

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
THURSDAY, MARCH 09, 2023**

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, Mike DeVore, Eric Wakeman, Eric Bartkus and Chair Reagan.

Absent: Board members Brian Doyle, Martha Davis, Laurie Chambers and Nicole Lintemuth.

Also Present: City Manager Michael Burns, DPW Director Dan Czarnecki, City Treasurer Sue Olin, City Clerk Sue Ullery, Chief of Police Chris Hurst.

2. EXCUSE OF ABSENCES.

IT WAS MOVED BY DEVORE and seconded by WAKEMAN to excuse the absences of Boardmembers Davis, Doyle, Chambers and Lintemuth.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

3. APPROVAL OF THE AGENDA.

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

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

4. APPROVAL OF THE MINUTES.

IT WAS MOVED BY DEVORE and seconded by WAKEMAN to approve the minutes of Feb 9, 2023 as written.

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

5. TREASURER'S REPORT.

DOWNTOWN DEVELOPMENT AUTHORITY FUND

March 7, 2023

Beginning Balance		\$	498,803.57
Revenue			
	TIFA Revenue	\$	718,070.00
	Misc	\$	1,664.90
	Interest	\$	-
Total Revenues		\$	1,218,538.47
Expenditures			
	Capital Outlay	\$	211,280.60
	Salaries	\$	28,149.32
	Maintenance Supplies	\$	26,981.74
	Utilities	\$	11,520.85
	Marketing and Community Promotions	\$	73,208.99
	Accrued Wages	\$	5,618.95
	Administration	\$	36,406.42
	Accrued Payables	\$	834.61
	Transfer to Equipment	\$	-
	Transfer to General Fund	\$	291,737.00
	Debt service to Light & Power	\$	101,319.93
Total Expenditures		\$	787,058.41
Ending Balance		\$	431,480.06

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

YES: 5. NO: 0. ABSENT: 4. MOTION CARRIED.

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

There were none.

7. **OLD BUSINESS**

a.) Downtown Fires.

City Manager Michael Burns drove by the last three fires and did not see any turnout there. The City can't afford to fund it.

Mayor DeVore stated that if the merchants want it, they can organize it.

Chamber of Commerce Liz Baker, 113 Riverwalk, agrees it is not attracting people. Maybe fires at certain events like Christmas through Lowell. Inquired if it has to be a fire fighter to man the fire.

Burns said because of insurance, it has to be someone trained for it.

IT WAS MOVED BY DEVORE and second by BARTKUS that the Downtown Development Authority agree to discontinue downtown fires.

YES: 5 NO: 0. ABSENT: 4. MOTION CARRIED.

8. **NEW BUSINESS.**

a.) Museum Step Replacement.

DPW Director Dan Czarnecki read his memo regarding replacing the Museum steps.

Board member Bartkus recommends using PVC material.

Czarnecki will check into the PVC material.

IT WAS MOVED BY DEVORE and seconded by WAKEMAN that the Downtown Development Authority approve the bid from RAM Construction Services of Michigan, Inc., Kentwood Michigan, dated February 2, 2023, for the removal and replacement of the front entry stairway and landing, Option 2, at a cost of \$53,357.82 with the DDA to contribute not more than \$37,500.00 to the work.

9. **REPORTS AND MEMBER COMMENTS.**

City Manager Michael Burns stated April 6, 2023 will be your next meeting and it will be an informational meeting. We will be presenting the budget that day. With Proposal A implemented, you will be seeing a full amount increase since 1994. There will be a 5% increase on uncapped properties throughout the State of Michigan. Uncapped properties, meaning if you sold the property or it is a new property, its going to increase to 7.9%. The City of Lowell's total taxable value went up from \$146M dollars to \$162M dollars this year. That is \$16 million dollar increase. I anticipate the DDA getting a large sum increase but we haven't broken those numbers down yet. DDA will see a couple things in the budget for sure. Probably going to see a capitol request for the Library to replace their air conditioning and would like to see a portion of that paid from the DDA. Also, DDA will see a request to pave Ottawa Drive, as that is in the district. Also, looking at the project of restoring the Riverwalk. Lastly the Lowell Police Department is requesting to install camera's at entrances to the city. They can be used as a crime detour ant. Approximately \$15,000 initially and annually \$1200. But would be very beneficial.

Board member Bartkus asked if these cameras are possible to be used in parks or areas that are vandalized.

Burns stated these cameras are tied specifically to streets and vehicles.

Chair Reagan stated he will be out of town on April 6, 2023.

DPW Dan Czarnecki commented on Matt Bloom removing graffiti, he did a great job and volunteered to do it and thank you very much!

10. **ADJORNMENT.**

IT WAS MOVED BY WAKEMAN and seconded by DEVORE to adjourn at 12:40.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk