



301 East Main Street
Lowell, Michigan 49331
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CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR

IN PERSON AND VIRTUAL

THURSDAY, JUNE 10, 2021

12 NOON

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1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) May 18, 2021
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Holiday Lights
7. NEW BUSINESS
 - a) Downtown Restrooms
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
TUESDAY, MAY 18, 2021**

1. CALL TO ORDER; ROLL CALL.

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

Present: Boardmembers Brian Doyle, Rita Reister, Rick Seese, Julie DeVoe via zoom from Lowell, Martha Davis arrived at 12:25, Eric Wakeman via zoom from Lowell and Chair Jim Reagan via zoom from Lowell.

Absent: Boardmembers Mike DeVore and Mike Sprenger.

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

2. EXCUSE OF ABSENCES.

IT WAS MOVED BY REISTER and seconded by WAKEMAN to excuse the absences of board members Mike DeVore, Martha Davis and Mike Sprenger.

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

3. APPROVAL OF THE AGENDA.

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

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

4. APPROVAL OF THE MINUTES.

IT WAS MOVED BY WAKEMAN and seconded by REISTER to approve the minutes of April 08, 2021 as written.

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

5. TREASURER'S REPORT.

May 7, 2021

Beginning Balance:	\$427,461.68
Revenue:	
TIFA Revenue	\$706,176.53
Interest	
Total Revenues	\$1,133,638.21

Expenditures:

Capital Outlay	\$103,564.08
Salaries	\$25,692.52
Maintenance Supplies	\$32,449.94
Utilities	\$12,170.39
Misc and Community Promotions	\$10,520.19
Accrued Wages	\$4,626.50
Administration	\$36,688.63
Accrued Payables	\$2,901.55
Transfer to Equipment	\$17,340.00
Transfer to General Fund	\$308,632.00
Debt Service to light and power	\$34,263.28

Total Expenditures: \$588,849.08

Ending Balance \$544,789.13

IT WAS MOVED BY DOYLE and seconded by SEESE to approve the Treasurers Report as submitted.

YES: Boardmember's Seese, Doyle, Reister, DeVoe, Wakeman, and Chair Reagan.

NO: None. ABSENT: Boardmembers' Sprenger, Davis and DeVore. MOTION CARRIED.

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

There were none.

7. **OLD BUSINESS**

a.) Amity.

DPW Director Dan Czarnecki referred to the City Manager Michael Burns' memo stating the Amity Street went out for bid by the County and they will approve the bid for us as it is a federal project. Because two blocks of the Amity Street project are within the Downtown Development Authority, the DDA will pay 28.6% of the construction engineering work, or \$10,150. The remaining will come out of the local street fund.

IT WAS MOVED BY DOYLE and seconded by DEVOE to approve the Lowell Downtown Development Authority approves their portion of the Amity Street Improvement Project Construction Engineering Service with Williams & Works, as outlined in their scope of services, dated May 5, 2021, for \$10,150 (28.6%) of the total amount of \$35,500.

YES: Boardmember DeVoe, Boardmember Seese, Boardmember Wakeman, Boardmember Doyle and Chair Reagan.

NO: None. ABSENT: Boardmembers' Sprenger, Davis and DeVoe. MOTION CARRIED.

b.) Holiday Lights.

City Manager Michael Burns stated at our last meeting we approved a three-year rental for our holiday lights but I was asked if we could get additional lights for the trees. So since that time, Liz Baker with the Chamber of Commerce has received two bids.

Liz Baker with the Chamber stated she tried to get three bids but was only able to get two, she then went through the difference in bids. Issue was tabled and will be brought back at the next meeting. Board members requested to get additional pictures and references.

c.) Showboat Brick Project.

City Manager Michael Burns read his memo stating we went out and sought three quotes to install the bricks for the Showboat brick donation project. We received responses from two entities we sought quotes from. We asked them to install bricks in a 40-foot long and 10-foot wide area. The following are the quotes from the bidders are as follows:

- \$10,240.01 Terra Verde Landscaping (Lowell)
- \$19,812 Katerberg Verhage (Grand Rapids)

The one item not quoted by either entity is the cost to fit the foundation of the ramps coming from the Showboat into the brick area along with placing bricks around the ramps. We are awaiting pricing on this, however, if it is in my spending authority of \$5,000, I will go ahead and approve administratively. I should mention, we budgeted \$25,000 for this project. This work would have to be after July 1, 2021 as this is budgeted for the upcoming fiscal year.

IT WAS MOVED BY DOYLE and seconded by SEESE that the Lowell Downtown Development Authority approve for Terra Verde to complete the Showboat Donation Brick project at a cost not to exceed \$10,240.01 This would not become effective until City Council Budget approval is granted.

YES: Boardmember Wakeman, Boardmember Davis, Boardmember Seese, Boardmember Doyle, Boardmember Davis, Boardmember Reister and Chair Reagan.

NO: None. Absent: Boardmembers Sprenger and DeVore. MOTION CARRIED.

8. NEW BUSINESS.

There was none.

9. REPORTS AND MEMBER COMMENTS.

Chair Reagan asks about the meeting in June-virtual or in person?? City Manager Michael Burns stated its optional, you can do virtual and/or in-person.

Board Member Reister stated Joel Lynch made the benches and the trash cans for the City of Lowell, he is a wonderful person and he did a phenomenal job.

City Manager Michael Burns agreed the trash cans and benches are great.

IT WAS MOVED BY WAKEMAN and seconded by DEVOE to adjourn at 12:31.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 05/08/2021 - 06/08/2021

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
05/14/2021	GEN	75662	BERNARDS ACE HARDWARE	ACCOUNT STATEMENT	740.000	463	19.99
05/14/2021	GEN	75670	DICKINSON WRIGHT PLLC	SOCIAL DISTRICT	955.000	463	1,646.50
05/14/2021	GEN	75683	KERKSTRA PORTABLE, INC.	SOCIAL DISTRICT RESTROOMS	880.000	463	500.00
05/14/2021	GEN	75687	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	920.000	463	462.58
05/14/2021	GEN	75704	THORNAPPLE RIVER NURSERY, INC.	WOOD CHIPS	740.000	463	180.00
05/14/2021	GEN	75707	TRUGREEN	CHAMBER LAWN SERVICE	802.000	463	39.00
05/28/2021	GEN	75732	LOWELL AREA FIRE AUTHORITY	MAN HOURS AT SOCIAL DISTRICT	880.000	463	746.70
06/04/2021	GEN	75769	KERKSTRA PORTABLE, INC.	PORTABLE RESTROOM DDA	880.000	463	500.00
06/04/2021	GEN	75773	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS	920.000	463	425.74
06/04/2021	GEN	75786	THORNAPPLE RIVER NURSERY, INC.	WOOD CHIPS	740.000	463	105.00
				WOOD CHIPS	740.000	463	105.00
				WOOD CHIPS	740.000	463	105.00
				CHECK GEN 75786 TOTAL FOR FUND 248:			315.00
06/04/2021	GEN	75791	WILLIAMS & WORKS INC.	AMITY STREET RESURFACING	970.000	450	718.20
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			5,553.71

DOWNTOWN DEVELOPMENT AUTHORITY FUND
June 8, 2021

Beginning Balance:	\$427,461.68
Revenue:	
TIFA Revenue	\$706,176.53
Interest	
Total Revenues	\$1,133,638.21
Expenditures:	
Capital Outlay	\$104,282.28
Salaries	\$32,050.42
Maintenance Supplies	\$42,932.68
Utilities	\$13,058.71
Marketing and Community promotions	\$8,027.00
Accrued Wages	\$4,626.50
Administration	\$41,119.66
Accrued Payables	\$2,901.55
Transfer to Equipment	\$17,340.00
Transfer to General Fund	\$308,632.00
Debt Service to light and power	\$34,263.28
<i>Total Expenditures:</i>	\$609,234.08
Ending Balance	\$524,404.13

Mike Burns

From: Liz Baker <info@lowellchamber.org>
Sent: Monday, May 24, 2021 7:30 AM
To: Mike Burns; Brian K. Doyle
Subject: FW: warranty clarification

Good Morning Mike and Brian,

I received quite a bit of information back from Geoff, Christmas Creations regarding lighting the downtown. He also sent references. I did reach out to my counterpart in Sparta, will let you know what she says. I will be sending you several emails besides this one.

Liz Baker

Executive Director
Lowell Area Chamber of Commerce
info@lowellchamber.org
www.discoverlowell.org

From: Christmas Creations LLC <christmascreationsgr@yahoo.com>
Sent: Sunday, May 23, 2021 6:18 PM
To: Liz Baker <info@lowellchamber.org>
Subject: warranty clarification

Dear Liz

The warranty on our Commercial Grade LED lights is 3 years as is posted on our quotes and website.

The first 3 years you are under the manufacturers warranty which covers any defects in manufacturing, It **excludes** any type of cuts, pulling on wires or any type of abuse including acts of God, customer or any damage done by the public.

Our largest city customer turns on their lights mid November and leaves them on until Feb 1 each year. Per UL requirements mini LED lights are intended for a maximum 90 days per calendar year. (I showed you the UL tag when I was at your office)

The warranty we provide is for 3 years for Manufacturing defects. They are a excellent set but the warranty is 3 years. After 3 years we would estimate replacing light sets as follows as they years continue: (max 90 days per year) They are basically good for 5 years. However, we like to use the chart below for what to expect as they get older.

Year #4 0-5% replacement
Year #5 5-10% replacement
Year #6 20%+ or so? replacement

We have very few issues with the lights as they are the best quality on the market and they are waterproof. Please note that some companies outside of GR will make you continue to make the full lease payments at years 4,5 etc we do not as it will save you money. We just replace what is needed which is not a big issue.

As trees get larger (that the tops are wrapped in circles) we need to add a few sets to a tree when we get beyond year 3. The tight wrapping we don't need to add.

I just sent you the reference info in 2 emails with pictures at the end of each email.

Thank you



From: Christmas Creations LLC <christmascreationsgr@yahoo.com>
Sent: Friday, May 14, 2021 9:14 AM
To: Liz Baker <info@lowellchamber.org>
Subject: Re: Phone call

Good Morning Liz

Thank you for your quick response.

The year #1 price was \$8043.00

That price included the lease for left and right of downtown. Plus the 1 time purchase of the extension cords and the labor to install and takedown the cords.

I noticed that I made an error on the cost reduction for the Left side quote#6436 the total year 1 cost is only \$2,270 not \$2,460 please see attached.

Quote#6436 Left side lease year 1 \$2270

6437 Left side labor yr1 \$1,535

6443 Right side lease yr1 \$1,365

6438 Right side labor yr1 \$1,035

Quote#6445 1 time cost for purchase of 28 50ft extension cords \$708

Quote#6440 plus the labor to install and takedown the extension cords annual cost \$960

The total for year \$1 for downtown is 7,873

Since you are doing a lease there is no cost for storage.

After the 3 year lease then you would have a storage fee

some language in there if you were to store the lights that would be \$50 per box. So probably we would need to add \$500 to that price. At the end of 3yr lease the lights are ours? I will call you today sometime. This just gives you a heads up in advance. Thanks much Geoff.

Liz Baker

Executive Director

Lowell Area Chamber of Commerce

113 Riverwalk Plaza

616-897-9161

info@lowellchamber.org

www.discoverlowell.org



From: Christmas Creations LLC <christmascreationsgr@yahoo.com>
Sent: Thursday, May 13, 2021 7:16 PM
To: Liz Baker <info@lowellchamber.org>
Subject: Phone call

Hello Liz

Sorry I missed your call this afternoon.

What would be a good time for me to call you on Friday.

I am available by cellphone if you need anything

Please let me know

Thank you

LOWELL DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM



DATE: June 9, 2021

TO: Downtown Development Authority Board of Directors

FROM: Michael T. Burns, City Manager

RE: Downtown Restrooms

As part of the Showboat project, there were plans to construct Downtown Restrooms across from the Showboat. We originally went out for bids for this project. The architect designed bid specs and the low bid originally came in at approximately \$367,000 to build a women's and men's restroom that was ADA compliant. At the time, I asked our architect if he believed this could be value engineered and he said he did not believe so.

I also did not believe we had the proceeds to build the restrooms from the Showboat fundraising campaign.

At the time, we received bids only from Orion Construction and Wolverine Building Group, both of which are design build firms. I went back to them and requested if there were ways to construct a restroom and allow for future renovations surrounding it cheaper than what was originally proposed. Both said yes.

Therefore, I did not involve the architect any further and I went directly to the firms because both had the capability to handle it in house. I told them each to provide an estimate to build a durable municipal bathroom with no adornments and see how low they could get their price. The parameters were basically that the improvements will allow for future expansion and to sustain long term usage as a municipal restroom.

Approximately one month later, I received revised bids from both firms. The following quotes were provided from both firms:

- **Wolverine Building Group \$251,721.80**
- **Orion Construction \$255,325.**

I met with both contractors and they, for the most part, designed the restrooms specific to the original bid specifications. The savings mainly came from concrete and furnishings. The original plans called for the entire concrete floor in the restrooms to be removed so the plumbing can be replaced. Both firms provided estimates that cut trenches around only where the underground plumbing/drainage was necessary. This significantly reduced costs. Also, the furnishings went from a "Cadillac" style furnishing for a restroom to the "Chevrolet" style of furnishings. These are the two areas that provided the most savings. If approved both firms can begin work in July.

DESCRIPTION

GENERAL CONDITIONS	\$	29,000.00
PERMIT		
Tent/Restroom		
DEMOLITION	\$	4,500.00
SITework		
LANDSCAPING		
ASPHALT PAVING		
CONCRETE	\$	5,500.00
MASONRY		
MISC. METALS	\$	3,500.00
GENERAL TRADES/CARPENTRY	\$	15,500.00
CARPENTRY MATERIAL	\$	2,500.00
MILLWORK		
ROOFING	\$	2,400.00
CAULKING		
INSULATION		
EIFS		
DOORS & HARDWARE	\$	5,500.00
STOREFRONTS		
DRYWALL & ACOUSTICAL	\$	21,000.00
FLOORING	\$	11,200.00
INTERIOR FINISHES	\$	4,500.00
SPECIALTIES	\$	9,658.00
FIRE PROTECTION		
PLUMBING	\$	60,500.00
HVAC	\$	20,000.00
ELECTRICAL	\$	13,580.00
LOW VOLTAGE		
Subtotal		\$ -
CONTINGENCY	\$	22,883.80
Contractors Fee	\$	20,000.00
Total	\$	<u>251,721.80</u>



Lowell DPW Building Improvements Bathrooms Only

May 19, 2021

	Cost
Demo	\$ 13,800.00
Concrete / Floor Polish	\$ 7,813.00
Rough Lumber / Tops	\$ 18,579.00
Caulking	\$ 900.00
Doors/Frames/Hardware	\$ 8,730.00
Storefront / Glass & Glazing	\$ 3,277.00
Drywall / Framing / Insulation / EIFS / ACT / Paint	\$ 27,350.00
Accessories / Signage / Bath Partitions	\$ 10,128.00
HVAC	\$ 4,786.00
Plumbing	\$ 47,500.00
Electrical	\$ 24,325.00
Subtotal	\$ 167,188.00
Permits and Fees	\$ 1,825.00
General Conditions	\$ 41,645.00
Surveying/Staking	\$ -
Testing and Inspections	\$ 2,999.91
Construction Fee 5.0%	\$ 10,683.00
Owner Requested Project Contingency 10.0%	\$ 22,434.09
Bond	\$ 8,550
TOTAL	\$ 255,325.00

32 Market Ave, SW - Grand Rapids, Michigan 49503

(616)-464-1740 (P) - (616)-464-1742 (F)

Scope Of Work:

- Select demo of existing walls, electrical conduit, lighting and wires
- Saw cutting and removal of concrete floor (only where future plumbing)
- Concrete infill of trenches
- Grinding and polishing of existing and new concrete floors
- Framing of new 2-Hr rated separation walls and non rated dividing walls
- New drop ACT ceiling in bathrooms and corridor
- Painting of all new walls and existing columns
- New Lighting (lay-in drop ceiling & pendants at bathroom sinks)
- New mini-split HVAC system to provide heating and cooling
- New plumbing fixtures (toilet, lavs, sinks, water heater)
- Bathroom sinks to be trough style (VE Option Selected)
- New painted toilet partitions and urinal privacy dividers
- New aluminum storefront entrance door w/ sidelites
- New EIFS exterior finish

EXCLUSIONS:

- Abatement or hazardous materials