OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUHTORITY
OF THE
CITY OF LOWELL
THURSDAY, JANUARY 4, 2018

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

    The Meeting was called to order at 12:00 p.m. by Chair Reagan.

    Present: Boardmembers Cliff Yankovich, Rita Reister, Mike Larkin, Rick Seese, and Chair
                        Reagan.

    Absent: Boardmembers Doyle, Lonick, McClure, and Mayor DeVore.

    Also Present: City Manager Mike Burns and City Treasurer Suzanne Olin.

2. **EXCUSE OF ABSENSES**

    IT WAS MOVED BY LARKIN and seconded by YANKOVICH to excuse the absence of
    Boardmembers Doyle, Lonick, McClure, and Mayor DeVore.

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

3. **APPROVAL OF THE AGENDA**

    IT WAS MOVED BY YANKOVICH and seconded by REISTER to approve the agenda as written.

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

4. **APPROVAL OF THE MINUTES**

    IT WAS MOVED BY LARKIN and seconded by YANKOVICH to approve the minutes of the October
    12, 2017 meeting as written.

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

5. **TREASURER'S REPORT**

<div align="center">

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
January 4, 2018

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Beginning Balance: $246,308.11

Revenue:
  TIFA Revenue $397,779.49
   PPT Reimbursement   8201.79
   Misc   72.98

Total Revenues $652,362.37

Expenditures:

Capital Outlay	$9,845.00
Salaries/FICA	$21,456.40
Maintenance Supplies	$26,808.39
Utilities	$12,430.57
Misc. and Community Promotions	$11,339.78
Accrued Wages	$3,045.57
Administration	$7,750.88
Accrued Payables	$7,347.62
Transfer to General Fund	

Total Expenditures: $100,024.21

Ending Balance $552,342.47

IT WAS MOVED BY REISTER and seconded by YANKOVICH 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. Downtown Master Plan.

      City Manager Mike Burns advised he is trying to set some dates for the Downtown Master Plan re-kickoff. Burns advised he is waiting to hear back from Dan Burden to come for a walking audit sometime in 2018.

8. **NEW BUSINESS**

   a. Approval of the 2018 Meeting Dates.

      The April 5, 2018 meeting was changed to April 12, 2018.

      IT WAS MOVED BY YANKOVICH and seconded by REISTER to approve the meeting dates as amended.

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

   b. Chamber of Commerce- Request Marketing Funds.

      Lowell Area Chamber of Commerce Liz Baker spoke in reference to requesting marketing funds to improve marketing. Baker explained they hired Aegis Group to provide marketing intelligence about

the business community and local population to assist with the development of a Community-Wide Business Marketing Plan.

Baker explained the mission of the Community-Wide Business Marketing Plan is to strengthen the Greater Lowell Community through the development of a Community-Wide Business Marketing Plan, which will promote Lowell as an attractive area to work, start a business, relocate a plant, go to school, raise a family, shop, dine and enjoy its many other amenities.

Today, Baker was requesting that the DDA continue their support for marketing the Greater Lowell Community in the amount of $25,000.

IT WAS MOVED BY YANKOVICH and seconded by SEESE to approve the request for their continued support for marketing the Greater Lowell Community in the amount of $25,000.

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

9. **REPORTS AND MEMBER COMMENTS**

Boardmember Yankovich commented about people parking on Main Street.

Boardmember Seese advised he was glad to be on the Board.

Boardmember Larkin welcomed Boardmember Seese.

Chair Reagan welcomed Boardmember Seese as well. Reagan also thanked Mike Sprenger for the twenty plus number of years he has served on the Board.

Reagan advised the next meeting will be February 8, 2018.

IT WAS MOVED BY LARKIN and seconded by REISTER to adjourn at 12:50 p.m.

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

Date: APPROVED:

James E. Reagan, Chair   Susan Ullery, City Clerk