



**Downtown Development Authority
Meeting Notice & Agenda
Wednesday, January 8, 2020 7:30 am
Commerce One, 901 Saginaw Street**

- | | |
|---|-----------------|
| 1) Public Input | |
| a) Bay Future Drive Forward Campaign Presentation | Receive/Approve |
| 2) Excused Absence Report | Receive/Approve |
| 3) Director Resignation | Receive/Approve |
| 4) DDA/DMB Staff Update | Receive |
| 5) Organization | |
| a) Consent Agenda | Receive/Approve |
| i) Minutes of DDA Meeting, 11/13/19 | Receive/Approve |
| ii) DDA Balance Sheet & Performance Report, 10/31/19 | Receive/Approve |
| iii) Water St. Balance Sheet & Performance Report, 10/31/19 | Receive/Approve |
| iv) Parking Balance Sheet & Performance Report, 10/31/19 | Receive/Approve |
| b) Minutes of DMB meeting, 10/15/19 | Receive |
| 6) Parking Update | Receive |
| 7) General Business | |
| a) 2017 - 2021 Strategic Plan Review | Receive/Approve |
| b) DDA Bylaws - Correction | Receive/Approve |
| 7) Other | Receive/Approve |
| 8) Adjourn | Receive/Approve |

**If you are unable to attend, please contact the DDA Office:
(989) 893-3573 or dtbcdirector@sbcglobal.net - We appreciate your cooperation.**

**Unapproved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, November 13, 2019
7:30 a.m. ~ Bay Area Chamber of Commerce Building**

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

Tim Banaszak	Dan Dimitroff	Mike Bacigalupo
Trevor Keyes	Joe Wespiser	Jenifer Acosta
Ashley Anderson	Mike Dore	Don Carlyon
Jean Ann DeShano		

Absences: Jeff Cederstrom, Terry Spencer, Terry Moulthane

Also present: Mayor Kathy Newsham, City of Bay City
Dana Muscott, City Manager
Debbie Kiesel, City of Bay City
Sara Dimitroff, Economic Development Project Manager
Matthew Kowalski, Administrative/Marketing Specialist
Barb Engelhardt-Carter, Downtown Management Board
Avram Golden, Downtown Management Board
Michelle Judd, DMB Marketing & Events Committee

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

Chelsea Rowley, a representative of the Michigan Economic Development Corporation (MEDC) gave a presentation to the board of directors detailing information about funding and support opportunities offered by the MEDC.

EXCUSED ABSENCES

Chairperson Banaszak reported that Cederstrom, Spencer, and Moulthane requested an excused absence. Motion by Acosta, supported by Bacigalupo to approve absence. Motion unanimously approved.

ORGANIZATION

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

STRATEGIC PLAN DISCUSSION

Chairperson Banaszak presented the 2017 - 2021 DDA/DMB Strategic Plan for review. He noted

that the plan contained updated information indicating the status of each goal and the tools needed to achieve each goal.

Banaszak reminded the Board of the upcoming Strategic Planning meeting on Wednesday, December 4, 2019 at 8:00 am at City Hall in room 317. The purpose of the meeting is to review each goal and discuss our accomplishments to date, open items, as well as adjustments to goals within the plan.

DECEMBER MEETING

Banaszak noted that the December meeting is typically canceled due to the holiday season. Keyes asked the board to consider keeping this December meeting on the calendar. DeShano suggested letting the Board make the decision at the December 4 Strategic Planning meeting.

OTHER

Bacigalupo reported that the old light display from the Sears building, the old Santa and reindeer, was refurbished by Dave and Sally Clements and will be put on top of the Historical Museum where it will be visible from Vet's bridge.

ADJOURN

With no further business to come before the Downtown Development Authority, meeting adjourned at 8:40 am.

Respectfully Submitted,
Suzanne Maxwell
Executive Director

**City of Bay City
Balance Sheet
Downtown Development Authority
October 31, 2019**

<u>ASSETS</u>		<u>Balance</u>
Cash and Investments		\$ (48,042)
Taxes Receivable	\$ 1,799	
Less: Allowance for Doubtful Accounts	<u>(906)</u>	893
Accounts Receivable		68,875
Accrued Interest Receivable		<u>4</u>
Total Assets		<u><u>\$ 21,730</u></u>
<u>LIABILITIES AND FUND BALANCES</u>		
Requisition Payable		\$ 0
Deferred Revenue		<u>915</u>
Total Liabilities		<u>915</u>
Unassigned Fund Balance		45,364
Excess Revenue Over Expenditures for the (12) Months Ending June 30, 2019		(35,958)
Excess Revenue Over Expenditures for the (3) Month Ending September 30, 2019		<u>11,409</u>
Total Fund Balances		<u>20,815</u>
Total Liabilities and Fund Balance		<u><u>\$ 21,730</u></u>

**City of Bay City
Downtown Development Authority
Combining Statement of Activities
For the Period Ending October 31, 2019**

<u>Category</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Revenues</u>	<u>% of Total Amended Budget</u>
REVENUE				
Taxes	\$ 0	\$ 0	\$ 0	0.00 %
Intergovernmental	0	0	0	0.00
Charges for Services	86,000	86,000	28,620	33.28
Interest and Rents	0	0	3	0.00
Special Assessments	65,885	65,885	0	0.00
Other Revenue	800	800	0	0.00
Appropriated Net Assets	13,070	13,070	0	0.00
Total Revenues	<u>165,755</u>	<u>165,755</u>	<u>28,623</u>	<u>17.27 %</u>
EXPENDITURES				
Other Services and Charges	165,755	165,755	17,214	10.39 %
Total Expenditures	<u>\$ 165,755</u>	<u>\$ 165,755</u>	<u>17,214</u>	<u>10.39 %</u>
Change in Net Position			11,409	
Net position, beginning of year			<u>9,406</u>	
Net position end of year			<u>\$ 20,815</u>	

**City of Bay City
Parking Fund
Combining Statement of Activities
For the Period Ending October 31, 2019**

<u>Category</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Revenues</u>	<u>% of Total Amended Budget</u>
REVENUE				
Intergovernmental	\$ 40,770	\$ 40,770	\$ 0	0%
Fines and Forfeitures	32,000	32,000	4,774	15%
Interest and Rents	0	0	0	-
Total Revenues	<u>72,770</u>	<u>72,770</u>	<u>4,774</u>	<u>7%</u>
EXPENDITURES				
Operating Supplies	1,200	1,200	0	0%
Other Services and Charges	71,570	71,570	5,353	7%
Capital Outlay	0	0	0	-
Total Expenditures	<u>\$ 72,770</u>	<u>\$ 72,770</u>	<u>5,353</u>	<u>7%</u>
Change in Net Position			(579)	
Net position, beginning of year			<u>0</u>	
Net position, end of year			<u><u>\$ (579)</u></u>	

**City of Bay City
Balance Sheet
Parking Fund
October 31, 2019**

ASSETS

Balance

Cash and Investments	\$ (579)
Accrued Interest Receivable	0
Total Assets	<u>\$ (579)</u>

LIABILITIES AND FUND BALANCES

Requisitions/Accounts Payable	<u>\$ 0</u>
Total Liabilities	<u>0</u>
Excess Revenue Over Expenditures for the (12) Months Ending June 30, 2019	0
Excess Revenue Over Expenditures for the (3) Month Ending September 30, 2019	<u>(579)</u>
Total Fund Balances	<u>(579)</u>
Total Liabilities and Fund Balance	<u><u>\$ (579)</u></u>

**City of Bay City
Parking Fund
Combining Statement of Activities
For the Period Ending October 31, 2019**

<u>Category</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Revenues</u>	<u>% of Total Amended Budget</u>
REVENUE				
Intergovernmental	\$ 40,770	\$ 40,770	\$ 0	0%
Fines and Forfeitures	32,000	32,000	4,774	15%
Interest and Rents	0	0	0	-
Total Revenues	<u>72,770</u>	<u>72,770</u>	<u>4,774</u>	<u>7%</u>
EXPENDITURES				
Operating Supplies	1,200	1,200	0	0%
Other Services and Charges	71,570	71,570	5,353	7%
Capital Outlay	0	0	0	-
Total Expenditures	<u>\$ 72,770</u>	<u>\$ 72,770</u>	<u>5,353</u>	<u>7%</u>
Change in Net Position			(579)	
Net position, beginning of year			<u>0</u>	
Net position, end of year			<u>\$ (579)</u>	

**City of Bay City
Balance Sheet
Water Street DDA
October 31, 2019**

ASSETS

Cash and Investments	\$ 195,615
Accrued Interest Receivable	<u>0</u>
Total Assets	<u><u>\$ 195,615</u></u>

LIABILITIES AND FUND BALANCES

Requisitions Payable	<u>\$ 0</u>
Total Liabilities	<u>0</u>
Unassigned Fund Balance	(234,995)
Excess Revenue Over Expenditures for the (12) Months Ending June 30, 2019	244,099
Excess Revenue Over Expenditures for the (3) Month Ending September 30, 2019	<u>186,511</u>
Total Fund Balances	<u>195,615</u>
Total Liabilities and Fund Balance	<u><u>\$ 195,615</u></u>

**City of Bay City
Water Street Fund
Combining Statement of Activities
For the Period Ending October 31, 2019**

<u>Category</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Revenues</u>	<u>% of Total Amended Budget</u>
REVENUE				
Tax Increment	\$ 302,865	\$ 302,865	\$ 204,212	67.43 %
Intergovernmental	14,000	14,000	15,656	111.83
Interest and Rents	1,500	1,500	0	0.00
Other Revenue	<u>8,300</u>	<u>8,300</u>	<u>0</u>	<u>0.00</u>
Total Revenues	<u>326,665</u>	<u>326,665</u>	<u>219,868</u>	<u>67.31 %</u>
EXPENDITURES				
Operating Supplies	25,000	25,000		0.00 %
Other Services and Charges	91,055	91,055	8,052	8.84
Capital Outlay	0	0	0	0.00
Debt Service	<u>210,610</u>	<u>210,610</u>	<u>25,305</u>	<u>12.02</u>
Total Expenditures	<u>\$ 326,665</u>	<u>\$ 326,665</u>	<u>33,357</u>	<u>10.21 %</u>
Change in Net Position			186,511	
Net position, beginning of year			<u>9,104</u>	
Net position, end of year			<u>\$ 195,615</u>	

**Approved
Downtown Management Board
Regular Meeting Minutes
Tuesday, October 15, 2019
Commerce One, 901 Saginaw Street. ~ 8:00 am**

The regular meeting of the Downtown Management Board was called to order at 8:04 a.m. by Chairman Bacigalupo. Members present were:

Mike Bacigalupo	Jim Goodrow	Andrew Heppner
Tara Welch	Paul McGinnis	Barb Engelhardt-Carter
Alan LaFave	Sara Dimitroff	Ali Smith

The following were absent: Rachael Reh, Susan Fassbender, Avram Golden

Also Present: Matthew Kowalski, Administrative/Marketing Specialist
Wade Slivik, Bay City Assessor
Beth Chorba, Base Camp Fitness

PUBLIC INPUT

Beth Chorba, owner of Base Camp Fitness introduces herself to the board and explains she is in attendance to voice concerns, as well as gather more information regarding the Downtown Management Board and the Special Assessment renewal.

PRE-NOTIFICATION OF ABSENCES

Chairman Bacigalupo stated that Reh, Fassbender, and Golden notified DMB staff of their absence. Motion by Goodrow, supported by Engelhardt-Carter to approve absences. Motion unanimously approved.

ORGANIZATION

Chairman Bacigalupo presented the Consent Agenda items 1-2 under Organization and asked the Board to review. Motion to approve the consent agenda by Engelhardt-Carter, supported by Welch. Motion unanimously approved. Downtown Development Authority minutes and financial statements were presented for review.

EXECUTIVE COMMITTEE REPORT

Bacigalupo reported that Weinlander/Fitzhugh will be conducting the annual audit beginning October 22. Once completed, a representative of the firm will attend meeting and present findings. Bacigalupo announced there will be a Michigan Main Street representative meeting with City department heads and the DMB and DDA Executive Committee members on October 24th to discuss the next steps in fulfilling the process of becoming engaged in the program.

DMB SPECIAL ASSESSMENT RENEWAL UPDATE

Bacigalupo explained that at the September 16, 2019 City Commission meeting, Commissioners agreed to delay voting on the proposed expanded boundaries and changing the taxes levied to 5 mills throughout the district. They asked DMB staff to revisit the proposal with the entire DMB Board of Directors. Dimitroff shared that a new informational approach will be used for notices on a new plan including a color-coded map, current vs. proposed millage dollar amounts, and prominent contact information for those seeking additional information. Dimitroff suggested possible additional informational meetings, as well as more face-to-face communication with concerned parties.

Beth Chorba, owner of Base Camp Fitness, expressed concerns with the self-proclaimed “mid-town” area (between Seventh St and McKinley). Chorba says she has participated in events previously, but questions if people ever truly cross the one-way for a downtown event. Engelhardt-Carter asked why she chose to open her business between Downtown and Uptown Bay City. Engelhardt-Carter explains that her business, Farm Bureau Insurance, does not benefit from events such as Wine Walk and the like, but is happy to be a part of the growing area, and asks for others to embrace the change and look to a brighter future. LaFave shared that his annual Hell’s Half Mile event hosted screenings in the Historical Society building, past the one-ways, and still had a successful turnout.

Dimitroff understands that some have trouble with changes, but wants every business to feel welcomed into Downtown. If these changes are not comfortable, it will be reassessed in four years regardless, so any changes are not permanent. LaFave has a desire for more communication above the minimum requirements. LaFave iterates that being a part of the Downtown Management Board is being a direct line for those opposed to voice concerns. Dimitroff says regardless of decision, merchants should be able to contact DMB board members to discuss any concerns. Chorba explained that previous directors had different visions, but Dimitroff explains that a new Executive Director is in place that wants change and welcomes visitors to express their concerns at meetings.

LaFave believes asking for 6 mills levied in the core and 3 to the general area would be less of a burden to new parcels in the district than going from zero to 5 mills, as previously proposed. Engelhardt-Carter expressed the need to expand foremost, and to get awareness and information out. Bacigalupo explains that expanding the district can help with grants and the Michigan Main Street initiative.

Engelhardt-Carter motioned to expand the boundaries of the Downtown Management Board and to assess 6 mills to the core area, and 3 mills to the general area. Motion supported by Welch. All present in favor of motion, unanimously passed.

Dimitroff explained that the outreach of information should not only be placed upon the DMB staff, but should be a responsibility of board members as well. LaFave asks for a list of the new businesses in the expansion to reach out to personally. Dimitroff asked that board members inform new parcels that this is reassessed every four years.

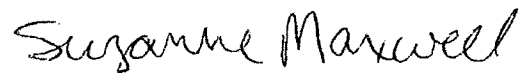
Other

Heppner is working with Rachael Reh and Brandon Strong to coordinate reviewing the survey data regarding the "Open Sundays" initiative.

ADJOURN

With no further business to come before the Downtown Management Board, meeting adjourned at 9:22am.

Respectfully Submitted,

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

Suzanne Maxwell
Executive Director

Monthly Parking Report
October 2019

Monthly Parking Report
November 2019

<u>Date</u>	<u># Tickets Written</u>	<u>\$ Total of Tickets</u>	<u>Average</u>	<u>Date</u>	<u># Tickets Written</u>	<u>\$ Total of Tickets</u>	<u>Average</u>
10/1/2019	3	\$20.00	#DIV/0!				#DIV/0!
10/2/2019	0	0.00	#DIV/0!				#DIV/0!
10/3/2019	7	120.00	\$17.14				#DIV/0!
10/4/2019	5	\$50.00	\$10.00	11/1/2019	0	\$0.00	#DIV/0!
Weekly Total	15	\$190.00	\$12.67	Weekly Total	0	\$0.00	#DIV/0!

10/7/2019	3	\$0.00	\$0.00	11/4/2019	8	\$20.00	\$2.50
10/8/2019	5	20.00	\$4.00	11/5/2019	5	40.00	\$8.00
10/9/2019	0	0.00	#DIV/0!	11/6/2019	10	20.00	\$2.00
10/10/2019	9	130.00	\$14.44	11/7/2019	18	330.00	\$18.33
10/11/2019	10	20.00	\$2.00	11/8/2019	18	250.00	\$13.89
Weekly Total	27	\$170.00	\$6.30	Weekly Total	59	\$660.00	\$11.19

10/14/2019	0	\$0.00	#DIV/0!	11/11/2019	5	\$110.00	\$22.00
10/15/2019	5	\$40.00	\$8.00	11/12/2019	9	\$20.00	\$2.22
10/16/2019	11	\$190.00	\$17.27	11/13/2019	13	\$120.00	\$9.23
10/17/2019	10	\$130.00	\$13.00	11/14/2019	6	\$140.00	\$23.33
10/18/2019	12	\$230.00	\$19.17	11/15/2019	0	\$0.00	#DIV/0!
Weekly Total	38	\$590.00	\$15.53	Weekly Total	33	\$390.00	\$11.82

10/21/2019	10	\$280.00	\$28.00	11/18/2019	6	\$80.00	\$13.33
10/22/2019	12	\$60.00	\$5.00	11/19/2019	10	\$190.00	\$19.00
10/23/2019	2	\$50.00	\$25.00	11/20/2019	0	\$0.00	#DIV/0!
10/24/2019	14	\$80.00	\$5.71	11/21/2019	10	\$90.00	\$9.00
10/25/2019	10	\$70.00	\$7.00	11/22/2019	18	\$150.00	\$8.33
Weekly Total	48	\$540.00	\$11.25	Weekly Total	44	\$510.00	\$11.59

10/28/2019	9	\$80.00	\$8.89	11/25/2019	10	\$90.00	\$9.00
10/29/2019	9	\$30.00	\$3.33	11/26/2019	7	\$80.00	\$11.43
10/30/2019	4	\$20.00	\$5.00				#DIV/0!
10/31/2019	12	\$170.00	\$14.17				#DIV/0!
			#DIV/0!				#DIV/0!
Weekly Total	34	\$300.00	\$8.82	Weekly Total	17	\$170.00	\$10.00
Monthly Total	162	\$1,790.00	\$11.05	Monthly Total	153	\$1,730.00	\$11.31

Yearly Parking Report Summary 19/20 Fiscal Year-To-Date

	<u>Month</u>	<u># Tickets Written</u>	<u>\$ Total of Tickets</u>	<u>Average</u>
1st quarter	Jul-19	147	\$1,440.00	\$9.80
	Aug-19	189	\$1,520.00	\$8.04
	Sep-19	129	\$970.00	\$7.52
	Quarterly Total	465	\$3,930.00	\$8.45
2nd quarter	Oct-19	162	\$1,790.00	\$11.05
	Nov-19	153	\$1,730.00	\$11.31
	Dec-19			#DIV/0!
	Quarterly Total	315	\$3,520.00	\$11.17
3rd quarter	Jan-20			#DIV/0!
	Feb-20			#DIV/0!
	Mar-20			#DIV/0!
	Quarterly Total	0	\$0.00	#DIV/0!
4th quarter	Apr-20			#DIV/0!
	May-20			#DIV/0!
	Jun-20			#DIV/0!
	Quarterly Total	0	\$0.00	#DIV/0!
Year-To-Date Total		780	\$7,450.00	\$9.55

Monthly Parking Report
October 2018

Monthly Parking Report
November 2018

Date	# Tickets Written	\$ Total of Tickets	Average	Date	# Tickets Written	\$ Total of Tickets	Average
10/1/2018	21	\$230.00	\$10.95				#DIV/0!
10/2/2018	12	\$240.00	\$20.00				#DIV/0!
10/3/2018	6	60.00	\$10.00				#DIV/0!
10/4/2018	8	120.00	\$15.00	11/1/2018	9	\$170.00	\$18.89
10/5/2018	19	\$250.00	\$13.16	11/2/2018	17	\$230.00	\$13.53
Weekly Total	66	\$900.00	\$13.64	Weekly Total	26	\$400.00	\$15.38

10/8/2018	12	\$100.00	\$8.33	11/5/2018	10	\$150.00	\$15.00
10/9/2018	7	10.00	\$1.43	11/6/2018	13	240.00	\$18.46
10/10/2018	11	110.00	\$10.00	11/7/2018	22	260.00	\$11.82
10/11/2018	16	170.00	\$10.63	11/8/2018	13	160.00	\$12.31
10/12/2018	22	140.00	\$6.36	11/9/2018	18	280.00	\$15.56
Weekly Total	68	\$530.00	\$7.79	Weekly Total	76	\$1,090.00	\$14.34

10/15/2018	12	\$230.00	\$19.17	11/12/2018	8	\$30.00	\$3.75
10/16/2018	9	\$230.00	\$25.56	11/13/2018	10	\$270.00	\$27.00
10/17/2018	11	\$80.00	\$7.27	11/14/2018	14	\$30.00	\$2.14
10/18/2018	10	\$30.00	\$3.00	11/15/2018	0	\$0.00	#DIV/0!
10/19/2018	24	\$150.00	\$6.25	11/16/2018	16	\$280.00	\$17.50
Weekly Total	66	\$720.00	\$10.91	Weekly Total	48	\$610.00	\$12.71

10/22/2018	8	\$50.00	\$6.25	11/19/2018	3	\$20.00	\$6.67
10/23/2018	7	\$50.00	\$7.14	11/20/2018	8	\$60.00	\$7.50
10/24/2018	6	\$70.00	\$11.67	11/21/2018	0	\$0.00	#DIV/0!
10/25/2018	9	\$160.00	\$17.78	11/22/2018	0	\$0.00	#DIV/0!
10/26/2018	14	\$90.00	\$6.43	11/23/2018	0	\$0.00	#DIV/0!
Weekly Total	44	\$420.00	\$9.55	Weekly Total	11	\$80.00	\$7.27

10/29/2018	9	\$70.00	\$7.78	11/26/2018	0	\$0.00	#DIV/0!
10/30/2018	11	\$60.00	\$5.45	11/27/2018	12	\$230.00	\$19.17
10/31/2018	18	\$160.00	\$8.89	11/28/2018	13	\$70.00	\$5.38
			#DIV/0!	11/29/2018	6	\$70.00	\$11.67
			#DIV/0!	11/30/2018	7	70.00	\$10.00
Weekly Total	38	\$290.00	\$7.63	Weekly Total	38	\$440.00	\$11.58
Monthly Total	282	\$2,860.00	\$10.14	Monthly Total	199	\$2,620.00	\$13.17

Yearly Parking Report Summary 18/19 Fiscal Year-To-Date

	<u>Month</u>	<u># Tickets Written</u>	<u>\$ Total of Tickets</u>	<u>Average</u>
1st quarter	Jul-18	174	\$1,520.00	\$8.74
	Aug-18	197	\$2,040.00	\$10.36
	Sep-18	218	\$2,270.00	\$10.41
	Quarterly Total	589	\$5,830.00	\$9.90
2nd quarter	Oct-18	282	\$2,860.00	\$10.14
	Nov-18	199	\$2,620.00	\$13.17
	Dec-18	196	\$3,060.00	\$15.61
	Quarterly Total	677	\$8,540.00	\$12.61
3rd quarter	Jan-19	249	\$630.00	\$2.53
	Feb-19	203	\$740.00	\$3.65
	Mar-19	299	\$1,980.00	\$6.62
	Quarterly Total	751	\$3,350.00	\$4.46
4th quarter	Apr-19	197	\$880.00	\$4.47
	May-19	205	\$1,690.00	\$8.24
	Jun-19	178	\$1,130.00	\$6.35
	Quarterly Total	580	\$3,700.00	6.38
Year-To-Date Total		2597	\$21,420.00	\$8.25