

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
THURSDAY, FEBRUARY 10, 2022**

1. CALL TO ORDER; ROLL CALL.

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

Present: Board members Rita Reister, Rick Seese, Mike DeVore, Martha Davis, Nicole Lintemuth, Laurie Chambers and Chair Reagan (arrived at 12:03).

Absent: Board members Eric Wakeman and Brian Doyle.

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 RIESTER and seconded by CHAMBERS to excuse the absences of board members Eric Wakeman and Brian Doyle.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

3. APPROVAL OF THE AGENDA.

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

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

4. APPROVAL OF THE MINUTES.

IT WAS MOVED BY RIESTER and seconded by DAVIS to approve the minutes of December 16, 2021 as written.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

5. TREASURER'S REPORT.

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
January 31, 2022**

Beginning Balance: \$403,248.64

Revenue:
TIFA Revenue \$635,245.45

Interest

Total Revenues \$1,038,494.09

Expenditures:

Capital Outlay	\$151,290.19
Salaries	\$26,465.02
Maintenance Supplies	\$26,866.53
Utilities	11,179.63
Marketing and Community promotions	13,582.00
Accrued Wages	\$4,718.00
Administration	\$28,455.56
Accrued Payables	\$2,065.63
Transfer to Equipment	
Transfer to General Fund	
Debt Service to light and power	\$34,752.54

Total Expenditures: \$299,375.10

Ending Balance \$739,118.99

Sue Olin reviewed her financial reports.

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

There were none.

7. **OLD BUSINESS**

a.) Valley Vista Engineering.

DPW Director Dan Czarnecki read his memo stating for the upcoming construction season, the City of Lowell will be replacing the street surfaces on the following streets:

Roberta Jayne Dr. from Sibley St. to Faith Dr. (approx.770-ft)

Faith Dr. entire street from end to end (approx. 630-ft)

Valley Vista Dr. from W. Main to Bowes Rd. (approx. 725-ft)

Heffron Dr. from Donna to approximately 150-ft east)

The street section on Valley Vista Dr. to be resurfaced falls within the DDA and funding for this portion is being requested through the DDA. The construction work will consist of the removal and replacement of the existing asphalt. If necessary, the gravel base may also be replaced. Any broken,

settled, or missing curb and gutter will be replaced. The sidewalk ramps will also be addressed, as needed. Williams & Works has proposed design services that include soil borings to determine the existing base materials, survey work to identify existing features and help set the limits of the work, and design of the street work to be completed. They will also prepare all construction documents and will bid the work for the City of Lowell. For their services, Williams & Works has provided a proposed fee of \$10,200 for the Valley Vista portion of the design work. The engineers estimate for the construction work on Valley Vista of \$138,000.

IT WAS MOVED BY REAGAN and seconded by SEESE that the City of Lowell Downtown Development Authority approve the Design Engineering Services quote for the Valley Vista Dr. portion of the 2022 Street Improvements, as proposal by Williams & Works in their letter dated January 7, 2022, for the amount of \$10,250.

YES: Board members' Reister, DeVore, Seese, Chambers, Lintemuth, Davis and Chair Reagan.

NO: None.

ABSENT: Board members' Wakeman and Doyle.

MOTION CARRIED.

b.) Summer Concert Series.

City Manager Michael Burns introduced Lorain Smalligan and Liz Baker who went on to explain the intent for this summer and the 20-year celebration stating they would like to increase the quality of life for residents and bring visitors to the greater Lowell Community. Also adding using the arts as an economic development resource for the entire community. To celebrate an incredible 20 years, they are expanding the number of headliner musicians, doubling our musician budget to bring some of the best musicians in this region, and increasing the attendance to our concerts. They are requesting \$9,800 to celebrate 20 years.

IT WAS MOVED BY DEVORE and seconded by CHAMBERS that the City of Lowell Downtown Development Authority approve \$9,800 for the concerts series for 2022.

YES: Board members' Reister, DeVore, Chambers, Lintemuth, Davis and Chair Reagan.

NO: None. ABSTAINED: Seese. ABSENT: Board members' Wakeman and Doyle. MOTION CARRIED.

8. NEW BUSINESS.

a.) Handicap Accessibility Assistance.

City Manager Michael Burns read him memo explaining in the fall, he received a request from a property owner who had requested for the City to install a handicap ramp for their business. At the time, I was not certain this was a legal expenditure of the Downtown Development Authority as I believed the expenditure was for a private purpose. The person I met with had been informed from DDA board members this was done in the past. This would have been prior to my arrival in 2016. City Attorney, Jessica Wood informed me under the DDA statue, this would be deemed an allowable expense as this is done often in Downtown Grand Rapids.

If board is supportive, Burns would propose \$50,000 in the Fiscal Year 2022-2023 budget to assist with this and develop guidelines that this is a reimbursable program. Meaning, we would propose providing a 50% match up to \$10,000. Also, the onus would be put on the property owner to provide the DDA with three quotes in order to process the request. The DDA would make this available to every taxable property in the DDA District not just the downtown. It would also be a first come, first

serve program. Meaning once the funds are expended for the year, it would have to be considered in the following year if funds are available.

Burns believes there are at least two property owners who might be interested in this currently and needs direction if this is something the DDA would like to consider.

Chair Reagan was in favor of this and it was a general consensus of all the Board members to move forward.

9. **REPORTS AND MEMBER COMMENTS.**

City Manager Michael Burns stated the charging station cars are starting to arrive and he is working with Black River on that and he will meet with them sometime late next week to finalize things.

Board member DeVore welcomed Laurie Chambers and Nicole Lintemuth to the DDA.

Chair Reagan asked what the Lineshack building will be converted to and would like to look at what we can do for parking in the City in the future with all the new restaurants coming in.

Burns stated the previous lineshack building will become a white box restaurant and apartments above. Burns noted there are 554 parking spaces available downtown.

Devore suggested creating a parking map.

IT WAS MOVED BY REISTER and seconded by DAVIS to adjourn at 12:29.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk