**CITY OF LAPEER**

**MINUTES OF A REGULAR**

**DOWNTOWN DEVELOPMENT AUTHORITY**

**LAPEER MAIN STREET MEETING**

**OCTOBER 23, 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, October 25, 2019 at 8:00 a.m.

**Members Present:** Chairman Dan Osentoski, Mr. Dan Gerlach, Ms. Sue Griggs, Mr. Dan Sharkey, Mr. Tom Benton, Ms. Catherine Bostick-Tullius, Mr. Ray Davis and Mr. Glenn Alverson.

**Members Absent:** Vice Chairman Tony Stroh-Piechowski, Mr. Bruce Cady, Mr. Tony Macksoud, Ms. Ginni Bruman and Mr. Tim Roodvoets.

**Also Present:** Mr. James Alt, DDA Executive Director, and Mr. Dale Kerbyson, City Manager.

Chairman Osentoski called the meeting to order at 8:00 a.m.

**PUBLIC COMMENTS**

Mr. Ian Kempf, Lapeer County Commissioner, was present and addressed the board regarding the Lapeer County EMS millage renewal including various concerns with the ballot language which will be required to reference the fact the City of Lapeer DDA will capture a portion of the millage funds to be raised. Mr. Kempf requested the DDA to take another look at the issue of capturing the millage funds.

Mr. Russ Adams, of Lapeer County EMS, was present and also addressed the board concerning the Lapeer County EMS millage renewal and the DDA’s current position to capture a portion of the millage funds. Mr. Adams reviewed various financial aspects of the millage including use of the funds raised, cost of services billed to insurance providers and customers, operating expenses, the amount of funds raised by the current millage, services provided and area coverage by Lapeer County EMS. Mr. Adams expressed concerns with the ballot language requirements and potential impact to the vote outcome if the language stating the City of Lapeer DDA will capture a portion of the funds is on the March 2020 ballot. Mr. Adams stated the ballot language is required to be submitted to the County Commission in November and approved by December 5th in order to be included on the March 2020 election ballot.

Chairman Osentoski stated the DDA will discuss the issue further at the November DDA meeting.

**CONSENT AGENDA**

It was moved by Mr. Alverson and supported by Mr. Gerlach to approve the Consent Agenda for October 23, 2019 as follows:

1. Approval of minutes of DDA meeting held on September 25, 2019; and
2. Approval of Treasurer Report and Bill Listing.

**MOTION CARRIED.**

**Executive Committee**

Ms. Bostick-Tullius reported the committee is currently conducting Mr. Alt’s annual evaluation and will provide a report on his contract renewal at the November meeting.

**MAIN STREET COMMITTEE REPORTS**

**Organization Committee**

Ms. Bostick-Tullius reported the committee is continuing to work on the Illuminate Lapeer capital campaign and ways to increase fundraising efforts for the program. Discussion was held regarding the project costs, anticipated cost savings by removing the overhead cobra-style lights, the desired timeline for completing the project, the survey responses supporting the project, the potential to establish a special assessment district to fund the project and benefits to the DDA property owners by improving the lighting infrastructure downtown.

**Design Committee**

Mr. Alt reported he will be meeting with Goyette Mechanical on repairs needed to the downtown clock.

**Economic Restructuring Committee**

Mr. Osentoski reported the committee is continuing to work on the business inventory. Discussion was held on the current vacancy rate and the basis of determine a vacancy.

**Promotion Committee**

Mr. Alt reported an update on the recent downtown events is included in his written report, that Shop Small Business Saturday is scheduled for November 30th and reviewed topics covered at the recent Main Street Program quarterly training sessions which included an information sharing process between Main Street communities.

**Center for the Arts**

Ms. Griggs updated the board on current and upcoming exhibits, classes and events at Gallery 194 and the Pix Theatre and ticket sales. Ms. Griggs informed the board the Center for the Arts received a $15,000 MCACA operating support grant and that the MCACA did not fund the grant application for the basement renovation project.

**STAFF REPORT**

**Executive Director**

Mr. Alt updated the board on preparation of the annual report to Michigan Main Street, development of marketing materials for downtown, receipt of an E-Cities award from U of M Dearborn, vacancies and new businesses opening downtown. Discussion was held on scheduling a Main Street goals & objectives session at the regular November meeting and plans to hold a public informational meeting potentially in December.

Ms. Bostick-Tullius informed the board this will be her last DDA meeting due to her City Commission term expiring as of the November 5th election and that she plans to continue to serve on the Organization Committee.

**OLD BUSINESS**

**Master Plan Update**

Ms. Habben summarized the proposed Master Plan content changes to the Downtown Area Chapter of the City Master Plan including amendments to the sections addressing the Surrounding Areas, Key Issues and Visioning Efforts including uses and design. Ms. Habben continued discussion on the Strategies section and board input was provided on various strategies including ways to increase downtown housing, potential uses of the former White Jr. High site, potential mixed use development areas, under-utilized spaces and the need to maintain the historic character of the downtown area.

Board input was also provided on adding Lapeer County and the Lapeer Development Corporation to the cooperating partnerships, ways to encourage and expand specialty retail and entertainment uses downtown, and public-private partnerships. Discussion was held regarding the preliminary downtown concept plan and evaluating the potential to return the one-way Park St./Clay St. loop to a two-way traffic flow design. Ms. Habben reviewed the proposed updates to the downtown area on the Future Land Use Map including the merging of the CBD-1 and CBD-2 districts and the next steps in the Master Plan update process.

**Kiwanis Club – Legacy Project**

Mr. Alt reported an acceptable date is being determined to schedule a meeting for members of the DDA and Kiwanis Club to discuss the Kiwanis Club Legacy Project in further detail.

Discussion was held regarding the Lapeer County EMS millage capture issue. It was the consensus that the City Manager will obtain and provide the board members additional information on the issue prior to the November meeting.

**ADJOURNMENT**

There being no further business it was moved by Mr. Alverson and supported by Mr. Gerlach to adjourn the meeting at 10:00 a.m. **MEETING ADJOURNED.**

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 Ms. Ginni Bruman

 Secretary