

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
MEETING  
THURSDAY, OCTOBER 06, 2022**

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

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

Present: Board members Rick Seese, Martha Davis, Nicole Lintemuth, Laurie Chambers and Chair Reagan.

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

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

**2. EXCUSE OF ABSENCES.**

IT WAS MOVED BY CHAMBERS and seconded by DAVIS to excuse the absences of Board members DeVore, Wakeman and Doyle.

YES: 5. NO: 0. ABSENT: 3. MOTION CARRIED.

**3. APPROVAL OF THE AGENDA.**

IT WAS MOVED BY DOYLE and seconded by REISTER 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 LINTEMUTH to approve the minutes of May 12, 2022 as written.

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

5. TREASURER'S REPORT.

**DOWNTOWN DEVELOPMENT AUTHORITY FUND**

July 7, 2022

Beginning Balance		\$	514,731.59
Revenue			
	TIFA Revenue		
	Interest	\$	-
Total Revenues		\$	514,731.59
Expenditures			
	Capital Outlay		
	Salaries	\$	4,001.06
	Maintenance Supplies		
	Utilities		
	Marketing and Community Promotions		
	Accrued Wages		
	Administration	\$	3,023.15
	Accrued Payables		
	Transfer to Equipment	\$	-
	Transfer to General Fund		
	Debt service to Light & Power		
Total Expenditures		\$	7,024.21
<b>Ending Balance</b>		<b>\$</b>	<b>507,707.38</b>

6. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA.

There were none.

7. **OLD BUSINESS**

There was none.

8. **NEW BUSINESS.**

a.) Construction Engineering for Valley Vista.

DPW Director Dan Czarnecki read his memo stating the 2022 Lowell Street Improvement Project will need engineering oversight during construction. There are portions of seven streets within the project that will be reconstructed with new base gravel and new asphalt. Our engineers, Williams & Works, have provided us with a scope of services for this work including contract documentation, construction staking, construction observation of the proposed work, construction engineering as required to address and resolve issues as they arise, documentation of construction activities and pay item quantities, and coordinate material testing. They will also handle all the contract administrations including execution of contract documents, arrange and attend pre-construction and progress meetings, review request for construction payments, and finalize paperwork at the end of the project. Williams & Works will do all this for a cost not to exceed \$43,800. Material testing work such as compaction testing, asphalt sampling and testing, concrete testing, etc., will be performed by a subcontractor and will be coordinated through Williams & Works. Because the Valley Vista Dr. is within the Downtown Development Authority, so we are asking the DDA to pay \$9,400 towards this total amount. The Local Streets fund will pay the remaining \$34,400. Dan stated they are hoping to be complete by the end of August, weather permitting.

IT WAS MOVED BY DOYLE and seconded by WAKEMAN that the Downtown Development Authority approve the Valley Vista Dr. portion of the 2022 Street Improvement Construction Engineering Services with Williams & Works, as outlined in their scope of services, dated June 28, 2022, for the amount of \$9,400 of the total amount of \$43,800.

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

NO: None.

ABSENT: Board member DeVore

MOTION CARRIED.

b.) Handicap Accessibility Improvement Fund.

City Manager Michael Burns walked through the Handicap Access Improvement Guidelines and the Application to help explained the process. Burns stated he is just bringing it to your attention now, it still needs to be gone through with the City Attorney as well as approved by our City Building Inspectors at PCI.

9. **REPORTS AND MEMBER COMMENTS.**

Board member Seese asked about the new restrooms and speakers.

Burns stated the restrooms are open, signage is on and the locks are on. Bathrooms are set to be open for 9:00 am to 9:00 pm Monday through Wednesday, 9:00 am to 10:00 pm Thursday and 9:00 am to 11:00 pm Friday & Saturday and 7:00 am to 9:00 pm Sunday. Also, the charging station made \$201 in May and \$155 in June.

Next Meeting will be September 8, 2022.

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

Date:

APPROVED:

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James E. Reagan, Chair

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Susan Ullery, Lowell City Clerk