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CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR
THURSDAY, SEPTEMBER 9, 2021
12 NOON

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) June 10, 2021
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Social District
7. NEW BUSINESS
 - a) Fire Suppression
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
THURSDAY, JUNE 10, 2021**

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

The Meeting was called to order at 12:00 p.m. by Boardmember Sprenger.

Present: Board members Rita Reister, Rick Seese, Julie DeVoe, Martha Davis, Eric Wakeman, and Mike Springer.

Absent: Board members Mike DeVore, Brian Doyle and Chair Jim Reagan.

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 WAKEMAN and seconded by REISTER to excuse the absences of board members Mike DeVore, Brian Doyle and Chair Jim Reagan.

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

3. **APPROVAL OF THE AGENDA.**

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

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

4. **APPROVAL OF THE MINUTES.**

IT WAS MOVED BY DEVOE and seconded by WAKEMAN to approve the minutes of May 18, 2021 as written.

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

5. **TREASURER'S REPORT.**

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

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

Expenditures:

| | |
|------------------------------------|--------------|
| Capital Outlay | \$104,282.28 |
| Salaries | \$32,050.42 |
| Maintenance Supplies | \$42,932.68 |
| Utilities | \$13,058.71 |
| Marketing and Community promotions | \$8,027.00 |
| Accrued Wages | \$4,626.50 |
| Administration | \$41,119.66 |
| 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: \$609,234.08

Ending Balance \$524,404.13

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

YES: Boardmember's Seese, Sprenger, Davis, Reister, DeVoe, Wakeman,

NO: None. ABSENT: Boardmembers' Doyle, DeVore and Chair Reagan. MOTION CARRIED.

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

There were none.

7. **OLD BUSINESS**

a.) **Holiday Lights.**

City Manager Michael Burns followed up on holiday lights from Christmas Creations LLC and showed several images from their customers. Discussed with the board members. Burns will go back to original company and see if they could do additional lights. We will also revisit this next year.

8. **NEW BUSINESS.**

a.) Downtown Restrooms.

City Manager Michael Burns read him memo explaining the revised bids for the bathrooms from the two original project bidders. The following quotes were provided from both firms:

- Wolverine Building Group \$251,721.80
- Orion Construction \$255,325.00

Burns explained he met with both contractors and they, for the most part, designed the restrooms specific to the original bid specifications. The savings mainly came from concrete and furnishings. The original plans called for the entire concrete floor in the restrooms to be removed so the plumbing can be replaced.

Both firms provided estimates that cut trenches around only where the underground plumbing/drainage was necessary. This significantly reduced costs. Also, the furnishings went from a "Cadillac" style furnishing for a restroom to the "Chevrolet" style of furnishings. These are the two areas that provided the most savings. If approved, both firms can begin work in July. Burns reviewed the current revenues and expenses with Liz Baker. When the boat is complete, there will be approximately \$182,000 for the Showboat with an additional \$41,000 pledged. The Showboat wanted to build up a contingency of \$100,000 for future needs but will most likely be using this to assist with startup operational expenses until revenue begins to come in.

Burns proposes the following in order to pay for it:

- \$100,000 from the showboat fundraising.
- \$75,000 from the Downtown Development Authority
- The remaining \$76,721 from the funds received to the City from the American Recovery Plan.

Since public health is one of the qualifying uses for these funds, they can be utilized towards a municipal restroom. The Downtown Development Authority originally budgeted in the upcoming fiscal year \$184,000 for the Amity Street Project and your estimated project costs were awarded at \$103,000. \$25,000 was budgeted for the Riverwalk brick project. Our bid came in at just over \$10,000. We have approximately \$96,000 freed up in the upcoming budget to complete this.

IT WAS MOVED BY SEESE and seconded by DEVOE that the City Council approve \$75,000 to be utilized for Downtown restrooms in the matter proposed.

YES: Boardmember's Seese, Sprenger, Davis, Reister, DeVoe, Wakeman.

NO: None. ABSENT: Boardmembers' Doyle, DeVore and Chair Reagan. MOTION CARRIED

9. **REPORTS AND MEMBER COMMENTS.**

There were no comments.

IT WAS MOVED BY WAKEMAN and seconded by REISTER to adjourn at 12:30.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk

| Check Date | Bank | Check # | Payee | Description | Account | Dept | Amount |
|--|------|---------|--------------------------------|-------------------------------------|---------|------|------------------|
| Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| 06/14/2021 | GEN | 75794 | BERNARDS ACE HARDWARE | ACCOUNT STATEMENT | 740.000 | 463 | 92.63 |
| 06/14/2021 | GEN | 75800 | GREATER LOWELL CHAMBER FOUND. | DDA SUMMER CONCERTS & MARKETING | 880.000 | 740 | 50,000.00 |
| | | | | DDA SUMMER CONCERTS & MARKETING | 880.000 | 740 | 6,000.00 |
| | | | | CHECK GEN 75800 TOTAL FOR FUND 248: | | | <u>56,000.00</u> |
| 06/14/2021 | GEN | 75816 | SITEONE LANDSCAPE SUPPLY LLC | DDA SUPPLIES | 740.000 | 463 | 10.88 |
| | | | | DDA SUPPLIES | 740.000 | 463 | 50.07 |
| | | | | CHECK GEN 75816 TOTAL FOR FUND 248: | | | <u>60.95</u> |
| 06/18/2021 | GEN | 75833 | ENER TEMP, INC. | CITY HALL UPGADE | 970.000 | 450 | 11,050.00 |
| 06/18/2021 | GEN | 75853 | WILLIAMS & WORKS INC. | AMITY STREET RESURFACING | 970.000 | 450 | 496.80 |
| 06/18/2021 | GEN | 75854 | X-CEL CHEMICAL LLC | TRAFFIC PAINT | 740.000 | 463 | 19.68 |
| 06/29/2021 | GEN | 75889 | SITEONE LANDSCAPE SUPPLY LLC | DDA R & M | 930.000 | 463 | 54.77 |
| 06/29/2021 | GEN | 75893 | THORNAPPLE RIVER NURSERY, INC. | WOOD CHIPS DDA | 740.000 | 463 | 420.00 |
| 06/29/2021 | GEN | 75894 | TRUGREEN | DDA LAWN CARE | 802.000 | 463 | 39.00 |
| 06/29/2021 | GEN | 75895 | WILLIAM BOS GREENHOUSE | DDA FLOWERS | 740.000 | 463 | 39.30 |
| 07/01/2021 | GEN | 75908 | KERKSTRA PORTABLE, INC. | DDA DISTRICT RESTROOM | 802.000 | 463 | 500.00 |
| 07/15/2021 | GEN | 75962 | SNOW AVENUE GREENHOUSE | DDA FLOWERS | 740.000 | 463 | 461.49 |
| 07/20/2021 | GEN | 75977 | LOWELL LIGHT & POWER | ELECTRIC STATEMENTS 05/25-6/26/2021 | 920.000 | 463 | 51.06 |
| | | | | ELECTRIC STATEMENTS 05/25-6/26/2021 | 920.000 | 463 | 129.43 |
| | | | | ELECTRIC STATEMENTS 05/25-6/26/2021 | 920.000 | 463 | 109.99 |
| | | | | ELECTRIC STATEMENTS 05/25-6/26/2021 | 920.000 | 463 | 80.94 |
| | | | | ELECTRIC STATEMENTS 05/25-6/26/2021 | 920.000 | 463 | 62.84 |

| Check Date | Bank | Check # | Payee | Description | Account | Dept | Amount |
|---|------|---------|-----------------------------|-------------------------------------|---------|------|------------|
| Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| | | | | CHECK GEN 75977 TOTAL FOR FUND 248; | | | 434.26 |
| 07/29/2021 | GEN | 76001 | KERKSTRA PORTABLE, INC. | SOCIAL DISTRICT RESTROOM | 880.000 | 463 | 500.00 |
| 07/29/2021 | GEN | 76007 | MAG PLUMBING SERVICE LLC | BACKFLOW PREVENTER TESTING | 930.000 | 463 | 146.08 |
| 07/29/2021 | GEN | 76018 | TRUGREEN | CHAMBER OF COMMERCE | 802.000 | 463 | 39.00 |
| 08/03/2021 | GEN | 76030 | LOWELL LIGHT & POWER | DDA LOAN PRINCIPAL & INTEREST | 991.000 | 906 | 32,422.67 |
| | | | | DDA LOAN PRINCIPAL & INTEREST | 995.000 | 906 | 2,329.87 |
| | | | | CHECK GEN 76030 TOTAL FOR FUND 248; | | | 34,752.54 |
| 08/03/2021 | GEN | 76032 | LOWELL LIGHT & POWER | ELECTRIC STATEMENTS | 920.000 | 463 | 458.68 |
| 08/03/2021 | GEN | 76041 | WILLIAMS & WORKS INC. | AMITY STREET RESURFACING | 970.000 | 450 | 523.80 |
| 08/13/2021 | GEN | 76046 | BERNARDS ACE HARDWARE | ACCOUNT STATEMENT | 740.000 | 463 | 27.47 |
| 08/13/2021 | GEN | 76081 | REPCOLITE PAINTS INC | ZONE MARKING PAINTS- DDA | 740.000 | 463 | 797.80 |
| 08/13/2021 | GEN | 76087 | SELF SERVE LUMBER | JULY ACCOUNT STATEMENT | 740.000 | 463 | 24.95 |
| 09/02/2021 | GEN | 76134 | KERKSTRA PORTABLE, INC. | DDA PORTABLE RESTROOM | 880.000 | 463 | 500.00 |
| 09/02/2021 | GEN | 76141 | LOWELL LIGHT & POWER | ELECTRIC STATEMENTS | 920.000 | 463 | 437.66 |
| 09/02/2021 | GEN | 76156 | TERRA VERDE LANDSCAPING LLC | SHOWBOAT BRICK AREA | 970.000 | 450 | 12,837.52 |
| 09/02/2021 | GEN | 76159 | WILLIAMS & WORKS INC. | AMITY STREET RESURFACING | 970.000 | 450 | 1,459.51 |
| Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | 122,173.89 |

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 |