

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
THURSDAY, APRIL 24, 2014**

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

The Meeting was called to order at 12:20 p.m. by Chair Jim Reagan.

Present: Greg Canfield (left at 12:25 p.m.), Mark Howe, Mike Larkin, Dean Lonick, April McClure, Mike Sprenger and Jim Reagan.

Absent: Shelley Catlin and Brian Doyle.

Also Present: Dan DesJarden, Sue Olin, Tom Russo, Liz Baker, Police Chief Steve Bukula and Susan Ullery.

IT WAS MOVED BY HOWE and seconded by LONICK to excuse the absence of Boardmembers Shelley Catlin and Brian Doyle.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

**2. APPROVAL OF THE AGENDA**

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

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

**3. APPROVAL OF THE MINUTES**

IT WAS MOVED BY SPRENGER and seconded by LARKIN to approve the minutes of the March 6, 2013 meeting as corrected.

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

**4. TREASURER'S REPORT**

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

DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FINANCIAL STATEMENT  
April 24, 2014

Beginning Balance:	\$203,776.09
Revenue:	
TIFA Revenue	\$538,670.70
Misc Revenue	\$1,375.19
Interest	143.96
Total Revenues:	\$743,965.94
Expenditures:	
Capital Outlay	
Salaries/FICA	\$22,495.59
Maintenance Supplies	\$16,388.70
Utilities	\$15,953.59
Misc. and Community Promotions	\$43,208.22
Debt Service	\$216,542.50
Accrued payables	\$1,252.44
Administration	\$10,465.28
Prof. Services	
Transfer to General Fund	\$139,500.00
Total Expenditures:	\$465,806.32
Ending Balance	\$278,159.62

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

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

5. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** – No comments were received.
  
6. **OLD BUSINESS**
  - a. Downtown Development Plan. City Manager Howe provided an update on the Downtown Development Plan.
  
7. **NEW BUSINESS**
  - a. 2014 – 2015 Budget Recommendations. City Manager Howe reported on the recommended budget. Recently \$30,000 was approved for the Downtown Development Plan. He did not anticipate needing this until next year. The outstanding bonds are paid off. He noted the legislature eliminated the ability of DDA's to capture school taxes with the exception of any outstanding bonds.

Howe referred to promotions/marketing and the grants received. He suggested some type of a banner program to initiate different events. A portion of funds from community promotions and marketing could be set aside each year. Chair Reagan did not want a banner on every pole. He liked the idea of spacing them out and suggested they be user friendly. Reagan requested additional information as far as material, replacement and maintenance. Chamber Director Liz Baker stated one idea considered was to have all the events placed on the banners.

IT WAS MOVED BY SPRENGER and seconded by MCCLURE to adopt the 2014-2015 Budget.

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

8. **REPORTS AND MEMBER COMMENTS**

City Manager Howe stated the kayak launch bids for the riverwalk project came in approximately \$2,500 higher than anticipated. It should be installed by the end of May beginning of June 2014.

City Manager Howe suggested keeping the next DDA meeting scheduled for May 8, 2014 and to consider canceling the June, 2014 meeting.

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

Date:

APPROVED:

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James E. Reagan, Chair

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Mark A. Howe, Secretary