

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, October 9, 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
Trevor Keyes
Ashley Anderson

Dan Dimitroff
Joe Wespiser

Mike Bacigalupo
Jenifer Acosta

Absences: Don Carlyon, Jeff Cederstrom, Terry Spencer, Mike Dore, Jean Ann DeShano

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

A quorum of DDA Board of Directors was present.

EXCUSED ABSENCES

Chairperson Banaszak reported that Carlyon, Cederstrom, Spencer, Dore, and DeShano requested an excused absence. Motion by Acosta, supported by Bacigalupo to approve absence. Motion unanimously approved. Banaszak explained Maxwell's absence noting that she is attending a BUILD conference in Detroit.

ORGANIZATION

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

PARKING UPDATE

Kowalski directed the Board to review monthly ticketing reports as well as year to date reports. Kowalski updated the board on new stickers to be added to parking permits to assure up to date payment. Banaszak shared that the executive committee is looking to clean up the parking lot at Washington and Sixth street including planters, replacing trees, as well as looking for grant funding to add artwork. Bacigalupo explains the lot is wide open and expressed a desire for a mural of sorts, possibly something that can be changed and updated easily.

WENONAH PARK ACTIVITIES TO DATE

Anderson explains the subcommittee is still waiting for a response in regard to approval of the playground in Wenonah Park from Tim Botzau. Anderson says the group has decided on one additional playground piece to add on to the original plan. The group is very close to moving into

the sponsorship phase of the project. \$25,000 is estimated total for project, which includes maintenance and repairs.

A proposal has been sent to the Leadership Bay County 2020 group regarding to the plazas in Wenonah Park. 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 along with other proposals. The Leadership Bay County group will make their selection on Friday, October 18th.

MDA ANNUAL MEETING

Kowalski shares that the Michigan Downtown Association is hosting its Annual Conference November 7-8 in Downtown Holland.

2020-2024 DMB ASSESSMENT RENEWAL

Bacigalupo explained that the Downtown Management Boards proposal for the 2020-2024 Assessment Renewal has been sent back to staff after being denied by City Commission. The DMB will be reviewing and voting on a new plan at the next meeting. Mayor Newsham says Maxwell gave a great presentation and answered all questions at the meeting. Bacigalupo says the DMB will spend all of the next meeting getting a new plan sorted out.

MARKETING & BUSINESS ACTIVITY

Wine Walk took place September 19, 5:00 - 9:30 pm featuring wine and appetizer samples from 16 participating bars/restaurants. 1,172 tickets were sold. Fall into Autumn Open House took place September 6 -7, with 30+ participating businesses featuring Fall offerings. The DMB is partnering with Studio 23 for the 3rd annual Treats-n-Treasures, Saturday, October 26, 12-3 pm. This family friendly event invites Trick-or-Treaters to visit participating businesses throughout the downtown for a special treat. The 2019 Holiday Open House is scheduled for November 1 -3. This is an opportunity for businesses to feature their holiday décor and seasonal specialty foods. 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 was sent out via Constant Contact and Facebook. Feedback has been shared with the subcommittee and they will be meeting in the near future. Facebook: 22,250+ Followers; Instagram: 4,961 Followers; Constant Contact: 14,500

OTHER

Acosta shares that the Davidson building is getting a shoe store soon. Acosta also says Sweet Shoppe will be opening before the holidays inside City Market, as well as a new pizza place. Mayor Newsham shares that the city commissioners turned down a marijuana dispensary slated for the old Red Lion building by a 4-3 vote.

ADJOURN

With no further business to come before the Downtown Development Authority, meeting adjourned at 8:01 am.

A handwritten signature in black ink that reads "Suzanne Maxwell". The signature is written in a cursive, flowing style.

Respectfully Submitted,
Suzanne Maxwell
Executive Director