

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
ZOOM MEETING
THURSDAY, FEBRUARY 04, 2021**

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

The Meeting was called to order at 12:00 p.m. by Chair Reagan.

Present: Board members Brian Doyle, Rita Reister, Rick Seese, Mike Sprenger, Julie DeVoe and Chair Jim Reagan.

Absent: Board members Mike DeVore and Eric Wakeman.

Also Present: City Manager Michael Burns, Clerk Susan Ullery, DPW Director Dan Czarnecki, City Treasurer Sue Olin.

2. **EXCUSE OF ABSENCES.**

IT WAS MOVED BY DEVOE and seconded by SPRENGER to excuse the absences of board members Mike DeVore and Eric Wakeman.

YES: 6. NO: 0. ABSENT: 2. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY DOYLE and seconded by DEVOE to approve the agenda as written.

YES: 6. NO: 0. ABSENT: 2. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES.**

IT WAS MOVED BY REISTER and seconded by SPRENGER to approve the minutes of January 7, 2021 as written.

YES: 6. NO: 0. ABSENT: 2. MOTION CARRIED.

5. **TREASURER'S REPORT.**

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
February 2, 2021**

| | |
|--------------------|--------------|
| Beginning Balance: | \$427,461.68 |
| Revenue: | |
| TIFA Revenue | \$566,300.00 |
| Interest | |

| | |
|---------------------------------|--------------|
| Total Revenues | \$993,761.68 |
| Expenditures: | |
| Capital Outlay | \$72,235.19 |
| Salaries | \$13,972.87 |
| Maintenance Supplies | \$19,282.94 |
| Utilities | \$10,016.81 |
| Misc and Community Promotions | \$8,027.00 |
| Accrued Wages | \$4,626.50 |
| Administration | \$27,111.24 |
| Accrued Payables | \$2,901.55 |
| Transfer to Equipment | |
| Transfer to General Fund | |
| Debt Service to light and power | \$34,263.28 |
| <i>Total Expenditures:</i> | \$192,437.38 |
| Ending Balance | \$801,324.30 |

IT WAS MOVED BY DOYLE and seconded by SPRENGER to accept the Treasurer's Report as submitted.

YES: 6. NO: 0. ABSENT: 2. MOTION CARRIED.

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

There were no public comments.

7. **OLD BUSINESS**

a.) Social District.

City Manager Michael Burns stated they had some opening issues last week. Five out of the six businesses will participate. It will be called the "Showboat City Social District". Monroe will be shut down Thursday or Friday. The DPW will build two fire pits and the Chamber of Commerce will contribute one. Burns mentioned he is hopeful that people will donate firewood. Hooper printing was used for the signage and stickers. The Fire & Police will be out and about Monday –Friday 4pm to 10pm. Saturday 12pm to 10pm and Sunday 12pm to 8pm. Liz Baker with the Chamber of Commerce will work on marketing the Social District to the community with marketing funds applied for.

b.) Amity.

City Manager Michael Burns provided an update on Amity street project. Paperwork and drawings have all been submitted to County for the CBDG Grant funding and they will handle the bids. We anticipate the project to begin after July 01, 2021, taking approximately eight weeks or so to complete the project.

c.) Downtown Benches and Trash Receptacles.

DPW Director Dan Czarnecki read his memo giving pricing and information on new benches and trash cans. Black is for recycle and red will be for trash. Discussed advertising and dollar amount needed and staffing to maintain the garbage, etc.

IT WAS MOVED BY SPRENGER and seconded by SEESE to approve 10 benches and 13 trash cans with the least expensive company.

YES: Board member Reister, Board member Doyle, Board Member DeVoe, Board member Sprenger, Board member Seese and Chair Reagan.

NO: None. ABSENT: Board members DeVore and Wakeman. MOTION CARRIED.

8. NEW BUSINESS.

a.) Temperature Control.

City Manager Mike Burns read his memo explaining City Hall is in need of a new temperature control system as the old one is outdated and is now obsolete and becoming very hard to manage. Enertemp is the preferred vendor and City Council approved their share of \$11,050 for a new system at their February 1, 2021 meeting.

IT WAS MOVED BY DOYLE and seconded by DEVOE that the Downtown Development Authority approve the remaining share at a cost not to exceed \$11,050 for a new Enertemp Temperature Control System.

YES: Board member Riester, Board member Doyle, Board member Sprenger, Board member Seese, Board member DeVore, and Chair Reagan.

NO: None. ABSENT: Board members DeVore and Wakeman. MOTION CARRIED.

9. REPORTS AND MEMBER COMMENTS.

City Manager Michael Burns stated there will be no meeting March 4, 2021 as he will be on Vacation. A Zoom invite for April 8, 2021 will be sent out later today.

IT WAS MOVED BY REISTER and seconded by DOYLE to adjourn at 12:32.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk