



301 East Main Street
Lowell, Michigan 49331
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CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR
THURSDAY, JANUARY 5, 2023
12 NOON

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) October 6, 2022
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Warming Fire 2023
7. NEW BUSINESS
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
THURSDAY, OCTOBER 06, 2022**

1. **CALL TO ORDER; ROLL CALL.**

The Meeting was called to order at 12:00 p.m. by Chair Reagan.

Present: Board members Rick Seese, Martha Davis, Nicole Lintemuth, Laurie Chambers and Chair Reagan.

Absent: Board members Mike DeVore, Eric Wakeman and Brian Doyle.

Also Present: City Manager Michael Burns, Clerk Susan Ullery, DPW Director Dan Czarnecki, City Treasurer Sue Ullery.

2. **EXCUSE OF ABSENCES.**

IT WAS MOVED BY CHAMBERS and seconded by DAVIS to excuse the absences of Board members DeVore, Wakeman and Doyle.

YES: 5. NO: 0. ABSENT: 3. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY SEESE and seconded by CHAMBERS to approve the agenda as written.

YES: 5. NO: 0. ABSENT: 3. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES.**

IT WAS MOVED BY CHAMBERS and seconded by LINTEMUTH to approve the minutes of July 7, 2022 as written.

YES: 5. NO: 0. ABSENT: 3. MOTION CARRIED.

5. TREASURER'S REPORT.

DOWNTOWN DEVELOPMENT AUTHORITY FUND

October 5, 2022

Beginning Balance		\$	497,921.33
Revenue			
	TIFA Revenue	\$	528,500.00
	Misc	\$	677.10
	Interest	\$	-
Total Revenues		\$	1,027,098.43
Expenditures			
	Capital Outlay	\$	86,825.85
	Salaries	\$	7,931.90
	Maintenance Supplies	\$	11,156.43
	Utilities	\$	3,698.88
	Marketing and Community Promotions		
	Accrued Wages	\$	5,618.95
	Administration	\$	11,602.03
	Accrued Payables	\$	834.61
	Transfer to Equipment	\$	-
	Transfer to General Fund		
	Debt service to Light & Power	\$	101,319.93
Total Expenditures		\$	228,988.58
Ending Balance		\$	798,109.85

IT WAS MOVED BY CHAMBER and seconded by DAVIS to approve the Treasurers Report.

YES: 5.

NO: 0.

ABSENT: 3.

MOTION CARRIED.

6. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA.**

There were none.

7. **OLD BUSINESS**

City Manager Michael Burns stated the Electric Charger Stations are making about \$150 a month. The charging stations are said to last approximately 5 years.

8. **NEW BUSINESS.**

a.) **Safety Fence at Showboat.**

City Manager Michael Burns explained the incident that happened at the new Showboat and discussed putting up a safety fence before Christmas.

DPW Director Dan Czarnecki explained the options.

IT WAS MOVED BY SEESE and seconded by CHAMBERS that the Downtown Development Authority approve fencing at the Showboat not to exceed \$15,000.

YES: Board members Seese, Chambers, Lintemuth, Davis and Chair Reagan.

NO: None. ABSENT: Board members DeVore, Wakeman, Doyle. MOTION CARRIED.

b.) **Marketing.**

City Manager Michael Burns read his memo stating the Lowell Area Chamber of Commerce is requesting \$50,000 in sponsorship for this.

Liz Baker from the Chamber of Commerce explained where all the funds would go in detail.

IT WAS MOVED BY SEESE and seconded by DAVIS that the Downtown Development Authority provide a sponsorship to the Lowell Area of Commerce at a cost not to exceed \$50,000 for their marketing sponsorship.

YES: Board members Seese, Chambers, Lintemuth, Davis and Chair Reagan.

NO: None. ABSENT: Board members DeVore, Wakeman, Doyle. MOTION CARRIED.

c.) **Christmas Marketing.**

City Manager Michael Burns read his memo and Liz Baker provided a breakdown of expenses and explained what the

IT WAS MOVED BY DAVIS and seconded by CHAMBERS that the Downtown Development Authority provide a sponsorship to the Lowell Area Chamber of Commerce at a cost not to exceed \$7,000 for the Christmas in Lowell marketing sponsorship.

YES: Board members Seese, Chambers, Lintemuth, Davis and Chair Reagan.

NO: None. ABSENT: Board members DeVore, Wakeman, Doyle. MOTION CARRIED.

9. **REPORTS AND MEMBER COMMENTS.**

City Manager Michael Burns stated that Rita Reister resigned from the DDA. Also, next meeting, the city will start providing lunch again.

Chair Reagan stated that Betten Baker had their open house yesterday and he wanted to thank them for keeping their business in Lowell.

Chair Reagan also stated there are a few new restaurants opening up and he is proud of our town and likes the historic buildings.

Liz Baker stated we have an amazing community and she loves our town. We all should be proud of our amazing town because it takes all of us to make it great and it is above many other cities that are comparable. She will be retiring from the Chamber on April 1, 2023.

Board member Doyle stated that Lowell has really become a destination place.

IT WAS MOVED BY CHAMBERS and seconded by DAVIS to adjourn at 12:25.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY FUND

January 3, 2023

Beginning Balance		\$	498,803.57
Revenue			
	TIFA Revenue	\$	677,270.00
	Misc	\$	1,664.90
	Interest	\$	-
Total Revenues		\$	1,177,738.47
Expenditures			
	Capital Outlay	\$	202,076.85
	Salaries	\$	21,350.42
	Maintenance Supplies	\$	22,865.11
	Utilities	\$	8,167.87
	Marketing and Community Promotions	\$	73,091.00
	Accrued Wages	\$	5,618.95
	Administration	\$	28,807.59
	Accrued Payables	\$	834.61
	Transfer to Equipment	\$	-
	Transfer to General Fund		
	Debt service to Light & Power	\$	101,319.93
Total Expenditures		\$	464,132.33
Ending Balance		\$	713,606.14

User: SUE
DB: Lowell

CHECK DATE FROM 10/06/2022 - 01/03/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
10/06/2022	GEN	77705	GREATER LOWELL CHAMBER FOUND.	DDA MARKTING PLAN 22/23	880.000	740	50,000.00
10/06/2022	GEN	77706	LOWELL AREA CHAMBER	CHRISTMAS 2022 FESTIVITIES	880.000	740	7,000.00
10/14/2022	GEN	77712	BERNARDS ACE HARDWARE	ACE RECEIPTS SEPT	740.000	463	68.97
10/14/2022	GEN	77714	BFG SUPPLY COMPANY LLC	BIOADV BRUSH KILL PLUS	930.000	463	80.60
10/14/2022	GEN	77761	ROCKET ENTERPRISSE INC	SERVICE POLE INSPECTION	802.000	463	150.00
				POLE INSPECTION - RIVERWALK	802.000	463	150.00
				CHECK GEN 77761 TOTAL FOR FUND 248:			<u>300.00</u>
10/14/2022	GEN	77764	SITEONE LANDSCAPE SUPPLY LLC	DDA SUPPLIES	930.000	463	117.83
10/14/2022	GEN	77768	TRUGREEN	LAWN SERVICE SEPT CHAMBER	802.000	463	40.95
10/25/2022	GEN	77789	KERKSTRA PORTABLE, INC.	PORTABLE RESTOOMS	802.000	463	500.00
11/04/2022	GEN	77809	BOUWHUIS SUPPLY, INC.	SUPPLIES DPW	740.000	463	158.72
11/04/2022	GEN	77819	ECO GREEN SUPPLY	DDA - SUPPLIES FOR R&M	930.000	463	121.50
11/04/2022	GEN	77842	LOWELL LIGHT & POWER	SEPT / OCT ELECTRICITY - L/P	920.000	463	533.38
11/04/2022	GEN	77857	SELF SERVE LUMBER	DDA SUPPLIES - AIRPORT SUPPLIES	930.000	463	13.88
11/17/2022	GEN	77878	BEHRENS LIMITED, LCC	MUTT MITT	740.000	463	210.00
11/17/2022	GEN	77879	BERNARDS ACE HARDWARE	OCT STATEMENT	740.000	463	9.87
11/17/2022	GEN	77888	CUSTOM & DESIGN SHEET METAL INC	GATE REPAIR	930.000	463	250.00
11/17/2022	GEN	77906	HOMETOWN DECORATION AND DISPLAY LLC	LIGHTED HOLIDAY DECORATIONS BOWS / POLE WRAPS	880.000	740	5,032.00
11/17/2022	GEN	77934	SITEONE LANDSCAPE SUPPLY LLC	DPW - GREEN BOX / GREEN COVER ICV	930.000	463	294.57
11/17/2022	GEN	77935	SKYLINE ELECTRIC, INC	VETERANS MEMORIAL	930.000	463	2,577.11
11/17/2022	GEN	77942	TRACTOR SUPPLY CREDIT PLAN	OCT STATEMENT	740.000	463	3.99
12/02/2022	GEN	77966	ECO GREEN SUPPLY	ICE MELT	740.000	463	553.70
12/02/2022	GEN	77992	ULINE	SOAP & DISINFECT WIPES	740.000	463	299.38

User: SUE
DB: Lowell

CHECK DATE FROM 10/06/2022 - 01/03/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
12/16/2022	GEN	78004	BERNARDS ACE HARDWARE	NOV STATEMENT	740.000	463	221.47
12/16/2022	GEN	78019	GREATER LOWELL CHAMBER FOUND.	SIZZLIN SUMMER CONCERTS	880.000	740	11,059.00
12/16/2022	GEN	78035	PROGRESSIVE HEATING COOLING, CORP.	CITY HALL A/C REPLACEMENT	970.000	450	115,251.00
12/16/2022	GEN	78044	TRACTOR SUPPLY CREDIT PLAN	ACCOUNT STATEMENT	740.000	463	29.95
12/22/2022	GEN	78070	LOWELL LIGHT & POWER	ELECTRIC	920.000	463	1,338.24
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							196,066.11

Warming Fires

4 messages

Brenda Herron <bherron@lowellfire.org>
To: "redbarnconsignments@gmail.com" <redbarnconsignments@gmail.com>

Fri, Dec 9, 2022 at 11:02 AM

Hey Laurie,
We will provide staff for as many hours as you need.
It is \$25.00 per hour - per staff member.
Let us know the dates once you have them and we can get a signup out to our staff.

If you have any more questions, please let us know.
Thank you for the opportunity.

Thank you,
Firefighter Brenda Herron
Lowell Area Fire Department
616-897-7354
www.lowellfire.org



Serving the citizens of the Lowell area since 1854

Red Barn Consignments & Antiques <redbarnconsignments@gmail.com>
To: Brenda Herron <bherron@lowellfire.org>

Fri, Dec 9, 2022 at 11:29 AM

Thanks Brenda, we will work on getting you the dates for 2023 once we get this approved by the DDA at the Jan 5th meeting.
How many staff members are required to man the fire?
We are thinking of only the one up by Flat River Grill, not 2 as there has been in the past.

Laurie
Red Barn Consignments & Antiques
217 W Main St
Lowell, MI 49331

[Quoted text hidden]

Brenda Herron <bherron@lowellfire.org>
To: Red Barn Consignments & Antiques <redbarnconsignments@gmail.com>

Fri, Dec 9, 2022 at 11:59 AM

It is entirely up to you and how many you would like. If you only have one fire it will definitely only require one member.

Thank you,
Firefighter Brenda Herron
Lowell Area Fire Department
616-897-7354
www.lowellfire.org

Warming Fire 2023

Event Dates for 2023

	Fire Dep \$25 per hour for 1 person		
02/11/23 Saturday	Chocolate Stroll	2pm-7pm	\$125.00
10/19/23 Thursday	Girls Night Out	6pm-8pm	\$50.00
11/17/23 Friday	CTL	5pm-8pm	\$75.00
11/18/23 Saturday	CTL	2pm-7pm	\$125.00
12/02/23 Saturday	Christmas Parade	5pm-8pm	\$75.00
12/8/23 Friday	Nite of Christmas Cheer	5pm-8pm	\$75.00
			\$525.00

Perhaps throw in a couple of Sat nights in Jan / Feb during resturant wait times

	5pm-8pm	\$75.00
	5pm-8pm	\$75.00
		\$150.00

This may not be attended every time, but it does give off a great atmosphere to anyone driving by and my intice them to stop and check it out.

Estimated times

Does not include wood
cost/wood??