

**CITY OF LAPEER
MINUTES OF A REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
DECEMBER 17, 2014**

A rescheduled 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, December 17, 2014 at 8:00 a.m.

Members Present: Chairman Dan Gerlach, Vice Chairman Tony Macksoud, Mr. Doug Hodge, Ms. Jolane Grossbauer, Mr. Ray Davis, Mr. Tim Roodvoets and Mr. Dan Sharkey.

Members Absent: Mr. Jason Rogers, Mr. Bruce Cady, Mr. John Matonich, Mr. Tom Benton, Mr. Mike Robinet and Mr. Bill Sprague.

Also Present: Ms. Janine Saputo, Executive Director, Mr. Dale Kerbyson, City Manager, and Ms. Linda Jackman, Planning Director.

Chairman Gerlach called the meeting to order at 8:05 a.m.

PUBLIC COMMENTS

There were no public comments at this time.

CONSENT AGENDA

It was moved by Mr. Hodge and supported by Mr. Davis to approve the Consent Agenda for December 17, 2014 as follows:

1. Minutes of the regular meeting held September 24, 2014;
2. Treasurer Report and Bill Listing; and
3. Budget Amendment for Office Rent.

MOTION CARRIED.

COMMITTEE REPORTS

Executive Committee

Mr. Gerlach reported the Executive Committee met to approve the lease for the new location of the Executive Director's office. Ms. Saputo informed the board the office is located on the second floor of the St. Matthew's building for a rental rate of \$74 per month, access to the building's internet service for \$30 per month and electric usage to be billed monthly.

Design Committee

Ms. Saputo reported the Woodchips signage has been installed and approved for Sign Assistance Program reimbursement, that a press release is being prepared to advertise the program and reviewed additional potential participants in the program.

Lapeer Main Street, Inc.

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

Property Maintenance/Beautification Committee

Mr. Macksoud reported the downtown benches look nice, that the Farmers' Market pavilion lights need to be re-timed and that some downtown holiday decorations have been stolen including a tree, six strands of lights and a wreath.

Development Committee

Ms. Saputo reported she is working with two potential downtown investors, that the new brewery is moving along and that two additional businesses are interested in installing outdoor café areas.

Center for the Arts Council Liaison

Ms. Grossbauer updated the board on recent and upcoming Pix Theatre events, attendance at recent events, the success of the Pix Celebration event which raised \$1,400 and the MCACA grant reviews in Lansing which was attended by Jill Lyons and Janine Saputo. Ms. Grossbauer reported the burned building next to the Pix Theatre is current being demolished. Ms. Grossbauer also updated the board on current and upcoming exhibits, art classes and Youth Art Saturdays at Gallery 194.

City Manager Kerbyson informed the board the Pix Theater Buy-A-Seat program will be re-launched.

Ms. Saputo reported on the MCACA grant review process and stated Jill Lyons and herself also visited two Michigan Main Street communities in the Lansing area.

DBA Liaison

Ms. Jeanne McCorkle, DBA President, was present and introduced DBA Farmers' Market Manager Rochelle Williams and reported Jenice Groth has been hired as the new DBA Coordinator. Ms. McCorkle updated the board on the Treat Walk event held in October which was attended by approximately 1,500 treaters, the WinterFest event which included approximately 200 treaters, the window decorating contest winners, various successful activities during WinterFest and new DBA board members.

Chamber of Commerce Liaison

Mr. Macksoud updated the board on the addition of street lighting in the courthouse area, tree removal on the Old Courthouse lawn area prior to the WinterFest event and nominations being accepted for the Chamber's Citizen of the Year awards to be announced in January.

STAFF REPORT

Executive Director

Ms. Saputo updated the board on demolition of the building next to the Pix Theatre. Discussion was held regarding plans to finish the exterior walls of the Pix Theatre and the Burke's Flowers building.

Ms. Saputo reported the new City website should be operational in January, that a letter of support was submitted in conjunction with the Imlay City DDA for the DIA Inside Out program, that she needs to purchase a wireless mouse and a bookcase for the new office and that DDA officers are scheduled to be elected at the January meeting.

Discussion was held regarding new tenants planning to locate in the former K-Mart space and Edible Arrangements currently opening in the former Maurice's space.

NEW BUSINESS

Farmers' Market Proposals

City Manager Kerbyson updated the board on two current requests submitted for City Commission approval to hold a Farmers' Market in downtown including the recent proposal received from the Historic Farmers' Market to relocate back to the downtown pavilion to be operated independently of the DBA and managed by Denise Becker.

Rochelle Williams, DBA Farmers' Market Manager, stated her goals for the upcoming DBA managed Market is to add vendors and special events to increase attendance.

Discussion was held regarding whether or not the two market operations can co-exist and work together, problems experienced by the DBA's market during the 2014 season and the DDA/DBA promotional services contract which includes management of the Farmers' Market operations. Discussion was also held regarding the fact that some of the previous vendors wish to return to downtown, success of other markets such as Port Austin which allow multiple vendors selling the same products, the exclusionary attitude and practices of the Historic Farmers' Market management when previously located downtown and the need to open the market up to all interested vendors.

Mr. Kerbyson reported he intends to meet with interested parties from both markets as well as an independent third party to mediate a possible way for both organizations to work together to provide one strong market downtown.

OLD BUSINESS

Michigan Main Street Program

Ms. Saputo reported an announcement on the Michigan Main Street Program application is expected in January, that the Small Business Association event held in Howell was attended by some local business owners and that she is working on the placemaking element of the Main Street Program.

DDA Reform Legislation

Ms. Saputo updated the board on the status of the DDA Reform legislation stating the changes to PA 197 being discussed in Lansing has died in committee, is expected to be reintroduced in Spring and that the City of Lapeer DDA is in full compliance with the financial reporting requirements of PA 197. Copies of the expanded DDA District Boundary Map were distributed.

OTHER BUSINESS

Ms. Jackman updated the board on the Court Street/Clay Street DIG Grant project and distributed a design sketch of the public art sculpture by a downtown invested artist to be installed near the new rain garden which is based on the Koru theme and compliments the rain garden theme. Ms. Jackman reported interpretative signage will also be installed at the rain garden.

Ms. Saputo reviewed the plan for downtown sidewalk snow removal which has been paid by the DDA to the City Parks Department to complete for the 2014-15 season and new documentation prepared by the Planning Department entitled "Doing Business in Downtown Lapeer" to be available on the new City website which she is currently utilizing.

Discussion was held regarding lighting in the area of the newly constructed portion of M-24 and the need to install electrical outlets on the new streetlight poles on the Court Street bridge.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 9:17 a.m.

Mr. Mike Robinet
Secretary