

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, FEBRUARY 12, 2015**

1. CALL TO ORDER; ROLL CALL

The Meeting was called to order at 12:20 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, Sharon Ellison and Light and Power Manager Greg Pierce.

IT WAS MOVED BY LONICK and seconded by SPRENGER to excuse the absence of Boardmember Shelley Catlin.

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

2. APPROVAL OF THE AGENDA

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

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

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY YANKOVICH and seconded by MCCLURE to approve the minutes of the February 12, 2015 meeting 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
February 12, 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

IT WAS MOVED BY LONICK and supported by SPRENGER 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**

Chair Reagan read a statement into record from Councilmember Altoft.

6. **OLD BUSINESS**

- a. Downtown Placemaking Plan. Urban Planner Lynee Wells from Williams and Works and Trevor Bosworth with Viridis Design Group presented the Downtown Lowell Placemaking Plan.

Wells explained "Placemaking Plan" is a term that has been used throughout the State of Michigan especially in planning and urban revitalization circles. This is one of the focus areas of the Governor to attract and retain talent and revitalize the city centers. Much of the grant making that is done at the State level is tied to "Placemaking Initiative". It would be good to tie this in and utilize, helping the City be in a better position for future grants, loans and implementation.

Wells stated this process began approximately 10 months ago. Williams and Works worked with a steering committee to get a sense of the existing conditions. Conceptual design plans were developed and have evolved throughout the process, thanks to the collaboration they have had with Michigan Department of Transportation, Lowell Light and Power, Public Works, Public Safety and various other departments that have a stake in these public spaces. Once input was provided a public open house was held for feedback. What is being presented tonight is months of planning for the downtown. This is something that can be integrated into the City's development plan and tax increment financing plan in order to utilize the funding and package it with other sources in order to implement the vision set forth.

Trevor Bosworth with Viridis Design Group presented the plans for the downtown. The Placemaking Plan includes areas Main Street east from Hudson to Washington Streets, Smith Street west to the railroad tracks. There are also two sub areas with one being Monroe Street and River South.

- b. South Monroe Parking. Boardmember Howe provided a timeline for the project.

7. **NEW BUSINESS**

- a. Priority Setting Process. Boardmember Howe requested the priority rating be submitted to him no later than then end of week. He plans to generate a priority list from this and bring to the work session on February 18, 2015.
- b. Developmental Liquor Licenses. Boardmember Howe stated the City has been going through a process with a business who is requesting a liquor license. It has been identified that such a license is allowed within a DDA district. Paperwork needs to be prepared and given to the State. Also, as part of this process, there needs to be a resolution from the local governing body, which is the City Council. Howe believed a better process needs to be put in place if there is going to be more of these licenses. He asked if the DDA wanted to be part of this process? Howe requested input collectively and individually and would then discuss with the City Council.

8. **REPORTS AND MEMBER COMMENTS**.

No comments were provided.

The next meeting was scheduled for March 5, 2015.

IT WAS MOVED BY DOYLE to adjourn at 1:34 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary