

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
THURSDAY, AUGUST 17, 2023**

1. CALL TO ORDER; ROLL CALL.

The Meeting was called to order at 12:18 p.m. by Boardmember Bartkus.

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

Absent: Board members DeVore, Doyle and Reagan.

Also Present: City Manager Michael Burns, City Treasurer Sue Olin, City Clerk Sue Ullery.

2. EXCUSE OF ABSENCES.

IT WAS MOVED BY BARTKUS and seconded by CHAMBER to excuse the absences of Board member DeVore, Reagan and Doyle.

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

3. APPROVAL OF THE AGENDA & MINUTES FROM JUNE 8, 2023.

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

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

4. TREASURER'S REPORT.

DOWNTOWN DEVELOPMENT AUTHORITY FUND

August 15, 2023

Beginning Balance		\$	447,841.42
Revenue			
	TIFA Revenue	\$	27,500.00
	Misc		
	Interest	\$	-

Total Revenues		\$	475,341.42
Expenditures			
	Capital Outlay	\$	9,450.00
	Salaries	\$	5,622.11
	Maintenance Supplies	\$	5,399.21
	Utilities	\$	972.12
	Marketing and Community Promotions		
	Accrued Wages	\$	1,959.10
	Administration	\$	6,989.69
	Accrued Payables	\$	1,208.86
	Transfer to Equipment		
	Transfer to General Fund		
	Debt service to Light & Power		
Total Expenditures		\$	31,601.09
Ending Balance		\$	443,740.33

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

There were none.

6. **OLD BUSINESS.**

There was none.

7. **NEW BUSINESS.**

a) Ottawa Street Design Engineering.

City Manager Michael Burns read his memo regarding Williams & Works engineering services for Ottawa and Brook Street.

Bartkus questioned if this is the same period as the project on Washington St. and also if utilities were involved on this one.

Burns said yes, same time period, explained why and stated no utilities involved.

IT WAS MOVED BY SEESE and seconded by CHAMBER that the Lowell Downtown Development Authority approve the Design Engineering Services quote for Brook Street at a cost not to exceed \$19,800.

YES: 6. NO: 0. ABSENT: 3. MOTION CARRIED.

b) Monroe Street Island.

City Manager Michael Burns explained the ideal for enhancing Monroe Street. Concerned that when Monroe Street repair is complete, there will be speeding issues. The island ideal will help divert semi-trucks to Washington where we have always wanted them to go, and eliminate the left hand turn onto Main but also make it more esthetically appealing. Monroe is a major city street and we get more money from the state for major streets. We could budget this for next fiscal year and DDA could fund. Approximately \$100,000.

Bartkus questioned why we would not make the whole road a one-way.

Burns is open to options and suggestions and could come back with a quote as well as a representative from Williams & Works to the next DDA meeting.

General consensus from all board members was for the DDA to approve the island concept.

c) Bike Rack.

City Manager Michael Burns stated he has had some requests for more bike racks in the city. We would get the same model we have currently and would like DDA to fund this.

DDA Board members directed Burns to get some numbers for adding more bike racks and bring them to the next meeting.

8. **REPORTS AND MEMBER COMMENTS.**

City Manager Michael Burn stated he received a handicap access grant request yesterday for Amanda Rogers new building; he will review it and bring it to the next DDA meeting, which will be October.

9. **ADJOURNMENT.**

IT WAS MOVED BY LINTEMUTH and seconded by Seese to adjourn at 12:44pm.

APPROVED:

James E. Reagan, Chair

