**CITY OF LAPEER**

**MINUTES OF A REGULAR**

**DOWNTOWN DEVELOPMENT AUTHORITY**

**LAPEER MAIN STREET MEETING**

**NOVEMBER 27, 2019**

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, November 27, 2019 at 8:00 a.m.

**Members Present:** Chairman Dan Osentoski, Mr. Dan Gerlach, Mr. Tim Roodvoets, Mr. Dan Sharkey, Mr. Ray Davis, Ms. Ginni Bruman, Mr. Tony Macksoud and Ms. Debbie Marquardt.

**Members Absent:** Mr. Bruce Cady and Ms. Sue Griggs.

**Also Present:** Mr. James Alt, DDA Executive Director, Mr. Dave Frisch, Police Chief, and Ms. Jill Lyons, Center for the Arts Executive Director.

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

**PUBLIC COMMENTS**

Chairman Osentoski welcomed Mayor Debbie Marquardt to the board.

There were no public comments at this time.

**CONSENT AGENDA**

It was moved by Mr. Roodvoets and supported by Mr. Gerlach to approve the Consent Agenda for November 27, 2019 as follows:

1. Approval of minutes of DDA meeting held on October 23, 2019; and
2. Approval of Treasurer Report and Bill Listing.

**MOTION CARRIED.**

**Executive Committee**

Executive Director Employment Agreement

Chairman Osentoski summarized the recent performance evaluation conducted for Executive Director James Alt. Mr. Osentoski reviewed various items in the evaluation including strengths, weaknesses, areas of focus and goals for the next 12 months. Mr. Osentoski reported an annual salary increase of $1,300 is recommended for the 2019-2020 agreement with Mr. Alt. After discussion, it was moved by Ms. Bruman and supported by Mr. Roodvoets to approve the November 1, 2019 through October 31, 2020 Employment Agreement with Executive Director James Alt to include an annual salary increase of $1,300. **MOTION CARRIED.**

**MAIN STREET COMMITTEE REPORTS**

**Organization Committee**

Illuminate Lapeer Project Funding

Mr. Osentoski reported the committee is continuing to work on the Illuminate Lapeer capital campaign and that funds raised to date are approximately $8,700 of the $30,000 goal. Discussion was held on the lack of donations, the possibility of the DDA borrowing the balance of $22,000 from Lakestone Bank or requesting an advance from the City to be paid back with interest over time and plans to continue fundraising efforts to pay off a potential loan early. After discussion, it was moved by Mr. Roodvoets and supported by Ms. Marquardt for the Chairman to first approach the City for a funding advance then to explore obtaining a loan from Lakestone Bank for the Illuminate Lapeer project. **MOTION CARRIED.**

**Design Committee**

Mr. Sharkey reported the committee met with Kiwanis members regarding the Legacy Project and discussed the potential of locating the project in Rotary Park. Mr. Alt stated the Kiwanis is interested in rejuvenating an area in Rotary Park for a sensory based park rather than a teen park

**Economic Restructuring Committee**

Mr. Osentoski reported the committee is continuing to work on the business inventory and a bi-fold brochure promoting downtown

**Promotion Committee**

Mr. Alt reported the committee has been busy with the numerous October events and the Ladies Night Out event held on November 15th which included over 400 attendees.

**Lapeer County EMS Special Millage Capture**

Further discussion was held on the decision by the City of Lapeer DDA to capture a portion of the Lapeer County EMS special millage renewal proposed to be on the March 2020 election ballot including that the Lapeer DDA is the only community entity planning to capture a portion of the county wide millage, guidance from the Michigan Main Street Program on the issue, the DDA’s use of the approximately $6,000 to be received from the millage capture and the number of seniors in the City which utilize EMS services.

Mr. Russ Adams, of Lapeer County EMS, was present and reviewed the percentage of EMS calls in the City handled by Lapeer County EMS and fees waived by EMS.

Ian Kempf, Lapeer County Commissioner, was present and stated Dryden has decided not to capture the millage funds due to the deductible fee waivers for seniors and reviewed various Lapeer County EMS community support efforts. Mr. Kempf further stated the County feels special voted millage funds should be used for the purpose they were intended for, that the County does not collect any administrative fees from the millage funds and that he requests the DDA strongly consider not capturing the millage funds.

Discussion was held on ballot language requirements. After discussion, it was moved by Mr. Roodvoets and supported by Mr. Macksoud to uphold the City of Lapeer DDA decision to capture a portion of the Lapeer County EMS special millage renewal funds.

**ON A ROLL CALL VOTE:**

**Yeas:** Mr. Macksoud, Mr. Davis, Mr. Roodvoets, Mr. Osentoski and Ms. Bruman.

**Nays:** Mr. Gerlach, Ms. Marquardt and Mr. Sharkey.

**Abstain:** None.

**Absent:** Mr. Cady and Ms. Griggs.

**MOTION CARRIED.**

Mr. Roodvoets left the meeting at 8:36 a.m.

**Center for the Arts**

Ms. Lyons distributed the CFA quarterly financial report for the period ended September 30th and reviewed income and expense, ticket sales and demographics. Ms. Lyons reviewed current and upcoming Gallery 194 exhibits, Lapeer Community Theatre productions and Pix Theatre performances as well as a $13,688 grant received from the Michigan Humanities Council for a Women’s suffrage project. Ms. Lyons informed the board the Center will be closed from December 21st through January 2nd for interior painting.

**STAFF REPORT**

Mr. Osentoski reviewed additional items discussed by the Executive Committee during Mr. Alt’s review process which included the need for the DDA to obtain a credit card, authorizing use of a rental car for long distance conferences and workshops and considering offering benefits such as health insurance coverage.

**Executive Director**

Mr. Alt updated the board on the Pocket Park award from the Michigan Downtown Association’s People’s Choice for best development project and plans to display the award at Ross Automotive until a permanent home for the award can be provided. Mr. Alt reported he is working on planning a member retreat in February for planning long term Main Street Program projects, potential ways to solve a cigarette butt issue downtown and a recent promotional video produced featuring Senator Kevin Daley. Mr. Alt informed the board he has been appointed to the MDA board of directors effective January 2020 and that a $5,000 branding grant award was received for Michigan Main Street.

**NEW BUSINESS**

**Election of Vice Chair and Treasurer**

Discussion was held on potential members interested in serving as the DDA Vice Chairperson or DDA Treasurer with the consensus being to revisit filling the positions at the January meeting.

Board Vacancies

Discussion was held on interest received from Elizabeth Moffitt, owner of Elm Beauty Bar, in serving on the DDA board and plans for Mr. Alt to pursue contacting additional downtown business members who may be interested in serving on the DDA board.

December Meeting Cancellation

It was moved by Mr. Osentoski and supported by Ms. Marquardt to cancel the regular December DDA meeting. **MOTION CARRIED.**

**OLD BUSINESS**

**Dog Park Payment**

Discussion was held on whether to process payment to the Dog Park committee or to hold the funds as a commitment and when the funds are needed for crowd funding match fund requirements with the consensus being to hold the funds in the DDA account as a commitment until needed.

Discussion was also held on snow removal issues with the buildup of snow along the edge of the curb, the lack of properly clearing snow and ice from handicap ramps, whether a parking expansion is planned at Rotary Park to accommodate the proposed Kiwanis Legacy Park and Dog Park projects and receipt of the personal property tax loss reimbursement funds.

**ADJOURNMENT**

There being no further business it was moved by Mr. Gerlach and supported by Ms. Bruman to adjourn the meeting at 9:09 a.m. **MEETING ADJOURNED.**

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 Ms. Ginni Bruman

 Secretary