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CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
INFORMATIONAL MEETING
THURSDAY, JUNE 4, 2020
12 NOON

Join Zoom Meeting

<https://us02web.zoom.us/j/86971330199>

Meeting ID: 869 7133 0199

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1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) April 16, 2020
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. NEW BUSINESS
 - a) Re-Opening of Lowell
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
ZOOM MEETING
THURSDAY, APRIL 16, 2020**

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

The Meeting was called to order at 12:06 p.m. by Chair Reagan.

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

Absent: Board member Mike DeVore.

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

2. **EXCUSE OF ABSENCES.**

IT WAS MOVED BY REISTER seconded by SPRENGER to excuse the absence of board member DeVore.

YES: 7. NO: 0. ABSENT: 1. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY WAKEMAN and seconded by DEVOE to approve the agenda as written.

YES: 7. NO: 0. ABSENT: 1. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES.**

IT WAS MOVED BY WAKEMAN and seconded DEVOE by to approve the minutes of January 9, 2020 as written.

YES: 7. NO: 0. ABSENT: 1. MOTION CARRIED.

5. **TREASURER'S REPORT.**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
January 9, 2020**

Beginning Balance:	\$445,744.04
Revenue:	
TIFA Revenue	\$542,820.26
Interest	5,501.34
Loans	165,000.00

Total Revenues	\$1,159,065.64
Expenditures:	
Capital Outlay	\$245,698.95
Salaries	\$19,929.24
Maintenance Supplies	\$15,634.55
Utilities	\$11,701.64
Misc. and Community Promot.	\$52,245.68
Accrued Wages	\$2,802.05
Administration	\$34,674.21
Accrued Payables	\$1,279.28
Transfer to Equipment	
Transfer to General Fund	303,382.00
<i>Total Expenditures:</i>	<i>\$687,347.60</i>
Ending Balance	\$471,718.04

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

YES: 7.

NO: 0.

ABSENT: 1.

MOTION CARRIED.

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

There were no public comments.

7. **OLD BUSINESS**

a. **Riverside Dr. Reconstruction.**

Public Works Director Dan Czarnecki explained the portion of Riverside Drive in front of the Light and Power building has designed for reconstruction. The work includes the replacement of approximately 365 feet of pavement along with any substandard base materials, new curb along the west side of the street, new drainage on the east side, and remarking on the angled parking places.

This project was combined with our 2020 Street Improvements Project (paving of Elizabeth, Howard, Suffolk) of which the bids were opened on April 8th. The low bid was received from CL Trucking, however, their bid included a stipulation of starting in August with completion in the fall. This does not fit our projected schedule to complete the work by mid-August and be done before school starts back up. The next lowest bidder was USA Earthworks. It will be Czarnecki's recommendation that City Council accepts their bid at the upcoming City Council meeting.

Our engineers, Williams and Works, have broken out the Riverside Drive portion from the overall project bid we received from USA Earthworks. The construction costs for Riverside Drive are projected to be \$80,000. The engineer's oversight/testing is projected to be \$7,800, and contingency allowance is \$6,000. The overall projected cost for the Riverside Drive portion of our 2020 Street

Improvements Project is \$93,800. This project has been budgeted in the current fiscal year at \$110,000 (248-450-970.000). Dave Austin provided a memo outlining the Riverside Drive project and the anticipated costs associated with it.

Development Authority approve the Riverside Drive project for construction work and engineering oversight in the amount of \$93,800.

YES: 7. NO: 0. ABSENT: 1. MOTION CARRIED.

8. NEW BUSINESS.

a. Summer Concert Series.

City Manager Mike Burns explained the we are receiving our annual request for the DDA to sponsor a portion of the costs for the 2020 Lowell Showboat Sizzlin' Summer Concert Series. The DDA has been participating for this for a number of year.

With the COVID-19 pandemic, the Chamber of Commerce is anticipating the events but plan to move the first three June events to August. We are being asked to contribute \$6,000 for these events. This is the same amount we sponsored last year.

IT WAS MOVED BY DOYLE and seconded by SPRENGER to approve the contribution of \$6,000 for the Sizzling Summer Concert Series.

YES: 7. NO: 0. ABSENT: 1. MOTION CARRIED.

b. Fiscal Year Budget 2020-21.

City Manager Mike Burns presented the proposed Fiscal Year 2020-21 Budget. This upcoming year we anticipate a \$51,000 increase to the DDA fund. We anticipate \$600,000 in property taxes to the DDA. With the overall situation with COVID-19, property taxes for the time being are relatively set. Burns indicated the General Fund today is projecting about \$100,000 in losses at this time from sales taxes and the Lowell Light and Power Pilot. He expects about a \$60,000 reduction in our gas tax revenues. The city is also losing revenue currently in the water and sewer funds because we have received less payment in the past month and anticipate this going forward. However, at this point these are mere predictions. He anticipates better analysis sometime in May and this scenario could be better or worse. That said, since his responsibility is to prepare all city funds, he is utilizing each budget and responsible for managing to help the general fund in areas where it legally can. The City maybe facing a dire situation and Burns is attempting to ensure the City can come out of this in a fiscally sound position and also continuing to address goals of the City Council.

While property taxes are not being impacted now, this is possible to change in the future. With the current status of the economy, Burns anticipates the possibility of businesses contesting their property taxes through the tax tribunal process. If those rule unfavorably for the City, this could significantly impact the DDA as I would anticipate this being an issue to impact revenue in the future. That said,

9. **REPORTS AND MEMBER COMMENTS.**

No comments were noted.

IT WAS MOVED BY WAKEMAN and seconded by DEVORE to adjourn at 12:14.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
May 27, 2020

Beginning Balance:	\$445,744.04
Revenue:	
TIFA Revenue	\$549,128.68
Interest	5,501.34
Loan proceeds	165,000.00
Total Revenues	 \$1,165,374.06
Expenditures:	
Capital Outlay	\$258,367.08
Salaries	\$21,758.18
Maintenance Supplies	\$16,511.06
Utilities	\$12,729.47
Misc and Community Promotions	\$52,245.68
Accrued Wages	\$2,802.05
Administration	\$37,847.83
Accrued Payables	\$1,279.28
Transfer to Equipment	
Transfer to General Fund	303,382.00
<i>Total Expenditures:</i>	 \$706,922.63
Ending Balance	 \$458,451.43

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 04/15/2020 - 05/27/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/16/2020	GEN	74218	LOWELL LIGHT & POWER	ELECTRIC STATMENTS MARCH 2020	920.000	463	535.15
04/30/2020	GEN	74246	GROUNDHAWG EXCAVATING & LANDSCAPING	SIDEWALK WORK	970.000	450	12,668.13
05/14/2020	GEN	74292	LOWELL LIGHT & POWER	ELECTRIC STATMENTS	920.000	463	492.68
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							13,695.96