

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, April 10, 2019
7:30 a.m. ~ Commerce One**

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

Tim Banaszak	Ashley Anderson	Don Carlyon
Jeff Cederstrom	Jean Ann DeShano	Trevor Keyes
Mayor Newsham	Mike Bacigalupo	Jenifer Acosta

Absences: Joe Wespiser, Terry Spencer, Dan Dimitroff, Mike Dore and Ashley Anderson

Also present: Terry Moulthane, City Representative
Matthew Kowalski, Administrative/Marketing Specialist

A quorum of DDA Board of Directors was present.

EXCUSED ABSENCES

Chairperson Banaszak reported that Spencer, Dimitroff, Anderson, and Dore requested an excused absence. Motion by DeShano, supported by Acosta to approve absence. Motion unanimously approved.

ORGANIZATION

Chairperson Banaszak presented Consent Agenda items 1 through 4 under Organization and requested approval. Motion by Carlyon, supported by Bacigalupo to approve the consent agenda. Motion unanimously approved. DMB Minutes of February 19, 2019 were presented for review.

BOARD ATTENDANCE

Banaszak shared with the board differences between excused and unexcused absences and explained that the Downtown Management Board has sent out letters to Board members with excessive absences. Mayor Newsham says she will speak to the City Manager to add the subject of attendance to the board application if it isn't already stated. Bacigalupo explained the DMB process is a running tally of absences from the past 12 months that is reported to the Chairperson, who will then have a conversation reminding the Board member of their obligation to the meetings and the organization. Bacigalupo motioned to change the DDA by-laws text to match the DMB by-laws to address all absences. Motion supported by DeShano and unanimously approved.

DDA PARKING LOT USE – TALL SHIPS

Bacigalupo requested using the parking lot at Washington and Fifth for additional paid parking during the Tall Ships celebration. He explained that the Delta College Planetarium lot is the first to be used, then proposed the Washington and Fifth lot to take on overflow, with the Adams and Fifth lot to be used third. Motion by DeShano, supported by Acosta, unanimously approved. Bacigalupo abstained.

DOWNTOWN ALLEY IMPROVEMENTS

Banaszak shared with the board that he attended a department meeting with the city, coming to find out that there isn't enough money in the DDA budget or the City budget to accomplish everything that the city would require. He explained the electric doesn't need to be run underground, but there were other factors to the original proposal of resurfacing. Cederstrom asks if the city has any plans in the future to address this and if so, what kind of timeline would be anticipated. Mayor Newsham explained the city has just done First street, and are currently working on Trumbull so likely not within the next year, but will look into city priorities. Banaszak says this proposal will be put on hold for now. Cederstrom suggests continually revisiting this issue moving forward.

FORM BASED CODES UPDATE

City Representative Terry Moulane passed out information regarding the new zoning ordinances. He explained that the project is running a bit behind schedule, but expects it to be rolled out in May and will provide more information at the next DDA meeting.

BIKE SHARE PROGRAM – SUBCOMMITTEE UPDATE

Cederstrom explained that this initiative is moving quite slowly due to lack of responsiveness from the companies that the committee reached out to. Cederstrom would like to get a scooter program installed alongside bikes from the same company. Avram Golden has been participating in this and is reaching out to larger cities that have these programs to gather information and direct contacts. He stressed that we should reach out to the communities within the Great Lakes Bay Region to get involved and possibly coordinate a meeting of area leadership to discuss the proper ways to set this program up within our area. Acosta suggests the possibility of funding opportunities.

DOWNTOWN CLEANUP EFFORTS

Banaszak shared that the Downtown Development Authority will be working in tandem with the city-wide cleanup efforts to enhance and beautify the Downtown area. He asked for anyone to volunteer their time at 8:30am on Saturday, May 4th with light refreshments being provided. He asked for board participation as well as getting the word out to anyone interested. Banaszak also explained the DDA will be coordinating with the City to paint curbs in Downtown Bay City. Board member Ashley Anderson has volunteered to coordinate these efforts and suggests a tentative date as the last weekend of May with the goal to have them completed before our large summer events. Bacigalupo points out that this hasn't been done in nearly a decade and will be a welcomed enhancement to the streetscape.

Kowalski shared with the board that the Downtown Beautification subcommittee has met and proposed an "adopt-a-pot" program where merchants can donate additional planters to be placed on corners throughout downtown in addition to what the DDA already provides. Kowalski passed out a price list to board members that was provided by Begick for estimated costs and asked that board members share the information with fellow merchants to help. Additionally, the Downtown Beautification subcommittee will be proposing a friendly competition between merchants to compete for keeping their storefronts looking tidy.

MICHIGAN MAIN STREET ORIENTATION

Kowalski reminded the board of the first Michigan Main Street training meeting in Howell, MI which has several DMB and DDA board members attending. He explained that Howell won an award through Michigan Main Street and it may be a nice opportunity to see what is working for them. He also encouraged attendance at other orientations, as it would be great to see as many other towns in the program as possible.

DMB UPDATE

Welcome Spring is scheduled for April 19 & 20. The event features 37 businesses showcasing their spring and summer merchandise, apparel and services.

Apps & Ales is scheduled for June 5, 5:00 - 9:30 pm. The ticket based event will feature beer and appetizer samples from 13 participating bars/restaurants. 1,075 tickets and souvenir glasses will go on sale late-April.

We continue to provide Downtown information using social media: the Downtown Facebook page now has 21,000+ Followers and Instagram has 4,480+ Followers. The DMB also has over 14,500+ permission-based emails.

New businesses: Little Shop Boutique, specializing in ladies clothing and accessories, recently opened at 107 Fifth Street. Owner Hailey Kowalski moved her business from the Bay City Mall to Downtown and is looking forward to being involved in our events and activities. Baysics, a variety store, will open at 926 Washington Avenue mid-March and will carry items similar to a convenience/Dollar General store. Regent Floral & Mercantile will open at 924 Washington Avenue in May and will offer fresh cut flowers, unique houseplants, handmade gifts and original art. Boudoir by Alex will open Thursday, April 11 in the Phoenix Building. An open house is scheduled for May 19th at 12pm. The business specializes in unique photography sessions for female clientele. A new store featuring overstock Amazon items for sale will be open in the near future at 206 Center Ave in the former Suzie Q's Consignment Boutique location.

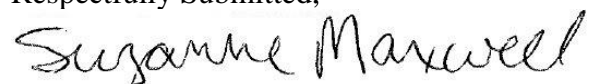
OTHER

Deshano made a suggestion of having lights on the trees downtown year-round as they look great at night. Cederstrom asked if we will be addressing tree maintenance in the near future, Kowalski explained that Artisan Landscaping recently trimmed a large number of trees in the district .

ADJOURN

Motion to adjourn by Carlyon, supported by Bacigalupo. With no further business to come before the Downtown Development Authority, meeting adjourned at 8:30 am.

Respectfully Submitted,



Suzanne Maxwell
Executive Director