

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

For the Regular Meeting of the Downtown Development Authority on Thursday, May 18, 2006.

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

Present: Catlin, Ford, Larkin, Pasquale and Sprenger.

Absent: Doyle, Lonick, Price and Chairman Reagan.

Also Present: Dan DesJarden, Jim Hall, Dan Schneider, Jim Valentine, Tom Richards, Betty Morlock, Sue Olin and Liz Baker.

In the absence of Jim Reagan, Mike Sprenger served as Acting Chairman.

IT WAS MOVED BY LARKIN and supported by CATLIN to approve the minutes of the April 20, 2006 meeting as submitted.

YEA: 5. NAY: 0. ABSENT: 4. MOTION CARRIED.

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

DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
MAY 18, 2006

BC Pizza	\$42.61
Lowell L & P	412.83
Mollema & Son	244.04
Thornapple River Nursery	<u>68.00</u>
Total	\$767.48

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
MAY 18, 2006

BEGINNING BALANCE:	\$101,704.34
REVENUE:	
Tifa Revenue	\$475,893.76
Interest	6562.34
Miscellaneous Revenue	<u>1,016.00</u>
TOTAL:	\$585,176.44

EXPENDITURES:

Accounts Payable	\$1,253.12
Capital Outlay	55,686.50*
Accrued Wages	582.21
Maintenance Salaries/FICA	15,387.03
Maintenance Supplies	12,924.23
Utilities	6,668.94
Misc. & Community Promotions	15,815.94**
Debt Service	<u>192,578.75</u>
Transfer to General Fund	
Professional Services	

TOTAL: \$300,896.72

ENDING BALANCE: \$284,279.72

***CAPITAL OUTLAY**

Alto Serv	\$10,962.00
Kenmark	\$4,255.00
Lyonnais, Inc.	10,957.00
Rickert Electric	6,500.00
Spring Electric	21,769.50
Verdin Co.	1,040.00
Williams & Works	<u>202.50</u>
TOTAL:	\$55,686.50

****APPROPRIATED COMMUNITY PROMOTIONS:**

CHAMBER VISITORS	\$3,280.00 PAID
CHAMBER WOMEN'S EXPO	775.00 PAID
CHAMBER CHRISTMAS	5,600.00 PAID
CHAMBER ADV. CAMPAIGN	4,200.00 PAID
CHAMBER BANNER	1,150.00 PAID
PORT A JOHNS	680.00 PAID
SUMMER CONCERT SERIES	<u>6,000.00 PAID</u>
TOTAL	\$21,685.00

Olin noted recent purchases of landscaping items.

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

YEA: 5. NAY: 0. ABSENT: 4. MOTION CARRIED.

Item #2. REQUEST TO WAIVE CAPTURE OF COUNTY SENIOR MILLAGE. The DDA Board received a letter from the Kent County Senior Millage Committee requesting the DDA waive the right to capture the senior millage prior to the vote on August 8, 2006 to consider a 1/3 mill proposal. Pasquale mentioned that in contact with City Attorney Richard Wendt the

Board could not legally waive the capture noting proportionally of millage from the various taxing jurisdictions must be across the board.

Item #3. OTHER BUSINESS. Jim Hall presented a proposal as part of an overall parks plan for a RV park in a area known as the Moose property. He noted DDA participation would be requested for a feasibility study.

Hall said there would be great economic benefit with opportunities for camping. A question arose whether the proposed site is within the DDA district.

Sprenger believed it was a great idea and should be reviewed. It makes economic sense. It was noted Cedar Springs linked in trails with its downtown.

Liz Baker, Executive Director of the Lowell Area Chamber of Commerce, requested funding for two port – a – jons (one handicapped and one regular) rented from Stoneybrook from May 27 to October 14 for the riverwalk area for five months costing \$1000.

IT WAS MOVED BY LARKIN and supported by CATLIN to allocate \$1000 for the rental of two port – a – jons this year.

YEA: 5. NAY: 0. ABSENT: 4. MOTION CARRIED.

Item #4. DOWNTOWN PROMOTIONS – 2006 – 2008 CHRISTMAS DECORATION CONTRACT. Liz Baker and Carolyn Price reviewed the proposed Christmas decoration contract with Kenmark, Inc. The contract outlines display of 63 decorations and 11 bows with pole wrap at a cost of \$4255 per year for three years. The only change proposed was to have the decorations installed on or before the third Wednesday of November.

IT WAS MOVED BY CATLIN supported by LARKIN to approve the three year Christmas decoration contract with Kenmark, Inc. at a cost of \$4255 a year.

YEA: 5. NAY: 0. ABSENT: 4. MOTION CARRIED.

It was mentioned that the amendment to include marketing in the Tax Increment and Financing Plan is to be brought before Council on Monday, June 5.

Jim Hall noted that the downtown light poles need to be painted.

A Farmer's Market meeting is planned for next week Thursday.

The next meeting was scheduled for Thursday, June 22, 2006 at 12 noon.

The meeting was adjourned at 12:38 p.m.

DATE:

APPROVED:

James E. Reagan, Chairman

David M. Pasquale, Secretary