

**CITY OF LAPEER
MINUTES OF A REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
JULY 22, 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, July 22, 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. Dan Sharkey, Ms. Catherine Bostick-Tullius and Mr. Ray Davis (arrived at 8:07 a.m.)

Members Absent: Mr. Jason Rogers, Mr. Doug Hodge, Mr. John Matonich and Mr. Bill Sprague.

Also Present: 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. Cady and supported by Mr. Roodvoets to approve the Consent Agenda for July 22, 2015 as follows:

1. Approval of minutes of regular DDA meeting held on June 24, 2015; and
2. Approval of Treasurer' Report and Bill Listing.

MOTION CARRIED.

COMMITTEE REPORTS

Executive Committee

Mr. Gerlach reported an Executive Committee meeting was held on June 30th to review the goals and objectives for the Executive Director's position, that Janine Saputo decided to resign and that a search is underway for a new Executive Director.

Design Committee

Mr. Macksoud distributed the design rendering for the new signage at Tilted Axis Brewing Company located at 303 W. Nepessing which has been approved by the Design Committee. Discussion was held regarding the attention to detail on the new facade and plans for the brewery to open on August 1st. It was moved by Ms. Bostick-Tullius and supported by Ms. Grossbauer to approve the design and reimbursement for the Tilted Axis Brewing Company signage. **MOTION CARRIED.**

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

LAPEER MAIN STREET, INC.

Semi-Annual Financial Report

The semi-annual financial report for Lapeer Main Street, Inc. for the period ended June 30, 2015 was reviewed. Discussion was held regarding funding available for new Facade Loan projects. It was moved by Mr. Cady and supported by Mr. Macksoud to approve the report. **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.

Property Maintenance/Beautification Committee

Mr. Macksoud stated there were no issues to report on. Discussion was held regarding the condition of various downtown benches.

Development Committee

There was not a report.

Center for the Arts Council Liaison

Ms. Grossbauer stated the Pix Theatre is in its off-season with no current shows, that the new roof has been installed and that Jill Lyons has met with Aladdin cleaning service to complete the remaining interior repairs. Ms. Grossbauer reported the sponsorship drive is wrapping up and updated the board on the upcoming Euchre Tournament and exhibits and activities at Gallery 194.

DBA Liaison

Mr. Tom Benton, DBA Treasurer, distributed and reviewed the DBA financial report for the period ended June 30, 2015. Mr. Benton reported the DBA board noted that the City Parks Department is doing a great job keeping downtown looking good, that recent Monday Cruise events have had approximately 200 vehicles participate, that the Thursday Summer Concert Series is going well and stated a downtown Sidewalk and Trunk Sale is scheduled for July 24th and 25th.

Chief Alexander reported he has received a request to extend the street closing area for the Monday Night Cruise events to include Nepessing Street between Court Street and Pine Street. The DDA members expressed no objections to the request.

Chamber of Commerce Liaison

Mr. Macksoud reported issues with the E. Oregon Street/Bowers Road construction project has resulted in the Chamber of Commerce altering the incoming route for the Lapeer Days Parade participants and cancellation of the Soap Box Derby. Chief Alexander reported City staff is working with the project contractor to get Nepessing Street open by Lapeer Days.

STAFF REPORT

There was not a report.

NEW BUSINESS

Mr. Roodvoets expressed concern regarding the continued absence of DDA Treasurer Jason Rogers at regular DDA board meetings. It was moved by Mr. Roodvoets and supported by Ms. Bostick-Tullius to accept Jason Rogers resignation from the DDA board. Discussion ensued regarding the meeting time change made to accommodate Mr. Rogers and efforts to involve new business owners on the DDA board. Mr. Cady volunteered to meet with Mr. Rogers regarding his interest and availability to continue to serve on the DDA board prior to the next meeting. After discussion, Mr. Roodvoets withdrew his motion.

OLD BUSINESS

Michigan Main Street Program – Continue Participation

Ms. Jackman reported that due to Ms. Saputo's resignation the DDA has not yet withdrawn from the Michigan Main Street Program and suggested the DDA consider continuing to participate in the program until the new Executive Director is on board and has had a chance to assess the possibility of generating new interest in the program. After discussion, it was moved by Mr. Roodvoets and supported by Ms. Grossbauer to continue the DDA's participation in the Michigan Main Street program. **MOTION CARRIED.**

OTHER BUSINESS

Executive Director Position

Ms. Jackman reported the search for a new Executive Director has begun, that the position has been advertised with the Michigan Municipal League, Michigan Downtown Association, Michigan State Housing Development Authority and Community Economic Developers Association of Michigan with an application due date of August 7th. Ms. Jackman requested DDA member participation on a hiring committee for the position and Ms. Bostick-Tullius, Mr. Gerlach and Mr. Roodvoets volunteered to serve on the committee.

Discussion was held regarding the need for the full board to see the final goals and objectives document to be included as part of the Executive Director job description for review, comment and approval at the next meeting. It was also the consensus of the board to request the City Manager consider allowing the DDA Executive Director's office to relocate back to City Hall.

CORRESPONDENCE

Chairman Gerlach stated the minutes of the June 30th Executive Committee meeting were included in the packet.

Discussion was held regarding the recent County Press article concerning Ms. Saputo's resignation.

Discussion was also held regarding the start of work on the Burke's Flowers building exterior wall, current plans to locate the Lapeer Days carnival in the lot behind Lapeer County Bank & Trust and the need to follow up on the status of Sky Electric's troubleshooting on the M-24 electronic sign.

Ms. Jackman reported Michelle Filipiak is continuing work on the concept design renderings for the vacant space between the Pix Theatre and Burke's Flowers.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 8:35 a.m.

Mr. Tom Benton
Secretary