

**CITY OF LAPEER
MINUTES OF A REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY
LAPEER MAIN STREET MEETING
AUGUST 23, 2023**

A regular meeting of the City of Lapeer Downtown Development Authority and Lapeer Main Street was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Wednesday, August 23, 2023 at 8:00 a.m.

Members Present: Chair Catherine Bostick-Tullius, Vice Chair Tim Roodvoets, Mayor Debbie Marquardt, Ashley Fanson, Jeff Hogan, Tom LaMagna, Buddy Beyer, Megan Gillingham, Mindy Schwab and Elizabeth Moffitt (arrived 8:14 a.m.)

Members Absent: Dan Sharkey, Bailey RaCosta and Jason Rogers.

Also Present: Executive Director James Alt and Center for the Arts Executive Director Jill Lyons.

Chair Bostick-Tullius called the meeting to order at 8:00 a.m.

Agenda Approval

116 2023 8-23 Agenda Approval

It was moved by Marquardt and supported by Hogan to approve the Agenda for the August 23, 2023 meeting.

Yeas: Members Bostick-Tullius, Roodvoets, Marquardt, Fanson, Hogan, LaMagna, Schwab, Beyer and Gillingham.

Nays: None.

Absent: Members RaCosta, Rogers, Moffitt and Sharkey.

MOTION CARRIED.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

117 2023 8-23 Consent Agenda

It was moved by Hogan and supported by Fanson to approve the Consent Agenda for August 23, 2023 as follows:

1. Approval of minutes of DDA meeting held on July 26, 2023; and
2. Approval of Treasurer Report and Bill Listing.

Yeas: Members Bostick-Tullius, Roodvoets, Marquardt, Fanson, Hogan, LaMagna, Schwab, Beyer and Gillingham.

Nays: None.

Absent: Members RaCosta, Rogers, Moffitt and Sharkey.

MOTION CARRIED.

Elizabeth Moffitt arrived at 8:14 a.m.

EXECUTIVE COMMITTEE

Executive Director Employment Agreement

Chair Bostick-Tullius reported the Executive Committee met to review the Executive Director's self-evaluation survey results and discussed areas where improvement is needed, areas the Director is doing well and short and long-term goals. Discussion was held on modifications to the Employment Agreement, term on the agreement, increase in paid time off from 10 to 15 days, the address correction needed, compensation language, the indemnification clause and the need to confirm public official insurance coverage.

118 2023 8-23 Executive Director Employment Agreement – July 1, 2023

It was moved by Hogan and supported by Fanson to recommend the City Commission approve the DDA Executive Director Employment Agreement with the conditions of confirmation from the City of public official insurance coverage and amending the Executive Director's current address.

Yeas: Members Bostick-Tullius, Roodvoets, Marquardt, Fanson, Hogan, LaMagna, Schwab, Beyer, Gillingham and Moffitt.

Nays: None.

Absent: Members RaCosta, Rogers and Sharkey.

MOTION CARRIED.

COMMITTEE REPORTS/MINUTES

Outreach Committee

Hogan reported the committee met and discussed the committee's role and is working on designating a regular meeting date and time.

Business Development

There was not a report.

Placemaking Committee

LaMagna reported the committee met on August 15th and worked on plans for wayfinding signage and is scheduled to meet again on October 9th at 8:00 a.m.

Events Committee

Roodvoets reported the minutes of the August 8th meeting were submitted in the packet and that the committee is continuing to discuss the potential Film Festival in May 2024.

OTHER REPORTS

There were no additional sub-committee reports or business.

Center for the Arts

CFA Executive Director Lyons updated the board on recent and upcoming events at Gallery 194 and the Pix Theatre including classes, youth theatre programs, the new season of programming and plans to produce the season brochure in-house rather than ordering from a printing company. Lyons reviewed the CFA Quarter Financial Report

and the building operational and maintenance summary of improvements needed and items already completed.

STAFF REPORT

Executive Director Alt updated the board on the status of the Main Street Asset Mapping service, the upcoming results presentation of the MSU Extension First Impressions Tourism Assessment scheduled for September 19th and meetings held with the Lapeer Development Corp. regarding promotion of the vacant available properties.

NEW BUSINESS

DDA Assistant Wage Increase

Discussion was held regarding the budgeted wage increase for the DDA Administrative Assistant.

119 2023 8-23 DDA Administrative Assistance Wage Increase & PTO

It was moved by Roodvoets and supported by Fanson to increase the wage rate for DDA Administrative Assistant Jill Bristow by \$1 per hour and to allow the position 24 hours of Paid Time Off.

Yeas: Members Bostick-Tullius, Roodvoets, Marquardt, Fanson, Hogan, LaMagna, Schwab, Beyer, Gillingham and Moffitt.

Nays: None.

Absent: Members RaCosta, Rogers and Sharkey.

MOTION CARRIED.

Social District Signage

Alt reviewed the cost estimates to construct 8 aluminum signs for the identification of the social district borders. Discussion was held on the need for pedestrian crossing signals at the intersections of Nepessing/Saginaw and Nepessing/Court.

120 2023 8-23 Social District Border Signage

It was moved by Hogan and supported by Moffitt to approve the purchase of 8 aluminum signs to identify the Social District border for an approximate cost of \$190.

Yeas: Members Bostick-Tullius, Roodvoets, Marquardt, Fanson, Hogan, LaMagna, Schwab, Beyer, Gillingham and Moffitt.

Nays: None.

Absent: Members RaCosta, Rogers and Sharkey.

MOTION CARRIED.

OLD BUSINESS

National Accreditation

The members present reviewed, discussed and scored the Lapeer DDA/Main Street on key indicators of the National Main Street Community Self-Assessment Standard 2 Inclusive Leadership and Organizational Capacity, Standard 3 Diversified Funding and Sustainable Program Operations, Standard 4 Strategy-Driven Programming, Standard 5 Preservation-Based Economic Development and Standard 6 Demonstrated Impact and Results.

Buddy Beyer left the meeting at 9:22 a.m.
Tom LaMagna left the meeting at 9:26 a.m.

It was the consensus of the board to table discussion on Historic Designation/Certified Local Government until the September meeting.

ADJOURNMENT

It was moved by Fanson to adjourn the meeting at 9:44 a.m.

MEETING ADJOURNED.

Ashley Fanson, Secretary