

CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, MAY 12, 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) April 21, 2016 Regular Meeting
 - b) April 29, 2016 Special 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) Riverwalk Stage & Showboat Masterplan – Continued Discussion
7. NEW BUSINESS
 - a) Sidewalk Project
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, APRIL 21, 2016**

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

The Meeting was called to order at 12:15 p.m. by Chair Jim Reagan.

Present: Mike Larkin, Dean Lonick, Rita Reister, Dave Pasquale, Mike Sprenger, Jim Reagan, Cliff Yankovich and April McClure.

Absent: Brian Doyle

Also Present: Interim City Manager Dave Pasquale, City Clerk Susan Ullery, City Treasurer Sue Olin and Lowell Light and Power Interim Manager Steve Donkersloot.

2. **EXCUSE OF ABSENCES**

IT WAS MOVED BY LONICK and seconded by LARKIN to excuse the absence of Boardmember Doyle.

YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA**

IT WAS MOVED BY SPRENGER and seconded by MCCLURE to approve the agenda as written.

YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY LARKIN and seconded by SPRENGER to approve the minutes of the March 10, 2016 meeting as amended.

YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

5. **TREASURER'S REPORT**

DOWNTOWN DEVELOPMENT AUTHORITY FUND
 FINANCIAL STATEMENT
 March 30, 2016

Beginning Balance:	\$396,776.49
Revenue:	
TIFA Revenue	\$638,364.13
Interest	269.23
Misc.	19.92
Total Revenues	\$1,035,429.77
Expenditures:	
Capital Outlay	\$57,127.45
Salaries/FICA	\$22,229.06
Maintenance Supplies	\$22,095.73
Utilities	\$13,889.04
Misc. and Community Promotions	\$36,817.14
Accrued Wages	\$1,644.68
Accrued Payables	\$1,566.43
Administration	\$15,952.57
Prof. Services	
Transfer to General Fund	
Total Expenditures	\$171,322.10
Ending Balance	\$864,107.67

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 SPRENGER and supported by YANKOVICH to accept the Treasurer's Reports as submitted.

YES: 8. NO: 0 ABSENT: 1. MOTION CARRIED.

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

Karen Wade spoke about having a granite chess table with benches somewhere on the Riverwalk. She handed out copies of the plan to the board and asked that someone let her know whether or not they are still planning on proceeding with this project.

Chief Bukala presented his case on having radar speed signs put up in town to reduce the speeding in the downtown area – one of which to be put up near Larkins and another near Huntington Bank. These signs are \$2,000 each and have updated technology. They would be permanent fixtures that could be attached to a light pole. The speed trailer has old technology and takes up an entire parking space, but it could still be useful to use in other areas of the city. The Police Department would cover the maintenance and upgrades out of their budget.

IT WAS MOVED BY SPRENGER and supported by REISTER to purchase 2 radar speed signs at the cost of \$2,000 each.

YES: 8. NO: 0 ABSENT: 1. MOTION CARRIED.

Mark Anderson from LARA spoke about the trail extension that they are working on currently. The trail runs from Gee Drive to M-21. Their goal is to have the trail connect to the Lowell Township Park which will have paved trails inside the park as well. The trail will come down Alden Nash on the east side of the road. Their goal is to work with Williams & Works to finish the trail extension and get it down to connect to that park, which connects to two other parks. Next year, the plan is to extend that trail down to Bowes Road to connect all three parks. LARA has received funds from Lowell Township, Vergennes Township and the City of Lowell and is asking the DDA for \$35,000 to contribute to this trail so that they can get it done this year. LARA maintains their trail in regards to maintenance. There was also discussion as to who would maintain the new portions of the trail.

David Pasquale requested that they bring back a cost estimate for the property that lies within the DDA district so that the board can review it.

7. OLD BUSINESS

- a. Downtown Development Plan. No update was provided.
- b. South Monroe Parking. We are still awaiting the paperwork to come back from the City Attorney regarding the land swap. More money is needed to finish the project.

IT WAS MOVED BY SPRENGER and supported by MCCLURE to approve the additional contribution of \$234,000 to cover the sewer and water.

YES: 7. NO: 1. (LARKIN) ABSENT: 1. MOTION CARRIED.

Greg Canfield asked if the property had been appraised. Interim City Manager Pasquale said yes, this is underway and should be received shortly. Canfield also spoke about his concerns on being paid back for what he has into the property.

- c. Economic Development. No update was provided.
- d. Riverwalk Stage & Showboat Masterplan – Continued Discussion. Quick discussion on wanting to get more coordination going on this.

8. **NEW BUSINESS**

- a. Port-a-Jons for the Boat Launch. Liz Baker spoke about wanting a port-a-jon for the boat launch area as a courtesy to visitors. The cost would be \$1,080.00 for six months.

IT WAS MOVED BY MCCLURE and supported by YANKOVICH to approve the port-a-jon by the boat launch in the amount of \$1,080.00.

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

There was further discussion regarding looking into a more permanent solution for this issue.

- b. Lowell Arts! Exterior Handicap Accessibility Proposal. Lorain Smalligan spoke briefly about their construction schedule. They are also asking for help with a handicapped ramp that they would like to build at the rear of their building. This has been approved by the Historical District. The cost of this ramp is \$13,447.00.

IT WAS MOVED BY LONICK and supported by YANKOVICH to approve the handicapped ramp for LowellArts! not to exceed the amount of \$13,500.00.

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

- c. Discussion of Riverwalk Porch. City Manager Pasquale has talked with an architect regarding this project, but he has not received plans back at this point. More information to follow.
- d. 2016-17 Budget. Treasurer Sue Olin spoke discussed the budget.

IT WAS MOVED BY LARKIN and supported by MCCLURE to adopt the budget as presented.

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

9. **REPORTS AND MEMBER COMMENTS**

No comments.

The next meeting was scheduled for May 12, 2016.

IT WAS MOVED BY YANKOVICH and seconded by SPRENGER to adjourn at 1:10 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
FRIDAY, APRIL 29, 2016**

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

The Meeting was called to order at 12:30 p.m. by Chair Jim Reagan.

Present: Brian Doyle, Dean Lonick, Dave Pasquale, Mike Sprenger, Cliff Yankovich and April McClure and Chair Reagan.

Absent: Mike Larkin and Rita Reister.

Also Present: City Clerk Susan Ullery, City Treasurer Sue Olin, Interim City Manager Dave Pasquale, Interim DPW Director Ron Woods, Deputy City Clerk Trisha Dunham and City Attorney Richard Wendt.

2. **EXCUSE OF ABSENCES**

IT WAS MOVED BY SPRENGER and seconded by MCCLURE to excuse the absences of Boardmembers Larkin and Reister.

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

3. **APPROVAL OF THE AGENDA**

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

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

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

No public comments were received.

5. **NEW BUSINESS**

a. **Property Acquisition.**

Interim City Manager Dave Pasquale and City Attorney Richard Wendt provided updates on the status of the property swaps of 121 S. Monroe and 128 S. Monroe. Wendt explained the condemnation procedure and believed paying \$25,000 was an acceptable solution in addition to paying all closing costs. He noted the importance of the City acquiring an easement for the utility upgrades. This is a huge benefit for the business owners.

The title company has indicated they would accept a signed affidavit from the City stating the railroad easement has been removed.

The following conditions were discussed and agreed upon:

- Wilterink to provide an easement to the City for the utility upgrade
- Wilterink needs to be comfortable with the title insurance value
- Wilterink wants to be able to build on the property

Zoning setbacks will be reviewed with Williams and Works.

Wendt stated he would approach the title company. Wilterink wanted to know the maximum amount the title company would insure.

Wilterink also wanted the City to continue to work with the railroad in obtaining a statement stating they have no interest in the tracks.

IT WAS MOVED BY LONICK and supported by SPRENGER to approve an expenditure of up to \$30,000 to cover cost related to the purchase by the City of 121 S. Monroe and the cost of closing costs of a property exchange between the owners of 121 Monroe and 128 Monroe in connection with the construction of the South Monroe parking lot. Such costs are determined to be reasonable considering cost the city could otherwise incur to acquire the property by other means.

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

6. **REPORTS AND MEMBER COMMENTS.**

No comments.

The meeting was adjourned at 1:25 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY FUND
 FINANCIAL STATEMENT
 May 11, 2016

Beginning Balance:	\$396,776.49
Revenue:	
TIFA Revenue	\$638,439.41
Interest	269.23
Misc.	19.92
 Total Revenues	 \$1,035,505.05
Expenditures:	
Capital Outlay	\$92,009.41
Salaries/FICA	\$25,154.88
Maintenance Supplies	\$23,863.51
Utilities	\$15,555.63
Misc. and Community Promotions	\$36,904.01
Accrued Wages	\$1,644.68
Accrued payables	\$1,566.43
Administration	\$17,894.54
Prof. Services	
Transfer to General Fund	
<i>Total Expenditures:</i>	\$214,593.09
 Ending Balance	 \$820,911.96

Capital outlay appropriated

-
- \$ 10,000.00 S. Monroe temporary parking
- \$334,686.00 S. Monroe Parking
- \$110,000.00 – Avery Street project, 1/3 the cost not to exceed \$110,000
- \$ 13,447.00 exterior handicap assessibility Lowell Arts
- \$ 2,000.00 radar speed signs

05/11/2016 11:09 AM
 User: SUE
 DB: Lowell

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 04/01/2016 - 05/11/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/05/2016	GEN	67650	OLIN, SUZANNE	COMMUNITY PROMOTION	880.000	740	33.88
04/13/2016	GEN	67654	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	463	15.99
04/13/2016	GEN	67673	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	865.97
04/13/2016	GEN	67687	THE VERDIN COMPANY	REPAIR & MAINTENANCE	930.000	463	580.00
04/13/2016	GEN	67689	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	801.000	450	3,275.28
04/21/2016	GEN	67695	PETTY CASH	COMMUNITY PROMOTION	880.000	740	35.21
				COMMUNITY PROMOTION	880.000	740	10.78
				CHECK GEN 67695 TOTAL			45.99
04/22/2016	GEN	67708	HANNAH'S FLAG & BANNERS LLC	OPERATING SUPPLIES	740.000	463	108.08
				OPERATING SUPPLIES	740.000	463	204.00
				CHECK GEN 67708 TOTAL			312.08
04/28/2016	GEN	67739	C & D HUGHES, INC	CAPITAL OUTLAY	970.000	450	1,606.68
04/28/2016	GEN	67747	HOOPER PRINTING	OPERATING SUPPLIES	740.000	463	54.00
04/28/2016	GEN	67760	SOPER & ASSOCIATES, LLC	CAPITAL OUTLAY	970.000	450	2,800.00
05/04/2016	GEN	67774	PETTY CASH	COMMUNITY PROMOTION	880.000	740	7.00
05/05/2016	GEN	67782	ECO GREEN SUPPLY	OPERATING SUPPLIES	740.000	463	216.69
05/05/2016	GEN	67789	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	800.62
05/05/2016	GEN	67795	CANFIELD, GREG & DEB	CAPITAL OUTLAY	970.000	450	25,000.00
05/05/2016	GEN	67797	SUN TITLE AGENCY LLC	CAPITAL OUTLAY	970.000	450	1,430.36
05/05/2016	GEN	67798	SUN TITLE AGENCY LLC	CAPITAL OUTLAY	970.000	450	769.64
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							37,814.18

SIDEWALK LETTERS

Address

Squares

423 W Main	1
826 E Main	3
905 E Main	2
906 E Main	3
907 E Main	1
1030 E Main	5
611 W Main	1
617 W Main	4
623 W Main	3
835 W Main	2
901 W Main	3
925 W Main	5
1125 W Main	8
1151 W Main	1
1250 W Main	2
1400 W Main	2
1401 W Main	3