

OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUHTORITY
OF THE
CITY OF LOWELL
THURSDAY, NOVEMBER 8, 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, Dean Lonick April McClure, Mike Sprenger and Jim Reagan.

Absent: Mike Larkin

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

IT WAS MOVED BY CANFIELD and supported by DOYLE to excuse the absence of Boardmember Mike Larkin.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

2. **APPROVAL OF THE AGENDA**

IT WAS MOVED BY LONICK and supported by SPRENGER to approve the agenda as presented.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

3. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY SPRENGER and supported by MCCLURE to approve the minutes of the October 11, 2012 meeting as written.

YEA: 8. NAY: 0. ABSENT: 1. MOTION CARRIED.

4. **TREASURER'S REPORT**

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

Beginning Balance:	\$115,131.40
Revenue:	
TIFA Revenue	\$436,152.23
Interest	\$174.98
Total Revenues:	<hr/> \$551,458.61
Expenditures:	
Capital Outlay	
Maintenance Salaries/FICA	\$10,863.36
Maintenance Supplies	\$4,622.52
Utilities	\$4,151.05

Misc. and Community Promotions	\$6,484.58
Debt Service	\$96,317.50
Accrued payables	\$1,601.12
Prof. Services	<u>\$0.00</u>
Total Expenditures:	\$124,040.13
Ending Balance	\$427,418.48

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

YEA: 8. NAY: 0 ABSENT: 1. MOTION CARRIED.

5. **OLD BUSINESS**

a. **RIVERWALK PROJECT**

Howe reported a landscape design architect had been selected and her name is Pat Cornelisse. She has worked on several attractive parks in the West Michigan area. They met with her on November 6 and will again meet on November 28 to finalize a plan. Howe has been working with Dave Austin to prepare a project schedule which factors in a three-month review by the DEQ for its permitting process. Most likely the project will not be completed until after the Riverwalk Festival.

6. **NEW BUSINESS**

a. **PROPERTY AT 225 HIGH STREET – SCHOOL PROPERTY**

Howe informed the Board that the Lowell School District has determined that the property at 225 High Street, between Monroe Street and the amphitheater, can no longer be used for educational purposes. It seems appropriate that since the development of this property is key to the downtown and riverwalk areas that the city should now take over the responsibility of guiding its future use and requested a consensus from the Board to begin negotiating with the school district for the potential purchase of the property by the city. The Board gave their consensus for Howe to start negotiations with the school district regarding the 225 High Street property.

b. **MAIN STREET PROGRAM**

Howe presented information relating to the Main Street Program and suggested that this might be something for the city to consider. He stated he had not discussed it yet with Chamber Director Liz Baker and would like to do that before making any recommendations.

c. **PLACEMAKING – FUNDING STRATEGIES**

Howe reported on a training session he recently attended which was conducted by a MiPlace coalition consisting of representatives from the Michigan State Housing Development Authority, Michigan Department of Transportation, Michigan Economic Development Corporation, State Historic Preservation Office, Michigan Department of Natural Resources and Michigan Department of Environmental Quality. State agencies are working together to help cities create programs that create a sense of place.

7. REPORTS AND MEMBER COMMENTS

Liz Baker, Executive Director of the Lowell Area Chamber of Commerce stated Christmas Through Lowell will be November 17, 18 and 19 and there are fifty (50) stops this year. Also, the Christmas parade will be on Saturday, December 1st. at 6 p.m.

IT WAS MOVED BY LONICK to adjourn at 12:38 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary