

**CITY OF LAPEER  
MINUTES OF A REGULAR  
DOWNTOWN DEVELOPMENT AUTHORITY  
LAPEER MAIN STREET MEETING  
MARCH 22, 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, March 22, 2023 at 8:00 a.m.

**Members Present:** Chair Catherine Bostick-Tullius, Vice Chair Tim Roodvoets, Mike O'Brien, Ashley Fanson, Bailey RaCosta, Buddy Beyer, Tom LaMagna and Jason Rogers.

**Members Absent:** Mayor Debbie Marquardt, Tony Stroh, Jeff Hogan and Dan Sharkey.

**Also Present:** Executive Director James Alt, Police Chief Jeremy Howe and Fire Chief Mike Vogt.

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

**Agenda Amendment**

Chair Bostick-Tullius requested future DDA meeting agendas include an item for Approval of Agenda and requested item H.2 Board Vacancy be removed from the current meeting agenda and new items H.2 Sign Assistance Program Application and H.3 CFA-Programming Services Agreement be added to the current meeting agenda.

**090 2023 3-22 Agenda Approval**

It was moved by O'Brien and supported by Fanson to approve the Agenda as revised for March 22, 2023.

**Yeas:** Members Bostick-Tullius, Roodvoets, O'Brien, Fanson, RaCosta, Rogers, LaMagna and Beyer.

**Nays:** None.

**Absent:** Members Marquardt, Stroh, Hogan and Sharkey.

**MOTION CARRIED.**

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

**091 2023 3-22 Consent Agenda**

It was moved by Roodvoets and supported by Beyer to approve the Consent Agenda for March 22, 2023 as follows:

1. Approval of minutes of DDA meeting held on February 22, 2023; and
2. Approval of Treasurer Report and Bill Listing.

**Yeas:** Members Bostick-Tullius, Roodvoets, O'Brien, Fanson, RaCosta, Rogers, LaMagna and Beyer.

**Nays:** None.

**Absent:** Members Marquardt, Stroh, Hogan and Sharkey.

**MOTION CARRIED.**

## **EXECUTIVE COMMITTEE**

Chair Bostick-Tullius reported the Executive Committee met and discussed amending the DDA By-Laws to meet State of Michigan public act requirements and that a draft of the updated by-laws should be ready for review at the April meeting to consider forwarding to the City Commission in May.

Bostick-Tullius reported the Executive Committee also discussed the status of pursuing a separate 501(C)(3) entity for fundraising and donation purposes which would require a timeline of approximately 3 to 6 months.

### **092 2023 3-22 501(C)3 Designation**

It was moved by Fanson and supported by O'Brien for the DDA to pursue a 501(C)(3) entity designation.

**Yeas:** Members Bostick-Tullius, Roodvoets, O'Brien, Fanson, RaCosta, Rogers, LaMagna and Beyer.

**Nays:** None.

**Absent:** Members Marquardt, Stroh, Hogan and Sharkey.

**MOTION CARRIED.**

Bostick-Tullius also reported the Executive Committee is reviewing the Executive Director evaluation process format which will utilize the Survey Monkey program with Exhibit A of the current Director's job description as a basis for the review. Bostick-Tullius requested board member feedback on the evaluation form by April 14<sup>th</sup> in order to discuss the Executive Director's evaluation at the May meeting.

## **COMMITTEE REPORTS/MINUTES**

No committee minutes/reports were included in the meeting packet.

## **OTHER REPORTS**

There were no sub-committee reports or business.

### **Center for the Arts**

Executive Director Lyons submitted a written update for recent and upcoming exhibits and art classes at Gallery 194 and Pix Theatre activities.

## **STAFF REPORT**

Executive Director Alt updated the board on marketing strategies being explored, a potential partnership is WJRT Channel 12 and various details and associated costs of a videography production opportunity to create a Lapeer story. Alt also updated the board on Main Street Program grant funding options, submittal due dates and match requirements to utilize for various downtown projects

### **093 2023 3-22 Main Street Vibrancy Grant Application Approval**

It was moved by Roodvoets and supported by O'Brien to proceed with submittal of a Main Street Vibrancy Grant application.

**Yeas:** Members Bostick-Tullius, Roodvoets, O'Brien, Fanson, RaCosta, Rogers, LaMagna and Beyer.

**Nays:** None.

**Absent:** Members Marquardt, Stroh, Hogan and Sharkey.

**MOTION CARRIED.**

Alt also updated the board on the process and various consultant cost estimates to continue pursuit of a historic designation for downtown Lapeer, potential funding options, timelines and conversations still needed with downtown property owners on the benefits of achieving the historic designation.

### **Sign Assistance Program – Holiday Depot – 110 W. Park St.**

Alt distributed and reviewed renderings of new Holiday Depot signage installed at 110 W. Park Street for consideration of a Sign Assistance Program reimbursement of \$300.

#### **094 2023 3-22 Holiday Depot – 110 W. Park – Sign Assistance Approval**

It was moved by Roodvoets and supported by O'Brien to approve the request for Sign Assistance Program reimbursement to Holiday Depot at 110 W. Park Street for \$300.

**Yeas:** Members Bostick-Tullius, Roodvoets, O'Brien, Fanson, RaCosta, Rogers, LaMagna and Beyer.

**Nays:** None.

**Absent:** Members Marquardt, Stroh, Hogan and Sharkey.

**MOTION CARRIED.**

### **Committee Restructuring / Assignments**

Chair Bostick-Tullius reviewed the revised structure, members assignments, goals, measures of success and priority projects/activities of the new Outreach, Business Development, Placemaking and Events committees. Discussion was held on adjustments to the member assignments, meeting schedule flexibility, priorities, expectations, a review process to track committee productivity and the continuing fund development role of all DDA board members.

### **City-DDA Annual Funding Agreements**

Chair Bostick-Tullius presented the updated annual funding agreements between the City of Lapeer and DDA for DDA Operations and Center for the Arts Programming Services. Discussion was held on the DDA Operations funding amount remaining the same at \$50,000 and the CFA funding amount increase from \$41,000 to \$46,000.

#### **095 2023 3-22 City-DDA Annual Funding Agreement – DDA Operations**

It was moved by Fanson and supported by Roodvoets to approve the updated City-DDA Annual Funding Agreement for DDA Operations.

**Yeas:** Members Bostick-Tullius, Roodvoets, O'Brien, Fanson, RaCosta, Rogers, LaMagna and Beyer.

**Nays:** None.

**Absent:** Members Marquardt, Stroh, Hogan and Sharkey.

**MOTION CARRIED.**

**096 2023 3-22 City-DDA Annual Funding Agreement – CFA Programming**

It was moved by Roodvoets and supported by LaMagna to approve the updated City-DDA Annual Agreement for Funding of Programming Services for Center for the Arts of Greater Lapeer, Inc.

**Yeas:** Members Bostick-Tullius, Roodvoets, O'Brien, Fanson, RaCosta, Rogers, LaMagna and Beyer.

**Nays:** None.

**Absent:** Members Marquardt, Stroh, Hogan and Sharkey.

**MOTION CARRIED.**

**Center for the Arts Programming Services Agreement**

Discussion was held on revisions needed to the draft Center for the Arts Programming Services Agreement including the need for increased youth involvement and scheduling a meeting with representatives of both the DDA and CFA on the revisions for further discussion at the next meeting.

Beyer left the meeting at 9:20 a.m.

**OLD BUSINESS**

Roodvoets addressed the board on his recommendation to censure board member Stroh over his past actions toward other DDA board members as well as his level of unprofessionalism and lack of respect for fellow board members. Discussion was held regarding Roodvoets concerns and the role of the board Chairperson to address the issue. It was the consensus for Chairperson Bostick-Tullius to contact Stroh to address the concerns raised and discuss the issue further at the next meeting.

**BOARD MEMBERS COMMENTS**

Fanson informed the board she will be moving to another location in the City outside of the DDA district in May.

**ADJOURNMENT**

It was moved by Fanson to adjourn the meeting at 9:46 a.m.

**MEETING ADJOURNED.**

---

Ashley Fanson, Secretary