

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
THURSDAY, JUNE 8, 2023**

1. CALL TO ORDER; ROLL CALL.

The Meeting was called to order at 12:15 p.m. by Chair Reagan.

Present: Board members Rick Seese, Eric Bartkus, Nicole Lintemuth, Martha Davis and Chair Reagan.

Absent: Board members DeVore, Doyle and Chambers

Also Present: City Manager Michael Burns, DPW Director Dan Czarnecki, City Treasurer Sue Olin, City Clerk Sue Ullery, and Chamber of Commerce Shannon Kennedy.

2. EXCUSE OF ABSENCES.

IT WAS MOVED BY LINTEMUTH and seconded by DAVIS to excuse the absences of Board member DeVore, Chambers and Doyle.

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

3. APPROVAL OF THE AGENDA & MINUTES FROM APRIL 6, 2023.

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

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

4. TREASURER'S REPORT.

DOWNTOWN DEVELOPMENT AUTHORITY FUND

June 6, 2023

Beginning Balance		\$	498,803.57
Revenue			
	TIFA Revenue	\$	854,928.06
	Misc	\$	1,760.90
	Interest	\$	-

Total Revenues		\$	1,355,492.53
Expenditures			
	Capital Outlay	\$	227,421.10
	Salaries	\$	42,882.98
	Maintenance Supplies	\$	43,110.21
	Utilities	\$	13,047.93
	Marketing and Community Promotions	\$	73,462.69
	Accrued Wages	\$	5,618.95
	Administration	\$	53,839.31
	Accrued Payables	\$	834.61
	Transfer to Equipment	\$	-
	Transfer to General Fund	\$	291,737.00
	Debt service to Light & Power	\$	101,319.93
Total Expenditures		\$	853,274.71
Ending Balance		\$	502,217.82

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

There were none.

6. **OLD BUSINESS.**

a) Flock cameras.

City Manager Michael Burns read his memo stating in the fiscal year 23-24 budget, the DDA budgeted \$10,100 for three cameras in the DDA District. We had a representative from Flock Camera discuss this on Monday at the joint City Council DDA meeting. The city would plan to place a camera at the Main/Alden Nash intersection, Foreman and Hudson, Jackson and Main and Bowes and Hudson. The city general fund has approved to purchase the camera at Jackson and Main. The city would handle the agreement for the cameras and it would be approved at City Council meeting, however,

the DDA would fund three of the cameras. This lease covers a two-year period.

Commissioner Bartkiss asked how many Flock Cameras are in Cities in Michigan currently.

The Flock camera representative on zoom stated there are in more than 50 communities in Michigan that use the flock camera. Vigilant is another company with the same technology. Flock has some unique features as part of a block system and a transparency portal that does distinguish Flock from other companies.

IT WAS MOVED BY SEESE and seconded by DAVIS that the Lowell Downtown Authority purchase three of the Flock Cameras as mentioned at a cost not to exceed \$10,100.

YES: Commissioners Bartkiss, Seese, Davis, and Chair Reagan.

NO: Commissioner Lintemuth.

ABSENT: Commissioners Doyle, DeVore and Chambers. MOTION CARRIED 4-1.

7. **NEW BUSINESS.**

a) Library HVAC

City Manager Michael Burns read his memo regarding the budgeted DDA monies for an HVAC system upgrade for the Library. The work will be done as of the preferred vendor agreement and will not seek bids for this. Progressive estimate total is \$158,828. \$72,896 to install three humidifiers to match the units. \$21,500 to replace the original 10-ton condensing unit and \$64,432 to replace the boiler unit. And, an estimate for \$79,542 to replace the air handler units that can be delayed a few years according to Paul Flanagan from Progressive.

IT WAS MOVED BY LINTEMUTH and seconded by BARTKISS that the Lowell Downtown Development Authority approve the estimate from Progressive Heating and Cooling to complete the HVAC system Upgrade as documented for the Library at a cost not to exceed \$158,828.

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

8. **REPORTS AND MEMBER COMMENTS.**

City Manager Michael Burns stated we are starting the initial process of fountains on the Riverwalk. Also, the handicap ramp program will be up and running soon as well, within the next couple weeks. Will be up to a \$10,000 match on the ramps and we have \$75,000 budgeted for this currently.

Commissioner Seese questioned when the continuous music along the Riverwalk will be provided. Burns stated John Wenger is going to be setting that up. The Chamber has the controls on that.

Shannon Kennedy stated the Summer Concerts start next Thursday.

Next meeting will be in Thursday, August 10, 2023.

9. **ADJOURNMENT.**

IT WAS MOVED BY LINTEMUTH and seconded by DAVIS to adjourn at 1:03pm.

APPROVED:

James E. Reagan, Chair
