



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
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CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR
THURSDAY, OCTOBER 14, 2021
12 NOON

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) September 9, 2021
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Social District
7. NEW BUSINESS
 - a) Christmas Marketing
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
THURSDAY, SEPTEMBER 09, 2021**

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

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

Present: Board members Rita Reister, Rick Seese, Eric Wakeman, Mike Springer,
and Chair Jim Reagan.

Absent: Board members Mike DeVore, Brian Doyle, Julie DeVoe, and Martha Davis.

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

2. **EXCUSE OF ABSENCES.**

IT WAS MOVED BY SPRINGER and seconded by WAKEMAN to excuse the absences of board
members Mike DeVore, Brian Doyle and Julie DeVoe, and Martha Davis.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA.**

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

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES.**

IT WAS MOVED BY REISTER and seconded by SPRENGER to approve the minutes of June 10, 2021
as written.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

5. **TREASURER'S REPORT.**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
September 8, 2021**

| | |
|--------------------|--------------|
| Beginning Balance: | \$404,931.10 |
| Revenue: | |
| TIFA Revenue | \$60,000.00 |

Interest

| | |
|------------------------------------|--------------|
| Total Revenues | \$464,931.10 |
| Expenditures: | |
| Capital Outlay | \$14,297.03 |
| Salaries | \$5,428.60 |
| Maintenance Supplies | \$8,153.49 |
| Utilities | \$1,709.58 |
| Marketing and Community promotions | |
| Accrued Wages | \$4,718.00 |
| Administration | \$7,372.69 |
| Accrued Payables | \$2,065.63 |
| Transfer to Equipment | \$ |
| Transfer to General Fund | \$ |
| Debt Service to light and power | \$34,752.54 |
| <i>Total Expenditures:</i> | \$78,497.56 |
| Ending Balance | \$386,433.54 |

IT WAS MOVED BY SPRENGER and seconded by WAKEMAN to approve the Treasurers Report as submitted.

YES: Board members' Seese, Sprenger, Reister, Wakeman, and Chair Reagan.

NO: None. ABSENT: Board members' Doyle, DeVore, DeVoe and Davis. MOTION CARRIED.

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

There were none.

7. **OLD BUSINESS**

a.) **Social District.**

City Manager Michael Burns stated he feels the Social District has been working well and feels it's a good idea to continue. Questioning whether the officers need to be there full time or just at certain times or during events, (concerts, etc.). Discussed the fire pits and do we need them as it requires staffing or should we just have during special events. Discussed string lights and possible games but there is concern for items being stolen.

Chair Reagan wants to hear from restaurant owners and get their input.

Liz Baker stated we need picnic tables downtown and feels they would be used all the time.

8. **NEW BUSINESS.**

a.) Fire Suppression.

Chair Reagan asked City Manager Michael Burns to look into fire suppression (inside sprinklers) for the downtown buildings.

Burns spoke explaining how it works and that it is a legal issue using financing from the DDA (residents tax dollars) for private buildings. Burns has researched with attorney. We have ways to get water to these buildings, that is not an issue. We are responsible for the main and the lateral pipes are the property owner's responsibility.

Dan Czarnecki suggests when they tear up the underground for projects, that would be the time to allow property owners to run fire suppression if they so desired.

Eric Bartkus who resides at 215 W. Main stated he would like fire suppression but understands the issue. Suggest Michigan Economic Development Corporation (MEDC) as a program that could help the City.

Burns will look into MEDC more and report back.

9. REPORTS AND MEMBER COMMENTS.

Next DDA meeting October 14, 2021.

Burns stated that Amity street project is complete and again had good savings on this road project, like the others.

IT WAS MOVED BY REISTER and seconded by WAKEMAN to adjourn at 12:35.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk

10/13/2021 11:08 AM
User: SUE
DB: Lowell

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 09/09/2021 - 10/13/2021

| Check Date | Bank | Check # | Payee | Description | Account | Dept | Amount |
|---|------|---------|--------------------------|-----------------------------|---------|------|-----------|
| Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| 09/16/2021 | GEN | 76205 | TRUGREEN | CHAMBER LAWN CARE | 802.000 | 463 | 39.00 |
| 09/16/2021 | GEN | 76206 | VISA | MERCANTILE VISA STATEMENT | 740.000 | 463 | 797.80 |
| 09/16/2021 | GEN | 76208 | WOLVERINE BUILDING GROUP | SHOWBOAT RESTROOMS #1 | 970.000 | 450 | 15,931.08 |
| 09/16/2021 | GEN | 76209 | X-CEL CHEMICAL LLC | WHITE PAVEMENT PAINT | 740.000 | 463 | 157.50 |
| 09/28/2021 | GEN | 76238 | KERKSTRA PORTABLE, INC. | PORTABLE RESTROOM DDA | 802.000 | 463 | 500.00 |
| 09/28/2021 | GEN | 76255 | WILLIAMS & WORKS INC. | AMITY ST RESURFACING | 970.000 | 450 | 3,105.22 |
| 10/01/2021 | GEN | 76259 | CL TRUCKING & EXCAVATING | AMITY STREET RECONSTRUCTION | 970.000 | 450 | 40,938.25 |
| 10/01/2021 | GEN | 76264 | KING MILLING COMPANY | TAXES ON PARKING LOTS | 955.000 | 463 | 1,870.22 |
| 10/01/2021 | GEN | 76267 | LOWELL LIGHT & POWER | ELECTRIC STATEMENTS | 920.000 | 463 | 474.59 |
| Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | 63,813.66 |

DOWNTOWN DEVELOPMENT AUTHORITY FUND
October 13, 2021

| | |
|------------------------------------|----------------|
| Beginning Balance: | \$403,248.64 |
| Revenue: | |
| TIFA Revenue | \$615,700.00 |
| Interest | |
| Total Revenues | \$1,018,948.64 |
| Expenditures: | |
| Capital Outlay | \$74,271.58 |
| Salaries | \$10,215.79 |
| Maintenance Supplies | \$13,640.23 |
| Utilities | \$5,119.40 |
| Marketing and Community promotions | |
| Accrued Wages | \$4,718.00 |
| Administration | \$13,920.58 |
| Accrued Payables | \$2,065.63 |
| Transfer to Equipment | \$ |
| Transfer to General Fund | \$ |
| Debt Service to light and power | \$34,752.54 |
| <i>Total Expenditures:</i> | \$158,703.75 |
| Ending Balance | \$860,244.89 |

LOWELL DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM



DATE: October 13, 2021

TO: Downtown Development Authority Board of Directors

FROM: Michael T. Burns, City Manager MB

RE: 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 requesting \$6800 in sponsorship for the event. This is a little higher than years past. Information is attached explaining what this will entail. Anyhow, these funds are budgeted.

I recommend the Downtown Development Authority provide a sponsorship to the Lowell Area Chamber of Commerce at a cost not to exceed \$6,800 for the Christmas in Lowell marketing sponsorship.



October 13, 2021

Dear DDA Directors,

We are very excited to bring back some very favorite Lowell traditions, the annual Christmas Festivities, Night-time Santa Parade and Santa Visits on the Lowell Showboat VI. Parade day will host many activities and end the day with the lighted parade along historic Main Street in Downtown Lowell. Santa Visits will take place on the Lowell Showboat VI this year, bringing back a custom that started many years ago.

Light it Up with The Magic of Christmas
Christmas FESTIVITIES
& Lowell's Annual Night-Time Santa Parade
SATURDAY, DECEMBER 4TH
Shopping | Craft Show | Books Sale
Live Nativity | Santa Visits | Kids' Crafts
Pancake Supper | lighted parade

SANTA VISITS
ON THE LOWELL SHOWBOAT VI
Wednesdays, December 8th, 15th & 22nd, 5:30pm to 7:00pm
Saturdays, December 11th & 18th, 10:30am to 1:00pm
A NITE OF CHRISTMAS **Cheer** Friday, December 10th, 5:30pm to 7:30pm
Visit with Santa & get a free online photo • Hot Dogs
Roasted Chestnuts • Horse & Carriage Rides • Live Band
Hot Cocoa & Cookies in The Chamber • Warmup Fires
Access free photo from a professional photographer. Photo available online. Photos will not be printed.
Enjoy hot cocoa and cookies in The Chamber
Suggested donation, \$2.

We are seeking \$6800 in funding from the DDA to help offset costs. I have also included on the budget the value of the other in-kind contributions from sponsors outside of the DDA support. The DDA has funded Christmas for many years. This event would not be possible without your contribution, nor would it be possible without the private in-kind contributions and the numerous volunteers! We look forward to working with you again this year.

Sincerely,

Liz Baker

Liz Baker
Executive Director
Lowell Area Chamber of Commerce

113 Riverwalk Plaza - PO Box 224 - Lowell, Michigan 49331
Phone (616) 897-9161 - Fax (616) 897-9101
E-mail info@lowellchamber.org - Web Site www.discoverlowell.org

| Christmas Budget for 2021 Christmas Season | | |
|---|---|---------------------|
| Activity | | Expense |
| Decorating the Riverwalk & Showboat | Fresh garland roping, lights, decorations and items for Riverwalk Area & Santa's temporary home | \$ 650.00 |
| Advertising | Sentinel Standard, Buyers Guide, WION Radio, News Release, Posters, Printing and Postage | \$ 2,000.00 |
| Parade | Cash prizes for parade entries | \$ 450.00 |
| | Lighting for Riverside Dr including mileage for pickup/delivery | \$ 500.00 |
| Santa & Mrs. Clause | Wages | \$ 600.00 |
| Lowell Bucks | Volunteers | \$ 200.00 |
| Miscellaneous | Candy Cane, Hot Chocolate and Supplies | \$ 400.00 |
| Horse & Carriage Rides and Live Reindeer | Friday Night Special | \$ 2,000.00 |
| | Requesting from DDA - Total Expenses for Christmas | \$ 6,800.00 |
| In-Kind Contributions | Sponsor | Value |
| Lowell Showboat VI for Santa Visits | Lowell Showboat VI | \$ 3,060.00 |
| Wednesday Night Santa Pictures | In Kind Photographer - 300 pictures @ \$10 | \$ 3,000.00 |
| Friday Night Santa Pictures | In Kind Photographer - 200 pictures @ \$10 | \$ 2,000.00 |
| Saturday Santa Pictures | In Kind Potographer - 600 pictures @ \$10 | \$ 6,000.00 |
| Lighting the Chrismtas Tree & trees in front of the Chamber | Lowell Light & Power - installation of lights | \$ 800.00 |
| Management & Implementation of Christmas Festivities | LACC Staff 40 hours @ \$35 per hour | \$ 1,400.00 |
| Implementation of Christmas Festivities | LACC Volunteers - minimum of 100 hours @ \$22.55 per hour | \$ 2,250.00 |
| Various Organizations | Cookies for the children serving over 1100 = 86 dozen at \$8 per dozen | \$ 688.00 |
| | | \$ 19,198.00 |

| Christmas Budget for 2021 Christmas Season | | |
|---|---|---------------------|
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