**CITY OF LAPEER**

**MINUTES OF A REGULAR**

**DOWNTOWN DEVELOPMENT AUTHORITY**

**LAPEER MAIN STREET MEETING**

**AUGUST 26, 2020**

A regular meeting of the City of Lapeer Downtown Development Authority and Lapeer Main Street was held electronically via GoToMeeting at the Downtown Development Authority Executive Director’s office at 410 W. Nepessing Street, Suite 106, Lapeer, Michigan on Wednesday, August 26, 2020 at 8:00 a.m.

**Members Present:** Chairman Dan Osentoski, Vice Chairman Tim Roodvoets, Mr. Dan Gerlach, Ms. Debbie Marquardt, Ms. Ginni Bruman, Ms. Elizabeth Moffitt, Mr. Steve Elzerman, Ms. Bailey RaCosta, Mr. Jeff Hogan, Mr. Mike Burke and Mr. Dan Sharkey (arrived at 8:15 a.m.)

**Members Absent:** Mr. Ray Davis and Ms. Sue Griggs.

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

Chairman Osentoski called the meeting to order at 8:01 a.m.

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

It was moved by Mr. Hogan and supported by Mr. Elzerman to approve the Consent Agenda for August 26, 2020 as follows:

1. Approval of minutes of DDA meeting held on June 24, 2020;
2. Approval of Treasurer Report and Bill Listing; and
3. Approval of FY 2020-21 Budget Amendment #1.

**ON A ROLL CALL VOTE:**

**Yeas:** Mr. Osentoski, Mr. Roodvoets, Mr. Gerlach, Ms. Moffitt, Ms. RaCosta, Mr. Elzerman, Ms. Marquardt, Mr. Hogan and Mr. Burke.

**Nays:** None.

**Absent:** Ms. Bruman, Mr. Sharkey, Mr. Davis and Ms. Griggs.

**Abstain:** None.

**MOTION CARRIED.**

**Executive Committee**

There was not a report.

At this time it was moved by Ms. Marquardt and supported by Mr. Roodvoets to convene to a Lapeer Main Street, Inc meeting. **MOTION CARRIED.**

**LAPEER MAIN STREET, INC.**

**Signatory Approval**

It was moved by Mr. Burke and supported by Mr. Hogan to authorize Chairman Dan Osentoski, Vice Chairman Tim Roodvoets, Treasurer Dan Gerlach and Secretary Ginni Bruman as signatories on all Lapeer Main Street, Inc. financial accounts.

**ON A ROLL CALL VOTE:**

**Yeas:** Mr. Osentoski, Mr. Roodvoets, Mr. Gerlach, Ms. Moffitt, Ms. RaCosta, Mr. Elzerman, Ms. Marquardt, Mr. Hogan and Mr. Burke.

**Nays:** None.

**Absent:** Ms. Bruman, Mr. Sharkey, Mr. Davis and Ms. Griggs.

**Abstain:** None.

**MOTION CARRIED.**

It was moved by Ms. Marquardt and supported by Ms. Moffitt to authorize Lapeer Development Corporation Executive Director Quentin Bishop as a signatory on all Lapeer Main Street, Inc. financial accounts.

**ON A ROLL CALL VOTE:**

**Yeas:** Mr. Osentoski, Mr. Roodvoets, Mr. Gerlach, Ms. Moffitt, Ms. RaCosta, Mr. Elzerman, Ms. Marquardt, Mr. Hogan, Mr. Burke and Ms. Bruman.

**Nays:** None.

**Absent:** Mr. Sharkey, Mr. Davis and Ms. Griggs.

**Abstain:** None.

**MOTION CARRIED.**

Dan Sharkey joined the meeting at 8:15 a.m.

**Vinyl Bar and Grill – Second Building Improvement Loan**

Mr. Alt updated the board on the request from Vinyl Bar and Grill owner Scott Jankovic for approval to apply for a second Building Improvement Loan to repair the marble material of the west side facing window along the patio which is pulling away from the building. Discussion was held on the amount of Mr. Jankovic’s current loan which is up to date, that no rules are found preventing issuance of a second loan and that the application will be required to complete a full review by Mr. Bishop of the Lapeer Development Corporation.

After discussion, it was moved by Mr. Hogan and supported by Mr. Gerlach to authorize Mr. Jankovic to apply for an additional Building Improvement Loan for Vinyl Bar and Grill located at 393 W. Nepessing Street.

**ON A ROLL CALL VOTE:**

**Yeas:** Mr. Osentoski, Mr. Roodvoets, Mr. Gerlach, Ms. Moffitt, Ms. RaCosta, Mr. Elzerman, Ms. Marquardt, Mr. Hogan, Mr. Burke, Ms. Bruman and Mr. Sharkey.

**Nays:** None.

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

**Abstain:** None.

**MOTION CARRIED.**

It was moved by Ms. Bruman and supported by Mr. Gerlach to adjourn the Lapeer Main Street, Inc. meeting and to reconvene the Downtown Development Authority meeting.

**ON A ROLL CALL VOTE:**

**Yeas:** Mr. Osentoski, Mr. Roodvoets, Mr. Gerlach, Ms. Moffitt, Ms. RaCosta, Mr. Elzerman, Ms. Marquardt, Mr. Hogan, Mr. Burke, Ms. Bruman and Mr. Sharkey.

**Nays:** None.

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

**Abstain:** None.

**MOTION CARRIED.**

**MAIN STREET COMMITTEE REPORTS**

**Organization Committee**

Mr. Alt reported the committee has not met and that a donation for the Illuminate Lapeer project was received from Lapeer Community Theater.

**Design Committee**

Mr. Alt reported the committee has not met and that he will be meeting with representatives of The Refuge Homeless Shelter next week to review proposed plans to build on the vacant lot at the northeast corner of Nepessing and Mason next to Chef G’s which was purchased by proxy.

**Economic Restructuring Committee**

Mr. Alt reported the committee has been working on the Main Street New Business Recruitment & Retention Program and the scheduled mock retention exercise. Mr. Alt also reported 982 survey responses were received and that 8 survey respondents have contacted the DDA interested in opening up a business in Lapeer. Discussion was held on the information gathered in the survey which is very useful.

**Promotion Committee**

Mr. Alt reported the recent Sidewalk Sales event had a very nice turnout and that Saturday the sales were ongoing in conjunction with the Optimist Chicken BBQ event and an extended-hours Farmers’ Market. Discussion was held regarding feedback received from the Sidewalk Sales event, the need to promote the event more next year if held, benefits to having the outdoor event and the fact Thursday and Friday were busy with less traffic on Saturday.

**Center for the Arts**

Ms. Lyons reported the Center for the Arts has now been reopened to the public for two months, that visitors have complied with the Covid-19 requirements and reviewed current and upcoming Gallery 194 exhibits, virtual art and theatre programs as well as the new Text to Donate program for operational support. Ms. Lyons reviewed the status of various grants received, applications submitted with pending award announcements and additional applications to be submitted.

Ms. Lyons reported staff is in the process of moving all scheduled 2020 Fall season Pix Theatre programs to the Fall 2021 season, are negotiating with the new ticketing company to be active by November and that two vacant apartments are scheduled to be re-occupied on September 1st. Discussion was held on the ongoing moisture issue on the east wall of the Pix Theatre, industrial dehumidifiers being used and causes and solutions to the moisture issue. Ms. Lyons reviewed the Center for the Arts Quarterly Financial Report and 2020-2021 Operating Budget submitted in the meeting packet.

**STAFF REPORT**

**Branding Grant – Cupola Repairs**

Mr. Alt reviewed the $4,500 quote received by the Parks Department from MB Enterprises for repairs to the cupolas at the two downtown entrance statements located at the intersection of Saginaw/Genesee and at the M-24 digital sign. After discussion regarding the need to keep the cupolas in good repair it was moved by Mr. Hogan and supported by Mr. Gerlach to expend up to $4,500 of funds received from the Michigan Main Street Branding Grant for repairs to the cupolas as proposed.

**ON A ROLL CALL VOTE:**

**Yeas:** Mr. Osentoski, Mr. Roodvoets, Mr. Gerlach, Ms. Moffitt, Ms. RaCosta, Mr. Elzerman, Ms. Marquardt, Mr. Hogan, Mr. Burke, Ms. Bruman and Mr. Sharkey.

**Nays:** None.

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

**Abstain:** None.

**MOTION CARRIED.**

Mr. Alt reported Chef G’s Tea Infusion Bar will be holding a soft opening, that he will be forwarding the members website links for information and inspiration for businesses working through Covid-19 challenges and that he will be working on the upcoming impact report. Discussion held on the status of various fall season events.

**NEW BUSINESS**

**2021 Main Street Service**

Michigan Main Street representative Leigh Young summarized the components of the Fund Development Services program offered through Main Street. It was the consensus on the members to pursue utilizing the service.

**DDA Assistant Laptop**

After discussion on operation issues with the laptop computer currently used by the DDA Assistant it was moved by Mr. Hogan and supported by Ms. Moffitt to authorize purchase of a new laptop computer for the DDA Assistant.

**ON A ROLL CALL VOTE:**

**Yeas:** Mr. Osentoski, Mr. Roodvoets, Mr. Gerlach, Ms. Moffitt, Ms. RaCosta, Mr. Elzerman, Ms. Marquardt, Mr. Hogan, Mr. Burke, Ms. Bruman and Mr. Sharkey.

**Nays:** None.

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

**Abstain:** None.

**MOTION CARRIED.**

**Lapeer County Animal Control Millage Capture Request**

Mr. Alt reviewed the request received from the Lapeer County Commission to consider not capturing funds raised from an extra voted millage proposal to be placed on the November general election ballot for Animal Control Services. Discussion was held on the total amount expected to be raised by the millage proposal and the DDA’s history of not capturing senior or veteran extra voted millage funds.

It was moved by Mr. Osentoski and supported by Mr. Hogan not to capture funds raised from the Lapeer County Animal Control Services millage proposal on the November 2020 ballot.

After discussion on the amount of millage funds to be captured by the DDA, the possibility of donating the captured funds to the City Dog Park project and the need to establish a committee to review and develop a policy for millage capture requests, Mr. Osentoski and Mr. Hogan withdrew their motion.

It was moved by Mr. Roodvoets and supported by Ms. Bruman to capture any funds raised by the Lapeer County Animal Control Services extra voted millage proposal on the November 2020 General Election Ballot.

**ON A ROLL CALL VOTE:**

**Yeas:** Mr. Osentoski, Mr. Roodvoets, Mr. Gerlach, Ms. Moffitt, Ms. RaCosta, Mr. Elzerman, Ms. Marquardt, Mr. Hogan, Mr. Burke, Ms. Bruman and Mr. Sharkey.

**Nays:** None.

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

**Abstain:** None.

**MOTION CARRIED.**

**OLD BUSINESS**

**Downtown Clock Repair**

Mr. Alt updated the board on the status of the downtown clock which is currently working with a temporary fix made to the power supply and the $1,900.40 quote from Goyette to make the permanent repairs. Discussion was held that converting the clock to operate on solar power is not an option at this point, whether to make the repairs now or keep operating the clock with the temporary fix and requesting additional repair quotes. It was the consensus of the board to review and discuss the issue further at the next meeting.

Elizabeth Moffitt the meeting at 9:25 a.m.

**ADJOURNMENT**

There being no further business it was moved by Ms. RaCosta and supported by Ms. Marquardt to adjourn the meeting at 9:27 a.m.

**ON A ROLL CALL VOTE:**

**Yeas:** Mr. Osentoski, Mr. Roodvoets, Mr. Gerlach, Ms. RaCosta, Mr. Elzerman, Ms. Marquardt, Mr. Hogan, Mr. Burke, Ms. Bruman and Mr. Sharkey.

**Nays:** None.

**Absent:** Ms. Moffitt, Mr. Davis and Ms. Griggs.

**Abstain:** None.

**MOTION CARRIED AND MEETING ADJOURNED.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Ms. Ginni Bruman

 Secretary