

OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, MARCH 8, 2012

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

The Meeting was called to order at 12:16 p.m. by Dean Lonick.

Present: Shelley Catlin, Dave Durkee, Mark Howe, Mike Larkin, Dean Lonick, Mike Sprenger and Jim Reagan (arrived at 12:30).

Absent: Brian Doyle and Greg Canfield.

Also Present: Jim Hall, Tom Russo, Sharon Ellison, Dan DesJarden, Sue Olin, Liz Baker, Jeff Wilterink, Greg Pierce and Susan Ullery.

IT WAS MOVED BY SPRENGER and seconded by DURKEE to appoint Lonick as temporary chair until Chair Reagan arrives.

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

2. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY CATLIN and supported by SPRENGER approve the agenda as revised.

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

3. **APPROVAL OF THE MINUTES.**

IT WAS MOVED BY LARKIN and supported by HOWE to approve the minutes of the March 8, 2012 meeting as presented.

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: | \$275,260.70 |
| Revenue: | |
| TIFA Revenue | \$461,000.00 |
| Interest | 390.26 |
| Total Revenues: | \$736,650.96 |
| Expenditures: | |
| Capital Outlay | 139,116.82 |
| Maintenance Salaries/FICA | \$21,614.23 |

| | |
|--------------------------------|--------------|
| Maintenance Supplies | \$12,659.54 |
| Utilities | \$11,759.48 |
| Misc. and Community Promotions | \$33,159.93 |
| Debt Service | \$192,397.50 |
| Accrued payables | 8021.98 |
| Total Expenditures: | \$418,729.48 |

Ending Balance \$317,921.48

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 | \$496.30 |
| Robert Shaver | <u>\$1,364.80</u> |
| | \$139,116.80 |

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

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

5. **OLD BUSINESS.**

- a. South Monroe Street Parking: A resolution was presented to finalize the purchase of property off South Monroe Street for parking. The resolution outlined the DDA's acceptance of the environmental study, the survey, and other items required to complete the purchase.

The meeting was turned over to Chair Reagan.

IT WAS MOVED BY SPRENGER and seconded by CATLIN to accept the resolution approving the purchase of property off South Monroe Street behind the south side of buildings on the 200 block of East Main Street.

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

6. **NEW BUSINESS.**

- a. 2012-2013 Budget Discussion – Howe presented a preliminary budget for discussion by the DDA. The budget includes items for capital outlay and community promotions. In addition, it was proposed that the DDA pay for a portion of the City Manager's time relating to DDA duties and for accounting and financial services provided by the City Treasurer.

Howe suggested that his role with the DDA might be more appropriate as staff, serving in the Executive Director capacity, rather than as a member of the board. He suggested that the resolution creating the DDA should be changed to remove the City Manager as appointee and instead appoint the Mayor or his/her designee.

Following discussion there was general consensus; however, further information breaking down the administrative expenses was requested.

- b. 2012-2013 Capital Projects Discussion – With the Riverwalk and downtown parking projects coming up Howe stated that there would be little left in the upcoming budget for additional projects. Further discussion will need to be held to outline a long-term capital projects plan.
- c. Downtown Banners – There was discussion on the idea of having banners on the downtown light posts all year long. Members wanted more information before they would be sold on the idea.
- d. Contract with Kenmark, Inc. for 2012-2014 Christmas Decorating Seasons – A new contract for Christmas lights was presented allowing for three years with a 90-day termination.

IT WAS MOVED BY SPRENGER and seconded by LARKIN to approve the agreement with Kenmark, Inc. for 2012-2014 Christmas Decorating Seasons.

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

7. **DOWNTOWN PROMOTIONS.**

The Lowell Expo will be held on March 24, 2012. Girls Night out will be on April 19, 2012. Summer Sizzlin Concerts start June 14th with the Riverwalk Festival on July 12, 13 and 14.

8. **PUBLIC COMMENTS.**

No comments were received.

IT WAS MOVED BY LARKIN to adjourn at 1:16 p.m.

DATE:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary