

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, April 11, 2018
7:30 a.m. ~ Commerce One**

Chairperson Green called the regular meeting of the Downtown Development Authority to order at 7:30 am. Members present were:

David Green
Ashley Anderson
Don Carlyon

Jean Ann DeShano
Mike Bacigalupo
Dan Dimitroff

Trevor Keyes
Jennifer Acosta
Joe Wespiser

Absences: Mayor Newsham, Jeff Cederstrom, Terry Spencer and Tim Banaszak

Also present: George Martini, City Fiscal Services Director
Terry Moulthane, City Representative
Suzanne Maxwell, Interim Executive Director
Betsy Kolm, Administrative Assistant

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

None.

EXCUSED ABSENCES

Chairperson Green reported that Newsham, Cederstrom, Banaszak and Spencer requested an excused absence. Motion by DeShano, supported by Bacigalupo to approve absences. Motion unanimously approved.

ORGANIZATION

Chairperson Green presented Consent Agenda items 1 through 4 under Organization and asked the Board if any items needed to be removed for further discussion. Motion by Banaszak, supported by Bacigalupo to approve the consent agenda. Motion unanimously approved.

DDA 2018/2019 BUDGET WORKSHEETS

George Martini, City of Bay City Fiscal Services Director was present to review the 2018/2019 budget worksheets. Budget was produced by both the City and DDA staff. Martini reviewed the DDA, Water Street TIF, Landmark TIF and the Parking enforcement budget. Motion by Deshano, supported by Wespiser to approve the 2018/2019 budget. Motion unanimously approved.

DDA/DMB ADMINISTRATIVE SERVICES AGREEMENT

Chairperson Green reminded the Board of the presentation of the DDA/DMB Agreement for Administrative Services: July 1, 2018 - June 30, 2023, review and approval at the February

meeting. The item was tabled for further review. The agreement outlines the administrative services provided to the Downtown Development Authority by the Downtown Management Board. The services are provided in exchange for a portion of DDA tax assessment revenue generated annually. Green reported that based on conversation with Martini that no changes were necessary to the document. Acosta asked if the Board feels confident the new Executive Director will be able to execute the items listed in the document. Keyes mentioned he would like to see the Executive Director involved in the strategic planning process as well. Motion by Bacigalupo supported by Acosta to approve the DDA/DMB administrative services agreement and motion unanimously approved.

EXECUTIVE DIRECTOR POSITION

Chairperson Green reported that the Executive Director Search Committee has completed the job description and it has been published on numerous job sites. The applications are due May 11th and the search committee will meet May 16th to review. Copies of the job descriptions were distributed with Chairperson Green requesting input from the board.

PARKING UPDATE

Maxwell stated that monthly parking reports and fiscal year-to-date parking reports are included in each Director's packet for review. She reported the total amount collected in delinquent parking tickets since 2010 by the 74th District Court is \$37,600.

WENONAH PARK MASTER PLAN UPDATE

Green reminded the Board that DeShano, Bacigalupo, Acosta, Banaszak, Wespiser, Maxwell, and Green are part of a Construction Sub-Committee to oversee the construction of the Wenonah Park project.

Bacigalupo reported that the Pavilion is 65% completed. Painting has started on the inside of the building, and the stone on fireplace is almost complete. The completion date for both structures is May 30, 2018. Bacigalupo mentioned that they are scheduled to finish on time. The ribbon cutting ceremony will be on April 20th, 2018 at 10:30. Members of the Nickless family will be in attendance.

DMB UPDATE

Maxwell reported that the next event for Downtown Bay City is *Welcome Spring Open House*, April 20-21, with 51 businesses participating. *Apps and Ales* is scheduled for June 6th. It was recently approved to raise ticket prices by \$5.00 which will bring in an additional \$5,000 in revenue. Wine Walk tickets will also be raised by \$5.00, which will potentially bring in an additional \$7,000 in revenue. *Sidewalk Days* are scheduled for July 26-28. Social media is continuing to grow with over 18,800+ followers on Facebook, 3,315+followers on Instagram and 14,000+ permission based emails. A new event, *A Taste of Downtown* will be held August 25, 2018 at Wenonah Park and will highlight restaurant and specialty food shop offerings. A cash bar and entertainment will also be part of the event. A subcommittee planning meeting is scheduled for April 12th.

OTHER

Maxwell reported that she is working with Cadmium Design, Keyes, DeShano, and Dimitroff, as well as Matt Geiger of the Times Lofts, to add a page to the new Downtown Bay City website featuring available commercial and residential properties. The first meeting was held April 9. Progress will be shared at the May meeting.

ADJOURN

Motion to adjourn by DeShano. With no further business to come before the Downtown Development Authority, meeting adjourned at 8: 23 am.

Respectfully Submitted,

Suzanne Maxwell
Interim Executive Director