

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, OCTOBER 12, 2017**

1. CALL TO ORDER; ROLL CALL

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

Present: Boardmembers Cliff Yankovich, Rita Reister, Mike Larkin, Dean Lonick, April McClure and Chair Reagan.

Absent: Boardmembers Doyle, Sprenger, and Mayor DeVore.

Also Present: City Manager Mike Burns, City Clerk Susan Ullery, City Treasurer Suzanne Olin, City Councilmember Greg Canfield and Department of Public Works Director Rich LaBombard.

2. EXCUSE OF ABSENSES

IT WAS MOVED BY LONICK and seconded by LARKIN to excuse the absence of Boardmembers Doyle, Sprenger and Mayor DeVore.

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

3. APPROVAL OF THE AGENDA

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

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

4. APPROVAL OF THE MINUTES

IT WAS MOVED BY LONICK and seconded by LARKIN to approve the minutes of the September 7, 2017 meeting as written.

YES: 7. NO: 0. ABSENT: 3. MOTION CARRIED.

5. TREASURER'S REPORT

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
October 10, 2017**

Beginning Balance:	\$246,308.11
Revenue:	
TIFA Revenue	\$397,779.49

Total Revenues	\$644,087.60
Expenditures:	
Capital Outlay	\$9,845.00
Salaries/FICA	\$12,946.16
Maintenance Supplies	\$13,298.67
Utilities	\$7,520.84
Misc. and Community Promotions	\$110.61
Accrued Wages	\$3,045.57
Administration	\$3,784.61
Accrued Payables	\$7,347.62
Transfer to General Fund	
<i>Total Expenditures:</i>	\$57,899.08
Ending Balance	\$586,188.52

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

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

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

No comments were received.

7. **OLD BUSINESS**

There was no old business.

8. **NEW BUSINESS**

a. **Establishing a Brownfield District - Discussion.**

City Manager Mike Burns advised that the City has been approached by interested developers regarding the possibility of establishing a Brownfield Redevelopment Authority (BRDA). The establishment of this district would be to allow reimbursement for abatement costs to contaminated, functionally obsolete, blighted or historic properties through tax increment financing (similar to the Downtown Development Authority). The advantage to this is, in addition to local tax capture, under state statute; school operating taxes can also be added to this capture. In addition, the Michigan Economic Development Corporation, through the Michigan Strategic Fund, can also approve a 6% State Education Tax from approved developments to be captured for Brownfield remediation.

Burns advised he has approached the City Council and they are interested in forming the Authority. The State statute currently allows a Downtown Development Authority to serve as the Brownfield Redevelopment Authority. Since the Authority is project based, it might be better to utilize a board currently in place rather than creating an additional board for this purpose; especially since the number of projects may be limited. The City Council has directed Burns to ask the Downtown

Development Authority if they would be interested in serving as the board for this function. Creation of this Authority is a beneficial development tool for future development in the downtown as well as our city.

The boardmembers had some discussion of the Brownfield Redevelopment Authority. Burns advised that the Brownfield Tift can only be used for abatement costs, demolition, asbestos abatement, site preparation, public infrastructure, and infrastructure improvements. There are specific state guidelines to help the City get the Authority started and the City Attorney would help with this as well.

After some discussion, it was the consensus of the Board to move forward on the Brownfield Redevelopment Authority.

b. Pavement Marking.

Department of Public Works Director Rich LaBombard explained that the Department of Public Works will be doing pavement markings on part of Bowes Road and on Forman Street. They will be applying main line markings and school crossings. The total project is \$4,903.90. We are requesting \$3,000 from the DDA to assist with this project. The remainder will be paid for from the city's Major Street Fund.

LaBombard is recommending that the Downtown Development Authority approve expenditures at a cost not to exceed \$3,000 for the application of pavement markings on Bowes Road and Foreman Street.

IT WAS MOVED BY LONICK and seconded by LARKIN to approve expenditures at a cost not to exceed \$3,000.

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

9. REPORTS AND MEMBER COMMENTS

Boardmember Reister advised some of her customers complain that there is no parking in front of her store. She advised her neighbors take up most of the parking and block the driveway in the back.

Boardmember Larkin advised there is a yellow mark in front of City Hall and there should be no parking there, but people are still parking there.

Chair Reagan advised the City Council has been talking about Medical Marijuana dispensaries and he would like the DDA board to think about this and let the Councilmembers know how they feel about this if the Council decides to move forward with it.

Burns advised he will be talking to the Council on Monday night to possibly set a Public Hearing for Medical Marijuana on November 20th.

IT WAS MOVED BY YANKOVICH and seconded by LONICK to adjourn at 12:44 p.m.

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

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk