**CITY OF LAPEER**

**MINUTES OF A REGULAR**

**DOWNTOWN DEVELOPMENT AUTHORITY**

**LAPEER MAIN STREET MEETING**

**FEBRUARY 23, 2022**

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, February 23, 2022 at 8:00 a.m.

**Members Present:** Chairman Tim Roodvoets, Dan Gerlach, Ray Davis, Mike O’Brien, Jeff Hogan, Catherine Bostick-Tullius and Tony Stroh.

**Members Absent:** Vice Chairperson Ginni Bruman, Mayor Debbie Marquardt, Dan Sharkey, Steve Elzerman and Bailey RaCosta.

**Also Present:** Executive Director James Alt, City Manager Dale Kerbyson and Center for the Arts Executive Director Jill Lyons.

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

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

**048 2022 2-23 Consent Agenda**

It was moved by Bostick-Tullius and supported by Stroh to approve the Consent Agenda for February 23, 2022 as follows:

1. Approval of minutes of DDA meeting held on January 26, 2022; and
2. Approval of Treasurer Report and Bill Listing.

**Yeas:** Members Roodvoets, Gerlach, Hogan, Davis, O’Brien, Bostick-Tullius, and Stroh.

**Nays:** None.

**Absent:** Members Bruman, RaCosta, Marquardt, Sharkey and Elzerman.

**MOTION CARRIED.**

**EXECUTIVE COMMITTEE**

Executive Director Employment Contract Renewal

Chairman Roodvoets updated the board on the status of renewal of Executive Director Jim Alt’s employment contract. Discussion was held on the contract term, potential wage increase, benefits and the employee evaluation process conducted by the Executive Committee. Discussion was also held on the wage survey conducted of other communities with DDA Executive Directors and the need for the full board to review the employee evaluation.

**049 2022 2-23 Postponement of Executive Director Contract Renewal**

It was moved by Hogan and supported by Bostick-Tullius to postpone action of the Executive Director Employment Contract renewal until the March meeting.

**Yeas:** Members Roodvoets, Gerlach, Hogan, Davis, O’Brien, Bostick-Tullius and Stroh.

**Nays:** None.

**Absent:** Members Bruman, RaCosta, Marquardt, Sharkey and Elzerman.

**MOTION CARRIED.**

**COMMITTEE REPORTS/MINUTES**

Bostick-Tullius updated the board on research of the status of the DBA’s existing 501(c)(3) tax exempt non-profit license and potentially creating a new non-profit board to apply for a separate 501(c)(3) license. Discussion was held on the advantages and disadvantages of creating a separate Main Street non-profit board to assist with fundraising.

Additional committee reports and minutes were as submitted in the meeting packet.

**OTHER REPORTS**

**Sub-Committee Business**

Design Committee

Executive Director Alt updated the board on the community pavilion project including the proposal from Rowe Professional Services for design services. Discussion was held on the scope of work and cost breakdown, the need to reach out to Michigan Department of EGLE concerning the proposed location of the pavilion in either the floodway or floodplain and CDBG grant funding available. Discussion was also held on the grant application deadline and public hearing requirement, the cost estimate received to relocate an existing grain bin as part of the design, the current organization of the Farmer’s Market, options to utilize the pavilion year round, a management plan and the need for a more detailed conceptual design to present to EGLE prior to moving forward on the project.

Promotion Committee

Alt reviewed the request to hold a Grilled Cheese Festival downtown on September 24th.

**050 2022 2-23 Grilled Cheese Festival – September 24, 2022**

It was moved by Bostick-Tullius and supported by Stroh to amend the 2022 DDA Event List to add the Grilled Cheese Festival on September 24th.

**Yeas:** Members Roodvoets, Gerlach, Hogan, Davis, O’Brien, Bostick-Tullius, and Stroh.

**Nays:** None.

**Absent:** Members Bruman, RaCosta, Marquardt, Sharkey and Elzerman.

**MOTION CARRIED.**

**Center for the Arts**

CFA Executive Director Lyons updated the board on current and upcoming Galley 194 exhibits, the Art Pantry program, Pix Theatre performances, audience attendance and art classes. Lyons also updated the board on the lighting system upgrade project, increased advertising efforts and reviewed the Center for the Arts Quarterly Financial Report for the period ended December 31, 2021. Lyons reported the annual fundraiser for the Center for the Arts, Denim & Diamonds, is scheduled for April 23rd. Discussion was held on the success of tribute band performances.

**STAFF REPORT**

**Main Street Program Update**

**Master Level**

Alt updated the board on the need to determine if the DDA is interested in pursuing a Michigan Main Street Master Level designation.

**051 2022 2-23 Main Street Master Level Designation**

It was moved by Bostick-Tullius and supported by Stroh that the DDA continue participating in the Michigan Main Street Program and to pursue a Master Level designation.

**Yeas:** Members Roodvoets, Gerlach, Hogan, Davis, O’Brien, Bostick-Tullius, and Stroh.

**Nays:** None.

**Absent:** Members Bruman, RaCosta, Marquardt, Sharkey and Elzerman.

**MOTION CARRIED.**

**National Conference**

Alt reported the National Main Street Conference is scheduled to be held in Virginia on May 16, 17 & 18 and that Chairman Roodvoets also expressed interest in attending the conference to take advantage of the numerous sessions available.

**052 2022 2-23 National Main Street Conference**

It was moved by O’Brien and supported by Bostick-Tullius to approve a budget amendment to increase the Main Street Program line item by $4,000 in order for Jim Alt and Tim Roodvoets to attend the May 2022 National Main Street Conference in Virginia.

**Yeas:** Members Roodvoets, Gerlach, Hogan, Davis, O’Brien, Bostick-Tullius, and Stroh.

**Nays:** None.

**Absent:** Members Bruman, RaCosta, Marquardt, Sharkey and Elzerman.

**MOTION CARRIED.**

**Vibrancy Grant**

Alt updated the board on funds available through the Main Street Vibrancy Grant including the 15% local match funding requirement and potential projects to utilize the grant funds.

**053 2022 2-23 Vibrancy Grant – Match Funds**

It was moved by Stroh and supported by Hogan to approve the 15% funding match requirement for the Vibrancy Grant.

**Yeas:** Members Roodvoets, Gerlach, Hogan, Davis, O’Brien, Bostick-Tullius, and Stroh.

**Nays:** None.

**Absent:** Members Bruman, RaCosta, Marquardt, Sharkey and Elzerman.

**MOTION CARRIED.**

**NEW BUSINESS**

**DDA Assistant Position**

Discussion was held on Alt’s request and related costs to increase the hours for the DDA Administrative Assistant position from 15 hours per week to 23 hours per week.

**054 2022 2-23 Administrative Assistant – Increased Hours of Work**

It was moved by Bostick-Tullius and supported by Stroh to approve a budget amendment to increase the Salary & Wages budget line item by $1,600 to increase the Administrative Assistant’s hours from 15 per week to 23 per week.

**Yeas:** Members Roodvoets, Gerlach, Hogan, Davis, O’Brien, Bostick-Tullis, and Stroh.

**Nays:** None.

**Absent:** Members Bruman, RaCosta, Marquardt, Sharkey and Elzerman.

**MOTION CARRIED.**

Bostick-Tullius and Stroh left the meeting at 9:56 a.m.

**Bike Night Event**

Alt updated the board on efforts to find a new group to organize the Bike Night events due to notification by the group who organized the 2021 event that they will not be organizing the Lapeer event again for 2022. Discussion was held on varying levels of support for the event from downtown businesses, challenges to organize the event, the possibility of holding the event on a different day of the week, reducing the frequency of the event and whether the Chamber of Commerce would be interested in organizing the event.

**OLD BUSINESS**

**Board Vacancy**

Alt reported he has no recommendation for a replacement to fill the DDA board seat vacated by Mike Burke at this time.

**BOARD MEMBER COMMENTS**

There were no additional comments from the board members.

**ADJOURNMENT**

It was the consensus to adjourn the meeting at 10:12 a.m.

**MEETING ADJOURNED.**

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 Bailey RaCosta

 Secretary