

CITY OF LOWELL  
DOWNTOWN DEVELOPMENT AUTHORITY  
THURSDAY, SEPTEMBER 10, 2015  
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 6, 2015 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
  - c)
7. NEW BUSINESS
  - a) City of Lowell Redevelopment Liquor License Approval Process
  - b)
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
THURSDAY, AUGUST 6, 2015**

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

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

Present: Brian Doyle, Mark Howe, Mike Larkin, April McClure, Mike Sprenger, Cliff Yankovich and Jim Reagan.

Absent: Shelley Catlin and Dean Lonick.

Also Present: Ron Woods, Sue Olin, Susan Ullery, Councilmember Altoft, Councilmember Hall, Greg Pierce and Liz Baker.

2. **EXCUSE OF ABSENCES**

IT WAS MOVED BY SPRENGER and seconded by YANKOVICH to excuse the absences of Boardmembers Catlin and Lonick.

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

3. **APPROVAL OF THE AGENDA**

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

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

4. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY SPRENGER and seconded by LARKIN to approve the minutes of the May 7, 2015 meeting as written.

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

5. **TREASURER'S REPORT**

City Treasurer Sue Olin provided the following reports to the Boardmembers:

DOWNTOWN DEVELOPMENT AUTHORITY FUND  
 FINANCIAL STATEMENT  
 August 6, 2015

Beginning Balance:	\$412,544.74
Revenue:	
TIFA Revenue	\$40,000.00
Interest	
Total Revenues	\$452,544.74
Expenditures:	
Capital Outlay	
Salaries/FICA	\$3,150.38
Maintenance Supplies	\$1,427.99
Utilities	\$1,408.02
Misc. and Community Promotions	
Accrued Wages	\$1,526.93
Accrued Payables	\$1,644.68
Administration	\$718.71
Prof. Services	
Transfer to General Fund	
Total Expenditures:	\$9,876.71
Ending Balance	\$442,668.03

IT WAS MOVED BY DOYLE and supported by LARKIN to accept the Treasurer's Report 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. City Manager Howe passed out proposed plans for the parking lot. The board's approval is necessary in order to move forward and have the engineer prepare the bid documents. Howe hoped to have the parking lot done by the end of this year.

Howe provided a timeline of events regarding this proposed parking lot.

He explained the parking lot has been split into two phases. The first phase would create 36 spaces with a total of 55 spaces once the phase II is completed. It was noted there will be a great amount of utility work occurring in this area. Electrical boxes will also have to be moved. The plan maintains a 16 foot separation and green space is shown from the back of the buildings as well as a walking space. ADA accessibility spaces will be required along with landscaped islands and trees which are required within the zoning ordinance. Howe noted the lot may be able to be approved administratively if the requirements of the ordinance are met. He also stated he has requested the dumpster enclosure be located toward the back of the lot.

Some initial construction estimates for the parking lot were approximately \$58,000. This includes construction, construction contingencies, landscaping and conduits for the lighting but not the lighting.

The DDA has indicated some interest in participating in the utilities. The water main portion includes a 6" loop connecting from Monroe through the alley to the Veterans parking lot and finally connecting to Main Street. This is a water main that is needed for increased fire flow protection. Howe stated this is included in the reliability study and is currently served with a two inch line which would be increased to six inches allowing for better flow in the area. The estimated cost is \$50,000.

The sanitary sewer can be brought closer to the water main but the strength of the pipe would have to be increased. This project is estimated at \$20,000. At this time there is no estimate from Lowell Light and Power. If the DDA is interested in funding the utility portions of the project, he would also ask that the DDA fund the light and power portion as well. City Council approval is necessary.

Howe noted it is important to sit down with the business owners.

Canfield believed parking would be a problem once the restaurant opens and questioned the idea of a temporary parking lot. Yankovich questioned the idea of crushed asphalt for temporary parking lot. This temporary fix could delay the closing of the alley until next spring.

IT WAS MOVED BY SPRENGER and seconded by YANKOVICH to approve a temporary lot and demolish the building providing up to \$10,000.

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

IT WAS MOVED BY YANKOVICH and seconded by SPRENGER to approve up to \$100,000 toward the South Monroe parking lot.

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

8. **NEW BUSINESS**

- b. **Christmas Decoration Agreement.** Chamber of Commerce Director Liz Baker presented a one year and a three year Christmas Decoration Agreement to the DDA. A quote of \$8,000.00 was provided for LED lighting. Baker stated the three year agreement gives the DDA the opportunity to terminate it if so desired.

IT WAS MOVED BY HOWE and seconded by SPRENGER to enter into a three year agreement with Hometown Decoration and Display, LLC in the amount of \$4,736.00.

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

9. **REPORTS AND MEMBER COMMENTS.**

Chair Reagan thanked Howe for the history on the South Monroe parking lot.

The next meeting was scheduled for September 10, 2015.

IT WAS MOVED BY YANKOVICH to adjourn at 1:16 p.m.

Date:

APPROVED:

\_\_\_\_\_  
James E. Reagan, Chair

\_\_\_\_\_  
Mark A. Howe, Secretary

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
08/06/2015	GEN	66576	BC PIZZA	COMMUNITY PROMOTION	880.000	740	80.41
08/12/2015	GEN	66580	BERNARDS ACE HARDWARE	REPAIR & MAINTENANCE	930.000	463	146.94
08/12/2015	GEN	66609	MILL CREEK FARM LLC	OPERATING SUPPLIES	740.000	463	21.80
08/12/2015	GEN	66610	MUNDT, THERESA	OPERATING SUPPLIES	740.000	463	26.15
08/12/2015	GEN	66618	THORNAPPLE RIVER NURSERY, INC.	OPERATING SUPPLIES			** VOIDED **
08/12/2015	GEN	66623	X-CEL CHEMICAL SPECIALTIES CO.	OPERATING SUPPLIES	740.000	463	78.00
08/13/2015	GEN	66624	PETTY CASH	OPERATING SUPPLIES	740.000	463	7.50
08/18/2015	GEN	66628	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	78.93
				PUBLIC UTILITIES	920.000	463	294.85
				PUBLIC UTILITIES	920.000	463	124.13
				PUBLIC UTILITIES	920.000	463	134.20
				CHECK GEN 66628 TOTAL			<u>632.11</u>
08/18/2015	GEN	66633	WILLIAM BOS GREENHOUSE	OPERATING SUPPLIES	740.000	463	7.20
				OPERATING SUPPLIES	740.000	463	10.50
				CHECK GEN 66633 TOTAL			<u>17.70</u>
08/24/2015	GEN	66647	HANNAH'S FLAG & BANNERS LLC	OPERATING SUPPLIES	740.000	463	167.50
09/03/2015	GEN	66698	KEKSTRA PORTABLE, INC.	COMMUNITY PROMOTION	880.000	740	180.00
09/03/2015	GEN	66702	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	696.71
09/03/2015	GEN	66711	SCHOLTEN LANDSCAPE MAINTENANCE	REPAIR & MAINTENANCE	930.000	463	84.00
09/03/2015	GEN	66727	WILLIAMS & WORKS INC.	PROFESSIONAL SERVICES	801.000	483	1,037.87
				PROFESSIONAL SERVICES	801.000	483	634.15
				CHECK GEN 66727 TOTAL			<u>1,672.02</u>
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			<u>3,810.84</u>

**DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FINANCIAL STATEMENT  
September 8, 2015**

Beginning Balance:	\$396,776.49
Revenue:	
TIFA Revenue	\$40,000.00
Interest	
Total Revenues	\$436,779.49
Expenditures:	
Capital Outlay	
Salaries/FICA	\$7,686.79
Maintenance Supplies	\$5,019.82
Utilities	\$2,736.84
Misc. and Community Promotions	\$260.41
Accrued Wages	\$1,644.68
Accrued payables	\$1,566.43
Administration	\$4,029.14
Prof. Services	
Transfer to General Fund	
Total Expenditures:	\$22,944.11
Ending Balance	\$413,832.38