

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, September 11, 2019
7:30 a.m. ~ Commerce One**

Chairperson Banaszak called the regular meeting of the Downtown Development Authority to order at 7:32 am. Members present were:

Jean Ann DeShano
Mike Dore
Terry Spencer
Jenifer Acosta

Tim Banaszak
Dan Dimitroff
Trevor Keyes

Don Carlyon
Mike Bacigalupo
Joe Wespiser

Absences: Ashley Anderson, Jeff Cederstrom

Also present: Mayor Kathy Newsham, City of Bay City
Terry Moulane, City Representative
Sara Dimitroff, Economic Development Project Manager
Suzanne Maxwell, Executive Director
Matthew Kowalski, Administrative/Marketing Specialist

A quorum of DDA Board of Directors was present.

EXCUSED ABSENCES

Chairperson Banaszak reported that Anderson and Cederstrom requested an excused absence. Motion by Bacigalupo, supported by DeShano 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 Dimitroff to approve the consent agenda. Motion unanimously approved. DMB Minutes of August 2019 were presented for review.

PARKING UPDATE

Maxwell directed the Board to review monthly ticketing reports as well as year to date reports.

AUGUST 28 DOWNTOWN WALKABOUT

Maxwell shared that on August 28, she joined Bay City Electric Department Director Jay Anderson and other City officials on a tour of downtown to examine trees and grates. Maxwell explained that the trees have about a 5 year lifespan which can be costly, but proposed a long-term solution by removing a majority of the trees, filling in grates, and adding planters in place of trees. There are a couple of areas downtown that are currently having dead/decaying trees removed. Mayor Newsham explained that Midland Street has no trees, and Johnson Street took out 20 trees.

Carlyon shares he likes the idea of replacing trees with planters and asked how long this process would take. Maxwell explains that it'd be more of a yearly phasing out process, rather than all at once. Banaszak added that trees cause surrounding pavement to crack over time. Dimitroff says DDA needs to explain the process and reasoning to public/merchants the right way. Maxwell noted she is planning to coordinate that effort with the City. Acosta shared a desire for a new species of trees throughout downtown, but adds a benefit for planters would be better visibility for storefront signage. Banaszak suggested the DDA identify an area for a trial next year of the proposed project.

WENONAH PARK ACTIVITIES TO DATE

Bacigalupo shared that the subcommittee has identified an area for a playground between the DoubleTree and the Nickless Family Community Pavilion. A structure has been decided upon and the subcommittee would like to begin fundraising immediately, as this will be entirely private donations. Donation tiers will be created soon. Bacigalupo considers this initial structure to be a "starter project" that can be added to over time. Current goal is set at \$25,000 with reserves for maintenance, install, etc. More to come at next meeting.

Maxwell shared that she has sent the proposal to the Leadership Bay County 2020 group regarding to the plazas in Wenonah Park. She reminded the board that the DDA is asking the group to adopt the plazas to renovate/update in any manner they find best suited. This will be discussed at their annual retreat at the end of September along with other proposals. If selected, City Parks Manager Tim Botzau has agreed to be part of their committee.

PA57 – DDA INFORMATIONAL MEETING AUGUST 28 – 2PM

Maxwell reported that the Downtown Development Authority is now subject to new reporting requirements. April 1, DDA have to provide currently adopted TIF plans and post specific information to website. The DDA hosted their first informational meeting at the Commerce One building, 901 Saginaw St., on August 28th AT 2:00PM to share what has been done, and what the DDAs plans are moving forward. Proper notices were been provided. Twice a year, the DDA is required to hold informational public meetings to provide transparency. The next informational meeting is planned for December.

WATERFALL PARK FOUNTAIN UPDATE

Maxwell reports that the DDA's insurance company is covering the cost of repairs to a cracked pipe in the Waterfall Park fountain. Dependable Sewer continues to work on the repairs with the goal of completion in the near future.

MARKETING & BUSINESS ACTIVITY

Kowalski reported that Wine Walk will take place September 19, 5:00 - 9:30 pm featuring wine and appetizer samples from 16 participating bars/restaurants. Tickets are available and usually sell out.

A Taste of Downtown Bay City took place Saturday, August 24 under the Nickless Family Community Pavilion in Wenonah Park. The event hosted 720+ guests that highlighted Downtown Bay City restaurants and specialty food shops and featured a cash bar.

Fall into Autumn Open House took place September 6 -7, with 30+ participating businesses featuring Fall offerings.

The Marketing & Events Subcommittee began planning Sundays in the City, scheduled for December 1 - 22.

Santa's Arrival, November 29th, is the unofficial kickoff to the Downtown holiday shopping season. The event will have more of a festival style atmosphere with food trucks, additional activities for kids, a warming tent and carriage rides.

The Marketing & Events Subcommittee is working with a subcommittee led by Andrew Heppner (DMB) to encourage more businesses to be open Sundays year-round. A customer survey will be sent out this week via Constant Contact and Facebook.

Business News: MI Table, a farm to table style restaurant, will open 213 Center Avenue September 14. The restaurant is located inside the Legacy. Retro Rocks bar is opening at 708 Saginaw Street, in the former location of Rattlesnake Rick's. Date TBD. Little Shop Boutique, 107 Fifth Street, is closing in the near future. The Bay Area Chamber of Commerce and Bay Future have relocated to the Mill End Lofts building at 812 Water Street. The offices of the DDA/DMB will remain at Commerce One, which will undergo interior renovations in the near future. Facebook: 22,250+ Followers; Instagram: 4,961 Followers; Constant Contact: 14,500


ADDITIONAL BUSINESS

Maxwell shared with the board the upcoming MDA Annual Meeting on November 7-8 in Holland.

Maxwell reported that the DMB approved the 2020-2024 Assessment Renewal at the August meeting, and the City Special Assessment Board is scheduled to vote on it September 17. It will then be presented to the City Commission October 21 for final approval.

ADJOURN

Motion to adjourn by Carlyon, supported by Bacigalupo. With no further business to come before the Downtown Development Authority, meeting adjourned at 8:14 am.



Respectfully Submitted,
Suzanne Maxwell
Executive Director