



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

CITY OF LOWELL  
DOWNTOWN DEVELOPMENT AUTHORITY  
THURSDAY, DECEMBER 5, 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. APPROVAL MINUTES OF PREVIOUS MEETING(S)
  - a) October 10, 2019
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. NEW BUSINESS
  - a) Approval of the 2020 meeting dates
  - b) Engineering for Riverside Drive
  - c) Amity Street
8. REPORTS AND MEMBER COMMENTS
9. CLOSED SESSION – to purchase property
10. ADJOURNMENT

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
INFORMATIONAL MEETING  
THURSDAY, OCTOBER 10, 2019**

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

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

Present: Boardmembers Mike DeVore, Brian Doyle, Eric Wakeman, Julie DeVoe, Mike Sprenger, Rick Seese, Rita Reister and Chair Jim Reagan.

Absent: Vacancy.

Also Present: City Manager Michael Burns, Clerk Susan Ullery, Police Chief Steve Bukala, and City Treasurer Sue Olin.

**2. EXCUSE OF ABSENCES.**

There were none.

**3. APPROVAL OF THE AGENDA.**

IT WAS MOVED BY SPRENGER and seconded DEVORE to approve the agenda as written.

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

**4. APPROVAL OF THE MINUTES.**

IT WAS MOVED BY DEVORE and seconded by WAKEMAN to approve the minutes of March 7, 2019 as written.

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

**5. TREASURER'S REPORT.**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FINANCIAL STATEMENT  
October 10, 2019**

Beginning Balance:	\$445,744.04
Revenue:	
TIFA Revenue	\$434,544.65
Total Revenues	\$880,288.69
Expenditures:	
Capital Outlay	\$1,241.56
Salaries	\$10,137.57
Maintenance Supplies	\$4,908.05

Utilities	\$3,409.79
Misc. and Community Promotions	\$314.51
Accrued Wages	\$2,802.05
Administration	\$11,593.84
Accrued Payables	\$1,279.28
Transfer to Equipment	
Transfer to General Fund	
<b>Total Expenditures:</b>	<b>\$35,686.65</b>
<b>Ending Balance</b>	<b>\$844,602.04</b>

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

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

There were no public comments.

7. **OLD BUSINESS.**

- a. Riverwalk Sound System – 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 sound in music throughout the year. The music can be incorporated for Riverwalk, summer concert series and Christmas events. In addition, we could have music at the site at any time we wish if this were installed. It would be an enhancement to the area in addition to the Showboat improvements being planned.

IT WAS MOVED BY DEVORE and seconded by SPRENGER to recommend a cost not to exceed \$12,783.53 for Clear Sky Technologies to install a sound system for the Riverwalk.

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

8. **NEW BUSINESS.**

- a. Christmas Marketing. – The DDA has received its annual Christmas in Lowell marketing funds requests from the Lowell Area Chamber of Commerce. The DDA has provided sponsorship for a number of years on these events in the Downtown district.

This year the Chamber of Commerce is recommending \$6,450 in sponsorship for the event.

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

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

- b. Marketing. – The DDA has received its annual marketing funds requests from the Lowell Area Chamber of Commerce. Last year the City gave the Chamber \$40,000 for their marketing efforts.

This year the Chamber of Commerce is requesting \$40,000 in sponsorship. This amount is budgeted for our current fiscal year.

Venture Creations provides social media advertising plus photo's and video for the Chamber. Representatives provided a short video and powerpoint showing the results from their service.

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

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

- c. Annual Report. – Burns presented the annual report on status of tax increment financing plan. The City is required to file this. It will also be posted on the website.

Burns also noted this is an information meeting that the City is required to hold.

9. **REPORTS AND MEMBER COMMENTS.**

Chair Reagan reminded everyone to vote at the November 5, 2019 election.

It was also noted that personal property taxes are being phased out through 2023.

IT WAS MOVED BY DEVORE to adjourn at 12:38 p.m.

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

Date:

APPROVED:

\_\_\_\_\_  
James E. Reagan, Chair

\_\_\_\_\_  
Susan Ullery, Lowell City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FINANCIAL STATEMENT  
December 4, 2019

Beginning Balance:	\$445,744.04
Revenue:	
TIFA Revenue	\$476,944.32
Interest	2,497.05
Total Revenues	\$925,185.41
Expenditures:	
Capital Outlay	\$1,241.56
Salaries	\$13,659.26
Maintenance Supplies	\$10,473.30
Utilities	\$4,981.34
Misc and Community Promotions	\$52,119.52
Accrued Wages	\$2,802.05
Administration	\$18,734.26
Accrued Payables	\$1,279.28
Transfer to Equipment	
Transfer to General Fund	
<i>Total Expenditures:</i>	\$105,290.57
Ending Balance	\$819,894.84

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 10/09/2019 - 12/04/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
10/14/2019	GEN	73481	KING MILLING COMPANY	TAXES ON PARKING LOT	955.000	463	1,828.66
10/18/2019	GEN	73515	KERKSTRA PORTABLE, INC.	BOAT LAUNCH PORTABLE RESTROOM	880.000	740	210.00
10/21/2019	GEN	73533	PETTY CASH	PETTY CASH	880.000	740	7.75
11/01/2019	GEN	73553	GREATER LOWELL CHAMBER FOUND.	DDA - 2019-2020 MARKETING PLAN	880.000	740	40,000.00
11/01/2019	GEN	73562	LOWELL AREA CHAMBER	DDA - 2019 CHRISTMAS ACTIVITIES	880.000	740	6,450.00
11/01/2019	GEN	73565	MAG PLUMBING SERVICE LLC	WINERIZED IRRIGATIONS	740.000	463	393.75
11/01/2019	GEN	73573	SITEONE LANDSCAPE SUPPLY LLC	SUPPLIES	740.000	463	100.00
11/12/2019	GEN	73601	HANAH'S FLAG & BANNERS LLC	FLAGS	740.000	463	156.46
11/12/2019	GEN	73608	KERKSTRA PORTABLE, INC.	BOAT LAUNCH RESTROOMS	740.000	463	210.00
11/12/2019	GEN	73615	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	920.000	463	524.58
11/12/2019	GEN	73629	THE VERDIN COMPANY	STREET CLOCK 2020 MAINT AGRMT	930.000	463	630.00
11/12/2019	GEN	73635	VISA	MERCANTILE VISA STMT	880.000	740	43.26
11/22/2019	GEN	73648	BEHRENS LIMITED, LCC	MUTT MITTS	740.000	463	88.85
11/22/2019	GEN	73662	HOMETOWN DECORATION AND DISPLAY LLC	HOLIDAY DECORATIONS	880.000	740	4,884.00
11/26/2019	GEN	73699	MAG PLUMBING SERVICE LLC	WINTERIZED IRRIGATION SYSTEMS	930.000	463	262.50
				WINTERIZED IRRIGATION SYSTEMS	930.000	463	131.25
				WINTERIZED IRRIGATION SYSTEMS	930.000	463	131.25
				CHECK GEN 73699 TOTAL FOR FUND 248:			525.00
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			56,052.31



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**2020 DOWNTOWN DEVELOPMENT AUTHORITY MEETING DATES**  
**12:00 NOON**  
**CITY COUNCIL CHAMBERS – SECOND FLOOR**

January	9	July	9
February	6	August	6
March	5	September	10
April	9	October	8
May	7	November	12
June	4	December	10

# LOWELL DOWNTOWN DEVELOPMENT AUTHORITY

## MEMORANDUM



**DATE: December 4, 2019**

**TO: Downtown Development Authority Board of Directors**

**FROM: Michael T. Burns, City Manager**

**RE: Engineering for Riverside Drive**

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In the current fiscal year, funds are budgeted to reconstruct Riverside Drive from near Backwater Café to near Elm Street. This project is in the Downtown District and road improvements in the district are an allowable expense under the Downtown Development Authority statute.

Attached is a proposal for design engineering for the reconstruction of Riverside Dr. This will allow for Williams and Works to survey, 3 soil borings, design engineering, developing bid specifications and administering the bid process for this project.

The cost for these services is \$7,400.

We are looking at tying this project in with a proposed project for Suffolk, Elizabeth and Howard Streets with the potential for reducing all overall costs. That project we are planning to begin when school ends for the summer in June 2020. We might be able to schedule this project for just before work for those streets begin and thus reduce some construction costs.

**I am recommending the Downtown Development Authority approve a proposal for Williams and Works for design engineering for Riverside Drive at a cost not to exceed \$7,400.**



# williams&works

engineers | surveyors | planners

November 22, 2019

Mr. Dan Czarnecki,  
Public Works Director  
City of Lowell  
301 E. Main Street  
Lowell, MI 49331

RE: Riverside Street Improvements - Design Services

Dear Mr. Czarnecki:

On January 29, 2019, we provided the City of Lowell with a letter outlining a preliminary opinion of cost for improving a portion of Riverside Street adjacent to the City parking lot and Riverside's intersection with N. Broadway Street. We understand the City wishes to proceed with the design of this work now so that it can be pursued during the 2020 construction season.

### **Construction Scope**

The scope of the proposed construction project was outlined in our January 29, 2019, which is attached.

### **Professional Design Services**

Williams & Works proposes to provide the following services in order to prepare the project for construction in June, 2020.

### *Note:*

*Based on our conversations with the City Manager, we understand that the current intent is to include the Riverside St. improvements in the proposed project for Suffolk, Howard and Elizabeth streets as a single contract. Our engineering services and proposed fees are based on that approach.*

- **Soil Borings** – We recommend that soil borings be taken to verify the thickness of the HMA and make-up of the underlying base materials. This will help determine the proper resurfacing process and identify areas for potential base material upgrades. For this proposal, we are assuming that 3 borings be performed.
- **Survey** – As we anticipate that drainage improvements and changes to the curb design adjacent to Lowell Light & Power will be required, we recommend that a full topographic survey be provided. The survey will identify features such as drive openings, power poles, sidewalk ramps, utility locations and drainage structure that will aid in the design.
- **Design** – Using the soil boring and survey information, we will prepare preliminary plans, specifications and estimates for the project. Once complete, we will review the documents in detail with City staff. After review, we will address all comments and prepare final plans, specifications, contract documents and estimate ready for bidding.

- **Advertisement & Bidding** – We propose to include this work in a single bid package along with the Suffolk-Howard-Elizabeth Street project. However, we will work with the City to organize the construction timing and accounting for the two project areas to fit with the City's desired operational and accounting needs.

### **Schedule**

Upon authorization, we will add this new scope to our current design efforts on the Suffolk - Howard-Elizabeth Street project to allow the City to advertise and bid the project at their earliest convenience in the coming year.

### **Proposed Fee**

We propose to provide the above soil boring, survey and design services for the Riverside Street Improvement project for the **not-to-exceed amount of \$7,400**.

Thank you and please contact us should you have any questions about our proposed scope or fees.

Respectfully,

Williams & Works



Dave Austin, P.E.

cc: Mike Burns, City Manager

# williams&works

engineers | surveyors | planners

January 29, 2019

Mr. Rich LaBombard, Assistant City Manager  
City of Lowell  
301 E. Main Street  
Lowell, MI 49331

RE: Riverside Street Reconstruction – Preliminary Opinion of Cost

Dear Mr. LaBombard:

At your request, we have prepared a preliminary opinion of cost for improving a portion of Riverside Street adjacent to the City parking lot and Riverside's intersection with N. Broadway Street (see attached graphic).

Based on our field meeting with you on January 11, 2018 we have developed the following list of assumptions in preparing this cost opinion.

- **Limits** – Starting on the south end, just south of the Backwater Café. Includes paving of Lowell Light & Power garage entrance.
- **Length** – 350 ft. (approx.)
- **Width** - Full width. Varies from approx.. 21 ft. to 52 ft.
- **Treatment** – Completely remove and replace existing asphalt, assuming base is OK. Otherwise, full reconstruction (new sand, gravel, 3.5 inches asphalt).
- **Curbs** – Remove all existing tall “E” curb on west side next to Light & Power, regrade and replace “F” curb. Also assumes 50% of remaining “F” curb to be replaced. Assumes Removal and replacement of gutter pan for north parking lot entrance.
- **Sidewalk Ramps** – 2 new ramps planned for along the west side.
- **Drainage** – Assumes placement of one new catch basin connecting to existing storm sewer to assist with drainage on the west side near LLP garage,
- **Underdrains** – Install new 6 inch underdrains. Both sides.
- **Manhole Covers** – Assume replace all utility covers

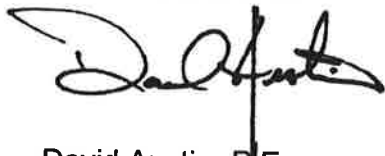
The estimated costs for the two alternatives are as follows. In order to determine the viability of the base materials, pavement cores and soil borings will need to be taken prior to design.

	<u>Remove &amp; Replace</u>	<u>Full Reconstruction</u>
<b>Construction</b>	\$ 69,000	\$ 82,000
<b>Contingencies @ 15%</b>	\$ 10,500	\$ 12,500
<b>Engineering @ 15%</b>	\$ 10,500	\$ 12,500
<b>Total Project Estimate</b>	<b>\$ 90,000</b>	<b>\$ 107,000</b>

A detailed copy of the cost opinion is attached. We are happy to meet with you to discuss this in more detail at your convenience.

Sincerely,

**Williams & Works**



David Austin, P.E.

attach:

cc: Mike Burns, City of Lowell

# LOWELL DOWNTOWN DEVELOPMENT AUTHORITY

## MEMORANDUM



**DATE: December 4, 2019**

**TO: Downtown Development Authority Board of Directors**

**FROM: Michael T. Burns, City Manager**

**RE: Amity Street**

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Last fiscal year, the City submitted a Transportation Economic Development Fund grant to reconstruct Amity St. At the time, we asked the State of Michigan for \$250,000 or half the cost to reconstruct Amity. The City along with no other community in West Michigan received any funding from this grant for Amity.

The Kent County Community Development Block Grant (CDBG) application process has just begun and we are looking at submitting a grant for Amity. We intend to apply for half of the construction costs. This will require the City to fund the remaining portion for the grant.

Amity St. from Main St. to Elm is in the Downtown Development Authority District. The total cost to reconstruct the seven blocks of Amity is approximately \$500,000. The most the DDA could fund of this project is \$142,857. This will be an important part of our grant application and relieves the Local Street Fund from a portion of this expenditure and allows them to address other streets in the network.

If the City received this grant, the window to complete the project is from August 2020 until April 2021. Being there are minimal underground utility issues, the timeline for the project is relatively short. However, the project will commence during the time school is in session.

This project would be budgeted for the 2021 Fiscal Year. However, funds are available currently to complete this contribution.

**I recommend the Lowell Downtown Development Authority set aside funds to pave Amity Street from Main St. to Elm Street in conjunction with the reconstruction of Amity St.**