

**CITY OF LAPEER
MINUTES OF A REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY
LAPEER MAIN STREET MEETING
MAY 26, 2021**

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, May 26, 2021 at 8:00 a.m.

Members Present: Chairman Dan Osentoski, Vice Chairman Tim Roodvoets, Mr. Ray Davis, Ms. Sue Griggs, Ms. Debbie Marquardt, Ms. Ginni Bruman, Mr. Steve Elzerman, Mr. Jeff Hogan, Mr. Dan Gerlach, Ms. Bailey RaCosta and Mr. Dan Sharkey.

Members Absent: Mr. Mike Burke and Mr. Mike O'Brien.

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 8:00 a.m.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

018 2021 05-26 Consent Agenda

It was moved by Ms. Marquardt and supported by Ms. Bruman to approve the Consent Agenda for May 26, 2021 as follows:

1. Approval of minutes of DDA meeting held on April 28, 2021;
2. Approval of Treasurer Report and Bill Listing; and
3. Approval of 2020-2021 Budget Adjustment #3.

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

Nays: None.

Absent: Mr. Burke and Mr. O'Brien.

Abstain: None.

MOTION CARRIED.

Executive Committee

2021-2022 Operating Budget

Mr. Alt reviewed the revenue and expense sections of the proposed 2021-2022 Operating Budget stating the personal property tax reimbursement is included, that the Other Contractual Services line item has been reduced in order to budget employee salary and wages in a separate line item and that \$5,000 has been budgeted in the Main Street Donation line item in anticipation of raising funds with the Main Street Program Fund Development tool.

019 2021 05-26 2021-2022 Operating Budget

It was moved by Mr. Gerlach and supported by Mr. Hogan to approve the FY 2021-2022 DDA Operating Budget as presented.

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

Nays: None.

Absent: Mr. Burke and Mr. O'Brien.

Abstain: None.

MOTION CARRIED.

MAIN STREET COMMITTEE REPORTS

Organization Committee

Mr. Alt reported the committee met and worked on organizing the next steps for the new community pavilion project and reviewed the Main Street Program fund development tool kit and stated the Maestro community manager software program is up and running.

Design Committee

Mr. Alt reported the committee met and worked on putting together a design charrette for the new community pavilion and reviewed the list of agency representatives to be invited to the charrette.

Lasting Memories Photography - Sign Assistance Program

020 2021 05-26 Lasting Memories Photography Sign Assistance

Mr. Alt reviewed the Sign Assistance Program application received from Lasting Memories Photography located at 534 Pine Street. After discussion on the sign design, it was moved by Mr. Elzerman and supported by Mr. Hogan to approve the Lasting Memories Photography sign assistance program grant application for \$300.

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

Nays: None.

Absent: Mr. Burke and Mr. O'Brien.

Abstain: None.

MOTION CARRIED.

Mr. Alt updated the board on Vinyl Bar & Grill's request to add string lighting similar to the lights in the pocket park to the patio area on the west side of their building at 393 W. Nepessing Street. Chief Frisch stated the building owner to the west needs to approve attaching the lights to the east side of their building and that 2 of the 3 streetlights in the patio area will be turned off.

Economic Restructuring Committee

Mr. Alt reported the historic designation research work is being organized by Jill Lyons and discussion was held on what is involved with researching the historical information on the downtown buildings. Mr. Alt updated the board on various business openings and relocations and reported the Burke's Flowers business has been sold and will remain Burke's Flowers and that the City Parks Department and volunteers have completed planting the annual flowers downtown.

Promotion Committee

Mr. Alt reported the committee met and recommended purchasing stainless steel water bottles and insulated mugs to sell at the various downtown events stating an initial order of 50 water bottles and 50 mugs with a logo will cost approximately \$878.

021 2021 05-26 Promotional Merchandise Purchase

It was moved by Ms. Marquardt and supported by Ms. Bruman to approve purchase of the water bottles and mugs as proposed by the Promotion Committee.

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

Nays: None.

Absent: Mr. Burke and Mr. O'Brien.

Abstain: None.

MOTION CARRIED.

Mr. Alt reported the committee is also working on the Downtown Directory, updating the website and social media videos. Mr. Alt informed the board the Monday Cruise events have had great turnout with many younger drivers and that the Summer Concerts will begin June 10th. Discussion was held on the first Friday Night Bikes event scheduled for June 4th including an area for outside vendor rentals and the ability of downtown businesses to set up in front of their buildings during the event which begins at 6 p.m. and is scheduled to be over and cleaned up by 11 p.m.

Center for the Arts

Ms. Lyons distributed and reviewed the quarterly financial report and updated the board on plans to restart Pix performances in late September, current and upcoming exhibits at Gallery 194, the Art Pantry program, the community art program, art classes and youth theatre programs. Ms. Lyons also updated the board on the status of various grant applications and the successful drive-in movie night held on May 1st.

Chief Frisch reported he will be utilizing the Pix Theatre for police training for over 100 members from various jurisdictions on June 8th.

STAFF REPORT

022 2021 05-26 Downtown Clock Repair

Mr. Alt informed the board the downtown clock has once again stopped working and reviewed the cost estimate of \$2,000 from Goyette Mechanical to repair the underground power source. It was moved by Mr. Gerlach and supported by Mr. Hogan to proceed with repairs to the Downtown Clock power source.

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

Nays: None.

Absent: Mr. Burke and Mr. O'Brien.

Abstain: None.

MOTION CARRIED.

023 2021 05-26 Pocket Park Annual Maintenance

Mr. Alt updated the board on boulder replacement needed to fix a wobbly bench in the pocket park and the cost estimate from McCreedy Farms of \$1,200 to provide annual upkeep and maintenance items in the park. After discussion, it was moved by Ms. Marquardt and supported by Mr. Elzerman to proceed with the Pocket Park annual upkeep and maintenance services as proposed in the amount of \$1,200.

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

Nays: None.

Absent: Mr. Burke and Mr. O'Brien.

Abstain: None.

MOTION CARRIED.

Mr. Alt also updated the board on completion of installation of the motion activated security camera system in the Pocket Park, the possibility of installing tables in the Social District area, signage costs incurred for identification of the Social District, research on grant availability for electric vehicle charging stations and the status of repairs to the White Building. Mr. Alt reported the Michigan Main Street Vibrancy grant application was not approved for funding and that volunteers are still needed for the various downtown events.

NEW BUSINESS

Cheers – Outdoor Seating Area

024 2021 05-26 Cheers Outdoor Seating Right-of-Way License

Mr. Alt reviewed the request from Cheers to install outdoor seating in the City's right-of-way at their location at 440 N. Saginaw Street which will extend into the front of the Goodyear building. Mr. Alt reported Goodyear has provided a letter of approval for the seating area to be located in front of a portion of their building and that the various City departments, with the exception of the Building Official's final approval of the handicap

accessibility, have indicated they have no issues with the seasonal outdoor seating area.

It was moved by Mr. Roodvoets and supported by Mr. Hogan to recommend the City Commission approve the request from Cheers for a Right-of-Way License for the outdoor seating area at 440 N. Saginaw Street.

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

Nays: None.

Absent: Mr. Burke and Mr. O'Brien.

Abstain: None.

MOTION CARRIED.

ADJOURNMENT

There being no further business it was moved by Mr. Sharkey to adjourn the meeting at 9:27 a.m.

MEETING ADJOURNED.

Ms. Ginni Bruman
Secretary