

LAWRENCE DOWNTOWN DEVELOPMENT AUTHORITY
LAWRENCE VILLAGE HALL
February 26, 2020

Present: Steve Petersen, Dale Gribler, Kim Thompson, Dave Quick
Absent: Don Hanson, Gary Barton, Roy Cogar
Also: Dan Faulkner

Meeting called to order at 7:15 p.m.

MINUTES: Meeting of:

September 25, 2019 – Motion by Barton, supported by Petersen to approve the minutes as presented. All aye.

TREASURE’S REPORT: Thompson presented the bank balances from Arbor Financial Credit Union with a total of \$1,357.88 for the Farmer’s Market and \$26,412.34 for the DDA account.

Thompson presented the financial reports as of 1/31/20 showing revenue of \$33,927.65 and expenses of \$34,540.93 with a net loss of \$1,772.72 using fund surplus.

Moved by Quick supported by Petersen to approve the financial report. All aye. Motion carried.

STREETSCAPE: Need measurements for Freedom & Lawson’s for additional lighting. Expect drawings next month.

FACADE REPORT: A new application will be created for business retention and recruitment items. The two requests denied under the Façade Program could apply under the Business Retention & Recruitment program.

FARMERS MARKET: Jan Petersen submitted a written report. Motion by Quick supported by Thompson to reappoint Jan Petersen as the Volunteer Market Master. All aye. Motion carried.

Motion by Thompson, supported by Gribler to approve a one-day conference fee at a cost of \$100 for Jan Petersen using DDA account funds. All aye. Motion carried.

OLD BUSINESS: Gribler provided an inventory showing 49 street lights when complete. Currently have 38 installed. Future lights proposed which will:

- Require lights, concrete and wiring at an estimated cost of \$2,500 per pole (poles are on hand)
- Next 6 installations will be on south side of St Joseph, west of the stop light
- Additional 5 installations will be on the east side of Paw Paw St, south of the stop light
- Additional cost of \$175 per pole for banner brackets
- Total of the above items is \$30,025

Motion by Gribler, supported by Quick to order 10 additional banners from Consort Banners at a cost of \$55 each. All aye. Motion carried.

NEW BUSINESS:

The 2020/2021 budget was discussed. See attached.

Public Comment: NONE

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The next meeting will be Wednesday, March 25, 2020 at 6:30 p.m.

Motion by Petersen, supported by Quick to adjourn at 8:05 pm.

Submitted by: Kim Thompson

Account Number	REVENUE	2018-2019 Approved Budget	2018-2019 Actual	2019-2020 Approved Budget	2019-2020 Actual	2020-2021 Approved Budget	2020-2021 Actual
248-000-401-000	Property Tax Capture	\$ 11,000		\$ 11,000	\$ 19,413	\$ 9,800	
248-000-401-002	Taxes Street				\$ 2,274		
248-000-694-000	Miscellaneous	\$ 1,300		\$ 1,300	\$ 5,973	\$ 1,300	
248-000-694-00	Sign Income	\$ 2,500		\$ 2,500	\$ 2,774	\$ 2,500	
	TOTALS	\$ 14,800		\$ 14,800	\$ 30,434	\$ 13,600	
	EXPENSES						
	Ox Roast	\$ 500		\$ 500		\$ 500	
	Community Development	\$ 300		\$ 300		\$ 300	
	Signage	\$ 100		\$ 100		\$ 100	
	Business Retention	\$ 500		\$ 500		\$ 500	
	Banners	\$ 200		\$ 200		\$ 200	
	Incubator Program/Bus Recruit	\$ 6,000		\$ 6,000		\$ 6,000	
248-000-956-001	Streetscape	\$ 500		\$ 500	\$ 584	\$ 500	
	Lights for Poles	\$ 13,300		\$ 13,300	\$ 411	\$ 16,380	
	Façade Grants	\$ 1,500		\$ 1,500		\$ 1,500	
	Sidewalks	\$ 800		\$ 800	\$ 24,400	\$ 800	
248-000-922-000	Utilities				\$ 176		
248-000-956-000	Miscellaneous				\$ 925		
	Band Stand	\$ 8,000		\$ 8,000		\$ 8,000	
248-000-864-000	Training				\$ 85		
	TOTALS	\$ 31,700		\$ 31,700	\$ 26,581	\$ 34,780	
	BEGINNING SURPLUS/FUND BALANCE	\$ 19,211		\$ 2,311	\$ 2,611	\$ 6,464	
	Plus Revenue	\$ 14,800		\$ 14,800	\$ 30,434	\$ 13,600	
	AVAILABLE	\$ 34,011		\$ 17,111	\$ 33,045	\$ 20,064	
	Less Expenses	\$ (31,700)		\$ (31,700)	\$ (26,581)	\$ (34,780)	
	ENDING FUND BALANCE	\$ 2,311		\$ (14,589)	\$ 6,464	\$ (14,716)	
Farmer's Market							
	REVENUE						
248-100-667-001	Farmer's Market	\$ 1,200		\$ 1,200	\$ 2,386	\$ 1,200	
	TOTALS	\$ 1,200	\$ -	\$ 1,200	\$ 2,386	\$ 1,200	
	EXPENSES						
248-000-956-002	Farmer's Market	\$ 900		\$ 900	\$ 1,960	\$ 900	
	TOTALS	\$ 900	\$ -	\$ 900	\$ 1,960	\$ 900	\$ -
	BEGINNING SURPLUS/FUND BALANCE	\$ -		\$ 300	\$ 300	\$ 726	
	Plus Revenue	\$ 1,200	\$ -	\$ 1,200	\$ 2,386	\$ 1,200	\$ -
	AVAILABLE	\$ 1,200	\$ -	\$ 1,500	\$ 2,686	\$ 1,926	\$ -
	Less Expenses	\$ (900)	\$ -	\$ (900)	\$ (1,960)	\$ (900)	\$ -
	ENDING FUND BALANCE	\$ 300	\$ -	\$ 600	\$ 726	\$ 1,026	\$ -