

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
THURSDAY, APRIL 13, 2017**

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

The Meeting was called to order at 12:19 p.m. by Chair Jim Reagan.

Present: Cliff Yankovich, Rita Reister, April McClure, Mike Sprenger and Chair Reagan.

Absent: Brian Doyle, Mayor Mike DeVore, Mike Larkin, and Dean Lonick.

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

**2. EXCUSE OF ABSENSES**

IT WAS MOVED BY YANKOVICH and seconded by SPRENGER to excuse the absence of Boardmembers Brian Doyle, Mayor Mike DeVore, Mike Larkin and Dean Lonick.

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

**3. APPROVAL OF THE AGENDA**

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

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

**4. APPROVAL OF THE MINUTES**

IT WAS MOVED BY YANKOVICH and seconded by MCCLURE to approve the minutes of the February 9, 2017 meeting as written.

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

**5. TREASURER'S REPORT**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FINANCIAL STATEMENT  
April 11, 2017**

Beginning Balance:	\$378,716.20
Revenue:	
TIFA Revenue	\$377,113.32

Interest	281.30
Misc.	
PPT Reimbursement	\$16,097.54
<b>Total Revenues</b>	<b>\$772,208.36</b>
<b>Expenditures:</b>	
Capital Outlay	\$161,488.35
Salaries/FICA	\$23,618.04
Maintenance Supplies	\$30,641.25
Utilities	\$14,632.88
Misc. and Community Promotions	\$37,673.02
Accrued Wages	\$2,329.17
Accrued payables	\$87,214.84
Administration	\$8,058.91
Prof. Services	\$2,152.21
Transfer to General Fund	
<b>Total Expenditures:</b>	<b>\$367,808.67</b>
<b>Ending Balance</b>	<b>\$404,399.69</b>

IT WAS MOVED BY SPRENGER and seconded by REISTER 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. **South Monroe Parking Lot.**

Department of Public Works Director Rich LaBombard advised the lighting issues have been resolved. He also advised the handicap signage will be installed soon. LaBombard went on to state he received a quote from Terra Verde Landscaping in the amount of \$1,405.50 for the rear parking lot landscaping.

IT WAS MOVED BY SPRENGER and seconded by MCCLURE to approve the \$1,405.50 for Terra Verde to add fresh top soil and seed to the rear parking lot landscaping.

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

b. Veterans Parking Lot—Directional Arrows.

LaBombard advised directional arrows can be added to the parking lot once good weather arrives.

c. Downtown Plan—Further Discussion of Strategic Meeting – (Plan was attached in the February 9, 2017 agenda packet).

City Manager Mike Burns advised Dan Burden, a walkability expert, would be interested in doing a walkability study in the City of Lowell. The fee has not yet been determined.

Burns commented on the discussion held at the last meeting regarding cross walks. He is trying to work with MDOT to discuss options for walkability in the City. He went on to explain the downtown redevelopment that he helped implement in the City of Fenton and invited the Board to travel there on June 23<sup>rd</sup> for a walking tour and the renovation of an old firehouse that has become a destination restaurant.

8. NEW BUSINESS

a. Chamber of Commerce – Summer Concert Series.

Director of Lowell Arts Lorain Smalligan spoke in reference to the Summer Concert Series. Smalligan explained the series starts on June 15 and runs through August 24<sup>th</sup> and ending with an additional fundraiser concert for the Showboat on August 25<sup>th</sup>.

Smalligan requested \$6,000 from the DDA to support the 2017 Lowell Showboat Sizzlin’ Summer Concert Series and Sizzlin’ Summer Movie night.

IT WAS MOVED BY YANKOVICH and seconded by SPRENGER to approve \$6,000 to support the Sizzlin’ Summer Concert Series.

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

b. Resolution – 01-17 – Approving and Authorizing Execution of an Installment Purchase Agreements Payment Agreement with the City of Lowell related to the Financing of the Cost of Purchasing a Wheel Loader and Skid-Steer Loader.

City Manager Mike Burns recommended that the Downtown Development Authority approve Resolution 01-17 and the agreement between the City and Downtown Development Authority to finance the items of equipment as presented.

IT WAS MOVED BY REISTER and seconded by YANKOVICH to approve Resolution 01-17 and the agreement between the City and Downtown Development Authority to finance the items of equipment as presented.

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

c. 2017-2018 Budget.

City Manager Mike Burns presented the Downtown Development Authority proposed 2017-2018 budget. He recommended that the Downtown Development Authority approve the Fiscal Year 2018 Budget as presented.

IT WAS MOVED BY MCCLURE and seconded by YANKOVICH to approve the Fiscal Year 2017 - 2018 Budget as presented.

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

d. LCTV Building – Improvements for Summer.

City Manager Mike Burns advised that with the closing of the Showboat, the Chamber of Commerce would like to make improvements to the LCTV Building for the Summer Concert Series and Santa visits. The improvements are estimated to cost approximately \$4,000.

IT WAS MOVED BY MCCLURE and seconded by REISTER to contribute \$4,000 toward improvements to the LCTV building.

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

9. **REPORTS AND MEMBER COMMENTS**

Boardmember Reister questioned the status of the sidewalks and trails extension. Rich LaBombard stated progress is being made as far as distinguishing the sidewalks and trails.

Boardmember Sprenger commented about “Branding” the City. He noted there is a marketing committee that has been going through a study regarding this. Burns advised the City Council wants to be involved, but has been pulled from the budget until next year. He noted the community as a whole needs to be involved.

Chair Reagan advised the next meeting is Thursday, May 4, 2017.

IT WAS MOVED BY YANKOVICH and seconded by SPRENGER to adjourn at 12:51 p.m.

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

Date:

APPROVED:

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James E. Reagan, Chair

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Susan Ullery, City Clerk