

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, FEBRUARY 9, 2017**

1. CALL TO ORDER; ROLL CALL

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

Present: Cliff Yankovich, Rita Reister, Brian Doyle, Mike Larkin, Dean Lonick, and Chair Reagan.

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

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

2. EXCUSE OF ABSENSES

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

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

3. APPROVAL OF THE AGENDA

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

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

4. APPROVAL OF THE MINUTES

IT WAS MOVED BY DOYLE and seconded by YANKOVICH to approve the minutes of the December 8, 2016 meeting as written.

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

5. TREASURER'S REPORT

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
February 7, 2017**

Beginning Balance:	\$378,716.20
Revenue:	
TIFA Revenue	\$341,193.03

Interest	116.79
Misc.	
PPT Reimbursement	\$16,097.54
Total Revenues	\$736,123.56
Expenditures:	
Capital Outlay	\$135,765.83
Salaries/FICA	\$20,676.95
Maintenance Supplies	\$28,838.96
Utilities	\$13,411.99
Misc. and Community Promotions	\$37,599.05
Accrued Wages	\$2,329.17
Accrued payables	\$87,214.84
Administration	\$5,969.07
Prof. Services	\$2,020.21
Transfer to General Fund	
Total Expenditures:	\$333,826.07
Ending Balance	\$402,297.49

Capital outlay appropriated

\$ 13,447.00 exterior handicap accessibility Lowell Arts to be paid shortly!

IT WAS MOVED BY LONICK 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**

a. **Downtown Development Plan-Update from Karen Waid-Chess Club.**

Karen Waid gave an update on the Middle School Chess Club. She advised that they have met their goal of \$2,500.00. The DDA had mentioned they would match this amount once the goal is met. Plans are still being constructed but should be completed in time for the library's 25th anniversary celebration.

IT WAS MOVED BY DOYLE and seconded by YANKOVICH to approve the \$2,500.00 for the Chess Club.

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

b. South Monroe Parking.

DPW Director Rich LaBombard discussed the “dancing lights” in the parking lot. Because the lights are not in working order, the project has not been closed out. They are still under warranty from the contractor and payment will be withheld until the lights are in working order.

8. **NEW BUSINESS**

a. Approval of the 2017 Meeting Dates.

City Manager Mike Burns advised that he would be out of town on March 9th and April 6th and requested the meeting dates be rescheduled to March 16th and April 13th.

IT WAS MOVED BY LONICK and seconded by YANKOVICH to approve the amended meeting dates.

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

b. Downtown Plan Approved in 2015.

City Manager Mike Burns advised this was drafted in 2015 and wishes to have a discussion in reference to the plan. Chair Reagan explained the plan was put into place by a committee made up of community members; however no action has been taken.

Boardmember Lonick commented on the proposed “bump outs”. They naturally slow traffic but are also potential maintenance hazards. These were considered at the Hudson intersection, but there may be too much truck traffic.

Burns advised he was looking for a vision of the downtown. There are many areas the DDA could focus on for the future. Walkability enhances the downtown and increases property value. There are many unique ideas that could be done.

Boardmember Yankovich stated they have tried to get a pedestrian crosswalk but it never goes anywhere because it is a state highway.

Burns suggested a walkability study be done.

Chair Reagan suggested a “brainstorming” meeting to get feedback on the Downtown Plan.

c. Veterans Parking Lot-Directional Arrows

Boardmember Yankovich questioned if directional arrows could be installed. DPW Director LaBombard said he would measure to see if there is enough room.

9. **REPORTS AND MEMBER COMMENTS**

City Manager Mike Burns commented on a bill recently signed by Governor Snyder regarding the ability for libraries to opt out of the Downtown Development Authority. He was unsure of how the KDL District Library felt about this.

IT WAS MOVED BY LONICK and seconded by YANKOVICH to adjourn at 12:49 p.m.

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

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk