

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, August 8, 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	Jenifer Acosta	Joe Wespiser
Ashley Anderson	Tim Banaszak	Jeff Cederstrom
Terry Spencer	Dan Dimitroff	

Absences: Mayor Newsham, Michael Bacigalupo, Trevor Keyes, Jean Ann DeShano and Don Carlyon

Also present: Terry Moulane, City Representative
Suzanne Maxwell, Executive Director
Wade Slivak, City of Bay City
Sara Dimitroff, City of Bay City

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

None.

EXCUSED ABSENCES

Chairperson Green reported that Newsham, Keyes, DeShano and Bacigalupo requested an excused absence. Motion by Banaszak, supported by Acosta 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 Wespiser, supported by Anderson to approve the consent agenda. Motion unanimously approved.

PARKING UPDATE

Maxwell reported that the monthly parking reports are in the meeting packet for review. She noted that a Parking Ambassador is out on a four week medical leave, however, the other Ambassador is covering the absences to the best of his ability.

Maxwell reported that 2017 4th quarter 74th District Court collections of delinquent parking tickets totaled \$1,070, bringing the total collected to \$36,500.

JENISON PARKING STRUCTURE

Banaszak reported that BNE Services repaired the center strip of the Jennison parking deck, which was leaking. He does not see a need for any further repairs to the deck in the near future.

BROWNFIELD PLAN FOR WATER STREET TIF

Chairperson Green reminded the Board of 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, City of Bay City Economic Development Project Manager presented an agreement for an Increment Pass Through for the 1108 N. Water Street Brownfield Redevelopment Plan. The agreement states that the DDA will allow the pass through an payment to the Brownfield Authority of future tax increment revenues for real and personal property over and above the base values set for 2018. Wade Slivak, City of Bay City Assessor, reported that the amount of revenue the DDA will forgo is \$3,709 annually for up to 19 years.

Motion by Acosta, supported by Dan Dimitroff to allow the DDA pass through of future tax increment revenue and payment to the 1108 N. Water Street Brownfield Redevelopment of future tax increment revenues. Motion unanimously approved.

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 of \$250,867 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 stated that the contactor is expecting payment August 9, 2018 and suggested the following solution: 1) Utilize \$121,635 from the Water Street Land Improvement Account; 2) Allow the City of Bay City to pay the balance of \$129,232 with the agreement that the State Theatre will reimburse the \$129,232 by the end of August. It was added that Mike Bacigalupo, Executive Director of the State Theatre, submitted a check for \$80,000 from the Theatre's fund to the amount owed, leaving a balance of \$49,232.

Motion by Acosta, supported by Dan Dimitroff to approve the expenditure of \$121,635 from the Water Street Land Improvement Account to cover the budget shortfall. Motion unanimously approved.

DMB UPDATE

Maxwell reported that 2018 Sidewalk Days took place July 26-28. A total of 30 businesses participated, and reported high traffic and increased sales during the event.

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. 1,200 tickets and souvenir glasses will be on sale soon.

We continue to provide Downtown information using social media: the Downtown Facebook page now has \$19,550+ fans and Instagram has 3,580+ followers. The DMB also has over 14,000+ permission based emails.

Maxwell reported that Panache Boutique, 214 Center Avenue and The Michigan Traveling Military Museum, 725 Washington Avenue are now open. The Village Chocolatier is opening soon at 811 Saginaw Street.

Maxwell reported that Rudy's Diner, 201 Center Avenue, recently closed.

OTHER

Maxwell reported that she attended the Michigan Main Street Training Workshop in July. The Main Street program provides a framework and model to guide revitalization efforts ensure continued success for downtowns. The program offers communication plan, business recruitment, market data analysis, board development, retail merchandising and small business support.

Maxwell added that the next workshop is in March 2019, but in the meantime, a local representative has offered to meet with the DDA and DMB to provide an in depth overview. It was noted that a large portion of the program is volunteer based, and Maxwell will be reaching out for volunteers in the future.


Maxwell reported that she is attending the MEDA Conference in Frankenmuth, August 22-24. An itinerary was distributed with an invitation to the Board to attend any sessions they are interested in.

Maxwell reported that she is seeking a full time Administrative Assistant/Marketing Specialist for immediate hire. Betsy Kolm, the most recent part time Administrative Assistant was unable to work full time based on other obligations and unfortunately is no longer with the organization. Maxwell noted that she was happy with her performance and the Board agreed that she was an asset and appreciated her contributions.

ADJOURN

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

Respectfully Submitted,


Suzanne Maxwell
Executive Director