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CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, SEPTEMBER 9, 2020
12 NOON

Join Zoom Meeting

<https://us02web.zoom.us/j/87348403567>

Meeting ID: 873 4840 3567

One tap mobile

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Meeting ID: 873 4840 3567

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) June 4, 2020
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Riverside Street
 - b) Amity Street
7. NEW BUSINESS
 - a) Fred Meijer Flat River Trail
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
ZOOM MEETING
THURSDAY, JUNE 4, 2020**

1. CALL TO ORDER; ROLL CALL.

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

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

Absent: Board members Mike DeVore, Mike Sprenger and Eric Wakeman.

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

2. EXCUSE OF ABSENCES.

IT WAS MOVED BY REAGAN seconded by DOYLE to excuse the absences of board member DeVore Sprenger and Wakeman.

YES: 5. NO: 0. ABSENT: 3. MOTION CARRIED.

3. APPROVAL OF THE AGENDA.

IT WAS MOVED BY REISTER and seconded by SEESE to approve the agenda as written.

YES: 5. NO: 0. ABSENT: 3. MOTION CARRIED.

4. APPROVAL OF THE MINUTES.

IT WAS MOVED BY DOYLE and seconded SEESE by to approve the minutes of April 16, 2020 as written.

YES: 5. NO: 0. ABSENT: 3. MOTION CARRIED.

5. TREASURER'S REPORT.

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
JUNE 4, 2020**

Beginning Balance:	\$445,744.04
Revenue:	
TIFA Revenue	\$549,128.68
Interest	5,501.34
Loans	165,000.00

Total Revenues	\$1,165,374.06
Expenditures:	
Capital Outlay	\$258,367.08922.63
Salaries	\$21,758.18
Maintenance Supplies	\$16,511.06
Utilities	\$12,729.47
Misc. and Community Promot.	\$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

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

YES: 5. NO: 0. ABSENT: 3. MOTION CARRIED.

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

There were no public comments.

7. **OLD BUSINESS**

None.

8. **NEW BUSINESS.**

a. **Reopening of Lowell.**

City Manager Mike Burns updated the board on the re-opening of Lowell. He explained several possible grants available such as the MEDC – Match on Main. This is a cash relief program for businesses with less than 25 employees. So far 17 applicants have applied with each getting approximately \$2,900.00 if the grant is received.

Burns noted we should know if the grant was received by June 10th.

Other projects include reaching out to the downtown restaurants to see if they are interested in using public area for additional tables for their patrons to sit at for social distancing.

Also, the City Council recently passed a moratorium to the sign ordinance which will now allow downtown businesses to have two sandwich board signs through October 8, 2020.

It was also noted businesses are allowed to have special events lasting four hours or less with the approval from the City Manager. Anything more than that requires City Council approval.

Burns urged the board to bring any other ideas forward to help the local businesses.

Paving of Riverside Drive will begin after July 4th.

Lowell Chamber of Commerce Director Liz Baker stated the Summer Concerts and the Riverwalk Festival has been canceled. The Farmers Market will begin on June 18, 2020 at Impact Church.

9. **REPORTS AND MEMBER COMMENTS.**

No comments were noted.

IT WAS MOVED BY REISTER and seconded by SEESE to adjourn at 12:26.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY FUND
FINANCIAL STATEMENT
September 4, 2020

Beginning Balance:	\$427,461.68
Revenue:	
TIFA Revenue	\$307,500.00
Interest	
Total Revenues	\$734,961.68
Expenditures:	
Capital Outlay	\$72,235.19
Salaries	\$4,136.24
Maintenance Supplies	\$9,372.72
Utilities	\$2,986.72
Misc and Community Promotions	
Accrued Wages	\$4,626.50
Administration	\$5,529.32
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>	\$136,051.52
Ending Balance	\$598,910.16

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 05/28/2020 - 09/09/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
06/12/2020	GEN	74372	LOWELL LIGHT & POWER	ELELECTRIC STATEMENTS	920.000	463	437.43
06/12/2020	GEN	74381	O'LEARY PAINT	STREET SUPPLIES			** VOIDED **
				TRAFFIC PAINT			** VOIDED **
				TRAFFIC PAINT			** VOIDED **
06/12/2020	GEN	74390	SITEONE LANDSCAPE SUPPLY LLC	LAWN SPRINKLER R & M	740.000	463	89.63
				LAWN SPRINKLER R & M	930.000	463	111.41
				CHECK GEN 74390 TOTAL FOR FUND 248:			<u>201.04</u>
06/12/2020	GEN	74404	X-CEL CHEMICAL SPECIALTIES CO.	TRAFFIC PAINT	740.000	463	153.12
06/15/2020	GEN	74405	O'LEARY PAINT	CONTRACTOR TIP	740.000	463	12.50
06/26/2020	GEN	74429	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - BOAT LAUNCH	740.000	463	230.00
07/17/2020	GEN	74472	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	930.000	463	21.30
07/17/2020	GEN	74475	CITY OF LOWELL	SUMMER TAX 41-20-02-404-003	740.000	463	1,503.21
07/17/2020	GEN	74478	DICKINSON WRIGHT PLLC	RIVERSIDE PARK	740.000	463	92.50
				RIVERSIDE PARK	740.000	463	203.50
				CHECK GEN 74478 TOTAL FOR FUND 248:			<u>296.00</u>
07/17/2020	GEN	74498	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	920.000	463	419.68
07/17/2020	GEN	74499	LOWELL LIGHT & POWER	DDA LOAN	991.000	906	33,000.00
				DDA LOAN	995.000	906	1,263.28
				CHECK GEN 74499 TOTAL FOR FUND 248:			<u>34,263.28</u>
07/17/2020	GEN	74526	THORNAPPLE RIVER NURSERY, INC.	WOOD CHIPS	740.000	463	112.00
07/17/2020	GEN	74534	WILLIAMS & WORKS INC.	DNR LEGAL DESCRIPTION	740.000	463	780.75

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 05/28/2020 - 09/09/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/31/2020	GEN	74553	EVERGREEN UNDERGROUND, INC.	DDA REPAIRS	930.000	463	1,285.50
07/31/2020	GEN	74564	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM BOAT LAUNCH	802.000	463	230.00
07/31/2020	GEN	74588	USA EARTHWORKS, LLC	2020 STREET IMPROVEMENTS	970.000	450	72,235.19
08/14/2020	GEN	74631	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	920.000	463	472.21
08/14/2020	GEN	74648	THORNAPPLE RIVER NURSERY, INC.	WOOD CHIPS	740.000	463	196.00
				WOOD CHIPS	740.000	463	210.00
				CHECK GEN 74648 TOTAL FOR FUND 248:			406.00
08/14/2020	GEN	74651	WILLIAMS & WORKS INC.	RIVERWALK DNR	740.000	463	1,308.25
08/28/2020	GEN	74672	EVERGREEN UNDERGROUND, INC.	BOAT LAUNCH/CONDOS R & M	930.000	463	324.00
08/28/2020	GEN	74681	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM - BOAT LAUNCH	802.000	463	230.00
08/28/2020	GEN	74706	WOLVERINE SEALCOATING LLC	CRACK SEAL STREETS & PARKING LOTS	802.000	463	1,390.00
09/01/2020	GEN	74722	KING MILLING COMPANY	PARKING LOT TAXES	955.000	463	1,852.39
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			118,163.85

LOWELL DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM



DATE: September 9, 2020

TO: Downtown Development Authority Board of Directors

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

RE: Fred Meijer Flat River Trail

If you are not aware the Lowell Area Recreation Authority has been working on a 4 mile stretch through Lowell to be connected as part of the Fred Meijer Flat River Trail. The LARA Board has been working on this issue for several years. The City of Lowell and LARA have been seeking significant amounts of public and private grant assistance and is approximately \$1,000,000 short of the \$6 million needed to complete this stretch of trail.

LARA is continuing to fundraise and is approaching the Downtown Development Authority for assistance. Of the proposed 4 miles of trail, .7 miles of the trail will traverse through the Downtown Development Authority district. They are requesting \$300,000 from the DDA. This would be made in \$100,000 installments beginning in Fiscal Year 2023 and ending in Fiscal Year 2025.

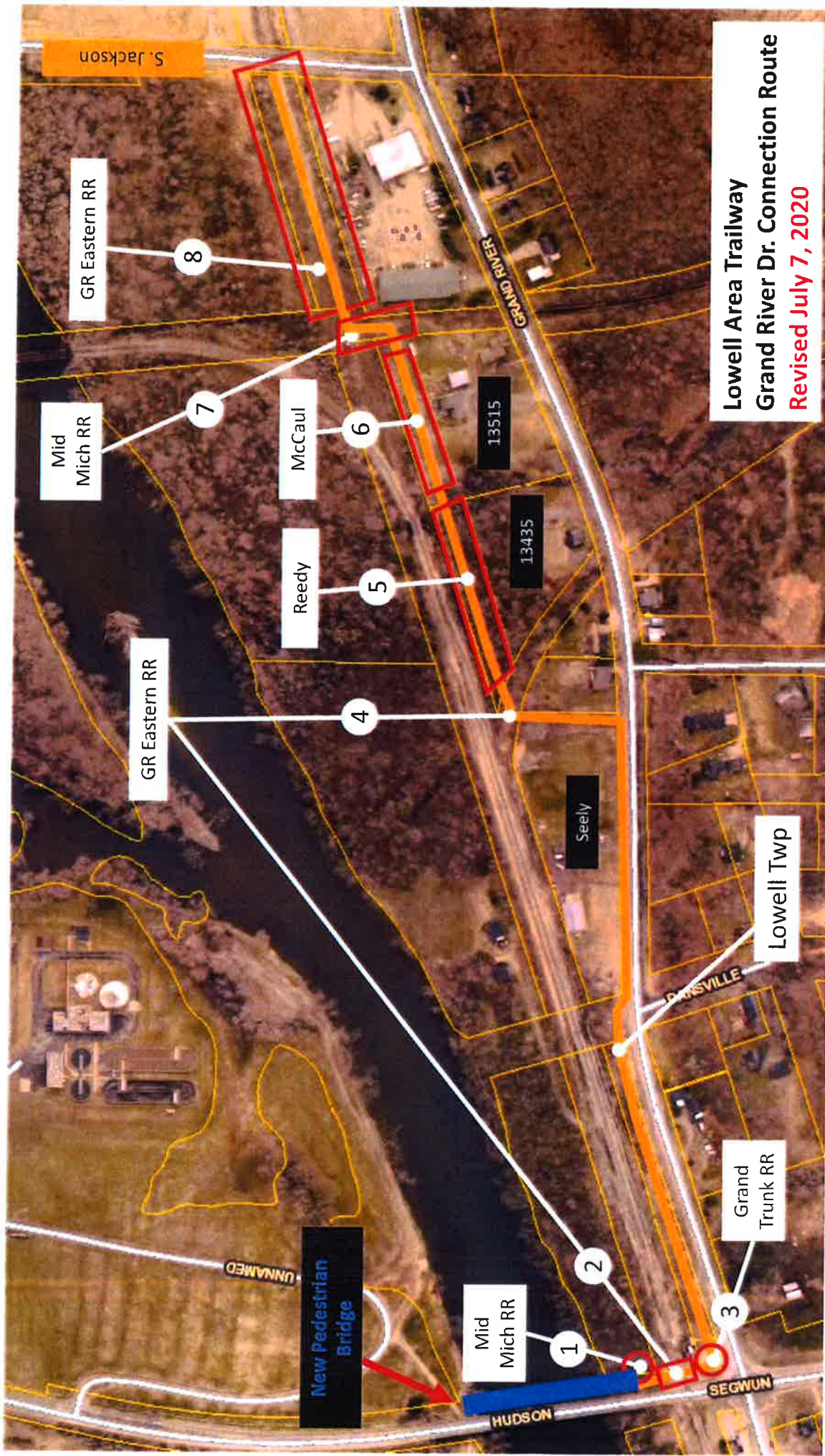
While, I have not projected 2023 through 2025 revenues, I can assume we will see increased taxable values due to the sale of a number of properties in the district as a result of the city's adult use marijuana ordinance. We also anticipate the Unity School project will be completed and should be bringing in additional new tax capture to the district. From a budgetary aspect, the request over three fiscal cycles, and not beginning until Fiscal Year 2023, is not a concern to me.

By approving to pledge this amount will assist them with their remaining fundraising requests. Additionally, in the process of applying to the Michigan Department of Natural Resources and the Michigan Department of Transportation for multiple grant requests pertaining to this project.

The trail when complete will be 125 miles and will extend from Alma to Owosso. It is my understanding this will be the fifth largest trail in the United States. Trails have proven to be vital towards economic development where they are built.

I am recommending the City of Lowell Downtown Development Authority approve the request from the Lowell Area Recreation Authority in the amount of three \$100,000 installments not exceeding \$300,000 from Fiscal Year 2023 to Fiscal Year 2025.

Michael T. Burns



**Lowell Area Trailway
Grand River Dr. Connection Route
Revised July 7, 2020**

GR Eastern RR

Mid Mich RR

McCaul

Reedy

GR Eastern RR

Seely

Lowell Twp

Grand Trunk RR

Mid Mich RR

New Pedestrian Bridge

S. Jackson

GRAND RIVER

DUNSMVILLE

HUDSON

SEGWUN

UNNAMED

8

7

5

4

3

2

1

6

13515

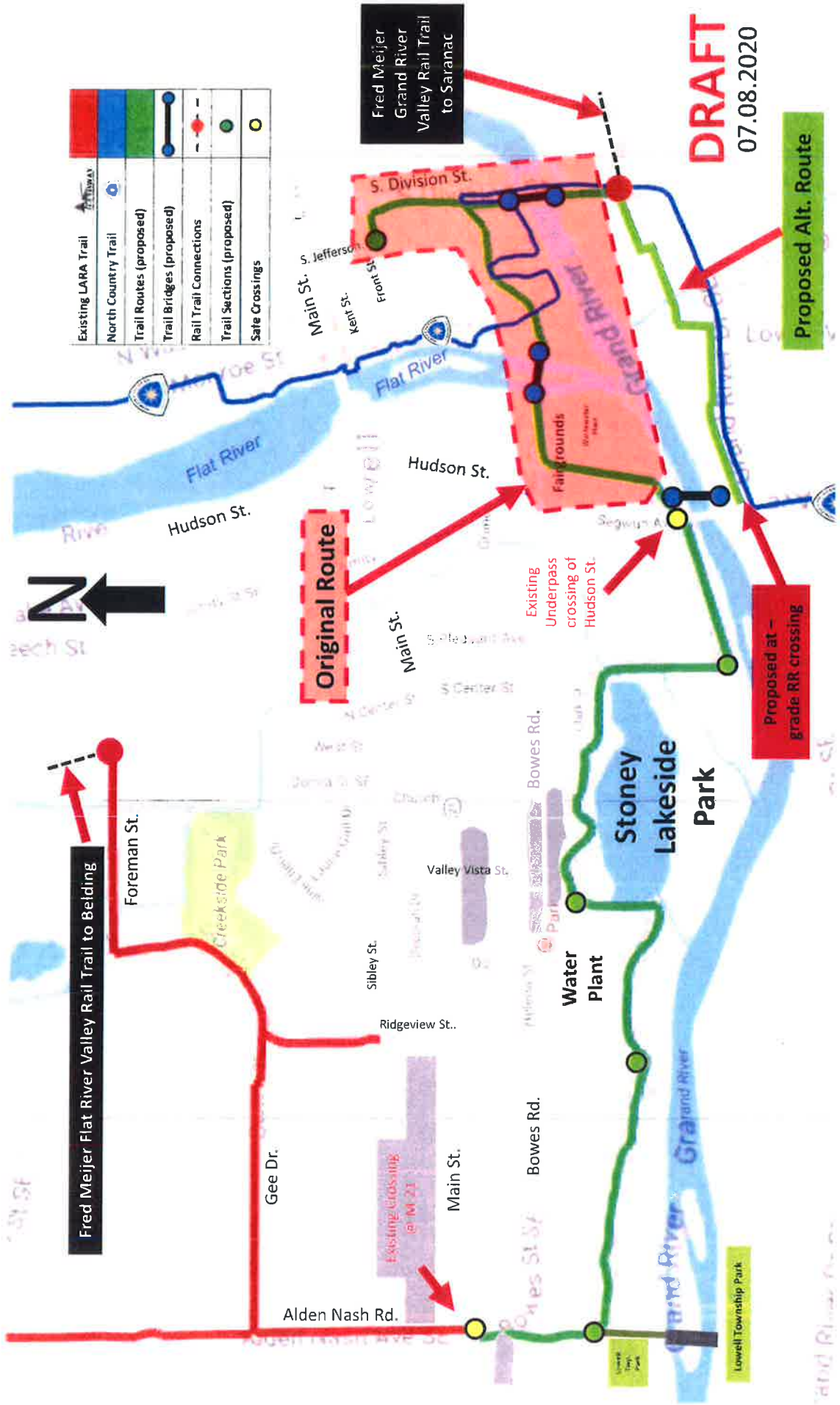
13435

Existing LARA Trail	
North Country Trail	
Trail Routes (proposed)	
Trail Bridges (proposed)	
Rail Trail Connections	
Trail Sections (proposed)	
Safe Crossings	

Fred Meijer Grand River Valley Rail Trail to Sarahac

DRAFT
07.08.2020

Proposed Alt. Route



Original Route

Proposed at ~ grade RR crossing

Fred Meijer Flat River Valley Rail Trail to Belding

Stoney Lakeside Park

Water Plant

Alden Nash Rd.

Lowell Township Park