

**CITY OF LAPEER
MINUTES OF A REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
APRIL 23, 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, April 23, 2014 at 8:00 a.m.

Members Present: Chairman Dan Gerlach, Vice Chairman Tony Macksoud, Ms. Jolane Grossbauer, Mr. John Matonich, Mr. Tom Benton, Mr. Bruce Cady, Mr. Ray Davis, Mr. Bill Sprague and Mr. Tim Roodvoets.

Members Absent: Mr. Jason Rogers, Mr. Doug Hodge and Mr. Mike Robinet.

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 this time.

CONSENT AGENDA

It was moved by Mr. Cady and supported by Mr. Matonich to approve the Consent Agenda for April 23, 2014 as follows:

1. Minutes of the regular meeting held March 26, 2014;
2. Treasurer Report and Bill Listing; and
3. Budget Amendment dated April 23, 2014 as proposed.

MOTION CARRIED.

It was the consensus of the board to consider item G.1 Draft Development Plan 2014-2024 at this time.

DDA Development Plan 2014-2024

Ms. Saputo reviewed the draft 2014-2024 DDA Development Plan and associated draft 2014-2024 Tax Increment Financing Plan stating the draft plans include historical information, changes recommended by the Development Committee, input from the DDA Attorney, legal descriptions for the anticipated boundary expansion areas and standard legal language. Ms. Saputo reported the draft plan mirrors the current plan, removes completed projects and picks up uncompleted projects from the previous plan. Ms. Saputo informed the board the language concerning tax capture has been tentatively removed.

DDA Attorney Dave Churchill was present and updated the board on his request to the County to clarify the resolution opting out of capturing taxes from the proposed DDA district expansion areas stating a revised resolution was adopted by the Lapeer County

Commission clarifying their intent. Mr. Churchill also updated the board on his letter sent to the County responding to their inquiry on whether or not the DDA intends to capture funds from the extra voted millage proposal from the Senior Advisory Committee which cited the language in the current DDA Development Plan which specifically excludes the capture of funds from extra voted millages. Mr. Churchill also reviewed his suggested changes and corrections to the draft DDA Development Plan which have been forwarded to Ms. Saputo and included in the draft plan being proposed for approval.

Discussion was held regarding whether or not to include, remove or revise the language in the new Development Plan concerning the DDA's intent and ability to capture funds from future extra voted millages. Various language options were discussed including preserving the ability to consider each millage proposal on a case by case basis to determine the DDA's intent to capture funds, ballot language requirements for extra voted millages, the City's position on capturing millages funds, the need to preserve the City and DDA's relationship with the County administration and the City's ability to modify the proposed Development Plan. Discussion was also held regarding past difficulty experienced getting extra voted millages passed by Lapeer County voters, the position of other cities on the tax capture issue and the need for intergovernmental cooperation to provide the various services approved through the extra voted millages.

Mr. Nate Scramlin of the Michigan Economic Development Corporation was present and stated the issue of DDA's capturing extra voted millage funds is a hot issue around the State in general due to the loss of personal property tax revenues and offered to perform some research regarding the position of other cities on the issue.

Discussion was held regarding the possibility of City representatives meeting with County officials regarding the tax capture issue and their ability to amend the DDA Development Plan based on the meeting with the County.

Mr. Churchill reported the new U.S. Post Office site will be included in the district map of the new Development Plan, that the former White Jr. High School site is part of a Brownfield Plan which will not provide any funds to the DDA and reviewed the next steps for final approval of the new Development Plan.

After discussion, it was moved by Mr. Macksoud and supported by Mr. Roodvoets to adopt the 2014-2024 DDA Development Plan and Tax Increment Financing Plan as presented. **MOTION CARRIED.**

COMMITTEE REPORTS

Executive Committee

There was not a report.

Design Committee

Ms. Saputo reported two new businesses may be interested in participating in the Sign Assistance Program and there is no new activity for the Facade Loan Program.

Mr. Nate Scramlin suggested the two new businesses opening in downtown be approached regarding the option of participating in the MEDC's Facade Grant 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

Ms. Saputo updated the board on the status of repairs needed to the Farmers' Market pavilion canvas panels stating a repair quote has been received from the contractor who installed the panels and she is working with the City Clerk regarding filing an insurance damage claim. City Manager Kerbyson suggested Ms. Saputo contact Ken's Canvas in Lapeer for a repair quote as well. Ms. Saputo reported she is continuing to seek one additional \$250 donation towards this season's downtown flowers.

Development Committee

There was not a report.

Center for the Arts Council Liaison

Ms. Grossbauer updated the board on the upcoming Art on Nepessing event which includes an art festival on May 9th and 10th, recent and upcoming events at the Pix Theatre, upcoming exhibits at Gallery 194 and continued planning of the next season of Pix Theatre performances. Ms. Grossbauer stated the front construction fencing has been moved to allow access to the east facing side of the Pix marquee and that the effects of anticipated repairs and demolition work at the adjacent building destroyed by fire on the next Pix performance season are unknown at this time.

City Manager Kerbyson updated the board on the status of demolition plans for the fire-destroyed building, negotiations with the various insurance companies for the City, the Burke's Flowers building and the fire-destroyed building owners, anticipated demolition costs and the engineering report showing both adjacent building walls require stabilization prior to any demolition of the existing building.

DBA Liaison

Discussion was held regarding the need for a new DBA Liaison representative in light of Mark Clark's resignation from the DDA and DBA boards, new Farmers' Market manager interviews in progress, the DBA Lapeer Farmers' Market anticipated opening on May 3rd and vendors currently signed up to participate in the DBA Lapeer Farmers' Market.

Chamber of Commerce Liaison

Mr. Macksoud reported the Chamber's free Business Expo is scheduled for April 27th at Lapeer East High School.

STAFF REPORT

Executive Director

In addition to her written report submitted Ms. Saputo reported the DIA Kick-Off event originally scheduled for April 25th will be rescheduled due to the unavailability of DIA representatives and a scheduling conflict with the Family Literacy Center's annual fundraiser.

NEW BUSINESS

2014-2015 DDA Budget

The draft 2014-15 DDA Budget was reviewed and discussion was held regarding the \$22,000 reduction in revenues due to the loss of personal property tax income, potential expenditure reductions and eliminations, the need to continue to fund the DBA to promote downtown and requesting Fiscal Emergency funding from the City. After discussion, it was moved by Mr. Macksoud and supported by Mr. Davis to ask the City for \$20,000 in additional funding for the 2014-15 budget year. **MOTION CARRIED.**

2014-15 DBA Promotional Services Agreement

Ms. Saputo reviewed the draft 2014-15 DBA Promotional Services Agreement stating no changes have been made. Discussion was held regarding the annual payment amount with the consensus being for the annual payment to remain at \$8,000. City Manager Kerbyson inquired if a marketing plan had been submitted by the DBA and requested copies of all future DBA produced press releases. It was moved by Mr. Macksoud and supported by Ms. Grossbauer to approve the 2014-15 DBA Promotional Services Agreement. **MOTION CARRIED.**

2014-15 Center for the Arts Programming Services Agreement

Ms. Saputo reviewed the draft 2014-15 Center for the Arts Programming Services Agreement stating the new name of the Center for the Arts organization has been included and no other changes have been made to the proposed agreement. Discussion was held regarding costs for repairs and general operating of the Center for the Arts, loss income received due the adjacent building fire and the need to omit item II. E. After discussion, it was moved by Mr. Davis and supported by Mr. Macksoud to approve the 2014-15 Center for the Arts Promotional Services Agreement. **MOTION CARRIED.**

OTHER BUSINESS

DDA Vacancy, DBA Representative

Discussion was held regarding the vacancy on the DDA board due to Mark Clark's resignation with the consensus being for Ms. Saputo to approach various downtown business owners regarding their interest in serving on the board.

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 9:50 a.m.