (General)
 - Sidewalk Improvements (General)
- Community Development Staff
 - Retail Recruitment Program
 - Promote Business Development
- Bike Racks
- Historic Building Improvements
 - Accessibility (ADA) Assistance
 - Façade Improvements
 - Fire Suppression

DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT DEVELOPMENT PLAN

Tier Two Projects (five to ten years)

Specific projects were identified by the Downtown Development Authority to be addressed in five to ten years in its development and capital improvement plan.

- North Monroe Streetscape – This project was included in the Downtown Placemaking Plan and consists of reconfiguration of North Monroe Street into a one-way street with additional parking, Main Street bump-outs, landscape, and other features.
- Stage Structure, Stage Area and Plaza Improvements – This project was include in the Riverwalk Stage/Showboat Planning project and includes the construction of a new stage over the river, plaza and other improvements around the stage area.
- Main Street Bump Outs – This project was included in the Downtown Placemaking Plan and consists of Main Street Bump Outs and related features to help beautify the downtown, improve pedestrian safety and calm traffic.

Tier Two Planning Goals (five to ten years)

Several items were identified by the Downtown Development Authority for further discussion and planning which could result in adding specific projects to the development and capital improvement plan.

- Trail Connector to Downtown for 125-mile Fred Meijer Trail
- West Main Street Development Plan
 - West Main Street Lighting
- Cable Building Renovations
 - Flat River Connect
 - Move DPW Sign Shop to DPW Building
- Rental Rehabilitation
- Downtown WiFi