



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
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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
 - b) Resolution – 01-17 – Approving and Authorizing Execution of an Installment Purchase Agreements Payment Agreement with the City of Lowell related to the Financing of the Cost of Purchasing a Wheel Loader and Skid-Steer Loader. – (memo will be provided by Mike Burns at the meeting)
 - c) 2017-2018 Budget
 - d) LCTV Building – Improvements for Summer
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
Total Revenues	\$736,123.56
Expenditures:	
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	
Total Expenditures:	\$333,826.07
 Ending Balance	 \$402,297.49

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 25th 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 9th and April 6th and requested the meeting dates be rescheduled to March 16th and April 13th.

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

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
April 11, 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	\$23,618.04
Maintenance Supplies	\$30,641.25
Utilities	\$14,632.88
Misc. and Community Promotions	\$37,673.02
Accrued Wages	\$2,329.17
Accrued payables	\$87,214.84
Administration	\$8,058.91
Prof. Services	\$2,152.21
Transfer to General Fund	
<i>Total Expenditures:</i>	\$367,808.67
Ending Balance	\$404,399.69

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 11/10/2016 - 04/12/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
11/17/2016	GEN	68655	AQUARIUS LAWN SPRINKLING INC	REPAIR & MAINTENANCE	930.000	463	360.49
11/17/2016	GEN	68658	BERNARDS ACE HARDWARE	REPAIR & MAINTENANCE	930.000	463	7.65
11/17/2016	GEN	68670	EPIC EXCAVATING, INC.	CAPITAL OUTLAY	970.000	450	24,954.00
11/17/2016	GEN	68683	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	801.91
				REPAIR & MAINTENANCE	930.000	463	107.86
				CHECK GEN 68683 TOTAL			<u>909.77</u>
11/17/2016	GEN	68691	NAPA AUTO PARTS	REPAIR & MAINTENANCE	930.000	463	5.43
11/17/2016	GEN	68720	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	801.000	450	198.47
11/23/2016	GEN	68722	PETTY CASH	COMMUNITY PROMOTION	880.000	740	8.95
12/02/2016	GEN	68753	EPIC EXCAVATING, INC.	CAPITAL OUTLAY	970.000	450	7,268.25
12/02/2016	GEN	68770	HOMETOWN DECORATION AND DISPLAY	COMMUNITY PROMOTION	880.000	740	4,736.00
12/02/2016	GEN	68786	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	1,179.12
12/02/2016	GEN	68830	SPLASH IRRIGATION INC	REPAIR & MAINTENANCE	930.000	463	320.66
12/15/2016	GEN	68856	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	463	2.49
12/15/2016	GEN	68876	GREATER LOWELL AREA CHAMBER OF	COMMUNITY PROMOTION	880.000	740	25,000.00
12/15/2016	GEN	68886	KING MILLING COMPANY	MISCELLANEOUS EXPENSE	955.000	463	598.66
12/15/2016	GEN	68891	LOWELL AREA CHAMBER	COMMUNITY PROMOTION	880.000	740	6,200.00
12/15/2016	GEN	68909	SELF SERVE LUMBER	OPERATING SUPPLIES	740.000	463	28.74
				OPERATING SUPPLIES	740.000	463	9.58
				REPAIR & MAINTENANCE	930.000	463	2.99
				CHECK GEN 68909 TOTAL			<u>41.31</u>
12/15/2016	GEN	68931	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	801.000	450	359.31
12/16/2016	GEN	68933	PETTY CASH	COMMUNITY PROMOTION	880.000	740	14.07
12/20/2016	GEN	68937	C & D HUGHES, INC	CAPITAL OUTLAY	970.000	450	66,718.58

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/13/2017	GEN	69025	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	2,489.24
				REPAIR & MAINTENANCE	930.000	463	45.55
				REPAIR & MAINTENANCE	930.000	463	451.00
				CHECK GEN 69025 TOTAL			<u>2,985.79</u>
01/27/2017	GEN	69087	ECO GREEN SUPPLY	OPERATING SUPPLIES	740.000	463	479.22
01/27/2017	GEN	69110	LOWELL LIGHT & POWER	REPAIR & MAINTENANCE	930.000	463	566.65
01/27/2017	GEN	69130	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	801.000	450	136.88
02/03/2017	GEN	69143	EPIC EXCAVATING, INC.	CAPITAL OUTLAY	970.000	450	1,825.00
02/03/2017	GEN	69156	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	1,843.98
02/16/2017	GEN	69193	FRIENDS OF THE LIBRARY	CAPITAL OUTLAY	970.000	450	2,500.00
02/16/2017	GEN	69211	LOWELL LIGHT & POWER	REPAIR & MAINTENANCE	930.000	463	126.94
03/03/2017	GEN	69242	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	463	55.96
03/03/2017	GEN	69244	C & D HUGHES, INC	CAPITAL OUTLAY	970.000	450	9,775.52
03/03/2017	GEN	69269	LOWELL AREA ARTS COUNCIL	CAPITAL OUTLAY	970.000	450	13,447.00
03/03/2017	GEN	69302	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	801.000	450	132.00
03/14/2017	GEN	69306	PETTY CASH	COMMUNITY PROMOTION	880.000	740	6.50
03/16/2017	GEN	69308	BEHRENS LIMITED, LLC	REPAIR & MAINTENANCE	930.000	463	228.85
03/16/2017	GEN	69318	HANAH'S FLAG & BANNERS LLC	OPERATING SUPPLIES	740.000	463	207.75
03/16/2017	GEN	69330	LOWELL LIGHT & POWER	CONTRACTUAL	802.000	463	66.86
				PUBLIC UTILITIES	920.000	463	1,220.89
				CHECK GEN 69330 TOTAL			<u>1,287.75</u>
03/16/2017	GEN	69349	VISA	COMMUNITY PROMOTION	880.000	740	67.47
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							174,556.47

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

Projected Budget:

EXPENSES

	<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	\$ 1,200.00 United Sign / Lowell Ledger
Contract Labor - Cleaning of Library bathrooms and Chamber	\$ 900.00	
Flat River Grill - Gift Certificates for volunteers		\$ 600.00 Flat River Grill
Main Street BBQ - Gift Certificate for volunteers		\$ 600.00 Main St BBQ
Film & License	\$ 1,200.00	
Children's Activities - Hiring artists (estimated)	\$ 2,000.00	
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
Concessions	\$ 2,000.00
Raffle	\$ 3,000.00
	<u>\$ 37,500.00</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 - Web Site www.lowellchamber.org

**CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY**

RESOLUTION NO. 01-17

**RESOLUTION APPROVING AND AUTHORIZING
EXECUTION OF AN INSTALLMENT PURCHASE
AGREEMENTS PAYMENT AGREEMENT WITH THE
CITY OF LOWELL RELATED TO THE FINANCING OF
THE COST OF PURCHASING A WHEEL LOADER AND
SKID-STEER LOADER**

Boardmember _____, supported by Boardmember _____,
moved the adoption of the following resolution:

WHEREAS, the City of Lowell (the “City”) has determined to purchase a 926M Wheel Loader (the “Wheel Loader”) and a S55T4 Bobcat Skid-Steer Loader (the “Skid-Steer Loader”) for use for public purposes; and

WHEREAS, the City further determined to finance the cost of the Wheel Loader and Skid-Steer Loader through five-year installment purchases pursuant to Act 99 of the Public Acts of Michigan of 1933, as amended, and has entered into installment purchase agreement in connection therewith; and

WHEREAS, the City of Lowell Downtown Development Authority (the “DDA”) and the City have determined that the Wheel Loader will be utilized 40% of the time and the Skid-Steer Loader will be utilized 25% of the time within the Development Area of the DDA and that the DDA should proportionately share in the cost of financing their acquisition.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Installment Purchase Agreements Payment Agreement (the “Agreement”) between the City and the DDA in the form presented at this meeting is approved.

2. That the chairperson of the Board of Directors of the DDA is authorized and directed to execute the Agreement for and on behalf of the DDA.

3. That all resolutions or parts of resolutions insofar as they conflict with the provisions hereof be and the same hereby are rescinded to the extent of such conflict.

YEAS: Boardmembers _____

NAYS: Boardmembers _____

ABSTAIN: Boardmembers _____

ABSENT: Boardmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: April 13, 2017

Susan Ullery, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the City of Lowell Downtown Development Authority at a meeting held on April 13, 2017, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: April 13, 2017

Susan Ullery, City Clerk

**INSTALLMENT PURCHASE AGREEMENTS
PAYMENT AGREEMENT**

THIS INSTALLMENT PURCHASE AGREEMENTS PAYMENT AGREEMENT (the "Agreement") made and entered into April 12, 2017, by and between the **CITY OF LOWELL DOWNTOWN DEVELOPMENT AUTHORITY**, a Michigan statutory authority created by the City of Lowell pursuant to Act 197 of the Public Acts of Michigan of 1975, as amended (the "DDA") and the **CITY OF LOWELL**, a Michigan municipal corporation (the "City").

RECITALS

A. The City has determined to purchase a 926 M Wheel Loader (the "Wheel Loader") from Michigan CAT (the "Vendor I") and a S550 T4 Bobcat Skid-Steer Loader (the "Skid-Steer Loader") from Carleton Equipment Bobcat of Grand Rapids ("Vendor II") for public purposes.

B. The City has further determined to finance the cost of the Wheel Loader and the Skid-Steer Loader through five-year installment purchases pursuant to Act 99 of the Public Acts of Michigan of 1933, as amended, and has entered into installment purchase agreements (i) in connection with the Wheel Loader with Vendor I and Mercantile Bank of Michigan (the "Bank") and (ii) in connection with the Skid-Steer Loader with Vendor II and the Bank (individually, the "Wheel Loader Installment Purchase Agreement" and the "Skid-Steer Loader Installment Purchase Agreement").

C. The DDA and the City have determined that the Wheel Loader will be utilized 40% of the time within the Development Area of the DDA and rather than the DDA being charged a user fee for their use in the Development Area when used, the DDA will pay 40% of the principal and interest payments under the Wheel Loader Installment Purchase Agreement.

D. The DDA and the City have determined that the Skid-Steer Loader will be utilized 25% of the time within the Development Area of the DDA and rather than the DDA being charged a user fee for their use in the Development Area when used, the DDA will pay 25% of the principal and interest payments under the Skid-Steer Loader Installment Purchase Agreement.

NOW, THEREFORE, in consideration of the terms and conditions contained in this Agreement and the benefits mutually derived therefrom, the receipt and sufficiency of which are mutually acknowledged, the DDA and the City agree as follows:

Section 1. Payment of a Portion of Installment Purchase Payments. The DDA agrees to pay, when due, or promptly reimburse the City for 40% of the principal and interest payments payable under the Installment Purchase Agreements and shall include in its annual budget to be approved by the City Council an amount sufficient to make such payments in such year.

Section 2. Term of Agreement. The term of this Agreement shall continue and this Agreement shall be effective until the earlier of (i) the date all installment payments of principal and interest under the Installment Purchase Agreements have been paid in full or (ii) June 1, 2022.

Section 3. Binding Effect and Assignment. This Agreement shall bind the parties and their respective successors and assigns. Neither party to this Agreement may assign all or any of its rights or obligations hereunder without the prior written consent of the other party.

Section 4. Governing Law. This Agreement shall be construed in all respects in accordance with the laws of the State of Michigan.

Section 5. No Third Parties. Nothing in this Agreement, expressed or implied, is intended to confer upon any person, other than the parties hereto and their respective successors and permitted assigns any rights or remedies whatsoever.

Section 6. Captions. The captions and headings of this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provision or section of this Agreement.

Section 7. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto and there are no other representation, warranties, promises, guarantees or agreements, oral or written, expressed or implied, between the parties hereto with respect to this Agreement.

Section 8. Amendments. This Agreement may not be amended, changed, modified or altered without the written consent of both parties hereto.

Section 9. Effective Date. The effective date of this Agreement shall be the date indicated in the first paragraph hereof.

{signatures on next page}

IN WITNESS WHEREOF, the DDA and the City have caused this Agreement to be signed as of the day and year first written above.

**CITY OF LOWELL
DOWNTOWN DEVELOPMENT
AUTHORITY**

By: _____
James Reagan, Chairperson

CITY OF LOWELL

By: _____
Michael DeVore, Mayor

Attest: _____
Susan Ullery, City Clerk

LOWELL DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM



DATE: April 12, 2017

TO: Downtown Development Authority Board of Directors

FROM: Michael T. Burns, City Manager *MTB*

RE: FY Budget 2018

Attached is your proposed Fiscal Year 2018 Budget. For the upcoming Fiscal Year we are projecting an additional approximate \$20,000 increase from what was approved for last Fiscal Year. Last year we budgeted for \$397,850 in new revenue and for the upcoming year we are projecting approximately \$420,400 in revenue. What hasn't been budgeted at this point is potential reimbursement from the Personal Property Tax replacement. Last year, we received approximately \$17,000 in revenue. I didn't budget this as I am not certain what that will be for the upcoming fiscal year.

We proposed \$448,000 in expenditures which will require us to go into our Fund Balance for an additional \$28,000. While there are many routine operational expenses that are being budgeted, listed below are the major appropriations to consider:

- \$90,000 for a potential Mill and Overlay of Broadway Street from Main Street to Riverside Drive. Project proposed for Spring of 2018.
- \$65,000 for Community Promotions. This includes our normal contribution to the Chamber of Commerce for event sponsorship. In addition, \$20,000 has been appropriated for a Community Branding Project being proposed to promote the entire Lowell area.
- \$148,022 for the DDA contribution to the City Hall Bond.
- \$12,000 for the DDA's contribution to financing the Bob Cat and Front End Loader.

The DDA is in good long-term condition. The DDA is committed to revitalizing the Downtown area. Due to lost property values from the Michigan Tax Tribune and elimination of the Personal Property Tax, the DDA has not seen the revenues they have seen in years past. There is nearly and 85 percent fund balance in the fund currently. However, the DDA is proposing to complete a Mill and Overlay project on Broadway from Main to Riverside Drive. This project will cause our expenditures to exceed our revenues with a significant impact to the fund balance. Over the short-term, the DDA will have fewer funds to work with for future projects. As their tax base continues to grow from the new development, the DDA will be able to assist in more improvements in the Downtown District.

I am recommending that the Downtown Development Authority approve the Fiscal Year 2018 Budget as presented.

User: MBURNS
DB: Lowell

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 APPROVED BUDGET	2016-17 PROJECTED ACTIVITY	2016-17 ACTIVITY THRU 06/30/17	2017-18 REQUESTED BUDGET
248-000-407.000	TIFA REVENUE	647,576.30	639,973.00	397,600.00	410,000.00	377,113.32	420,000.00
248-000-441.000	FPT REIMBURSEMENT				16,100.00	16,097.54	
248-000-569.000	STATE GRANT						
248-000-665.000	INTEREST	343.31	500.00	250.00	300.00	281.30	400.00
248-000-665.003	INTEREST-BOND PROCEEDS						
248-000-673.000	SALE OF FIXED ASSETS						
248-000-677.000	MISCELLANEOUS	19.92					
248-000-698.000	BOND PROCEEDS						
248-000-699.583	TRANSFER FROM LIGHT & POWER						
248-000-699.715	TRANSFER FROM LOOK FUND						
248-000-700.000	INCREASE(DEC) IN FMV-INVEST						
248-000-707.000	SALARIES-TEMPORARY						
248-000-999.999	DUMMY ACCOUNT						
248-450-801.000	PROFESSIONAL SERVICES	35,928.43	20,000.00			2,152.21	10,000.00
248-450-970.000	CAPITAL OUTLAY	305,826.84	457,447.00	75,000.00	164,000.00	161,488.35	90,000.00
248-463-702.000	SALARIES-PERMANENT	16,494.76	16,800.00	16,800.00	16,800.00	10,018.03	19,000.00
248-463-707.000	SALARIES-TEMPORARY	7,165.72	9,400.00	9,400.00	9,400.00	5,104.64	7,350.00
248-463-709.000	SALARIES-OVERTIME	1,271.87	1,000.00	1,000.00	1,200.00	1,099.34	1,000.00
248-463-715.000	SOCIAL SECURITY	1,881.74	2,100.00	2,100.00	2,100.00	1,226.68	2,000.00
248-463-716.000	HEALTH INSURANCE	4,396.83	4,300.00	4,700.00	4,700.00	2,819.36	4,700.00
248-463-717.000	LIFE INSURANCE	45.58	100.00	100.00	100.00	33.32	100.00
248-463-718.000	PENSION	2,584.68	2,900.00	2,900.00	2,900.00	2,710.79	3,800.00
248-463-719.000	ACCRUED VACATION/SICK LEAVE						
248-463-720.000	HOLIDAY PAY						
248-463-721.000	LONGEVITY	69.63	300.00	300.00	300.00	195.02	300.00
248-463-722.000	WORKERS COMPENSATION	475.07	1,200.00		600.00	523.19	600.00
248-463-723.000	DENTAL INSURANCE	220.43	200.00	200.00	200.00	132.88	200.00
248-463-724.000	EYECARE	58.76	100.00	100.00	100.00	37.84	100.00
248-463-725.000	DISABILITY	118.14	200.00	200.00	200.00	82.97	200.00
248-463-726.000	ACCRUED WAGES						
248-463-740.000	OPERATING SUPPLIES	3,752.62	3,500.00	3,500.00	3,500.00	2,658.18	3,500.00
248-463-801.000	PROFESSIONAL SERVICES						
248-463-802.000	CONTRACTUAL				100.00	66.86	100.00
248-463-820.000	PUBLIC UTILITIES	16,180.49	20,000.00	20,000.00	20,000.00	14,632.88	17,000.00
248-463-920.000	REPAIR & MAINTENANCE	6,323.21	7,500.00	7,500.00	14,000.00	12,686.29	10,000.00
248-463-930.000	RENTALS	16,607.98	13,000.00	7,000.00	16,000.00	12,923.48	15,000.00
248-463-940.000	MISCELLANEOUS EXPENSE	2,680.35	1,600.00	1,700.00	2,500.00	2,306.44	2,500.00
248-463-955.000	CAPITAL OUTLAY						
248-463-970.000	SALARIES-PERMANENT	16,758.45	15,200.00	14,100.00	14,100.00	6,068.72	13,000.00
248-483-702.000	SOCIAL SECURITY	1,333.90	1,200.00	1,100.00	1,100.00	466.14	1,000.00
248-483-715.000	HEALTH INSURANCE	750.94	1,400.00	2,800.00	2,800.00	427.74	2,000.00
248-483-716.000	LIFE INSURANCE	7.39	100.00	100.00	100.00	6.95	100.00
248-483-717.000	PENSION	1,480.64	2,200.00	2,400.00	2,400.00	1,259.79	7,000.00
248-483-718.000	LONGEVITY	1.85	100.00	100.00	100.00		100.00
248-483-721.000	WORKERS COMPENSATION	40.75	100.00	100.00	100.00	21.50	100.00
248-483-722.000	DENTAL INSURANCE	25.89	100.00	100.00	100.00	25.44	100.00
248-483-723.000	EYECARE	11.11	100.00	100.00	100.00	7.42	100.00
248-483-724.000	DISABILITY INSURANCE	35.39	200.00	200.00	200.00	35.49	100.00
248-483-725.000	OFFICE SUPPLIES		100.00				
248-483-801.000	PROFESSIONAL SERVICES						
248-483-803.000	PROFESSIONAL SERVICES/CITY STAFF						
248-483-830.000	ADMINISTRATIVE SERVICES						
248-483-900.000	PRINTING						
248-483-910.000	INSURANCE						
248-483-941.000	DATA PROCESSING						
248-483-955.000	MISCELLANEOUS EXPENSE						
248-483-960.000	INVESTMENT FEES EXPENSE						
		12,800.00	18,800.00	18,800.00	18,800.00		12,800.00

Calculations as of 06/30/2017

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2015-16 PROJECTED ACTIVITY	2016-17 APPROVED BUDGET	2016-17 PROJECTED ACTIVITY	2016-17 ACTIVITY THRU 06/30/17	2017-18 REQUESTED BUDGET
248-740-727.000	OFFICE SUPPLIES						
248-740-801.000	PROFESSIONAL SERVICES						
248-740-880.000	COMMUNITY PROMOTION						
248-740-900.000	PRINTING						
248-740-955.000	MISCELLANEOUS EXPENSE	43,153.28	50,000.00	65,000.00	60,000.00	37,673.02	65,000.00
248-906-955.000	MISCELLANEOUS EXPENSE						
248-906-991.000	PRINCIPAL ON BONDS						
248-906-995.000	INTEREST ON BONDS						
248-906-996.000	PAYING AGENT FEES						
248-906-997.000	BOND ISSUE COSTS						
248-965-999.100	STATE DDA REPAYMENT						
248-965-999.101	TRANSFER TO GENERAL FUND						
248-965-999.202	TRANSFER TO MAJOR STREET FUND	143,850.00	143,850.00	147,225.00	147,225.00	148,022.00	148,022.00
248-965-999.203	TRANSFER TO LOCAL STREET FUND	102,260.30					
248-965-999.470	TRANSFER TO CITY HALL	7,739.70					
248-965-999.590	TRANSFER TO WASTEWATER FUND						
248-965-999.591	TRANSFER TO WATER FUND						
248-965-999.661	TRANSFER TO EQUIPMENT FUND						
248-999-999.990	CURRENT FUND CONTRA CHANGE						