

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, SEPTEMBER 6, 2018**

1. CALL TO ORDER; ROLL CALL

The Meeting was called to order at 12:18 p.m. by Chair Reagan.

Present: Boardmembers Cliff Yankovich, Rita Reister, Mike Larkin, Rick Seese, Brian Doyle, Mike Devore, April McClure and Chair Jim Reagan.

Absent: Boardmember Dean Lonick.

Also Present: City Manager Mike Burns, City Clerk Susan Ullery, DPW Director Rich LaBombard.

2. EXCUSE OF ABSENCES

IT WAS MOVED BY REISTER and seconded by YANKOVICH to excuse the absence of Dean Lonick.

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

3. APPROVAL OF THE AGENDA

IT WAS MOVED BY DEVORE 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 YANKOVICH and seconded by LARKIN to approve the minutes of the June 28, 2018 meeting as written.

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

5. TREASURER'S REPORT

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
August 22, 2018**

Beginning Balance:	\$292,918.62
Revenue:	
TIFA Revenue	\$35,500.00
PPT Reimbursement	
Total Revenues	\$328,418.62
Expenditures:	
Capital Outlay	
Salaries/FICA	\$7,129.78

Maintenance Supplies	\$6,476.19
Utilities	\$1,186.43
Misc. and Community Promotions	\$2,075.00
Accrued Wages	\$2,454.14
Administration	\$1,945.57
Accrued Payables	\$10,195.92

Transfer to General Fund

Total Expenditures: \$31,463.03

Ending Balance \$296,955.59

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

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

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

There were no public comments.

7. **OLD BUSINESS**

a. Downtown Master Plan.

City Manager Mike Burns stated that since receiving the walkability study report, they have been working on tying in many of those recommendations to the Master Plan. Andy Moore with Williams & Works presented his revisions to the master plan for DDA Councilmembers to review and then recommended to Council. Burns added that he recommends Council look at enhancing the rear side of downtown buildings as an action strategy and utilize the South River Walk as a very important piece to enhance the downtown (a splash pad if possible) should also be considered.

8. **NEW BUSINESS**

a. Recreation Park Study.

City Manager Mike Burns stated in this year’s budget, funds were budgeted for a feasibility study of the future use of Recreation Park once the Kent County Youth Fair vacates to their new location. I reached out to our Consultant, Williams and Works, to submit a proposal to us for this study and to do this in phases. The first Phase would be for the background with City administration and other key representatives regarding the property. We would begin a community outreach phase where we can look at different options including a charrette. We would then take the information from those engagements and utilize toward designing a plan. After this, we would finalize the plan and take steps to begin implementation once the KCYF leaves. Total Project cost is \$10,000 without a design charrette and \$13,500 if we hold a design charrette. It may be the best option to hold one as an opportunity to seek a greater input.

IT WAS MOVED BY YANKOVICH and seconded by DEVORE to approve the Downtown Development Authority partner with William and Works to conduct a feasibility plan for the future use of Recreation Park not to exceed \$13,500.

YES: 8.0 NO: 0. ABSENT: 1. MOTION CARRIED.

Councilmember Cliff Yankovich left at 12:45.

b. Christmas Marketing.

Liz Baker with the Chamber of Commerce spoke regarding the Christmas in Lowell marketing funds and requested \$6,450 in sponsorship for the event.

IT WAS MOVED BY DEVORE and seconded by DOYLE to provide a sponsorship to the Lowell Area Chamber of Commerce at a cost not to exceed \$6,450 for the Christmas in Lowell marketing sponsorship.

YES: 7.0 NO: 0. ABSENT: 2. MOTION CARRIED.

c. Marketing.

Liz Baker with the Chamber of Commerce spoke regarding the annual marketing funds requests for the Chamber of Commerce, this year requesting \$40,000 in sponsorship. An increased amount was provided for marketing in the Fiscal Year 2019 budget.

IT WAS MOVED BY DEVORE and seconded by DOYLE to provide a sponsorship to the Lowell Area Chamber of Commerce at a cost not to exceed \$40,000 for their annual marketing.

YES: 7.0 NO: 0. ABSENT: 2. MOTION CARRIED.

9. **REPORTS AND MEMBER COMMENTS**

Board member Mike Larkin asked how MDOT deciphers the speed limits, bumpouts, speedsigns, etc for different cities.

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

YES: 7. NO: 0 ABSENT: 2. MOTION CARRIED.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, City Clerk