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CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR
THURSDAY, FEBRUARY 9, 2023
12 NOON

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

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
THURSDAY, JANUARY 05, 2023**

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, Eric Wakeman, Brian Doyle and Chair Reagan.

Absent: Board members Mike DeVore, Eric Bartkus, Laurie Chambers and Nicole Lintemuth.

Also Present: City Manager Michael Burns, DPW Director Dan Czarnecki, City Treasurer Sue Olin.

2. EXCUSE OF ABSENCES.

IT WAS MOVED BY WAKEMAN and seconded by DOYLE to excuse the absences of Boardmembers DeVore, Bartkus, Chambers and Lintemuth.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

3. APPROVAL OF THE AGENDA.

IT WAS MOVED BY DOYLE and seconded by WAKEMAN to approve the agenda as written.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

4. APPROVAL OF THE MINUTES.

IT WAS MOVED BY DAVIS and seconded by SEESE to approve the minutes of Oct 6, 2022 as written.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

5. TREASURERS REPORT.**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

IT WAS MOVED BY WAKEMAN and seconded by DOYLE to approve the Treasurer's Report as written.

YES: 5. NO: None. ABSENT: 4. MOTION CARRIED.

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

There were none.

7. **OLD BUSINESS**

a.) Warming Fire 2023.

City Manager Michael Burns talked about requests from merchants about warming fires during the Winter season. Talked about the logistics including staffing. It was a general consensus to keep the warming fires through a few more events and then revisit for next year. Burns will discuss with the fire chief.

8. **NEW BUSINESS.**

9. **REPORTS AND MEMBER COMMENTS.**

There were none.

10. **ADJORNMENT.**

IT WAS MOVED BY DOYLE and seconded by WAKEMAN to adjourn at 12:40.

DOWNTOWN DEVELOPMENT AUTHORITY FUND

February 8, 2023

Beginning Balance		\$	498,803.57
Revenue			
	TIFA Revenue	\$	718,070.00
	Misc	\$	1,664.90
	Interest	\$	-
Total Revenues		\$	1,218,538.47
Expenditures			
	Capital Outlay	\$	211,280.60
	Salaries	\$	25,742.47
	Maintenance Supplies	\$	25,154.34
	Utilities	\$	10,940.80
	Marketing and Community Promotions	\$	73,128.26
	Accrued Wages	\$	5,618.95
	Administration	\$	32,606.97
	Accrued Payables	\$	834.61
	Transfer to Equipment	\$	-
	Transfer to General Fund		
	Debt service to Light & Power	\$	101,319.93
Total Expenditures		\$	486,626.93
Ending Balance		\$	731,911.54

User: SUE

CHECK DATE FROM 01/04/2023 - 02/08/2023

DB: Lowell

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/04/2023	GEN	78081	LOWELL LIGHT & POWER	ELECTRIC BILL	920.000	463	1,625.10
01/13/2023	GEN	78097	BERNARDS ACE HARDWARE	DEC STATEMENT	740.000	463	194.53
01/13/2023	GEN	78146	SELF SERVE LUMBER	JAN STATEMENT	740.000	463	65.77
01/26/2023	GEN	78162	BOUWHUIS SUPPLY, INC.	TOWELS	740.000	463	188.47
01/26/2023	GEN	78191	KING MILLING COMPANY	WINTER TAXES ON PARKING LOTS	955.000	463	658.93
01/26/2023	GEN	78205	ULINE	BABY CHANGING STATION LINER	740.000	463	151.88
01/26/2023	GEN	78209	YOUNGSTROM CONTRACTING INC	2022 STREET IMPROVEMENTS - NO. 2	970.000	450	2,686.25
02/03/2023	GEN	78222	ENERTEMP INC.	RTU1 AAON UNIT REPLACEMENT	970.000	450	6,517.50
02/03/2023	GEN	78234	LOWELL LIGHT & POWER	ELECTRIC BILL	920.000	463	1,114.16
02/08/2023	GEN	78246	PETTY CASH	PETTY CASH	880.000	740	37.26
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							13,239.85

**LOWELL DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM**



DATE: February 7, 2023

TO: Downtown Development Authority Board of Directors

FROM: Michael T. Burns, City Manager

RE: Summer Concert Series

We are receiving our annual request for the DDA to sponsor a portion of the costs for the 2023 Lowell Showboat Sizzlin' Summer Concert Series. The DDA has been participating for this for a number of years.

Last year, we increased the sponsorship to \$20,000. We ended up only sponsoring \$11,059 for the events as that is what they requested.

This year, they are requesting \$12,000 with the ability to come and ask for more. We have budgeted \$20,000 for the concerts. To save them the trouble of returning, I would recommend approval of the fully budgeted allocation.

This is a budgeted item and **I am recommending the Lowell Downtown Development Authority approve the contribution of \$20,000 for the Sizzling Summer Concert Series.**



Greater Lowell Chamber Foundation

January 25, 2023

Michael Burns
City of Lowell – DDA
301 E Main St
Lowell, MI 49331



Dear Michael and members of the DDA:

This year LowellArts and Lowell Area Chamber of Commerce celebrate 21 years of bringing the Greater Lowell Community and the Lowell Showboat Sizzlin' Summer Concert series to Lowell residents and visitors.

The LowellArts and the Lowell Area Chamber of Commerce have a mutual goal to increase the quality of life for residents and bring visitors to the greater Lowell community. In addition, both organizations wish to use the arts as an economic development resource for the entire community including businesses, service organizations, and government entities.

The LowellArts mission is: *The LowellArts will integrate the arts in daily life for all citizens in the Lowell area. Statement of Purpose: To encourage the understanding and enjoyment of the arts in the schools and communities we serve and to provide expression and enjoyment of the arts to all segments of these communities.*

The Lowell Area Chamber of Commerce mission is: *To promote the commercial welfare of the Lowell area, making the area a desirable location for capital investment and residence, also to promote the quality of life and harmony among the business and residential communities.*

Our concerts are the talk of the town and the talk of area communities! This summer-long, Thursday night concert series (June 15 – August 24) is a huge draw for visitors to Lowell and a delightful entertainment gathering for our residents. We are requesting \$12,000 with the option to come back if we fall short in our sponsorships from private businesses and organizations.

Sincerely,

Lorain Smalligan

Liz Baker

Lorain Smalligan
LowellArts
Executive Director

Liz Baker
Lowell Chamber/Foundation
Executive Director

113 Riverwalk Plaza - PO Box 224 - Lowell, Michigan 49331
Phone (616) 897-9161 - Fax (616) 897-9101
E-mail info@lowellchamber.org - Web Site www.lowellchamber.org

LOWELL SHOWBOAT SIZZLIN' SUMMER CONCERTS - 2023							
(10 Week Series)							
Projected Budget:							
EXPENSES	Budget	In-kind	Total	Revised	In-kind	Total	
Musician Fee (estimated)	\$ 20,000.00			\$ 19,350.00			
Sound Technicians	\$ 7,500.00	\$ 650.00	Clear Sky Technologies	\$ 7,500.00	\$ 650.00	Clear Sky Technologies	
Annual total for assembly/disassembly of stage	\$ 1,000.00			\$ 1,000.00			
Annual total setup/disassembly of lighting & lighting tech	\$ 1,500.00			\$ 1,500.00			
Weekly concert set-up and after concert cleanup of trash	\$ 400.00			\$ 400.00			
Contract Labor - Cleaning of City bathrooms and Chamber	\$ 900.00			\$ 900.00			
Administration							
Medic Support	\$ 1,000.00			\$ 1,000.00			
LowellArts / LACC	\$ 10,000.00			\$ 10,000.00			
LowellArts - Marketing Support	\$ 1,000.00			\$ 1,000.00			
Emcee (Cliff Yankovich)	\$ 600.00			\$ 600.00			
Musician Sound Contracts (Rick Seese)	\$ 600.00			\$ 600.00			
LACC Sound & Stage Insurance	\$ 1,000.00			\$ 1,000.00			
Office Supplies / Postage / Beverage for Musicians	\$ 400.00			\$ 400.00			
Bleacher/ rental & set-up	\$ 1,000.00			\$ 1,000.00			
Showboat VI Rental	\$ 900.00			\$ 1,500.00			
Marketing & Concert Banner	\$ 8,000.00	\$ 2,600.00	Hooper/ Lowell Ledger/WON/theater	\$ 8,000.00	\$ 2,600.00	Hooper/ Lowell Ledger/WON/theater	
Children's Activities - Hiring artists	\$ 2,200.00			\$ 2,200.00			
	\$ 58,000.00	\$ 3,250.00	\$ 61,250.00	\$ 57,950.00	\$ 3,250.00	\$ 61,200.00	
REVENUE							
Lowell Area Community Fund	\$ 15,400.00			\$ 15,400.00	Secured		
Lowell Downtown Development Authority	\$ 12,000.00			\$ 12,000.00			
Entertainment Sponsor (Litehouse)	\$ 6,000.00			\$ 6,000.00			
41 Corporate Sponsors - paid (36) and in-kind (5)	\$ 23,400.00	\$ 3,250.00		\$ 23,400.00	\$ 3,250.00		
Concessions	\$ 1,200.00			\$ 1,200.00			
	\$ 58,000.00	\$ 3,250.00	\$ 61,250.00	\$ 58,000.00	\$ -	\$ 58,000.00	