

**Approved
Downtown Management Board
Regular Meeting Minutes
Tuesday, February 20, 2018
Commerce One, 901 Saginaw Street. ~ 8:00 am**

The regular meeting of the Downtown Management Board was called to order at 8:00 a.m. by Chairperson Dinauer. Members present were:

Mike Bacigalupo	Barbara Engelhardt-Carter	Susan Fassbender
Jesse Pero	Dennis Dinauer	Sara Dimitroff, City Representative
Tara Welch	Ruthy Shemanski	
Jim Goodrow	Terri King	

The following were absent:, Capri Wisniewski, Shirley Roberts, Alan LaFave, Commissioners Kerice Basmadjian and David Terrasi

Also Present: Candace Bales, Executive Director
Suzanne Maxwell, Administrative Assistant
Amanda Meylan, Andrews, Hooper & Pavlik

PUBLIC INPUT

None.

PRE-NOTIFICATION OF ABSENCES

Dinauer stated that Director Roberts and Commissioner Terrasi notified DMB staff of their absences.

EXECUTIVE SESSION

Chairperson Dinauer called for a motion to hold an executive session to discuss the resignation of the Executive Director. Motion by Pero, supported by Fassbender to hold an Executive Session. Motion approved. Executive Session began at 8:03 am. Bales, Maxwell and Meylan were not present during the session.

Executive session ended at 8:15 am. The open meeting resumed with Bales, Maxwell and Meylan in attendance.

Chairperson Dinauer stated that following Director Bales' retirement, Suzanne Maxwell has been asked to assume the position of Interim Executive Director. Motion by Pero, supported by King to approve the appointment of Maxwell as Interim Executive Director. Motion unanimously approved.

YEAR END FINANCIAL STATEMENT

Dinauer introduced Amanda Meylan, of Andrews, Hooper & Pavlik. Meylan was present to discuss the 2016/2017 year end financial statements. Meylan explained that expenditures

exceeded liabilities and as a result, the Unrestricted Fund Balance was reduced. Maxwell added that the reason for a large portion of the increase in expenditures is because Rehmann, the firm that performed the audit, included line items that do not belong in the DMB budget. The items include services paid for by the DDA. Maxwell added that Meylan is assisting her in working with Rehman to correct the error. An update will be provided at the March meeting.

ORGANIZATION

Dinauer 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 Engelhardt-Carter. Motion unanimously approved. Downtown Development Authority minutes and financial statements were presented for review.

DDA/DMB ADMINISTRATIVE SERVICES AGREEMENT

Bales presented a DDA/DMB Agreement for Administrative Services: July 1, 2018 - June 30, 2023, document to the Board for review and approval. She explained that the City Accounting Department is requesting the document for their records. The agreement outlines the administrative services provided to the Downtown Development Authority by the Downtown Management Board. The services are provided in exchange for a portion of DDA tax assessment revenue generated annually. Dinauer requested a motion to approve the document. It was noted that a correction to a signature line was necessary before the document can be signed. Motion by Pero, supported by Engelhardt to approve the DDA/DMB Administrative Services Agreement with correction. Motion unanimously approved.

EXECUTIVE COMMITTEE

Dinauer reported that the Executive Committee discussed the 2016/2017 DMB Year End Financial statements. The group also discussed the new Downtown Bay City Website and the addition of an online form for merchants to submit events for the calendar of events. Parameters are being determined and will be discussed at the March meeting.

MARKETING COMMITTEE

Bales distributed a document highlighting the activities of the DMB Marketing Committee. She noted that the tenth annual *Indulge* took place February 10, 2018, with 24 participating businesses, 1,095 candy bars that included 357 winning bars.

Bales reported that the Special Olympics Michigan Polar Bear Plunge will take place Saturday, February 24. the Polar Bear Chili Cook-Off has been cancelled due to the low number of participating restaurants. Staff is researching other communities who have this type of event and my reformat it to be in one location.

Bales reported that the newly designed Downtown Bay City website is up and running. A Facebook contest was held asking for comments on the website for a chance to win one of six \$25 Downtown bay City gift certificates.

Bales reported that Coyer Candle Company opened at 112 Third Street. Shemanski reported that Modern Craft, a wine tasting room recently opened in City Market, and Crust is selling baked

goods in The Pantry area Wednesdays and Fridays. She added that Tex Mix Grill will be opening in April.

DDA UPDATE

Bacigalupo reported that the deadline for the construction of the pavilion and accessory building in Wenonah Park is May 20, 2018. He reported that the roof of the accessory building is scheduled for installation no later than February 23.

ADDITIONAL BUSINESS

Bales distributed a document outlining changes made to House Bill 5325, which amends the definition of assessable property within a Tax Increment Finance district to now include residential properties. The bill has been passed by the House and Senate, and is being reviewed by a special committee. She noted that updates will be provided in the future.

The Board presented Bales with a token of appreciation for her 15 years of service to the Downtown Management Board. Chairperson Dinauer thanked her for service and dedication to Downtown Bay City

ADJOURN

With no further business to come before the Downtown Management Board, meeting adjourned at 9:05 am.

Respectfully Submitted,



Suzanne Maxwell
Interim Executive Director