

CITY OF LOWELL  
DOWNTOWN DEVELOPMENT AUTHORITY  
THURSDAY, FEBRUARY 12, 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) January 8, 2015 Regular Meeting
  - b)
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
  - a) Downtown Placemaking Plan
  - b) South Monroe Parking
7. NEW BUSINESS
  - a) Priority Setting Process
  - b) Developmental Liquor Licenses
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
THURSDAY, JANUARY 8, 2015**

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, April McClure, Mike Sprenger, Cliff Yankovich and Jim Reagan.

Absent: Shelley Catlin and Dean Lonick.

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

IT WAS MOVED BY HOWE and seconded by LARKIN to excuse the absence of Boardmembers Shelley Catlin and Dean Lonick.

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

2. **APPROVAL OF THE AGENDA**

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

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

3. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY LONICK and seconded by LARKIN to approve the minutes of the January 8, 2015 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  
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

IT WAS MOVED BY LARKIN and supported by MCCLURE 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**

Greg Canfield of 403 N. Washington updated the Council on the building he recently purchased at 210 E. Main. Title issues have been cleared up and closing should occur soon.

6. **OLD BUSINESS**

- a. Downtown Development Plan Update. Boardmember Howe stated a meeting is set for January 21, 2015. A presentation will be provided to the DDA during its February meeting.
- b. Banner Update. Boardmember Howe stated new hardware and banners are being considered. There has been recent discussion about removing every other light. Howe suggested putting banners on every other light post to help visualize what it may look like if poles are removed.

7. NEW BUSINESS

a. Approve 2015 Meeting Dates.

January	8	July	9
February	12 (delayed one week)	August	6
March	5	September	10
April	16 (week later due to Spring Break)	October	8
May	7	November	5
June	4	December	10

IT WAS MOVED BY LARKIN and seconded by SPRENGER to approve the proposed meeting dates for 2015.

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

b. Process for Setting Priorities. Boardmember Howe presented a process for setting priorities. He asked the board to consider projects they wish to accomplish over the next year. These can be brought back to the next meeting, rated and finally meet at a separate work shop in February for further discussion.

8. REPORTS AND MEMBER COMMENTS.

Boardmember Howe stated he met with Greg Canfield, Brent Slagell, the City Attorney and the City Engineer to review a list of items that need to be accomplished in order to get the parking lot completed. A timeline of the South Monroe Parking lot was created and will be reported back to the DDA Boardmembers. Title work needs to be done on the alley. Is this actually an alley or is it a parcel of property that the City owns? An alley would be vacated and a parcel would have to go through a sale.

Chair Reagan suggested the boardmembers review the list and do some brainstorming before the next meeting.

The next meeting was scheduled for February 12, 2015.

IT WAS MOVED BY DOYLE to adjourn at 12:39 p.m.

Date:

APPROVED:

\_\_\_\_\_  
James E. Reagan, Chair

\_\_\_\_\_  
Mark A. Howe, Secretary

DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FINANCIAL STATEMENT  
February 9, 2015

Beginning Balance:	\$256,343.63
Revenue:	
TIFA Revenue	\$382,100.00
Misc	\$95.90
Total Revenues	\$638,539.53
Expenditures:	
Capital Outlay	
Salaries/FICA	\$16,955.74
Maintenance Supplies	\$15,592.35
Utilities	\$8,983.32
Misc. and Community Promotions	\$42,794.85
Accrued Wages	\$1,071.11
Accrued payables	\$15,697.26
Administration	\$7,458.55
Prof. Services	\$30,566.38
Transfer to General Fund	
Total Expenditures:	\$139,119.56
Ending Balance	\$499,419.97

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/08/2015	GEN	65672	BC PIZZA	COMMUNITY PROMOTION	880.000	740	60.00
01/13/2015	GEN	65697	BOSVELD INC.	OPERATING SUPPLIES	740.000	463	1,850.00
01/16/2015	GEN	65750	TRACTOR SUPPLY	OPERATING SUPPLIES	740.000	463	3.31
				OPERATING SUPPLIES	740.000	463	4.73
				CHECK GEN 65750 TOTAL			<u>8.04</u>
01/19/2015	GEN	65754	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	2,703.80
01/23/2015	GEN	65779	WILLIAMS & WORKS	PROFESSIONAL SERVICES	801.000	483	3,544.50
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							8,166.34

## South Monroe Parking Timeline/Tasks

- 1) Sale of Parcel D
  - ~~a) Complete rezoning (City)~~
  - ~~b) Complete land split approval (City)~~
    - ~~i) Obtain parcel description (City from Slagell)~~
  - c) Complete purchase (Canfield)
- 2) Parcel C/D Transfer (Canfield/Wilterink)
  - a) Railroad Easement (Canfield)
  - b) Complete purchase/transfer (Canfield/Wilterink)
- 3) Public Alley Information Gathering
  - a) Determine if alley is a public alley (City)
    - ~~i) Get info to Dick (Dan)~~
    - ii) Title search of plat (Dick)
  - ~~b) Check on process/procedure for vacating public alley (City)~~
  - c) Survey to determine size of the alley and portion to be vacated (City)
  - d) Appraise the value of the alley (in my notes, but I'm not sure why?)
- 4) Vacate Public Alley
  - a) Insert process from 3b above (City)
  - b) Reserve utility easements
- 5) Sale of City Property (southern vacated alley and portions of southern lots)
  - a) Determine area of property (City)
  - b) Appraise the value (City)
  - c) Advertise, Bid, Council as outlined in City Charter (City)
  - d) Reserve utility easements
- 6) Purchase of Parcel C (City/Canfield)
- 7) Design Parking Lot (City/W&W)
  - a) Develop scope to include the following (City/W&W)
  - b) Determine electric utility location/issues (W&W)
  - c) Determine gas utility location/issues (Dan or W&W)
  - d) Determine water/sewer location/issues (W&W)
  - e) Design parking, including Monroe edge (W&W)
- 8) Construct Parking Lot
  - a) Advertise, Bid, Council, Award Contract (City/W&W)
  - b) Construction (???)
- 9) Grand Opening and Ribbon Cutting (Everyone!)

Items 1 and 3 will begin immediately.

Item 2 begins when Item 1 is complete.

Items 4 and 5 will begin (in order) once Item 2 is complete.

Items 7, 8 and 9 will begin (in order) once Item 6 is complete (although 7a could be done earlier).

#	Category	Item	Description	RANK
1				
2	Development	Business Development/Recruitment Packet	Development of printed materials that tell the "story" of Lowell including demographic information important to those who may wish to start a business in Lowell.	
3	Development	Community Development Staff	Participate in the funding of part- or full-time staff dedicated to community/economic development.	
4	Development	Promote Business Development	General activities relating to community, economic and business development.	
5	Development	Retail Recruitment Program	Participation in a specific program that identifies retail needs in the community and recruits entrepreneurs interested in meeting those needs.	
6	Downtown Plan	Main Street Bump Outs (Placemaking Plan)	Various bumpouts as defined in the plan.	
7	Downtown Plan	Main Street Mid-Block Crossing (Placemaking Plan)	Mid-Block crossing at the riverwalk as defined in the plan.	
8	Downtown Plan	North Monroe Streetscape (Placemaking Plan)	Reconfiguration of North Monroe including streetscape improvements and bump outs.	
9	Downtown Plan	River South Riverbank Improvements (Placemaking Plan)	Outlook deck, retaining wall, enhanced fishing platform and other amenities along the riverbank south of the dam.	
10	Downtown Plan	Sculptures and Art	Various opportunities for displaying public art and sculptures as defined in the plan.	
11	Downtown Plan	Wayfinding Signs	Wayfinding signs identifying parking, public buildings and other spaces.	
12	Marketing	Identify and Promote Water Trails	Identification and promotion of use of the two rivers.	
13	Parking	Add Downtown Parking	Develop new parking in the downtown.	
14	Parking	Kent Street Parking Lot (Superior Furniture)	Development of a parking lot along or on top of Kent Street as part of the Superior Furniture redevelopment project.	
15	Parking	Repair Existing Downtown Parking Lots	Repair and maintain existing public parking lots.	
16	Parking	South Monroe Parking Lot	Develop a new parking lot off South Monroe Street south of the buildings on the 200 block of East Main street.	
17	Planning	West Main Street Development Plan	A long-term plan for improvements to the West Main Street corridor from the railroad tracks west to the city limits, or perhaps beyond in collaboration with Lowell Township.	
18	Private Partnership	ADA Improvements for Buildings	Assist in redevelopment of downtown buildings by funding ADA improvements and recapturing the investment through increased property value.	



#	Category	Item	Description	RANK
19	Private Partnership	Fire Suppression Improvements for Historic Buildings	Assist in redevelopment of downtown buildings by funding fire suppression improvements and recapturing the investment through increased property value.	
20	Private Partnership	Historic District façade Improvements	Assist in redevelopment of downtown buildings by funding façade improvements in collaboration with historic district grants and recapturing the investment through increased property value.	
21	Private Partnership	Rental Rehab program	Promote a rental rehabilitation program to utilize second and third floor space in downtown buildings.	
22	Private Partnership	Small Business Incubator	Create a space (perhaps in the old cable building) for a small business incubator.	
23	Private Partnership	Street/Parking Improvements as part of Riverside School Development	Assist in redevelopment of the former Unity School property with street and parking improvements.	
24	Private Partnership	West Side Riverbank Retention	Assist in preserving buildings along the west riverbank with construction of a river retaining wall.	
25	Public Improvements	Banner Program	Install banners on decorative light poles.	
26	Public Improvements	Bike Racks	Installation of bike racks at strategic locations throughout the district.	
27	Public Improvements	Downtown Wi-Fi	Development of free WiFi in the downtown district and/or along the riverwalk.	
28	Public Improvements	Electrical Plugs in Tree Grates	To allow for lighting trees.	
29	Public Improvements	Flat River Connect	Renovate a portion of the cable building to create a business center that can be used by individuals on a membership basis.	
30	Public Improvements	Flower Boxes/Pots	Generally for planting.	
31	Public Improvements	Improve/Promote Community Facilities	Generally, such as the cable building, city hall, library, etc.	
32	Public Improvements	Kayak Portage over Main Street	To allow portage over the Main Street dam.	
33	Public Improvements	Move DPW Sign Shop to DPW Building	Opens up the cable building for redevelopment.	
34	Public Improvements	Permanent Restrooms Downtown	Generally, although this has been also identified as part of the cable building renovations in the stage-riverwalk plan.	
35	Public Improvements	Remove Radio Tower at Cable Building	Cleans up the Monroe side of the cable building allowing for improvements.	
36	Public Improvements	Showboat Maintenance	General upkeep of the historic showboat.	
37	Public Improvements	Speakers on Light Poles for music streaming and PA system	Especially useful during holidays and special events. Helps to quiet traffic noise on Main street.	

#	Category	Item	Description	RANK
38	Public Improvements	Trail Connector to Downtown for 125-mile Fred Meijer Trail	Ensures a downtown business connection to the 125-mile trail that runs from Alma to Greenville to Lowell then to Owosso.	
39	Public Improvements	Trees	Collaborate with the city's Arbor Board to continue to promote expansion of the urban canopy.	
40	Public Improvements	West Main Street Lighting	Install decorative street and/or sidewalk lighting along West Main Street.	
41	Recreation	Bridge/Walking Path from Library to Riverside Drive (over the Flat River)	Deck type structure connecting the east and west sides of the river north of the dam.	
42	Recreation	Develop and Improve Riverwalk/Riverfront	The current riverwalk will need some upgrading, particularly the bricks that are becoming a trip hazard.	
43	Recreation	Develop RV/Tent campground in/near downtown	An RV/Tent campground that will bring more visitors to town.	
44	Recreation	Display maps of each city park, trail head, and area parks	Wayfinding to promote recreation and walkability, connecting public spaces and businesses.	
45	Recreation	Establish water fountain playgrounds	Generally.	
46	Recreation	Pedestrian Access to River Islands (Old Island Park)	Bridges connecting the islands south of the Main Street dam.	
47	Recreation	Pontoon Marina	Docks allowing pontoons to park downtown and perhaps allowing for seasonal slips.	
48	Recreation	Retention Pond on Moose/Rogers Property	increased recreational opportunity for fishing and creating another "place".	
49	Recreation	Treehouse Cabins for Camping	Provides a unique camping experience, perhaps along a trail route in the Moose/Rogers property.	
50	Stage-Riverwalk Plan	Cable Building Renovations	Improvements as identified in the plan.	
51	Stage-Riverwalk Plan	Entry Wall and Walk Improvements	Improvements as identified in the plan.	
52	Stage-Riverwalk Plan	Lawn Seating Area and Shade Structure	Improvements as identified in the plan.	
53	Stage-Riverwalk Plan	Library Deck	Improvements as identified in the plan.	
54	Stage-Riverwalk Plan	Library Reading Area	Improvements as identified in the plan.	
55	Stage-Riverwalk Plan	Public Parking Modifications	Improvements as identified in the plan.	
56	Stage-Riverwalk Plan	Riverwalk North (between Library and Boat Launch) Replacement	Improvements to the current riverwalk as identified in the plan.	
57	Stage-Riverwalk Plan	Splash Pad and Pergola Area	Improvements as identified in the plan.	
58	Stage-Riverwalk Plan	Stage Structure, Area and Plaza Improvements	Improvements as identified in the plan.	
59	Stormwater Improvements	Study and Improve Stormwater Drainage	Minimize the impact of low volume flooding events.	
60	Street Improvements	Avery Street Project	Specific street project to replace Avery Street and the short blocks between Avery and Main Street that include Monroe, Washington, Jefferson and Jackson.	

#	Category	Item	Description	RANK
61	Street Improvements	Chatham Project	Specific street project to replace Chatham from Hudson to Amity, and the blocks of Amity and Lincoln Lake between Chatham and Main.	
62	Street Improvements	Kent Street Project	Specific street project to replace South Monroe to	
63	Street Improvements	Riverside Project	Specific street project to replace Riverside from Main to Light & Power, Broadway from Main to Light & Power and Chatham from Light & Power to Hudson.	
64	Street Improvements	Street Improvements (General)	General street improvements.	
65	Street Improvements	Valley Vista South	Specific street project to replace Valley Vista between Main Street and Bowes Road.	
66	Utility Improvements	Buried Power Lines	Bury power lines crossing or adjacent to Main Street.	
67	Utility Improvements	Lift Station Upgrade	The main sanitary sewer lift station will require upgrading in the near future. A project to relocate the lift station is in the planning stages.	
68	Utility Improvements	South Monroe Parking Water Loop	As part of the South Monroe parking lot project, a new water line should be installed to provide enhanced flow for firefighting capabilities.	
69	Utility Improvements	Water Street Sewer Line Upgrade	The sewer line between King Milling and the main	
70	Walkability	Heated Sidewalks in Downtown	Snow melting similar to a project in the City of Holland.	
71	Walkability	Sidewalk Repairs and Improvements	Generally.	
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