

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
ZOOM MEETING
THURSDAY, NOVEMBER 5, 2020**

1. CALL TO ORDER; ROLL CALL.

The Meeting was called to order at 12:00 p.m. by Chair Reagan.

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

Absent: None.

Also Present: City Manager Michael Burns, City Clerk Susan Ullery, Dan Czarnecki and Police Chief Christ Hurst.

2. APPROVAL OF THE AGENDA.

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

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

3. APPROVAL OF THE MINUTES.

IT WAS MOVED BY REISTER and seconded by WAKEMAN by to approve the minutes of September 10, 2020 as written.

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

4. TREASURER'S REPORT.

City Manager Michael Burn gave the treasurers report.

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
November 5, 2020**

Beginning Balance:	\$427,461.68
Revenue:	
TIFA Revenue	\$542,800.00
Interest	
Total Revenues	\$734,961.68
Expenditures:	
Capital Outlay	\$72,235.19
Salaries	\$8,193.03
Maintenance Supplies	\$12,333.47
Utilities	\$4,845.90
Misc and Community Promotions	

Accrued Wages	\$4,626.50
Administration	\$14,530.90
Accrued Payables	\$2,901.55
Transfer to Equipment	
Transfer to General Fund	
Debt Service to light and power	\$34,263.28
<i>Total Expenditures:</i>	<i>\$153,929.82</i>
Ending Balance	\$817,331.86

IT WAS MOVED BY SPRENGER and seconded by DEVORE by to approve the financial report submitted by the City Treasurer.

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

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

There were no public comments.

6. **OLD BUSINESS**

- a) Amity. City Manager Michael Burns updated the DDA on the Amity Street project. The project cost for the DDA is \$144,000 and it is currently in the design engineering stages at this point. This is a federally approved project with CDBG funding. The City can either go to the local county for CDBG funds or the State of Michigan. This is on a three-year cycle for funding. The project should be done before school begins and therefore should have no impact on school traffic.

7. **NEW BUSINESS.**

- a) Christmas Marketing.

City Manager Mike Burns stated 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 \$3350 in sponsorship for the event. This is lower than years past but there are a number of changes this year due to COVID-19.

Executive Director Liz Baker stated the Chamber is organizing a drive by parade at the fairgrounds with Santa being at the end. They are also going to be hosting a four-part series with Santa on YouTube and social media. There is going to be a "walk by Santa" where people can visit him on the Showboat. Baker also noted there is going to be a new video that will be paid for out of the marketing budget.

A request was made to add \$150 into the requested amount covering police services at the event.

IT WAS MOVED BY DOYLE and seconded by WAKEMAN that the Downtown Development Authority provide a sponsorship to the Lowell Area Chamber of Commerce at a cost not to exceed \$3,500 (\$150 for two hours/police) for the Christmas in Lowell marketing sponsorship. to approve the request from the Lowell Area

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

- b. Monroe/Washington. Public Works Director Dan Czarnecki explained the plans for a major water and sewer replacement over 2022/23 with a full road replacement.

Overviews of both projects have been developed utilizing the asset management plans that have been previously developed for our storm water system and the sanitary sewer utility, the water reliability study, and the street PASER ratings.

8. **REPORTS AND MEMBER COMMENTS.**

Todd Schaal questioned who is responsible for keeping the downtown area looking sharp. It needs attention as the trash cans, benches and fences are looking run down.

IT WAS MOVED BY REGAN and seconded by REISTER to adjourn at 12:25.

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

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk