

**CITY OF LAPEER
MINUTES OF A REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
JUNE 24, 2015**

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 24, 2015 at 8:00 a.m.

Members Present: Chairman Dan Gerlach, Vice Chairman Tony Macksoud, Ms. Jolane Grossbauer, Mr. Bruce Cady, Mr. Tom Benton, Mr. Tim Roodvoets, Mr. Doug Hodge, Mr. Ray Davis and Ms. Catherine Bostick-Tullius.

Members Absent: Mr. Jason Rogers, Mr. Dan Sharkey, Mr. John Matonich and Mr. Bill Sprague.

Also Present: Ms. Janine Saputo, DDA Executive Director, Mr. Dale Kerbyson, City Manager, Mr. Todd Alexander, Public Safety Director, and Ms. Linda Jackman, Planning 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 Mr. Cady to approve the Consent Agenda for June 24, 2015 as follows:

1. Approval of minutes of DDA Closed Session meeting held on May 27, 2015;
2. Approval of minutes of regular DDA meeting held on May 27, 2015;
3. Approval of minutes of DDA Closed Session meeting held on June 10, 2015;
4. Approval of minutes of special DDA meeting held on June 10, 2015;
5. Approval of Treasurer' Report and Bill Listing; and
6. Approval of Budget Amendments dated June 24, 2015.

MOTION CARRIED.

COMMITTEE REPORTS

Executive Committee

There was not a report.

Design Committee

Ms. Saputo updated the board on businesses which have expressed interest in potentially participating in the Sign Assistance and Facade Loan Programs.

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

Property Maintenance/Beautification Committee

Mr. Macksoud stated there were no issues to report on.

Development Committee

There was not a report.

Center for the Arts Council Liaison

Ms. Grossbauer updated the board on the current and upcoming exhibits at Gallery 194, the Art Walk reception and work on the upcoming schedules for Gallery 194 and the Pix Theatre. Ms. Grossbauer reported the 75th anniversary of the Pix Theatre construction, the 50th anniversary of the Gallery 194 building original construction and the 10th anniversary of the opening of Gallery 194 will each be celebrated this year. Ms. Grossbauer also updated the board on classes being offered, the upcoming Euchre Tournament, the ongoing sponsorship drive and hosting of the design charrette.

City Manager Kerbyson updated the board on the new brick installation on the Pix Theatre side wall which is nearing completion, the roof replacement project scheduled to start in two weeks and stated Jill Lyons has provided a list of remaining repairs to be made to the Pix Theatre interior to be completed by the opening of the new season and that the rear block facade needs to be improved.

Mr. Tom Benton updated the board on plans to finish repairing the exterior of the Burke's Flowers building side wall stating he is negotiating with the insurance company and the plans call for two sizes of split-face block incorporating some lateral lines and painting.

DBA Liaison

Mr. Tom Benton, DBA Treasurer, reported 3 out of 5 Monday Night Cruise events have experienced rainy weather, that the last event with nice weather included 200 cars, that an average of 60-70 people are attending the Thursday evening Summer Concerts, that the Pix Theatre is no longer able to be used as a rain back-up location for the concerts and that a new back-up location is being sought.

Chamber of Commerce Liaison

Mr. Macksoud reported the Chamber of Commerce is continuing to work on the Lapeer Days Festival planning.

Vacant Space – Design Charrette

Ms. Jackman updated the board on the recent design charrette organized by Michelle Filipiak to review design options for the vacant space between the Pix Theatre and Burke's Flowers stating the charrette was attended by 16 volunteers, that three conceptual designs were produced and that 3-D renderings of the designs options and cost estimates are being prepared for presentation to the DDA and City Commission. Ms. Jackman stated once a design is chosen, funding options will be investigated including a potential partnership with the MEDC for match funding. Ms. Saputo stated she attended the charrette along with Dan Sharkey and Tom Benton.

Mr. Kerbyson stated the Michigan Municipal League may be a potential funding source for the vacant space improvements and expressed appreciation for Ms. Filipiak's valuable volunteer services.

Court St./Clay Street Project – National Awards

Ms. Jackman reported the Court Street/Clay Street Reconstruction Project received national awards from the American Public Works Association and American Society of Civil Engineers.

STAFF REPORT

Executive Director

Ms. Saputo updated the board on the recent LCBT Ice Cream Social event, the Family Fun Day event currently being held downtown and the Strawberry Festival Farmers' Market event. Ms. Saputo stated the Personal Property Tax Revenue Loss report has been submitted to the Michigan Department of Treasury and that no legislative changes to Act 197 have been introduced yet this session.

NEW BUSINESS

City Manager Kerbyson reported 81 vendors attended last Saturday's Farmers' Market and the number of vendors participating on Mondays and Wednesdays is growing.

OLD BUSINESS

Michigan Main Street Program – Withdraw from Participation

Discussion was held regarding whether or not to continue to participate in the Michigan Main Street Program, the lack of participation and community involvement in the program, how the Executive Director solicited participation in the program, investigating the Placemaking strategy, the Design Committee and Downtown Business Association elements of the Michigan Main Street Program currently provided for downtown and various challenges to generate interest in the program. After discussion, it was the consensus of the board to withdraw from participating in the Michigan Main Street Program. City Manager Kerbyson requested the Executive Director to notify Michigan Main Street. Mr. Macksoud requested the Executive Director present a report in person to the City Commission as to why the DDA is withdrawing from the program and to present a plan on pursuing the Placemaking strategy.

OTHER BUSINESS

M-24 Electronic Sign Repairs

Ms. Saputo updated the board on repairs needed to the M-24 electronic message sign and requested approval of authorize an expenditure of \$80 to \$100 for Sky Electric to troubleshoot each module and provide a cost estimate for replacement of all dead modules. Discussion was held regarding the tendency for only south facing modules to fail, the fact the south facing modules are exposed to more sunlight and UV rays, investigating the cost to upgrade the entire display and the lack of funding available to improve the sign at this time. After discussion, it was moved by Mr. Benton and supported by Ms. Bostick-Tullius to authorize the requested expenditure for Sky Electric to troubleshoot the sign modules. **MOTION CARRIED.**

Millage Capture Waiver

City Manager Kerbyson stated the City Commission has requested the DDA to take action on whether or not to waive capture of future funds to be raised by the 2 mill tax levy for street improvements currently being considered for the November ballot. Discussion was held regarding road work items needed within the DDA district, intentions of the other TIFA districts on the capture, the effects of the millage on the City's special assessment policy, the amount of projected funds to be raised by the millage and language in the DDA Development Plan addressing street improvement projects. After discussion, it was moved by Mr. Roodvoets and supported by Mr. Benton not to capture any potential street millage funds in the upcoming vote. **MOTION CARRIED.**

Executive Director Employment Agreement

Discussion was held regarding the goals and objectives addendum items proposed to be added to the Executive Director's Employment Agreement, the need to narrow down the list into measurable goals in the existing format and clarification of the item under Near-Term Needs concerning the reference to the DBA Kiosk sign as the DDA display case. After discussion, it was the consensus of the board to schedule an Executive Committee meeting to include Mr. Hodge and Mr. Cady to narrow down the list into the final Goals and Objectives Exhibit B attachment to the Employment Agreement.

CORRESPONDENCE

Ms. Saputo reported the 2015-16 DDA budget was approved by the City Commission on June 15th.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 9:08 a.m.

Mr. Tom Benton
Secretary