

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

For the Regular Meeting of the Downtown Development Authority on Thursday, August 4, 2011.

The Meeting was called to order at 12:10 p.m. and City Clerk Morlock called the Roll.

Present: Catlin, Durkee, Howe, Lonick, Sprenger and Chairman Reagan.

Absent: Canfield, Doyle and Larkin.

Also Present: Jim Hall, Dan DesJarden, Sue Olin, Betty Morlock, Frank Martin and Jeff Altoft.

IT WAS MOVED BY LONICK and supported by SPRENGER to elect Mark Howe as Secretary.

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

IT WAS MOVED BY LONICK and supported by SPRENGER to approve the minutes of the June 9, 2011 meeting as corrected.

YEA: 5. NAY: 0. ABSTAIN: 1. (Howe) 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
August 4, 2011

7/14	Bernards Hardware	\$10.86
7/1	Betty Morlock	\$23.68
7/14	Commerce Corp	\$338.60
7/14	Hanah Flag	\$435.00
7/14	Kerstra Portable	\$180.00
7/19	Lowell Light and Power	\$967.54
7/28	Lincoln Nurseries Inc.	\$87.05
7/28	Thornapple River Nursery	\$112.98
7/29	Ottawa Kent	\$71.55
7/25	Williams & Works	<u>\$3,218.20</u>
	Total:	\$5,445.46

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
August 3, 2011

Beginning Balance: \$276,750.06

Revenue:

TIFA Revenue	-0-
Interest	-0-
Total Revenues:	\$276,750.06

Expenditures:

Capital Outlay	
Maintenance Salaries/FICA	\$5,778.36
Maintenance Supplies	\$347.64
Utilities	\$967.54
Misc. and Community Promotions	\$180.00
Accrued Payables	\$3,950.28
Debt Service	-0-

Total Expenditures: \$11,223.82

Ending Balance \$265,526.24

IT WAS MOVED BY LONICK and supported by DOYLE to approve the Treasurer's Report as submitted.

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

Item #2. STREET PROJECTS UPDATE. The Authority was updated on the five (5) street projects. It was noted that due to the lower cost and CDBG monies for the North Center Street project, the DDA's and Water Fund contributions were reduced. Also, the City Council approved the crack sealing for Ottawa and Brooks Streets.

Item #3. CONSIDERATION OF REPLACING THE LOOK MEMORIAL FIRE STATION ROOF. Fire Chief Frank Martin had secured quotes to replace roof of the Look Memorial Fire Station building. The roof is over 20 years old and is need of replacement. The quotes received were from Weathershield of Grand Rapids for \$25,652 with a 20 year warranty and Sunray Roofing Inc. out of Kentwood for \$22,420 with a 15 years warranty or could repair it for \$5,900 with a one year warranty.

Martin noted that the Waste Water Treatment Plant used Weathershield when it replaced its roof a few years ago and were very satisfied with the product and work performed.

IT WAS MOVED BY DEAN and supported by DURKEE to award contract to Weathershield Roofing of Grand Rapids to replace the roof at the Look Memorial Fire Station for \$25,652.00.

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

Item #4. CONSIDERATION TO MOVE FORWARD WITH PHASE II, DECORATIVE STREET LIGHTS RETROFIT TO CFL FIXTURES. Director of Public Works Dan DesJarden stated Phase II of the Decorative Street Lights Retrofit to CFL Fixtures consist of 136 fixtures costing approximately \$55,000 for Main Street. Contractor estimate for electrical work to install these will be presented at the next meeting.

IT WAS MOVED BY DURKEE and supported by DEAN to allocate up to \$55,000 for purchase of fixtures for Phase II, Decorative Street Lights Retrofit to CFL fixtures.

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

Item #5. OTHER BUSINESS. No comments were received.

Item #6. DOWNTOWN PROMOTOINS. Riverwalk Festival was successful and the last Sizzlin' Concert is Thursday, August 25, 2011.

The next scheduled meeting is Thursday, September 22, 2011 at 12 noon.

The meeting was adjourned at 12:35 p.m.

DATE:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary