



**Bay City Downtown Management Board
Regular Meeting & Agenda Notice
Tuesday, February 18, 2019
4:00 p.m. ~ Commerce One ~ 901 Saginaw St.**

- | | |
|--|-----------------|
| I. Public Input | Receive |
| II. Pre-Notification of Absences | Receive |
| III. Organization | |
| A. Consent Agenda | Receive/Approve |
| 1) DMB Minutes 1/21/2020 | Receive/Approve |
| 2) DMB Financials 12/31/19 | Receive/Approve |
| B. DMB 18/19 Audit | Receive |
| C. DDA Minutes 1/8/2020 | Receive |
| D. DDA Financials 11/30/19 | Receive |
| IV. Executive Committee Report | Receive |
| V. City of Bay City Proposal re: Financial Statements, Audit | Receive |
| VI. General Business | |
| A. DMB Event Sponsorships - Subcommittee Report | Receive |
| VII. Marketing & Business Update | Receive |
| VIII. Other Business | |
| A. March 26, 2020 "Merchant Mixer" Update | Receive |
| B. Proposed Star Bridge Summer Festivities | Receive |
| B. Leadership Bay County Donation | Receive/Approve |
| IX. Adjourn | Receive |

**PLEASE CONTACT THE DMB OFFICE IF YOU ARE UNABLE TO ATTEND THE MEETING!
THANK YOU!**

**Unapproved
Downtown Management Board
Regular Meeting Minutes
Tuesday, January 21st, 2020
Commerce One, 901 Saginaw Street. ~ 4:00 pm**

The regular meeting of the Downtown Management Board was called to order at 4:00 pm. by Chairman Bacigalupo. Members present were:

Dorothy Dean	Mike Bacigalupo	Tara Welch
Sara Dimitroff	Barb Englehardt-Carter	Paul McGinnis
Andrew Heppner	Rachael Reh	Ali Smith
Avram Golden	Jim Goodrow	

The following were absent: Alan LaFave

Also Present:

Commissioner Jesse Dockett
Commissioner Kristen McDonald Rivet
Michael Dimengo, Bay Future
Suzanne Maxwell, Executive Director
Kellie Wackerle, Administrative/Marketing Specialist

PUBLIC INPUT

Michael Domingo from Bay Future presented five-year public/private economic development plan for Bay County. The total amount requested from the DMB and DDA is \$7,000 annually for five years. Domingo requested a commitment of \$1,000 from the DMB per year for five years. Maxwell noted that the DDA currently has the funds in the budget to contribute \$6,000 annually which is why the DMB is being asked to contribute \$1,000 annually. Motion to approve the \$1,000 contribution. Motion by Welch, supported by Heppner to approve the expenditure. Motion unanimously approved.

PRE-NOTIFICATION OF ABSENCES

Chairman Bacigalupo stated that LaFave DMB notified staff of his absence. Motion by Goodrow, supported by Engelhardt-Carter to approve the absence. 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 Welch, supported by Goodrow. Motion unanimously approved. Downtown Development Authority minutes and financial statements were presented for review.

EXECUTIVE COMMITTEE REPORT

Maxwell reported that the 2019 audit has been completed and will be presented at the February Meeting.

DIRECTOR UPDATES

Maxwell noted that there is one open position on the Board, with applications due to the City Clerk by March 6, 2020.

GENERAL BUISNESS

Chairperson Bacigalupo presented the updated DMB/DDA Strategic Plan for final approval. Motion by Engelhardt-Carter, supported by Welch to approve.

Maxwell reminded the Board of the discussion to form a Fundraising Subcommittee to solicit sponsors for DMB based events. Ali Smith, Paul McGinnis, Dorothy Dean and Avram Golden volunteered to sit on the subcommittee.

OTHER

Maxwell reminded the Board of the Downtown Bay City Merchant Mixer, March 26, 2020 from 5:30 - 7:30 pm at the Pere Marquette Depot. This after hours style event is an opportunity for merchants to meet the Marketing & Events Subcommittee as well as the DMB and DDA Boards.

Chairman Bacigalupo shared with the board that Urban Salvage, scheduled for May 16th & 17th and August 8th & 9th may be moving from Veterans Park to Wenonah Park. The Bay City Country Music Fest will be one day this year, Saturday, June 20th. Rockin' the River will take place July 10-12, Gretchen Wilson will perform July 10th and Justin Moore will perform July 11th. Cheap Trick will perform at the Eat Great Fest in Wenonah Park.

Golden suggested a winter activity in Downtown Bay City for next January (2021) of canned food sculptures, adding that locations can be drop off centers for donations to food banks. He also suggested having a snowman festival in key locations throughout Downtown.

Maxwell distributed the 2020 DMB calendar of events, noting that some events have been moved to a Sunday, and other weekend events extend to Sunday. This is based on the "Open Sundays" initiative recently started by the Marketing & Events Subcommittee and the DMB.

ADJOURN

With no further business to come before the Downtown Management Board, meeting adjourned at 9:07am.

Respectfully Submitted,

Suzanne Maxwell
Executive Director

Bay City Downtown Management Board
Balance Sheet - Governmental Fund - General Fund

	<u>Dec. 31, 2019</u>
Assets	
Current assets:	
Petty cash	\$ 139.26
Cash in bank - First State Bank	31,567.40
Due from DDA	20,755.19
Due from DDA - admin. reimbursement	16,440.00
Prepaid expenses	1,291.27
Total assets	<u>\$ 70,193.12</u>
Liabilities and fund balance	
Liabilities:	
Accrued and withheld FICA	\$ 1,722.54
Withheld tax - state	320.83
Total liabilities	<u>2,043.37</u>
Fund Balance:	
Unreserved	112,170.26
Net change in fund balance	(44,020.51)
Total fund balance	<u>68,149.75</u>
Total liabilities and fund balance	<u>\$ 70,193.12</u>

See accountants' compilation report

Bay City Downtown Management Board
Statement of Revenue and Expenditures - Governmental Fund - General Fund

	1 Month Ended <u>December 31, 2019</u>	6 Months Ended <u>December 31, 2019</u>
Revenue:		
Administrative:		
Administrative fees - DDA	\$ 7,740.00	\$ 46,440.00
Interest income	2.03	24.99
Total revenue	<u>7,742.03</u>	<u>46,464.99</u>
Programming:		
Special events revenue	1,280.00	6,764.20
Wine Walk revenue	0.00	43,010.00
A Taste of Downtown	0.00	6,690.00
DMB based initiatives revenue	<u>0.00</u>	<u>7,020.00</u>
Total programming	<u>1,280.00</u>	<u>63,484.20</u>
Total revenue	9,022.03	109,949.19
Expenditures:		
Administrative:		
Salaries - executive director	4,230.76	25,384.56
Salaries - executive assistant	1,484.13	10,986.70
Payroll taxes	576.27	3,998.05
Professional service	948.72	3,498.72
Meetings	361.49	902.99
Mileage reimbursement	0.00	220.98
Insurance	550.89	4,404.00
Insurance - health	0.00	169.35
Capital outlay	276.00	567.08
Office expenses	731.53	3,927.00
Telephone	221.81	1,011.64
Other sundry	0.00	201.20
Rent	684.00	4,104.00
Repair and maintenance	<u>0.00</u>	<u>1,569.84</u>
Total administrative	<u>10,065.60</u>	<u>60,946.11</u>

Bay City Downtown Management Board
Statement of Revenue and Expenditures - Governmental Fund - General Fund

	<u>1 Month Ended</u> <u>December 31, 2019</u>	<u>6 Months Ended</u> <u>December 31, 2019</u>
Expenditures (continued):		
Programming:		
Maintenance (lighting)	\$ 1,599.28	\$ 1,599.28
Maintenance (Do-All)	1,210.83	2,946.30
Downtown beautification	0.00	9,901.39
Promotion	6,629.68	22,192.01
Internet	57.33	1,486.23
Wine Walk expenses	0.00	47,168.99
Apps & Ales expenses	0.00	352.00
A Taste of Downtown expenses	0.00	7,377.39
Total programming	<u>9,497.12</u>	<u>93,023.59</u>
Total expenditures	<u>19,562.72</u>	<u>153,969.70</u>
Net change in fund balance	<u>\$ (10,540.69)</u>	<u>\$ (44,020.51)</u>

See accountants' compilation report

Bay City Downtown Management Board
Required Supplemental Information
Budgetary Comparison Schedule - General Fund
December 31, 2019

	<u>1 Month Ended</u> Actual	<u>1 Month Ended</u> Budget	<u>6 Months Ended</u> Actual	<u>6 Months Ended</u> Budget
Revenue:				
Administrative:				
Tax assessments	\$ 0.00	\$ 9,219.50	\$ 0.00	\$ 55,317.00
Administrative fees - DDA	7,740.00	7,740.42	46,440.00	46,442.48
Interest income	<u>2.03</u>	<u>8.34</u>	<u>24.99</u>	<u>49.96</u>
Total revenue	7,742.03	16,968.26	46,464.99	101,809.44
Programming:				
Special events revenue	1,280.00	1,416.67	6,764.20	8,499.98
Wine Walk revenue	0.00	4,000.00	43,010.00	24,000.00
Apps & Ales ticket revenue	0.00	2,812.50	0.00	16,875.00
A Taste of Downtown	0.00	666.67	6,690.00	3,999.98
DMB based initiatives revenue	<u>0.00</u>	<u>0.00</u>	<u>7,020.00</u>	<u>0.00</u>
Total programming	<u>1,280.00</u>	<u>8,895.84</u>	<u>63,484.20</u>	<u>53,374.96</u>
Total revenue	9,022.03	25,864.10	109,949.19	155,184.40
Expenditures:				
Administrative:				
Salaries - executive director	4,230.76	4,583.33	25,384.56	27,500.02
Salaries - executive assistant	1,484.13	2,875.00	10,986.70	17,250.00
Payroll taxes	576.27	650.00	3,998.05	3,900.00
Dues and subscriptions	0.00	33.33	0.00	200.02
Professional service	948.72	666.66	3,498.72	4,000.04
Meetings	361.49	83.33	902.99	500.02
Mileage reimbursement	0.00	16.66	220.98	100.04
Insurance	550.89	300.00	4,404.00	1,800.00
Insurance - health	0.00	325.00	169.35	1,950.00
Capital outlay	276.00	275.00	567.08	1,650.00
Office expenses	731.53	83.33	3,927.00	500.02
Postage	0.00	25.00	0.00	150.00
Telephone	221.81	200.00	1,011.64	1,200.00
Other sundry	0.00	16.66	201.20	100.04
Rent	684.00	683.33	4,104.00	4,100.02
Repair and maintenance	<u>0.00</u>	<u>208.33</u>	<u>1,569.84</u>	<u>1,250.02</u>
Total administrative	10,065.60	11,024.96	60,946.11	66,150.24

See accountants' compilation report

Bay City Downtown Management Board
 Required Supplemental Information
 Budgetary Comparison Schedule - General Fund
 December 31, 2019

	1 Month Ended <u>Actual</u>	1 Month Ended <u>Budget</u>	6 Months Ended <u>Actual</u>	6 Months Ended <u>Budget</u>
Expenditures (continued):				
Programming:				
Maintenance (lighting)	\$ 1,599.28	\$ 666.66	\$ 1,599.28	\$ 4,000.04
Maintenance (Do-All)	1,210.83	666.66	2,946.30	4,000.04
Downtown beautification	0.00	833.33	9,901.39	5,000.02
Promotion	6,629.68	2,904.16	22,192.01	17,425.04
Internet	57.33	0.00	1,486.23	0.00
Wine Walk expenses	0.00	3,500.00	47,168.99	21,000.00
Apps & Ales expenses	0.00	2,177.08	352.00	13,062.52
A Taste of Downtown expenses	<u>0.00</u>	<u>0.00</u>	<u>7,377.39</u>	<u>0.00</u>
Total programming	<u>9,497.12</u>	<u>10,747.89</u>	<u>93,023.59</u>	<u>64,487.66</u>
 Total expenditures	 <u>19,562.72</u>	 <u>21,772.85</u>	 <u>153,969.70</u>	 <u>130,637.90</u>
 Net change in fund balance	 <u>\$ (10,540.69)</u>	 <u>\$ 4,091.25</u>	 <u>\$ (44,020.51)</u>	 <u>\$ 24,546.50</u>

Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, January 8th, 2020
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	Dan Dimitroff	Terry Spencer
Trevor Keyes	Jeff Cederstrom	Terry Moulane
Ashley Anderson	Mike Dore	Don Carlyon
Jean Ann DeShano		

Absences: Mike Bacgialupo

Also present: Michael Domingo, Bay Future
Suzanne Maxwell, Executive Director
Kellie Wackerle, Administrative/Marketing Specialist

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

Michael Domingo from Bay Future presented five-year public/private economic development plan for Bay County. Domingo requested a commitment of \$7,000 per year for five years. Maxwell noted that the DDA currently has the funds in the budget to contribute \$6,000 annually and added that the DMB will be asked to contribute \$1,000 annually. Motion to approve the \$6,000 contribution by Dimitroff, supported by Deshano. Motion unanimously approved.

EXCUSED ABSENCES

Chairperson Banaszak reported that Bacgialupo requested an excused absence. Motioned by Cederstrom, supported by Keyes to approve the absence. Motion unanimously approved.

DIRECTOR RESIGNATION

Chairperson Banaszak reported that Jenifer Acosta has resigned as a Director. Motion by Keyes, supported by Spencer to accept resignation. Motion unanimously approved.

DDA/DMB STAFF UPDATE:

Kellie Wackerle joined the DDA/DMB as the Administrative/Marketing Specialist as of January 6th, 2020.

MEETING DAY CHANGE:

Discussion was held to move the DDA board meetings to the 1st Wednesday of every month at 7:30 am. Motion by Deshano, supported by Spencer. Motion approved by all.

STRATEGIC PLAN REVIEW

The Board reviewed the revised 2017 - 2021 DDA/DMB Strategic Plan. Maxwell noted that beginning at the February meeting, the plan will be discussed at each meeting, noting the progress of the goals set by the Board.

Chairperson Banaszak reported that subcommittees focusing on alley improvement, parking enforcement, Wenonah Park entrance, etc. will be formed in February. Participation by all Board members is requested.

DDA BYLAWS

Maxwell pointed out a discrepancy in Article II, section 1 of the DDA Bylaws that needed correction. The sentence stating that the Board elects the Chair, Vice-Chair and Secretary/Treasurer annually needs to be changed to bi-annually. Motion by Dimitroff, supported by Bacigalupo to make correction to the bylaws. Motion unanimously approved.

WENONAH PARK PROJECT

DeShano presented the draft of the brochure highlighting the Wenonah Park Plaza renovations that include new benches, trash receptacles and cement chess/checker tables, as well as the proposed playground that will be located on the south side of the pavilion. The brochure includes requests for donations to fund the project.

Maxwell noted that the project needs a formal approval from the DDA. Motion by Carlyon, supported by Spencer. Motion unanimously approved.

OTHER

Maxwell handed out Marketing Committee 2020 calendar of events and a report of recent activities. She noted that the Marketing Committee scheduled some events to occur on Sundays, adding that they want to keep the momentum of Sundays in the City going by reminding customers that Downtown is "open for business" on Sundays.

Maxwell reported that Urban East shoe store is now open at 904 Washington Avenue.

Beaver's Pub, owned by the same couple who own Castaways, is now open at the former location of Asian Noodle.

Retro Rocks, 708 Saginaw Street, is scheduled to open some time in March.

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
November 30, 2019**

ASSETS

		<u>Balance</u>
Cash and Investments		\$ (48,590)
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>\$ 21,182</u></u>

LIABILITIES AND FUND BALANCES

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 (5) Month Ending November 30, 2019		<u>10,861</u>
Total Fund Balances		<u>20,267</u>
Total Liabilities and Fund Balance		<u><u>\$ 21,182</u></u>

**City of Bay City
Downtown Development Authority
Combining Statement of Activities
For the Period Ending November 30, 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	17,762	10.72 %
Total Expenditures	<u>\$ 165,755</u>	<u>\$ 165,755</u>	<u>17,762</u>	<u>10.72 %</u>
Change in Net Position			10,861	
Net position, beginning of year			<u>9,406</u>	
Net position end of year			<u>\$ 20,267</u>	

**City of Bay City
Water Street Fund
Combining Statement of Activities
For the Period Ending November 30, 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	8,300	8,300	0	0.00
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	9,771	10.73
Capital Outlay	0	0	0	0.00
Debt Service	210,610	210,610	25,305	12.02
Total Expenditures	<u>\$ 326,665</u>	<u>\$ 326,665</u>	<u>35,076</u>	<u>10.74 %</u>
Change in Net Position			184,792	
Net position, beginning of year			<u>9,104</u>	
Net position, end of year			<u>\$ 193,896</u>	

**City of Bay City
Balance Sheet
Water Street DDA
November 30, 2019**

ASSETS

Cash and Investments
Accrued Interest Receivable

Balance
\$ 193,896
0

Total Assets

\$ 193,896

LIABILITIES AND FUND BALANCES

Requisitions Payable

\$ 0

Total Liabilities

0

Unassigned Fund Balance
Excess Revenue Over Expenditures for the (12) Months
Ending June 30, 2019
Excess Revenue Over Expenditures for the (5) Month
Ending November 30, 2019

(234,995)

244,099

184,792

Total Fund Balances

193,896

Total Liabilities and Fund Balance

\$ 193,896

**City of Bay City
Balance Sheet
Parking Fund
November 30, 2019**

ASSETS

Balance

Cash and Investments	\$ (1,078)
Accrued Interest Receivable	0
Total Assets	<u>\$ (1,078)</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 (5) Month Ending November 30, 2019	<u>(1,078)</u>
Total Fund Balances	<u>(1,078)</u>

Total Liabilities and Fund Balance	<u>\$ (1,078)</u>
------------------------------------	-------------------

**City of Bay City
Parking Fund
Combining Statement of Activities
For the Period Ending November 30, 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	5,454	17%
Interest and Rents	0	0	0	-
Total Revenues	<u>72,770</u>	<u>72,770</u>	<u>5,454</u>	<u>7%</u>
EXPENDITURES				
Operating Supplies	1,200	1,200	0	0%
Other Services and Charges	71,570	71,570	6,532	9%
Capital Outlay	0	0	0	-
Total Expenditures	<u>\$ 72,770</u>	<u>\$ 72,770</u>	<u>6,532</u>	<u>9%</u>
Change in Net Position			(1,078)	
Net position, beginning of year			<u>0</u>	
Net position, end of year			<u>\$ (1,078)</u>	