

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUHTORITY
OF THE
CITY OF LOWELL
THURSDAY, JUNE 28, 2018**

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

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

Present: Boardmembers Cliff Yankovich, Rita Reister, Mike Larkin, Rick Seese, and Chair Jim Reagan.
Absent: Brian Doyle, Mayor Devore, April McClure, Dean Lonick.
Also Present: City Manager Mike Burns, City Clerk Susan Ullery, Treasurer Suzanne Olin and DPW Director Rich LaBombard, Police Chief Steve Bukala.

2. **EXCUSE OF ABSENSES**

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

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

3. **APPROVAL OF THE AGENDA**

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

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

4. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY YANKOVICH and seconded by LARKIN to approve the minutes of the April 12, 2018 meeting as corrected.

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

5. **TREASURER'S REPORT**

**FINANCIAL STATEMENT
June 26, 2018**

Beginning Balance:	\$246,308.11
Revenue:	
TIFA Revenue	\$470,582.97
PPT Reimbursement	8,201.79
Misc	72.98
Interest	\$1,274.47
Total Revenues	\$726,440.32
Expenditures:	
Capital Outlay	\$9,845.00
Salaries/FICA	\$43,656.51
Maintenance Supplies	\$43,258.32
Utilities	\$18,894.06
Misc. and Community Promotions	\$42,599.64

	Accrued Wages	\$3,045.57
	Administration	\$16,216.98
	Accrued Payables	\$7,347.62
Fund	\$148,022.00	Transfer to General
<i>Total Expenditures:</i>		\$332,885.70
Ending Balance		\$393,554.62

IT WAS MOVED BY LARKIN and seconded by REISTER to accept the Treasurer’s Report as submitted.

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 stated that the report from the walkability study with Dan Burden came back with several suggestions including bump outs, which would have to be discussed with MDOT, a possible splash pad to enhance South Monroe, target speed of 20 miles an hour on Main Street through town, enhancing the east and west entries into downtown, possible roundabouts, enhancing the back side of the business buildings and possible on street parking on Washington Street and Monroe. Burns stated he would like to sit down with Williams & Works and go through the report, make modifications to the Master Plan, bring it back to the board for approval and then take it to Council from there.

b. Planter Proposal.

City Manager Mike Burns stated Integrated Plantscapes came back with a quote for \$22,866.00. It is not something that was budgeted, but if we had some help from the DDA and merchants, it could be considered. Burns also suggested planter flower boxes for the bridge. Board members discussed and decided to include in next years budget, start small and just do the flower boxes for the bridge to start.

8. **NEW BUSINESS**

a. Holiday Decorations.

City Manager Mike Burns explained for a number of years the Downtown Development Authority has entered into an agreement with Hometown Decorations and Display LLC of Hudsonville to install lighting for the holiday season. The new contract is a three-year contract for 68 decorations and 6 poles with bow wrap. Cost is \$4,884.00 for these decorations and it is intended this price remains for the next two years of the contract and funds are budgeted at this time.

IT WAS MOVED BY YANKOVICH and seconded by LARKIN to approve the Downtown Development Authority enter into agreement with Hometown Decoration and Display LLC of Hudsonville at a cost not to exceed \$4,884.

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

b. Public Act 57 of 2018.

City Manager Mike Burns explained what Public Act 57 of 2018 signed by Governor Rick Synder earlier this year means and all the requirements to be compliant and transparent effective January 1, 2019.

9. **REPORTS AND MEMBER COMMENTS**

Boardmember Rita Reister asked the timing of the South Broadway project.

Boardmember Cliff Yankovich added he believes the yellow crosswalk signs are helping on Main Street.

Boardmember Mike Larkin mentioned on North Broadway, he sees some stones in the asphalt, so we may need to take a look at that.

Boardmember Rick Seese mentioned the walking tour was very interesting and mentioned the summer concert series has started.

IT WAS MOVED BY LARKIN and seconded by YANKOVICH to adjourn at 12:49 p.m.

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

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk