

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, November 14, 2018
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	Ashley Anderson	Don Carlyon
Jeff Cederstrom	Mike Dore	Jean Ann DeShano
Terry Spencer	Mike Bacigalupo	Kathi Newsham
Trevor Keyes	Dan Dimitroff	

Absences: Joe Wespiser, Jenifer Acosta

Also present: Sara Dimitroff, City Representative
Terry Moulane, City Representative
Suzanne Maxwell, Executive Director
Matthew Kowalski, Administrative/Marketing Specialist

A quorum of DDA Board of Directors was present.

INTRODUCTION OF NEW BOARD MEMBER

Introduction of Mike Dore as new DDA Board Member.

PUBLIC INPUT

Mayor Newsham received a call from a Downtown employee regarding an electric car regularly parked in the Jennison lot space designated for electric cars. Maxwell stated that the car is electric, has a permit, and the outlet is meant for electric cars. Parking guidelines say this is within the regulations. She added that the space will be given the same three hour time limit as the visitor spaces in the lot. This will prevent one vehicle from using the space all day.

Spencer requested a moment of silence for Army Sgt. 1st Class Michael A Cathcart, 11/14/14 memorial.

EXCUSED ABSENCES

Chairperson Banaszak reported that Acosta and Wespiser 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 Keyes, supported by Anderson to approve the consent agenda. Motion unanimously approved. DMB Minutes of September 18, 2018 were presented for review.

PARKING UPDATE

Maxwell reported that the monthly parking reports are in the meeting packet for review. She noted that 2018 1st Quarter 74th District Court collections of delinquent parking tickets totaled \$2,600, bringing the total collected to \$39,100.

BROWNFIELD PLAN - UPTOWN BAY CITY

Sara Dimitroff, City of Bay City Economic Development Project Manager presented an agreement for an Increment Pass Through for Uptown Build-Out Project, Third Amendment Redevelopment Plan. The agreement states that the DDA will allow the pass through of payment to the Brownfield Authority of future tax increment revenues for real and personal property over and above the base values set for 2018. The of revenue the DDA will forgo is \$7,900 annually through 2035, when the Brownfield expires. Motion by Bacialupo to allow the DDA pass through of future tax increment revenue and payment to the Uptown Build-Out Project, Third Amendment, supported by DeShano. Motion unanimously approved.

STREETLIGHT REPLACEMENT IN LANDMARK TIF DISTRICT

Maxwell presented graphics of 800/900 blocks of Washington Avenue with outdated street lights. Maxwell explained that the Landmark TIF, which encompasses the 800 block of Washington Avenue, has a balance of \$46,000 to be used for upgrades and beautification and must be spent before June 30, 2019. Maxwell met with Mark Kaplinski and Bud LaPlant, Bay City Electric to discuss collaboration between the City and the DDA to replace the outdated street lights in the 800 and 900 blocks with the new style that are in the 700 and 1000 blocks of Washington Avenue. Maxwell received an estimate of \$175,000 for materials and labor for both the 800 and 900 blocks, but will be completed for a contribution of \$46,000 from DDA, with the City being responsible for the balance. This project will be completed before spring 2019. Motion by DeShano to approve expenditure, supported by Bacigalupo. Motion unanimously approved.

AMENDMENTS TO DDA BYLAWS

Banaszak presented the DDA By-laws with the proposed amendments of the sub-committee. She explained that the changes have not been approved by DDA Attorney Charles Hewitt, but reviews some of the clear proposed changes to the board such as term lengths, absences, and a succession plan. Motion by Keyes to approve revised DDA bylaws, contingent upon changes proposed by the DDA attorney. Motion supported by Spencer. Motion unanimously approved.

HELEN M. NICKLESS COMMUNITY PAVILION

Bacigalupo addressed some post-construction issues of water seepage into areas of the concession stand. Bacigalupo has reached out to original contractors and as a result they've had architects do surveys which found slopes where water is ponding/pooling due to concrete pouring. A letter has been drafted to resolve issues so water doesn't run into the building, waiting for updates and resolutions.

DMB UPDATE

Maxwell reported that Santa's Arrival at Wenonah Park, along with the lighting of the holiday tree is scheduled for Friday, November 23 at 7 pm. Erin Riley graciously donated a 30' Spruce

tree, and Dave and Sally Clements are donating their time and resources to install and decorate it. The tree will arrive Monday, November 19th.

Planning is underway for Sundays in the City, November 25 - December 16. The event features merchants sales, movies at the State Theatre, Sleigh of Gifts and free carriage rides. The event will be advertised via social media, permission based email, Santa Buck inserts in local newspapers, and on WNEM TV5.

Ice skating under the Nickless Family Community Pavilion begins Friday, November 23, with free admission and \$5 skate rental.

The new Marketing & Events Committee is working on the 2019 Downtown calendar of events. New activities include a Lifestyle & Wellness Weekend, January 11 & 12, a 5K "Fun Run", Food Truck Festival, winter events, etc., with months/dates to be determined.

We continue to provide Downtown information using social media: the Downtown Facebook page now has 20,350+ Followers and Instagram has 3,996 Followers. The DMB also has over 14,500+ permission-based emails. Kowalski presented social media analytics to board, noting continued success, as well as showed a survey from the DMB Marketing & Events committee seeking demographic information for future promotions.

New businesses: Barbecue BC, located at 818 Washington Avenue, is expected to open in January 2019. The owner of the business, Tim Schmidt, is a Bay City resident. The former Sempliner's building at 311 Third Street is now The Oakland, a new industrial event space for wedding receptions and other large gatherings.

OTHER

Banaszak reminded the Board that the December DDA is typically canceled, with meetings resuming in January. Motion by DeShano, supported by Anderson, to cancel the December DDA meeting. Motion unanimously approved.

ADJOURN

Motion to adjourn by DeShano, supported by Carlyon. With no further business to come before the Downtown Development Authority, meeting adjourned at 8:32 am.

Respectfully Submitted,

Suzanne Maxwell
Executive Director