

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, June 13, 2018**

7:30 a.m. ~ Nickless Family Community Pavilion Ancillary Building ~ Wenonah Park

Chairperson Green called the regular meeting of the Downtown Development Authority to order at 7:34 am. Members present were:

David Green	Jean Ann DeShano	Trevor Keyes
Ashley Anderson	Mike Bacigalupo	Tim Banaszak
Don Carlyon	Terry Spencer	Dan Dimitroff
Mayor Kathy Newsham	Jenifer Acosta	

Absences: Jeff Cederstrom, Joe Wespiser

Also present: Terry Moulthane, City Representative
Suzanne Maxwell, Interim Executive Director
Betsy Kolm, Administrative Assistant
Anne Yandall, Jennison Condominium Association
Brenda Eckard, Jennison Condominium Association
Fred Yandall, Jennison Condominium Association
Dave VanHarren, Triterra
Sara Dimitroff, City of Bay City

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

Anne Yandall from Jennison Place reminded the Board of the agreement to repair the center area of the Jennison parking deck, as it is leaking. Chairperson Green stated that maintenance of the Jennison parking deck was an agenda item and it will be discussed by the Board later in the meeting.

EXCUSED ABSENCES

Chairperson Green reported that Cederstrom requested an excused absence. Motion by Anderson, supported by Bacigalupo to approve absences. Motion unanimously approved.

ORGANIZATION

Chairperson Green presented Consent Agenda items 1 through 4 under Organization and the Minutes under the DMB. Motion by Bacigalupo, supported by Anderson to approve the consent agenda. Motion unanimously approved.

PARKING UPDATE

Maxwell reported that the parking quarterly report will be presented in the August DDA meeting.

WENONAH PARK MASTER PLAN UPDATE

Chairperson Green reported that the total cost of the Nickless Family Community Pavilion and accessory building totaled approximately \$2 million. He added that there is a budget shortfall for the project due to money paid to the endowment fund, debt services paid for the bond, equipment for the facility and project overages. Chairperson Green requested utilizing \$60,000 from the DDA Unrestricted Funds account and Bacigalupo and Chairperson Green are looking into a short term loan for the balance. Motion by Banaszak, supported by Anderson to utilize the \$60,000 from the DDA Unrestricted Fund balance. Motion unanimously approved.

KNEPP & ALLEN HEALTHCARE TIF IMPROVEMENTS

Maxwell reminded the group that Allen Heath Care TIF fund has \$3440.17 remaining and funds must be spent prior to June 30, 2018. She presented a proposal for the replacement of trees on Adams Street at a cost of \$3,401. Motion by DeShano, approved by Keyes to proceed with the expenditure. Motion unanimously approved.

BRICK REPAIR

Maxwell reported that she is coordinating brick repair throughout the district with Artisan Landscaping. Work is expected to begin late July.

JENISON PARKING STRUCTURE

Banaszak reported that he met with Brian Anton of BNE Services to review repairs needed to the center strip of the Jennison parking deck. The cost of the repairs is \$13,894. Maxwell noted that money is available in the Water Street TIF budget to cover the expense. Motion by Bacigalupo, supported by DeShano to proceed with repairs. Motion unanimously approved.

BROWNFIELD PLAN FOR WATER STREET TIF

Dave Van Harren of Triterra presented plans for the redevelopment of parcels located on the northeast corner of the intersection at N. Water and Third Street where the former Atrium and Stein Haus were location. The former Atrium location will be a first floor restaurant, "North" and the former Stein Haus will be a first floor restaurant, "Stein". The upper floor will be converted into apartments and the vacant lot to the north will have a new three story mixed use building. The investment is 6.4 million dollars and they plan to start in the fall of 2018 with completion by fall of 2019. Sara Dimitroff reported that she would like to present an intergovernmental agreement with the Water Street TIF foregoing their capture for the Brownfield at the next DDA meeting.

DMB UPDATE

Maxwell reported that Wednesday in the Park begins June 13, with the Bay Concert Band. The concerts continue through August 29, featuring a different venue each week.

The "Celebrate Summer" table toppers, featuring information on summertime entertainment and events, are being distributed throughout Downtown.

The 8th annual Apps & Ales took place Wednesday June 6th. Gorgeous weather and great food and beer samplings made for the perfect evening. We are waiting for all participating businesses to return their ticket money before a total number of tickets sold can be determined.

Planning is underway for the 2018 Sidewalk Days July 26-28. A total of 30 businesses are participating in this years event, with plans for special social media and in store giveaways.

A new event, A Taste of Downtown Bay City, is scheduled for Saturday, August 25, 2018 at Wenonah Park, utilizing the new Pavilion. The event will highlight the best of our Downtown restaurants and specialty food shops. Entertainment will be provided and a cash bar will be available with profits going to Downtown Management Board and Development Authority based initiatives.

The 20th Annual Wine Walk is scheduled for Thursday, September 20, 2018. The planning committee will meet in July to begin discussing event details.

We continue to provide Downtown information using social media: the Downtown Facebook page now has \$19,500+ fans and Instagram has 3,500+ followers. The DMB also has over 14,000+ permission based emails.

Maxwell reported that three new businesses have opened in the Downtown District. Essentially SpOILed Spa & Gifts at 904 Washington Ave., 99 Trees, Bookstore and More at 302 Center Ave., and Panache Boutique, 214 Center Ave, plans to open in July and is participating in Sidewalk Days.

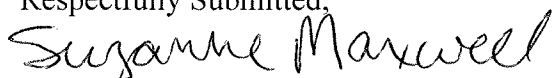
OTHER

The Board agreed to suspend the July DDA meeting and resume again in August. Motion by Banaszak supported by Anderson to cancel the July meeting. Motion unanimously approved.

ADJOURN

Motion to adjourn by Bacigalupo. With no further business to come before the Downtown Development Authority, meeting adjourned at 8:32 am.

Respectfully Submitted,



Suzanne Maxwell
Executive Director