

**CITY OF LAPEER  
MINUTES OF A REGULAR  
DOWNTOWN DEVELOPMENT AUTHORITY MEETING  
OCTOBER 28, 2015**

A regular meeting of the City of Lapeer Downtown Development Authority was held in the Conference Room at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Wednesday, October 28, 2015 at 8:00 a.m.

**Members Present:** Chairman Dan Gerlach, Vice Chairman Tony Macksoud, Mr. John Matonich, Ms. Jolane Grossbauer, Mr. Bruce Cady, Ms. Catherine Bostick-Tullius, Mr. Ray Davis, Mr. Tim Roodvoets, Mr. Tom Benton, Mr. Bill Sprague, Mr. Doug Hodge and Mr. Dan Sharkey.

**Members Absent:** Mr. Jason Rogers.

**Also Present:** Mr. Jim Alt, Executive Director, Mr. Todd Alexander, Public Safety Director, Ms. Linda Jackman, Planning Director, Mr. Dan Osentoski, DBA President, and Mr. Chuck Lambert, DBA Vice President.

Chairman Gerlach called the meeting to order at 8:00 a.m.

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

It was moved by Mr. Matonich and supported by Ms. Grossbauer to approve the Consent Agenda for October 28, 2015 as follows:

1. Approval of minutes of regular DDA meeting held on September 23, 2015; and
2. Approval of Treasurer Report and Bill Listing.

**MOTION CARRIED.**

**COMMITTEE REPORTS**

**Executive Committee**

Chairman Gerlach reported the committee met with DBA representatives and City staff on October 13, 2015 regarding the proposed DDA/DBA merger and the meeting notes were included in today's meeting packet.

**Design Committee**

There was not a report.

It was the consensus of the board not to convene to a Lapeer Main Street, Inc. meeting.

**Property Maintenance/Beautification Committee**

Mr. Macksoud reported downtown is being prepped for the Christmas decorations.

**Development Committee**

There was not a report.

### Center for the Arts Council Liaison

Ms. Grossbauer reported interviews for a new Gallery 194 manager to replace Jim Alt are continuing, updated the board on current and upcoming exhibits at Gallery 194, recent and upcoming performances at the Pix Theatre and a recent increase in attendance at Pix events. Ms. Grossbauer stated the Pix continues to experience basement water leakage and that a recent leaking toilet issue has resulted in a high water bill.

### DBA Liaison

#### DBA/DDA Merger Proposal

Mr. Benton introduced DBA President Dan Osentoski and DBA Vice President Chuck Lambert and stated the talking points of the recent Executive Committee meeting are listed in the meeting notes, that a Dropbox has been created to share information with Jim Alt and that the DBA board would like to transition into an advisory committee to the DDA involved in the Michigan Main Street Program and downtown promotion and marketing. Mr. Benton stated the DBA plans to retain the DBA Coordinator's services thru the end of the year in order to finish managing the Winter Fest event and then transfer the duties and responsibilities over to DDA Executive Director Jim Alt.

Mr. Chuck Lambert stated the DBA board wishes to operate as an advisory committee on promotions, marketing and the Michigan Main Street Program, that positive things are happening with the current board and that upcoming training dates for the Michigan Main Street program are being researched.

Mr. Dan Osentoski stated that under the DDA, the advisory committee will continue to help with special events and the Main Street Program will be the driving force of the committee.

Discussion was held regarding Jim Alt will be the point person responsible to coordinate special events, relinquishing DBA fund balances and assets to the DDA, discontinuation of DBA memberships and the fact that the DDA Executive Director's new contract does encompass the new duties which will result from the DBA/DDA merger.

After discussion, it was moved by Mr. Macksoud and supported by Ms. Grossbauer to terminate the current Promotion Service Agreement with the Downtown Business Association effective December 31, 2015. **MOTION CARRIED.**

It was moved by Mr. Roodvoets and supported by Mr. Cady to accept the DBA/DDA merger as described. **MOTION CARRIED.**

#### Main Street/Promotion/Marketing Committee Appointments

It was moved by Mr. Cady and supported by Mr. Sprague to appoint the following individuals to the new Main Street/Promotion/Marketing Committee: Dan Osentoski, Chuck Lambert, Tom Benton, Jeanette Osentoski, Marlene Hemmerling, Dana Stoddard, Vicki Gerlach, Danielle Chateauvert, Colleen Sutton, Nickol Schop and Kelli LaValley. **MOTION CARRIED.**

Mr. Benton reported the DBA is hosting a Meet & Greet event on Tuesday, November 10<sup>th</sup> from 5:30 p.m. to 7:00 p.m. at Tilted Axis Brewery.

### **Chamber of Commerce Liaison**

Mr. Macksoud reported the Chamber is working on holiday preparations and a double payment was made on the electrical improvements loan.

### **STAFF REPORT**

#### **Executive Director**

Jim Alt reported he has been on the job for over a week and getting settled, that he has updated some social media sites and Facebook pages and is in the process of signing up downtown Lapeer for the Google Put Your City on the Map program. Mr. Alt stated that he has many ideas for downtown to pitch and he is looking forward to working with the board.

Discussion was held regarding the need for the DBA to turn over the downtownlapeer.com website page to the DDA and the desire for the Executive Director to move to a more visible and accessible office space downtown.

### **OLD BUSINESS**

#### **Member Attendance/Vacancy**

##### **John Matonich Retirement**

Mr. Matonich stated he will be retiring from Rowe Professional Services Company in January 2016 and will become ineligible to serve on the DDA board and this will be the last DDA meeting he is able to attend. Mr. Matonich stated the DDA board has been great to work with, that great things have happened downtown during his tenure and wished the DDA board his best. The board thanked Mr. Matonich for his service on the DDA board.

Mr. Gerlach stated Jason Rogers has informed him he will be more available to attend DDA meetings beginning in December or January and does not wish to resign at this time.

### **OTHER BUSINESS**

#### **Michigan Main Street – Resolution of Commitment – 2016**

Mr. Alt requested approval of the Michigan Main Street Resolution of Commitment for 2016 stating he met with MEDC representatives and was informed the DDA is eligible to continue the program at the Associate level for 2016. Discussion was held regarding the recent increased commitment to the Michigan Main Street program, the need to monitor the success of the program and in the event the program does not gain any traction consideration needs to be given to the possibility the funds may be better spent elsewhere.

After discussion, it was moved by Mr. Benton and supported by Mr. Cady to approve the Resolution of Commitment for the Michigan Main Street Program for 2016.

**RESOLUTION OF COMMITMENT  
CITY OF LAPEER  
DOWNTOWN DEVELOPMENT AUTHORITY  
MICHIGAN MAIN STREET PROGRAM**

WHEREAS, the City of Lapeer Downtown Development Authority is interested in submitting an application for the Michigan Main Street Program; and

WHEREAS, the City of Lapeer Downtown Development Authority recognizes the importance of the downtown district to the community and region as well as the need for revitalization of the downtown district; and

WHEREAS, the City of Lapeer's downtown district meets the physical characteristics of a Traditional Downtown; and

WHEREAS, the City of Lapeer Downtown Development Authority supports and is committed to attend Michigan Main Street Program training and is interested in the next level of the Michigan Main Street Program; and

WHEREAS, the Michigan Main Street Program requires a resolution of commitment to fulfill the requirements of the Associate Level Main Street Program for 2016;

THEREFORE, BE IT RESOLVED that the City of Lapeer Downtown Development Authority authorizes a Resolution of Commitment to fulfill the requirements of the Associate Level Michigan Main Street Program and authorizes Chairman Dan Gerlach to sign all related documents of behalf of the City of Lapeer Downtown Development Authority.

**MOTION CARRIED AND RESOLUTION DECLARED ADOPTED.**

Linda Jackman Retirement

Ms. Jackman informed the board she will be retiring from the City of Lapeer Planning Department effective October 30<sup>th</sup> and that she intends to continue to serve on the Center for the Arts Board of Directors.

November Meeting

Discussion was held regarding the November DDA meeting date which falls on the day before Thanksgiving, potential quorum issues and the possibility of rescheduling or cancelling the meeting. It was the consensus of the board to consider cancelling the November DDA meeting in the event no items require urgent approval action by the board.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 8:40 a.m.

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Mr. Tom Benton  
Secretary