

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, DECEMBER 8, 2016**

1. CALL TO ORDER; ROLL CALL

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

Present: Cliff Yankovich, Rita Reister, Brian Doyle, Mike Larkin, Dean Lonick,

Absent: April McClure, Mike Sprenger, Mayor Mike DeVore and Chair Reagan.

Also Present: City Manager Mike Burns, DPW Director Rich LaBombard and City Treasurer Suzanne Olin.

2. EXCUSE OF ABSENSES

IT WAS MOVED BY LONICK and seconded by LARKIN to excuse the absence of Boardmembers April McClure, Mike Sprenger, Mayor Mike DeVore and Chair Jim Reagan.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

3. APPROVAL OF THE AGENDA

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

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

4. APPROVAL OF THE MINUTES

IT WAS MOVED BY LONICK and seconded by LARKIN to approve the minutes of the November 10, 2016 meeting as written.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

5. TREASURER'S REPORT

**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	
Total Expenditures:	\$213,837.04

Ending Balance \$496,088.98

Capital outlay appropriated

\$ 13,447.00 exterior handicap accessibility Lowell Arts

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

YES: 5. NO: 0. ABSENT: 4. 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 commented that the trees have been installed and the construction has been finalized. LaBombard stated next year the south side of the parking lot will be graded to restore it from the weeds taking over, if there was no objection from the board.

8. **NEW BUSINESS**

- a. Sidewalks.

DPW Director Rich LaBombard discussed the sidewalks near 815 W. Main. He explained the ADA standards are eight percent forward slope max and two percent cross slope max. The sidewalks within the DDA were inspected and 12,800 square feet of the sidewalks would need to be replaced if the City wants to set such standards. The cost would be \$7.75 per square foot.

Boardmember Larkin noted the City has an ordinance in place for the sidewalks as well as maintenance. City Manager Burns suggested focusing on the core downtown area. Boardmember Lonick noted the available funds. It is the DDA's intention to improve the City.

Boardmember Yankovich questioned liability issues and the effects of not maintaining the sidewalks to the ADA standards. Burns advised MDOT would require ADA standards along M21 if any enhancements were to be done.

Yankovich asked if there was money in the budget to repair the sidewalks. He advised that some of the sidewalks were already fixed. Boardmember Lonick noted the liability falls onto the property owner. LaBombard asked if the DDA would consider incorporating the ADA standards. Burns advised the City Council should set this standard. He also noted federal projects must comply with federal standards.

Yankovich questioned whether or not the DDA should be in the sidewalk business and if so, is it going to be the entire DDA or just Main Street. Lonick believed sidewalks are an imposed burden on the property owner and the DDA should try and offset that burden and help all involved. Boardmember Reister was surprised at how many sidewalks were nonconforming. Boardmember Doyle stated he would be in favor of the DDA repairing such sidewalks. Yankovich noted this is good infrastructure and would provide walkability and wheel chair accessibility.

Lonick and Yankovich suggested bringing the worse sidewalk cases back to the DDA in the spring for more discussion.

9. **REPORTS AND MEMBER COMMENTS**

City Manager Mike Burns commented on the statutes that are moving through the House and Senate. However, this does not pertain to the City of Lowell.

Boardmember Lonick questioned the skid-steer and front end loader. Discussion continued in reference to the financing and cost for the DDA.

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

YES: 5. NO: 0 ABSENT: 4. MOTION CARRIED.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk