

**CITY OF LAPEER  
MINUTES OF A REGULAR  
DOWNTOWN DEVELOPMENT AUTHORITY  
LAPEER MAIN STREET MEETING  
NOVEMBER 22, 2017**

A regular meeting of the City of Lapeer Downtown Development Authority and Lapeer Main Street was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Wednesday, November 22, 2017 at 8:00 a.m.

**Members Present:** Chairman Dan Gerlach, Vice Chairman Tim Roodvoets, Ms. Catherine Bostick-Tullius, Ms. Jolane Grossbauer, Mr. Dan Osentoski, Mr. Bruce Cady, Mr. Ray Davis, Mr. Tony Macksoud, Mr. Pat Hingst, Mr. Bill Sprague and Mr. Tony Stroh-Piechowski.

**Members Absent:** Mr. Tom Benton and Mr. Dan Sharkey

**Also Present:** Mr. James Alt, Executive Director, Mr. Dale Kerbyson, City Manager, and Ms. Jill Lyons, CFA 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 Ms. Bostick-Tullius and supported by Mr. Sprague to approve the Consent Agenda for November 22, 2017 as follows:

1. Approval of minutes of DDA meeting held on October 25, 2017; and
2. Approval of Treasurer Report and Bill Listing.

**MOTION CARRIED.**

**Executive Committee**

**Executive Director Annual Evaluation & Contract Renewal**

Ms. Bostick-Tullius reviewed the Executive Committee's annual evaluation report for the Executive Director as well as Mr. Alt's self evaluation report stating the report lists various strengths, weaknesses and goals for the upcoming year. Ms. Bostick-Tullius distributed a salary analysis of DDA Executive Director positions in other communities and stated the committee is recommending renewal of Mr. Alt's contract and an increase in his annual wage to \$45,000. Ms. Bostick-Tullius informed the board the current agreement in place between the City and DDA is to provide \$45,000 to fund the Executive Director position and that with the proposed increase approximately \$50,000 will be required in order to fund the annual wage and other payroll related taxes.

Discussion was held regarding requesting the City to consider renegotiating the current funding agreement approved in 2012 to increase the amount to \$50,000, accessing the DDA's fund balance to cover the increase costs, the change in duties of the position over the last year due to increased activities of the various Main Street committees and Mr. Alt's successful efforts to improve the downtown.

After discussion, it was moved by Mr. Cady and supported by Mr. Stroh-Piechowski to renew Mr. Alt's contract for one year, to increase Mr. Alt's annual salary to \$45,000 effective November 1<sup>st</sup> and to request the City Commission revisit the funding agreement to increase the amount provided to the DDA for the Executive Director position to \$50,000 per year. **MOTION CARRIED.**

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

### **LAPEER MAIN STREET, INC.**

#### **Jankovic Facade Loan**

Mr. Alt reviewed the Facade Loan request received from Scott Jankovic for a Facade Loan in the amount of \$20,000 for a period of 5 years at an interest rate of 3% to improve the exterior facade of the building located at 393 W. Nepessing Street. Mr. Alt reported the Lapeer Development Corporation and the Economic Vitality Committee have reviewed the complete loan application and recommend approval contingent upon the applicant providing sufficient collateral.

Discussion was held regarding requiring a personal guarantee on the loan in addition to a lien on the property, the bank's loan interest rate amount charged to Lapeer Main Street, the need to review the exterior facade improvements design, and an additional loan being sought by the applicant through the Lapeer Development Corporation for improvements to the building interior.

It was moved by Mr. Macksoud and supported by Mr. Cady to approve the Facade Loan Program application from Scott Jankovic for 393 W. Nepessing Street as recommended subject to the interest rate being at an amount not lower than the rate charged to Lapeer Main Street, Inc. by the bank and Design Committee approval of the exterior improvements design. **MOTION CARRIED.**

It was the consensus of the board to adjourn the Lapeer Main Street, Inc. meeting and to reconvene the Downtown Development Authority meeting.

### **MAIN STREET COMMITTEE REPORTS**

#### **Organization Committee**

Ms. Bostick-Tullius reported the committee is working on developing a data base for both volunteers and donors and the Main Street Work Plan. Ms. Bostick reviewed the proposed work plans for Communications, Volunteer Development and Funding Development. It was moved by Ms. Bostick-Tullius and supported by Mr. Osentoski to approve the Communications Work Plan, the Volunteer Development Work Plan and the Funding Development Work Plan. **MOTION CARRIED.**

### **Design Committee**

Mr. Alt reported the new signage has been installed at the pocket park, that he is beginning to contact and meet with various service organizations for sponsorships for the park and that he will also be meeting with MEDC representatives regarding the Patron City crowd funding program for the project. Mr. Alt reviewed the Main Street Work Plans for the Wayfinding Signs, the Pocket Park at 160 W. Nepessing Street and Vacant Windows. Discussion was held regarding the need to coordinate the wayfinding sign design with the City's prepared wayfinding signage design. It was moved by Ms. Grossbauer and supported by Ms. Bostick-Tullius to approve the Wayfinding Signs Work Plan, the 160 W. Nepessing Pocket Park Work Plan and the Vacant Windows Work Plan. **MOTION CARRIED.**

City Manager Kerbyson distributed a photo of the new bike rack which has been completed and delivered to the Parks Department to be installed downtown. Mr. Alt reported he met with Mr. Edwards of the Parks Department who suggested a location in front of the Farmers Market Pavilion which will not interfere with snow removal or the Santa House location.

### **Economic Restructuring Committee**

Mr. Osentoski reviewed the Main Street Work Plans for the Punch Card Reward and Inventory Asset. Discussion was held regarding the process to determine the projected costs for the various work plans. It was moved by Mr. Roodvoets and supported by Mr. Osentoski to approve the Punch Card Reward Work Plan and the Inventory Asset Work Plan. **MOTION CARRIED.**

### **Promotion Committee**

Mr. Alt reviewed the Main Street Work Plans for the Downtown Business Directory, the Haunted Lapeer Ghost Tours, the Lapeer Cruise, the Treat Walk and Pumpkin Fest, the Zombie Walk, the Summer Concert Series, Lapeer Days and Ladies Night Out. Discussion was held regarding the need to develop a Spring event, exploring ways to improve the Summer Concert Series, the need for the Promotion Committee to work with the Funding Committee on the sponsorship process and reworking the sponsorship packages and forms to organize the process. After discussion, it was moved by Mr. Roodvoets and supported by Ms. Grossbauer to approve the Downtown Directory and Event Guide Work Plan, the Haunted Lapeer Ghost Tour Work Plan, the Lapeer Cruise on Nepessing Street Work Plan, the Treat Walk and Pumpkin Fest Work Plan, the Zombie Walk Work Plan, the Summer Concert Series Work Plan, the Lapeer Days Work Plan and the Ladies Night Out Work Plan. **MOTION CARRIED.**

### **OTHER REPORTS**

#### **Center for the Arts**

Ms. Grossbauer updated the board in recent and upcoming events and attendance at Gallery 194 and the Pix Theatre, recent Fall classes and upcoming Winter classes, the availability of Center for the Arts gift certificates, the annual giving letter recently sent out and advertising on Channel 25 and Fox 66.

## **STAFF REPORT**

### **Executive Director**

Mr. Alt updated the board on the new M-24 electronic sign stating the digital sign has been delivered to the sign company which has visited the site to match the colors of the cupolas and that he will be receiving the software next week. Mr. Alt reported the National Main Street Conference is scheduled for March 26<sup>th</sup> thru 28<sup>th</sup> in Kansas City, Missouri, that an office volunteer has started and reviewed the volunteer hours event breakdown.

Mr. Alt also updated the board on website updates, WinterFest preparations, Lakestone Bank's sponsorship toward horse carriage rides and participation in the Ladies Night Out event. Mr. Alt reported the downtown is featured on an online radio show at Solid State Radio on Wednesdays from 2 p.m. to 3 p.m. and that the Courthouse Gala event has been scheduled for November 30<sup>th</sup> to raise funds toward repair and restoration of the dome tower.

## **OTHER BUSINESS**

### **Medical Marihuana Facilities**

Discussion was held regarding the DDA's position on making a recommendation to the Planning Commission and City Commission on whether or not to allow Medical Marihuana Facilities to locate downtown. Discussion was held regarding the buffer zone maps of the downtown area, the potential for the buffer zones to change in the future in the event existing federal or school uses in the downtown area were to close, the five types of facilities to be licensed by the State, the Family Friendly theme of the Main Street Program, the potential for the State to approve marihuana for recreational use in the future and the current Federal laws concerning marihuana.

Discussion was also held regarding whether any other Main Street communities allow marihuana facilities to locate in their downtown districts and the boundaries of the CBD zoning districts which extend beyond Nepessing Street.

After discussion, it was moved by Mr. Roodvoets and supported by Ms. Bostick-Tullius to inform the City the DDA in general does not have enough information to make a recommendation due to the State of Michigan laws being under formulation.

**Yeas:** Mr. Roodvoets, Ms. Bostick-Tullius, Mr. Hingst, Ms. Grossbauer, Mr. Stroh-Piechowski, Mr. Gerlach, Mr. Macksoud, Mr. Sprague, Mr. Davis and Mr. Osentoski.

**Nays:** Mr. Cady.

**Absent:** Mr. Benton and Mr. Sharkey.

**Abstain:** None.

**MOTION CARRIED.**

**National Main Street Conference**

Mr. Alt reported the National Main Street Conference is scheduled in Kansas City Missouri on March 26<sup>th</sup>-28<sup>th</sup> and informed the board the Main Street Program will cover the registration cost of one participant and attending the conference will also include expenses for lodging, meals and either airfare or vehicle mileage. After discussion on researching the cost of air travel and vehicle mileage, it was moved by Ms. Bostick and supported by Mr. Stroh-Piechowski to authorize Mr. Alt to attend the National Main Street Conference in Kansas City. **MOTION CARRIED.**

**ADJOURNMENT**

There being no further business, it was the consensus of the board to adjourn the meeting at 9:57 a.m.

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Mr. Dan Osentoski  
Secretary