

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

Chairperson Green called the regular meeting of the Downtown Development Authority to order at 7:30 am. Members present were:

David Green	Jean Anne DeShano	Mayor Newsham
Jeff Cederstrom	Mike Bacigalupo	Tim Banaszak
Bob Sarow	Don Carlyon	Trevor Keyes
Ashley Anderson	Jenifer Acosta	Joe Wespiser

Absences: Director Art Dore

Also present: Steve King, City Community Development Director
Fred Herter, Herter Music Center
Don Haeger, William A. Kibbe & Associates, Inc.
Andrew Dodson, Bay City Times
Candace Bales, Executive Director

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

Fred Herter, Herter Music Center, requested the loading zone parking space on Fifth Street in front of his business's garage door be striped. He reported that many times, especially in the evening when their truck returns from delivering, a vehicle is parked there preventing them from unloading. Green asked City Community Development Director King to look into having the city stripe the on-street parking space.

Herter also asked the city to consider changing the approximate 10 handicapped parking spaces in Wenonah Park, by Fifth Street, to regular parking spaces in the winter time. King noted he will look into what can be done there also.

Green requested that King report back at the November 8, 2017 meeting.

EXCUSED ABSENCES

Chairperson Green reported there were no excused absences.

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 Anderson to approve the consent agenda. Motion unanimously approved.

WENONAH PARK MASTER PLAN UPDATE

Green asked Haeger to provide an overview of the bidding process for the Wenonah Park project. Haeger distributed the bid tally sheet and noted that the two lowest bidders were Cross Renovation, Inc. and J.R. Heineman & Sons, Inc. Haeger noted that the bid proposal provided by Cross Renovation does not provide examples of projects of similar size or ones requiring structural pile work, and additional information requested by October 10, has not been provided.

Haeger noted J.R. Heineman & Sons, Inc. has responded to all bid categories and addendums in a timely manner. They also listed previous projects with similar work requirements and identified local sub-contractors as part of their team. He distributed an itemized list of Heineman's costs for the three main parts of the project. Haeger noted that he has worked with the company on previous projects and they do a very good job.

Green asked for an overview of the timing and payment schedule for the selected company. Haeger reported that based on the selection of the company, work would begin in November, 2017, with the goal for completion of June 1, 2018. Green emphasized the importance of having all funds in place for the project, including a 10% contingency, before the project moves forward.

Sarow requested an update on the maintenance fund for the pavilion and accessory building. Bacigalupo reported that there is currently \$100,000 in the bank. Bacigalupo noted a meeting scheduled meeting on funding this week, and he will report back to the Board.

A motion was made by Wespiser to approve J.R. Heineman & Sons, Inc. as general contractor for the proposed Wenonah Park project, dependent on the project being totally funded, including a 10% contingency, before work begins. Motion was seconded by Banaszak. The Board approved, with Acosta and Bacigalupo abstaining.

PARKING UPDATE

Based on the absence of Maxwell, monthly parking reports and fiscal year-to-date parking reports will be provided at the November 8, 2017, DDA Meeting.

Bales reported that the Parking Sub-Committee meeting scheduled for September had been cancelled. She noted that there are no major issues with current parking and suggested the next Parking Sub-Committee meeting be scheduled in January.

DOWNTOWN PUBLIC SAFETY

Bales reported that Public Safety Director Cecchini has reported activities downtown have reduced greatly since school started. Bales noted she has personally thanked the Public Safety staff working downtown and suggested others do the same. Mayor Newsham noted the excellent response by FPO to the fire on the roof of the LaPorte Building.

Green asked King for an update on the addition of security cameras in Wenonah Park. King noted that it is on the city's list for next year and will be the responsibility of the Electric Department.

JENNISON PARKING STRUCTURE

Banaszak reported that work has now been completed. He noted a portion of the work bid was not required, so the company was asked to do additional joint work to help prevent future issues.

DMB UPDATE

Bales distributed a document highlighting marketing and business updates. She noted that Wine Walk, September 21, was a sell-out again this year. Populace Coffee is now open at 810 Saginaw Street and Brooklyn Boyz Pizza is open in the City Market. The work for the holiday season marketing has begun and it will be a very busy season.

OTHER

Bales reported that Downtown received the August Bay City in Bloom award for beautification. She noted Ray Schwall of Begick's did an exceptional job with the plantings throughout the business district.

Bales reminded the Board that the Annual Michigan Downtown Association Conference is next week, October 18-19, 2017. She noted that Mayor Newsham will be welcoming the group and Acosta is a scheduled speaker at the conference. She handed out the conference schedule and asked if any Directors would like to attend a session to contact her by Friday, October 13.

ADJOURN

Motion to adjourn by Anderson. With no further business to come before the Downtown Development Authority, meeting adjourned at 8: 45 am.

Respectfully Submitted,

Candace Bales
Executive Director