

**CITY OF LAPEER
MINUTES OF A REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
APRIL 27, 2016**

A regular meeting of the City of Lapeer Downtown Development Authority was held at the Center for the Arts, 194 W. Nepessing Street, Lapeer, Michigan on Wednesday, April 27, 2016 at 8:00 a.m.

Members Present: Chairman Dan Gerlach, Ms. Jolane Grossbauer, Mr. Ray Davis, Mr. Tom Benton, Mr. Bruce Cady, Mr. Doug Hodge, Mr. Tony Macksoud, Mr. Dan Osentoski, Mr. Dan Sharkey, Ms. Catherine Bostick-Tullius and Mr. Patrick Hingst.

Members Absent: Vice Chairman Tim Roodvoets and Mr. Bill Sprague.

Also Present: Mr. Jim Alt, Executive Director, Mr. Todd Alexander, Public Safety Director, and Ms. Jill Lyons, Center for the Arts Executive Director.

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. Hodge and supported by Ms. Grossbauer to approve the Consent Agenda for April 27, 2016 as follows:

1. Approval of minutes of regular DDA meeting held on March 23, 2016; and
2. Approval of Treasurer Report and Bill Listing.

MOTION CARRIED.

COMMITTEE REPORTS

Executive Committee

Mr. Alt reported a meeting was held to review the proposed 2016-17 DDA Operating Budget and a future meeting is scheduled to review his performance.

Design Committee

Mr. Macksoud reported two new Sign Assistance Program applications have been received for review and one new application has been distributed.

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 the recent Euchre Tournament and reported another tournament will be planned.

Ms. Jill Lyons updated the board on classes, workshops, upcoming performances at the Pix Theatre and the Art on Nepessing event scheduled for June 3rd and 4th which will include the Art Walk to begin on May 16th at 30 participating businesses. Ms. Lyons also presented a video on the upcoming Smithsonian Home Town Teams national exhibit scheduled for June 11th through July 30th which will include a pep rally and local exhibit in conjunction with the Historical Society and Library. Ms. Lyons stated photos and stories can be submitted to be included in the local exhibit.

Chamber of Commerce Liaison

Mr. Macksoud reported the Spring Expo held on Sunday featured approximately 50 vendors and the next event is Lapeer Days.

STAFF REPORT

Executive Director

Mr. Alt updated the board on the Michigan Main Street Program training and homework, the next session scheduled for May 19th in Howell and various business openings, relocations and available properties. Mr. Alt reported he will be increasing focus on landlord feedback, working on providing a variety of businesses downtown and expanding the Doing Business in Lapeer informational documents. Mr. Alt stated he will be meeting with Rowe's engineering division on the pocket park next to the Pix and will be visiting other similar parks to look at various designs.

Ms. Alt updated the board on flags and banners to be installed downtown, various social media activities, the start-up schedule and financing for the Summer Concert Series and Monday Car Cruise events and research on free marketing opportunities. Mr. Alt distributed the new Downtown Business Directory and Event Guide and welcomed new board member Patrick Hingst from Woodchips BBQ.

Discussion was held regarding plans for some businesses to experiment with extended evening hours during special downtown events.

NEW BUSINESS

Bike Racks

Mr. Alt reported he is researching the possibility of installing additional bike racks downtown including style, pricing and funding options. Discussion was also held regarding relocating the existing bike rack behind Pueblo Viejo to a more visible location. After discussion, it was the consensus of the board to move the existing bike rack to the Fox Street mall area.

OLD BUSINESS

Suncrest Millage Capture – City/DDA/County Agreement

It was moved by Ms. Bostick-Tullius and supported by Mr. Benton to approve the Agreement to Share Captured Assessed Value between the Downtown Development Authority, City of Lapeer and County of Lapeer regarding the Lapeer County Medical Care Facility – Suncrest Millage and to authorize the Chairman and Secretary to sign said agreement. **MOTION CARRIED.**

M-24 Electronic Sign

Mr. Alt reported he received quotes for replacing the M-24 electronic sign ranging from \$33,000 to \$35,000, that Sky Electric is investigating whether any remaining panels on the north side can be relocated to the south side to replace non-working panels and that the text format will be changed to not require usage of the bottom line of the sign.

Discussion was held on the possibility of turning off the sign until it is readable, replacement alternatives other than a new sign including research of the purchase of a used sign or used replacement parts, eliminating the sign, borrowing funds for a new sign, potential funding partnerships for the sign with the City of Lapeer, TIFA and Lapeer County Community Foundation and revisiting charging for use of the sign.

OTHER BUSINESS

Michigan Main Street

Mr. Alt reported he has received the 2016 Michigan Main Street Program Agreement and will begin processing approval of the agreement and updated the board on additional training requirements, the community visit by Main Street representatives and updating the communication plan.

Discussion was held regarding the new Coffee with a Commissioner events held by Josh Atwood on the last Monday of every month at 7:00 p.m. at St. Matthew's Church.

2016-2017 Operating Budget

Mr. Alt reviewed the proposed 2016-2017 DDA Operating Budget stating the Executive Committee has reviewed the proposed budget. Discussion was held regarding requesting the City Manager to possibly reduce the General Fund Administrative Fee from the proposed \$8,905.

After discussion, it was moved by Mr. Cady and supported by Mr. Hodge to recommend approval of the 2016-2017 DDA Operating Budget as presented with the possibility of reducing the General Fund Administrative Fee amount. **MOTION CARRIED.**

ADJOURNMENT

There being no further business, it was moved by Mr. Hodge and supported by Ms. Grossbauer to adjourn the meeting at 8:43 a.m. **MOTION CARRIED.**

Mr. Tom Benton
Secretary