**CITY OF LAPEER**

**MINUTES OF A REGULAR**

**DOWNTOWN DEVELOPMENT AUTHORITY**

**LAPEER MAIN STREET MEETING**

**APRIL 27, 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, April 27, 2022 at 8:00 a.m.

**Members Present:** Chairman Tim Roodvoets, Vice Chairperson Ginni Bruman, Dan Gerlach, Ray Davis, Jeff Hogan, Catherine Bostick-Tullius, Bailey RaCosta, Tony Stroh and Mike O’Brien (arrived 8:08 a.m.)

**Members Absent:** Mayor Debbie Marquardt and Dan Sharkey.

**Also Present:** Executive Director James Alt, Police Chief Dave Frisch and Center for the Arts Executive Director Jill Lyons.

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

**PUBLIC COMMENTS**

Police Chief Frisch reported the Golf Cart ordinance has been officially enacted in the City of Lapeer.

Lapeer Development Corporation Executive Director Sam Moore provided an update on potential funding sources available for loan programs for downtown Lapeer and stated he is working on a proposal to present to the DDA board for consideration at a future meeting.

**CONSENT AGENDA**

**058 2022 4-27 Consent Agenda**

It was moved by Bruman and supported by Bostick-Tullius to approve the Consent Agenda for April 27, 2022 as follows:

1. Approval of minutes of DDA meeting held on March 23, 2022;
2. Approval of Treasurer Report and Bill Listing; and
3. Approval of 2021-22 Budget Amendment #2.

**Yeas:** Members Roodvoets, Bruman, Gerlach, Davis, Hogan, RaCosta, Bostick-Tullius and Stroh.

**Nays:** None.

**Absent:** Members Marquardt, Sharkey and O’Brien.

**MOTION CARRIED.**

Member O’Brien arrived at 8:08 a.m.

**EXECUTIVE COMMITTEE**

2022-23 DDA Operating Budget

Executive Director Alt reviewed the proposed 2022-23 DDA Operating Budget including revenues, special event sponsorships, donations, expenses, the new audit fee line item, wages, contributions and reductions required in various expense line items in order to balance the budget.

Discussion was held on the proposed pay increase for the current DDA Administrative Assistant, developing an evaluation process for the position and increasing the weekly work hours to 24 hours.

**059 2022 4-27 2022-23 Operating Budget & Assistant Pay/Hours Increase**

It was moved by Gerlach and supported by O’Brien to approve the 2022-23 DDA Operating Budget as proposed including increasing the current Administrative Assistant’s pay rate to $12 per hour and weekly work hours to 24 hours.

 to approve the Consent Agenda for April 27, 2022 as follows:

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

**Nays:** None.

**Absent:** Members Marquardt and Sharkey.

**MOTION CARRIED.**

**COMMITTEE REPORTS/MINUTES**

Chairman Roodvoets stated the committee reports are as submitted in the meeting packet.

**OTHER REPORTS**

**Sub-Committee Business**

Alt updated the board on the status of the community pavilion project.

**Center for the Arts**

CFA Executive Director Lyons updated the board on the annual fundraiser Denim and Diamonds held on April 23rd, current and upcoming Galley 194 exhibits, the Art Pantry program, Pix Theatre performances, the youth theater program, art classes and audience attendance at recent events. Lyons reported the City of Lapeer approved the request from the CFA for the Match on Main project loan as well as additional grant funds to complete the Pix Theatre lighting system upgrade project

**STAFF REPORT**

**Main Street Program Update**

Executive Director Alt updated the board on the Optimize Main Street grants awarded to six downtown business, the board member profiles due to be submitted to Kennari Consulting by May 13th, the status of establishing a 501(c)3 organization and requested members to increase interaction with downtown businesses.

**OLD BUSINESS**

**Executive Director Position**

Additional discussion was held on the eligibility of the Executive Director to participate in the City’s health care plan. It was the consensus of the board to request the City to contribute to the DDA Executive Director’s health care costs.

**Board Vacancy**

Discussion was held regarding the board interest application from Jason Rogers of Rogers Pharmacy to once again serve on the DDA board and the recent resignation of Steve Elzerman resulting in two vacant board seats.

**060 2022 4-27 Board Appointment Recommendation – Jason Rogers**

It was moved by Stroh and supported by Bostick-Tullius to recommend to the City Commission and Mayor that Jason Rogers be appointed to the DDA board.

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

**Nays:** None.

**Absent:** Members Marquardt and Sharkey.

**MOTION CARRIED.**

**Values Statement**

The board reviewed Draft #3 and #4 of the Values Statement provided by Out of the Red.

Member Bostick-Tullius left the meeting at 9:05 a.m.

**061 2022 4-27 Values Statement**

It was moved by Stroh and supported by RaCosta to choose Draft #4 of the Values Statement and proceed with the case statement project process.

**Yeas:** Members Roodvoets, Bruman, Gerlach, Davis, Hogan, RaCosta, O’Brien and Stroh.

**Nays:** None.

**Absent:** Members Marquardt, Sharkey and Bostick-Tullius.

**MOTION CARRIED.**

**BOARD MEMBER COMMENTS**

Member Hogan inquired on whether there are any plans to improve the City-owned parking lot behind Choice One bank now that the ice skating rink has been removed.

**ADJOURNMENT**

It was the moved by Stroh and supported by Bruman to adjourn the meeting at 9:08 a.m.

**MEETING ADJOURNED.**

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 Bailey RaCosta

 Secretary