

OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
THURSDAY, JANUARY 12, 2012

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

The Meeting was called to order at 12:12 p.m. by Chairman Reagan and City Clerk Morlock called the Roll.

Present: Canfield, Doyle, Howe, Larkin, Lonick and Chairman Reagan.

Absent: Durkee and Sprenger.

Also Present: Jim Hall, Tom Russo, Sharon Ellison, Dan DesJarden, Sue Olin, Liz Baker, Jeff Wilterink, Brent Slagell and Betty Morlock.

2. **APPROVAL OF THE AGENDA.**

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

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

3. **ELECTION OF OFFICERS.**

IT WAS MOVED BY LONICK and supported by CANFIELD that the officers are Jim Reagan, Chairman, Mark Howe, Secretary, Betty Morlock, Recording Secretary, Mike Larkin, Treasurer and Sue Olin, Assistant Treasurer.

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

4. **APPROVAL OF THE MINUTES.**

IT WAS MOVED BY HOWE and supported by LARKIN to approve the minutes of the November 10, 2011 meeting as presented.

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

5. **TREASURER'S REPORT.**

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

DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FINANCIAL STATEMENT  
January 12, 2012

Beginning Balance:	\$275,260.70
Revenue:	
TIFA Revenue	\$409,000.00
Interest	292.92
Total Revenues:	\$684,553.62

Expenditures:	
Capital Outlay	137,752.02
Maintenance Salaries/FICA	\$17,894.22
Maintenance Supplies	\$11,447.74
Utilities	\$9,560.45
Misc. and Community Promotions	\$32,270.38
Debt Service	\$192,397.50
Accrued payables	8021.98
Total Expenditures:	\$409,344.29
Ending Balance	\$275,209.15

Capital outlay:	
CL Trucking	\$31,692
Ottawa and Brook	\$17,133
Robert Shaver Lights	\$42,514
Weathershield	\$25,652
Lites Plus	\$1,673
Michigan Landscape	\$4,252
Rickert Electric (retrofit)	\$9,900
Kenmark	\$4,400
Williams and Works	<u>496.30</u>
	\$137,752

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

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

6. **OLD BUSINESS.**

Howe informed the Authority that the DNR grant for the Riverbank project has been recommended to the Legislature for approval. Howe is establishing a workgroup to work out project details and begin the design process. Chairman Reagan has been included in the workgroup.

7. **NEW BUSINESS.**

- a. Howe presented a Term Sheet proposing the purchase of property off South Monroe behind the buildings on the 200 block of East Main Street. The property would be purchased with the intent of creating additional downtown parking. If approved, the term sheet still requires further DDA approval of a determination of fair market value, an acceptable environmental assessment and an acceptable survey. The proposed purchase price would be \$45,000. An additional \$5,000 is needed for survey, environmental assessment and other legal work relating to the purchase.

IT WAS MOVED BY CANFIELD and supported by CATLIN to approve up to \$45,000 to purchase property on the south side of the 200 block of East Main Street and an additional \$5,000 for contingencies/expenses and authorize the City Manager to execute the appropriate agreements.

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

b. DDA Administrator Discussion.

The Authority discussed the pros and cons of having a DDA Administrator that would work with the DDA, City and Chamber to assist in promoting business for downtown Lowell. This position would be a one day a week position with the job description yet to be established.

c. DDA Schedule of Meetings.

IT WAS MOVED BY LARKIN and supported by HOWE to schedule the Downtown Development Authority meeting on the first Thursday following the first Monday of each month.

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

8. **DOWNTOWN PROMOTIONS.**

Christmas parade went very well with over 1200 Santa visits this year. Great report from the merchants on a successful holiday season. Lowell Community Expo is scheduled for March 24, 2012. Summer Sizzlin Concerts start June 14<sup>th</sup> with the Riverwalk Festival on July 12, 13 and 14.

9. **PUBLIC COMMENTS.**

No comments were received.

IT WAS MOVED BY DOYLE to adjourn at 12:46 p.m.

DATE:

APPROVED:

\_\_\_\_\_  
James E. Reagan, Chair

\_\_\_\_\_  
Mark A. Howe, Secretary