

NOVEMBER 6, 2020
CHARTER TOWNSHIP OF BANGOR
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

The November 6, 2020 Regular Meeting was called together pursuant to the Zoom invitation by Vice Chairman Brenda Rowley. Meeting began at approximately 8:00 a.m.

The meeting was then open for public input. No one from the public having addressed the Board, public input was closed at approximately 8:01 a.m. The meeting was then called to order and roll call was completed by the Acting Chair. In addition to herself, Brenda Rowley, Barb Behmlander, Sandra Covaleski, Dr. Lee Newton, Glenn Rowley, Kevin Peil, Jeff Mayes and Mike Thelen were present with Ms. Behmlander joining the meeting at 8:12 a.m.

Additionally, Attorney Sheppard was present together with Trevor Keyes of Bay Future and Township/DDA Treasurer Karie Wardynski.

The Acting Chair then set approval of the Minutes of September 11, 2020 and October 16, 2020. Motion was made by Covaleski and supported by Peil to approve both sets of Minutes with the following corrections being made to the September 11, 2020 Minutes, being the removal of Ms. Wardynski as she is not a Board Member as showing absent. Correcting the spelling of Mr. Doran's name, correcting the spelling on Shrestha Drive and correcting the spelling for Encompass Therapy. The Minutes were all then approved as corrected and the attorney is to send corrected Minutes to the Clerk for public purposes.

Ms. Wardynski then gave a Treasurers Report which consisted of an email which was sent to all Board Members yesterday, together with a verbal explanation of what the email was. In addition to the monthly Treasurers Report, she explained the proposed Budget for 2021 as well as the status of the Budget for 2020. Dr. Newton explained that based upon the Covid Pandemic, the sidewalk contractor and the lighting to be installed by Bay City Power and Light may not well be completed this year. Ms. Wardynski indicated that it was fortunate since no budget adjustment would need to be done this year but it would be hoped that all of those invoices would be received within the first quarter of next year. Ms. Wardynski answered questions regarding her reports indicating that the fiscal year for the DDA is the calendar year. She did not include any of the funds that are being passed through to Bay Metropolitan Transportation Authority and Bay County within her reports. Following her report, her phone began to act up and she left the meeting at 8:16 a.m.

Motion by Glenn Rowley and supported by Covaleski to accept the Treasurers Report and make it part of the record. All members present were in favor, although there was no response from Mr. Thelen when asked via his telephone Zoom connection.

The next Motion was made by Glenn Rowley and supported by Behmlander to approve the proposed 2021 Budget. All members including Thelen voted yes on this motion.

There was a brief discussion regarding the Capital Projects including the street lights, sidewalk, and signs/community meeting. Dr. Newton indicated that there was not much of an update other than what he had previously indicated that the sidewalk and lights could not be installed this year and due to the Covid Pandemic it was still his recommendation that there not be any community meetings regarding the DDA.

The next item of business was the request for development assistance from Greg Buzzard to relocate his three (3) businesses in a rental property on Shrestha drive. The Acting Chair then called upon the Attorney to give any additional input regarding the loan/grants requested by the Applicant. The Attorney reiterated based upon his recent memo that some of the construction items would be public facility and would be rightfully funded by the DDA even without amendments to the TIFF or Development Plan. The Acting Chair then asked each Board Member for comment. Peil indicated that he was in favor of the project, although in the past there has been a limit of five (5%) percent of the cost of improvements paid for granted by the DDA. IN this case, based upon the potential public improvements there may be a grant of perhaps \$6,000.

Covaleski also endorsed her support for the project believing it would be good for the DDA district and further agreed that based upon past practice, a five (5%) percent grant of the approximate \$14,800 ADA restroom facilities would be appropriate. This also may include the outside seating which would be community seating for all to utilize the DDA district.

Behmlander indicated that in her experience on the Board there had been other examples of funding done by the DDA in excess of five (5%) percent when there were special projects. She indicated as an example, the Town Center had upgraded some outside lighting and was awarded \$30,000 for public improvements which was approximately twenty (20%) percent of the total cost. She indicated further that the Board looked at a project by project basis and in her opinion there may be other items deserving of being considered public facilities such as the doorway, vent hood etc. She was not stuck to a five (5%) percent maximum and as much as some of the items in Dr. Newton's list of needed details to finish were required under the Building Codes.

Glenn Rowley indicated his favor for having some type of loan or financing for the project as it was ready to be placed into the area and he was not locked to a five (5%) percent maximum. Mayes has several questions for the Attorney and indicated based on that conversation that he did not believe that the DDA was in position to do a loan at this meeting. However, he was not opposed to exploring a grant and perhaps modifying the TIFF and Development Plan to allow for loans in the future.

The Attorney answered that the cost and time for updating the Development Plan and TIFF Plan may be as much as \$30,000-\$35,000 (or more) and take at least 6 months. Dr. Newton indicated that they had the services of the planner assisting several years ago. This Planner was contacted

when the Downtown Development District was being recast approximately one year ago, and the Planner did not seem to be interested in assisting Bangor Township and therefore if we were going to go forward with any amendments, we would need to find new professional consultants to prepare the amended Development Plan and TIFF Plan.

Thelen indicated in his opinion the project was great for the District. He also indicate that instead of attempting to amend the Plan and take the time and spend the money to amend both the TIFF and Development Plan for loans, that we could just fund the ADA type improvements which are defined in the statute as public facilities and do as a grant funding which could exceed five (5%) percent.

Trevor Keys, while not a Board Member, was asked to comment as the only member of the public who indicated that he had worked with Mr. Buzzard and felt that Mr. Buzzard and perhaps other tenants that would locate into this facility and provide needed amenities to the DDA would be a good fit.

Brenda Rowley was in support of the public facility funding and may agree to funding in excess to five (5%) percent if other improvements could be considered public facilities.

Behmlander asked a general question, are the public facilities are just for the Buzzard use for which Dr. Newton indicated no, that all tenants in the building would be able to use or have their customers and guests use the ADA facilities and outside seating. Behmlander indicated that the Board should look at the total improvement and look to improve up to \$15,000 for the restrooms and perhaps entryway. She also indicated that in her opinion this would not be exceeding what has been previously done by the Board and the Agreement should actually be with the property owner and not the tenants. The Attorney indicated that his review of the correspondence identified the bathrooms as appropriate public facilities and in lieu of the entryway which is already ADA compliant, the outside community seating might be an acceptable expenditure which was close to the numbers used by Behmlander. Motion by Behmlander to move forward with a grant of up to \$18,000 to the building owner for the ADA compliant restrooms and entryway on the condition that this up to \$18,000 would actually be reimbursement for actual costs done for those facilities. The Motion was seconded by Covaleski with a friendly amendment to Behmlander that the facilities to be funded would be the ADA complaint restrooms and the public seating facilities outside for up to \$18,000 to reimburse for actual costs incurred by the property owner. It was necessary that the bill be submitted and approved by the DDA before the funds would actually be released. Roll call in favor – yes Behmlander, Covaleski, Glenn Rowley, Mayes, Peil and Thelen; no – NONE, abstain – Dr. Newton.

Item 9 on the Agenda was an update on the Niswander Environmental of their supervision of the DDA's wetland remediation property. Dr. Newton shared with the group an email he had recently received from Niswander indicating that due to the phragmites on the property, they had contracted with an aerial helicopter to splay for these invasive species. The total cost to the DDA

for this spraying would be \$2,000 which was agreed to be well within the budgeted amount for this purposes.

Next Trevor Keyes was called upon to update the Bay Future involvement in the County in the last month. He indicated Bay Future has been busy. They were looking for a facility for a call center on a site which included “former Kmart” as well as other grocery stores and large facilities. Two of the three sites were in within the Bangor DDA area that were given to this company. They do not know who the company is and are hoping to have further contacts.

They also had received inquiries regarding a warehouse building where the interested party hoped to have along Patterson and/or Wilder. There was no available properties for that warehouse but they are continuing to show other areas within Bangor Township. As far as the recovery business issues, they continue to work small businesses and larger businesses to attempt to facilitate safe reopening strategies so that the businesses within the County can be complaint with the Health Department and MIOSHA rules and regulations.

There is a Coming Home event scheduled for November 23, which is a virtual event. This is the 3rd year they are doing this event which is an effort to attract students back to the area who lived or grew up in the Bay County area and by hosting this job fair, they are seeking to demonstrate there are jobs available for college graduates back in their home town. This includes SC Johnson for the first time this year.

They have recently disbursed \$2.1 million dollars to various entities as part of the Michigan Development Economic Corporation grant money, which is an effort to rebound from the Covid Pandemic. They also have just recently announced a restart grant in excess of \$1 million dollars for 134 for-profit companies and 18 non-profit companies. Of those numbers, 60% are either minority owned, veterans or other disabled owners are required by the Michigan Economic Development Corporation. Bay Future has exceeded the necessary numbers by MEDC.

Item 11 on the Agenda was to discuss the DDA Board Members terms and expiration of Terms. Mr. Rowley indicated that the names of the Board Members and their term limits are listed on the Township’s webpage. Additionally, Dr. Newton was going to obtain that information and send it for discussion at the next meeting.

Item 12 on the Agenda was to set new meeting dates. It was determined that tentatively for the calendar year 2021, the second Friday of every odd month at 8:00 a.m. would be the meeting time. Agenda and Zoom notices would be sent as necessary. The meetings are January 8, March 12, May 14, July 9, September 10 and November 12.

Under other business, Covaleski announced that Northpoint Plaza had recently sold and there is some other activity occurring within the DDA district.

The Attorney asked if a grant document should be prepared by him for the funds to be utilized to assist the Buzzard location. It was indicated that other grant documents had been completed by the Township, which would be forwarded to the Attorney and that should be done.

Motion to adjourn by Peil, supported by Glenn Rowley, all in favor and meeting adjourned at approximately 9:12 a.m.

Richard C. Sheppard
Recording Secretary

*Approved with corrections on January 8, 2021.