



301 East Main Street
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CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, SEPTEMBER 7, 2017
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) August 10, 2017
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Downtown Plan – Further Discussion of Strategic Meeting – (Plan was attached in the February 9, 2017 agenda packet).
7. NEW BUSINESS
 - a) Lowell Chamber of Commerce – Christmas Budget.
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUHTORITY
OF THE
CITY OF LOWELL
THURSDAY, AUGUST 10, 2017**

1. CALL TO ORDER; ROLL CALL

The Meeting was called to order at 12:16 p.m. by Boardmember Yankovich.

Present: Boardmembers Cliff Yankovich, Rita Reister, Mike Larkin, April McClure and Mike Sprenger.

Absent: Boardmembers Brian Doyle, Mayor Mike DeVore, Dean Lonick, and Chair Reagan.

Also Present: City Manager Mike Burns, City Clerk Susan Ullery and City Clerk Treasurer Suzanne Olin.

2. EXCUSE OF ABSENSES

IT WAS MOVED BY LARKIN and seconded by SPRENGER to excuse the absence of Boardmembers Brian Doyle, Mayor Mike DeVore, Dean Lonick, and Chair Reagan.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

3. APPROVAL OF THE AGENDA

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

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

4. APPROVAL OF THE MINUTES

IT WAS MOVED BY SPRENGER and seconded by MCCLURE to approve the minutes of the April 13, 2017 meeting as written.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

5. TREASURER'S REPORT

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
August 10, 2017**

Beginning Balance:	\$265,978.21
Revenue:	
TIFA Revenue	\$40,000.00

Total Revenues		\$305,978.21
Expenditures:		
Capital Outlay		\$4,000.00
Salaries/FICA		\$7,912.26
Maintenance Supplies		\$2,518.89
Utilities		\$8,843.91
Misc. and Community Promotions		
Accrued Wages		
Administration		\$1,946.26
Prof. Services		
Transfer to General Fund		
Total Expenditures:		\$25,221.32
Ending Balance	\$280,756.89	

IT WAS MOVED BY REISTER and seconded by SPRENGER to accept the Treasurer's Report as written.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

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

No comments were received.

7. **OLD BUSINESS**

a. South Monroe Parking Lot.

Everything has been fixed.

b. Veterans Parking Lot.

The directional arrows have been working.

c. Downtown Plan-Further discussion of Strategic Meeting.

No update at this time.

8. **NEW BUSINESS**

a. Consent to Reconfigure Broadway Street.

City Manager Mike Burns advised as part of the City's SAW Grant program and infrastructure improvements, he has approached the City Council to get their consent to reconfigure Broadway Street and reorienting the city-owned parking lot located on the southwest intersection of Broadway and Main Street. The proposed reconfiguration of Broadway Street will create a new parking layout

and enhance the 300 block of West Main. The proposed reconfiguration has been presented to King Milling and their comments will be incorporated into the final design if approved by City Council.

The benefits of the proposed layout are:

- Reduce vehicle conflicts at the Broadway and Main intersection.
- Enhanced appearance of a City owned parking lot better integrated into the DDA.
- Create a more functional parking lot with better flow in and around the lot.
- Less semi traffic at the Broadway and Main intersection.
- Accommodate a larger truck turning area for King Milling.

Potential drawbacks to the proposed layout are:

- No through traffic on Broadway between Ottawa and Main Street.
- Eliminate the cut around the Hudson and Main intersection.

Other issues:

- King Milling truck traffic will have to enter exclusively from the south on Broadway Street through the existing fairgrounds. DPW will evaluate with the County the potential to have an actuated traffic signal at Bowes and Hudson to accommodate King Milling truck traffic and left turns onto Hudson. There will be a cost for this improvement, but it could be beneficial for eastbound Bowes traffic as well.
- The DPW will evaluate the vacation of Broadway Street between Ottawa and the railroad tracks with a permanent utility easement. The vacated street would become the property of adjacent property owners—in this case, King Milling.
- DPW would approach the DDA to share in the cost of the landscape improvements if City Council approves the layout.
- DWP will continue to work with MDOT for a left turn signal on Main Street to relieve afternoon traffic backups at the Main and Hudson intersection.

The plan to start this project will be next year. The road improvements are already paid for through City bonds for Broadway. The only additional costs would be for landscaping estimated at \$32,000 and we would ask DDA to consider paying for these landscaping improvements. City Council is interested in moving forward with this project, but did not make a decision without talking with the DDA first.

By general consensus, the DDA agreed to contributing funds for the project.

b. Request for Funding from DDA for Old Cable /DPW Building Renovations.

On March 16, 2017, the City approached the DDA for funding to make renovations to the old Lowell Cable/DPW building to accommodate public functions in the building. This request was made due to the Lowell Showboat being closed to the public, leaving the Chamber of Commerce in need of a facility to host community functions. The DDA was approached to support funding for installation of a door that entered out onto the Riverwalk Plaza. Four thousand dollars was requested and approved for this work.

Additional funding is being requested at this time to accommodate a requirement by Cascade Township building inspector to modify the facility for public use. Modifications include a life safety plan for the facility, installation of exit and emergency lighting, relocating electrical services and switches within the facility and an emergency exit crash bar on the north door.

Quotes for this work have been obtained from D'Agostino Construction, Flat River Electric and Ford Service Work. The Director of Public Works and Chamber of Commerce request additional funding in the amount not to exceed \$7,000 to complete the work required to open the facility for public use.

IT WAS MOVED BY LARKIN and seconded by MCCCLURE to approve up to \$7,000 for the renovations.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

9. **REPORTS AND MEMBER COMMENTS**

There were no member comments.

IT WAS MOVED BY SPRENGER and seconded by YANKOVICH to adjourn at 12:46 p.m.

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

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
September 5, 2017

Beginning Balance:	\$266,015.12
Revenue:	
TIFA Revenue	\$40,000.00
Total Revenues	\$306,015.12
Expenditures:	
Capital Outlay	\$5,295.00
Salaries/FICA	\$7,812.69
Maintenance Supplies	\$10,111.37
Utilities	\$2,518.89
Misc. and Community Promotions	\$6,006.98
Accrued Wages	\$3,045.57
Administration	\$2,514.52
Accrued Payables	\$1,347.62
Transfer to General Fund	
<i>Total Expenditures:</i>	\$38,652.64
Ending Balance	\$267,362.48

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 08/10/2017 - 09/06/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
08/15/2017	GEN	70002	BFG SUPPLY COMPANY LLC	OPERATING SUPPLIES	740.000	463	9.52
08/15/2017	GEN	70011	D'AGOSTINO CONTRUCTION LLC	CAPITAL OUTLAY	970.000	450	1,295.00
08/15/2017	GEN	70030	SCHOLTEN LANDSCAPE MAINTENANCE	REPAIR & MAINTENANCE	930.000	463	110.68
08/15/2017	GEN	70033	SITEONE LANDSCAPE SUPPLY LLC	OPERATING SUPPLIES	740.000	463	87.70
08/29/2017	GEN	70052	LYNCH, MICHAEL R	REPAIR & MAINTENANCE	930.000	463	375.00
08/29/2017	GEN	70053	PETTY CASH	COMMUNITY PROMOTION	880.000	740	6.98
08/29/2017	GEN	70054	THORNAPPLE RIVER NURSERY, INC.	OPERATING SUPPLIES	740.000	463	168.00
08/31/2017	GEN	70070	GREATER LOWELL CHAMBER FOUND.	COMMUNITY PROMOTION	880.000	740	6,000.00
08/31/2017	GEN	70098	THORNAPPLE RIVER NURSERY, INC.	OPERATING SUPPLIES	740.000	463	42.00
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							8,094.88



September 5, 2017

Dear DDA Directors,

For years the Lowell Area Chamber of Commerce has had the privilege of presenting a Lowell tradition the annual Christmas Festivities, Night-time Santa Parade and Santa Visits on the Lowell Showboat to the Greater Lowell Community and beyond.

On parade day we will present several activities, prior to the parade as shown below. The parade has become a great family attraction and many businesses have joined in the fun by entering in the parade.

LOWELL CHRISTMAS FESTIVITIES AND ANNUAL NIGHT-TIME SANTA PARADE – DECEMBER 2

- 9:00 am – 4:00 pm *Rogue River Artisans 30th Anniversary Fine Art and Craft Holiday Show, Lowell High School, 11700 Vergennes*
- 2:00 pm – 4:00 pm *Santa Visits on the Riverwalk, Hot cocoa and Cookies in the Cookie Room, Riverwalk Plaza*
- 2:00 pm -4:30 pm *Rudolph's Craft Workshop in the Chamber building (children 2 to 6), 113 Riverwalk Plaza*
- 4:00 pm -6:00 pm *Pancake Supper, King Memorial Center at Lowell Fairgrounds, S. Hudson Street*
- 4:45 pm -5:45 pm *Eat with Santa, King Memorial Center at Lowell Fairgrounds, S. Hudson Street*
- All day — *Christmas Shopping and Eateries in Historic Lowell*
- 6:00 pm *Annual Night-time Santa Parade down Main Street Lowell*

The Lowell Showboat will be open the month of December offering free cookies and hot chocolate. Local non-profit groups and businesses have committed to adopt a Santa Visit. These groups staff and provide the cookies for the visits.

SANTA ON THE LOWELL RIVERWALK

- *Wednesdays – December 6, 14 & 20 – 5:30 pm to 7:00 pm. Free digital photos with Santa.*
- *Friday – December 8 -- 5:30 pm to 7:30 pm. Free digital photos Santa, Horse & Carriage Rides, Live Reindeer, Warming Fires, Ice Sculpture, Hot Dogs, Roasted Chestnuts and Entertainment*
- *Saturdays – December 9 & 16 – 10:30 am to 1:00 pm. Free digital photos with Santa.*

Suggested Donation \$2! Please note that the line to see Santa is outdoors and you should dress accordingly.

We are seeking \$6450 in funding from the DDA. I have also included on the budget the value of the other in kind contributions from sponsors outside of the DDA support. The DDA has funded Christmas for many years. This event would not be possible without your contribution, nor would it be possible without the private in-kind contributions and the numerous volunteers! We look forward to working with you again this year.

Sincerely,

Liz Baker

Liz Baker
Executive Director
Lowell Area Chamber of Commerce

113 Riverwalk Plaza - PO Box 224 - Lowell, Michigan 49331
Phone (616) 897-9161 - Fax (616) 897-9101
E-mail info@lowellchamber.org - Web Site www.discoverlowell.org

Christmas Budget for 2017 Christmas Season

Activity	Expense
Decorating the Riverwalk & Showboat	\$ 650.00
Advertising	\$ 2,000.00
Parade	\$ 450.00
	\$ 350.00
Santa & Mrs. Clause	\$ 600.00
Miscellaneous	\$ 400.00
Horse & Carriage Rides, Reindeer and Ice Carving	\$ 2,000.00
Requesting from DDA - Total Expenses for Christmas	
	\$ 6,450.00
In-Contributions	Value
Wednesday Night Santa Pictures	\$ 3,000.00
Friday Night Santa Pictures	\$ 2,000.00
Saturday Santa Pictures	\$ 6,000.00
Lighting the Trees in front of the Chamber	\$ 800.00
Management & Implementation of Christmas Festivities	\$ 1,200.00
Implementation of Christmas Festivities	\$ 2,250.00
Various Organizations	\$ 5,160.00
	\$ 20,410.00