



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

CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
THURSDAY, NOVEMBER 16, 2023
12 NOON

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) October 5, 2023
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Monroe Street Island
 - b) Showboat Funding Request
7. NEW BUSINESS
 - a) Flat River Weed Control
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
INFORMATIONAL MEETING
THURSDAY, OCTOBER 5, 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, Martha Davis, Laurie Chambers and Chair Reagan.

Absent: Board members DeVore, Doyle and Lintemuth.

Also Present: City Treasurer Sue Olin, City Clerk Sue Ullery and , Lisa Plank.

2. **EXCUSE OF ABSENCES.**

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

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

3. **APPROVAL OF THE AGENDA.**

Chair Reagan suggested they table item A under old business: Monroe Street Island until next meeting.

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

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

4. **APPROVAL OF THE MINUTES FROM AUGUST 17, 2023.**

IT WAS MOVED BY BARTKUS and seconded by DAVIS to approve the minutes of the August 17, 2023.

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

5. **TREASURER'S REPORT.**

DOWNTOWN DEVELOPMENT AUTHORITY FUND

October 2, 2023

Beginning \$ 448,968.79

Balance

Revenue

TIFA Revenue	\$	738,500.00
Misc	\$	35.70
Interest	\$	-

Total Revenues

\$ 1,187,504.49

Expenditures

Capital Outlay	\$	97,542.49
Salaries	\$	8,986.42
Maintenance Supplies	\$	10,871.20
Utilities	\$	2,607.89
	\$	
Marketing and Community Promotions	65.07	
Accrued Wages	\$	1,959.10
Administration	\$	13,338.93
Accrued Payables	\$	1,208.86
Transfer to Equipment		
Transfer to General Fund		
Debt service to Light & Power		

Total Expenditures

\$ 136,579.96

Ending Balance

\$ 1,050,924.53

IT WAS MOVED BY BARTKUS and seconded by SEESE to approve the treasurer's report.

YES: 5.

NO: 0.

ABSENT: 3.

MOTION CARRIED.

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

Lisa Plank, Director at the Lowell Museum and on the Board for the Lowell Showboat 6, spoke and

requested \$15,000 in funding for the Showboat from the DDA. Asked for support for public outreach regarding events.

Jim Salzwedel also on the board of the Lowell Showboat 6 explained the maintenance that will be needed approximately every 10 years on the boat.

Reagan suggested the City Manager go over the budget, review it and then have the Lowell Showboat board present again at the next meeting.

7. **OLD BUSINESS.**

a) Monroe Street Island – Tabled until next meeting with City Manager Michael Burns.

8. **NEW BUSINESS.**

a) Christmas Marketing.

Shannon Kennedy with the Lowell Area Chamber of Commerce spoke regarding the Christmas marketing for the City of Lowell and requested the Downtown Development Authority provide a sponsorship to the Lowell Area Chamber of Commerce requesting \$5000.

IT WAS MOVED BY CHAMBERS and seconded by BARTKUS that the Downtown Development Authority Provide a sponsorship to the Lowell Area Chamber of Commerce at a cost not to exceed \$5,000 for the Christmas in Lowell marketing sponsorship.

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

b) Marketing.

Shannon Kennedy then requested \$50,000 for the annual marketing plan 2023-2024 for the Lowell Area Chamber of Commerce. Kennedy explained the reason for the marketing increase which included slight rebranding, video production and promotional items.

Board member Bartkus commented on how great the videos are and commented on billboard use for marketing.

IT WAS MOVED BY SEESE 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 \$50,000 for their Marketing sponsorship.

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

c) Handicapped Ramp Grant – 317 E. Main.

Reagan spoke regarding this request for reimbursement from Amanda Rogers for Rogers Neighborhood Realty and the three quotes received.

Bartkus thanked Michael Burns for making handicap accessible as part of the DDA for our town and feels it will be helpful to all of our store owners. Questioned if there will be a handrail.

IT WAS MOVED BY BARTKUS and seconded by CHAMBERS that the Lowell Downtown Development Authority to reimburse at a cost not to exceed \$1,750 to Rogers Neighborhood Realty for the handicapped Ramp grant request.

YES: 5.

NO: 0.

ABSENT: 3.

MOTION CARRIED.

9. **REPORTS AND MEMBER COMMENTS.**

Reagan stated the DDA had a vacant seat and Charlie Jeffrey has been appointed to it by City Council.

Laurie Chambers welcomed Rich LaBombard back to the City of Lowell.

Next DDA meeting is scheduled for November 9, 2023.

IT WAS MOVED BY DAVIS and seconded by CHAMBERS to adjourn at 12:43.

Chair Jim Reagan

City Clerk, Susan Ullery

User: SUE
DB: Lowell

CHECK DATE FROM 10/03/2023 - 11/14/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
10/12/2023	GEN	79176	ALL PHASE ELECTRIC SUPPLY	DDA SUPPLIES	740.000	463	735.89
10/12/2023	GEN	79178	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	740.000	463	3.66
				ACCOUNT STATEMENT	930.000	463	22.99
				CHECK GEN 79178 TOTAL FOR FUND 248:			<u>26.65</u>
10/12/2023	GEN	79245	TRUGREEN	CHAMBER OF COMMERCE LAWN CARE	802.000	463	43.61
10/12/2023	GEN	79246	VISA	MERCANTILE VISA STATEMENT	740.000	463	398.70
10/26/2023	GEN	79254	AMAZON CAPITAL SERVICES	DDA - BOTTLE FILLING STATIONS	740.000	463	201.40
10/26/2023	GEN	79271	GREATER LOWELL CHAMBER FOUND.	DDA / CITY OF LOWELL - SUMMER CONCERT SERIES	880.000	740	20,000.00
10/26/2023	GEN	79282	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM RENTAL 301 N MONROE	802.000	463	250.00
10/26/2023	GEN	79301	WILLIAMS & WORKS INC.	BROOKS & OTTAWA IMPROV.	970.000	450	1,750.88
11/02/2023	GEN	79308	BOB THE SPRINKLER MAN LLC	CITY IRRIGATION	930.000	463	475.00
11/02/2023	GEN	79315	LOWELL LIGHT & POWER	ELECTRIC BILL	920.000	463	536.22
11/02/2023	GEN	79323	TRUGREEN	LAWN CARE: WTP, CITY HALL, CHAMBER,	802.000	463	43.61
11/14/2023	GEN	79329	VISA	MERCANTILE VISA STATEMENT - OCT	880.000	740	98.56
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			24,560.52

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

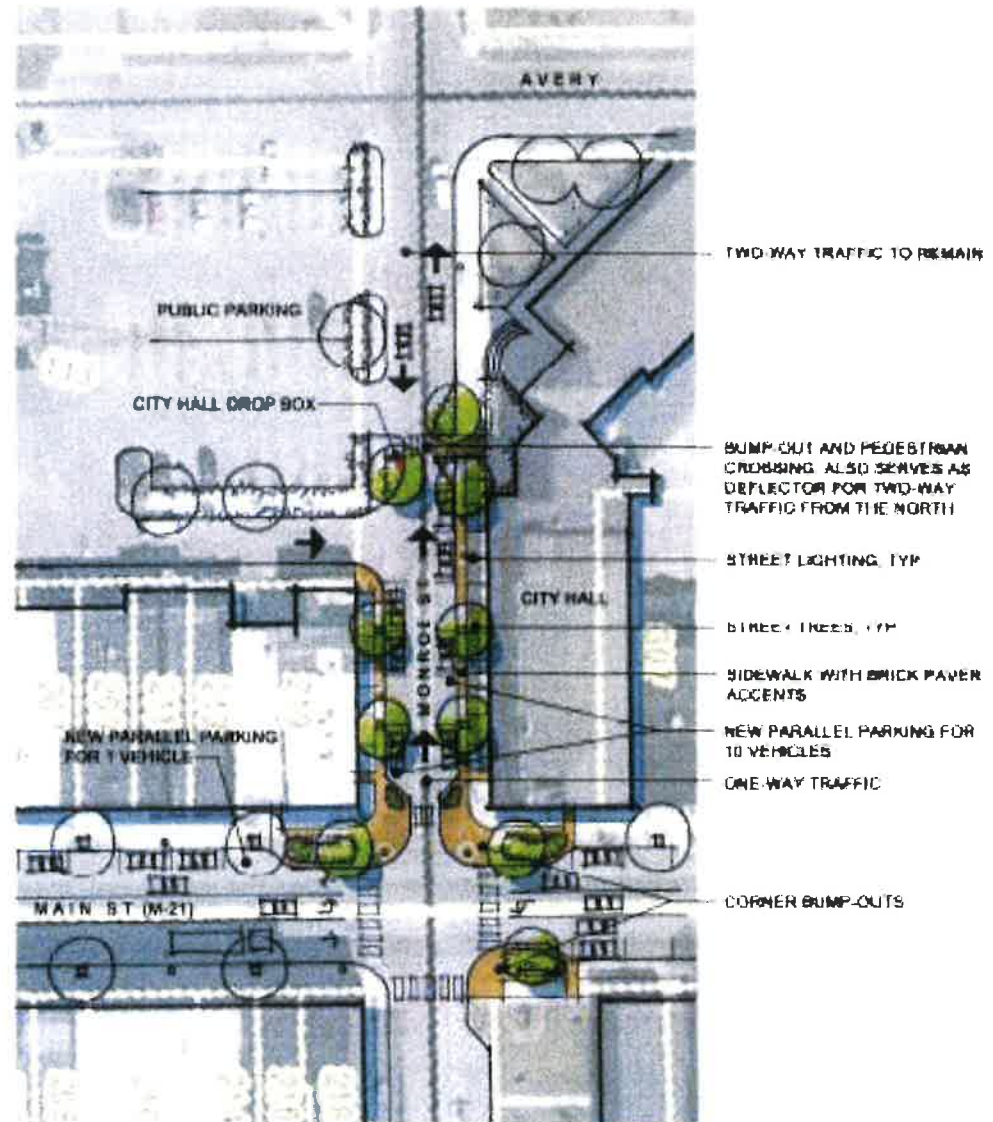
► Monroe Street Placemaking Plan

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 entrance to street curbside featuring bump-out, near on-street parking reduces crossing widths resulting in an increased perception of safety.



Monroe Street Placemaking Plan



Challenging the status quo and the existing landscape, the sculpture is a bold statement of artistic vision. It is a landmark that will become a focal point for the community, a place where people will gather and enjoy the art. The sculpture is a testament to the city's commitment to public art and its role in creating a vibrant and engaging urban environment.

SCULPTURE - PUBLIC ART
 CHALLENGING THE STATUS QUO
 AND THE EXISTING LANDSCAPE

The existing street scene is plain and lacks the character and vibrancy that is needed to make it a desirable place to live, work, and play. The proposed plan includes landscaping, public art, and other improvements that will create a more engaging and vibrant urban environment.

EXISTING



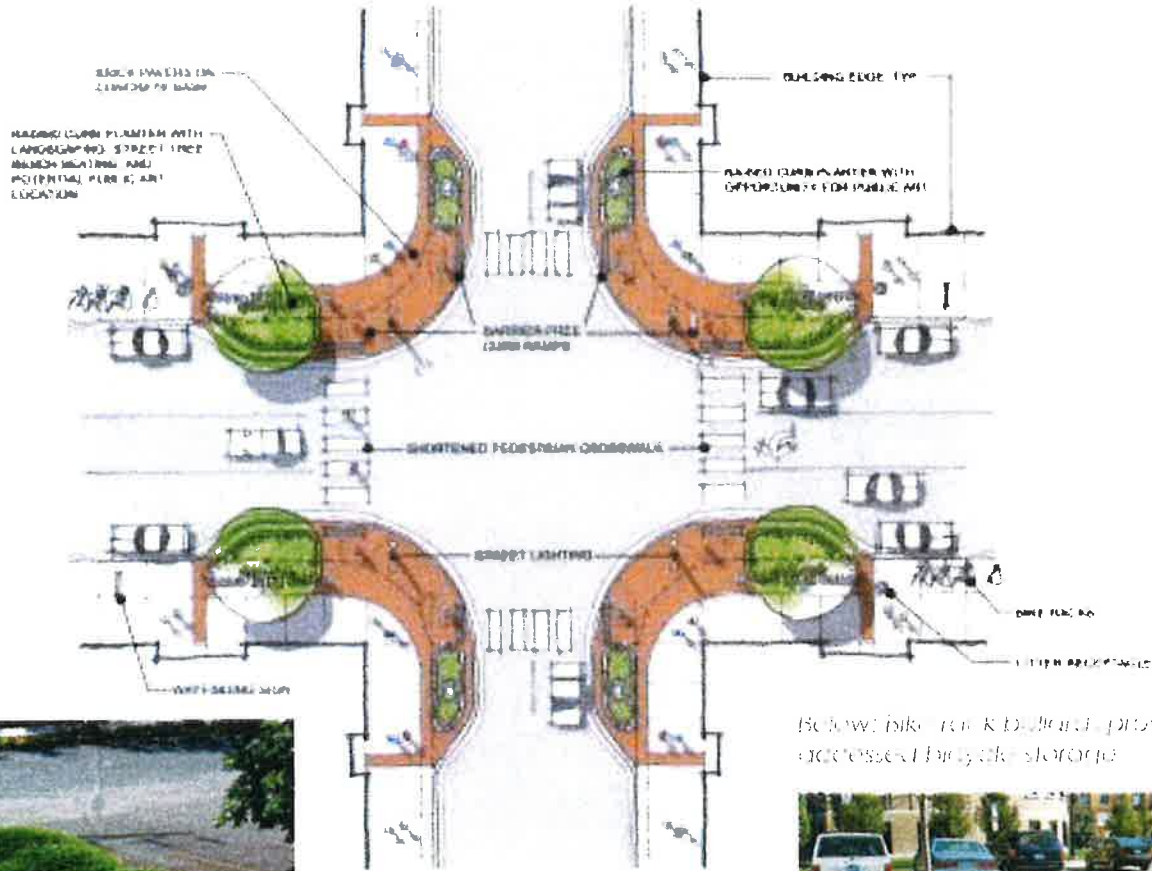
PROPOSED



SCULPTURE - PUBLIC ART
 CHALLENGING THE STATUS QUO
 AND THE EXISTING LANDSCAPE
 The sculpture is a bold statement of artistic vision. It is a landmark that will become a focal point for the community, a place where people will gather and enjoy the art. The sculpture is a testament to the city's commitment to public art and its role in creating a vibrant and engaging urban environment.

CHALLENGING THE STATUS QUO

Streetscape Placemaking



Below: bike rack & bike storage provides easy access to bicycle storage



Top: Bike rack provides easy access to bicycle storage



ANALYSIS AND PLANS

LOWELL DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM



DATE: November 14, 2023

TO: Downtown Development Authority Board of Directors

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

RE: Showboat Funding Request

The DDA has received a request from the Lowell Showboat VI to provide \$15,000 in funding to offset revenue lost from rentals they could not book during the Christmas on the Showboat events. This request was made during public comment at the last DDA meeting but was not an agenda item.

I have since researched whether the DDA could fund this. In discussions with the City Attorney, we believe that allocating funds in this manner would constitute a lending of public credit for a private purpose, which is a violation of the Michigan Constitution.

However, if this request were tied to a marketing opportunity, it could potentially be allowable. That being said, it would not be a budgeted expense. Nevertheless, we have allocated \$75,000 for the Handicapped Accessibility Grant Program, and I don't foresee us utilizing even 25% of these funds. Therefore, funds could be reallocated to other line items without a budget amendment, as we would not be adding costs.

It's important to note that the City Council holds the authority to approve our budget, and some City Council members have expressed reservations about using city tax dollars for the Lowell Showboat. If the board is interested in providing marketing funds for this purpose, I would recommend seeking input from the Lowell City Council before making any decisions.

LOWELL DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM



DATE: November 14, 2023

TO: Downtown Development Authority Board of Directors

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

RE: Flat River Weed Control

Chairman Reagan has expressed interest in exploring some form of weed control on the Flat River. Both Rich LaBombard and I have experience managing this in other communities. My experience with weed control involves annual chemical treatments and the use of a harvester to remove weeds from the pond. It is a highly costly and labor-intensive practice.

We are reaching out to entities that provide this service for more information. If there is interest, we estimate the cost to be between \$50,000 and \$100,000 annually. We would focus on treating the area within the district, encompassing the river from Main Street north to the boat launch. Additionally, once this practice is initiated, it must be completed annually; otherwise, the current situation with foliage during the summer months will worsen significantly. Another aspect to clarify is whether there will be an impact on the dam if we undertake this task.

We are still determining the legality of this expense but believe it is justifiable. It is crucial to bear in mind the ongoing nature of this practice when preparing future budgets, especially considering potential revenue losses. This may need to be reconsidered in the future if there are greater needs for the DDA and City due to revenue loss. While addressing the aesthetic issue of weeds in the river during the summer would be desirable, a valid course of action may be to continue status quo.

The DDA Board should discuss this matter if they wish to proceed. If there is a consensus, we can gather more information. If we decide to move forward, it would be considered in the 2024-25 budget cycle.