

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
INFORMATIONAL MEETING  
THURSDAY, OCTOBER 5, 2023**

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

The Meeting was called to order at 12:13 p.m. by Chair Reagan.

Present: Board members Rick Seese, Eric Bartkus, Martha Davis, Laurie Chambers and Chair Reagan.

Absent: Board members DeVore, Doyle and Lintemuth.

Also Present: City Treasurer Sue Olin, City Clerk Sue Ullery and , Lisa Plank.

2. **EXCUSE OF ABSENCES.**

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

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

3. **APPROVAL OF THE AGENDA.**

Chair Reagan suggested they table item A under old business: Monroe Street Island until next meeting.

IT WAS MOVED BY BARTKUS and seconded by LINTEMUTH to approve the agenda as written.

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

4. **APPROVAL OF THE MINUTES FROM AUGUST 17, 2023.**

IT WAS MOVED BY BARTKUS and seconded by DAVIS to approve the minutes of the August 17, 2023.

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

5. **TREASURER'S REPORT.**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND**

October 2, 2023

Beginning \$ 448,968.79

Balance

Revenue

TIFA Revenue	\$	738,500.00
Misc	\$	35.70
Interest	\$	-

Total Revenues

\$ 1,187,504.49

Expenditures

Capital Outlay	\$	97,542.49
Salaries	\$	8,986.42
Maintenance Supplies	\$	10,871.20
Utilities	\$	2,607.89
	\$	
Marketing and Community Promotions	65.07	
Accrued Wages	\$	1,959.10
Administration	\$	13,338.93
Accrued Payables	\$	1,208.86
Transfer to Equipment		
Transfer to General Fund		
Debt service to Light & Power		

Total  
Expenditures

\$ 136,579.96

**Ending Balance**

**\$ 1,050,924.53**

IT WAS MOVED BY BARTKUS and seconded by SEESE to approve the treasurer's report.

YES: 5.

NO: 0.

ABSENT: 3.

MOTION CARRIED.

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

Lisa Plank, Director at the Lowell Museum and on the Board for the Lowell Showboat 6, spoke and

requested \$15,000 in funding for the Showboat from the DDA. Asked for support for public outreach regarding events.

Jim Salzwedel also on the board of the Lowell Showboat 6 explained the maintenance that will be needed approximately every 10 years on the boat.

Reagan suggested the City Manager go over the budget, review it and then have the Lowell Showboat board present again at the next meeting.

7. **OLD BUSINESS.**

a) Monroe Street Island – Tabled until next meeting with City Manager Michael Burns.

8. **NEW BUSINESS.**

a) Christmas Marketing.

Shannon Kennedy with the Lowell Area Chamber of Commerce spoke regarding the Christmas marketing for the City of Lowell and requested the Downtown Development Authority provide a sponsorship to the Lowell Area Chamber of Commerce requesting \$5000.

IT WAS MOVED BY CHAMBERS and seconded by BARTKUS that the Downtown Development Authority Provide a sponsorship to the Lowell Area Chamber of Commerce at a cost not to exceed \$5,000 for the Christmas in Lowell marketing sponsorship.

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

b) Marketing.

Shannon Kennedy then requested \$50,000 for the annual marketing plan 2023-2024 for the Lowell Area Chamber of Commerce. Kennedy explained the reason for the marketing increase which included slight rebranding, video production and promotional items.

Board member Bartkus commented on how great the videos are and commented on billboard use for marketing.

IT WAS MOVED BY SEESE and seconded by CHAMBERS that the Downtown Development Authority Provide a sponsorship to the Lowell Area Chamber of Commerce at a cost not to exceed \$50,000 for their Marketing sponsorship.

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

c) Handicapped Ramp Grant – 317 E. Main.

Reagan spoke regarding this request for reimbursement from Amanda Rogers for Rogers Neighborhood Realty and the three quotes received.

Bartkus thanked Michael Burns for making handicap accessible as part of the DDA for our town and feels it will be helpful to all of our store owners. Questioned if there will be a handrail.

IT WAS MOVED BY BARTKUS and seconded by CHAMBERS that the Lowell Downtown Development Authority to reimburse at a cost not to exceed \$1,750 to Rogers Neighborhood Realty for the handicapped Ramp grant request.

YES: 5.

NO: 0.

ABSENT: 3.

MOTION CARRIED.

9. **REPORTS AND MEMBER COMMENTS.**

Reagan stated the DDA had a vacant seat and Charlie Jeffrey has been appointed to it by City Council.

Laurie Chambers welcomed Rich LaBombard back to the City of Lowell.

Next DDA meeting is scheduled for November 9, 2023.

IT WAS MOVED BY DAVIS and seconded by CHAMBERS to adjourn at 12:43.

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Chair Jim Reagan

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City Clerk, Susan Ullery