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CITY OF LOWELL  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR  
THURSDAY, AUGUST 17, 2023  
12 NOON

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
  - a) June 8, 2023
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. NEW BUSINESS
  - a) Ottawa Street Design Engineering
  - b) Monroe Street Island
  - c) Bike Rack
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
MEETING  
THURSDAY, JUNE 8, 2023**

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

The Meeting was called to order at 12:15 p.m. by Chair Reagan.

Present: Board members Rick Seese, Eric Bartkus, Nicole Lintemuth, Martha Davis and Chair Reagan.

Absent: Board members DeVore, Doyle and Chambers

Also Present: City Manager Michael Burns, DPW Director Dan Czarnecki, City Treasurer Sue Olin, City Clerk Sue Ullery, and Chamber of Commerce Shannon Kennedy.

**2. EXCUSE OF ABSENCES.**

IT WAS MOVED BY LINTEMUTH and seconded by DAVIS to excuse the absences of Board member DeVore, Chambers and Doyle.

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

**3. APPROVAL OF THE AGENDA & MINUTES FROM APRIL 6, 2023.**

IT WAS MOVED BY BARTKUS and seconded by LINTEMUTH to approve the agenda as corrected.

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

**4. TREASURER'S REPORT.**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND**

June 6, 2023

Beginning Balance	\$	498,803.57
Revenue		
TIFA Revenue	\$	854,928.06
Misc	\$	1,760.90
Interest	\$	-

<b>Total Revenues</b>		\$	<b>1,355,492.53</b>
<b>Expenditures</b>			
	Capital Outlay	\$	227,421.10
	Salaries	\$	42,882.98
	Maintenance Supplies	\$	43,110.21
	Utilities	\$	13,047.93
	Marketing and Community Promotions	\$	73,462.69
	Accrued Wages	\$	5,618.95
	Administration	\$	53,839.31
	Accrued Payables	\$	834.61
	Transfer to Equipment	\$	-
	Transfer to General Fund	\$	291,737.00
	Debt service to Light & Power	\$	101,319.93
<b>Total Expenditures</b>		\$	<b>853,274.71</b>
<b>Ending Balance</b>		\$	<b>502,217.82</b>

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

There were none.

6. **OLD BUSINESS.**

a) Flock cameras.

City Manager Michael Burns read his memo stating in the fiscal year 23-24 budget, the DDA budgeted \$10,100 for three cameras in the DDA District. We had a representative from Flock Camera discuss this on Monday at the joint City Council DDA meeting. The city would plan to place a camera at the Main/Alden Nash intersection, Foreman and Hudson, Jackson and Main and Bowes and Hudson. The city general fund has approved to purchase the camera at Jackson and Main. The city would handle the agreement for the cameras and it would be approved at City Council meeting, however,

the DDA would fund three of the cameras. This lease covers a two-year period.

Commissioner Bartkiss asked how many Flock Cameras are in Cities in Michigan currently.

The Flock camera representative on zoom stated there are in more than 50 communities in Michigan that use the flock camera. Vigilant is another company with the same technology. Flock has some unique features as part of a block system and a transparency portal that does distinguish Flock from other companies.

IT WAS MOVED BY SEESE and seconded by DAVIS that the Lowell Downtown Authority purchase three of the Flock Cameras as mentioned at a cost not to exceed \$10,100.

YES: Commissioners Bartkiss, Seese, Davis, and Chair Reagan.

NO: Commissioner Lintemuth.

ABSENT: Commissioners Doyle, DeVore and Chambers. MOTION CARRIED 4-1.

7. **NEW BUSINESS.**

a) Library HVAC

City Manager Michael Burns read his memo regarding the budgeted DDA monies for an HVAC system upgrade for the Library. The work will be done as of the preferred vendor agreement and will not seek bids for this. Progressive estimate total is \$158,828. \$72,896 to install three humidifiers to match the units. \$21,500 to replace the original 10-ton condensing unit and \$64,432 to replace the boiler unit. And, an estimate for \$79,542 to replace the air handler units that can be delayed a few years according to Paul Flanagan from Progressive.

IT WAS MOVED BY LINTEMUTH and seconded by BARTKISS that the Lowell Downtown Development Authority approve the estimate from Progressive Heating and Cooling to complete the HVAC system Upgrade as documented for the Library at a cost not to exceed \$158,828.

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

8. **REPORTS AND MEMBER COMMENTS.**

City Manager Michael Burns stated we are starting the initial process of fountains on the Riverwalk. Also, the handicap ramp program will be up and running soon as well, within the next couple weeks. Will be up to a \$10,000 match on the ramps and we have \$75,000 budgeted for this currently.

Commissioner Seese questioned when the continuous music along the Riverwalk will be provided. Burns stated John Wenger is going to be setting that up. The Chamber has the controls on that.

Shannon Kennedy stated the Summer Concerts start next Thursday.

Next meeting will be in Thursday, August 10, 2023.

9. **ADJOURNMENT.**

IT WAS MOVED BY LINTEMUTH and seconded by DAVIS to adjourn at 1:03pm.

APPROVED:

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James E. Reagan, Chair

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## DOWNTOWN DEVELOPMENT AUTHORITY FUND

August 15, 2023

Beginning Balance		\$	447,841.42
Revenue			
	TIFA Revenue	\$	27,500.00
	Misc		
	Interest	\$	-
Total Revenues		\$	475,341.42
Expenditures			
	Capital Outlay	\$	9,450.00
	Salaries	\$	5,622.11
	Maintenance Supplies	\$	5,399.21
	Utilities	\$	972.12
	Marketing and Community Promotions		
	Accrued Wages	\$	1,959.10
	Administration	\$	6,989.69
	Accrued Payables	\$	1,208.86
	Transfer to Equipment		
	Transfer to General Fund		
	Debt service to Light & Power		
Total Expenditures		\$	31,601.09
<b>Ending Balance</b>		<b>\$</b>	<b>443,740.33</b>

User: SUE  
DB: Lowell

CHECK DATE FROM 06/07/2023 - 08/15/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
06/08/2023	GEN	78685	BEHRENS LIMITED, LCC	DPW SUPPLIES	740.000	463	395.00
06/14/2023	GEN	78690	PETTY CASH	PETTY CASH	740.000	463	10.00
06/16/2023	GEN	78691	AMAZON CAPITAL SERVICES	TUBE HOSE & TRIMMER LINE	740.000	463	59.98
06/16/2023	GEN	78698	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	930.000	463	18.90
06/16/2023	GEN	78699	BOUWHUIS SUPPLY, INC.	TOWELS & TISSUE	740.000	463	251.55
06/16/2023	GEN	78720	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - DDA	802.000	463	250.00
06/16/2023	GEN	78734	RAM CONTRUCTION SERVICES INC	LOWELL MUSEUM- STEPS	970.000	450	7,203.31
06/16/2023	GEN	78735	SITEONE LANDSCAPE SUPPLY LLC	DDA SUPPLIES	740.000	463	340.80
				DDA SUPPLIES	930.000	463	101.28
				CHECK GEN 78735 TOTAL FOR FUND 248:			<u>442.08</u>
06/16/2023	GEN	78742	THORNAPPLE RIVER NURSERY, INC.	WOOD CHIPS	740.000	463	224.00
06/30/2023	GEN	78795	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM DDA	802.000	463	250.00
06/30/2023	GEN	78799	MAG PLUMBING SERVICE LLC	BACKFLOW PREVENTERS	930.000	463	184.56
06/30/2023	GEN	78810	SKYLINE ELECTRIC, INC	CHECK POWER ON RIVERWALK	930.000	463	400.00
06/30/2023	GEN	78814	THORNAPPLE RIVER NURSERY, INC.	WOOD CHIPS	740.000	463	336.00
07/14/2023	GEN	78825	BERNARDS ACE HARDWARE	JUNE ACCOUNT STATEMENT	740.000	463	136.31
07/14/2023	GEN	78827	BOUWHUIS SUPPLY, INC.	TOWELS & BATH TISSUE	740.000	463	503.11
07/14/2023	GEN	78837	GRAND RAPIDS GRAVEL COMPANY	SAND AND GRAVEL	930.000	463	41.80
07/14/2023	GEN	78845	LOWELL LIGHT & POWER	ELECTRIC BILL	920.000	463	456.88

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/14/2023	GEN	78853	SELF SERVE LUMBER	ACCOUNT STATEMENT	740.000	463	39.98
07/14/2023	GEN	78857	TRACTOR SUPPLY CREDIT PLAN	JUNE ACCOUNT STATEMENT	740.000	463	24.99
07/14/2023	GEN	78858	TRUGREEN	LAWN CARE JULY	802.000	463	43.61
07/14/2023	GEN	78862	VISA	JUNE MERCANTILE VISA STATEMENT	880.000	740	61.40
07/28/2023	GEN	78883	LOWELL LIGHT & POWER	CEMENT & WATER PUMP PARTS	930.000	463	447.50
08/03/2023	GEN	78895	BEHRENS LIMITED, LCC	ICE MELTER BAGS	740.000	463	410.00
08/03/2023	GEN	78900	FLOCK GROUP INC	FLOCK CAMERAS & IMPLEMENTATION FEES	970.000	450	9,450.00
08/03/2023	GEN	78909	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - DDA	802.000	463	250.00
08/03/2023	GEN	78912	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	920.000	463	512.96
08/03/2023	GEN	78915	O'LEARY PAINT	YELLOW & WHITE TRAFFIC PAINT	740.000	463	407.96
				ELASTIC STRAINER.	740.000	463	56.00
				CHECK GEN 78915 TOTAL FOR FUND 248:			<u>463.96</u>
08/03/2023	GEN	78920	WOLF KUBOTA	BLADE MULCH	740.000	463	37.62
08/03/2023	GEN	78953	ULINE	DDA & DPW SUPPLIES	740.000	463	304.44
08/03/2023	GEN	78954	X-CEL CHEMICAL LLC	CAN LINERS	740.000	463	352.50
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI							23,562.44



# LOWELL DOWNTOWN DEVELOPMENT AUTHORITY

## MEMORANDUM

**DATE:** August 16, 2023

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

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

**RE:** Ottawa Street Design Engineering



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In the Fiscal Year 23-24 budget, the DDA budgeted to repave Ottawa Street from Hudson to Brook Street. The city has budgeted to pave Brook Street in conjunction with this project to improve the overall area of this portion of the city.

Attached is a proposal for design engineering for Ottawa and Brook Street. The project consists of removing and replacing existing asphalt. If necessary, the gravel base will be repaired. Any broken, settled or missing curb and gutter will be replaced.

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. The DDA would be responsible for \$11,500 for the total proposal. The remainder will be covered through the Local Street Fund.

**I recommend for the Lowell Downtown Development Authority approve the Design Engineering Services quote for Brook Street at a cost not to exceed \$11,500.**

# williams&works

engineers | surveyors | planners

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

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

JULY 7, 2023

**Re: 2024 Brook St and Ottawa St Resurfacing Project  
Design Engineering Services**

Dear Mr. Czarnecki:

The city desires to proceed with the improvements of Brook Street and Ottawa Street during the 2024 construction season. This letter details our proposed services for the necessary design engineering tasks.

## **Project Scope**

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

**Brook Street** - The scope includes Brook Street from Ottawa St. to Grand St. will be improved with the removal of the existing pavement, replacement of any unsuitable sand and gravel base material, and improvements to existing drainage structures and paving with a new Hot Mix Asphalt (HMA) surface.

**Ottawa Street** – The proposed scope includes removal of the existing pavement, replacement of any unsuitable sand and gravel base material, and improvements to existing drainage structures to improve drainage and paving with a new Hot Mix Asphalt (HMA) surface.

These projects will be constructed with local funds and do not involve any state or federal grants. At this time, no underground utility improvements (water, sanitary sewer) are planned for these project areas. Drainage improvements may be necessary in some of the areas. The preliminary construction estimates for the above improvements is approximately \$248,000.

Brook Street -	\$ 105,000
<u>Ottawa Street-</u>	<u>\$ 143,000</u>
<b>Brook and Ottawa Street Construction - Total</b>	<b>\$ 248,000</b>

## **Design Engineering Services**

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- **Soil Borings** – We recommend that a total of 3 soil borings, spaced approximately 500 ft., at a depth of 10 feet, be taken on the site to verify the thickness of the HMA, make-up of the underlying materials and check for ground water. This will help determine the proper resurfacing process and identify areas for potential base material upgrades.
- **Survey** – A topographic survey will be provided to identify the elevations of the existing centerline and gutters. It will also include a few features such as driveway openings, utility castings, and power poles. This will aid in the bidding process and will be information available to the city for future utility and sidewalk work if needed. The survey limits would be 50 feet either side of the centerline and connecting intersections.
- **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 in late fall 2023 to allow for a Spring 2024 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 qualified bidders and issue a letter to the city summarizing the results.

## **Schedule**

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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.

## **Proposed Fee**

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We propose to provide the design engineering services as defined above for the 2024 Brook St and Ottawa St Resurfacing Project for the proposed fee of **\$19,800**.

Brook Street -	\$ 8,300
<u>Ottawa Street-</u>	<u>\$ 11,500</u>
<b>Brook and Ottawa Street- Total</b>	<b>\$ 19,800</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**



Katie Mendez, E.I.T.  
Project Engineer

cc: Mike Burns, City of Lowell  
Brandon Mieras P.E., Williams & Works

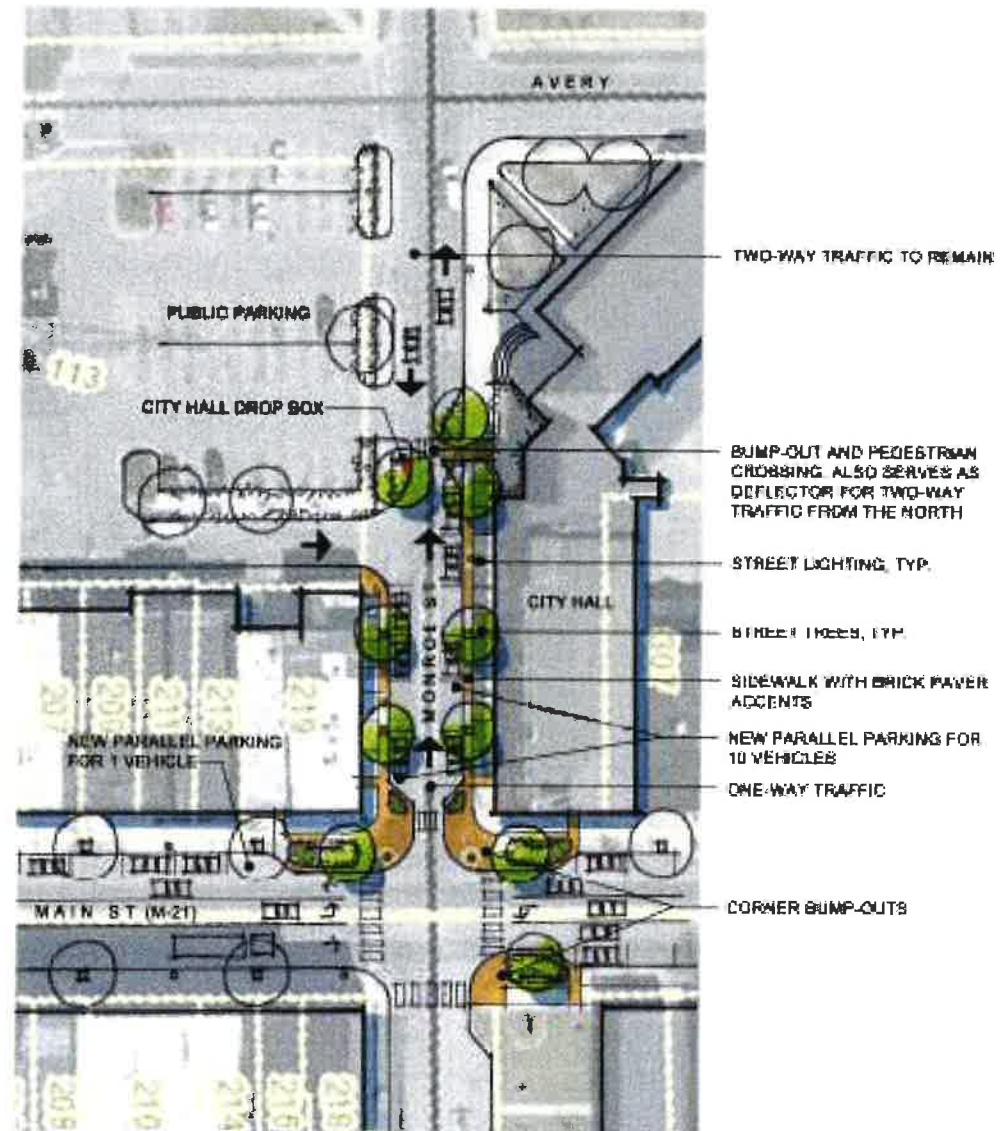
# ▶ Monroe Street Placemaking Plan

Monroe Street lies within the Downtown Core sub area and serves as a gateway to several city municipal buildings.

Monroe Street will continue to serve as a gateway to municipal services and civic institutions by way of a one-way traffic lane featuring pedestrian crossings and corner bump-outs for enhanced pedestrian safety and access. By reinstating Monroe from a two-lane road to a single-lane one direction access road, visibility will be enhanced at the Main Street entrance, and will potentially allow for better vehicular and pedestrian usage. In addition, the one-way road may easily be closed off and serve as a public plaza for community events.



*An example of an enhanced street crosswalk featuring bump-outs near on-street parking reduces crossing widths resulting in an increased perception of safety.*



ANALYSIS AND PLANS

# ▶ Monroe Street Placemaking Plan



*Downtown sculptures and art, like the ones shown at left and the ones in the rendering below help to distinguish unique downtown areas and create a sense of place. Sculptures can help to create an image that is synonymous with Downtown Lowell and the local arts community.*

*SOURCE: CHURCH STREET, BLACKBURN, LANCASHIRE COUNTY, ENGLAND*

*The rendering shows before and after sketches of Monroe Street with two way travel changed to one-way, bump outs, public art, enhanced parkways, street lighting, and reconfigured on-street parking.*

EXISTING



PROPOSED

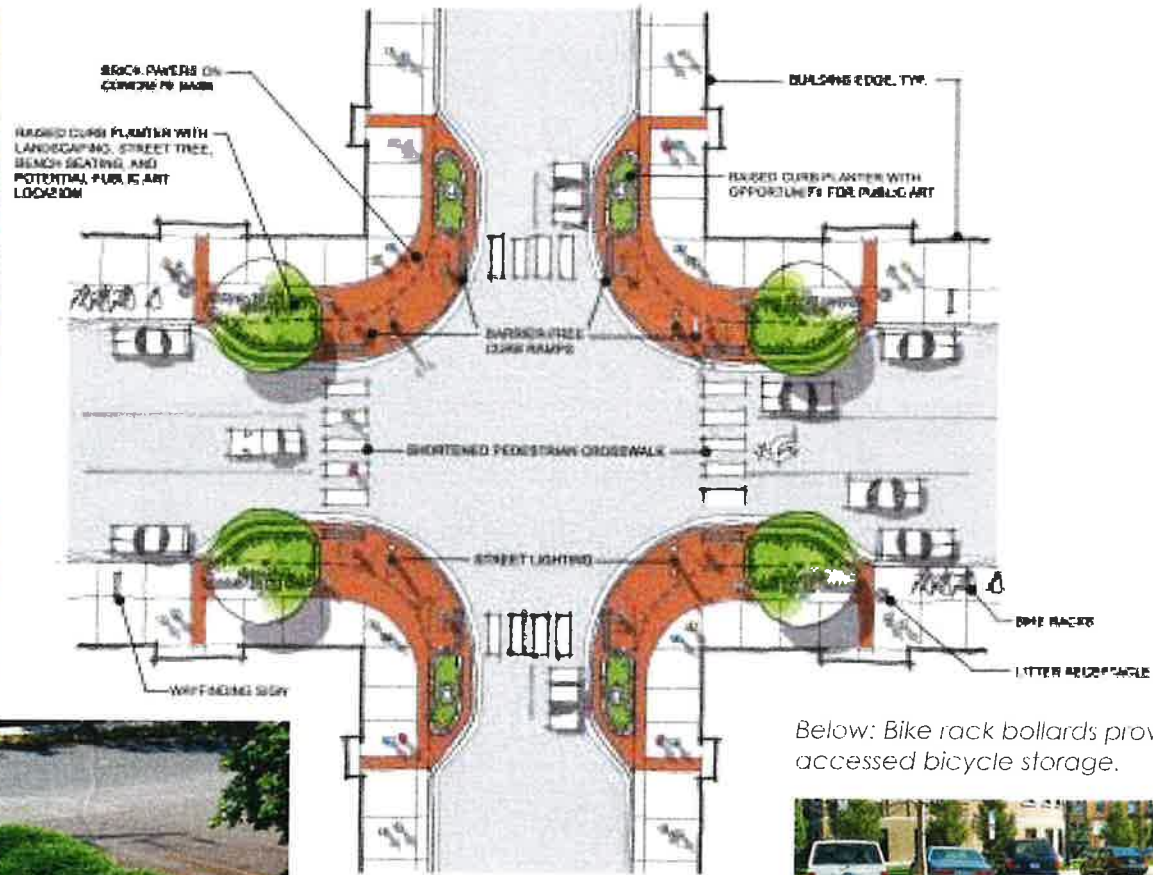


*SOURCE: CHARGER ENTERPRISES, INC.*

*Bollards, shown above, and in the rendering at left, were originally short posts that were installed on docks to anchor ships while in port. Today, they are used as a traffic-calming mechanism in busy downtown areas.*

ANALYSIS AND PLANS

# Streetscape Placemaking



Below: Bike rack bollards provide easily accessed bicycle storage.



Top: Brick pavers and raised pavement at curb crossings signals the roadway. Left: Landscaped edges provide a buffer for the sidewalk.

ANALYSIS AND PLANS