

CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, APRIL 16, 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) March 5, 2015 Regular Meeting
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Downtown Development Plan
 - b) South Monroe Parking
7. NEW BUSINESS
 - a) Budget Presentation
 - b)
 - c)
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, MARCH 5, 2015**

1. CALL TO ORDER; ROLL CALL

The Meeting was called to order at 12:14 p.m. by Chair Jim Reagan.

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

Absent: Shelley Catlin.

Also Present: Dan DesJarden, Sue Olin, Susan Ullery, Steve Bukala, Light and Power Manager Greg Pierce and Councilmember Altoft.

2. APPROVAL OF THE AGENDA

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

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

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY SPRENGER and seconded by MCCLURE to approve the minutes of the February 12, 2015 and February 18, 2015 meetings as written.

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

4. TREASURER'S REPORT

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

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
March 5, 2015

Beginning Balance:	\$256,343.63
Revenue:	
TIFA Revenue	\$395,100.00
Interest	196.04
Misc	\$95.90
Total Revenues	\$651,735.57
Expenditures:	
Capital Outlay	
Salaries/FICA	\$19,600.01
Maintenance Supplies	\$20,978.28
Utilities	\$12,786.60
Misc. and Community Promotions	\$42,848.49
Accrued Wages	\$1,071.11
Accrued Payables	\$15,697.26
Administration	\$7,923.16
Prof. Services	\$30,566.38
Transfer to General Fund	\$142,900.00
Total Expenditures:	\$294,371.29
Ending Balance	\$357,364.28

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

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

5. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

No comments were received.

6. **OLD BUSINESS**

- a. Draft Development Plan. Boardmember Howe presented the draft development plan and how it fits in with the overall strategic plan of the City. The tier projects and planning goals were distributed and Howe requested the boardmembers review and make any necessary changes or additions. He would present this at the next meeting for further review. A long term financial schedule would also be created.

Chair Reagan like the idea and gives the DDA long term flexible goals.

- b. South Monroe Parking. Boardmember Howe stated the property owners have been having discussion about the property transfer that needs to occur. In the meantime staff has been reviewing the area. Utilities will need to be moved. There is also a 20 foot buffer behind the buildings. What does this do to the utilities? After discussion with the engineers, the idea is to move forward with the design as it will be fairly simple to move these utilities one way or the other if needed.

Jeff with the Granite Company noted he needed proof of the transfer of deed from the railroad company or some other proof indicating there is no easement crossing the property on Kent and S. Monroe. This has not been supplied at this time. A deal cannot be made until this happens.

7. NEW BUSINESS

- a. Presentation from Lorraine Smalligan – Summer Concerts. Smalligan thanked the DDA for their years of support. Their first concert was in 2001. They hope to show two films this year. One at the beginning and end of the season. Smalligan noted contestant Joshua Davis from the Voice and his band will be performing during the three day June Grass Festival. Smalligan stated Huntington Bank is the entertainment sponsor this year.

IT WAS SPRENGER and seconded by HOWE to provide \$6,000 to the Summer Concert Series for 2015.

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

- b. Avery Street Project. Boardmember Howe presented a current budget report for the DDA.

Howe also commented on the 2015 Street Resurfacing project. The areas include Avery – Monroe to N. Jackson, N. Monroe – Main to Avery, N. Washington – Main to Avery, N. Jefferson – Main to Avery and N. Jackson – Main to Avery. The plan is to work closely with MDOT as they will be doing an M21 project as well. This may help reduce expenses.

Howe reviewed two different options for street resurfacing. The first involves edge mill and resurface with a 2 inch overlay for some the local streets or a full pavement removal and resurface with a 3 inch overlay where there is more truck traffic. Full pavement removal would cost \$328,000. The City has about two-thirds of this identified within the major street fund. The City Council has also approved the use of LCTV Funds. Additional funds are still necessary, which is why Howe asked the DDA for approximately one-third of the cost not to exceed \$110,000.

IT WAS MOVED BY SPRENGER and seconded by YANKOVICH to contribute funds to the street project in an amount of one-third the cost not to exceed \$110,000.

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

8. REPORTS AND MEMBER COMMENTS.

Boardmember Larkin questioned the parking study. Howe stated a draft has been sent and will be presented soon.

The next meeting was scheduled for April 16, 2015.

IT WAS MOVED BY LONICK to adjourn at 12:55 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
April 16, 2015

Beginning Balance:	\$256,343.63
Revenue:	
TIFA Revenue	\$494,570.42
Interest	\$196.04
Misc	\$2,575.90
Total Revenues	\$753,685.99
Expenditures:	
Capital Outlay	
Salaries/FICA	\$24,797.71
Maintenance Supplies	\$23,886.10
Utilities	\$13,631.74
Misc. and Community Promotions	\$42,890.45
Accrued Wages	\$1,071.11
Accrued payables	\$15,697.26
Administration	\$9,850.26
Prof. Services	\$36,117.71
Transfer to General Fund	\$142,900.00
Total Expenditures:	\$310,842.34
Ending Balance	\$442,843.65