

**OFFICIAL PROCEEDINGS  
OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE  
CITY OF LOWELL  
MEETING  
THURSDAY, FEBRUARY 9, 2023**

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

Chair Reagan called the meeting to order at 12:00 p.m.

Present: Board members Eric Bartkus, Nicole Lintemuth, Laurie Chambers, and Mike DeVore, Eric Wakeman, Brian Doyle and Chair Reagan.

Absent: Board members Rick Seese, Martha Davis arrived at 12:30.

Also Present: City Treasurer Suzanne Olin, DPW Director Dan Czarnecki.

**2. EXCUSE OF ABSENCES.**

IT WAS MOVED BY WAKEMEN and seconded by DOYLE to excuse the absence of Board members Seese and Davis.

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

**3. APPROVAL OF THE AGENDA.**

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

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

**4. APPROVAL OF THE MINUTES.**

IT WAS MOVED BY WAKEMAN and seconded by DEVORE to approve the minutes of January 5, 2023 as written.

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

5. TREASURER'S REPORT.

**DOWNTOWN DEVELOPMENT AUTHORITY FUND**

February 9, 2023

Beginning Balance		\$	498,803.57
Revenue			
	TIFA Revenue	\$	718,070.00
	Misc	\$	1,664.90
	Interest	\$	-
Total Revenues		\$	1,177,738.47
Expenditures			
	Capital Outlay	\$	211,280.60
	Salaries	\$	61,837.61
	Maintenance Supplies	\$	3,749.38
	Utilities	\$	10,940.80
	Marketing and Community Promotions	\$	73,091.00
	Accrued Wages	\$	5,618.95
	Administration	\$	28,807.59
	Accrued Payables	\$	834.61
	Transfer to Equipment	\$	-
	Transfer to General Fund		
	Debt service to Light & Power	\$	101,319.93
Total Expenditures		\$	497,480.47
<b>Ending Balance</b>		<b>\$</b>	<b>680,258.00</b>

IT WAS MOVED BY DEVORE and seconded by DOYLE to approve the Treasurers Report.

YES: 7.

NO: 0.

ABSENT: 2.

MOTION CARRIED.

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

Marty Chambers who resides at 930 N. Washington requested funding this year or next year for a bubbler on the river in the summer months to help the water flow better, keep clean and for esthetics.

7. **OLD BUSINESS**

There was none.

8. **NEW BUSINESS.**

a.) Summer Concert Series.

Lorraine Smalligan and Liz Baker gave a report on last year's concerts stating they had a record year for sponsorships. The Lowell High School music group Fusion is going to play a concert, the first Sunday in June. The Chamber of Commerce would like to give them \$650 for instruments.

DPW Director Dan Czarnecki explained that the City Manager could not be here today but Burns is recommending \$20,000 for their budget.

IT WAS MOVED BY DOYLE and seconded by DEVORE that the Downtown Development Authority approve \$20,000 for the Sizzling Summer Concert Series.

YES: Board members Bartkus, Chambers, Lintemuth, Davis, Wakeman, DeVore, Doyle and Chair Reagan.

NO: None. ABSENT: Board member Seese. MOTION CARRIED.

Board member Bartkus asked if they use a billboard along the highway to advertise the Summer Concert Series.

Liz Baker said we do many social media postings for it, but a billboard is quite expensive. She is concerned with Monroe Street being tore up for repair and how that will affect the concerts.

DeVore stated if there is more money than \$650 left over, he would like to see it go to the school band Fusion for their instruments.

IT WAS MOVED BY DAVIS 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 \$7,000 for the Christmas in Lowell marketing sponsorship.

YES: Board members Lintemuth, Chambers, Bartkus, Davis, Wakeman, Doyle, DeVore and Chair Reagan.

NO: None. ABSENT: Board member Seese. MOTION CARRIED.

9. **REPORTS AND MEMBER COMMENTS.**

DPW Director Dan Czarnecki said that the City Manager Michael Burns wanted him to mention a couple things. Burns is in the process of starting the budget, hoping to bring information back to the next meeting as to next year's budget and get that worked through. Looking at a couple more streets for street work this upcoming year. At the top of his list is the short strip of Ottawa from Hudson to the West. Also a short piece of Chatham Street. And yes, Monroe Street will be a mess this year. But we have more details as to how all that is going to play out and we will let you know at a meeting exactly what we know. Paperwork has been sent into the Feds and then they work through the state so it takes awhile.

Board member Doyle congratulated Liz Baker and Lorraine Smalligan for their many years of service to the community at the Chamber and wish them well on their retirement.

Liz Baker then introduced Shannon Kennedy who will be the new executive director for the Chamber of Commerce.

Shannon Kennedy then introduced herself and said she looks forward to working in partnership with the City and she is super excited about the legacy that Liz has built here and she knows our events can reach far and wide so we'll look to continue that tradition and look at what other things we can bring to the Chamber and offer our businesses in town.

Board member Chamber said the warming fire we had in the snowstorm a few weeks ago was pretty well attended, had a lot of extras stop by. It was really cool and drawing a lot of attention. So thank you for letting us do it again for one more year at least.

Board member Bartkus stated he is glad to be here, thank you for your support and bringing me on board. He is anxious to help out the city and has a lot to learn.

Chair Reagan mentioned the new restaurant Rio Plano Taqueria is now open. Reagan wished the best of luck to Liz Baker and Lorraine Smalligan.

IT WAS MOVED BY DOYLE and seconded by DEVORE to adjourn at 12:30.

Date:

APPROVED:

---

James E. Reagan, Chair

---

Susan Ullery, Lowell City Clerk