

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, January 11, 2017
7:30 a.m. ~ Commerce One**

Chairperson Green called the regular meeting of the Downtown Development Authority to order at 7:35 am. Members present were:

Jean Ann DeShano	Trevor Keyes	David Green
Mike Bacigalupo	Terry Spencer	Jenifer Acosta
Bob Sarow	Mayor Kathi Newsham	
Tim Banaszak	Ashley Anderson	

Absences: Joe Wespiser, Art Dore and Don Carlyon

Also present: Rick Finn, City of Bay City Manager
Terry Moulane, City of Bay City Neighborhood Services Manager
Don Haeger, William A. Kibbe & Associates, Inc.
Jerry DeCarlo, Jennison Condominium Association
Candace Bales, Executive Director
Suzanne Maxwell, Administrative Assistant

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

Jerry DeCarlo, representing the Jennison Place Condominium Association, reported that there are two locations in the Jennison parking garage structure where concrete is cracked, resulting in concrete falling into the parking garage. He added that the cracks are a result of water leakage from the parking deck into the structure and would like to work with the DDA to resolve the problem.

Chairperson Green deferred to Banaszak, who led a subcommittee that previously examined the structure. Banaszak noted he will work with DeCarlo to develop a solution regarding the issue and bring it to the February 8 DDA meeting for discussion and potential approval by the Board.

EXCUSED ABSENCES

Chairperson Green reported that Carlyon and Dore requested an excused absence. Motion by Spencer, supported by Anderson to approve the excused absence.

ORGANIZATION

Chairperson Green presented Consent Agenda items 1 through 4 under Organization and asked the Board if any items needed to be removed for further discussion. Motion by Banaszak, supported by Spencer to approve the consent agenda. Motion unanimously approved.

WENONAH PARK MASTER PLAN UPDATE

Using a conceptual plan for Wenonah Park based on the DDA approved priorities from the December 14, 2016 DDA meeting, Don Haeger, William H. Kibbe & Associates, presented a version showing each of the discussed locations for the proposed pavilion and ancillary building. The options for placement in the southwest quadrant of the park, northwest corner of quadrant: 1) Pavilion's long side is perpendicular to the riverfront, outbuilding is parallel to the riverfront; 2) Pavilion's long side and outbuilding is parallel to the riverfront; 3) Pavilion is angled, outbuilding is parallel to the riverfront.

Haeger also pointed out other potential updates to the park which included an updated entrance with arches, an updated radius around the Friendship Ring that would compliment the Ring and promenade, band shell renovations, lowering the berm/audience seating area in front of the stage, and placement of the international flags along the water front. Haeger added that lowering the berm, rather than creating tiered seating that was included in the 2006 conceptual plan, allows for universal use.

Mayor Newsham noted that some members of the community are concerned that the placement of the pavilion and outbuilding will interfere with events. Chairperson Green noted that large tents are usually placed in the area where the proposed pavilion will be placed.

It was noted that the proposed pavilion is 5,000 square feet and the proposed outbuilding is 2,500 square feet. The outbuilding will include restrooms, concession stand, and skate rental.

Discussion held.

Motion by Keyes to chose option 1, with the pavilion in the southwest quadrant of the park, with the long side perpendicular to the riverfront and the outbuilding parallel to the riverfront. Motion supported by Spencer. Sarow opposed. Acosta and Bacigalupo abstained from voting. Motion approved.

Chairperson Green noted that the Wenonah Park plan as approved will be presented to the City Planning Commission on January 18.

STRATEGIC PLAN REVIEW

Bales noted that the Downtown Strategic Plan progress to-date will be discussed at the February 8, 2017 DDA meeting.

PARKING UPDATE

Maxwell reported that monthly parking reports and fiscal year-to-date parking reports are included in the member packet for review. The quarterly report regarding fines collected by the 74th District Court for unpaid parking tickets will be presented in February.

Chairperson Green reminded the group of the no charge permit employee parking option in the lot at Washington and Sixth. Bales reported that the 37 free spaces in that lot designated as free employee parking have been taken. She added that the Parking Ambassadors have been

monitoring use of the spaces for the past two months and approximately half of the free permit stickers are not being used by people who asked for them. Bales suggested revoking the unused stickers in order to have other Downtown employees be able to utilize the program.

DMB UPDATE

Bales distributed a document highlighting Downtown marketing and business updates. She noted that Sundays in the City was successful again this year, with positive feedback received from businesses that participated.

Bales reported that a new segment of Downtown Bay City on Under the Radar Michigan will start being shown on PBS stations in the Midwest and Canada on Thursday, January 19. The Bay City segment highlights Retro Attics, St. Laurent Brothers, Downtown eateries and Wine Walk.

Bales reported that Suzie Q's Upscale Consignment Shop is opening soon at 107 Fifth Street. Plus, Tondue Medical Spa will be opening soon at 715 Washington Avenue. And the Comfort Inn of Bay City is now open at 501 Saginaw Street.

ADJOURN

With no further business to come before the Downtown Development Authority, meeting adjourned at 8:40 am.

Respectfully Submitted,

Candace Bales
Executive Director