

OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
THURSDAY, AUGUST 9, 2012

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

The Meeting was called to order at 12: 10 p.m. by Chair Jim Reagan.

Present: Greg Canfield, Shelley Catlin, Brian Doyle, Mark Howe, April McClure, Mike Sprenger and Jim Reagan.

Absent: Mike Larkin and Dean Lonick.

Also Present: Liz Baker, Dan DesJarden, Sharon Ellison, Sue Olin and Betty Morlock.

2. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY DOYLE and supported by CANFIELD to approve the minutes of the May 17, 2012 meeting as written.

YEA: 7. NAY: 0 ABSENT: 2. MOTION CARRIED.

3. **TREASURER'S REPORT**

City Treasurer Sue Olin provided the following reports to the Boardmembers:

|                                |               |
|--------------------------------|---------------|
| Beginning Balance:             | \$114,736.71  |
| Revenue:                       | 0.00          |
| Expenditures:                  |               |
| Capital Outlay                 | \$0.00        |
| Maintenance Salaries/FICA      | \$1,765.61    |
| Maintenance Supplies           | \$185.40      |
| Utilities                      | \$601.14      |
| Misc. and Community Promotions | \$0.00        |
| Debt Service                   | \$0.00        |
| Accrued payables               | \$632.33      |
| Prof. Services                 | <u>\$0.00</u> |
| Total Expenditures             | \$3,184.38    |
| Ending Balance:                | \$111,552.23  |

IT WAS MOVED BY SPRENGER and supported by DOYLE to accept the Treasurer's Report as submitted.

YEA: 7. NAY: 0 ABSENT: 2. MOTION CARRIED.

4. **OLD BUSINESS**

- a. The Legislature had not approved funding for the DNR grant for the Riverwalk project yet. The City has entered into a contract with Williams & Works to start work with the DEQ. It is the City's goal to have this project completed before the 2013 Riverwalk Festival.

5. **NEW BUSINESS**

- a. Liz Baker, Executive Director of the Lowell Area Chamber of Commerce, presented the Community Wide Business Marketing Plan (June 2011- May 2012). The total budget is \$45,000 and the Chamber had received \$22,500 from the Lowell Area Community Fund and is requesting \$22,500 from the DDA.

IT WAS MOVED BY DOYLE and supported by HOWE to approve the \$22,500 request from the Lowell Area Chamber of Commerce for the Community-Wide Business Marketing Plan (June 2011 – May 2012).

YEA: 7. NAY: 0 ABSENT: 2. MOTION CARRIED.

- b. Howe updated the Authority regarding the Rental Rehab Project that involves apartments in the Central Business District.
- c. Howe presented a Capital Budget and Expenses worksheet for fiscal year 2012-13. There is approximately \$20,000 unallocated.

6. **DOWNTOWN PROMOTIONS**

Liz Baker reported the Farmer's Market and the Summer Concerts are in full swing and the Riverwalk was successful. The participants in the Classic Car Show liked it being held downtown on Avery Street this year.

7. **PUBLIC COMMENTS**

No comments were received.

IT WAS MOVED BY CANFIELD to adjourn at 12:40 p.m.

Date:

APPROVED:

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James E. Reagan, Chair

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Mark A. Howe, Secretary