

OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL

For the Regular Meeting of the Downtown Development Authority on Thursday, June 4, 2009.

The meeting was called to order at 12:05 p.m. and Secretary Pasquale called the Roll.

Present: Catlin, Doyle, Durkee, Ford, Larkin and Pasquale.

Absent: Lonick, Sprenger and Chairman Reagan.

Also Present: Jim Hodges, Greg Canfield, Betty Morlock, Sue Olin, Dan DesJarden, Jim Hall, Jeff Altoft, Emma Palova, Liz Baker and James Hinton.

In the absence of Jim Reagan, Brian Doyle served as Acting Chairman.

IT WAS MOVED BY LARKIN and supported by DURKEE to approve the minutes of the April 30, 2009 meeting as submitted.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

Item #1. TREASURER'S REPORT. City Treasurer Sue Olin provided the following reports to the Boardmembers.

DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
JUNE 4, 2009

Bank of New York	\$12,542.50
Bernard's	62.21
Commerce	10.97
Don DeJong	80.00
Elenbaas Steel	33.80
Lowell Light and Power	1150.57
Subway	78.00
Williams and Works	<u>442.00</u>
TOTAL:	\$14,399.05

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
JUNE 4, 2009

Beginning Balance:	\$309,150.81
Revenue:	
TIFA Revenue	\$524,636.83
Interest	<u>4,792.02</u>
Total Revenues:	\$838,260.03

Expenditures:

Capital Outlay	\$99,909.72
Maintenance Salaries/FICA	21,012.23
Maintenance Supplies	13,717.98
Utilities	15,698.49
Misc. & Community Promotions	36,980.57
Debt Service	213,042.50
Accounts Payable	<u>4,877.70</u>
TOTAL:	\$405,239.19

Ending Balance: \$433,020.84

Capital Outlay Paid To Date:

Capital Outlay allocated:

Design Plus	\$2,850.00	Painting light poles	<u>\$16,670.00</u>
Kenmark	4,440.00		\$16,670.00
Key Construction	57,263.60		
LL&P	13,060.82		
Rickert Electric	6,654.30		
Superior Asphalt	<u>15,200.00</u>		
TOTAL:	\$99,468.72		

Community Promotions Paid To Date:

Christmas	\$5,000.00
Marketing	25,000.00
Port-a-Johns	570.00
Summer Concert	<u>6,000.00</u>
	\$36,570.00

Community Promotions Allocated:

Farmers Market	<u>\$1,400.00</u>
	\$1,400.00

Olin noted that the painting of the light poles will be done in the next fiscal year. There is a \$433,000 fund balance less \$140,000 bond payment.

IT WAS MOVED BY FORD and supported by LARKIN to approve the Treasurer Report as submitted.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

Item #2. ALLOCATE \$21,453.69 TO MODOT FOR PREVIOUSLY UNBILLED DOWNTOWN STREETSCAPE WORK. Pasquale said that the Michigan Department of Transportation failed to bill the City for over \$21,000 involving streetscape work in 1997. The City recently received an invoice from MDOT requiring payment. Since this was a DDA project, payment is now requested. The Boardmembers briefly discussed the issue.

IT WAS MOVED BY FORD and supported by CATLIN to allocate \$21,453.69 to MDOT for previously unbilled downtown streetscape work completed in 1997.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

Item #3. RV PARK UPDATE. Jim Hall noted the limitations on the Rogers property for a RV Park, but still wishes to proceed. He is not done. The report prepared by Michigan State University urban planning students is on-line.

Item #4. CHAMBER OF COMMERCE

- A. PORT-A-JONS AT THE FLAT RIVER BOAT LAUNCH. The cost for the entire season (June 11 to October 12) will be \$850. This includes weekly cleanings and is the same price as last year. Chamber Director Liz Baker said this is done as a service to visitors, for the concerts and those who fish.

IT WAS MOVED BY CATLIN and supported by DURKEE to allocate \$850 for port-a-jons at the Flat River Boat launch.

YEA: 6. NAY: 0. ABSENT: 3. MOTIION CARRIED.

- B. SHOWBOAT ELECTRICAL UPGRADES. Liz Baker also asked for consideration to provide some electrical upgrades for the Lowell Showboat and to add a new pedestal for more electrical power to assist with events and festivals. Clark Jahnke of Spring Electric, Inc. provided the following quotes:

- Upgrade to the Lowell Showboat \$1,150.
 - Add a new pedestal adjacent to the distribution panel just east of the old Lowell Cable TV head-end spaces
- TOTAL: 450.
\$1,600.

IT WAS MOVED BY FORD and supported by LARKIN to approve \$1,600 for the Showboat electrical upgrades.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

- C. FLAT RIVER GRILL – REQUEST FOR ADDED TABLES ALONG RIVERWALK. The Flat River Grill requested space adjacent to the waterfront to accommodate 12 dining tables. The Board felt it was not in their authority to determine this. In discussing the issue, Boardmembers believed it is better if the added tables would be placed near the existing dining area and the riverwalk entrance moved to the west. The Flat River Grill was viewed as an asset for the downtown. Greg Canfield stated his support.

Item #5. 115, 117 AND 119 WEST MAIN – UPDATE ON PROJECT – GREG CANFIELD. At the meeting, Greg Canfield told the Boardmembers that the foundation repair to 115, 117 and 119 West main is estimated to be \$100,000 by Ridgeline Construction and Dan Vos. He could save the DDA and taxpayers \$75,000 by carrying out this project.

Canfield has requested \$30,000 from the DDA. He noted that the middle business in the building has a \$70,000 mortgage which needs to be resolved. Canfield said the more businesses in the downtown the better.

Canfield said the DDA could purchase and the sell the structure. Also, there are necessary repairs to the south wall which could be considered a public improvement.

The consensus of the Board was to allocate \$30,000. But, legal constraints were noted. The wall repair and purchase options had been reviewed. Canfield was to bring a final proposal at the next meeting.

Item #6 OTHER BUSINESS. The status of Superior Furniture was briefly discussed.

Item #7. DOWNTOWN PROMOTIONS. Liz Baker noted the following events:

- Summer Concert Series starts next week
- Riverwalk is now four days from July 9 – 12
- The Brew B-Q will be held on Sunday, July 12
- Farmers Market has begun

The next meeting was scheduled for Thursday, July 16, 2009 at 12 noon.

The meeting was adjourned at 12:40 p.m.

DATE:

APPROVED:

James E. Reagan, Chair

David M. Pasquale, Secretary