

CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, MAY 7, 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) April 16, 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) Request Funds for Portable Restrooms
 - b)
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, APRIL 16, 2015**

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

The Meeting was called to order at 12:18 p.m. by Chair Jim Reagan.

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

Absent: Shelley Catlin, April McClure and Cliff Yankovich.

Also Present: Dan DesJarden, Sue Olin, Susan Ullery, Councilmember Hall, Light and Power employee Tom Russo and Liz Baker.

2. **EXCUSE OF ABSENCES**

IT WAS MOVED BY HOWE and seconded by SPRENGER to excuse the absences of Boardmembers Catlin, McClure and Yankovich.

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

3. **APPROVAL OF THE AGENDA**

IT WAS MOVED BY SPRENGER and seconded by LONICK to approve the agenda with the addition of "Banners".

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

4. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY LONICK and seconded by LARKIN to approve the minutes of the March 5, 2015 meeting as written.

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

2. **TREASURER'S REPORT**

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

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

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

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

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

No comments were received.

4. **OLD BUSINESS**

- a. Draft Development Plan. Boardmember Howe presented a "financial tool" with estimated figures. Projects were placed in "Tiers" based upon priorities as discussed at the last workshop meeting. This is a 10 year plan but will eventually be spread out over 20 years. The numbers for 2015 were indicated showing at least \$50,000 for the South Monroe parking lot, \$110,000 for the Avery Street project as well as another \$50,000 in 2016 for the South Monroe parking lot project.

After discussion with Williams and Works Engineer Dave Austin, the South Monroe parking lot is anticipated to cost anywhere between \$50,000 to \$100,000 for the parking portion (asphalt, curb and gutter).

Howe suggested this plan be an annual winter exercise for the DDA.

- b. South Monroe Parking. Boardmember Howe stated he has been talking with the property owners. There is a railroad easement that we are going to try and work with the railroad company to get this easement removed. Howe will provide assistance to the property owners.

In the meantime the engineers are reviewing the 20 foot buffer space to see if there is room to run utilities. If so, they will move forward this year with this utility project.

Greg Canfield noted one concern is the elevation of the building floor and trying to get a handicap access from the back. Currently, there is about seven feet of property behind the building that belongs to the building owners. He believed there would still be enough room for the utilities.

- c. Banners. There has been discussion about placing banners on the light poles. The idea is to promote some of the major events that occur within the community. Banners will be placed on every other pole. Some of the marketing budget from the Chamber of Commerce will be used for the purchase. The DDA budget has also set aside \$10,000 for the banner program.

Chair Reagan questioned who would be maintaining these banners. Howe responded Light and Power would be maintaining these for \$300 a year.

5. NEW BUSINESS

- a. Budget Presentation. Howe presented the proposed budget with five year projections.

IT WAS DOYLE and seconded by SPRENGER to approve the 2015-16 recommended budget.

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

6. REPORTS AND MEMBER COMMENTS

Boardmember Howe noted the light bulbs have been screwed back into the light poles. Very little input was received.

The next meeting was scheduled for May 7, 2015.

IT WAS MOVED BY LONICK to adjourn at 12:56 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary

05/06/2015 11:43 AM
User: SUE
DB: Lowell

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 04/16/2015 - 05/06/2015

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/16/2015	GEN	66100	HANAH'S FLAG & BANNERS LLC	OPERATING SUPPLIES	740.000	463	12.50
				OPERATING SUPPLIES	740.000	463	100.00
				OPERATING SUPPLIES	740.000	463	99.50
				CHECK GEN 66100 TOTAL			<u>212.00</u>
04/16/2015	GEN	66109	LOWELL LIGHT & POWER	PUBLIC UTILITIES	920.000	463	1,041.03
				REPAIR & MAINTENANCE	930.000	463	692.00
				CHECK GEN 66109 TOTAL			<u>1,733.03</u>
04/16/2015	GEN	66112	OLIN, SUZANNE	COMMUNITY PROMOTION	880.000	740	44.81
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			1,989.84

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
May 5, 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	\$27,257.31
Maintenance Supplies	\$24,790.10
Utilities	\$14,672.77
Misc. and Community Promotions	\$42,935.26
Accrued Wages	\$1,071.11
Accrued payables	\$15,697.26
Administration	\$10,418.40
Prof. Services	\$36,117.71
Transfer to General Fund	\$142,900.00
Total Expenditures:	\$315,859.92
Ending Balance	\$437,826.07