

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, AUGUST 10, 2017**

1. CALL TO ORDER; ROLL CALL

The Meeting was called to order at 12:16 p.m. by Boardmember Yankovich.

Present: Boardmembers Cliff Yankovich, Rita Reister, Mike Larkin, April McClure and Mike Sprenger.

Absent: Boardmembers Brian Doyle, Mayor Mike DeVore, Dean Lonick, and Chair Reagan.

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

2. EXCUSE OF ABSENSES

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

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

3. APPROVAL OF THE AGENDA

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

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

4. APPROVAL OF THE MINUTES

IT WAS MOVED BY SPRENGER and seconded by MCCLURE to approve the minutes of the April 13, 2017 meeting as written.

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

5. TREASURER'S REPORT

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

Beginning Balance:	\$265,978.21
Revenue:	
TIFA Revenue	\$40,000.00
Total Revenues	\$305,978.21

Expenditures:

Capital Outlay	\$4,000.00
Salaries/FICA	\$7,912.26
Maintenance Supplies	\$2,518.89
Utilities	\$8,843.91
Misc. and Community Promotions	
Accrued Wages	
Administration	\$1,946.26
Prof. Services	
Transfer to General Fund	
<i>Total Expenditures:</i>	\$25,221.32

Ending Balance \$280,756.89

IT WAS MOVED BY REISTER and seconded by SPRENGER 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.

Everything has been fixed.

b. Veterans Parking Lot.

The directional arrows have been working.

c. Downtown Plan-Further discussion of Strategic Meeting.

No update at this time.

8. **NEW BUSINESS**

a. Consent to Reconfigure Broadway Street.

City Manager Mike Burns advised as part of the City's SAW Grant program and infrastructure improvements, he has approached the City Council to get their consent to reconfigure Broadway Street and reorienting the city-owned parking lot located on the southwest intersection of Broadway and Main Street. The proposed reconfiguration of Broadway Street will create a new parking layout

and enhance the 300 block of West Main. The proposed reconfiguration has been presented to King Milling and their comments will be incorporated into the final design if approved by City Council.

The benefits of the proposed layout are:

- Reduce vehicle conflicts at the Broadway and Main intersection.
- Enhanced appearance of a City owned parking lot better integrated into the DDA.
- Create a more functional parking lot with better flow in and around the lot.
- Less semi traffic at the Broadway and Main intersection.
- Accommodate a larger truck turning area for King Milling.

Potential drawbacks to the proposed layout are:

- No through traffic on Broadway between Ottawa and Main Street.
- Eliminate the cut around the Hudson and Main intersection.

Other issues:

- King Milling truck traffic will have to enter exclusively from the south on Broadway Street through the existing fairgrounds. DPW will evaluate with the County the potential to have an actuated traffic signal at Bowes and Hudson to accommodate King Milling truck traffic and left turns onto Hudson. There will be a cost for this improvement, but it could be beneficial for eastbound Bowes traffic as well.
- The DPW will evaluate the vacation of Broadway Street between Ottawa and the railroad tracks with a permanent utility easement. The vacated street would become the property of adjacent property owners—in this case, King Milling.
- DPW would approach the DDA to share in the cost of the landscape improvements if City Council approves the layout.
- DWP will continue to work with MDOT for a left turn signal on Main Street to relieve afternoon traffic backups at the Main and Hudson intersection.

The plan to start this project will be next year. The road improvements are already paid for through City bonds for Broadway. The only additional costs would be for landscaping estimated at \$32,000 and we would ask DDA to consider paying for these landscaping improvements. City Council is interested in moving forward with this project, but did not make a decision without talking with the DDA first.

By general consensus, the DDA agreed to contributing funds for the project.

b. Request for Funding from DDA for Old Cable /DPW Building Renovations.

On March 16, 2017, the City approached the DDA for funding to make renovations to the old Lowell Cable/DPW building to accommodate public functions in the building. This request was made due to the Lowell Showboat being closed to the public, leaving the Chamber of Commerce in need of a facility to host community functions. The DDA was approached to support funding for installation of a door that entered out onto the Riverwalk Plaza. Four thousand dollars was requested and approved for this work.

Additional funding is being requested at this time to accommodate a requirement by Cascade Township building inspector to modify the facility for public use. Modifications include a life safety plan for the facility, installation of exit and emergency lighting, relocating electrical services and switches within the facility and an emergency exit crash bar on the north door.

Quotes for this work have been obtained from D'Agostino Construction, Flat River Electric and Ford Service Work. The Director of Public Works and Chamber of Commerce request additional funding in the amount not to exceed \$7,000 to complete the work required to open the facility for public use.

IT WAS MOVED BY LARKIN and seconded by MCCLURE to approve up to \$7,000 for the renovations.

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

9. **REPORTS AND MEMBER COMMENTS**

There were no member comments.

IT WAS MOVED BY SPRENGER and seconded by YANKOVICH to adjourn at 12:46 p.m.

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

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk