



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
INFORMATIONAL MEETING
THURSDAY, MAY 12, 2022
12 NOON

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) April 14, 2022
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. NEW BUSINESS
 - a) 2022 Street Improvements Project Valley Vista Construction
 - b) Social District
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
THURSDAY, APRIL 14, 2022**

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

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

Present: Board members Rita Reister, Rick Seese, Brian Doyle, Eric Wakeman, Martha Davis, Nicole Lintemuth, Laurie Chambers and Chair Reagan (arrived at 12:03).

Absent: Board members Mike DeVore.

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

2. **EXCUSE OF ABSENCES.**

IT WAS MOVED BY RIESTER and seconded by CHAMBERS to excuse the absences of board members Board member DeVore.

YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

3. **APPROVAL OF THE AGENDA.**

IT WAS MOVED BY SEESE and seconded by DAVIS to approve the agenda as written.

YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES.**

IT WAS MOVED BY LINTEMUTH and seconded by CHAMBERS to approve the minutes of February 10, 2022 as corrected.

YES: 8. NO: 0. ABSENT: 1. MOTION CARRIED.

5. TREASURER’S REPORT.

DOWNTOWN DEVELOPMENT AUTHORITY FUND

April 7, 2022

Beginning Balance		\$	403,248.64
Revenue			
	TIFA Revenue	\$	786,226.38
		\$	-
Total Revenues		\$	1,189,475.02
Expenditures			
	Capital Outlay	\$	156,115.19
	Salaries	\$	34,522.91
	Maintenance Supplies	\$	34,951.70
	Utilities	\$	12,810.34
	Marketing and Community Promotions	\$	13,582.00
	Accrued Wages	\$	4,718.00
	Administration	\$	36,146.51
	Accrued Payables	\$	2,065.63
	Transfer to Equipment	\$	-
	Transfer to General Fund	\$	293,518.76
	Debt service to Light & Power	\$	34,752.54
Total Expenditures		\$	623,183.58
Ending Balance		\$	566,291.44

6. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA.

Chair Reagan welcomed the Chairman of the Chamber of Commerce, Liz Baker and Chairman of the Alto Downtown Development Authority, Sandy Graham.

7. OLD BUSINESS

City Manager Michael Burns stated charging stations are in, activated on Monday. So far we have made \$9. Charging fee is 25 cents per kilowatt hour. After charge is complete, you have 15 minutes to deactivate and if you don't, you will be charged \$5 an hour. There are two locations, each with two stations. They are located at Veterans Memorial Parking Lot and the other over on Broadway.

8. NEW BUSINESS.

a.) Budget.

City Manager Michael Burns read his memo of the proposed Fiscal Year 2022-2023 budget, and what we saw this past year, the amendments that need to be made to the DDA budget for this fiscal year.

IT WAS MOVED BY DOYLE and seconded by WAKEMAN that the Downtown Development Authority amend the current fiscal year budget and approve the Fiscal Year 2022-2023 Budget as presented.

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

NO: None.

ABSENT: Board member DeVore

MOTION CARRIED.

9. REPORTS AND MEMBER COMMENTS.

Board member Riester asked what hours of the day the Riverwalk restrooms are available.

Burns stated that the timers have been ordered for the restrooms and once they come in, they will be on the timers and open from 8 am to 9 pm. Right now they are only open on the weekends when there are events.

Liz Baker suggested some signage for the bathrooms.

Board member Riester stated that Stoney Park parking lot is in pretty bad shape.

Next meeting will be held May 12, 2022 at 12:00 pm.

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

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY FUND

May 10, 2022

Beginning Balance		\$ 403,248.64
Revenue		
	TIFA Revenue	\$ 786,226.38
	Interest	\$ -
Total Revenues		\$ 1,189,475.02
Expenditures		
	Capital Outlay	\$ 156,115.19
	Salaries	\$ 40,454.52
	Maintenance Supplies	\$ 38,618.13
	Utilities	\$ 13,346.84
	Marketing and Community Promotions	\$ 13,582.00
	Accrued Wages	\$ 4,718.00
	Administration	\$ 42,290.77
	Accrued Payables	\$ 2,065.63
	Transfer to Equipment	\$ -
	Transfer to General Fund	\$ 293,518.76
	Debt service to Light & Power	\$ 34,752.54
Total Expenditures		\$ 639,462.38
Ending Balance		\$ 550,012.64

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 04/14/2022 - 05/10/2022

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
04/14/2022	GEN	76984	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	740.000	463	36.72
04/14/2022	GEN	76990	ECO GREEN SUPPLY	SEED MIXTURE	740.000	463	294.99
				SEED MIXTURE	740.000	463	73.55
				CHECK GEN 76990 TOTAL FOR FUND 248:			368.54
04/14/2022	GEN	76998	HOOVER PRINTING, LLC	SOCIAL DISTRICT SIGNAGE	880.000	463	267.50
04/14/2022	GEN	77030	ULINE	DDA SUPPLIES	740.000	463	694.05
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							1,366.81



PUBLIC WORKS

Memorandum

DATE: May 9, 2022
TO: Michael Burns, City Manager
FROM: Daniel Czarnecki, Public Works Director
RE: 2022 Street Improvements Project
Valley Vista Construction

For the upcoming construction season, the City of Lowell will be replacing the street surfaces on the following streets:

Roberta Jayne Dr. from Sibley St. to Faith Dr. (approx. 770-ft)
Faith Dr. entire street from end to end (approx. 630-ft)
Valley Vista Dr. from W. Main to Bowes Rd. (approx. 725-ft)
Heffron Dr. from Donna to approximately 150-ft east.

The street section on Valley Vista Dr. to be resurfaced falls within the DDA and funding for this portion is being requested through the DDA.

The construction work will consist of the removal and replacement of the existing asphalt. If necessary, the gravel base may also be replaced. Any broken, settled, or missing curb and gutter will be replaced. The sidewalk ramps will also be addressed, as needed.

The City opened bids for the construction on April 26, 2022, receiving 6 bid proposals. The bids ranged from a low of \$341,818.50 to a high of \$499,956.00. The engineers estimate for the project was \$461,000. The engineer's estimate for the construction work on Valley Vista is \$138,000.

It is my recommendation: **That the City of Lowell Downtown Development Authority approve the construction project bid for the Valley Vista Dr. portion of the 2022 Street Improvements, as proposed by Youngstrom Contracting, Inc., Ionia, Michigan, for an estimated cost of \$105,000.**

williams&works

engineers | surveyors | planners

April 26, 2022

Mr. Dan Czarnecki
Public Works Director
City of Lowell
301 E. Main Street
Lowell, MI 49331-1798

RE: 2022 Street Improvement - Bid Summary

Dear Mr. Czarnecki:

On April 26, 2022, the City received bids for the 2022 Street Improvement project which includes resurfacing Faith Dr, Roberta-Jayne Dr, Heffron St, and Valley Vista Dr. A total of 6 bids were received and the results of the reviewed bid amounts are presented below. A detailed tabulation of all the bids is attached.

Bidder	As Read	As Corrected	
Youngstrom Contracting	\$341,818.50	\$335,344.50	*Math Error
CL Trucking & Excavating	\$415,202.50		
Kammaing & Roodvoets	\$420,522.00		
Nagel Construction	\$425,768.50	\$425,268.50	*Math Error
C&D Hughes	\$488,074.25		
Wyoming Excavators	\$499,956.00		

The Engineer’s estimate for the project was \$461,000.

Using the low bidder unit prices, the construction amount assigned to the Valley Vista portion of the project to be funded by the DDA is \$105,000.

The low bidder Youngstrom Contracting has not performed work for the City of Lowell in the past 20 years. However, they have performed similar work in Ingham County, the City of Ionia, City of St. Johns, and Village of Saranac. Williams & Works has requested references from Youngstrom Contracting and will provide those when received.

The second low bidder, CL Trucking & Excavating, proposed they would have work completed prior to school starting back up in August 2022. CL Trucking &

Mr. Dan Czarnecki
City of Lowell
April 26, 2022
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Excavating has performed several projects in Lowell including N. Jefferson and Grove & High Street.

The third low bidder, Kamminga & Roodvoets proposed 60 days of work and to complete the project by September 2, 2022. Kamminga & Roodvoets has experience working on projects in Lowell.

Please feel free to contact us should you have any questions regarding this bid summary.

Respectfully,

Williams & Works

Katie Mendez, E.I.T.


attach.

cc: Michael Burns – City of Lowell

Brandan Mieras – Williams & Works