

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

For the Regular Meeting of the Downtown Development Authority on Thursday, May 17, 2007.

The Meeting was called to order at 12:10 p.m. and Secretary Pasquale called the Roll.

Present: Catlin, Doyle, Durkee (arrived at 12:30 p.m.), Ford, Larkin, Lonick, Pasquale and Chairman Reagan.

Absent: Sprenger.

Also Present: Jim Hall, Sue Olin, Rita Risner, Dan DesJarden, Betty Morlock and Liz Baker.

IT WAS MOVED BY LONICK and supported by DOYLE to approve the minutes of the April 12, 2007 meeting as corrected.

YEA: 7. NAY: 0. ABSENT: 2. MOTION CARRIED.

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

DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
MAY 17, 2007

Bernard's Ace	\$19.94
Lowell Light & Power	1,159.15
Petty Cash	14.74
Subway	52.50
US Bank	<u>18,572.50</u>
TOTAL	\$19,818.83

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
MAY 17, 2007

BEGINNING BALANCE: \$143,156.52

REVENUE:	
Tifa Revenue	523,437.61
Interest	<u>7,734.19</u>
TOTAL:	\$674,328.32

EXPENDITURES:	
Accrued Wages	\$488.17
Accounts Payable	649.45
Capital Outlay	37,020.00
Maintenance Salaries/FICA	13,907.59
Maintenance Supplies	6,505.35
Utilities	16,148.44
Misc. & Community Promotions	11,602.36
Debt Service	<u>192,596.25</u>
TOTAL:	278,917.61
ENDING BALANCE:	\$395,410.71

CAPITAL OUTLAY:

Chamber Marketing	\$25,000.00pd
Farmers Market	3,650.00pd
Kenmark (Xmas)	4,440.00pd
Showboat	<u>3,930.00pd</u>
TOTAL	\$37,020.00

COMMUNITY PROMOTIONS:

Chamber Christmas	\$4,000.00pd
Port-A-Jons	1,000.00pd
Summer Concert	<u>6,000.00pd</u>
TOTAL	\$11,000.00

Olin noted that bond payments are due.

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

YEA: 7. NAY: 0. ABSENT: 2. MOTION CARRIED.

Item #2. PRESENTATION – VISIT GRAND RAPIDS TV. A letter dated May 3, 2007 was received from Peter Watt of Cavalier Pictures proposing the production of an original one minute or 30 second video tour spotlighting the Lowell DDA. This video would be utilized for broadcasting into guest rooms of local hotels. The annual fee for a one minute video tour is \$3,700 or \$2,700 for a 30 second video tour.

Since the DDA has budgeted funds to the Lowell Area Chamber of Commerce for marketing, this proposal was referred to the Chamber.

Item #3. BIDS – PAINTING OF DOWNTOWN LIGHT POLES. DPW Director Dan DesJarden received one bid from Davies Water to paint the 64 downtown light poles at a cost of \$300 per pole. The contractor will hand paint and prime rather than spray to a glossy finish. No one else bid on this project. It was noted that the trash receptacles will be painted by the DPW. Also, the current paint of the poles is approximately ten years old.

IT WAS MOVED BY DOYLE and supported by LONICK to approve the bid of Davies Water to paint the downtown light poles at a cost no greater than \$20,000.

YEA: 7. NAY: 0. ABSENT: 2. MOTION CARRIED.

Item #4. CONSIDERATION OF DDA PAYMENT OF ELECTRIC COSTS FOR DOWNTOWN LIGHTS. DPW Director DesJarden provided electric costs for all decorative street lights and those along Main Street. It was noted that decorative street lights cost \$16,264.30 in 2005-2006, down from \$19,486.87 in 2004-2005. The Main Street lights only had a cost of \$10,685.69 in 2005-2006, down from \$13,535.31 in 2004-2005. A request was made for DDA funding of these costs.

By consensus, the Board decided to defer any contribution toward downtown lights at this time.

Item #5. OTHER BUSINESS. Rita Risner, owner of a building located at 117 West Main Street, wishes to have a bakery. A 200 amp service is necessary for the ovens. In order to accommodate these, an electrical upgrade is necessary.

Tom Richards of Lowell Light and Power stated in a memo that necessary electric capacity to the building can be provided. But, the service capacity to this and adjoining buildings must be upgraded. A very old support pole needs to be replaced.

It would be most economical to upgrade the electric and possibly telephone services for these buildings together. DDA assistance has been requested.

The Board asked that an estimate from Light and Power be obtained.

The Farmer's Market opens today.

It was noted that a portion of the sidewalk near the bridge is sinking. The Michigan Department of Transportation will be contacted.

Item #6. DOWNTOWN PROMOTIONS. Chamber of Commerce Director Liz Baker requested funding for two (one handicapped) port-a-jons by the boat launch from May to October costing up to \$1,000. These are used by fishermen and walkers.

IT WAS MOVED BY FORD and supported by LARKIN to allocate up to \$1,000 toward the rental of two port-a-jons downtown.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

The planter by the Showboat had the tall grass removed and will have annuals kept. Baker said the Showboat is to have a double stage and would cover up part of the planter. She suggested the planter be removed and provide decorative cement.

By consensus, the DDA Board decided to wait until the planter creates a problem.

The next meeting was scheduled for Thursday, July 12, 2007 at 12 noon.

The meeting was adjourned at 12:49 p.m.

DATE:

APPROVED:

James E. Reagan, Chairman

David M. Pasquale, Secretary