

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
THURSDAY, MARCH 07, 2019**

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

The Meeting was called to order at 12:20 p.m. by Chair Reagan.

Present: Boardmembers April McClure, Brian Doyle, Mike DeVore, Rita Reister, Eric Wakeman, Julie DeVoe, Mike Springer and Chair Jim Reagan.

Absent: Boardmember Rick Seese.

Also Present: City Manager Michael Burns, Deputy Clerk Amy Brown, Police Chief Steve Bukala, and City Treasurer Sue Olin.

**2. APPROVAL OF THE AGENDA**

IT WAS MOVED BY REISTER and seconded SPRINGER to approve the agenda as written.  
YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

**3. APPROVAL OF THE MINUTES**

IT WAS MOVED BY DOYLE and seconded by DEVORE to approve the minutes of October 11, 2018 as corrected and the minutes of January 10, 2019 as written.  
YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

**4. TREASURER'S REPORT**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FINANCIAL STATEMENT  
March 4, 2019**

Beginning Balance:	\$273,118.62
Revenue:	
TIFA Revenue	\$524,559.35
Interest	1,963.16
Total Revenues	\$799,641.13
Expenditures:	
Capital Outlay	\$1,180.00
Salaries	\$31,824.00
Maintenance Supplies	\$34,876.89
Utilities	\$11,608.92
Misc	\$53,640.58
and	
Community	Promotions

Accrued Wages	\$2,454.14
Administration	\$13,721.67
Accrued Payables	\$10,195.92
 Transfer to General Fund	 \$151,273.00
 <i>Total Expenditures:</i>	 \$310,775.12
 Ending Balance	 \$488,866.01

IT WAS MOVED BY SPRINGER and seconded by DEVORE to accept the Treasurer’s Report as submitted.  
YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

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

There were no public comments.

6. **OLD BUSINESS**

There was none.

7. **NEW BUSINESS**

a. **Riverwalk Sounds System.**

City Manager Michael Burns stated a request was received from the Lowell Area Chamber of Commerce to install a sound system for the Riverwalk area. This would allow the City to have sound in music throughout the year. The music can be incorporated for Riverwalk, summer concert series and Christmas events. It would be an enhancement to the area in addition to the Showboat improvements being planned. The plan would be for the speakers to be placed at certain points throughout the park. We anticipate 700 feet of cable that would be buried in areas along the river walk. While this was not budgeted in the current fiscal year, we do not anticipate budgeting additional funds for sign replacement. We were able to repaint the “Welcome to Lowell” signs at a significantly lower cost than replacing them. This project must go out for competitive bid in accordance with the City’s purchasing policy since this is an estimate cost of over \$10,000.

The board all conceded that this would be an improvement to the Riverwalk and will make sure it is a zoned system so areas can be turned on or off at any time. The City will go out for bid on the Riverwalk Sounds System project.

b. **Riverside Street Resurfacing.**

City Manager Michael Burns stated for the upcoming Fiscal Year 2020 budget, he had requested an estimate from Williams & Works for reconstructing Riverside Drive from just south of the Backwater Café up to the north part of the Lowell Light & Power building. This consists of approximately 350 feet of road work which would include asphalt removal, curb replacement, sidewalk ramps, a new catch basin, new underdrains and manhole covers. The City requested two separate options for construction. The first option is to remove and replace the asphalt. Cost for this would be estimated at \$90,000. The second option is to completely reconstruct the roadway and would cost \$107,000. While it is \$17,000.00 more, it might be best to have a full reconstruction for this section of the road.

The board conceded to consider this project for the next fiscal year. It will go out for bid in June with the intent to begin construction early in the upcoming fiscal year.

c. Fiscal Year 2020 Budget.

City Manager Michael Burns stated that next month he will be presenting the proposed budget for the next year and just wanted to mention a couple things to think about. We are seeing a significant revenue increase in the last year compared to what we have seen in the past. This year we are anticipating about \$570,000. in revenue and while we haven't broken down the pre Board of Review taxable value for the district yet, we anticipate it will be somewhere in that range. Burns will be asking the DDA to consider paying more on the City Hall building bond, paying a higher percentage of the City managers salary and benefits as well as using some funds for bump outs and some issues that need to be addressed on fixing Monroe. Burns does anticipate keeping the same marketing funds as last year.

d. DDA Law Changes.

City Manager Michael Burns presented a power point explaining the new legislation and the changes we will need to make to be compliant.

8. **REPORTS AND MEMBER COMMENTS**

There were none.

IT WAS MOVED BY DOYLE and seconded by SPRINGER to adjourn at 12:54 p.m.

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

Date:

APPROVED:

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James E. Reagan, Chair

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Amy Brown, Deputy Clerk