

**CITY OF LAPEER  
MINUTES OF A REGULAR  
DOWNTOWN DEVELOPMENT AUTHORITY MEETING  
MAY 28, 2014**

A regular meeting of the City of Lapeer Downtown Development Authority was held at the Pix Theatre, 172 W. Nepessing Street, Lapeer, Michigan on Wednesday, May 28, 2014 at 8:00 a.m.

**Members Present:** Chairman Dan Gerlach, Ms. Jolane Grossbauer, Mr. Tom Benton, Mr. Bruce Cady, Mr. Ray Davis, Mr. Doug Hodge, Mr. Mike Robinet, Mr. Tim Roodvoets and Mr. Dan Sharkey.

**Members Absent:** Vice Chairman Tony Macksoud, Mr. Jason Rogers, Mr. John Matonich and Bill Sprague.

**Also Present:** Ms. Janine Saputo, Executive Director, Mr. Dale Kerbyson, City Manager, and Ms. Linda Jackman, Planning Director.

Chairman Gerlach called the meeting to order at 8:03 a.m.

**PUBLIC COMMENTS**

There were no public comments at this time.

**CONSENT AGENDA**

It was moved by Mr. Cady and supported by Mr. Davis to approve the Consent Agenda for May 28, 2014 as follows:

1. Minutes of the regular meeting held April 23, 2014; and
2. Treasurer Report and Bill Listing.

**MOTION CARRIED.**

**COMMITTEE REPORTS**

**Executive Committee**

Mr. Gerlach requested a meeting of the Executive Committee be scheduled following adjournment to consider renewal of the Executive Director Employment Agreement.

**Design Committee**

Ms. Saputo reported sign assistance reimbursement to Pieces of LaPierre remains on hold, one new business may be interested in participating in the Sign Assistance Program and there is no new activity for the Facade Loan Program.

**Lapeer Main Street, Inc.**

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

The quarterly status report for the Lapeer Main Street Facade Loan Program was reviewed.

### **Property Maintenance/Beautification Committee**

Ms. Saputo reported a total of \$750 in donations have been received for the 2014 season downtown flowers, that an additional \$100 commitment has been made and requested approval to utilize \$350 from the Unappropriated Funds line item to provide a total of \$1,200 to the Parks Department for the purchase of downtown flowers. After discussion, it was moved by Mr. Robinet and supported by Mr. Cady to authorize the expenditure of \$350 from Unappropriated Funds for the purchase of downtown flowers.  
**MOTION CARRIED.**

### **Development Committee**

Mr. Cady requested a meeting of the Development Committee be scheduled following adjournment in order to review the Main Street Program.

### **Center for the Arts Council Liaison**

Ms. Grossbauer updated the board on the Buffalo Wild Wings fundraiser scheduled for June 25<sup>th</sup>.

Ms. Jill Lyons, Center for the Arts Executive Director, updated the board on recent and upcoming events at the Pix Theatre, current and upcoming exhibits at Gallery 194, the recent Art on Nepessing art festival, the Lapeer Art Association's spring exhibit which is open to non-members for a fee and recent Lapeer Community Theatre performances.

Ms. Jackman updated the board on the Julia Kay Portrait Party event scheduled for June 17<sup>th</sup> through July 19<sup>th</sup> stating 45 artists with 120 art pieces have signed up to participate and Julia Kay will be present for the reception to be held on the exhibit's closing weekend.

### **DBA Liaison**

Ms. Jeanne McCorkle, DBA President, updated the board on DBA activities including the Farmers' Market, plans to reach out to businesses in the expanded DDA District areas, Main Street Program activity and the Made in Michigan Festival planned for late September.

### **Chamber of Commerce Liaison**

There was not a report.

### **STAFF REPORT**

#### **Executive Director**

In addition to her written report submitted Ms. Saputo reported the 2014-15 DBA Promotional Services Agreement and Center for the Arts Programming Agreement have been finalized, that the expansion of the DDA District area has been completed and the 2014-25 DDA Development Plan is on track for approval with a public hearing scheduled at the June 2<sup>nd</sup> City Commission meeting. Ms. Saputo reviewed various upcoming activities scheduled in conjunction with the Detroit Institute of Arts Inside Out Program including Paint the Town on May 31<sup>st</sup> and free bus trips to the DIA leaving from Lapeer on June 8<sup>th</sup> and from Imlay City on June 22<sup>nd</sup>.

Discussion was held regarding the status of potential legislation which may eliminate funding of Downtown Development Authorities.

## **NEW BUSINESS**

### **Farmers' Market Pavilion Panel Repairs**

Ms. Saputo updated the board on repairs needed to the damaged Farmers' Market pavilion canvas panels stating the required information has been submitted to the City's insurance company for an estimated cost of \$4,300 to repair 6 to 8 panels with a \$1,000 deductible to be paid by the DDA. After discussion it was moved by Mr. Cady and supported by Mr. Robinet to authorize a \$1,000 expenditure from the Unappropriated Funds budget line item for the insurance deductible for the Farmers' Market pavilion canvas panel repairs. **MOTION CARRIED.**

### **Michigan Main Street Program**

Ms. Saputo distributed for review the required report submitted to MSHDA on the DDA's Michigan Main Street Program stating the next status report is due at the end of the year and the second training session is scheduled for July 9<sup>th</sup> in Saline.

Ms. Saputo also updated the board on her attendance at the National Main Street Conference held in Detroit on May 19<sup>th</sup> & 20<sup>th</sup> which included 1,400 participants from across the nation and Canada.

### **Pix Theatre Status**

City Manger Kerbyson updated the board on progress made toward resolution of the fire damaged building situation and repairs needed to the Pix Theatre and Burke's Flowers building exterior walls. Mr. Kerbyson reported repairs to be made to the Pix include a new roof and exterior wall repair and stabilization.

## **OTHER BUSINESS**

### **FY 2014-15 DDA Operating Budget**

Discussion was held regarding the proposed FY 2014-15 DDA Operating Budget. It was the consensus of the board to eliminate the annual \$750 payment to the Lapeer Development Corporation.

### **Pix Theatre Programming Funds Increase**

After discussion regarding the City Commission's approval of the DDA's request for \$20,000 in emergency funds it was moved by Mr. Benton and supported by Ms. Grossbauer to increase the Pix Theatre Programming Agreement Funding from \$18,000 to \$21,000 for the 2014-15 Fiscal Year. **MOTION CARRIED.**

### **Parks Department Annual Services Payment Increase for Sidewalk Snow Removal**

Discussion was held regarding the current services provided by the Parks Department for the \$5,000 annual fee which include grass mowing, trash removal, flower planter maintenance, etc. After discussion, regarding the need for downtown sidewalk snow

removal, it was moved by Mr. Benton and supported by Mr. Cady to increase the annual payment to the Parks Department from \$5,000 to \$7,500 to include downtown sidewalk snow removal services.

**Yeas:** Mr. Benton, Mr. Cady, Ms. Grossbauer, Mr. Hodge, Mr. Davis, Mr. Roodvoets and Mr. Sharkey.

**Nays:** Mr. Gerlach.

**Abstain:** None.

**Absent:** Mr. Macksoud, Mr. Matonich, Mr. Rogers, Mr. Sprague and Mr. Robinet (left the meeting at 8:35 a.m.)

**MOTION CARRIED.**

FY 2014-15 DDA Operation Budget Approval

It was moved by Mr. Cady and supported by Mr. Hodge to approve the FY 2014-15 DDA Budget as amended. **MOTION CARRIED.**

ADJOURNMENT

There being no further business, it was the consensus of the board to adjourn the meeting at 8:55 a.m.

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Mr. Mike Robinet  
Secretary