

**CITY OF LAPEER
MINUTES OF A REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
MARCH 23, 2016**

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, March 23, 2016 at 8:00 a.m.

Members Present: Chairman Dan Gerlach, Vice Chairman Tim Roodvoets, Ms. Jolane Grossbauer, Mr. Ray Davis, Mr. Tom Benton, Mr. Bruce Cady, Mr. Doug Hodge and Mr. Dan Osentoski.

Members Absent: Mr. Tony Macksoud, Mr. Dan Sharkey, Ms. Catherine Bostick-Tullius and Mr. Bill Sprague.

Also Present: Mr. Jim Alt, Executive Director, Mr. Todd Alexander, Public Safety Director, and Mr. Dave Churchill, DDA Attorney.

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. Cady and supported by Mr. Roodvoets to approve the Consent Agenda for March 23, 2016 as follows:

1. Approval of minutes of regular DDA meeting held on February 24, 2016; and
2. Approval of Treasurer Report and Bill Listing.

MOTION CARRIED.

COMMITTEE REPORTS

Executive Committee

Mr. Benton distributed the six month evaluation forms for the DDA Executive Director position required as part of Mr. Alt's employment agreement. Mr. Benton requested Jim Alt also complete a self evaluation and that the board members submit their completed forms by the end of April. Discussion was held regarding whether to request the full board or only Executive Committee members complete the six month and annual evaluation and the fact input from all board members is welcome in the event the Executive Committee members conduct the evaluations. After discussion it was moved by Mr. Hodge and supported by Mr. Davis to allow the Executive Committee members to complete both the six month and annual evaluations of the Executive Director. **MOTION CARRIED.**

Design Committee

Mr. Alt reported no new Sign Assistance or Facade Loan program applications have been submitted.

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

Property Maintenance/Beautification Committee

There was not a report.

Development Committee

There was not a report.

Center for the Arts Council Liaison

Ms. Grossbauer updated the board on current and upcoming exhibits and classes at Gallery 194, performances and workshops at the Pix Theatre and the Euchre Tournament scheduled for April 15th.

Chamber of Commerce Liaison

There was not a report.

STAFF REPORT

Executive Director

Jim Alt updated the board on the Michigan Main Street Program webinar held on March 3rd and the Basic Training session held on March 16th in Lansing which was attended by 6 participants from Lapeer. Ms. Alt stated the next training sessions are scheduled for April 19th in Wayland and May 19th in Howell and that he has received and reviewed the application for the Select Level.

Mr. Alt updated the board on various downtown business closings, openings and relocations, his meeting with Dave Ernst on incorporating murals on the rear facades of downtown buildings, volunteers who recently completed a clean up in East Annrock and Rotary parks and stated the two damaged downtown benches have been repaired and will be reinstalled. Mr. Alt also updated the board on the increased social media reach for the downtown websites and stated he is working on updating the downtown Lapeer site including the available properties information. Mr. Alt reported Sky Electric has completed adjustments to the M-24 sign to get the south side working and that the Main Street Marketing & Promotion Committee is currently working on updating the Downtown Directory.

Mr. Alt reported he is working with the Center for the Arts on the Art on Nepessing festival to be held June 3rd and 4th, that the Art Walk portion of the event will begin May 16th and updated the board on the Smithsonian Hometown Sports exhibit which will include efforts by the DDA to dress up the downtown storefronts. Mr. Alt stated he received interest from Pat Hingst of Woodchips to serve on the DDA, that the pocket park designs for the vacant space next to the Pix Theatre have been forward to Rowe for cost estimates in order to begin the crowd funding campaign and that three DDA funded dog waste stations have been installed downtown. Discussion was held on the need to share the downtown vacant properties listing with the Lapeer Development Corporation.

NEW BUSINESS

Suncrest Millage Capture

Mr. Alt updated the board on the request received to forego the DDA's portion of tax revenues to be captured from the Suncrest Millage Renewal to be added to the August 2016 primary election ballot.

Dave Churchill, DDA Attorney, reviewed the legal language of the DDA Plan and stated it is his opinion the current language permits the DDA to opt out of capturing the millage revenues with the approval of the City Commission. Mr. Churchill stated historically the DDA has opted out of special voted millage tax captures, that in the 2014 Amended and Restated DDA Plan language was added to consider the option of opting out on a case by case basis, that the TIFA and LDFA plans include language to not capture extra voted millage funds, that the board may want to consider an amendment to the DDA plan and reviewed relative DDA Public Act language.

Discussion was held regarding the estimated amount of tax revenues projected to be captured by the special millage, effects of the DDA decision on the ballot language requirements, the process involved in amending the DDA Plan, the past history of not capturing special voted millage revenues and whether other DDA's in the county capture extra voted millage revenues.

After discussion, it was moved by Mr. Davis and supported by Mr. Benton not to capture the Suncrest Millage Renewal funds subject to approval by the City Commission.

MOTION CARRIED.

OLD BUSINESS

M-24 Electronic Sign

Mr. Alt updated the board on the status of the M-24 electronic sign stating the south side is working at nearly 100%, that Sky Electric will provide a cost estimate to bring both the north and south sides into working order and that Craig's Signs and Signs by Crannie have been contacted again to provide replacement cost quotes.

OTHER BUSINESS

Michigan Main Street Program

Mr. Alt updated the board on the Michigan Main Street Program Basic Training workshop held in Lansing on March 16th which was attended by himself, Dan Gerlach, Tom Benton, Dan Osentoski, Chuck Lambert and Denise Becker which included training on targeting key businesses to involve in moving downtown forward, increasing community support, educating the community, forming a steering committee and success stories of other Main Street communities. Mr. Alt reviewed the benefits and requirements of participating at the Select Level and benefits of joining the National Main Street Program. Discussion was held regarding the need to increase the collection and reporting of results and data of current DDA initiatives in an organized manner.

Board Vacancy

Mr. Alt reported Jason Rogers submitted his resignation from the DDA and that Pat Hingst of Woodchips has submitted a board interest form to the City Clerk. After discussion, it was moved by Ms. Grossbauer and supported by Mr. Roodvoets to recommend the City Commission appoint Pat Hingst to the DDA. **MOTION CARRIED.**

Mr. Davis requested copies of the final vacant space pocket park design be forwarded to the board members.

Ms. Grossbauer suggested the April DDA meeting be held at the Lapeer Center for the Arts.

Chief Alexander informed the board the heavy equipment currently on site behind the AT&T building is performing river bank soil erosion mitigation work.

ADJOURNMENT

There being no further business, it was moved by Mr. Hodge and supported by Mr. Roodvoets to adjourn the meeting at 8:49 a.m.

Mr. Tom Benton
Secretary