

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, February 8, 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	Joe Wespiser	Don Carlyon
Tim Banaszak	Ashley Anderson	Jeff Cederstrom

Absences: Mayor Kathi Newsham and Director Art Dore

Also present: Rick Finn, City of Bay City Manager
Dave Case, representing the Case family
Candace Bales, Executive Director
Suzanne Maxwell, Administrative Assistant

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

Dave Case presented a plan for the proposed placement of a shade structure in the stage area of Waterfall park for the benefit of performers, while adding a nautical theme to the park. (Another shade structure design has been presented to the DDA board by Case family members at a previous meeting.) The structure consists of two sail-style shading panels, poles/masts and hardware. The estimated cost of the project, including foundation engineering and replacement sails, is \$50,000. Case noted that funds for the project will be raised through social media such as crowdfunding and grants.

Discussion held. Per Chairperson Green, a subcommittee was formed to collect additional information regarding the proposed shade structure in Waterfall Park to bring back to the DDA board for further discussion. Members include: DeShano, Keyes, Wespiser, Anderson and Cederstrom.

EXCUSED ABSENCES

Chairperson Green reported that Newsham and Dore requested an excused absence. Motion by Spencer, supported by Banaszak 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 DeShano to approve the consent agenda. Motion unanimously approved.

PARKING UPDATE

Maxwell stated that monthly parking reports and fiscal year-to-date parking reports are included in the member packet for review. Maxwell reported that fourth quarter payments from the 74th District Court for delinquent parking tickets totaled \$1,556.00, resulting in a total of \$31,230 collected since the program began in 2010.

Bales provided an update on the free permit parking spaces in the Washington and Sixth parking lot. She noted permits were issued to approximately 30 people, with daily records being kept that indicate there has been minimal use of spaces. The next step is to contact people with the free permits to verify if they plan on parking in the lot going forward. This will help staff determine the availability of free parking permit spaces for additional people who work downtown part-time and/or earn minimum wage.

WENONAH PARK MASTER PLAN UPDATE

Chairperson Green reported that the City Planning Commission recently rejected the proposed Wenonah Park Master Plan renovations and pavilion at their January 18, 2017 meeting. He noted that more proponents of the Park Plan are coming forward to voice support of the pavilion. Social media support is also strong. Wespiser stressed the importance of a strong output of information in order for people to better understand the proposed project.

Green stated that the Wenonah Park Master Plan and pavilion will be presented to the City Commission for review and final decision. Information provided will include a rendering of the pavilion and outbuilding, budget, and a detailed report on financial sources and uses.

Finn noted that he will recommend that the City Commission approve the project, noting that it will have a positive impact on economic development in the area.

Motion by Spencer, supported by Wespiser to reaffirm the Wenonah Park Master Plan proposed renovations and the pavilion. The following Board members voted yes: Anderson, Banaszak, Carlyon, DeShano, Green, Keyes, Spencer, Wespiser. The following Board members voted no: Sarow. The following Board members abstained: Acosta, Bacigalupo.

Bales presented a proposal from William A. Kibbe & Associates for the design and detailed renderings of the proposed new band shell and main park entrance at Wenonah Park at a cost of \$6,000. Motion by Banaszak, supported by Spencer to approve the expenditure. Motion approved. Opposed by Sarow.

ALLEY IMPROVEMENTS

Chairperson Green reminded the Board that Bacigalupo recently received 100% approval from property owners located along the alley behind the State Theatre to pay a portion of the cost of milling and resurfacing, based on their property's linear feet along the alley. The project will be funded through a special assessment paid to the city over a 5-10 year period. It was noted that the DDA will be responsible for the portion of the alley that runs along the city parking lot, behind the State Theatre.

Finn noted that he would like to hold a Town Hall style meeting of Downtown property owners to assess the level of interest in other alleys being milled and resurfaced, with the same payment structure by the owners, based on their linear feet along the alley. Bales noted that she will arrange the meeting.

Chairperson Green emphasized that the only financial obligation of the DDA is the portion of the alley that runs along the DDA managed parking lot behind the State Theatre. There are no other alleys in the city that back up to DDA managed parking lots. Sarow stated that he would rather see the DDA redirect those funds to streetscape projects in order to attract visitors Downtown.

Cederstrom left the meeting at 8:15.

Chairperson Green reminded the Board of the water leakage issue in the Jennison parking garage structure, which was brought to the attention of the Board at their January 11, 2017 meeting. Banaszak reported that he has been in touch with Jerry DeCarlo, representative of the Jennison Place Condominium Association, and will meet with him in the near future.

STRATEGIC PLAN REVIEW

Bales presented the current version of the 2017 Strategic Downtown Plan to the Board with the request to review and send any revisions to her or Frank Delano no later than March 1. Delano will be giving the final presentation of the plan to the Board at the March DDA meeting.

DMB UPDATE

Bales distributed a document highlighting Downtown marketing and business updates. She noted that *Indulge* is scheduled for Saturday, February 11. The popular event involves customers receiving a chocolate bar with the purchase of \$5 or more, with the chance to win in-store prizes as well as a grand prize of a one night stay at the Doubletree and a \$100 Downtown gift certificate.

Bales reported that the DMB has started the process of updating the Downtown Bay City website by going out for competitive bids, with a goal of early April completion of the update.

Bales noted that the 2017 Calendar of Downtown Events has been confirmed by the DMB Marketing Committee and has been made available to the public. She also reported that Suzie Q's Upscale Consignment Shop is opening soon at 107 Fifth Street. Plus, Tondué Medical Spa is now open at 715 Washington Avenue.

ADJOURN

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

Respectfully Submitted,

Candace Bales
Executive Director