

**CITY OF LAPEER
MINUTES OF A REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
JUNE 22, 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, June 22, 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. Tony Macksoud and Mr. Dan Osentoski.

Members Absent: Mr. Dan Sharkey, Mr. Doug Hodge, Mr. Bruce Cady, Ms. Catherine Bostick-Tullius, Mr. Bill Sprague and Mr. Pat Hingst.

Also Present: Mr. Jim Alt, Executive Director, and Mr. Todd Alexander, Public Safety 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. Davis and supported by Mr. Roodvoets to approve the Consent Agenda for June 22, 2016 as follows:

1. Approval of minutes of regular DDA meeting held on May 25, 2016;
2. Approval of Treasurer Report and Bill Listing; and
3. Approval of 2015-16 Year End Budget Adjustments as presented.

MOTION CARRIED.

COMMITTEE REPORTS

Executive Committee

Mr. Benton reported the Executive Committee met June 20th to discuss the Executive Director's six month evaluation and reviewed the strengths Mr. Alt has demonstrated in his job performance and priorities identified by the Committee for Mr. Alt to focus on during the next six months.

Design Committee

Mr. Alt reported no new Sign Assistance or Facade Loan Program applications have been received.

It was moved by Mr. Macksoud and supported by Ms. Grossbauer to convene to a Lapeer Main Street, Inc. meeting. **MOTION CARRIED.**

LAPEER MAIN STREET, INC.

Facade Loan Program - Architectural Services

Discussion was held regarding the possibility of reinstating funding for the architectural services offered as part of the Facade Loan Program and the purpose of providing the architectural service assistance. It was the consensus of the board for Mr. Alt to contact Rowe Professional Services Company to determine what level of service could be provided to a loan applicant for \$2,500.

It was moved by Ms. Grossbauer and supported by Mr. Davis to adjourn the Lapeer Main Street, Inc. meeting and to reconvene the Downtown Development Authority meeting.
MOTION CARRIED.

Property Maintenance/Beautification Committee

Mr. Macksoud reported the Farmers' Market pavilion is being used frequently and discussion was held regarding issues with the lighting timer. Chief Alexander will contact the Department of Public Works to get the timer adjusted properly. Mr. Alt stated some artists will be touching up their bench artwork and that the bike rack has been relocated to the Fox Street mall area.

Development Committee

There was not a report.

Center for the Arts Council Liaison

Ms. Grossbauer updated the board on the Art on Nepessing event, the Smithsonian Home Town Teams exhibit VIP preview party, upcoming events related to the Home Town Teams exhibit and a partnership with the Community Center for Thursday art making for the summer camp youth. Ms. Grossbauer reported a MCACA grant application has been submitted and that Jill Lyons has been invited by MCACA to serve as a grant reviewer.

2016-17 Programming Services Agreement

Mr. Alt stated no changes were made to the proposed 2016-17 Programming Services Agreement. Discussion was held regarding the need to receive more information throughout the year from the Center for the Arts operation regarding the various events, participation and financial information. After discussion, it was moved by Mr. Benton and supported by Mr. Davis to approve the 2016-17 Center for the Arts Programming Services Agreement.

Chamber of Commerce Liaison

Mr. Macksoud reported the Chamber has the Lapeer Days entertainment all set and that sponsorships are down. Discussion was held regarding the need to increase communication with Lapeer County Bank & Trust representatives concerning set up of the Lapeer Days carnival operation in the parking lot.

STAFF REPORT

Executive Director

Mr. Alt updated the board on the recent Michigan Main Street training held in Wayne on June 22nd which focused on moving the program forward, the quarterly report submitted, upcoming webinars and a potential site visit to Lapeer by Michigan Main Street representatives. Mr. Alt also updated the board on the Coffee with the Commish meetings, downtown vacancies and new business openings, social media exposure, distribution of the 2nd digital newsletter, the Art on Nepeessing event, efforts to increase promotion and cooperation with radio station US 103, the Lapeer Country Car Cruise to be held June 25th and the Monday Cruise and Summer Concert events. Mr. Alt reported the M-24 electronic sign has been turned off due to malfunctions in order to comply with City ordinance requirements and that he will contact Rowe Professional Services Company regarding the status of the design for the vacant lot pocket park.

Discussion was held regarding the need to involve youth in the Michigan Main Street Program process and the lack of advertising for the upcoming Lapeer Country Cruise.

NEW BUSINESS

Executive Director Office

Mr. Alt reviewed the availability of a street level office space at \$150 per month including all utilities except internet service located in the Lyric Mall facing the Fox Street mall area which is double the size of the current DDA office located on the second floor of the St. Matthew's Church building. Discussion was held regarding the increased visibility and access of the Lyric Mall location and space for DDA signage. After discussion regarding funding, it was moved by Mr. Davis and supported by Mr. Osentoski to allow the Executive Director to make a semi-commitment to reserve the new office location. **MOTION CARRIED.**

OLD BUSINESS

M-24 Electronic Sign

Mr. Alt reported he has taken measurements of the M-24 electronic sign, that increasing the height of the existing sign would require a variance from the Zoning Board of Appeals and he will check with the State of Michigan for any restrictions on increasing the sign size. After discussion, it was the consensus of the board to contact Craig's Signs to provide design options for a new sign.

OTHER BUSINESS

Michigan Main Street

Mr. Alt reported he has communicated the board's interest in moving up to the Select Level to Michigan Main Street representatives and that he will provide more information on dates for the potential site visit.

Mr. Macksoud reported Lapeer Team Work has submitted their application to MSHDA & MEDC for grant assistance for their building at 286 W. Nepessing Street. Discussion was held regarding volunteers available to paint the wood on the front of the Team Work building in the event it will not interfere with the grant application.

Discussion was held regarding funding needs for the vacant lot pocket park and the M-24 electronic sign, the current DDA fund balance and the purpose of maintaining a fund balance reserve.

Mr. Davis inquired if the DDA and City Parks Department would be interested in participating in the Rotary Club's Purple for Polio promotion for the 2017 planting season of downtown flowers.

ADJOURNMENT

There being no further business, it was moved by Mr. Macksoud to adjourn the meeting at 9:33 a.m. **MOTION CARRIED.**

Mr. Tom Benton
Secretary