



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, JANUARY 10, 2019
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. MEETING DATES
4. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) October 11, 2018
5. TREASURER'S REPORT
6. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
 - a) Midwest Sculpture Initiative
8. NEW BUSINESS
 - a) Decorative Fencing for Light and Power
 - b) Update on Unity School
9. REPORTS AND MEMBER COMMENTS
10. ADJOURNMENT

LOWELL DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM



DATE: January 9, 2018

TO: Downtown Development Authority Board of Directors

FROM: Michael T. Burns, City Manager

RE: Meeting Dates

The 2019 Meeting Dates (as needed) are as follows:

- January 9, 2019
- No February Meeting
- March 7, 2019
- April 11, 2019 Informational Meeting
- May 9, 2019
- June 6, 2019
- July 11, 2019
- August 8, 2019
- September 5, 2019
- October 10, 2019 Informational Meeting
- November 7, 2019
- December 5, 2019

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
THURSDAY, OCTOBER 11, 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, Dean Lonick, April McClure and Chair Jim Reagan.
Absent: Boardmembers Brian Doyle and Mike Devore.
Also Present: City Manager Mike Burns, City Clerk Susan Ullery, DPW Director Rich LaBombard, Chief of Police Steve Bukala, Andy Moore with William & Works.

2. **EXCUSE OF ABSENCES**

IT WAS MOVED BY LONICK and seconded by YANKOVICH to excuse the absence of Brian Doyle and Mike Devore.

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

3. **APPROVAL OF THE AGENDA**

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

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

4. **APPROVAL OF THE MINUTES**

IT WAS MOVED BY REISTER and seconded by LARKIN to approve the minutes of the September 06, 2018 meeting as written.

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

5. **TREASURER'S REPORT**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
October 8, 2018**

Beginning Balance:	\$273,118.62
Revenue:	
TIFA Revenue	\$458,273.08
PPT Reimbursement	
Total Revenues	\$731,391.70
Expenditures:	
Capital Outlay	

Salaries/FICA	\$12,723.95
Maintenance Supplies	\$13,259.50
Utilities	\$3,771.05
Misc. and Community Promotions	\$2,180.47
Accrued Wages	\$2,454.14
Administration	\$4,121.41
Accrued Payables	\$10,195.92

Transfer to General Fund

Total Expenditures: \$48,706.44

Ending Balance \$682,685.26

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

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

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

There we no public comments.

7. **OLD BUSINESS**

a. **Downtown Master Plan.**

Andy Moore with William & Works spoke and 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. Moore 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, bump outs, speed signs, 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

01/07/2019 09:43 AM
User: SUE
DB: Lowell

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 10/10/2018 - 01/07/2019

Pag 1/2

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
10/11/2018	GEN	71898	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	740.000	463	12.30
				STATEMENT OF ACCOUNT	930.000	463	19.02
				CHECK GEN 71898 TOTAL			31.32
10/11/2018	GEN	71931	LOWELL LIGHT & POWER	STREET LIGHT MAINT			** VOIDED **
				ELECTRIC STATEMENTS			** VOIDED **
10/11/2018	GEN	71943	SELF SERVE LUMBER	ACCOUNT STATEMENT	930.000	463	30.26
10/16/2018	GEN	71962	PETTY CASH	PETTY CASH 10/16/2018	880.000	740	9.84
				PETTY CASH 10/16/2018	880.000	740	44.18
				CHECK GEN 71962 TOTAL			54.02
10/17/2018	GEN	71964	LOWELL LIGHT & POWER	INVOICES 3192,3193 & ELECTRIC STMTS	920.000	463	134.00
				INVOICES 3192,3193 & ELECTRIC STMTS	920.000	463	567.43
				CHECK GEN 71964 TOTAL			701.43
10/25/2018	GEN	71988	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - FLAT RIVER BOAT LAUNCH	802.000	463	190.00
10/25/2018	GEN	71999	SCHOLTEN LANDSCAPE MAINTENANCE	EARLY SPRING APPLICATION DDA	802.000	463	355.00
11/02/2018	GEN	72026	EVERGREEN UNDERGROUND, INC.	VETERANS PARK R & M	930.000	463	1,210.00
11/02/2018	GEN	72043	LOWELL LIGHT & POWER	ACCESS POINT/ST LIGHT R&M	920.000	463	605.13
				ELECTRIC STATEMENTS	920.000	463	633.73
				CHECK GEN 72043 TOTAL			1,238.86
11/08/2018	GEN	72062	PETTY CASH	COMMUNITY PROMOTION	880.000	740	8.77
11/16/2018	GEN	72066	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	740.000	463	6.49
11/16/2018	GEN	72079	GREATER LOWELL CHAMBER FOUND.	2018-19 COMMUNITY WIDE MARKETING PLAN	880.000	740	40,000.00

01/07/2019 09:43 AM
User: SUE
DB: Lowell

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 10/10/2018 - 01/07/2019

Pag 2/2

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
11/16/2018	GEN	72088	LOWELL AREA CHAMBER	CHRISTMAS FESTIVITIES & PARADE	880.000	740	6,450.00
11/16/2018	GEN	72107	SELF SERVE LUMBER	ACCOUNT STATEMENT	740.000	463	15.38
11/16/2018	GEN	72114	THE VERDIN COMPANY	STREET CLOCK 2019 MAINTENANCE AGREEMENT	930.000	463	630.00
11/29/2018	GEN	72126	AC DESIGN, LLC	REPAINTED N & S SIGNS	930.000	463	1,530.00
11/29/2018	GEN	72139	HOMETOWN DECORATION AND DISPLAY LLC	HOLIDAY DECORATIONS - DDA	880.000	740	4,884.00
11/29/2018	GEN	72142	KING MILLING COMPANY	TAXES ON PARKING LOTS	955.000	463	1,788.90
12/12/2018	GEN	72165	BERNARDS ACE HARDWARE	STATEMENT OF ACCOUNT	930.000	463	15.99
12/12/2018	GEN	72188	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS			** VOIDED **
12/12/2018	GEN	72213	TRACTOR SUPPLY CREDIT PLAN	ACCOUNT STATEMENT	930.000	463	9.96
12/12/2018	GEN	72217	VISA	VISA STATEMENT	880.000	740	18.90
12/13/2018	GEN	72224	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	920.000	463	1,231.79
01/03/2019	GEN	72288	LOWELL LIGHT & POWER	STREET LIGHTS/ HANDBOOK	920.000	463	214.87
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							60,615.94

LOWELL DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM



DATE: January 9, 2018

TO: Downtown Development Authority Board of Directors

FROM: Michael T. Burns, City Manager

RE: Decorative Fencing

Lowell Light and Power recently completed construction of a natural gas regulating station on the south side of their building located at 127 N. Broadway St. Resulting from this is the need to build a new fence surrounding it.

LL&P has already agreed to install a chain link privacy fence at the location for at their cost of \$8,470. For an additional \$5,330 a decorative fence can be placed at the site.

I have been discussing this with LL&P and I would suggest being in the downtown district that a decorative fence be installed rather than traditional chain link fencing. It was at then, when it was requested if the DDA would be interested in contributing the additional amount of \$5,330 for the decorative fence.

Those funds were not budgeted and per City purchasing policy, would require three quotes and approval in this case from the Downtown Development Authority. Funds are available in the current budget to do this as I don't anticipate utilizing the amount of funding as anticipated in the capital outlay for replacing the City signs.

Lowell Light and Power secured three quotes and the quote from Grand Rapids Fence Company was the lowest at a total cost of \$13,800.

I recommend the DDA pay the additional cost of the decorative fencing on the Lowell Light and Power property at a cost of \$5,530.

Mike Burns

From: Steve Donkersloot <sdonkersloot@lowell-light.org>
Sent: Thursday, December 06, 2018 2:33 PM
To: Mike Burns
Cc: Rich LaBombard; Ryan Teachworth
Subject: Fence Options in DDA Around New Regulating Stand
Attachments: # 1 Lowell Light & Power (Ryan) 127 N Broadway St 11-19-18 Emailed.pdf; # 2 Lowell Light & Power 127 N Broadway St 11-19-18 Emailed.pdf; Pictures for Lowell Light & Power 12-3-18.pdf; Lowell Light & Power November 2018.doc; LLP SAND.pdf; LLP CL.pdf

Mike,

Attached are the quotes we received for the construction of a new fence around the natural gas regulating station on the south side of our office building. The following is a summary:

1. Chain-link privacy fence:
 - a. \$8,470 from Grand Rapids Fence Company
 - b. \$9,877 from Fence Consultants of West Michigan
 - c. \$11,004 from AAA Fence, LLC (quote shows \$8,250, but \$2,754 needed to be added for the privacy strips; see note in bottom right of quote)
2. Decorative vinyl fence:
 - a. \$13,800 from Grand Rapids Fence Company
 - b. \$19,983 from Fence Consultants of West Michigan
 - c. \$15,838 from AAA Fence, LLC

Attached are pictures of what a vinyl fence would look like vs. chain-link privacy fence. Both can be constructed in many different colors (doesn't have to be the tan or blue as shown in the example). LL&P is willing to pay \$8,470 (the cost for a chain-link fence (the previous fence construction) + the privacy portion (a new feature that wasn't there before)), which would allow for the construction of a chain-link privacy fence. For an additional \$5,330, the decorative fence (utilizing GR Fence Company) can be constructed. Is this something (the decorative fence) you/the DDA would like to see constructed in this area of town? If so: (1) Is the DDA willing to pay the additional \$5,330 for the decorative fence?; and (2) Do you have any thoughts or opinions about what color you would like the fence? If a vinyl decorative fence is the selected option, Ryan and I would like to talk about putting some bumpers on the parking spaces near the fence to ensure the front-ends of vehicles do not damage the fence in the future.

If you have any questions, please let me know. Ryan and I look forward to hearing your thoughts.

Thanks!

Steve

Steven L. Donkersloot
General Manager
Lowell Light and Power
127 N. Broadway St.
Lowell, MI 49331
(616) 897-8402



GRAND RAPIDS FENCE COMPANY

1733 Century Ave. S.W. / Grand Rapids, MI 49503

South End 243-3604 / North End 361-2873

Date 11/18/2018

Attn: Ryan

Customer Name Lowell Light & Power

Phone (H) 616-490-5936

(w)rttechworth@lowell-ligh

Address 127 N Broadway St.

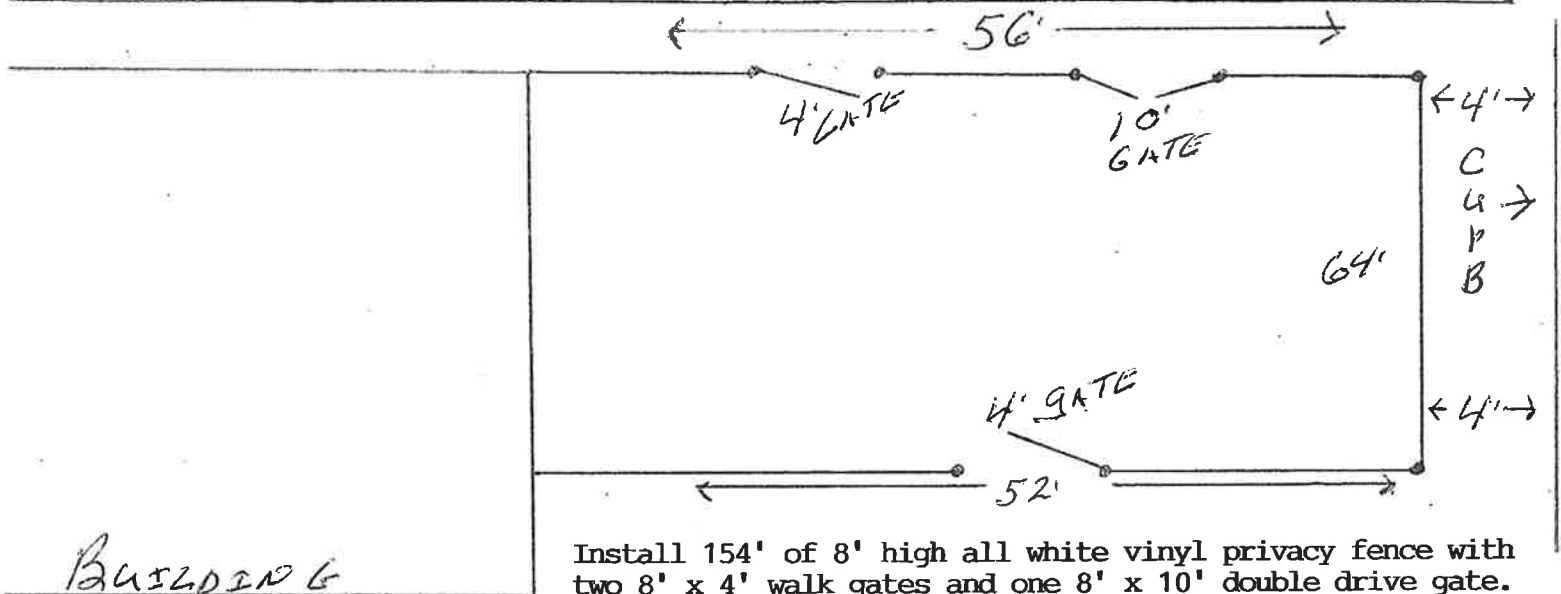
City and State Lowell, MI 49331

Type of Job

Job Site SAME

All Post Set In Concrete.

SIZE	DESCRIPTION	UNIT	QUAN.	SIZE	DESCRIPTION	UNIT	QUAN.
8'	<u>V.I.D.Y.L</u>	FT.	<u>154</u>		Tension Bar	EA.	
	Fabric Ga.	FT.			Tension Bar	EA.	
	Toprail	FT.			Tension Band	EA.	
	Toprail sleeve	FT.			Tension Band	EA.	
<u>5'X5'X11'</u>	Line Post	FT.	<u>10</u>		Tension Band	EA.	
	Line Post	EA.			Tie Wire 9 Ga.	EA.	
	Loop Cap	EA.		<u>BLACK</u>	Male Hinges	EA.	<u>12</u>
<u>5"X5"X11"</u>	Terminal Post	EA.	<u>15</u>	<u>8'X4'</u>	Gate <u>WALK</u>	EA.	<u>2</u>
	Terminal Post	EA.		<u>8'X10'</u>	Gate <u>D.D.</u>	EA.	<u>1</u>
<u>5"X5"</u>	Post Caps	EA.				FT.	
	Post Caps	EA.				EA.	
	Rail End	EA.				EA.	
	Rail End	EA.				EA.	
	Rail End Band	EA.				EA.	
	Rail End Band	EA.				EA.	



Install 154' of 8' high all white vinyl privacy fence with two 8' x 4' walk gates and one 8' x 10' double drive gate.

Labor & Materials ---- \$13,800.00

All Material & Workmanship Guaranteed To Customer Satisfaction.

We Will Call Miss Dig For Staking.

Sales Person: John

Cell Phone: 616-293-2659

TOTAL BID COST \$13,800.00

Visa - Mastercard Accepted





Grand Rapids
615 Eleventh St., NW
Grand Rapids, MI 49504
PH 616-454-1911
Fax 616-233-0422



Holland
1176 Lincoln Ave.
Holland, MI 49423
PH 616-392-3496
Fax 616-392-1346

November 14, 2018

To: Lowell Light & Power Ryan Teachworth

From: Tim Gruss/Fence Consultants

RE: 127 North Broadway Fencing

Option one

Please consider our proposal to supply labor and materials to install 185' of 8' aluminized chain link fence including one 4x8 and one 14' double drive gate, fence to include PDS privacy slats on the above jobsite.

\$ 9,877.00

Option two

Furnish and install 185' of 8' tall Superior White poly vinyl including one 14' Aluminum framed double drive gate and (2) 4' walk gates on the above jobsite.

\$19,983.00

Add if Tan color Wanted \$ 600.00

- 9 gauge aluminized chain link fence hung on ss40 framework 2 1/2 " line posts, 3" terminal posts 3" gate posts 1 5/8" O.D top rail, all posts set in concrete
- Includes Fence Slats
- Option 2 includes Digger Specialties Superior Poly vinyl
- No Clearing, Staking, Bonds, or Special Insurance, or Dewatering included in above price.

To proceed with work please sign and return

Because of unstable material prices, we can hold this quote for only 30 days. I regret any inconvenience.

Thank you for the opportunity to quote this work. If you have any questions, please feel free to call me at (616) 454-1911, or contact me by e-mail at tim@fenceconsultants.com.

**7985 Division Ave, SW
Grand Rapids, MI 49548
Grand Rapids 616.245.3362
Holland 616.392.3333
Muskegon 231.780.0000
Fax 616.245.7334
www.aaafencellc.com**

DATE: 12/6/18

ZIP:

Ryan

We accept



rteachworth@lowell-light.org

Balance of payment is due upon completion. Late payments are subject to interest charges of the rate of 2% per month on unpaid balance. Customer to pay all actual and reasonable attorney fees for contractor's attorney and costs of collections in the event of a contractual dispute that ultimately results in judgement of any amount being taken by the contractor against customer. Price quoted is an estimate. I have read and understand this contract. The price, specifications, and conditions are satisfactory and I hereby accept. You are authorized to do the work as specified. Down payment will be used in Lieu of signature for acceptance of this contract.

Date _____

Date _____

**Before We Dig
We Will Call Miss Dig
1-800-482-7171**

**We assume NO responsibility
for damages to hidden utilities, including
underground sprinklers.**

confirmation number

confirmation number

AAA Fence, LLC
 7985 Division Ave, SW
 Grand Rapids, MI 49548
 Grand Rapids 616.245.3362
 Holland 616.392.3333
 Muskegon 231.780.0000
 Fax 616.245.7334
 www.aaafencellc.com

NAME: Lowell Light & Power		DATE: 12/6/18	
ADDRESS: 2552 Bowes			
CITY: Lowell		STATE:	ZIP:
TELEPHONE: 616.490.5936		Ryan	

Long After the Sweetness of Low price is Gone,
 The Bitterness of the Poor Quality Remains.



We accept



161	Wire			Height 96"x 9 Ga. Galvanized Chain Link
161	Top Rail			Diameter 1 5/8" SPS 20
16	Line Post			Diameter 2" 1/2" Length 10' SS20
8	End Post			Diameter 3" Length 11' SS20
2	Corner Post			Diameter 3" Length 11' SS20
1	Walk Gate			Width 36" Height 96" Welded Frame
1	Double Drive Gate			Width 10' Height 96" Welded Frame
26	Hard Surface			
				rteachworth@lowell-light.org
	TOTAL		\$8,250.00	Installed All Post Set in Cement

Cost of Transaction \$ **8,250.00** Down Payment \$ **PO#** Balance Due on Completion \$ **8,250.00**

Balance of payment is due upon completion. Late payments are subject to interest charges of the rate of 2% per month on unpaid balance.
 Customer to pay all actual and reasonable attorney fees for contractor's attorney and costs of collections in the event of a contractual dispute that ultimately results in judgement of any amount being taken by the contractor against customer. Price quoted is an estimate. I have read and understand this contract. The price, specifications, and conditions are satisfactory and I hereby accept. You are authorized to do the work as specified.
 Down payment will be used in Lieu of signature for acceptance of this contract.

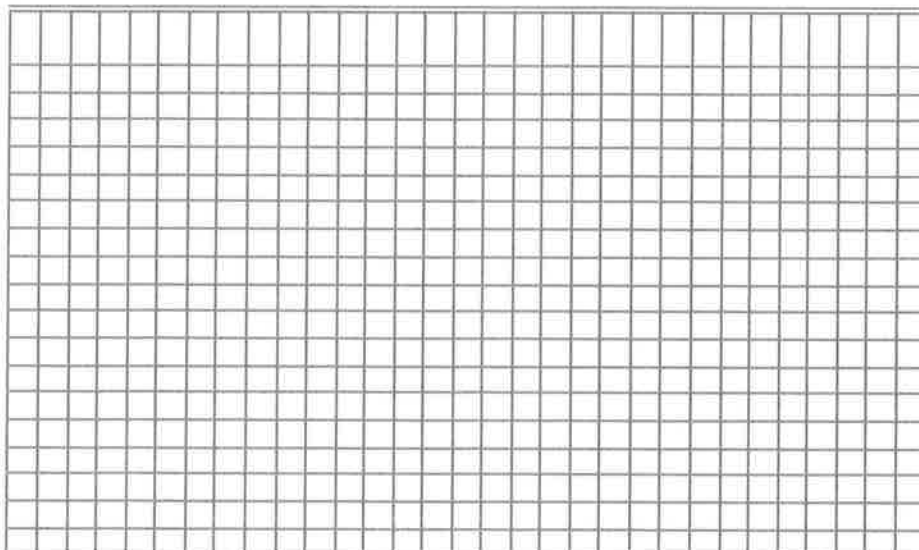
CUSTOMER SIGNATURE _____

Date _____

ACCEPTED BY _____

Date _____

Attention: Customer responsible for lot lines, dirt removal, cleaning fence lines, and permits, if any.



**Before We Dig
 We Will Call Miss Dig
 1-800-482-7171**

**We assume NO responsibility
 for damages to hidden utilities, including
 underground sprinklers.**

confirmation number

Alternate: Add Privacy Strips
 Add \$ 2754.00 Installed