



Minutes

Downtown Development Authority

January 23rd, 2024 – 3:30 p.m.

989-754-8222

- I. **Call to Order-** Chairman Tom Basil called the meeting to order at 3:30pm.
- II. Roll Call- Rachel Morneau took roll.
Members Present: Tom Basil, Mike Hanley, Tim Morales, Todd Gregory, John Markey, Amy Spadafore, Herb Spence, Eric Tankersley, Dennis Whalen
Staff Present: Tom Miller, Rachel Morneau and Steve Hensley
- III. **Public Comment:** None
- IV. **Approval of Minutes – Tuesday, November 28th 2023 – Action Item**
Motion made by Member Hanley, supported by Member Spadafore, to approve the DDA November 28th meeting minutes. Motion approved.
- V. **Approval of 2024 DDA Meeting Calendar- Action Item** (*minor February date change due to City voting day*)
Motion made by Member Markey, supported by Member Spence, to approve the DDA 2024 meeting calendar, February date change. Motion approved.
- VI. **Public Art Committee Grant Form – Action Item**
Member Spadafore provided an update regarding the grant application form for individuals desiring to apply for public art project funding. The Public Art Committee will require a rendering of the art project and approval from the property owner of where the art would be displayed. Full DDA Board approval will be required per grant application, same as facade grant applicants and special event applicants. The public art grant program will be open for submissions October 1st through February 1st. The grant deadline is February 1st. The art projects must be conducted April through September. This is a reimbursement grant and grants will be awarded first come first serve until all available funds are given. Funds will be distributed for reimbursement upon successful completion of the art project. DDA staff will ensure this verbiage is clearly stated in the application form.
Motion made by Member Hanley, supported by Member Markey, to accept the Public Art Grant application form, with the added clarifications discussed. Motion approved.
- VII. **DDA Special Event Sponsorship Requests – Action Item**
 - a. Japanese Cultural Center Tea House + Gardens of Saginaw
 - b. The Hare HuntStaff Hensley provided an update regarding the DDA Special Event sponsorship requests. The Japanese Cultural Center Tea House + Gardens of Saginaw request support to cover budget shortfalls from operating beyond their regular business hours and hosting a special event involving bringing in professionals and a vendor. They are requesting \$4,850. The Special Event Committee recommended \$2,500.
The Hare Hunt is an event formed by the Hare Hunt Committee-the City of Saginaw- to promote attractions and local businesses in Saginaw to both visitors in town for the 2024

Memorial Cup and residents of the Saginaw area. They are requesting \$3,000. The Special Event Committee recommended \$2,500.

Motion made by Member Hanley, supported by Member Morales, to support the Special Event Committee's recommendation of \$2,500 for the Japanese Cultural Center Tea House + Gardens of Saginaw and \$2,500 for the Hare Hunt events. Motion carried.

VIII. Match on Main- Action Item

Staff Hensley gave an update about the Match on Main grant, explaining that they are postponing the grant at this time. Staff Miller shared the issue of projects getting completed, and also clarified that this is a reimbursement grant. Staff Hensley will provide further updates as more information is released.

IX. DDA TIF Plan Reset

Staff Miller explained an issue in processing the TIF plan reset and that it will be a longer process than expected. The TIF plan legislation calls for a Citizen Advisory Council to be consulted with when amending the tax increment plan. This council must be part of the DDA and members must be 18 years or older. Upon further research, residents within the DDA filled out a form to be a part of the advisory council but currently those previous members are not able to be located. The next step for developing the required Advisory Council is to appoint 9 new members. These members will be appointed by the City Council and consulted by the DDA Board. There are currently detailed lists of items the TIF revenue was spent on. Those items will be amended and generalized in order to support further development, facade projects, and small businesses within the DDA. This process for developing and consulting the Citizen Advisory Council to assist in resetting the TIF plan will take approximately six months. Staff Miller will keep the DDA Board informed throughout this process.

X. Announcements/Miscellaneous

- a. Member Tankersly noted to the Board that additional funds may be available in the environment assistance line item within the DDA budget, suggesting more funds to be put towards security and police patrol within the DDA during the Memorial Cup. Member Morales shared he and his team are inquiring grant funds as well to assist with security. Staff Miller shared he is assessing the expansion of cameras as well. Morales confirmed the tower camera in the downtown area decreased crime significantly.
- b. Staff Miller shared that he and Member Morales are working on the Medical Diamond project. They have a committee that meets every two weeks. There are a lot of infrastructure needs, and approximately 15 million dollars needed for relocating public utility lines. MDOT Engineers, Consumers Energy workers, and Clinical groups meet regularly every month. Next Wednesday, Studio Gang- an architect design firm, will be meeting with the group to discuss design plans. Jeanne Gang is a well-known architect and has designed the tallest structure in the world by a woman. This project is headed in a positive direction.

XI. Next Meeting – Next Meeting is (NEW DATE) Tuesday, February 20th, 2024 – 3:30 p.m., there is no December DDA meeting.

XII. Adjournment

Motion made by Member Whalen, supported by Member Morales to adjourn the meeting at 4:37pm. Motion approved.