



301 East Main Street  
Lowell, Michigan 49331  
Phone (616) 897-8457  
Fax (616) 897-4085

CITY OF LOWELL  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, FEBRUARY 15, 2024  
12 NOON

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
  - a) November 16, 2023
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a) Monroe Street Island
  - b) Museum Steps
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, NOVEMBER 16, 2023**

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

The Meeting was called to order at 12:13 p.m. by Chair Reagan.

Present: Board members Rick Seese, Eric Bartkus, Charlie Jeffrey, Brian Doyle, Laurie Chambers and Chair Reagan.

Absent: Board members Mike DeVore, Martha Davis.

Also Present: City Treasurer Sue Olin, City Clerk Sue Ullery, Rich LaBombard and City Manager Michael Burns.

2. **EXCUSE OF ABSENCES.**

IT WAS MOVED BY CHAMBERS and seconded by DOYLE to excuse the absences of Board members DeVore and Davis.

YES: 6. NO: 0. ABSENT: 2. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA.**

Chair Reagan introduced Charlie Jeffrey to the Authority and Jeffrey said a few words about himself.

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

YES: 6. NO: 0. ABSENT: 2. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES FROM NOVEMBER 05, 2023.**

IT WAS MOVED BY BARTKUS and seconded by CHAMBERS to approve the minutes of the October 5, 2023.

YES: 6. NO: 0. ABSENT: 2. MOTION CARRIED.

5. **TREASURER'S REPORT.**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND**

**November 14, 2023**

Beginning Balance		\$	448,968.79
Revenue			
	TIFA Revenue	\$	848,100.00
		\$	
	Misc	35.70	
	Interest	\$	-
Total Revenues		\$	1,297,104.49
Expenditures			
	Capital Outlay	\$	99,293.37
	Salaries	\$	14,171.24
	Maintenance Supplies	\$	15,896.42
	Utilities	\$	4,022.07
	Marketing and Community Promotions	\$	20,163.63
	Accrued Wages	\$	1,959.10
	Administration	\$	21,495.29
	Accrued Payables	\$	1,208.86
	Transfer to Equipment		
	Transfer to General Fund		
	Debt service to Light & Power		
Total Expenditures		\$	178,209.98
Ending Balance		\$	1,118,894.51

IT WAS MOVED BY BARTKUS and seconded by CHAMBERS to accept the treasurer's report as submitted.

YES: 6.

NO: 0.

ABSENT: 2.

MOTION CARRIED.

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

Shannon Kennedy welcomed everyone to come to the Christmas Through Lowell and stated that everything is shaping up and even the weather is going to be nice. Come on out and join us.

7. **OLD BUSINESS.**

a) Monroe Street Island.

City Manager Michael Burns stated now that Monroe is done, we are getting complaints for semi-truck traffic and we would like to eliminate semi-truck traffic and left turns. Very dangerous and suggested the idea of an island. This would be a spring project if we had funds available or July 1 project for next fiscal year. It will have to go to City Council next.

Brandon Mieres with Williams & Works explained how an island would work and how it is similar to a Bump-out but definitely safer and more desirable.

It was a general consensus to proceed with the plan.

b) Showboat Funding Request.

City Manager stated we received a request from the Lowell Showboat VI for funding of \$15,000 to offset revenues lost from rentals they could not book during the Christmas on the Showboat events.

It was a general consensus by the board not to provide any funding.

8. **NEW BUSINESS.**

a) Flat River Weed Control.

City Manager Michael Burns read his memo about getting weed control on the Flat River and explained it is expensive but believes it may be justifiable. If the board decides to move forward, it would be considered for the 2024-25 budget cycle. Need to get input from King Milling as they need the dam for their operations.

It was a general consensus by the board that it is too expensive and too involved to get started.

9. **REPORTS AND MEMBER COMMENTS.**

Boardmember Bartkus welcomed Charlie Jeffries to the board. Bartkus stated he had a neighbor on Monroe that is ecstatic about the new water lines on Monroe. People are noticing the changes. Also, would like us as a community to be aware of gearing events in the city to accommodate people with special needs as there is a growing population.

Boardmember Jeffries stated he was happy to be here.

Boardmember Chambers congratulated Eric Bartkus to City Council and welcomed Boardmember Jeffries.

Boardmember Doyle welcomed Charlie Jeffries and congrats to Eric Bartkus as new City Council.

Chair Reagan also welcomed Charlie Jeffries and congratulated Eric Bartkus.

City Manager Michael Burns stated we are working on an affordable housing plan and have reached out to "Housing Next" and will start developing a plan.

IT WAS MOVED BY SEESE and seconded by CHAMBERS to adjourn at 12:51.

---

Chair Jim Reagan

---

City Clerk, Susan Ullery

02/05/2024 03:43 PM

User: SUE

DB: Lowell

## CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL

CHECK DATE FROM 11/15/2023 - 02/05/2024

Page 1/3

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
11/16/2023	GEN	79330	AMAZON CAPITAL SERVICES	DDA - DOWNSPOUT	930.000	463	35.98
11/16/2023	GEN	79335	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	740.000	463	69.97
				ACCOUNT STATEMENT	930.000	463	62.97
				CHECK GEN 79335 TOTAL FOR FUND 248:			132.94
11/16/2023	GEN	79352	HOMETOWN DECORATION AND DISPLAY LLC	LIGHTED HOLIDAY DECORATIONS / POLE WRAPS	880.000	740	5,032.00
11/16/2023	GEN	79374	PROGRESSIVE HEATING COOLING, CORP.	HUMIDIFER REPLACEMENT CITY HALL	970.000	450	69,903.00
11/16/2023	GEN	79384	THE VERDIN COMPANY	2024 MAINTENANCE RENEWAL	740.000	463	695.00
11/30/2023	GEN	79417	HARDING ENTERPRISES	PAINT PAKING LOT LINES	930.000	463	487.50
11/30/2023	GEN	79428	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 10/25 -11/25/23	920.000	463	1,293.09
11/30/2023	GEN	79430	MCMI	LIBRARY AC	970.000	450	1,605.00
				LIBRARY AC PROJECT	970.000	450	2,662.54
				CHECK GEN 79430 TOTAL FOR FUND 248:			4,267.54
12/11/2023	GEN	79450	VISA	MERCANTILE VISA NOV 2023	880.000	740	55.46
				MERCANTILE VISA NOV 2023	880.000	740	5.08
				CHECK GEN 79450 TOTAL FOR FUND 248:			60.54
12/13/2023	GEN	79453	AMAZON CAPITAL SERVICES	DDA SUPPLIES - DOG BAGS	740.000	463	266.97
12/13/2023	GEN	79457	BEHRENS LIMITED, LCC	TRAFFIC PAINT & SQUEEGEE	740.000	463	108.00
12/13/2023	GEN	79458	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	740.000	463	63.16
				ACCOUNT STATEMENT	930.000	463	86.82
				CHECK GEN 79458 TOTAL FOR FUND 248:			149.98
12/13/2023	GEN	79474	GREATER LOWELL CHAMBER FOUND.	COMMUNITY WIDE MARKETING PLAN 2023-2024	880.000	740	50,000.00

02/05/2024 03:43 PM

## CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL

Page 2/3

User: SUE

CHECK DATE FROM 11/15/2023 - 02/05/2024

DB: Lowell

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
12/13/2023	GEN	79484	LOWELL AREA CHAMBER	DDA CHRISTMAS FUNDS	880.000	740	5,000.00
12/13/2023	GEN	79488	LOWELL LIGHT & POWER	STREET LIGHT MSINY			** VOIDED **
12/13/2023	GEN	79505	SELF SERVE LUMBER	ACCOUNT STATEMENT	930.000	463	15.99
12/28/2023	GEN	79538	GRIZZLY REPAIR LLC	SHOP MAINTENANCE	930.000	463	70.50
				DDA R & M	930.000	463	101.00
				CHECK GEN 79538 TOTAL FOR FUND 248:			171.50
12/28/2023	GEN	79548	KING MILLING COMPANY	WINTER TAXES ON PARKING LOTS	955.000	463	707.41
12/28/2023	GEN	79567#	WILLIAMS & WORKS INC.	BROOK & OTTAWA IMPROV.	970.000	450	324.51
				BROOK & OTTAWA IMPROV	970.000	450	252.30
				GENERAL CONSULTATION - MONROE / MAIN ST	801.000	483	160.00
				CHECK GEN 79567 TOTAL FOR FUND 248:			736.81
01/11/2024	GEN	79581	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	740.000	463	55.96
				ACCOUNT STATEMENT	930.000	463	154.90
				CHECK GEN 79581 TOTAL FOR FUND 248:			210.86
01/11/2024	GEN	79591	ECO GREEN SUPPLY	SNOW CONTROL BAGS	740.000	463	518.42
01/11/2024	GEN	79612	LOWELL LIGHT & POWER	ELECTRIC BILLS	920.000	463	1,637.56
01/11/2024	GEN	79624	SELF SERVE LUMBER	ACCOUNT STATEMENT	930.000	463	47.40
01/24/2024	GEN	79649	FLAT RIVER ELECTRIC LLC	LIBRARY REPAIRS	970.000	450	3,878.68
01/24/2024	GEN	79669	PROGRESSIVE HEATING COOLING, CORP.	LIBRARY REPAIRS	970.000	450	10,500.00
01/24/2024	GEN	79675	WILLIAMS & WORKS INC.	MONROE ST TRAFFIC CONTROL	970.000	450	1,526.00
				BROOK & OTTAWA	970.000	450	668.74
				CHECK GEN 79675 TOTAL FOR FUND 248:			2,194.74

02/05/2024 03:43 PM

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL

Page 3/3

User: SUE

CHECK DATE FROM 11/15/2023 - 02/05/2024

DB: Lowell

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248	DOWNTOWN	DEVELOPMENT	AUTHORITY				
				Total for fund 248	DOWNTOWN	DEVELOPMENT	158,051.91

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT



## **DOWNTOWN DEVELOPMENT AUTHORITY FUND**

February 5, 2024

Beginning Balance		\$	448,968.79
Revenue			
	TIFA Revenue	\$	852,898.00
	Misc	\$	35.70
	Interest	\$	-
Total Revenues		\$	1,301,902.49
Expenditures			
	Capital Outlay	\$	190,614.14
	Salaries	\$	31,407.92
	Maintenance Supplies	\$	28,456.74
	Utilities	\$	8,251.54
	Marketing and Community Promotions	\$	80,256.17
	Accrued Wages	\$	1,959.10
	Administration	\$	36,083.66
	Accrued Payables	\$	1,208.86
	Transfer to Equipment		
	Transfer to General Fund		
	Debt service to Light & Power		
Total Expenditures		\$	378,238.13
Ending Balance		\$	923,664.36

# LOWELL DOWNTOWN DEVELOPMENT AUTHORITY

## MEMORANDUM



**DATE:** February 6, 2024

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

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

**RE:** Monroe Street Island

---

I presented the concept to the City Council of placing the island on Monroe between Main and Avery Street, and they were supportive of the idea. There was some concern about on-street parking adjacent to the island and its necessity. However, the council expressed support for moving forward.

The city has received estimates from Williams and Works. If we were not to install the parking stalls and simply line (or not line) parking spaces adjacent to the island, the cost would be \$83,000. If we choose to install parking stalls, the estimate is \$100,000.

Attached is an engineering proposal for this project. The engineering proposal includes design engineering and advertisement and bidding. The estimated cost is \$15,500. Funds are available for the engineering component.

I propose budgeting the remaining project costs in the fiscal year 2024-25 project with the goal of completing this project shortly after July 1, 2024.

I recommend that the Downtown Development Authority approve the proposal for design engineering for the Monroe Street Island at a cost not to exceed \$15,500.

# williams&works

engineers | surveyors | planners

Mr. Mike Burns, City Manager  
City of Lowell  
301 E. Main Street  
Lowell, MI 49331

Via email to:  
[mburns@ci.lowell.mi.us](mailto:mburns@ci.lowell.mi.us)

## **Re: 2024 Monroe Street Traffic Control Project Design Engineering Services**

Dear Mr. Burns:

The city desires to proceed with the traffic control improvements to Monroe Street during the 2024 construction season. This letter details our proposed services for the necessary design engineering tasks.

### **Project Scope**

---

The primary scope of the proposed construction project includes the design of a Monroe Street traffic island that approaches the intersection of Main Street. The scope includes the removal of the existing pavement, repair existing sanitary sewer pipe, replacement of any unsuitable base material, construction of a concrete island with low maintenance vegetation, street painting, and ballot drop box parking.

### **Design Engineering Services**

---

- **Design Engineering** – Using the soil boring and survey information, we will prepare preliminary plans, specifications, and estimate. Once complete, we will review the documents in detail with the city. After review, we will address all comments and prepare a final set of all construction documents, and submit a bid package for review by the city.
- **Advertisement & Bidding** – On behalf of the City of Lowell, we will advertise the project for bidding. 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 qualified bidders and issue a letter to the city summarizing the results.

### **Schedule**

---

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

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

**Proposed Fee**

---

We propose to provide the design engineering services as defined above for the 2024 Monroe Street Traffic Control Project for the proposed fee of **\$15,500**.

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

Respectfully,

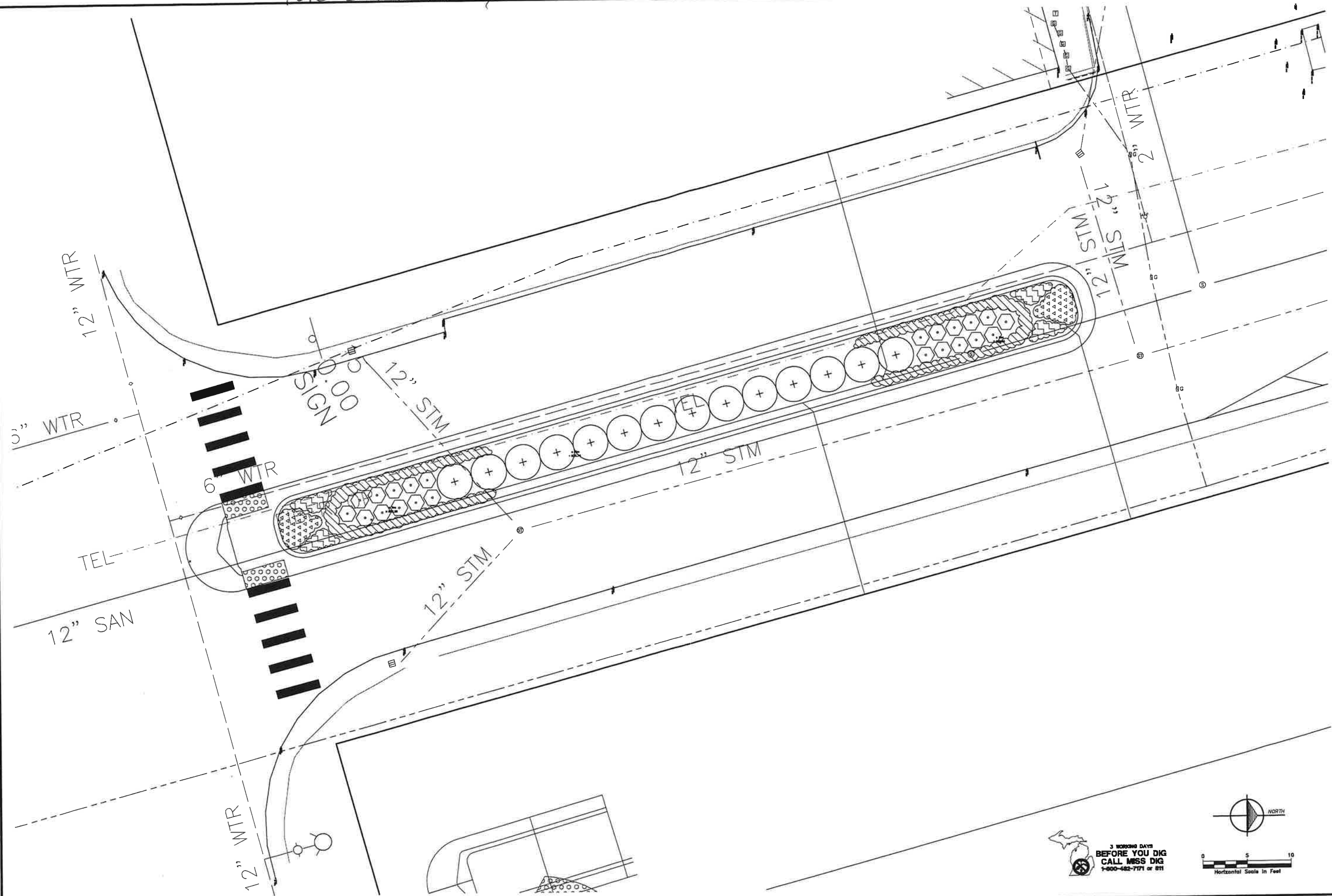
**Williams & Works**



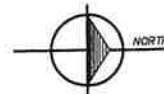
Katie Méndez, E.I.T.  
Project Engineer

cc: Brandon Mieras P.E., Williams & Works

Aug 09 2024 - B:\Scan P:\Project19\223175 - M0904 b1a1d\VAL-Livocp 0mg, XREF.c [cpi] [bdr] [Cid.mn] [22D140a16



**3 WORKING DAYS  
BEFORE YOU DIG  
CALL MISS DIG  
1-800-482-7171 or 811**



A horizontal scale bar with markings at 0, 5, and 10 feet. The bar is divided into alternating black and white segments.

**williams&works**  
engineers | surveyors | planners  
618.224.1800 phone | <http://williams-works.com>  
648 Ottawa Ave NW | JMI  
Grand Rapids, MI 49503



NO.	ISSUED FOR	BY	DATE
1.	WORKING DRAFT	MR	12/14/23

**CITY OF LOWELL  
KENT COUNTY, MICHIGAN  
MONROE & MAIN MEDIAN  
LANDSCAPE PLAN**

DESIGNED BY	M RAKESTRAW	DATE	12/20/2023
DRAWN BY		DATE	-
CHECKED BY	N NAME	DATE	
PROJECT	2231		
FILE	P:\Lndscp.dwg		

1

SHEET NO.

# williams&works

engineers | surveyors | planners

Phone: (616) 224-1500

Fax: (616) 224-1501

## Preliminary Construction Cost Opinion

Project: Monroe Street Traffic Control

Project No.: 223175

Location: City of Lowell

Work: Monroe Island and Sewer Repair

Item No.	Work Item	Unit	Est. Quantity	Unit Price	Amount
1	General Conditions, OH&P, 10%	LSUM	1	\$5,100.00	\$5,100
2	Mobilization, Max 10%	LSUM	1	\$5,100.00	\$5,100
3	Minor Traf Devices	LSUM	1	\$5,000.00	\$5,000
4	Erosion and Sedimentation Control	LSUM	1	\$2,000.00	\$2,000
5	Saw cut	Ft	250	\$25.00	\$6,250
6	Pavt, Rem, Modified	Syd	230	\$14.00	\$3,220
7	Sewer Repair	LSUM	1	\$8,000.00	\$8,000
8	Curb and Gutter	Ft	225	\$25.00	\$5,625
9	Sidewalk Ramp, Conc, 6 inch	Sft	35	\$15.00	\$525
10	Grading	LSUM	1	\$2,500.00	\$2,500
11	Concrete Header	LSUM	1	\$2,000.00	\$2,000
12	Hand Patching	Ton	20	\$200.00	\$4,000
13	Detectable Warning Strips	Ft	10	\$55.00	\$550
14	Pavement Parkings	Ft	55	\$5.00	\$275
15	Raise Structure	Ea	1	\$750.00	\$750
16	Irrigation	LSUM	1	\$2,500.00	\$2,500
17	Top soil	Syd	66	\$10.00	\$656
18	Hemerocallis x 'Stella de Oro', #1 pot	Ea	66	\$50.00	\$3,300
19	Sedum spectabile 'Autumn Joy', #1 pot	Ea	6	\$50.00	\$300
20	Lavandula angustifolia 'Big Time Blue', #1 pot	Ea	8	\$50.00	\$400
21	Pennisetum alopecuroides 'Hameln', 3 gal.	Ea	22	\$75.00	\$1,650
22	Myrica pensylvanica 'Morton', 5 gal.	Ea	14	\$100	\$1,400
23	Ballot Parking Paint	LSUM	1	\$3,500	\$3,500

**Subtotal**

**\$65,000**

**Construction Contingencies @10 %**

**\$7,000**

**Legal and Adminitrative @ 5%**

**\$4,000**

**Engineering @ 10%**

**\$7,000**

**Total Project Cost Opinion**

**\$83,000**

By: K. Mendez

Date: Dec-23

Chk'd: B. Mieras

# williams&works

engineers | surveyors | planners

Phone: (616) 224-1500

Fax: (616) 224-1501

## Preliminary Construction Cost Opinion

Project: Monroe Street Traffic Control

Project No.: 223175

Location: City of Lowell

Work: Monroe Island and Sewer Repair

Item No.	Work Item	Unit	Est. Quantity	Unit Price	Amount
1	General Conditions, OH&P, 10%	LSUM	1	\$5,100.00	\$5,100
2	Mobilization, Max 10%	LSUM	1	\$5,100.00	\$5,100
3	Minor Traf Devices	LSUM	1	\$5,000.00	\$5,000
4	Erosion and Sedimentation Control	LSUM	1	\$2,000.00	\$2,000
5	Saw cut	Ft	250	\$25.00	\$6,250
6	Pavt, Rem, Modified	Syd	230	\$14.00	\$3,220
7	Sewer Repair	LSUM	1	\$8,000.00	\$8,000
8	Curb and Gutter	Ft	225	\$25.00	\$5,625
9	Sidewalk Ramp, Conc, 6 inch	Sft	35	\$15.00	\$525
10	Grading	LSUM	1	\$2,500.00	\$2,500
11	Concrete Header	LSUM	1	\$2,000.00	\$2,000
12	Hand Patching	Ton	20	\$200.00	\$4,000
13	Detectable Warning Strips	Ft	10	\$55.00	\$550
14	Pavement Parkings	Ft	55	\$5.00	\$275
15	Raise Structure	Ea	1	\$750.00	\$750
16	Irrigation	LSUM	1	\$2,500.00	\$2,500
17	Top soil	Syd	66	\$10.00	\$656
18	Hemerocallis x 'Stella de Oro', #1 pot	Ea	66	\$50.00	\$3,300
19	Sedum spectabile 'Autumn Joy', #1 pot	Ea	6	\$50.00	\$300
20	Lavandula angustifolia 'Big Time Blue', #1 pot	Ea	8	\$50.00	\$400
21	Pennisetum alopecuroides 'Hameln', 3 gal.	Ea	22	\$75.00	\$1,650
22	Myrica pensylvanica 'Morton', 5 gal.	Ea	14	\$100	\$1,400
23	Ballot Parking sidewalk redesign	LSUM	1	\$18,000	* \$18,000

**Subtotal**

**\$80,000**

**Construction Contingencies @10 %**

**\$8,000**

**Legal and Adminitrative @ 5%**

**\$4,000**

**Engineering @ 10%**

**\$8,000**

**Total Project Cost Opinion**

**\$100,000**

By: K. Mendez

Date: Dec-23

Chk'd: B. Mieras

# LOWELL DOWNTOWN DEVELOPMENT AUTHORITY

## MEMORANDUM



**DATE:** February 13, 2024

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

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

**RE:** Museum Steps

---

Last spring, the Downtown Development Authority approved \$37,500 towards the replacement of the original steps in front of the Museum. Last summer, Ram Construction performed the work. However, there was a change made due to building code requirements, which mandated the pillars to be higher than initially designed. This raised concerns as it was not in line with the historic standards of the Historic District.

As a result, the Museum proposed replacing the pillars with a synthetic railing, which would not pose as much of an issue in terms of historic standards. The DDA has contributed approximately \$16,000 and is in the process of being reimbursed those funds from a \$25,000 LCTV grant that the City received. Approximately \$8,500 has already been reimbursed to the general fund for their share of the expenses.

To complete the work, a change order would need to be approved. This change order would amount to \$25,333.65. While there are funds available to cover this expense, as your director, I could ultimately approve the change order. However, given the nature of this project, I am not comfortable approving this change order without input from the Board.

**I recommend that the Lowell Downtown Development Authority approve a change order to install new railing at the Museum, with a cost not to exceed \$25,333.65.**



February 8, 2024

Memo

Update on 325 W. Main Porch Project

DDA Committee,

The porch project at 325 W. Main, home to the Lowell Area Historical Museum, began in 2023. The new porch and stairs were constructed. Pillars were installed that were higher than those called for in the original plan due to code compliances. These pillars are not compatible with the historic exterior of the structure. At this time the Museum requested that the City, Historic District Commission and the contractor meet with the Museum to discuss the issue and make recommendations for addressing the issue.

It was decided that a more sympathetic railing system should be put in place. Synthetic railings, similar to the ones on the building's side porch were decided on. The contractor now has pricing for this change which will be provided to you. The project remains within budget. We are confident that this change is more sympathetic to the style of the building. As an important historic structure in Lowell and the anchor of the Historic District, it is important that the new porch be correct.

While not able to make the rescheduled meeting, I am happy to answer any questions you may have.

Sincerely,

Lisa Plank

Executive Director

Lowell Area Historical Museum

## Mike Burns

---

**From:** Rich Labombard  
**Sent:** Thursday, February 8, 2024 10:42 AM  
**To:** Lisa Plank; Mike Burns  
**Cc:** Jim Doyle; Steve Doyle  
**Subject:** RE: Museum porch numbers

Here is what I have for budget to date.

### Museum Step Replacement Project

Updated 2-7-24

	<u>Budget</u>	<u>Payment</u>	<u>Balance</u>
Williams and Works Design	\$1,505.94	\$1,505.94	\$0.00
Contract Amount - Ram Construction	\$53,357.82	\$0.00	\$53,357.82
Ram Construction - Payment #1		\$16,807.71	\$36,550.11
Ram Construction - Payment #2		\$7,203.31	\$29,346.80
	\$54,863.76	\$25,516.96	\$29,346.80

If there are outstanding invoices from Ram, it is not reflected in this spreadsheet.

---

**From:** Lisa Plank <lplank@lowellmuseum.org>  
**Sent:** Thursday, February 8, 2024 9:32 AM  
**To:** Mike Burns <mburns@ci.lowell.mi.us>; Rich Labombard <rlabombard@ci.lowell.mi.us>  
**Cc:** Jim Doyle <JDoyle@kingflour.com>; Steve Doyle <SDoyle@kingflour.com>  
**Subject:** Museum porch numbers

Hello everyone,

This is the cost given to us by Chris Huff at RAM to complete the porch:

As requested-  
Open change order is \$4,020.23  
Demo the columns and repair concrete and sidewalk \$5,941.82  
Add for the addition polyurethane parts per design \$ 9,423.92  
Add for additional spindles \$4,884  
Add two newel posts, trim rings, and caps next to building \$ 1,063.68

That would be a total change order of: \$25,333.65

Mike Burns said there is \$20,000 left in the budget for this project from the DDA.  
A grant of \$25,000 was also awarded from the LCTV fund in 2022. I do not know how much of that has been spent and what is still there. Mike or Rich, do you have this information?

Please let me know if you have any questions. I would like to get this approved as soon as possible so that they can order the necessary parts to complete this.

Thank you all,  
Lisa

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



**DATE:** February 6, 2024

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

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

**RE:** Summer Concert Series

---

We are receiving our annual request for the DDA to sponsor a portion of the costs for the 2024 Lowell Showboat Sizzlin' Summer Concert Series. The DDA has been participating for this for a number of years.

Two years ago, we increased the sponsorship to \$20,000 and funded the full amount last year.

This year, they are requesting \$20,000 which has been budgeted.

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.**



February 5, 2024

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



Dear Michael and members of the DDA,

In 2024, LowellArts and the Lowell Area Chamber of Commerce will celebrate 22 years of bringing the Sizzlin' Summer Concert series to the Greater Lowell area.

This summer-long, Thursday night concert series (June 13 – August 15) has proven to be a catalyst for engagement, attracting diverse audiences and enhancing the vibrancy of the Greater Lowell community. The summer concert series aligns with the DDA's mission to promote community well-being and stimulate economic growth.

**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.*

With your support of \$20,000 in 2024, we aim to continue this initiative, fostering a sense of pride in our community. Your consideration of this funding request is highly appreciated, and we look forward to your continued support.

Sincerely,

Shannon Kennedy  
Executive Director  
Lowell Area Chamber of Commerce

Sincerely,

Janet Teunis  
Executive Director  
LowellArts

LOWELL SHOWBOAT SIZZLIN' SUMMER CONCERTS - 2024 Proposed Budget				
9 Week Series, 10 Concerts				
<b>Projected Budget:</b>				
	Revised 2.5.24			
EXPENSES	Budget	In-kind	Total	Notes
Musician Fee (estimated)	\$ 21,950.00		\$ 21,950.00	
Sound Technicians	\$ 8,400.00	\$ 650.00	\$ 9,050.00	
Annual total for assembly/disassembly of stage	\$ 1,500.00		\$ 1,500.00	
Annual total setup/disassembly of lighting & lighting tech	\$ 1,500.00		\$ 1,500.00	
New Sound Equipment	\$ 4,750.00		\$ 4,750.00	
Weekly concert set-up and after concert cleanup of trash	\$ 500.00		\$ 500.00	
Contract Labor - Cleaning of City bathrooms and Chamber	\$ 1,200.00		\$ 1,200.00	
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 (weekly)	\$ 1,000.00		\$ 1,000.00	
Musician Sound Contracts (negotiator/manager)	\$ 600.00		\$ 600.00	
LACC Sound & Stage Insurance	\$ 1,000.00		\$ 1,000.00	
Office Supplies / Postage / Beverage for Musicians / Band Meals	\$ 800.00		\$ 800.00	
Bleacher/ rental & set-up	\$ 1,000.00		\$ 1,000.00	LCTV grant request for bleachers, TBD
Showboat VI Rental	\$ 3,000.00		\$ 3,000.00	
Marketing & Concert Banner	\$ 8,000.00	\$ 2,600.00	\$ 10,600.00	
Children's Activities - Hiring artists	\$ 2,000.00		\$ 2,000.00	
	\$ 69,200.00	\$ 3,250.00	\$ 72,450.00	
<b>REVENUE</b>				
Lowell Area Community Fund	\$ 16,000.00			Secured 9.21.23
Lowell Downtown Development Authority 2024	\$ 20,000.00			
Lead Entertainment Sponsor	\$ 6,000.00			Litehouse Confirmed
45 Corporate Sponsors - paid (40) and in-kind (5)	\$ 26,000.00	\$ 3,250.00		
Concessions	\$ 1,200.00			
	\$ 69,200.00	\$ 3,250.00	\$ 72,450.00	