



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

CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, DECEMBER 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) November 10, 2016
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
7. NEW BUSINESS
 - a) Sidewalks
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUHTORITY
SPECIAL MEETING
OF THE
CITY OF LOWELL
THURSDAY, NOVEMBER 10, 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, Rita Reister , Cliff Yankovich, Dean Lonick, Brian Doyle and Mike Sprenger.

Absent: April McClure and Mayor Jeff Altoft.

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

2. EXCUSE OF ABSENSES

IT WAS MOVED BY LONICK and seconded by YANKOVICH to excuse the absence of Boardmembers April McClure and Mayor Jeff Altoft.

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

3. APPROVAL OF THE AGENDA

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

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

4. APPROVAL OF THE MINUTES

IT WAS MOVED BY LONICK and seconded by YANKOVICH to approve the minutes of the October 24, 2016 meeting as written.

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

5. **TREASURER'S REPORT**

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
November 9, 2016

Beginning Balance:	\$378,716.20
Revenue:	
TIFA Revenue	324,912.03
Interest	
Misc.	
Total Revenues	\$703,628.23
Expenditures:	
Capital Outlay	\$35,000.00
Salaries/FICA	\$10,647.28
Maintenance Supplies	\$18,914.05
Utilities	\$4,246.66
Misc. and Community Promotions	\$1,361.03
Accrued Wages	\$2,329.17
Accrued payables	\$87,214.84
Administration	\$2,417.21
Prof. Services	\$1007.30
Transfer to General Fund	
Total Expenditures:	\$163,137.54
Ending Balance	\$540,490.69

Capital outlay appropriated

- \$ 13,447.00 exterior handicap accessibility Lowell Arts
- \$ 34,047.25 downtown sidewalk

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

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 updates

b. South Monroe Parking

DPW Director Rich LaBombard spoke regarding the lighting issue that occurred in the veteran's parking lot when work was being done in the South Monroe parking lot. The contractor has committed to fixing the snagged line. He also noted the Arbor Board will be planting trees in the South Monroe parking lot. Boardmember Yankovich commented on the pot hole in the veteran's parking lot. LaBombard stated it will be repaired.

c. Economic Development—No updates

8. **NEW BUSINESS**

a. Purchase of a S550 T4 Bobcat Skid-Steer Loader and Caterpillar 926 M Wheel Loader.

DPW Director Rich LaBombard noted the two pieces of equipment will be brought before the City Council at its next meeting. It has been proposed that DDA pay \$10,000 into this much needed equipment for the DPW since DDA uses a percentage of both throughout the year. The DDA uses 22% of the rentals fund for the Front End Loader and about 40% of the rentals for the Skid-Steer. City Manager Mike Burns stated he is asking the DDA to consider contributing 25% of the annual financing payments for the Front End Loader and about 40% of the annual financing payments for the Skid-Steer. The funds would be transferred from the DDA fund to the Equipment fund. However, the DDA would not be charged for the rentals of this equipment.

Chair Reagan noted this has been done in the past with other equipment and the DDA gets billed for any maintenance that is being used. Boardmember Doyle did not believe the equipment was used much in the past. LaBombard stated his data is based on one year. He noted the DPW employees' did not want to use the equipment much because of its age. He went onto note renting the equipment would cost more. After reviewing the City's Asset Management Plan, LaBombard believed these two pieces of equipment needed to be addressed. Boardmember Lonick questioned if leasing had been considered. Burns stated City Attorney Dick Wendt has advised him that due to the low interest rates, the City would get a better rate purchasing.

Further discussion continued and it was noted the DDA would only be charged for the usage after the equipment is paid off.

By general consensus, the board agreed to have the issue brought back at a later date once more information is received.

b. Sidewalks

LaBombard stated 98% of the sidewalk repair has been completed. He noted an unknown vault in front of Lowell Light & Power was discovered creating an additional charge. Work will continue on the sidewalks as long as the weather holds. At the last meeting, Mayor Altoft mentioned the sidewalk sloping in front of 815 W. Main. At its worst point, it slopes at ten percent, but averages four to five percent. LaBombard requested direction from DDA. Fixing the slope could open up several other costs. However, currently this area is not meeting the DDA standards. Reagan stated he would be in favor of fixing this one section. Lonick and Yankovich suggested looking at how many other sidewalks are in this shape and bring it back to the next meeting. Reagan agreed, stating maybe they could all be repaired at the same time.

9. **REPORTS AND MEMBER COMMENTS**

Chair Reagan noted the John Ball Zoo millage passed, which the DDA will capture a portion of. The 9-1-1 proposal also passed.

IT WAS MOVED BY YANKOVICH and seconded by LONICK to adjourn at 12:45 p.m.

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

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
December 7, 2016

Beginning Balance:	\$378,716.20
Revenue:	
TIFA Revenue	331,093.03
Interest	116.79
Misc.	
Total Revenues	\$709,926.02
Expenditures:	
Capital Outlay	\$67,222.25
Salaries/FICA	\$14,042.75
Maintenance Supplies	\$22,501.67
Utilities	\$8,823.70
Misc. and Community Promotions	\$6,384.98
Accrued Wages	\$2,329.17
Accrued payables	\$87,214.84
Administration	\$3,793.66
Prof. Services	\$1,524.02
Transfer to General Fund	
<i>Total Expenditures:</i>	\$213,837.04
Ending Balance	\$496,088.98

Capital outlay appropriated

\$ 13,447.00 exterior handicap accessibility Lowell Arts

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 11/11/2016 - 12/07/2016

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
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							39,948.79