

**CITY OF LAPEER
MINUTES OF A REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
FEBRUARY 26, 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, February 26, 2014 at 8:00 a.m.

Members Present: Chairman Dan Gerlach, Mr. Mark Clark, Ms. Jolane Grossbauer, Mr. Jason Rogers, Mr. John Matonich, Mr. Tom Benton and Mr. Bill Sprague.

Members Absent: Vice Chairman Tony Macksoud, Mr. Mike Robinet, Mr. Ray Davis, Mr. Doug Hodge and Mr. Bruce Cady.

Also Present: Ms. Janine Saputo, Executive Director, Ms. Linda Jackman, Planning Director, and Ms. Pam Reid, Director of Public Works.

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. Sprague and supported by Mr. Matonich to approve the Consent Agenda for February 26, 2014 as follows:

1. Minutes of the regular meeting held January 22, 2014;
2. Treasurer Report and Bill Listing;
3. Audit Report for the period ended June 30, 2013; and
3. Annual Financial Report for the period ended June 30, 2013.

MOTION CARRIED.

It was the consensus of the board to consider Item G.5 Clay St./Court St. DIG Grant at this time.

Clay St./Court St. 2014 DIG Grant Project

Mr. Doug Skylis, of Rowe Professional Services Company, was present and provided an overview of the Clay Street/Court Street 2014 DIG Grant project stating the project will consist of complete reconstruction of Clay Street from Cedar Street to Court Street and reconstruction of Court Street from Nepessing Street southward to the bridge. Mr. Skylis reviewed various components of the project including funding, utility improvements, sidewalk, green initiatives such as bike lanes and a rain garden, decorative lighting, removal of overhead cobra-style lights and reconstruction of the retaining wall and truck dock area at the County Complex building which is being funded by Lapeer County. Mr. Skylis reviewed the loss of parallel parking spaces on the east side of Court Street to allow installation of the bike lanes, the redesign of the angle parking on Clay Street and various issues in relation to the significant amount of AT&T underground infrastructure in the area. Mr. Skylis also reviewed the project timeline which reflects a construction start date of mid-May, construction completion prior to the Lapeer Days festival and closing out of the grant in December 2014.

COMMITTEE REPORTS

Executive Committee

There was not a report.

Design Committee

Ms. Saputo reported the Pieces of LaPierre Sign Assistance Program application and design has been reviewed and approved by the Design Committee and updated the board on outstanding issues with the determination as to whether or not the business is required to obtain a Secondhand Dealer's License from the City. After discussion, it was moved by Mr. Clark and supported by Ms. Grossbauer to approve Sign Assistance Program reimbursement for the Pieces of Lapeer signage contingent upon the legal issues with the City being resolved. **MOTION CARRIED.**

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

There was not a report.

Development Committee

There was not a report.

Center for the Arts Council Liaison

Ms. Grossbauer updated the board on activities at the Center for the Arts including the affect recent bad weather has had on attendance at Pix Theatre events, upcoming events and performances at the Pix Theatre, current and upcoming exhibits at Gallery 194 and various art classes being offered. Ms. Grossbauer reported a roof leak has developed above the Pix stage which is a result of the recent fire in the adjacent building and that staff is working to have the construction fencing in the front relocated in order to access the east side of the Pix marquee.

Liaison Appointment

It was moved by Mr. Matonich and supported by Mr. Clark to appoint Jolane Grossbauer as the Center for the Arts DDA Liaison. **MOTION CARRIED.**

DBA Liaison

Mr. Clark reported the DBA has appointed a new DBA Treasurer, Sherril Hengy, and formed a Farmers' Market board. Mr. Clark informed the board that the DBA is plowing sidewalk snow downtown with a donated tractor as well as donated labor. Mr. Clark also reported that the Lapeer Community Spring Expo showcasing small businesses is scheduled for April 27th at Lapeer East High School from 11 a.m. to 4 p.m.

Chamber of Commerce Liaison

There was not a report.

STAFF REPORT

Executive Director

In addition to her written report submitted Ms. Saputo informed the board she will be featured at the Chamber's Wake Up Lapeer meeting on March 20th to promote the Art on Nepessing, DIA Inside/Out Art Program and other events.

NEW BUSINESS

Detroit Institute of Arts Inside/Out Program

Ms. Saputo reviewed her request for approval to submit grant applications to the Lapeer County Community Foundation and the Four County Community Foundation together with the Imlay City DDA to fund various events in conjunction with the Detroit Institute of Arts Inside/Out Program scheduled to be held from mid-April thru mid-July. Ms. Saputo reported the funds will be utilized to hold a kick-off party for the event and various other activities including art classes, children's activities, advertising and a joint event with Imlay City on May 31st to include a transportation trolley between Lapeer and Imlay City.

Discussion was held regarding the request for \$1,500 in matching funds from the DDA's Unappropriated Funds budget line item, the Imlay City DDA Executive Director's request being made to the Imlay City DDA for an additional \$1,500 in matching funds and the fact the funds would not be utilized if the grant applications are not approved.

After discussion, it was moved by Mr. Matonich and supported by Mr. Benton to approve the submission of the joint grant applications with Imlay City DDA and authorize the Lapeer DDA Chairman to sign the grant applications to the Lapeer County Community Foundation and to the Four County Community Foundation with Lapeer DDA matching funds of \$1,500 from the Unappropriated Funds Line Item. **MOTION CARRIED.**

City Master Plan – 5 Year Update

Ms. Jackman updated the board on the five year update of the City's Master Plan stating there are no changes to the Downtown section of the plan, that changes mainly consist of updating Census information and referencing the Non-Motorized Plan and M-24 Access Management Plan where appropriate. Ms. Jackman stated if any DDA members wished to review the draft of the updated Master Plan to contact her by email.

OLD BUSINESS

Michigan Main Street Program

Ms. Saputo presented the Michigan Main Street Program Community Requirements and Expectations Agreement Associate Level for the board's consideration. Discussion was held regarding the fact no funding commitment is required for the various training and technical

support provided in the agreement, travel costs associated with the training sessions and whether or not the \$800 remaining in the Main Street Program budget line item is sufficient. Discussion was also held regarding the need to closely monitor and require a high level of accountability for the program in order to determine whether or not the DDA is receiving a good return for the funds invested and if the DDA should opt out from the program after one year. After discussion, it was moved by Mr. Matonich and supported by Mr. Rogers to approve the Michigan Main Street Program Community Requirements and Expectations Agreement and authorize the DDA Chairman to sign the agreement. **MOTION CARRIED.**

DDA District Boundary Expansion

Ms. Saputo reviewed the map of the proposed DDA District boundary expansion areas and stated a public hearing will be held on the proposal at the March 3rd City Commission meeting and that all property owners in the expansion areas have been properly notified of the proposal. Ms. Saputo reported after a 60 day review and comment period the City Commission will consider approving the district expansion at their May 5th meeting.

DDA Development Plan 2014-2024

Ms. Saputo reviewed the timeline for renewal of the DDA Development Plan and requested direction as to the process for creating the new plan. After discussion, it was moved by Mr. Sprague and supported by Ms. Grossbauer to direct the Development Committee to draft the new plan with assistance from DDA staff for presentation to the full DDA board for consideration. **MOTION CARRIED.**

Citizens Council Appointment Recommendation

Ms. Saputo reviewed the proposed list of citizens to recommend the Mayor appoint to the Citizens Council stating seven individuals who meet the criteria have currently agreed to serve and she is continuing recruitment of at least two additional citizens within the district area. After discussion, it was moved by Mr. Matonich and supported by Mr. Sprague to recommend the Mayor make the appointments to the Citizens Council as recommended by the DDA Executive Director. **MOTION CARRIED.**

OTHER BUSINESS

Elections of Officers

After discussion, it was moved by Mr. Sprague and supported by Mr. Matonich to re-elect the current slate of DDA Officers of Dan Gerlach as Chairman, Tony Macksoud as Vice Chairman, Jason Rogers as Treasurer and Mike Robinet as Secretary. **MOTION CARRIED.**

Board Vacancy

Discussion was held on three individuals interested in filling the DDA board vacancy. After discussion, it was moved by Mr. Matonich and supported by Ms. Grossbauer to recommend the Mayor appoint Tim Roodvoets to the DDA. **MOTION CARRIED.**

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 9:00 a.m.

Mr. Mike Robinet
Secretary