

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
TUESDAY, MAY 18, 2021**

1. CALL TO ORDER; ROLL CALL.

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

Present: Boardmembers Brian Doyle, Rita Reister, Rick Seese, Julie DeVoe via zoom from Lowell, Martha Davis arrived at 12:25, Eric Wakeman via zoom from Lowell and Chair Jim Reagan via zoom from Lowell.

Absent: Boardmembers Mike DeVore and Mike Sprenger.

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 REISTER and seconded by WAKEMAN to excuse the absences of board members Mike DeVore, Martha Davis and Mike Sprenger.

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

3. APPROVAL OF THE AGENDA.

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

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

4. APPROVAL OF THE MINUTES.

IT WAS MOVED BY WAKEMAN and seconded by REISTER to approve the minutes of April 08, 2021 as written.

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

5. TREASURER'S REPORT.

May 7, 2021

Beginning Balance:	\$427,461.68
Revenue:	
TIFA Revenue	\$706,176.53
Interest	
Total Revenues	\$1,133,638.21

Expenditures:	
Capital Outlay	\$103,564.08
Salaries	\$25,692.52
Maintenance Supplies	\$32,449.94
Utilities	\$12,170.39
Misc and Community Promotions	\$10,520.19
Accrued Wages	\$4,626.50
Administration	\$36,688.63
Accrued Payables	\$2,901.55
Transfer to Equipment	\$17,340.00
Transfer to General Fund	\$308,632.00
Debt Service to light and power	\$34,263.28

Total Expenditures: \$588,849.08

Ending Balance \$544,789.13

IT WAS MOVED BY DOYLE and seconded by SEESE to approve the Treasurers Report as submitted.

YES: Boardmember's Seese, Doyle, Reister, DeVoe, Wakeman, and Chair Reagan.

NO: None. ABSENT: Boardmembers' Sprenger, Davis and DeVoe. MOTION CARRIED.

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

There were none.

7. **OLD BUSINESS**

a.) Amity.

DPW Director Dan Czarnecki referred to the City Manager Michael Burns' memo stating the Amity Street went out for bid by the County and they will approve the bid for us as it is a federal project. Because two blocks of the Amity Street project are within the Downtown Development Authority, the DDA will pay 28.6% of the construction engineering work, or \$10,150. The remaining will come out of the local street fund.

IT WAS MOVED BY DOYLE and seconded by DEVOE to approve the Lowell Downtown Development Authority approves their portion of the Amity Street Improvement Project Construction Engineering Service with Williams & Works, as outlined in their scope of services, dated May 5, 2021, for \$10,150 (28.6%) of the total amount of \$35,500.

YES: Boardmember DeVoe, Boardmember Seese, Boardmember Wakeman, Boardmember Doyle and Chair Reagan.

NO: None. ABSENT: Boardmembers' Sprenger, Davis and DeVoe. MOTION CARRIED.

b.) Holiday Lights.

City Manager Michael Burns stated at our last meeting we approved a three-year rental for our holiday lights but I was asked if we could get additional lights for the trees. So since that time, Liz Baker with the Chamber of Commerce has received two bids.

Liz Baker with the Chamber stated she tried to get three bids but was only able to get two, she then went through the difference in bids. Issue was tabled and will be brought back at the next meeting. Board members requested to get additional pictures and references.

c.) Showboat Brick Project.

City Manager Michael Burns read his memo stating we went out and sought three quotes to install the bricks for the Showboat brick donation project. We received responses from two entities we sought quotes from. We asked them to install bricks in a 40-foot long and 10-foot wide area. The following are the quotes from the bidders are as follows:

- \$10,240.01 Terra Verde Landscaping (Lowell)
- \$19,812 Katerberg Verhage (Grand Rapids)

The one item not quoted by either entity is the cost to fit the foundation of the ramps coming from the Showboat into the brick area along with placing bricks around the ramps. We are awaiting pricing on this, however, if it is in my spending authority of \$5,000, I will go ahead and approve administratively. I should mention, we budgeted \$25,000 for this project. This work would have to be after July 1, 2021 as this is budgeted for the upcoming fiscal year.

IT WAS MOVED BY DOYLE and seconded by SEESE that the Lowell Downtown Development Authority approve for Terra Verde to complete the Showboat Donation Brick project at a cost not to exceed \$10,240.01 This would not become effective until City Council Budget approval is granted.

YES: Boardmember Wakeman, Boardmember Davis, Boardmember Seese, Boardmember Doyle, Boardmember Davis, Boardmember Reister and Chair Reagan.

NO: None. Absent: Boardmembers Sprenger and DeVore. MOTION CARRIED.

8. NEW BUSINESS.

There was none.

9. REPORTS AND MEMBER COMMENTS.

Chair Reagan asks about the meeting in June-virtual or in person?? City Manager Michael Burns stated its optional, you can do virtual and/or in-person.

Board Member Reister stated Joel Lynch made the benches and the trash cans for the City of Lowell, he is a wonderful person and he did a phenomenal job.

City Manager Michael Burns agreed the trash cans and benches are great.

IT WAS MOVED BY WAKEMAN and seconded by DEVOE to adjourn at 12:31.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk