

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, SEPTEMBER 10, 2015**

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

The Meeting was called to order at 12:16 p.m. by Chair Jim Reagan.

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

Absent: Shelley Catlin and April McClure.

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 LONICK and seconded by HOWE to excuse the absences of Boardmembers Catlin and McClure.

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

3. **APPROVAL OF THE AGENDA**

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

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

4. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY DOYLE and seconded by SPRENGER to approve the minutes of the August 6, 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
September 10, 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

Olin noted the TIFA revenue would be close to \$100,000 by the October meeting.

IT WAS MOVED BY YANKOVICH 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 stated since the last meeting a building has been removed and an asphalt/milling parking lot has been installed. A plan is also in place to install a permanent parking lot. The railroad has been contacted and Main Street BBQ has opened.

At the last meeting the DDA voted to allocate funds toward a permanent lot as well as a temporary lot. Howe met with the business owners who indicated they would prefer the permanent parking lot

be completed in the spring. A sign will be posted to inform people of this. Howe noted the cost of the temporary parking lot was approximately \$2,200.

Yankovich stated the soft opening was attended by someone who has a website called "Eat GR". He was very impressed.

8. **NEW BUSINESS**

- a. City of Lowell Redevelopment Liquor License Approval Process. Boardmember Howe provided a draft copy of the redevelopment liquor License approval process. He questioned if the DDA wanted to be part of this process. Lonick questioned the estimated timeline from the time when an individual submits an application. Howe responded the process will take city staff a couple weeks before being presented to the City Council. Lonick questioned what would happen if a license is granted but the DDA dissolves. Howe explained the license has to be issued in a redevelopment zone. These licenses are permanent, but not transferrable.

Howe noted the City would not recommend approval if the business is not meeting the requirements of the zoning ordinance.

Lonick wanted to be notified early in the process. Yankovich agreed. One could attend the Council meeting if there were concerns. Howe suggested the Planning Commission be notified as well.

No further information was provided.

9. **REPORTS AND MEMBER COMMENTS.**

Boardmember Howe stated all boards and commissions are invited to attend a work shop on September 29, 2015 at 6:00 p.m.

A tentative date of September 21, 2015 is set for removal of the downtown tower.

A downtown parking analysis has been completed. A consultant will prepare a final report with recommendations.

The group that was formed regarding the Riverwalk design will be brought back together for further review.

Chair Reagan thanked Greg Canfield and the others for the investment in the downtown area and help in launching the new restaurant.

The next meeting was scheduled for October 8, 2015.

IT WAS MOVED BY YANKOVICH to adjourn at 1:03 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary