



301 East Main Street  
Lowell, Michigan 49331  
Phone (616) 897-8457  
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CITY OF LOWELL  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR  
THURSDAY, FEBRUARY 10, 2022  
12 NOON

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
  - a) December 16, 2021
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a) Valley Vista Engineering
  - b) Summer Concert Series
7. NEW BUSINESS
  - a) Handicap Accessibility Assistance
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
MEETING  
THURSDAY, DECEMBER 16, 2021**

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

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

Present: Board members Rita Reister, Mike Sprenger Rick Seese, Martha Davis and Chair Reagan.

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

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

**2. EXCUSE OF ABSENCES.**

IT WAS MOVED BY REISTER and seconded by SPRENGER to excuse the absences of board members Mike DeVore, Eric Wakeman, Brain Doyle and Julie DeVoe.

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

**3. APPROVAL OF THE AGENDA.**

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

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

**4. APPROVAL OF THE MINUTES.**

IT WAS MOVED BY REISTER and seconded by DAVIS to approve the minutes of October 14, 2021 as written.

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

**5. TREASURER'S REPORT.**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND  
December 7, 2021**

Beginning Balance:	\$403,248.64
Revenue:	
TIFA Revenue	\$616,245.45

Interest

Total Revenues \$1,019,494.09

Expenditures:

Capital Outlay	\$111,906.71
Salaries	\$16,540.62
Maintenance Supplies	\$19,246.52
Utilities	\$9,162.72
Marketing and Community promotions	11,832.00
Accrued Wages	\$4,718.00
Administration	\$20,032.94
Accrued Payables	\$2,065.63
Transfer to Equipment	
Transfer to General Fund	
Debt Service to light and power	\$34,752.54

*Total Expenditures:* \$230,257.68

Ending Balance \$789,236.41

IT WAS MOVED BY SPRENGER and seconded by SEESE to approve the Treasurers Report as submitted.

YES: Board member's Seese, Sprenger, Davis, Reister, and Chair Reagan.

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

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

There were none.

7. **OLD BUSINESS**

There was no old business.

8. **NEW BUSINESS.**

a.) **Electric Vehicle Charging Station.**

City Manager Michael Burns read him memo explaining for many years now, Lowell Light & Power has been providing electric vehicle charging stations, which have been free to the public. As technology has continued to improve as well as demand, the charging stations are reaching the end of

their useful life and need to be upgraded. Due to some legal requirements which Lowell Light & Power (LL&P) must operate under, the charging stations really must be removed as a function of their business. In August, LL&P General Manager Charlie West approached me to explain the situation and see if there would be interest in the Downtown Development Authority taking over ownership and operation of the charging stations. With electric vehicles becoming more common and with more people continuing to visit our Downtown District, I believe these would be attractive tools for us. We are proposing to replace and upgrade the two charging stations at their current locations. Those stations will be upgraded to where two vehicles can be charged at the same time rather than one now. We are also proposing to add an additional charging station (with two chargers) on the north side of the library parking lot adjacent to the current Lowell Light & Power transformers. We will not need to add additional expenses to our current approved budget to address this. Recommending to charge a fee of \$.25 per kilowatt per hour with an idle fee of \$5 per hour. The intent for revenue would be to pay for upgrades and more stations if needed in the future. Replace the two charging stations would be \$15,450. To add the additional charging station is \$20,068.

IT WAS MOVED BY SEESE and seconded by REISTER that the Downtown Development Authority approve the charging stations in the manner prescribed.

YES: Board member's Seese, Sprenger, Davis, Reister, and Chair Reagan.

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

b.) Line Shack.

City Manager Michael Burns read his memo stating that in November, the Lowell City Council approved the sale of the Lineshack building located at 115 Riverside Drive to RBG Investments (owned by Brent Slagell). Brent proposes to purchase the building, demolish it and create a mixed use building with some sort of restaurant/retail at the lower level along with five residential units above. The City is currently in the process of putting together a development agreement with RBG Investments. Mr. Slagell is in the process seeking funding through the Michigan Economic Development Corporation's (MEDC) Community Revitalization Program (CRP). This would provide grant funding by the State of Michigan to assist with gap financing for the project. A component of this project is there being a local contribution to the project. Mr. Slagell is seeking \$300,000 in grant funding from MEDC for this project. We are now told that MEDC would like to see a local contribution of 10% of the grant request to assist with these projects. Burns continued stating Brent and I discussed options which might be available to him and we determined there were two options, both of which should be considered. The more significant option would be for him to submit a 381 Brownfield Plan to our Brownfield Authority (this board) to seek mitigation costs for asbestos and lead removal from the site (Slagell anticipates approximately \$25,000 in cost for this mitigation). This would be done later and can be reimbursed through his future tax capture. The other option would be for the Downtown Development Authority to make a public improvement. In this instance, sidewalk installation around the facility would be a public improvement and could be made available for him. Mr. Slagell is requesting \$5,000 from the DDA for the downtown sidewalk improvements along his property.

IT WAS MOVED BY SPRENGER and seconded by DAVIS that the City of Lowell's Downtown Development Authority grant RBG Investments \$5,000 for sidewalk improvements as a portion of the City's local contribution for the Community Revitalization Program.

YES: Board Members' Reister, Sprenger, Seese, Davis and Chair Reagan.

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

9. **REPORTS AND MEMBER COMMENTS.**

Eric Bartkus who owns Ability Weavers asked if the sidewalks in front of his building buckels from tree overgrowth, who will be responsible for that.

City Manager Michael Burns said the City would probably take care of that.

Next meeting will be scheduled for Thursday, January 6, 2021.

Chair Reagan wished everyone a Merry Christmas and a Happy New Year.

IT WAS MOVED BY REISTER and seconded by DAVIS to adjourn at 1:00.

Date:

APPROVED:

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James E. Reagan, Chair

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Susan Ullery, Lowell City Clerk

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 12/16/2021 - 01/31/2022

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
12/16/2021	GEN	76538	ALL-FLO PLUMBING LLC	VIDEO INSPECTION OF IRRIGATION LINE	930.000	463	905.00
12/16/2021	GEN	76541	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	740.000	463	28.86
12/16/2021	GEN	76573	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM DDA	880.000	463	500.00
12/16/2021	GEN	76587	SKYLINE ELECTRIC, INC	PARKING LOT LIGHTS	930.000	463	240.00
12/16/2021	GEN	76593	TERRA VERDE LANDSCAPING LLC	BRICKS FOR SHOWBOAT	970.000	450	780.00
12/16/2021	GEN	76594	THE VERDIN COMPANY	CLOCK MAINTENANCE RENEWAL	930.000	463	630.00
12/16/2021	GEN	76595	TRACTOR SUPPLY CREDIT PLAN	ACCOUNT STATEMENT	740.000	463	19.14
12/16/2021	GEN	76597	ULINE	SUPPLIES	930.000	463	129.25
12/16/2021	GEN	76602	WILLIAMS & WORKS INC.	AMITY STREET RESURFACING	970.000	450	285.71
12/16/2021	GEN	76603	WOLVERINE BUILDING GROUP	SHOWBOAT RESTROOMS	970.000	450	25,698.41
12/21/2021	GEN	76605	CL TRUCKING & EXCAVATING	APPLICATION #2	970.000	450	4,944.36
12/29/2021	GEN	76626	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	920.000	463	1,506.21
01/10/2022	GEN	76647	WESTSIDE SOLUTIONS, INC	ELECTRIC CHARGING STATION	970.000	463	4,825.00
01/14/2022	GEN	76652	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	740.000	463	77.14
				ACCOUNT STATEMENT	930.000	463	25.96
				CHECK GEN 76652 TOTAL FOR FUND 248:			103.10
01/14/2022	GEN	76672	HOOPER PRINTING, LLC	DDA - NO PETS SIGNS	740.000	463	76.08
01/14/2022	GEN	76703	TRACTOR SUPPLY CREDIT PLAN	ACCOUNT STATEMENT	740.000	463	15.99
01/28/2022	GEN	76721	CITY OF LOWELL	ZONING AMENDMENT 115 RIVERSIDE	880.000	740	1,750.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							42,437.11



**PUBLIC WORKS**

## Memorandum

**DATE:** February 8, 2022

**TO:** Michael Burns, City Manager 

**FROM:** Daniel Czarnecki, Public Works Director

**RE:** 2022 Street Improvements Project  
DDA Design Engineering Services

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For the upcoming construction season, the City of Lowell will be replacing the street surfaces on the following streets:

Roberta Jayne Dr. from Sibley St. to Faith Dr. (approx. 770-ft)  
Faith Dr. entire street from end to end (approx. 630-ft)  
Valley Vista Dr. from W. Main to Bowes Rd. (approx. 725-ft)  
Heffron Dr. from Donna to approximately 150-ft east.

The street section on Valley Vista Dr. to be resurfaced falls within the DDA and funding for this portion is being requested through the DDA.

The construction work will consist of the removal and replacement of the existing asphalt. If necessary, the gravel base may also be replaced. Any broken, settled, or missing curb and gutter will be replaced. The sidewalk ramps will also be addressed, as needed.

Williams & Works has proposed design services that include soil borings to determine the existing base materials, survey work to identify existing features and help set the limits of the work, and design of the street work to be completed. They will also prepare all construction documents and will bid the work for the City of Lowell. For their services, Williams & Works has provided a proposed fee of \$10,200 for the Valley Vista portion of the design work. The engineer's estimate for the construction work on Valley Vista is \$138,000.

It is my recommendation: **That the City of Lowell Downtown Development Authority approve the Design Engineering Services quote for the Valley Vista Dr. portion of the 2022 Street Improvements, as proposal by Williams & Works in their letter dated January 7, 2022, for the amount of \$10,250.00.**

## Dan Czarnecki

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**From:** Mieras, Brandon <Mieras@williams-works.com>  
**Sent:** Monday, January 10, 2022 2:38 PM  
**To:** Dan Czarnecki  
**Cc:** Austin, Dave  
**Subject:** RE: Gee Dr Mill and Fill and 2022 Streets Proposals  
**Attachments:** Design Engineering Budget - 2022 Streets.xlsx

Dan,

Here is our spreadsheet for the costs. It is broken down per foot, by road. The design engineering, survey and boring cost for Valley Vista is \$10,250.

Sincerely,

Brandon Mieras, P.E.  
Principal

**williams&works**

549 Ottawa Ave. NW  
Grand Rapids, MI 49503  
T 616-224-1500  
C 616-644-8520

[williams-works.com](http://williams-works.com)

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# williams&works

engineers | surveyors | planners

January 7, 2022

Mr. Dan Czarnecki, Public Works Director City of Lowell  
301 E. Main Street Lowell, MI 49331

**Re: 2022 Street Improvements - Design Engineering Services**

Dear Mr. Czarnecki:

The city desires to proceed with improvements to portions of Heffron, Faith, Roberta Jane and Valley Vista Streets during the 2022 construction season. This letter presents our proposed services to the City of Lowell for the necessary design engineering tasks.

## **Project Scope**

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The primary scope of the proposed construction project includes pavement resurfacing of the following local street sections:

- Heffron Street – Donna St. to West St. (300 ft.)
- Faith Street – (630 ft.)
- Roberta Jane St. – (770 ft.)
- Valley Vista St. – W. Main St. to Bowes Rd. (725 ft.)

The basic scope of construction would include removal of the existing pavement, replacement of any unsuitable sand and gravel base material, replacement of any failed concrete curb and gutter sections, improvements to existing drainage structures as needed, paving with new Hot Mix Asphalt (HMA) surface, and replacement of cross walk striping.

Preliminary field visits to the streets indicate that the majority of the curb is in good condition. No underground utility work is anticipated. The preliminary construction estimate is approximately \$515,000, including a contingency of 10%.

In addition to the street resurfacing work, some sidewalk ramps will be upgraded at the City's discretion. Since no federal funds are being used for the work, replacement of the ramps is not required. However, the city will plan to upgrade any ramp sections that are deteriorated or significantly steep at this time.

## **Design Engineering Services**

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- **Soil Borings** – We recommend that a total of 13 soil borings approximately spaced 300 ft. be taken, to verify the thickness of the HMA and make-up of the underlying base materials. This will help determine the proper resurfacing process and identify areas for potential base material upgrades.
- **Survey** – A topographic survey be provided to identify the elevations of the existing centerline and gutters and will include features such as drive openings, utility castings, power poles, sidewalk ramps. This will aid in the bidding process and will be information available to the

549 Ottawa Avenue NW, Grand Rapids, MI 49503 | (616) 224-1500 | [williams-works.com](http://williams-works.com)

city for future utility and sidewalk work if needed. The survey limits would be from Right-of-Way to Right-of Way and connecting intersections.

- **Design** – Using the soil boring and survey information, we will prepare preliminary plans, specifications and estimate for the street resurfacing project for the construction scope outlined above. Once complete, we will review the documents in detail with the city. After review, we will address all comments and prepare final plans, specifications, contract documents and estimate ready for bidding.
- **Advertisement & Bidding** – On behalf of the City of Lowell, we will advertise the project for bidding early in 2022 to allow for an early Spring, 2021 construction. We will advertise the project in the state wide MITN web site and will alert local contractors directly. We propose a 3-week advertisement period. We will attend the bid opening and review the bids received for accuracy. If necessary, we will check references on the lowest bidders and issue a letter to the City summarizing the bid results.

### **Schedule**

Williams & Works can begin work on this project immediately upon authorization. We will pursue the design efforts this fall to allow the city to bid the project at their earliest convenience in the coming year.

### **Proposed Fee**

We propose to provide the design engineering services as defined above for the 2022 Street Improvements project for the following fees:

Design Surveying & Engineering -	\$ 29,500
Soil Boring Allowance -	\$ 5,000
<b>2022 Street Improvements - Design Engineering Services</b>	<b>\$ 34,500</b>

Thank you for this opportunity to be of service and please feel free to contact us should you have any questions.

Respectfully,

### **Williams & Works**

**Brandon Mieras** Brandon Mieras  
Jan 7 2022 2:28 PM

Brandon Mieras, P.E.  
Principal

Cc: Mike Burns, City of Lowell  
Dave Austin P.E., Williams & Works  
File



February 1, 2022

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 20 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! To celebrate this incredible anniversary, we are expanding the number of headliner musicians, doubling our musician budget to bring some of the best musicians in this region, and increasing the attendance to our concerts! We are requesting \$9,800 to celebrate 20 years!

Sincerely,

*Lorain Smalligan*

*Liz Baker*

Lorain Smalligan  
LowellArts  
Executive Director

Liz Baker  
Lowell Chamber/Foundation  
Executive Director

**LOWELL SHOWBOAT SIZZLIN' SUMMER CONCERTS - 2022**

**(10 Week Series)**

**Projected Budget:**

**EXPENSES**

	<u>Budget</u>	<u>In-kind</u>	
Musician Fee	\$ 18,000.00		
Sound Technicians	\$ 6,650.00	\$ 650.00	Clear Sky Technologies
Annual total for assembly/disassembly of stage	\$ 1,000.00		
Annual total setup/disassembly of lighting & lighting tech	\$ 1,000.00		
Weekly concert set-up and after concert cleanup of trash	\$ 400.00		
Contract Labor - Cleaning of Library bathrooms and Chamber	\$ 900.00		
Administration			
Medic Support	\$ 900.00		
LowellArts / LACC	\$ 9,000.00		
LowellArts - Marketing Support	\$ 1,000.00		
Emcee / Musician & Sound Contracts	\$ 1,200.00		
Sound & Stage Insurance	\$ 1,000.00		
Office Supplies / Postage / Beverage for Musicians	\$ 400.00		
Bleacher/ rental & set-up	\$ 800.00		
Marketing & Concert Banner	\$ 5,000.00	\$ 1,950.00	Hooper/ Lowell Ledger/WION
Children's Activities - Hiring artists	\$ 2,000.00		
	<hr/>	<hr/>	
	\$ 49,250.00	\$ 2,600.00	

**REVENUE**

Lowell Area Community Fund	\$ 14,000.00		
Lowell Downtown Development Authority	\$ 9,800.00		
LCTV Grant	\$ 2,000.00		
Entertainment Sponsor (Litehouse)	\$ 6,000.00		
29 Corporate Sponsors - paid (25) and in-kind (4)	\$ 16,250.00	\$ 2,600.00	
Concessions	\$ 1,200.00		
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	\$ 49,250.00	\$ 2,600.00	

**LOWELL DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEMORANDUM**



**DATE: February 8, 2022**

**TO: Downtown Development Authority Board of Directors**

**FROM: Michael T. Burns, City Manager** *MTB*

**RE: Handicapped Accessibility Ramps**

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In the fall, I received a request from a property owner who had requested for the City to install a handicap ramp for their business. At the time, I was not certain this was a legal expenditure of the Downtown Development Authority as I believed the expenditure was for a private purpose. The person I met with had been informed from DDA board members this was done in the past. This would have been prior to my arrival in 2016.

I discussed this matter with our City Attorney Jessica Wood, and she informed that under the DDA statute, this would be deemed an allowable expense as this is done often in Downtown Grand Rapids (Ms. Wood is also general counsel for the Grand Rapids DDA).

I am not sure how much a handicap ramp costs. However, if the board is supportive I would propose \$50,000 in the Fiscal Year 2022-23 budget to assist with this. I would develop guidelines that this is a reimbursable program. Meaning, I would propose providing a 50% match up to \$10,000. Also, the onus would be put on the property owner to provide the DDA with three quotes in order to process the request.

If the DDA was supportive of this, the DDA would make this available to every taxable property in the DDA District not just the downtown. It would also be a first come, first serve program. Meaning once the funds are expended for the year, it would have to be considered in the following year if funds are available.

In my discussions, I believe there would be at least two property owners who might be interested in this currently. I need direction if this is something the DDA would like to consider.