

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, SEPTEMBER 4, 2014**

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

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

Present: Brian Doyle, Mark Howe, Mike Larkin, Dean Lonick, April McClure (arrived at 12:20), Mike Sprenger, Cliff Yankovich and Jim Reagan.

Absent: Shelley Catlin.

Also Present: Dan DesJarden, Sue Olin, Susan Ullery, Light and Power Employee Tom Russo.

IT WAS MOVED BY LONICK and seconded by LARKIN to excuse the absence of Boardmembers Shelley Catlin and April McClure.

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

2. **APPROVAL OF THE AGENDA**

Item C under "New Business" was switched to Item A.

IT WAS MOVED BY SPRENGER and seconded by DOYLE to approve the agenda as corrected.

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

3. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY SPRENGER and seconded by YANKOVICH to approve the minutes of the May 8, 2014 meeting as written.

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
September 4, 2014

Beginning Balance:	\$257,776.09
Revenue:	
TIFA Revenue	
Expenditures:	
Capital Outlay	
Salaries/FICA	\$3,813.26
Maintenance Supplies	\$4,058.60
Utilities	\$1,656.99
Misc. and Community Promotions	\$6,360.00
Accrued Wages	\$1,071.11
Accrued Payables	\$15,697.26
Administration	\$1,515.03
Prof. Services	
Transfer to General Fund	
 Total Expenditures:	 \$34,172.25
Ending Balance	\$223,603.84

IT WAS MOVED BY YANKOVICH and supported by DOYLE 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. Boardmember Howe stated two stakeholder meetings have been held. There will be further discussion with MDOT. The plan is to step back and regroup in order to meet expectations.
7. **NEW BUSINESS**
 - a. Lowell Chamber of Commerce – 2014 Christmas Season. Kurt Lardie requested \$6,200 for the 2014 Christmas Season. Money will be used for activities including the parade, Santa visits and Christmas through Lowell.

Doyle asked if the DDA was recognized for providing such funds. McClure indicated sponsors will be listed on the pamphlets which are distributed throughout the community.

IT WAS MOVED BY SPRENGER and seconded by MCCLURE to approve the request of \$6,200 to be used for the 2014 Christmas Season.

YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

- b. Parking Study Proposal. Howe explained the proposal would be included with the Downtown Development Plan. A survey will help determine if there is a parking problem, whether certain blocks are worse than others, and what times of the day are better/worse. Parking counts and existing uses (including upper stories of buildings) will be documented. Private and public parking will be differentiated. Bike parking will also be mapped and noted. The report will include existing conditions and survey methodology. The review process is expected to cost approximately \$3,000.

IT WAS MOVED BY DOYLE and seconded by SPRENGER that the DDA provide up to \$3,000 for the review process.

YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

- c. South Monroe Proposed Parking Lot. Howe provided a history regarding the South Monroe parking lot. It is unsure if there is a railroad easement. Greg Canfield believed the entire block has been struggling because there is not enough parking. He noted a restaurant owner is interested in locating in the old Moose building but parking is an issue. Canfield believed there would be huge returns if the DDA invested funds for parking. Chair Reagan agreed.

Howe noted the current water and sewer lines need to be replaced.

Surveyors are expected to review the parking area and begin to design a lot.

Larkin left at 12:46 p.m.

Howe noted the DDA is not bound to a 10 year lease as stated in the City Charter. Currently, the City is expected to have a DDA until 2033.

Howe wanted to have a discussion with Williams and Works regarding the lot. Possible improvements could also be made without paving some areas. However, we need to be careful of drainage. Howe wanted to begin paving some of the area this year. The DDA should review funding at its next meeting. Canfield felt it made more sense to move forward and do the entire project at once.

Howe questioned if the DDA would be willing to provide funding for the survey and design work.

IT WAS MOVED BY LONICK and seconded by DOYLE to fund expenses for the survey and design work of the parking lot not to exceed more than \$5,000.

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

8. **REPORTS AND MEMBER COMMENTS.**

None.

The next meeting was scheduled for October 9, 2014.

IT WAS MOVED BY DOYLE to adjourn at 1:14 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary