



Approved
Downtown Development Authority & Downtown Management Board
Wednesday, October 9th, 2024
Bay City Hall, 301 Washington Ave. Bay City, MI 48708 Rm. 317

1.
 - a. The regular meeting of the Downtown Development Authority and Downtown Management Board was called to order at 8:03 AM by DeShano. Members present were:

DMB:

Avram Golden
Magen Samyn
Jeff Hildebrant
Howie Diefenbach

DDA:

Jean Ann DeShano
Dan Dimitroff
Jim Reaume
Don Carlyon
Trevor Keyes
John Neeb
Sheila Turbett
Nick Schwall
Jesse Kendall

Excused: Scott Nemode, Harmoni Greshow, Jennifer Stasser, Kelli Wilson, Jamie Ralph

The following were also in attendance:

- Kellie Rupp, DMB Marketing Director
- Sam Fitzpatrick, DDA Director
- Terry Moulane, City of Bay City Planning Director
- Sara Dimitroff, City Staff
- Jesse Dockett, 1st Ward Commissioner/Interim Mayor

2. Approval of the Agenda:

- a. DDA Agenda: Motion to approve the DDA agenda by Shelia Turbett, seconded by John Neeb.

- b. DMB Agenda: Motion to approve the DMB agenda by Magen Samyn, seconded by Howie Deifenbach.

3. Public Input:

-Guests from the BACC Leadership Class of 2025 to ask questions about the project proposal put together by the DDA for planting trees around downtown. Classmates present were Tara Marczak and Brandi Munroe. The questions were provided by the class and collected and sent to Sam Fitzpatrick and distributed to the DDA and DMB boards ahead of the meeting. All questions were answered.

-Samyn adds that Oct 18th Tim Bish of Vantage Plastic will be speaking about AI. Oct. 30th State of Education speakers from the BAISD, EHPS and SVSU on various educational topics.

-DeShano welcomes Jim Reaume of Bay Future to the DDA Board.

4. Bay Future/SBDC Presentation:

-Reaume provides a presentation on Bay Future’s mission, plans, and projects.

5. Consent Agenda:

- a) DDA Consent Agenda
 - i. Motion to approve by DeShano, move to approve by Neeb, seconded by Keyes. No opposition.

- b) DMB Consent Agenda
 - i. Motion to approve by Hildebrandt, motion to approve by Samyn, seconded by Diefenbach. No opposition.

5. Committee Reports

- a. Events Committee:
 - Golden updates about September’s wine walk, Hell’s Half Mile, Food Truck Festival, Treats and Treasures is coming on Oct. 26th, Holiday Open House Nov 1st-3rd, First Thursday may be brought back in 2025, Snowman Festival looking to be expanded, next Events meeting to start looking at schedules for 2025.

- b. Parking Committee Update:

September 2024:

Revenue

Parking Fines	\$1560.00
Park Mobile	\$314.37

Parking Passes	\$383.83
TOTAL	\$2258.2
Expenses	
Payroll (Ambassadors)	\$1554.44
Equipment Costs	\$1,445.74 (IPS)
Parking Lot Maintenance (Schingeck and Thumb Print Stay The Day prints)	\$487.00
TOTAL	\$3931.13
Difference	\$-1672.93

\$1,280.00 in violations

\$320.00 in violations

\$0.00 in refunds

\$0.00 in NSF fees (non-sufficient funds)

\$0.00 in chargebacks

\$1,560.00 in Total Paid tickets; 16 of which were in parking lots (see spreadsheet).

PA Payroll: \$1,554.44

For parking lots in September, we had:

9 for 5th and Saginaw

1 for the Jennison Lot

3 for Center and Adams

3 for Washington and 6th

Future Parking Reports will contain numbers for each street.

IPS has a new feature that may help with keeping track of street parking. Details to be discussed in the Parking Committee Meeting on Oct. 15th.

c. Marketing Committee update:

-Hildebrant reports that he and Rupp have met with Hannah to update the directory signs downtown.

-Rupp adds that the handheld map will also be updated.

-Hildebrant will be recording 30-second videos with various downtown merchants for business promotions.

d. Beautification Committee Update:

-Neeb reports that trees are being worked on.

-Hildebrant reports that maintenance will be needed for the fountain, Fitzpatrick is looking into this along with the fireplaces.

e. Finance Review:

-Neeb reports that these will usually be a month behind; the only expenses for August were for brickwork completed. No issues.

f. DMB Finance Committee Update:

-Rupp reports that the DMB is undergoing their annual audit and will send the financials via email.

6. Drydock Liquor License Approval:

-Rupp is seeking approval for a motion to approve and apply for a liquor license for November 27th and 29th to host DryDock Beer Garden for the Santa's Arrival event and evening before Thanksgiving. Motioned by Diefenbach, supported by Samyn.

7. DDA Tree Resolution:

-Neeb is requesting a resolution number DDA 2024-001. This is to confirm spending money on trees for downtown. DeShano motions to approve. Turbitt motions to accept. Supported by Dimitroff. No objections. Resolution below.

8. DDA/DMB Microsoft 365 Proposal:

Samsa proposal for standard backup, email hosting, and accessibility to Microsoft Office.

Dimitroff motions to approve, Neeb seconds. No objections from DDA.

Samyn makes a motion to approve, seconded by Hildebrandt. No objections from DMB.

9. Michigan Main Street:

-No new updates reported by Rupp or Fitzpatrick. Leigh Young and Blake Newman of the MEDC will be presenting at the November board meeting. Fitzpatrick adds Phil Eich may also be in attendance.

10. Director Updates:

Kellie:

Rupp gave DMB Director's Report:

-Wine Walk occurred on Sept 19. 681 tickets sold, 11 venues, 702 tickets sold in total; down from 950 in 2023. Checks will be distributed to participating vendors with a feedback survey.

-2025 Chalk Walk is tentatively set for June 28, 2025, in the usual Water St. area.

-Bay County Library Collaboration: Madison Roberts, new Children's Dept. Head, aims to continue events like storytimes and storywalks, with potential participation in seasonal activities.

-State Theatre Holiday Movies: Discussed hosting free holiday movies on December Sundays with the theater as the horse and carriage pickup spot. Mya will get back about the free movies.

-Wayfinding Map Project: Hanna Brown is redesigning downtown wayfinding map stands and creating a hand-held map for distribution.

-Wednesdays in the Park Wrap-up: 2025 improvements include organized bucket volunteers, QR codes for donations, a limit of four food trucks, and special arrangements for banners, trash, and concert signage. Sponsorships: \$62,200, Donations: \$15,525.18, Total: \$77,725.18. Paid Out: \$29,853.67; Expected from COBC: ~\$4,119; Remaining Balance: \$43,995.51 after costs.

-Audit and Upcoming Events: Weinlander Fitzhugh is conducting a DMB audit.

-*Treats and Treasures*: October 26, 11:30-2:00 PM, with merchants handing out candy at 25 locations.

-Four face-in-hole photo boards painted by Area 13 Tattoo are set up downtown near Drift, corner of Center/Saginaw and in front of the library.

Sam:

Fitzpatrick gave DDA Director's report:

-Fitzpatrick informs the board know that he will be on vacation between Oct. 17 and 23rd. This was planned before his tenure with the DDA.

-Fitzpatrick and Rupp will be meeting with SVSU on Oct. 24th to further transit discussions for students between Downtown Bay City and campus.

-Third Street Fountain has been shut down for the season. John DeKam to bill DDA for labor, time, and expenses for 2022-2024.

-Troy Karp has completed brickwork for priority #2 and #3 along Center Ave. Going to be providing estimates for 6 new priority areas downtown.

-Clements Electric has completed the removal of 29 boxes. There are 34 left downtown that will need to be removed. Fitzpatrick is waiting for call back from Clements for estimate.

-The firepits on Center Ave. are in need of repairs and have been temporarily shut down. Signs placed on them for now informing they are out of order. Fitzpatrick is also in touch with Clements about repairs.

14. City Updates:

-Moultane:

Planning Commission has reviewed the Water Street Lofts in September. Site plans and side views are available. Includes two commercial spaces.

-Oct. 21st Master Plan will be taken to the City Commission meeting. If approved, a consultant from zoning ordinance will work with the city to have a draft ordinance ready for adoption by spring 2025. Looking to increase housing supply.

-Sara Dimitroff:

The Match on Main program is complete for Wanigans and another round is planned for next year.

-Midland Street Management Board hosting Halloween event on Oct. 19th for kids

-Northpeak has new windows, waiting on garage doors.

-Bay Co. Landbank received ARPA funds to demo the former Y Building, market, restaurant, and storage unit plus a house. Expected to be completed by 2025.

-701 Washington is getting a certificate, work to begin with new owners early 2025. 3-5 residential apartments with first-floor commercial space.

-There has been a purchase agreement on the former Flavors building.

-Uptown getting a Pitaway, Costella's Brazilian Restaurant turning into a Mexican restaurant.

15. Roundtable Discussion

With no further business to attend to, the Downtown Management Board and Downtown Development Authority was motioned to adjourn by Samyn and moved by Carlyon at 9:33am.

Respectfully submitted,

Kellie Rupp
Downtown Marketing Director

Sam Fitzpatrick
Downtown Development Director

RESOLUTION NO. Res#
2024-001

A RESOLUTION OF THE BAY CITY DOWNTOWN DEVELOPMENT AUTHORITY

AUTHORIZING THE EXPENDITURE OF \$30,000 FROM PRIOR YEAR FUND
BALANCE FOR A TREE REDEVELOPMENT PROGRAM

WHEREAS, the Bay City Downtown Development Authority (the "DDA") was established to promote economic growth and development within the downtown district; and

WHEREAS, the DDA recognizes the importance of maintaining and enhancing the aesthetic appeal and environmental health of the downtown district for the benefit of businesses, residents, and visitors; and

WHEREAS, the landscaping and trees within the boundaries of the downtown development authority are vital components of the downtown's infrastructure, contributing to the quality of life, environmental sustainability, and economic vitality of the district; and

WHEREAS, many of the existing trees within the downtown district are in need of redevelopment, including removal of unhealthy trees and the planting of new, appropriate species to ensure long-term health and beauty; and

WHEREAS, the DDA has identified a program to redevelop the landscaping trees within the boundaries of the downtown development authority, which includes tree removal, replacement, and ongoing maintenance; and

WHEREAS, the DDA has available funds from prior year fund balances, and the amount of \$30,000 has been determined as appropriate for this program; and

WHEREAS, the use of such funds is consistent with the DDA's mission to maintain and enhance the downtown district for the benefit of all stakeholders:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Bay City Downtown Development Authority, as follows:

1. The DDA hereby approves the expenditure of thirty thousand dollars (\$30,000) from prior year fund balances for the purpose of redeveloping the landscaping trees within the boundaries of the downtown district.
2. The DDA further authorizes the implementation of a tree redevelopment program, which includes but is not limited to, the removal of existing trees where necessary, the planting of new trees, and ongoing maintenance to ensure the health and sustainability of the new landscaping.
3. The DDA staff and/or appropriate representatives are authorized to take all actions necessary to implement and oversee the tree redevelopment program, including securing any necessary contracts or agreements for the project.
4. This resolution shall take effect immediately upon its adoption.

Adopted this 9 day of Oct, 2024.

I, John C Neeb III, Secretary and Treasurer of the Bay City Downtown Development Authority, hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Board of Directors of the Bay City Downtown Development Authority at a regular/special meeting held on the day of 2024.

Samuel Fitzpatrick, Executive Director

Bay City Downtown Development
Authority

John C Neeb III, Secretary and Treasurer

Bay City Downtown Development Authority