

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
THURSDAY, MAY 12, 2022**

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, Brian Doyle, Eric Wakeman, Martha Davis, Nicole Lintemuth, Laurie Chambers and Chair Reagan.

Absent: Board members Mike DeVore.

Also Present: City Manager Michael Burns, Clerk Susan Ullery, DPW Director Dan Czarnecki and Liz Baker.

2. EXCUSE OF ABSENCES.

IT WAS MOVED BY SEES and seconded by WAKEMAN to excuse the absences of Board member DeVore.

YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

3. APPROVAL OF THE AGENDA.

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

YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

4. APPROVAL OF THE MINUTES.

IT WAS MOVED BY CHAMBERS and seconded by WAKEMAN to approve the minutes of April 14, 2022 as written.

YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

5. TREASURER'S REPORT.

DOWNTOWN DEVELOPMENT AUTHORITY FUND

May 10, 2022

Beginning Balance		\$	403,248.64
Revenue			
	TIFA Revenue	\$	786,226.38
	Interest	\$	-
Total Revenues		\$	1,189,475.02
Expenditures			
	Capital Outlay	\$	156,115.19
	Salaries	\$	40,454.52
	Maintenance Supplies	\$	38,618.13
	Utilities	\$	13,346.84
	Marketing and Community Promotions	\$	13,582.00
	Accrued Wages	\$	4,718.00
	Administration	\$	42,290.77
	Accrued Payables	\$	2,065.63
	Transfer to Equipment	\$	-
	Transfer to General Fund	\$	293,518.76
	Debt service to Light & Power	\$	34,752.54
Total Expenditures		\$	639,462.38
Ending Balance		\$	550,012.64

IT WAS MOVED BY REISTER and seconded by DAVIS to accept the Treasurer's Report as presented.

YES: 8.

NO: 0.

ABSENT: 1.

MOTION CARRIED.

6. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA.

There were none.

7. **OLD BUSINESS**

City Manager Michael Burns stated we have made about \$170. in revenue on the charging stations so far.

8. **NEW BUSINESS.**

a.) 2022 Street Improvements Project Valley Vista Construction.

DPW Director Dan Czarnecki read his memo stating for the upcoming 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.) and 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. The City opened bids for the construction on April 26, 2022, receiving 6 bid proposals. The bids ranged from \$341,818.50 to a high of \$499,956. The engineers estimate for the project was \$461,000. The engineers estimate for the construction work on Valley Vista is \$138,000.

City Manager Michael Burns stated that the street pricing came in low and we are looking at doing another street or two. Possibly in the DDA District. We are currently working on that.

IT WAS MOVED BY WAKEMAN and seconded by DOYLE that the Downtown Development Authority approve the construction project bid for Valley Vista Dr. portion of the 2022 Street Improvements, as proposed by Youngstrom Contracting Inc., Ionia, Michigan, for an estimated cost of \$105,000.

YES: Board members Reister, Doyle, Seese, Wakeman, Chambers, Lintemuth, Davis and Chair Reagan.

NO: None.

ABSENT: Board member DeVore

MOTION CARRIED.

b.) Social District.

City Manager Michael Burns stated he has been asked by Martha Davis to look at adding some items.

Martha then asked about making the social district look more significant like more decorative lighting and picnic tables and lighting and bike racks. Also suggested maybe some of the businesses and restaurants have games like corn hole and sponsor them.

Burns said there are picnic tables behind Main Street and we have some bike racks but could look at adding more. Restrooms will be open from 9:00am to 9:00pm, still waiting on timer. Music speakers are being installed. New "Social District" signs are up.

Liz Baker said she is talking with Lowell Light & Power about low level lighting.

9. **REPORTS AND MEMBER COMMENTS.**

Board member Chambers mentioned that the Rotary Auction was amazing and they raised a lot of money.

Chair Reagan stated he took a trip down to Savannah, Georgia and it was a really neat historic town, if you go to any towns this summer and see something you like, please share things you like. Reagan also explained to new board members that there is a specific boundary that the DDA can spend \$\$ on.

IT WAS MOVED BY DOYLE and seconded by WAKEMAN to adjourn at 12:21.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk