

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
MEETING  
THURSDAY, DECEMBER 16, 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, Mike Sprenger Rick Seese, Martha Davis and Chair Reagan.

Absent: Board members Mike DeVore, Eric Wakeman, Brian Doyle, and Julie DeVoe.

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

**2. EXCUSE OF ABSENCES.**

IT WAS MOVED BY REISTER and seconded by SPRENGER to excuse the absences of board members Mike DeVore, Eric Wakeman, Brain Doyle and Julie DeVoe.

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

**3. APPROVAL OF THE AGENDA.**

IT WAS MOVED BY SPRENGER and seconded by SEESE 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 DAVIS to approve the minutes of October 14, 2021 as written.

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

**5. TREASURER'S REPORT.**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND  
December 7, 2021**

Beginning Balance: \$403,248.64

Revenue:  
TIFA Revenue \$616,245.45

Interest

Total Revenues \$1,019,494.09

Expenditures:

Capital Outlay	\$111,906.71
Salaries	\$16,540.62
Maintenance Supplies	\$19,246.52
Utilities	\$9,162.72
Marketing and Community promotions	11,832.00
Accrued Wages	\$4,718.00
Administration	\$20,032.94
Accrued Payables	\$2,065.63
Transfer to Equipment	
Transfer to General Fund	
Debt Service to light and power	\$34,752.54

Total Expenditures: \$230,257.68

Ending Balance \$789,236.41

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

YES: Board member's Seese, Sprenger, Davis, Reister, and Chair Reagan.

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

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

There were none.

7. **OLD BUSINESS**

There was no old business.

8. **NEW BUSINESS.**

a.) Electric Vehicle Charging Station.

City Manager Michael Burns read him memo explaining for many years now, Lowell Light & Power has been providing electric vehicle charging stations, which have been free to the public. As technology has continued to improve as well as demand, the charging stations are reaching the end of

their useful life and need to be upgraded. Due to some legal requirements which Lowell Light & Power (LL&P) must operate under, the charging stations really must be removed as a function of their business. In August, LL&P General Manager Charlie West approached me to explain the situation and see if there would be interest in the Downtown Development Authority taking over ownership and operation of the charging stations. With electric vehicles becoming more common and with more people continuing to visit our Downtown District, I believe these would be attractive tools for us. We are proposing to replace and upgrade the two charging stations at their current locations. Those stations will be upgraded to where two vehicles can be charged at the same time rather than one now. We are also proposing to add an additional charging station (with two chargers) on the north side of the library parking lot adjacent to the current Lowell Light & Power transformers. We will not need to add additional expenses to our current approved budget to address this. Recommending to charge a fee of \$.25 per kilowatt per hour with an idle fee of \$5 per hour. The intent for revenue would be to pay for upgrades and more stations if needed in the future. Replace the two charging stations would be \$15,450. To add the additional charging station is \$20,068.

IT WAS MOVED BY SEESE and seconded by REISTER that the Downtown Development Authority approve the charging stations in the manner prescribed.

YES: Board member's Seese, Sprenger, Davis, Reister, and Chair Reagan.

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

b.) Line Shack.

City Manager Michael Burns read his memo stating that in November, the Lowell City Council approved the sale of the Lineshack building located at 115 Riverside Drive to RBG Investments (owned by Brent Slagell). Brent proposes to purchase the building, demolish it and create a mixed use building with some sort of restaurant/retail at the lower level along with five residential units above. The City is currently in the process of putting together a development agreement with RBG Investments. Mr. Slagell is in the process seeking funding through the Michigan Economic Development Corporation's (MEDC) Community Revitalization Program (CRP). This would provide grant funding by the State of Michigan to assist with gap financing for the project. A component of this project is there being a local contribution to the project. Mr. Slagell is seeking \$300,000 in grant funding from MEDC for this project. We are now told that MEDC would like to see a local contribution of 10% of the grant request to assist with these projects. Burns continued stating Brent and I discussed options which might be available to him and we determined there were two options, both of which should be considered. The more significant option would be for him to submit a 381 Brownfield Plan to our Brownfield Authority (this board) to seek mitigation costs for asbestos and lead removal from the site (Slagell anticipates approximately \$25,000 in cost for this mitigation). This would be done later and can be reimbursed through his future tax capture. The other option would be for the Downtown Development Authority to make a public improvement. In this instance, sidewalk installation around the facility would be a public improvement and could be made available for him. Mr. Slagell is requesting \$5,000 from the DDA for the downtown sidewalk improvements along his property.

IT WAS MOVED BY SPRENGER and seconded by DAVIS that the City of Lowell's Downtown Development Authority grant RBG Investments \$5,000 for sidewalk improvements as a portion of the City's local contribution for the Community Revitalization Program.

YES: Board Members' Reister, Sprenger, Seese, Davis and Chair Reagan.

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

9. **REPORTS AND MEMBER COMMENTS.**

Eric Bartkus who owns Ability Weavers asked if the sidewalks in front of his building buckels from tree overgrowth, who will be responsible for that.

City Manager Michael Burns said the City would probably take care of that.

Next meeting will be scheduled for Thursday, January 6, 2021.

Chair Reagan wished everyone a Merry Christmas and a Happy New Year.

IT WAS MOVED BY REISTER and seconded by DAVIS to adjourn at 1:00.

Date:

APPROVED:

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James E. Reagan, Chair

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Susan Ullery, Lowell City Clerk