



301 East Main Street  
Lowell, Michigan 49331  
Phone (616) 897-8457  
Fax (616) 897-4085

CITY OF LOWELL  
DOWNTOWN DEVELOPMENT AUTHORITY  
THURSDAY, MARCH 16, 2017  
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 9, 2017
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a) South Monroe Park Lot
  - b) Veterans Parking Lot – Directional Arrows
  - c) Downtown Plan – Further Discussion of Strategic Meeting – (Plan was attached in the February 9, 2017 agenda packet).
7. NEW BUSINESS
  - a) Chamber of Commerce – Summer Concert Series
  - c)
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
THURSDAY, FEBRUARY 9, 2017**

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

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

Present: Cliff Yankovich, Rita Reister, Brian Doyle, Mike Larkin, Dean Lonick, and Chair Reagan.

Absent: Mayor Mike DeVore, Mike Sprenger, and April McClure.

Also Present: City Manager Mike Burns, DPW Director Rich LaBombard, City Treasurer Suzanne Olin and City Clerk Susan Ullery.

2. **EXCUSE OF ABSENCES**

IT WAS MOVED BY LONICK and seconded by LARKIN to excuse the absence of Boardmembers April McClure, Mike Sprenger, and Mayor Mike DeVore.

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA**

IT WAS MOVED BY YANKOVICH and seconded by REISTER to approve the agenda as written.

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY DOYLE and seconded by YANKOVICH to approve the minutes of the December 8, 2016 meeting as written.

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

5. **TREASURER'S REPORT**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FINANCIAL STATEMENT  
February 7, 2017**

Beginning Balance:	\$378,716.20
Revenue:	
TIFA Revenue	\$341,193.03

Interest	116.79
Misc.	
PPT Reimbursement	\$16,097.54
<b>Total Revenues</b>	<b>\$736,123.56</b>
<b>Expenditures:</b>	
Capital Outlay	\$135,765.83
Salaries/FICA	\$20,676.95
Maintenance Supplies	\$28,838.96
Utilities	\$13,411.99
Misc. and Community Promotions	\$37,599.05
Accrued Wages	\$2,329.17
Accrued payables	\$87,214.84
Administration	\$5,969.07
Prof. Services	\$2,020.21
Transfer to General Fund	
<b>Total Expenditures:</b>	<b>\$333,826.07</b>
<b>Ending Balance</b>	<b>\$402,297.49</b>

Capital outlay appropriated

\$ 13,447.00 exterior handicap accessibility Lowell Arts to be paid shortly!

IT WAS MOVED BY LONICK and seconded by REISTER to accept the Treasurer's Report as written.

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

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

No comments were received.

7. **OLD BUSINESS**

a. **Downtown Development Plan-Update from Karen Waid-Chess Club.**

Karen Waid gave an update on the Middle School Chess Club. She advised that they have met their goal of \$2,500.00. The DDA had mentioned they would match this amount once the goal is met. Plans are still being constructed but should be completed in time for the library's 25<sup>th</sup> anniversary celebration.

IT WAS MOVED BY DOYLE and seconded by YANKOVICH to approve the \$2,500.00 for the Chess Club.

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

b. South Monroe Parking.

DPW Director Rich LaBombard discussed the “dancing lights” in the parking lot. Because the lights are not in working order, the project has not been closed out. They are still under warranty from the contractor and payment will be withheld until the lights are in working order.

8. NEW BUSINESS

a. Approval of the 2017 Meeting Dates.

City Manager Mike Burns advised that he would be out of town on March 9<sup>th</sup> and April 6<sup>th</sup> and requested the meeting dates be rescheduled to March 16<sup>th</sup> and April 13<sup>th</sup>.

IT WAS MOVED BY LONICK and seconded by YANKOVICH to approve the amended meeting dates.

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED

b. Downtown Plan Approved in 2015.

City Manager Mike Burns advised this was drafted in 2015 and wishes to have a discussion in reference to the plan. Chair Reagan explained the plan was put into place by a committee made up of community members; however no action has been taken.

Boardmember Lonick commented on the proposed “bump outs”. They naturally slow traffic but are also potential maintenance hazards. These were considered at the Hudson intersection, but there may be too much truck traffic.

Burns advised he was looking for a vision of the downtown. There are many areas the DDA could focus on for the future. Walkability enhances the downtown and increases property value. There are many unique ideas that could be done.

Boardmember Yankovich stated they have tried to get a pedestrian crosswalk but it never goes anywhere because it is a state highway.

Burns suggested a walkability study be done.

Chair Reagan suggested a “brainstorming” meeting to get feedback on the Downtown Plan.

c. Veterans Parking Lot-Directional Arrows

Boardmember Yankovich questioned if directional arrows could be installed. DPW Director LaBombard said he would measure to see if there is enough room.

9. REPORTS AND MEMBER COMMENTS

City Manager Mike Burns commented on a bill recently signed by Governor Snyder regarding the ability for libraries to opt out of the Downtown Development Authority. He was unsure of how the KDL District Library felt about this.

IT WAS MOVED BY LONICK and seconded by YANKOVICH to adjourn at 12:49 p.m.

YES: 6. NO: 0 ABSENT: 3. MOTION CARRIED.

Date:

APPROVED:

---

James E. Reagan, Chair

---

Susan Ullery, City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FINANCIAL STATEMENT  
March 9, 2017

Beginning Balance:	\$378,716.20
Revenue:	
TIFA Revenue	\$377,113.32
Interest	281.30
Misc.	
PPT Reimbursement	\$16,097.54
Total Revenues	\$772,208.36
Expenditures:	
Capital Outlay	\$161,488.35
Salaries/FICA	\$22,593.60
Maintenance Supplies	\$29,862.92
Utilities	\$13,411.99
Misc. and Community Promotions	\$37,599.05
Accrued Wages	\$2,329.17
Accrued payables	\$87,214.84
Administration	\$7,119.46
Prof. Services	\$2,152.21
Transfer to General Fund	
<i>Total Expenditures:</i>	\$333,826.07
Ending Balance	\$408,436.77

**LOWELL SHOWBOAT SIZZLIN' SUMMER CONCERTS - 2017**  
(10 Week Series)

Projected Budget:

<u>EXPENSES</u>	<u>BUDGET</u>	<u>In-kind</u>
Musician Fee	\$ 9,000.00	
Sound Technicians	\$ 4,500.00	
Administration		
Medic Support	\$ 500.00	
LowellArts / LACC	\$ 10,000.00	
Emcee / Musician & Sound Contracts		\$ 600.00 Greenridge Realty
Sound Insurance	\$ 500.00	
Office Supplies / Postage / Beverage for Musicians	\$ 300.00	
Bleacher rental & stage set-up	\$ 1,600.00	
Marketing & Concert Banner	\$ 6,000.00	
Showboat set-up and after concert cleanup of trash	\$ 400.00	
Contract Labor - Cleaning of Library bathrooms and Chamber	\$ 900.00	
Flat River Grill - Gift Certificates for volunteers		\$ 1,200.00 United Sign / Lowell Ledger
Main Street BBQ - Gift Certificate for volunteers		
Film & License	\$ 1,200.00	\$ 600.00 Flat River Grill
Children's Activities - Hiring artists (estimated)	\$ 2,000.00	\$ 600.00 Main St BBQ
Raffle		
	<u>\$ 37,400.00</u>	<u>\$ 3,000.00</u>

REVENUE

Lowell Area Community Fund	\$ 10,900.00	
Lowell Downtown Development Authority	\$ 6,000.00	
Entertainment Sponsor	\$ 6,000.00	
26 Corporate Sponsors (paid and in-kind)	\$ 12,600.00	\$ 3,000.00
Concessions	\$ 2,000.00	
Raffle		
	<u>\$ 37,500.00</u>	<u>\$ 3,000.00</u>



# Greater Lowell Chamber Foundation



March 10, 2017 2017

Michael Burns  
City of Lowell – DDA  
301 E Main St  
Lowell, MI 49331

Dear Michael and members of the DDA:

The LowellArts! and the Lowell Area Chamber of Commerce have a mutual goal to increase the quality of life for residents and bring visitors to the greater Lowell community. In addition, both organizations wish to use the arts as an economic development resource for the entire community including businesses, service organizations, and government entities.

*The LowellArts! mission is: The LowellArts! will integrate the arts in daily life for all citizens in the Lowell area. Statement of Purpose: To encourage the understanding and enjoyment of the arts in the schools and communities we serve and to provide expression and enjoyment of the arts to all segments of these communities.*

*The Lowell Area Chamber of Commerce mission is: To promote the commercial welfare of the Lowell area, making the area a desirable location for capital investment and residence, also to promote the quality of life and harmony among the business and residential communities.*

Today we are requesting \$6,000 to support the 2017 Lowell Showboat Sizzlin' Summer Concerts Series and Sizzlin' Summer Movie night that would complete our series. Thank you for considering our proposal for funding.

Sincerely,

*Lorain Smalligan*

*Liz Baker*

Lorain Smalligan  
Lowell Area Arts Council  
  
Executive Director

Liz Baker  
Lowell Area Chamber of Commerce/Chamber Executive  
Foundation  
Executive Director

113 Riverwalk Plaza - PO Box 224 - Lowell, Michigan 49331  
Phone (616) 897-9161 - Fax (616) 897-9101  
E-mail [info@lowellchamber.org](mailto:info@lowellchamber.org) - Web Site [www.lowellchamber.org](http://www.lowellchamber.org)