

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

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

The Meeting was called to order at 12:13 p.m. by Chair Jim Reagan.

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

Absent: Shelley Catlin

Also Present: City Clerk Susan Ullery and DPW Director Ron Woods.

2. **EXCUSE OF ABSENSES**

IT WAS MOVED BY HOWE and seconded by SPRENGER to excuse the absences of Boardmembers Catlin and LARKIN (arrived at 12:15 p.m.)

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

3. **APPROVAL OF THE AGENDA**

IT WAS MOVED BY YANKOVICH and seconded by MCCLURE to approve the agenda as modified.

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

4. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY SPRENGER and seconded by YANKOVICH to approve the minutes of the September 10, 2015 meeting as written.

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

5. **TREASURER'S REPORT**

The following reports were provided to the Boardmembers by Mark Howe:

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
October 8, 2015

Beginning Balance:	\$396,776.49
Revenue:	
TIFA Revenue	\$312,000.00
Interest	
Total Revenues	\$708,776.49
Expenditures:	
Capital Outlay	\$6,766.19
Salaries/FICA	\$10,275.37
Maintenance Supplies	\$6,822.51
Utilities	\$3,298.76
Misc. and Community Promotions	\$489.47
Accrued Wages	\$1,644.68
Accrued Payables	\$1,566.43
Administration	\$4,939.71
Prof. Services	
Transfer to General Fund	
Total Expenditures	\$35,803.12
Ending Balance	\$672,973.37

Capital outlay appropriated:

\$10,000 S. Monroe temporary parking

\$100,000 S. Monroe parking

\$110,000 Avery Street project, 1/3 the cost, not to exceed \$110,000 carried over from last fiscal year.

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
November 3, 2015

Beginning Balance:	\$396,776.49
Revenue:	
TIFA Revenue	\$578,972.80
Interest	
Total Revenues	\$975,749.29
Expenditures:	
Capital Outlay	\$6,766.19
Salaries/FICA	\$12,412.66
Maintenance Supplies	\$8,777.74
Utilities	\$4,894.19
Misc. and Community Promotions	\$736.82
Accrued Wages	\$1,644.68
Accrued Payables	\$1,566.43
Administration	\$8,548.02
Prof. Services	
Transfer to General Fund	
Total Expenditures	\$45,346.73
Ending Balance	\$930,402.56

Capital outlay appropriated:

\$10,000 S. Monroe temporary parking

\$100,000 S. Monroe parking

\$110,000 Avery Street project, 1/3 the cost, not to exceed \$110,000 carried over from last fiscal year.

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

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

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

No comments were received.

7. **OLD BUSINESS**

a. Downtown Development Plan. No update was provided.

- b. South Monroe Parking. The City believes that the right of way that the Railroad Company has behind the Lowell Granite no longer exists. Howe has looked at the deed and it states that the right of way would only be allowed if the railroad tracks were still in use for railroad purposes. Howe has discussed this with the City Attorney who is in discussions with the title company. They attorney is asking the insurance company what their position is on all of this as well.
- c. City of Lowell Redevelopment Liquor License Approval Process. Boardmember Howe provided a draft copy of the redevelopment liquor License approval process. He stated that the City Commission is happy with the changes and that we are now waiting to hear back from the Planning Commission with their thoughts on it.

8. **NEW BUSINESS**

- a. Chamber of Commerce – Funding for Marketing and Christmas. Liz Baker asked for \$25,000 for marketing and spoke about the marketing tools the Chamber uses their funds for, such as cable ads, radio advertising, local billboards, newsprint, flyers, etc. LACF committed to \$30,000. She also explained how this money is coming back into the community through the events they are hosting, such as the Girls Night Out, the Christmas in Lowell and the Harvest Celebration. Asking \$6,200 for the Christmas events.

IT WAS MOVED BY SPRENGER and supported by HOWE to approve the \$25,000 for marketing as requested by Liz Baker and The Chamber of Commerce.

YES: 7. NO: 1 ABSENT: 1. MOTION CARRIED.

IT WAS MOVED BY MCCLURE and supported by YANKOVICH to approve the \$6,200 for Christmas events as requested by Liz Baker and The Chamber of Commerce.

YES: 7. NO: 1 ABSENT: 1. MOTION CARRIED.

- b. Downtown Clock Repairs and Upgrades. Boardmember Howe spoke about the downtown clock and the repairs needed. The City received a quote from the Verdin Company for \$4,580.00. Howe also asked the City Council if they would cover the cost if the DDA didn't, and they stated they would. Ron Woods also spoke about the history of the clock and his discussions with a gentleman from the Verdin Company.

IT WAS MOVED BY LONICK and supported by SPRENGER to approve the \$4,580.00 needed for the Verdin Company to do the repairs to the downtown clock.

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

- c. Economic Development. Boardmember Howe spoke about bringing on Economic Staff. He spoke about the Flat River Connect group and asked Liz Baker to come up to the podium to give a brief synopsis on them. Liz spoke about the community vision and how current local businesses wanted to see more effort put into getting new businesses into the downtown area. Those currently in this informal group include the City of Lowell, the Lowell Chamber of Commerce, N-Work and some other local business owners. They are thinking about setting up an office space in a currently

owned City building where different local businesses could come in and use the same space. This space would include permanent office space, meeting rooms and space where you could come in 24/7 and do your work and then leave.

There was concern about how long the DDA would be asked to support the group and whether or not the City should be concerned with this type of group. Boardmember Howe stated that he would expect that the economic staff person would be funded by the DDA, but that the group would eventually be self-sufficient.

9. **REPORTS AND MEMBER COMMENTS.**

Boardmember McClure asked whether or not the Board members had terms and asked if so, if Boardmember Catlin's term end was coming up. Boardmember Howe responded by stating that yes, there are terms, and that they can be found on the website. City Clerk Sue Ullery stated that Boardmember Catlin's term was up on January 1, 2016.

The next meeting was scheduled for December 10, 2015.

IT WAS MOVED BY LONICK and seconded by DOYLE to adjourn at 1:10 p.m.

Date:

APPROVED:

James E. Reagan, Chair

Mark A. Howe, Secretary