

CHARTER TOWNSHIP OF BANGOR
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

A meeting of the Charter Township of Bangor Downtown Development Authority was called by the Chairperson held on September 11, 2020, commencing at 8:00 AM, prevailing time at the offices of the Township pursuant to notice.

Members Present: L. Newton, G. Rowley, B. Rowley, J. Mayes, S. Covaleski and C. Gignac

Members Absent: M. Thelen, B. Behmlander and K. Peil,

Also Present: R. Sheppard, T. Keyes, K. Wardynski, G. Buzzard and B. Doran

The regular meeting was called to order at 8:00 AM by the Chairperson Lee Newton. The first item on the agenda was the public input regarding public informational meeting. There were no questions or comments nor public asking anything about additional information, therefore the public information section was closed. Motions made by Glenn Rowley supported by Sandra Covaleski to approve the March 6, 2020, minutes as corrected and approved the July 10, 2020, minutes as submitted. Motion approved and carried.

Treasurer's report was received. Upon motion from J. Mayes in support by G. Rowley.

There was general discussion regarding the Capital Project improvement for the Shrestha/Thelen Drive area. Mr. Doren was present from Bay City Light and Power to answer any questions. The installation of street lights had been lowered to 10 since 1 of the original street lights had been outside of the DDA District. The contract with Bay City Light and Power was now \$32,900 for material and labor for installation. This is somewhat less than the \$35,000 previously authorized and Dr. Newton reported that he had quotes from a private contractor who indicated that the costs for a private contractor to perform this service would at a minimum be \$35,000.

Mr. Doren reiterated that the monthly cost for a light fixture would be \$17.47 for a total of \$174.70 per month for maintenance and electricity. The fixtures would actually be owned by Bay City Light and Power but the maintenance costs and electrical would need to be paid by the DDA. This cost would increase as the rate for electricity and labor costs go up. It was uncertain from Mr. Doren the length of the contract. Questions included whether this included all of the costs or were there any hidden costs. Mr. Doren indicated that this would be the entire costs. Mr. Mayes asked if it included the payment of pilot or payment of taxes and costs, and Mr.

Doren was uncertain. Dr. Newton also advised that since the sidewalks could be installed before Bay City Light and Power could put the street lights up, would they participate in placing sleeves in the future sidewalks ensuring that they are in the appropriate location and appropriately installed and Mr. Doren indicated that they would. Therefore it was moved by Glenn Rowley and supported by Sandra Covalleski to authorize entry into the contract with Bay City Light and Power for the total amount of \$32,900 for installation of ten street lights within the DDA district and the chairman has authorized to sign said contract. Yes: Christen Cignac, Sandra Covalleski, Lee Newton Jeff Mayes, Brenda Rowley and Glenn Rowley. There were no negative votes and the motion unanimously passed.

During this Item 7B, sidewalks and C, signs/community meeting it was determined that sidewalks were discussed in the prior discussion and community meetings should be put on hold due to the Covid-19 Pandemic.

The Encompass Therapy Building was discussed as being opened for a month and a couple of items on the punch list, but all looks good and an Open House was hosted by the Chamber and they are in operation.

Trevor Keyes gave a report announcing that the virtual annual meeting would be conducted September 23, 2020. It will be both online for viewing both during the meeting or after the fact.

225 applications have been received for the Bay Future Grant Program which is being funded by the Michigan Economic Development Corporation. They require that Bay Future have at least an announcement by the end of this month of companies that will possibly benefit from that grant. They are in the process of completing that process.

T. Keyes reported that BC gift cards are to reach 85% of the goal and they still have cards available to buy for \$20 to give \$25 worth of value. The \$35,000 had been seeded by private and quasi public including the Chamber, Bay Future, a memorial funds, etc., to make up the \$5 difference between the purchase price of the card and the value given to Bay City business. Every dollar of the purchase of cards goes to small businesses and none of it is being retained by the Chamber or Bay Futures, etc. for their efforts to coordinate this program.

There is no update from Niswander Environmental Mitigation Site.

Request for other development was discussed. That commutant had disclosed that he is part owner of that property where this potential development may occur. It was therefore moved by Mayes, supported by Covalleski that Dr. Newton be allowed to abstain from any discussion and that Brenda Rowley as vice-chair chair this section of the meeting. Passed unanimously except Dr. Newton abstained.

Greg Buzzard, who is the owner/operator of That Guys Meats, That Guys BBQ and Replenish Juice Bar which used to be in the City Market wants to attempt to locate in the Shrestha Court

area. City Market has not renewed their lease since the City Market has changed its focus to become more of a grocery store. Mr. Buzzard was given 30 days to vacate that location. He has been out of business for approximately 30 days. In that time his dream location has been Bangor Township and he found a building on Shrestha Drive although he may need some assistance in retrofitting the building to accommodate his business and potentially two other small businesses that could move in.

It is a 3000 square foot building in which there would be new business and places to sit and eat inside and potentially outside seating. This would include his butcher shop, meat market and his refresh juices.

He has obtained a bid in order to make the building retrofitted for the business of \$60,000 plus. He has requested \$30,000 of grants and potentially a \$10,000 loan for contingencies that may occur during construction.

The owners of City Market had locked the front doors for approximately two and a half months due to the Covid-19 Pandemic and his extra cash to allow him to do this business on his own has evaporated.

If other businesses move in he would be the lessee for the building and others would sublease through him. Dr. Newton indicated that in addition to the funds necessary as requested by Mr. Buzzard the building would need to be furnished by the landlords with perhaps an additional \$40,000 costs for them to finish the building for any type of use of Mr. Buzzard does not receive support from any other small business that would affect his plan.

It was therefore moved by J. Mayes in supported by C. Cignac that prior to acting on the request by Mr. Buzzard, Mr. Buzzard would need to submit a business plan reflecting his pre-pandemic profit/loss analysis and ability to attract other businesses to this site including an estimate of how many employees he would employ; secondly the attorney was authorized to investigate the compatibility of this venture which may include a business incubator in this building with the tax, finance plan and the development plan recently approved and that the acting Chair send to Mr. Buzzard the form letter that has been sent to others looking at investing in the Downtown Development Authority and finally that if all of that information is secured and acceptable to the Board there would need to be an agreement drawn to finalize this issue.

Yes by all present as to this motion with the exception that Dr. Newton and S. Covaleski abstain. S. Covaleski had listed this building for lease and may be entitled to a commission.

It was therefore moved that C. Cignac and seconded by J. Mayes that S. Covaleski be allowed to abstain from this issue until clarification of her real estate commission. Motion unanimously passed.

Under other developments that C. Cignac indicated that she would be on maternity leave through the end of the year and may be returning by the January meeting. She indicated that Zoom meetings might make her attendance more likely. B. Rowley indicated into potential development of the property north of the Dobson site. She was reminded that that property is outside of the DDA district and is not something the DDA can actually work on. G. Rowley reported that there has been inquiries into potential reutilization of the Penney's property at the Bay City Town Center and that there may be life after Penney's based on this preliminary contact.

Motion by G. Rowley supported by B. Rowley to adjourn at 8:27 a.m.

Richard C. Sheppard
Recording Secretary

***Approved at the November 6, 2020 meeting.