

CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, SEPTEMBER 8, 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) August 4, 2016 Regular Meeting
 - b) August 18, 2016 Special Meeting
4. TREASURER'S REPORT – provided at the October meeting
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Downtown Development Plan
 - b) South Monroe Parking - Update
 - c) Economic Development
7. NEW BUSINESS
 - a) Lowell Chamber of Commerce – Christmas Budget
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUHTORITY
OF THE
CITY OF LOWELL
THURSDAY, AUGUST 4, 2016**

1. CALL TO ORDER; ROLL CALL

The Meeting was called to order at 12:10 p.m. by Chair Jim Reagan.

Present: Chair Jim Reagan, Brian Doyle, Mike Larkin, Dean Lonick, Dave Pasquale, Mike Sprenger, April McClure and Rita Reister.

Absent: Cliff Yankovich.

Also Present: City Clerk Susan Ullery, City Treasurer Sue Olin, DPW Director Rich LaBombard, Chief Steve Bukala, Mayor Jeff Altoft and Councilmember Alan Teelander.

2. EXCUSE OF ABSENSES

IT WAS MOVED BY SPRENGER and seconded by MCCLURE to excuse the absence of Boardmember Yankovich.

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

3. APPROVAL OF THE AGENDA

IT WAS MOVED BY LONICK and seconded by PASQUALE to approve the agenda as written.

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

4. APPROVAL OF THE MINUTES

IT WAS MOVED BY LONICK and seconded by REISTER to approve the minutes of the June 9, 2016 meeting as written.

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

5. **TREASURER'S REPORT**

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
August 3, 2016

Beginning Balance:	\$457,371.59
Revenue:	
TIFA Revenue	
Interest	
Misc.	
Total Revenues	\$457,371.59
Expenditures:	
Capital Outlay	
Salaries/FICA	\$3,590.76
Maintenance Supplies	\$5,206.63
Utilities	\$565.81
Misc. and Community Promotions	\$56.44
Accrued Wages	\$2,329.17
Accrued payables	\$80,703.35
Administration	\$611.82
Prof. Services	
Transfer to General Fund	
Total Expenditures:	\$93,063.98
Ending Balance	\$364,307.61

Capital outlay appropriated:
\$334,686.00 – S. Monroe Parking
\$110,000 – Avery Street project, 1/3 the cost not to exceed \$110,000
\$13,447.00 – Exterior handicap accessibility at Lowell Arts

IT WAS MOVED BY SPRENGER and seconded by DOYLE to accept the Treasurer's Report with as written.

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

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

Chief Bukala thanked the DDA again for the purchase of the radar signs. The data indicates that 89% are either at or below the speed limit for the traffic coming in from the east and at 96% coming from the west.

7. **OLD BUSINESS**

a. Downtown Development Plan.

There are no further updates at this time.

b. South Monroe Parking – Update.

DPW Director Rich LaBombard provided an update. There are some issues currently with getting the grass to grow because of the weather conditions. Also, work is being done to install underground sprinkling. The streetlights will be installed in late September/early October. The dumpsters have been moved.

c. Economic Development.

Nothing new to report.

8. **NEW BUSINESS**

a. LARA Trail.

Mark Anderson, Lowell Trailway, addressed the concerns the Boardmembers had at the last meeting. They reviewed the option of moving the trail down M-21, but that would cross more commercial property lines. Therefore, they are recommending the path down Alden Nash, as originally proposed.

Boardmember Lonick noted his business is heavy industrial not manufacturing and felt it was unsafe for the trail to pass by such a business. Chair Reagan discussed his concerns with the plan and was in agreement with Lonick.

Boardmember Reister stated that she thought the trail would be good for the community as proposed.

Boardmember McClure favored the proposed plan and believed many businesses would benefit.

Boardmember Sprenger stated that he is supportive of the trails and feels like this is something the City should be supporting because it connects with many other cities. He questioned Lonick's main concern. Lonick had concerns about the trucks coming and going.

Boardmember Doyle suggested stop signs be placed near the driveway. He also made the point that even if the DDA doesn't approve the funding, that doesn't necessarily mean the trail won't installed. The DDA has no right to stop the trail, but can choose to not fund it.

Boardmember Larkin believed this project would be in the best interest of the community and would support it.

Boardmember Pasquale supported giving \$35,000 towards the project.

IT WAS MOVED BY SPRENGER and seconded by MCCLURE to approve the funding of \$35,000 for the LARA Trail as proposed with the condition that stop signs be put up on either side of Michigan Wire.

Discussion:

Lonick stated:

In order to be consistent with Roberts Rules of Order and Parliamentary Procedure, I'd like this motion to be voted down and a new motion that would include four conditions – at least four conditions.

1. That LARA must maintain a liability insurance policy with a minimum \$1,000,000.00 per incident for the life of the trail.
2. That LARA provides to all adjacent property owners indemnification from any and all trail related liability issues and have the property owners adjacent named as also insureds.
3. That LARA provide sufficient documentation that they will at all times maintain the trail to standards consistent with City of Lowell sidewalk ordinance current and future.
4. That LARA provides sufficient insurance that should the trail fail or cease for any reason, the properties affected will be restored to conditions preceding the trail.

Boardmembers Sprenger and McClure asked if this was normal and if the liability insurance was optional. Perry Beachum stated that they currently have liability insurance. They are not sure; however, if they can name additionally insured's on the policy.

Sprenger agreed to amend his motion to include all of the conditions stated by Lonick. However, McClure was not okay seconding it when she doesn't have the answers to Lonick's conditions as to whether or not they are all even possible. The matter was tabled until the next meeting.

9. **REPORTS AND MEMBER COMMENTS.**

Boardmember Pasquale stated this would be his last meeting. The Mayor will now serve as a boardmember and the new City Manager Michael Burns will serve as the Executive Director of the DDA.

IT WAS MOVED BY LARKIN and seconded by DOYLE to adjourn at 1:00 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING
OF THE
CITY OF LOWELL
THURSDAY, AUGUST 18, 2016**

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

The Meeting was called to order at 12:00 p.m. by Chair Jim Reagan.

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

Absent: Dean Lonick, Brian Doyle and Mike Sprenger

Also Present: City Treasurer Sue Olin, Chief Steve Bukala and Mayor Jeff Altoft.

2. **EXCUSE OF ABSENCES**

IT WAS MOVED BY LARKIN and seconded by REISTER to excuse the absence of Boardmembers, Lonick, Doyle and Sprenger

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

3. **APPROVAL OF THE AGENDA**

IT WAS MOVED BY PASQUALE and seconded by LARKIN to approve the agenda as written.

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

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

No comments were received.

5. **LARA TRAIL FUNDING**

Boardmember Pasquale mentioned the DDA should be considering the funding request and not the location of the trail as long as it is within the DDA district itself. Mayor Altoft mentioned the trail is in the city right of way, therefore the DDA cannot make specific requests. He added he also spoke with Boardmember and property owner Dean Lonick, who indicated he is no longer against the trail.

Betsy Davison, of the Lowell Trailway, mentioned the trail has a one million dollar liability policy. She added the insurance cannot be indemnified, unless leasing the property. She stated the trail way is an authority and has guidelines regarding maintenance. Boardmember Yankovich questioned if this ties into maintaining the trail? Davidson responded they will follow the authority guidelines by plowing and mowing. She noted phase one of the trail has been seal coated. Chair Reagan questioned if Lonick would be responsible for maintenance?

Mark Anderson of the Lowell Trailway mentioned Michigan Trails Act protects all landowners residing next to trails. The group will work with Lonick on ideas and signage.

Altoft mentioned the Council will be reviewing the rules governing trails.

Pasquale suggested voting the previous motion made at the last meeting and then making a new motion.

Reagan question if the board was in favor of the original motion made by Sprenger and seconded by McClure to approve \$35,000 for the Lowell Trailway.

Yes: 0. NO: 6. ABSENT: 3. MOTION FAILED.

IT WAS MOVED BY MCCLURE and seconded by YANKOVICH to provide \$35,000 to the Lowell Trailway for trails within the DDA District.

YES: 5. NO. 1. (Reagan) ABSENT: 3. MOTION CARRIED.

Anderson stated the Lowell Trailway would like to form a partnership with the DDA and continue to address concerns regarding trails.

Chairman Reagan thanked City Manager Pasquale for his background knowledge of the DDA and a smooth transition as Manager.

IT WAS MOVED BY LARKIN and seconded by YANKOVICH to adjourn at 12:15 p.m.

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

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk



September 7, 2016

Dear DDA Directors,

For years the Lowell Area Chamber of Commerce has had the privilege of presenting a Lowell tradition the annual Christmas Festivities, Night-time Santa Parade and Santa Visits on the Lowell Showboat to the Greater Lowell Community and beyond.

On parade day we will present several activities, prior to the parade as shown below. The parade has become a great family attraction and many businesses have joined in the fun by entering in the parade.

LOWELL CHRISTMAS FESTIVITIES AND ANNUAL NIGHT-TIME SANTA PARADE

- 9:00 am – 4:00 pm *Rogue River Artisans 30th Anniversary Fine Art and Craft Holiday Show, Lowell High School, 11700 Vergennes*
- 2:00 pm – 4:00 pm *Santa Visits on the Magical Lowell Showboat, Hot cocoa and Cookies in the Cookie Room adopted by Laurels of Kent, Riverwalk Plaza*
- 2:00 pm -4:30 pm *Rudolph's Craft Workshop in the Chamber building (children 2 to 6), 113 Riverwalk Plaza*
- 4:00 pm -6:00 pm *Pancake Supper, King Memorial Center at Lowell Fairgrounds, S. Hudson Street*
- 4:45 pm -5:45 pm *Eat with Santa, King Memorial Center at Lowell Fairgrounds, S. Hudson Street*
- All day — *Christmas Shopping and Eateries in Historic Lowell*
- 6:00 pm *Annual Night-time Santa Parade down Main Street Lowell*

The Lowell Showboat will be open the month of December offering free cookies and hot chocolate. Local non-profit groups and businesses have committed to adopt a Santa Visit. These groups staff and provide the cookies for the visits.

SANTA ON THE LOWELL SHOWBOAT, THE ROBERT E LEE

- *Wednesdays – December 7, 14 & 21 – 5:30 pm to 7:00 pm. Free digital photos by Modern Photographics with Santa.*
- *Friday – December 9 -- 5:30 pm to 7:30 pm. Free digital picture by Modern Photographics with Santa, Horse & Carriage Rides, Live Reindeer, Warming Fires, Ice Sculpture, Hot Dogs, Roasted Chestnuts and Entertainment*
- *Saturdays – December 10 & 17 – 10:30 am to 1:00 pm. Free digital picture by River Valley Credit Union with Santa.*

Suggested Donation \$2! Please note that the line to see Santa is outdoors and you should dress accordingly.

We are seeking \$6200 in funding from the DDA. I have also included on the budget the value of the other in kind contributions from sponsors outside of the DDA support. The DDA has funded Christmas for many years. This event would not be possible without your contribution, nor would it be possible without the private in-kind contributions and the numerous volunteers! We look forward to working with you again this year.

Sincerely,

Liz Baker

Liz Baker
Executive Director
Lowell Area Chamber of Commerce

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.discoverlowell.org

Christmas Budget for 2016 Christmas Season

Activity	Expense
Decorating the Riverwalk & Showboat	\$ 500.00
Advertising	\$ 1,800.00
Parade	\$ 450.00
	\$ 350.00
	\$ 200.00
Santa & Mrs. Clause	\$ 600.00
Miscellaneous	\$ 300.00
Horse & Carriage Rides, Reindeer and Ice Carving	\$ 2,000.00
	\$ 6,200.00
<i>In-Contributions</i>	Value
Propane to Heat the Santa and Cookie Room	\$ 300.00
Wednesday Night Santa Pictures	\$ 3,000.00
Friday Night Santa Pictures	\$ 2,000.00
Saturday Santa Pictures	\$ 6,000.00
Lighting the Trees in front of the Chamber	\$ 800.00
Management & Implementation of Christmas Festivities	\$ 1,200.00
Implementation of Christmas Festivities	\$ 2,250.00
Various Organizations	\$ 425.00
	\$ 15,975.00