

**CITY OF LAPEER
MINUTES OF A REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
JANUARY 22, 2014**

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, January 22, 2014 at 8:00 a.m.

Members Present: Chairman Dan Gerlach, Vice Chairman Tony Macksoud, Mr. Mark Clark, Ms. Jolane Grossbauer, Mr. Doug Hodge, Mr. Tom Benton and Mr. Bruce Cady.

Members Absent: Mr. John Matonich, Mr. Mike Robinet, Mr. Jason Rogers, Mr. Ray Davis and Mr. Bill Sprague.

Also Present: Ms. Janine Saputo, Executive Director, Mr. Dale Kerbyson, City Manager, Mr. Todd Alexander, Director of Public Safety, 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.

At Ms. Saputo's request, it was the consensus of the board to add two items to the meeting agenda under Other Business entitled H.3 Economic Club Membership and H.4 Steel Pole Banners.

CONSENT AGENDA

It was moved by Mr. Macksoud and supported by Mr. Clark to approve the Consent Agenda for January 22, 2014 as follows:

1. Minutes of the regular meeting held November 27, 2013;
2. Treasurer Report and Bill Listing; and
3. Budget Amendment to establish CIP Funded Projects expense line item.

MOTION CARRIED.

COMMITTEE REPORTS

Executive Committee

There was not a report.

Design Committee

Ms. Saputo reported she is working with the Center for the Arts, Meg's Heart and The Bookshelf on Sign Assistance Program applications.

Lapeer Main Street, Inc.

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

The Lapeer Main Street semi-annual report was reviewed.

Property Maintenance/Beautification Committee

Mr. Macksoud reported Santa's House is frozen in place and that the Farmer's Market vinyl side panels have been left down and will remain down due to the cold temperatures.

Ms. Saputo reported donations for downtown flowers have been received from Gerlach's Bowling Center and Lapeer County Bank and Trust.

Development Committee

There was not a report.

Center for the Arts Council Liaison

Ms. Grossbauer updated the board on repairs to the Pix Theatre due to the recent fire related damages stating the owners of the adjacent destroyed building plan to rebuild. Discussion was held on the status of the common wall, plans to save a portion of the adjacent building's brick facade and remaining odor issues in the Pix Theatre. Mr. Benton updated the board on the status of fire damage repairs to the Burke's Flowers building.

Ms. Grossbauer also updated the board on attendance at recent Pix Theatre performances and events, recent and upcoming exhibits at Gallery 194 and art classes.

DBA Liaison

Mr. Clark reported the DBA formed a Farmers' Market committee to oversee the market in light of Treasurer Jane Abruzzo's resignation and that the Treasurer position has not yet been filled.

Chamber of Commerce Liaison

Mr. Macksoud reported the Chamber will award the Citizen of the Year awards at the Annual Banquet on January 23rd including male and female Student of the Year awards.

STAFF REPORT

Executive Director

Ms. Saputo stated her monthly reports for December and January were in the meeting packet and thanked the DBA for hosting the 2013 downtown survey results on their website.

NEW BUSINESS

Michigan Main Street Program

Ms. Saputo informed the board Lapeer has been approved for the Michigan Main Street Program Associate Level stating a MSHDA orientation webinar will be held on February 11th.

Detroit Institute of Arts Inside/Out Program

Ms. Saputo updated the board on the Detroit Institute of Arts (DIA) approval of Lapeer to participate in the Inside/Out Art program in conjunction with Imlay City stating the DIA will install art reproductions at various locations within walking distance from downtown beginning

in mid-April and remove the art in mid-July. Ms. Saputo stated she is working with Imlay City's DDA Director Kim Marrone on joint promotional efforts for the DIA program including providing a trolley between the Lapeer and Imlay City to allow viewing of both art installations.

Ms. Saputo reported the DIA Inside/Out Art Program will be tied in with the DBA/Center for the Arts Art on Nepessing Street promotion and festival scheduled for April 24th through May 10th which consists of indoor adjudicated art displays at up to 50 downtown businesses.

OLD BUSINESS

Downtown Sidewalk Snow Removal

City Manager Kerbyson updated the board on Commissioner Robinet's request that the issue of downtown sidewalk snow removal be presented to the City Commission for consideration stating the City Commission took no action on the request. Therefore, downtown businesses are required to perform sidewalk snow removal in front of their buildings. Considerable discussion was held on the issue including problems with snow removal at various handicap ramps which the City crews are no longer clearing which has made the downtown area inaccessible to handicapped persons and the message being sent by the City to downtown business owners by the notices which were distributed by the Code Enforcement Officer. Discussion was also held on the need for the City to portray downtown as more business friendly, the lack of efforts being undertaken to attract new businesses downtown, the need to inform downtown businesses on the actual ordinance requirements for snow removal to be enforced and the fact the funding loss for downtown sidewalk snow removal services is a result of the loss of parking meter revenues. Public Safety Director Alexander updated the board on enforcement of the snow removal requirements stating notification letters were distributed to the downtown businesses, that no violation tickets have been issued and there appears to be 90% or more compliance by the businesses.

After additional discussion regarding issues with clearing the handicap ramps, it was moved by Mr. Benton and supported by Mr. Macksoud to DDA allocate up to \$2,000 this season to request the City crews immediately begin clearing the snow from downtown handicap ramps.

Yeas: Mr. Benton, Mr. Macksoud, Mr. Clark, Ms. Grossbauer, Mr. Hodge and Mr. Cady.

Nays: Mr. Gerlach.

Abstain: None.

Absent: Mr. Matonich, Mr. Robinet, Mr. Rogers, Mr. Davis and Mr. Sprague.

MOTION CARRIED.

Mr. Hodge left the meeting at 9:05 a.m.

DDA District Boundary Expansion

Ms. Saputo distributed a map and legal descriptions of the proposed district expansion areas and reported on January 21st the City Commission approved the DDA's proposal of intent to expand the DDA's district boundaries and scheduled a public hearing for March 3rd. Discussion was held regarding the need to promote the fact the expansion will not result in any new taxes to the City taxpayers.

Mobile Food Vendors

Ms. Saputo updated the board on the Development Committee's input into developing an ordinance to regulate Mobile Food Vendors stating the committee has requested the City Clerk draft the basic City-wide ordinance and to include a restriction that the vendors not be permitted to locate closer than 200 feet from an existing restaurant and reviewed suggested locations for the vendors. Discussion was held regarding various aspects of the proposed ordinance, food truck operations in other cities and allowing the trucks on certain weekdays. After discussion, it was the consensus of the board that the City Clerk proceed with drafting a mobile food vendor ordinance which protects existing downtown businesses.

OTHER BUSINESS

Elections of Officers

Due to the lack of a quorum following Mr. Hodge's departure, the Election of DDA Officers was postponed.

Board Vacancy

Discussion was held on interest received from two City residents to fill the DDA board vacancy and the past history of downtown business owners serving on the board. After discussion, it was the consensus of the board that Ms. Saputo approach various downtown business owners on serving on the board for a recommendation at the February meeting.

Lapeer Development Corporation – Economic Club Membership

Ms. Saputo updated the board on the need for a membership in the LDC Economic Club and it was the consensus of the board to fund an individual Economic Club DDA membership.

Steel Pole Banners

Ms. Saputo reviewed the request from the promoters of the Art on Nepessing Street event to proceed with a sponsorship program to place canvas banners on the downtown poles with the event logo as well as the sponsor name on the lower portion of the banner. Ms. Saputo stated she has been advised by City staff that in order to allow a private sponsor name to be included on the banners in the City right of way a policy, application and fee process would need to be developed. Discussion was held regarding the need for a uniform banner design, restricting business logos and colors, selling the banner sponsorships without the names on the banners, alternative ideas for crediting sponsorship of the banners, banner cost, the City and DDA's involvement in the Art on Nepessing event and the fact the banners would be allowed to be installed on the poles without the sponsor name. After discussion, it was the consensus of the board to request the event promoters explore the banner sponsorship program without the sponsor name on the banners.

Clay/Court Street DIG Grant

Ms. Jackman reported Part 2 of the Clay/Court Street DIG Grant has been submitted and the project planning and design is proceeding.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 10:00 a.m.

Mr. Mike Robinet
Secretary