

**Approved
Downtown Management Board
Regular Meeting Minutes
Tuesday, June 20, 2017
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	Mary Jo Toporski	Terri King	Shirley Roberts
Avram Golden	Dennis Dinauer	Jesse Pero	

The following were absent: Barb Engelhardt-Carter, Tara Welch, Laura Horwath, Capri Wisniewski, Jim Goodrow, Commissioners Kerice Basmadjian and John Davidson

Also Present:

- Commissioner Lynn Stamiris
- Commissioner David Terrasi
- Community Development Manager Steve King
- Candace Bales, Executive Director
- Renee Schwartz, Bay Area Chamber of Commerce

PUBLIC INPUT

None.

PRE-NOTIFICATION OF ABSENCES

Chairperson Dinauer stated that Engelhardt-Carter, Welch, Horwath, Goodrow and Wisniewski notified DMB staff of their absences.

ORGANIZATION

Chairperson Dinauer presented Consent Agenda items 1-2 under Organization and asked the Board to review. Motion to approve Consent Agenda by Bacigalupo, supported by Toporski. Motion unanimously approved.

DMB SPECIAL ASSESSMENT

Bales reminded the Board of the ongoing discussion to consider looking at the DMB Special Assessment structure. There is currently a general area, 2 mills, and a core area, 7 mills. Based on a recommendation from former City Manager Finn, there is an option available to have the assessment percentage be the same throughout the Downtown district.

A document prepared by the City Assessor with the new assessment amounts for property owners was distributed to the group for review. The Board agreed to begin the process of changing the assessment to 6 mills in both the core and the general areas.

Steve King noted that the process is expected to take up to four months to complete, since a public hearing needs to take place and City Commission will need to approve the proposal.

EXECUTIVE COMMITTEE

Chairperson Dinauer stated the Executive Committee discussed the assessment change, board member attendance, and the results of a recent Downtown parking survey, which will be discussed later in the meeting.

MARKETING COMMITTEE

A document regarding Downtown events and businesses was distributed. Bales reported that the 7th Annual Apps & Ales event took place June 7th from 5 pm - 9:30 pm. Fifteen pubs and eateries participated, with approximately 1,000 tickets sold. She noted planning will be starting soon for 2017 Wine Walk.

Planning has started for 2017 Downtown Bay City Sidewalk Days, July 27-29. A theme of "Lemons and Leftovers" is being used to help market the event. Participating businesses will be displaying strands of yellow flags to help let people know they are participating.

Bales reported that Downtown will hold the 3rd annual reEvent, August 12-13. This unique event celebrates reusing, repurposing and redesigning. Participating businesses will be using a wood palette to design an object this year. During the event customers can vote on their favorite project and enter to win a \$25 Downtown Gift Certificate.

Bales reported that City Market is now open and recorded 9,000 people through their doors the first day. Harless + Hugh Public House is also now open at 811 Adams.

DOWNTOWN BAY CITY WEBSITE

Alana Rabedioux and Allan Fernandez of Cadmium Designs presented their work to date on the new Downtown Bay City website. The home page included categories such as Shop, Visit, Eat, Stay, Events, About and a Blog. Rabedioux noted they will be including images of Downtown throughout the website. She reported that the website is designed to be device/mobile friendly.

Board members offered suggestions and feedback. Bales noted that after the meeting they can contact her with any additional suggestions.

DDA UPDATE

Bales reported that she recently sent a survey to approximately 145 merchants regarding Downtown parking. Approximately 30 responses were received and the information will be presented to the Parking Subcommittee to help with further discussions. Suggestions, which may include whether to move to the Subcommittee developed Phase 2 which has more specific parameters for parking, will then be presented to the DDA Board. The DDA continues to provide free permit parking in the Sixth and Washington lot and some permits are still available.

Bales reported that Wenonah Park Phase 1 renovations were recently approved by the DDA and bids sent out for architectural services. A proposal submitted by William H. Kibbe & Associates included a list of projects, scope of work, timeline and compensation, with the cost of all services not to exceed \$212,000. Bacigalupo added that plans for the Wenonah Park band shell upgrades

are progressing, as well as the plan to add more toilets to the restrooms in the pavilion's ancillary building.

Bales reported that the Landmark TIF District, located in the 800 block of Washington Avenue, has reached its sunset date and there is approximately \$46,000 remaining in the budget. Bales added that former City Manager Rick Finn stated that the city and the DDA should each contribute \$20,000 to bring the funds to \$86,000 for streetscape improvements.

Bales noted that there is one block involved in the Landmark TIF district that is in need of repairs. It includes the sidewalk on both sides of the 800 block of Washington Ave. and the northeast and northwest corners of Center and Washington Avenues. The Board discussed the need for street light replacement, brick repair, tree grates repairs, and more. It was noted that the repairs done in the Landmark TIF district could serve as a pilot program for improving other blocks along Washington Avenue in the future.

Bales stated that she will be working with Steve King and Bill Bohlen on the project.

OTHER

Golden suggested sending out a survey to Downtown businesses requesting feedback on the DMB's performance. Roberts suggested sending it prior to the DMB assessment change announcement.

Bales reminded the group that the July DMB meeting is typically cancelled each year because of the potential for low attendance. Motion by Roberts, supported by Pero to cancel the July DMB meeting. Motion unanimously approved.

ADJOURN

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

Respectfully Submitted,

Candace Bales
Executive Director