



CITY OF LOWELL
HISTORIC DISTRICT COMMISSION AGENDA
TUESDAY, SEPTEMBER 27, 2015

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. August 25, 2015 – minutes of regular meeting
4. PERMIT APPLICATIONS
 - a. 210 E Main – Main Street Development of Lowell – grant application
5. PROJECT UPDATES
 - a. 221 & 223 W Main- paint & roof
 - b. 198 – 212 W Main – tuck pointing
 - c. 206 E Main - painting
 - d. 207-209-211 W Main – painting
 - e. 301 E Main – awning replacement
6. OLD BUSINESS
7. NEW BUSINESS
8. ADJOURNMENT

HDC MEETING HELD IN 1ST FLOOR FLAT RIVER ROOM AT CITY HALL

**PROCEEDINGS
OF
LOWELL DOWNTOWN HISTORIC DISTRICT COMMISSION
CITY OF LOWELL
Tuesday, August 25, 2015 at 6:00 P.M.**

1. **CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL**

The Meeting was called to order at 6:02 p.m. by Chairman Doyle and Lori Gerard called the roll.

Present: Ardis Barber, Todd Cooper Brian McLane and Chairman Steve Doyle

Absent: Nancy Wood

Also Present: Councilmember Sharon Ellison and Lori Gerard

2. **APPROVAL OF THE AGENDA**

IT WAS MOVED COOPER and supported by BABER to approve the agenda as written.

YEA: 4 NAY: 0 ABSENT: 1 MOTION CARRIED

3. **APPROVAL OF MINUTES OF PREVIOUS MEETING**

IT WAS MOVED BY BARBER and supported by COOPER to approve the minutes of July 28, 2015 as written.

YEA: 4 NAY: 0 ABSENT: 1 MOTION CARRIED

4. **PERMIT APPLICATION:**

None.

5. **PROJECT UPDATES.**

- 212 & 223 W Main – paint and roof
- 198-212 W Main – tuck pointing
- 206 E Main – painting
- 210 E Main – painting and glass work

- 207-209-211 W Main – painting
- 301 E Main – awning replacement

It was questioned what would happen if the property owners did not meet deadline. That will be discussed at the next meeting.

6. **OLD BUSINESS.**

None.

7. **NEW BUSINESS.**

It was noted that Brian McLane provided the info needed for the grant application for the Lowell Area Community Fund deadline. Due to the many upcoming projects the HDC applied for \$100,000.

8. **PUBLIC COMMENTS.**

No comments.

IT WAS MOVED BY McLane to adjourn at 6:22 p.m.

APPROVED:

Steve Doyle, Chairman

DOWNTOWN LOWELL HISTORIC DISTRICT

Grant Application Form

Only rehabilitation projects that have received a Certificate of Appropriateness (work approval process by the Historic District Commission) are eligible for a grant. See reverse of this form for conditions and requirements for grants. *Grant recipients may be subject to State and Federal taxation and will be subject to applicable reporting requirements. Recipients should consult their tax adviser.*

Property Address: 210 E. MAIN

Applicant: Name: GREG CANFIELD

Address: 403 N. WASHINGTON

Phone: 292-4948

Name of Building Owner: MAIN STREET DEVELOPMENT OF LOWELL LLC

Date Certificate of Appropriateness issued _____

Description of proposed work: _____

REMOVE EXISTING STEPS

ADD BARRIER FREE RAMPS

Note: If project includes exterior painting, paint colors shall be submitted for approval.

Project Start Date: ~~9-31-15~~ Completion Date: 9-31-15

Applicant Signature: Greg Canfield Date: 8-25-15

See Conditions on the reverse side of this form.

Lowell Downtown Historic District Commission

Grant Application Bid Sheet

The following must be completed in full. Fill out all items that are applicable to your work. Approved exterior work only.

BID #1

Bid #1 Total Cost \$ 3300

Name of Contractor(s) CENTRIE CONCRETE CUTTING

Description of Work REMOVE STEPS
INSTALL BARRIER FREE RAMPS - 2

List all individual costs for **Bid #1**

Windows	\$ _____	Brickwork	\$ _____
Doors	\$ _____	Metal work	\$ _____
Paint	\$ _____	Glass work	\$ _____
Woodwork	\$ _____	Roof work	\$ _____
Awning work	\$ _____	Concrete work	\$ _____
Lighting	\$ _____	Structural work	\$ _____
Other	\$ _____	Other	\$ _____

Quantity of Windows _____ Location of Windows circle: North – South – East – West.

Location by floor circle: First Floor – Second Floor – Third Floor.

Window Manufacturer _____ Window Model number _____

Quantity of Doors _____ Location of Doors circle: North – South – East – West.

Location by floor circle: First Floor – Second Floor – Third Floor.

Door Manufacturer _____ Door Model number _____

Include with **Bid #1** all quotes, drawings, photos, manufacturer's specification sheets, and/or any other supporting documents.



Huisman Builders

4300 Maple Run
Lowell, MI 49331

616.437.3863

Jay@huismanbuilders.com

Estimate

Estimate No: 3060
Date: August 24, 2015

For: **Greg Canfield**
210 E. Main
Lowell, MI 49331

Description	Quantity	Rate	Amount
Form, pour, and finish two handicap ramps at the old Moose Lodge. Light broom finish. Per owners/architects specs.	1	\$2,400.00	\$2,400.00*

* indicates non-taxable item

Subtotal	\$2,400.00
SALES TAX (6.00%)	\$0.00
Total	\$2,400.00

Lowell Downtown Historic District Commission

Grant Application Bid Sheet

The following must be completed in full. Fill out all items that are applicable to your work. Approved exterior work only.

BID #2

Bid #1 Total Cost \$ _____

Name of Contractor(s) _____

Description of Work _____

List all individual costs for **Bid #2**

Windows \$ _____ Brickwork \$ _____

Doors \$ _____ Metal work \$ _____

Paint \$ _____ Glass work \$ _____

Woodwork \$ _____ Roof work \$ _____

Awning work \$ _____ Concrete work \$ _____

Lighting \$ _____ Structural work \$ _____

Other \$ _____ Other \$ _____

Quantity of Windows _____ Location of Windows circle: North – South – East – West.

Location by floor circle: First Floor – Second Floor – Third Floor.

Window Manufacturer _____ Window Model number _____

Quantity of Doors _____ Location of Doors circle: North – South – East – West.

Location by floor circle: First Floor – Second Floor – Third Floor.

Door Manufacturer _____ Door Model number _____

Include with **Bid #2** all quotes, drawings, photos, manufacturer's specification sheets, and/or any other supporting documents.

**Downtown Lowell Historic District
Grant Program
Work Progress Report**

Grant Recipient: **Lowell Arts**

Date: **September 28, 2015**

Property Address: **221 & 223 W Main**

Grant Award Amount: **\$18,000**

Project deadline date: **10/1/2015**

Work to be done: **brick replacement, repairs and painting**

Certificate of Appropriateness issued:


1. Project is Complete: (Yes or No) If yes, submit this form with work receipts for payment of grant.
2. Project is in progress: (Yes or No) If yes, will project be completed by the above deadline? _____ . If no, describe status of project, give projected completion date and why project has not been completed by the above deadline date. _____

3. Project has not started: (Yes) Describe status of project, give projected start date and/or why project has not been completed by the above deadline date.

MARK BATCHELOR WITH ARCHITECTURAL RESTORATION
WILL INSTALL FLASHING ON THE SECOND STORY WINDOWS IN
OCTOBER 2015 TO PROTECT THEM FOR THE WINTER. THE ROOFING
WILL BE COMPLETED IN FALL 2015. SCHEDULING CONFLICTS WITH
THE MASON PUSHED THE BRICK REPAIR OFF UNTIL SPRING 2016
INCLUDING PAINTING THE BUILDING THAT IS WEATHER
DEPENDENT. CAPITAL CAMPAIGN FUNDRAISING ALSO CREATED A DELAY.
Please submit this report to Lowell City Hall, 301 East Main St. by 10/1/15
to be reviewed at the upcoming HDC meeting, which will be held on _____

Failure to submit this Progress Report by the above date may result in the forfeiture of your Grant Award.

Grantee Name LOWELL ARTS! Date 9/30/15


LORAIN SMALLIGAN

HDC Grant Monies

<u>Business</u>	<u>Address</u>	<u>Amount Paid</u>	<u>Amount Received</u>	<u>Interest</u>	<u>Date</u>	<u>Grant Description</u>
interest		\$ -		\$ 4.73	12/31/2012	
All Weather Seal	319 E Main	\$ 1,542.00			Clk #62611 1/30/2013	C of A 10/23/2012 WORK OF \$5141 30% grant - 2 window & 1 door
interest				\$ 4.63	4/30/2013	
interest				\$ 8.19	2/28/2014	
HDC Grant Monies			\$ 50,000.00		6/20/2014	LACF
Architectuarl Building Resoration	219 & 307 E Main	\$ 2,100.00				C of A 6/26/12 work or \$7000 30 % grant- extensions 5/1/14 & 9/23/14
interest				\$ 19.93	6/30/2014	
Doug Folsom	216 E Main	\$ 1,723.00			1/12/2015 Ck# 65690	C of A 9/23/2014 for work \$5742 30% grant - repair on east brick wall
interest				\$ 31.05	1/31/2015	
interest				\$ 9.01	5/31/2015	
CW Pals Inc. DBA Larkins Restaurant	315 W. Main	\$ 9,700.00			ck# 66161 4/30/15	CofA 1/6/205 for work \$32,138 30% grant brick repair, mortar, roof
City of Lowell	301 E. Main	\$ 9,200.00			CK#66238 5/28/2015	C of A 7/22/2014 for work \$11,500 80% grant-wood repair & replacement , cauld scrape & paint 1st floor
interest				\$ 16.05	6/30/2015	
City of Lowell - Historic Museum	325 W Main	\$ 157.00			CK#66504 7/23/15	glass replacement 3 windows Work \$525 on public bldg
Main St Development of Lowell	210 E Main	\$ 3,750.00			CK#66704 9/3/2015	CofA 6/25/15 - 50% grant of \$7500 painting
Total grants received			\$ 440,000.00			
Total grant money paid out		\$ 410,620.97				
Total grant money left	\$ 29,379.03					
Interest earned				\$ 6,386.38		
Total Cash on Hand	\$ 35,765.41					

Lori Gerard

From: Mark Howe
Sent: Tuesday, October 13, 2015 11:06 AM
To: sdoyle@kingflour.com
Cc: Lori Gerard; Sue Ullery
Subject: Historic District Grant

Your grant from the Lowell Area Community Fund for the Historic District was approved at \$50,000. The grant is contingent on submission of financial records for past grants including addresses and improvement descriptions for each property. While the committee recommended and the grant was approved at a lower level than was requested, they indicated that they would encourage future requests as additional projects are identified.

Mark Howe, ICMA-CM Lowell City Manager

301 E. Main Street
Lowell, Michigan 49331
p.616.897.8457
f.616.897.4085
www.ci.lowell.mi.us

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No virus found in this message.

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Version: 2015.0.6140 / Virus Database: 4447/10805 - Release Date: 10/12/15

City of Lowell Community Facilities

This report provides information on the various community facilities owned and operated by the City of Lowell for the benefit of the greater community. Its purpose is to provide policymakers and the general public with information that can be used in a community dialog about the current and future use and operation of these facilities.

The City of Lowell has constructed, operates and maintains a number of facilities that are used by the greater Lowell community. These include:

- Englehardt Public Library which circulates more than 150,000 materials per year
- Graham Building which houses the Lowell Area Historical Society
- Riverwalk Building which houses the Lowell Area Chamber of Commerce
- Lowell Showboat and Riverwalk which is home to the annual Riverwalk Festival, Sizzlin' Summer Concerts, Santa visits and other community gatherings
- Community Parks including:
 - Recreation Park which houses the Kent County Youth Fair and sports teams from the YMCA and Lowell Youth Football
 - Creekside Park which houses sports teams from the YMCA and Lowell Little League
 - Stoney Lakeside Park which serves as a public beach, picnic area and includes a skate park and dog park.
 - North Washington property which is the location of the Boy Scout Cabin
- Oakwood Cemetery

These facilities serve the more than 15,000 residents of the greater Lowell area (estimated school district population). Following are the census 2010 populations for each of the three major municipalities:

• City of Lowell	3,785
• Lowell Charter Township	5,949
• Vergennes Township	4,189
TOTAL	13,923

Together these community facilities cost City of Lowell taxpayers \$300,348 during the 2014/15 fiscal year (unaudited). This amount is the equivalent of 3.3977 mills of the 15.9424 total collected for the city's General Fund (including the museum special millage).

• Englehardt Public Library	\$ 52,066
• Graham Building	\$ 16,535
○ Millage for Museum Operations	\$ 20,688
• Riverwalk Building	\$ 845
• Showboat and Riverwalk	\$ 1,099
• Community Parks	\$ 124,963
• Oakwood Cemetery	\$ 84,152

Englehardt Public Library

The Harold and Mildred Englehardt Public Library opened in February, 1997. It is an 8,800 square-foot facility which cost \$1.3 million to construct. It was made possible through donations from the Lowell Area Community Fund, the Look Memorial Fund, and a \$770,000 bond paid by citizens of the City of Lowell through the General Fund over a ten-year period. Total cost of the bond, including principal and interest, was \$915,705.

The City of Lowell maintains the building and grounds, including janitorial and maintenance, supplies for cleaning and public restrooms, public utilities such as gas, electric, water and sewer and insurance. All expenses are paid by City of Lowell taxpayers through the city's General Fund.

The Kent District Library provides payment in the amount of \$1.50 per square foot (increased from \$1.00 per square foot in 2015) to offset the cost of building and grounds maintenance. The estimated total for the 2015/16 fiscal year is \$11,600.

There are over 100,000 visits per year to the Englehardt branch of the Kent District Library system with more than 150,000 total items checked out (166,826 in 2014). Of the total items checked out in 2014 a large majority were by non-city residents. The breakdown is as follows:

• City of Lowell	44,225	26.5%
• Lowell Township	40,928	24.5%
• Vergennes Township	33,588	20.2%
• Other	48,085	28.8%

More residents of the City of Lowell are KDL cardholders than any other municipality in Kent County at 84 percent, second only to East Grand Rapids at 83 percent. Most other municipalities are in the 50 to 60 percent range.

Englehardt Public Library Net General Fund Expense

• FY 2007/08	\$ 50,387
• FY 2008/09	\$ 42,812
• FY 2009/10	\$ 48,100
• FY 2010/11	\$ 58,230
• FY 2011/12	\$ 49,243
• FY 2012/13	\$ 61,670
• FY 2013/14	\$ 70,399
• FY 2014/15 (unaudited)	\$ 52,066
• FY 2015/16 (budgeted)	\$ 60,700

Museum (Graham Building)

The City of Lowell owns the Graham Building at the corner of Main and Hudson streets which now houses the Lowell Area Historical Society through a lease agreement which expires April 24, 2021. Under the lease agreement the historical society pays \$200 per month toward operating expenses of the building. This amount may be reviewed on an annual basis under the terms of the lease.

The City of Lowell maintains the building and grounds, including supplies, public utilities and insurance, through its General Fund.

In addition, City of Lowell taxpayers pay 0.2424 mills per year toward museum operations. The millage rate was approved by voters at the November 5, 2002 election and renewed at the November 8, 2011 election.

During the 2015 tax year the millage generated \$20,688 in additional revenue for the museum.

Museum (Graham Building) Net General Fund Expense (not including operational millage)

• FY 2007/08	\$ 10,161
• FY 2008/09	\$ 12,957
• FY 2009/10	\$ 12,828
• FY 2010/11	\$ 12,483
• FY 2011/12	\$ 11,707
• FY 2012/13	\$ 9,899
• FY 2013/14	\$ 13,387
• FY 2014/15 (<i>unaudited</i>)	\$16,535
• FY 2015/16 (<i>budgeted</i>)	\$ 13,000

Riverwalk Building

The City of Lowell owns the Riverwalk Building which currently houses the Lowell Area Chamber of Commerce through a lease which expires May 1, 2020. Under the lease, the chamber pays for operating expenses on the building at a rate of \$200 per month. This amount is to be reviewed on an annual basis.

Riverwalk Building Net General Fund Expense

Showboat and Riverwalk

The City of Lowell acquired the Lowell Showboat on May 21, 2001, through an agreement with the Lowell Area Chamber of Commerce and the Lowell Showboat Corporation II. The agreement provides that the City of Lowell shall maintain the showboat and provide insurance. It gives the chamber primary responsibility for scheduling and coordinating events and provides that rental proceeds shall be shared equally among the city and chamber.

The Riverwalk has been improved several times over the years with major improvements occurring in the early 2000's and in 2013. These improvements were funded primarily by the Downtown Development Authority which captures a portion of General Fund revenue from the City of Lowell for improvements in the DDA district. Maintenance of the Riverwalk is performed by city crews and paid by the DDA.

Showboat Net General Fund Expense

• FY 2007/08	\$ 1,318
• FY 2008/09	\$ 2,435
• FY 2009/10	\$ 2,178
• FY 2010/11	\$ 1,155
• FY 2011/12	\$ 1,359
• FY 2012/13	\$ 1,602
• FY 2013/14	\$ 998
• <i>FY 2014/15 (unaudited)</i>	<i>\$ 1,099</i>
• FY 2015/16 (budgeted)	\$ 1,400

Community Parks

The City of Lowell owns and maintains several community and neighborhood parks. Following is a summary of the community and neighborhood parks. A more complete description can be found in the City of Lowell Recreation Plan (copies are available at city hall).

- Recreation Park: Located along Hudson Street at the confluence of the Flat River and the Grand River, it's facilities include:
 - The King Memorial Building and the Foreman Building, plus several buildings owned and used by the Kent County Youth Fair which leases most of the park year-round for the annual fair and other activities. The lease is dated November 5, 2007 and expires on December 31, 2016.
 - Football field with lights (Burch Field) which is leased each fall by the Lowell Youth Football.
 - Baseball/Softball field with lights which is leased each year by the YMCA.
 - Camping (rustic) which is coordinated by the Kent County Youth Fair in accordance with the lease agreement.
 - Boat & Air Boat launch on the Grand River
- Creekside Park: Located on the west side of the city on Gee Drive, it's facilities include:
 - Little league baseball/softball fields which are leased by the Lowell Little League and Backyard Dreams.
 - One large and two small soccer fields which are leased by the YMCA.
 - Creekside Kingdom playground and other amenities
- Stoney Lakeside Park: Located on Bowes Road surrounding Stoney Lake and along the edge of the Grand River. Facilities include:
 - Beach and restroom
 - Dog Park and Skate Park
- North Washington: Located at the north end of Washington Street, this park is home to the Boy Scout cabin.
- Other Parks, Trails and open spaces:
 - Richard's Park: A neighborhood park located on Hudson Street.
 - Moose/Roger's property: This property border's the Grand River to the north and is located between the Flat River and Jackson Street. The North Country Trail runs through this property.
 - Ridgeview Trail: A paved trail connecting the LARA trail on Gee Drive to Main Street.

Parks Net General Fund Expense

• FY 2007/08	\$ 172,063
• FY 2008/09	\$ 143,043
• FY 2009/10	\$ 181,489
• FY 2010/11	\$ 148,645
• FY 2011/12	\$ 147,633
• FY 2012/13	\$ 115,927
• FY 2013/14	\$ 101,567
• FY 2014/15 (unaudited)	\$ 124,963
• FY 2015/16 (budgeted)	\$ 133,500

Oakwood Cemetery

The City of Lowell operates Oakwood Cemetery. The General Fund covers the cost of care and maintenance such as grass mowing and trimming, snow plowing and conducting burials.

Oakwood Cemetery Net General Fund Expense

• FY 2007/08	\$ 61,880
• FY 2008/09	\$ 55,372
• FY 2009/10	\$ 68,113
• FY 2010/11	\$ 61,503
• FY 2011/12	\$ 72,976
• FY 2012/13	\$ 71,923
• FY 2013/14	\$ 72,501
• FY 2014/15 (<i>unaudited</i>)	\$ 84,152
• FY 2015/16 (<i>budgeted</i>)	\$ 92,750