

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, JUNE 6, 2013**

1. CALL TO ORDER; ROLL CALL

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

Present: Greg Canfield, Brian Doyle, Mark Howe, Dean Lonick, April McClure and Jim Reagan.

Absent: Shelley Catlin, Mike Larkin and Mike Sprenger.

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

IS WAS MOVED BY LONICK and supported by CANFIELD to excuse the absence of Boardmembers Catlin, Larkin and Sprenger.

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

2. APPROVAL OF THE MINUTES

IT WAS MOVED BY CANFIELD and supported by DOYLE to approve the minutes of the May 9, 2013 meeting as corrected.

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

3. TREASURER'S REPORT

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

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
June 6, 2013**

Beginning Balance:	\$145,809.09
Revenue:	
TIFA Revenue	\$568,637.82
Interest	\$423.94
Total Revenues:	\$714,870.85
Expenditures:	
Capital Outlay	\$325.50
Salaries/FICA	\$27,870.37
Maintenance Supplies	\$8,848.62
Utilities	\$13,563.84
Misc. and Community Promotions	\$39,665.39

Debt Service	\$213,558.75
Accrued payables	\$1,601.12
Transfer to General Fund	\$140,000.00
Total Expenditures:	\$445,433.59
Ending Balance	\$269,437.26

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

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

4. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** – No comments were received.

5. **OLD BUSINESS**

a. **RIVERWALK PROJECT**

The bids for the Riverwalk Extension are due on June 14th and a recommendation will be brought to Council at the next meeting with the project starting in July.

6. **NEW BUSINESS**

a. **DOWNTOWN STREETSCAPE PLAN**

City Manager Howe presented a Downtown Streetscape Plan for the purpose of creating options and concept designs to aid in creating a Downtown Development Plan. This plan will be used to create a long-term capital improvement plan aimed at improving and enhancing the downtown areas. Howe outlined the issues that need to be addressed, immediate steps to take and a timeline for this project. In order to accomplish this Howe requested up to but not to exceed \$25,000 for this project.

IT WAS MOVED BY CANFIELD and supported by DOYLE to approve up to \$25,000 for the Downtown Streetscape Plan project.

YEA: 5. NAY: 0 ABSENT: 4. MOTION CARRIED.

a. **RENTALS OF PORT-A-JONS – LOWELL AREA CHAMBER OF COMMERCE**

Liz Baker, Executive Director of the Lowell Area Chamber of Commerce requested \$900 to rent port-a-jons for five (5) months at the Riverwalk and boat launch areas for the 2013 summer season.

IT WAS MOVED BY DOYLE and supported by HOWE to approve \$900 for rentals of port-a-jons for five (5) months for the Riverwalk and boat launch areas.

YEA: 5. NAY: 0 ABSENT: 4. MOTION CARRIED.

7. **REPORTS AND MEMBER COMMENTS**

No comments were received. The next meeting will be Thursday, August 8, 2013.

IT WAS MOVED BY LONICK to adjourn at 12:41 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary