

CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, JANUARY 8, 2015
12 NOON

AT

LOWELL CITY HALL
COUNCIL CHAMBERS
SECOND FLOOR
301 EAST MAIN STREET

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) December 4, 2014 Regular Meeting
 - b)
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Downtown Development Plan Update
 - b) Banner Update
7. NEW BUSINESS
 - a) Process for Setting Priorities
 - b) Schedule Evening Workshop in February
 - c)
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

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

1. CALL TO ORDER; ROLL CALL

The Meeting was called to order at 12:17 p.m. by Chair Jim Reagan.

Present: Brian Doyle, Mark Howe, Mike Larkin, Dean Lonick, Cliff Yankovich and Jim Reagan.

Absent: Shelley Catlin, Mike Sprenger and April McClure.

Also Present: Dan DesJarden, Sue Olin, Susan Ullery, Sharon Ellison and Light and Power Manager Greg Pierce.

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

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

2. APPROVAL OF THE AGENDA

IT WAS MOVED BY YANKOVICH and seconded by DOYLE to approve the agenda as written.

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

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY YANKOVICH and seconded by HOWE to approve the minutes of the November 6, 2014 meeting as written.

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

4. TREASURER'S REPORT

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

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
December 4, 2014

Beginning Balance:	\$256,343.63
Revenue:	
TIFA Revenue	\$353,900.00
Expenditures:	
Capital Outlay	
Salaries/FICA	\$13,305.39
Maintenance Supplies	\$5,691.17
Utilities	\$5,173.41
Misc. and Community Promotions	\$42,710.06
Accrued Wages	\$1,071.11
Accrued Payables	\$15,697.26
Administration	\$4,963.01
Prof. Services	\$16,941.83
Transfer to General Fund	
Total Expenditures:	\$105,553.24
Ending Balance	\$504,690.39

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

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

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

6. **OLD BUSINESS**
 - a. Downtown Development Plan Update. Boardmember Howe stated the plans have been developed and cost estimates are being sought. Hopefully a presentation can be made at the January meeting. It may be appropriate for the DDA to establish a workshop meeting in February or March to discuss future capital projects and put together a capital budget.

7. **NEW BUSINESS**
 - a. Greg Canfield to provide update regarding the 200 block of East Main Street. Greg Canfield stated Main Street Barbeque will be opening in June or July at 210 East Main Street. He wanted to make sure the parking lot plan was continuing to move along. Rezoning is being done to allow property splits. Utility upgrades will also need to be done. Canfield questioned the status. Boardmember Howe stated the next step is to have discussion with other property owners as well as King Milling

regarding a parking lot. There will need to be a 20 foot buffer behind the buildings. Issues need to be worked out with other property owners along with finding out where the utilities are going to be relocated. Once this is complete, it is a matter of having the engineers design the parking lot.

8. **REPORTS AND MEMBER COMMENTS.**

Boardmember Yankovich was excited to see what new business was going in next to his.

Boardmember Howe mentioned the City has been working with a potential restaurant owner and the interest in another development liquor license. He is talking with the city attorney about whether the City Council has to adopt a resolution identifying the DDA as a development zone. Because of the investment that has been done in the DDA, there will be a significant number of developmental liquor licenses available.

The next meeting was scheduled for January 8, 2015.

IT WAS MOVED BY LONICK to adjourn at 12:30 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
January 8, 2015

Beginning Balance:	\$256,343.63
Revenue:	
TIFA Revenue	\$368,900.00
Misc	\$95.90
Total Revenues	\$625,339.53
Expenditures:	
Capital Outlay	
Salaries/FICA	\$14,457.98
Maintenance Supplies	\$13,634.74
Utilities	\$6,279.52
Misc. and Community Promotions	\$42,734.85
Accrued Wages	\$1,071.11
Accrued payables	\$15,697.26
Administration	\$5,995.81
Prof. Services	\$27,021.88
Transfer to General Fund	
Total Expenditures:	\$126,893.15
Ending Balance	\$498,446.38

01/06/2015 03:54 PM
User: SUE
DB: Lowell

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 12/17/2014 - 01/06/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
12/22/2014	GEN	65640	THE ROBERT C. SHAYER CO., INC.	OPERATING SUPPLIES	740.000	463	2,052.00
12/30/2014	GEN	65652	DORNBOS SIGN & SAFETY INC.	OPERATING SUPPLIES	740.000	463	363.00
12/30/2014	GEN	65669	VICTOR STANLEY	OPERATING SUPPLIES	740.000	463	769.00
12/30/2014	GEN	65670	WILLIAMS & WORKS	PROFESSIONAL SERVICES	801.000	483	4,848.76
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							8,032.76