

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUHTORITY
OF THE
CITY OF LOWELL
THURSDAY, DECEMBER 6, 2012**

1. CALL TO ORDER; ROLL CALL

The Meeting was called to order at 12: 16 p.m. by Chair Jim Reagan.

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

Absent: Dean Lonick, April McClure and Mike Sprenger

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

IT WAS MOVED BY HOWE and supported by CANFIELD to excuse the absence of Boardmember Dean Lonick, April McClure and Mike Sprenger.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY CANFIELD and supported by DOYLE to approve the agenda as presented.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY DOYLE and supported by HOWE to approve the minutes of the November 8, 2012 meeting as written.

YEA: 6. NAY: 0. ABSENT: 3. 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	\$511,179.07
Interest	\$174.98
Total Revenues:	<u>\$626,485.45</u>
Expenditures:	
Capital Outlay	
Maintenance Salaries/FICA	\$13,104.44
Maintenance Supplies	\$5,434.22
Utilities	\$5,497.26
Misc. and Community Promotions	\$39,400.91
Debt Service	\$207,016.25

Accrued payables	\$1,601.12
Prof. Services	<u>\$0.00</u>
Total Expenditures:	\$272,054.20
Ending Balance	\$354,431.25

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

YEA: 6. NAY: 0 ABSENT: 3. MOTION CARRIED.

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

No comments were received.

6. **OLD BUSINESS**

a. **RIVERWALK PROJECT**

A general concept has been finalized by a work group so that a permit application to the Michigan Department of Environmental Quality can be submitted. That should be completed within the next week or so. Illustrations of the general concept will be available to share in the near future. A very impressive plan has been developed that will make this portion of the riverwalk an impressive jewel for our community and downtown area.

7. **NEW BUSINESS**

a. **DOWNTOWN ENVIRONMENT LIMITED SITE ASSESSMENT**

Howe explained that Bruce Johnston of Revitalize, LLC, the contractor who is working with us on the rental rehab program, has assisted in securing a proposal from an environmental consultant to perform a limited site assessment on the city's downtown area. The goal will be to identify potential environmental concerns that could help the city secure future funding to provide full environmental assessments and potential clean-up of brownfield sites. The company is Triterra Environmental Consultants and the fees are \$500.00 to provide DREAM Database and \$1,000.00 for limited environmental site assessment if 25% of the city's downtown building owners are interested. The DREAM Database is public record but the environmental assessment is information that stays with the building owner and is not public record.

IT WAS MOVED BY CANFIELD and supported by DOYLE to approve the \$1,500 for the Downtown Environmental Limited Site Assessment as presented.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

b. **SET 2013 MEETING DATES**

It was proposed that the Downtown Development Authority meet the first Thursday following the first Monday of each month as listed below:

January	10	July	11
February	7	August	8
March	7	September	5
April	4	October	10

May 9
June 6

November 7
December 5

IT WAS MOVED BY CANFIELD and supported by CATLIN to approve the 2013 meeting dates as presented.

YEA: 6. NAY: 0. ABSENT: 3. MOTION CARRIED.

8. **REPORTS AND MEMBER COMMENTS**

No comments were received.

9. **EXECUTIVE SESSION**

a) Discuss purchase of real property MCL 15.268 (d)

IT WAS MOVED BY HOWE and supported by CANFIELD to move to Executive Session at 12:37 p.m. as allowed Open Meeting Act MCL 15.268 (d) to consider purchase of real property.

YEA: Boardmembers Canfield, Catlin, Doyle, Howe, Larkin and Chair Reagan.

NAY: 0. ABSENT: 3. (Lonick, McClure and Sprenger). MOTION CARRIED.

IT WAS MOVED BY DOYLE to adjourn at 1:18 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary