

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, APRIL 21, 2016**

1. CALL TO ORDER; ROLL CALL

The Meeting was called to order at 12:15 p.m. by Chair Jim Reagan.

Present: Mike Larkin, Dean Lonick, Rita Reister, Dave Pasquale, Mike Sprenger, Jim Reagan, Cliff Yankovich and April McClure.

Absent: Brian Doyle

Also Present: Interim City Manager Dave Pasquale, City Clerk Susan Ullery, City Treasurer Sue Olin and Lowell Light and Power Interim Manager Steve Donkersloot.

2. EXCUSE OF ABSENSES

IT WAS MOVED BY LONICK and seconded by LARKIN to excuse the absence of Boardmember Doyle.

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

3. APPROVAL OF THE AGENDA

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

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

4. APPROVAL OF THE MINUTES

IT WAS MOVED BY LARKIN and seconded by SPRENGER to approve the minutes of the March 10, 2016 meeting as written.

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

5. **TREASURER'S REPORT**

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
March 30, 2016

Beginning Balance:	\$396,776.49
Revenue:	
TIFA Revenue	\$638,364.13
Interest	269.23
Misc.	19.92
Total Revenues	\$1,035,429.77
Expenditures:	
Capital Outlay	\$57,127.45
Salaries/FICA	\$22,229.06
Maintenance Supplies	\$22,095.73
Utilities	\$13,889.04
Misc. and Community Promotions	\$36,817.14
Accrued Wages	\$1,644.68
Accrued Payables	\$1,566.43
Administration	\$15,952.57
Prof. Services	
Transfer to General Fund	
Total Expenditures	\$171,322.10
Ending Balance	\$864,107.67

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 SPRENGER and supported by YANKOVICH 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**

Karen Wade spoke about having a granite chess table with benches somewhere on the Riverwalk. She handed out copies of the plan to the board and asked that someone let her know whether or not they are still planning on proceeding with this project.

Chief Bukala presented his case on having radar speed signs put up in town to reduce the speeding in the downtown area – one of which to be put up near Larkins and another near Huntington Bank. These signs are \$2,000 each and have updated technology. They would be permanent fixtures that could be attached to a light pole. The speed trailer has old technology and takes up an entire parking space, but it could still be useful to use in other areas of the city. The Police Department would cover the maintenance and upgrades out of their budget.

IT WAS MOVED BY SPRENGER and supported by REISTER to purchase 2 radar speed signs at the cost of \$2,000 each.

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

Mark Anderson from LARA spoke about the trail extension that they are working on currently. The trail extension is proposed to run from Gee Drive to M-21. Their goal is to have the trail connect to the Lowell Township Park which will have paved trails inside the park as well. The trail is proposed to come down Alden Nash on the east side of the road. Their goal is to work with Williams & Works to finish the trail extension and get it down to connect to that park, which connects to two other parks. Next year, the plan is to extend that trail down to Bowes Road to connect all three parks. LARA has received funds from Lowell Township, Vergennes Township and the City of Lowell and is asking the DDA for \$35,000 to contribute to this trail so that they can get it done this year. LARA maintains their trail in regards to maintenance, but not consistent with city sidewalk ordinances. There was also discussion as to who would maintain the new portions of the trail.

David Pasquale requested that they bring back a cost estimate for the property that lies within the DDA district so that the board can review it.

7. **OLD BUSINESS**

- a. Downtown Development Plan. No update was provided.
- b. South Monroe Parking. We are still awaiting the paperwork to come back from the City Attorney regarding the land swap. More money is needed to finish the project.

IT WAS MOVED BY SPRENGER and supported by MCCLURE to approve the additional contribution of \$234,000 to cover the sewer and water.

YES: 7. NO: 1. (LARKIN) ABSENT: 1. MOTION CARRIED.

Greg Canfield asked if the property had been appraised. Interim City Manager Pasquale said yes, this is underway and should be received shortly. Canfield also spoke about his concerns on being paid back for what he has into the property.

- c. Economic Development. No update was provided.
- d. Riverwalk Stage & Showboat Masterplan – Continued Discussion. Quick discussion on wanting to get more coordination going on this.

8. **NEW BUSINESS**

- a. Port-a-Jons for the Boat Launch. Liz Baker spoke about wanting a port-a-jon for the boat launch area as a courtesy to visitors. The cost would be \$1,080.00 for six months.

IT WAS MOVED BY MCCLURE and supported by YANKOVICH to approve the port-a-jon by the boat launch in the amount of \$1,080.00.

YES: 7. NO: 0. ABSENT: 1. MOTION CARRIED.

There was further discussion regarding looking into a more permanent solution for this issue.

- b. Lowell Arts! Exterior Handicap Accessibility Proposal. Lorain Smalligan spoke briefly about their construction schedule. They are also asking for help with a handicapped ramp that they would like to build at the rear of their building. This has been approved by the Historical District. The cost of this ramp is \$13,447.00.

IT WAS MOVED BY LONICK and supported by YANKOVICH to approve the handicapped ramp for LowellArts! not to exceed the amount of \$13,500.00.

YES: 7. NO: 0. ABSENT: 1. MOTION CARRIED.

- c. Discussion of Riverwalk Porch. City Manager Pasquale has talked with an architect regarding this project, but he has not received plans back at this point. More information to follow.
- d. 2016-17 Budget. Treasurer Sue Olin spoke discussed the budget.

IT WAS MOVED BY LARKIN and supported by MCCLURE to adopt the budget as presented.

YES: 7. NO: 0. ABSENT: 1. MOTION CARRIED.

9. **REPORTS AND MEMBER COMMENTS**

No comments.

The next meeting was scheduled for May 12, 2016.

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

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk