

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, March 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:

Trevor Keyes	David Green	Jeff Cederstrom
Mike Bacigalupo	Terry Spencer	Tim Banaszak
Bob Sarow	Joe Wespiser	Don Carlyon

Absences: Mayor Kathi Newsham, Jean Ann Deshano, Ashley Anderson, Jenifer Acosta and Art Dore

Also present: Rick Finn, City of Bay City Manager
Frank DeLano, Dow Chemical
Don Haeger, William A. Kibbe & Associates
Candace Bales, Executive Director
Suzanne Maxwell, Administrative Assistant

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

None.

STRATEGIC PLAN REVIEW

Frank Delano presented the 2017 Strategic Downtown Plan to the Board for review and final approval. He noted that the Plan was originally presented in October 2016 with the goal of receiving any additional feedback and revisions from both the DDA and DMB. Delano pointed out some minor revisions that have now been included.

Plan Goals include: Improve Economic Growth, led by Dennis Dinauer, Chairperson, DMB; Increase Tourism/Marketing, led by Candace Bales; Improve Communication, Collaboration and Connecting, led by Jeff Cederstrom; Placemaking, led by Jenifer Acosta; and Funding, led by Candace Bales. Each goal's sub-categories and the next steps were discussed.

Wespiser suggested the DDA consider partnering with Bay Future to seek funding for some of the proposed goals. Finn noted that when the Strategic Plan is approved, it will then be presented to the City Commission for review during an upcoming work session.

Motion by Bacigalupo, supported by Banaszak to approve the 2017 Strategic Plan. Motion unanimously approved.

Mr. Finn and the Board thanked Mr. DeLano for his dedication to the development of the Downtown Strategic Plan.

EXCUSED ABSENCES

Chairperson Green reported that Newsham, Anderson and Acosta 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 Spencer to approve the consent agenda. Motion unanimously approved.

Minutes of the Downtown Management Board meeting of November 15, 2016 were presented for review.

PARKING UPDATE

Maxwell stated that monthly parking reports and fiscal year-to-date parking reports are included in the Board packet for review.

WENONAH PARK MASTER PLAN UPDATE

Green stated that the proposed renovations to the Wenonah Park Master Plan will be presented to the City Commission for review and possible approval on Monday, March 13, 2017 at 6 p.m. at the Doubletree Hotel. A PowerPoint presentation will be provided that will include a conceptual rendering of Wenonah Park, including the pavilion and outbuilding; a tentative budget, including and a detailed report on financial sources and uses.

Chairperson Green reported that the City Planning Commission recently voted against the proposed Wenonah Park Master Plan renovations, including the 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.

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. He stated that if the plan is approved, he will ask a group of people opposed to the project to take part in a focus group to provide input regarding the renovations.

Finn reported that based on a suggestion by City Commissioner Lynn Stamiris, he has been researching the removal of cement pavers over the basin in the plaza of Wenonah Park and replacing them with grass, which will provide more green space. He noted that the idea will be presented to the City Commission.

Don Haeger, William H. Kibbe & Associates, presented renderings of the proposed improvements for Wenonah Park. Images presented included the pavilion and outbuilding, the redesigned band shell, a redesigned entryway along Water Street, and the main plaza with grass and landscaping replacing the current concrete pavers. It was noted that the renderings will be presented to the City Commission on Monday, March 13.

Motion by Spencer, supported by Keyes, that the Board consider supporting the conversion of the Wenonah Park plaza area to green space and work with shared resources with the City and others for funding. Motion unanimously approved.

PROPOSED SHADE STRUCTURE FOR WATER FALL PARK

Bales reminded the Board that at the February 8, 2017 DDA meeting, Dave Case presented a plan for the 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. The structure consists of two sail-style shading panels, poles/masts and hardware. The estimated cost of the structure, including foundation engineering and a set of replacement fabric, is \$50,000. Case noted that funds for the project will be raised through social media such as crowd-funding and grants. Green assigned DeShano, Keyes, Wespiser, Anderson and Cederstrom to a subcommittee to further review the project and present their recommendation to the Board at the March 8, 2017 DDA meeting.

Cederstrom reported that the subcommittee recently met to discuss the proposed placement of the shade structure in Waterfall Park and agreed to suggest that the DDA Board decline the plan. Their recommendation was based on factors such as maintenance, lack of funding, and lack of necessity for the structure.

Motion by Banaszak, supported by Bacigalupo, to accept the subcommittee recommendation to decline a shade structure in Waterfall park. Motion unanimously approved.

DOWNTOWN BICYCLE RACKS

Bales reported that she was approached by Rod Hildebrant regarding the placement of additional bicycle racks near the Times Lofts and City Market. He is willing to purchase some racks and asked if the DDA is willing to purchase some as well. Bales noted more specific details for be presented to the DDA in the near future for their review and approval.

DMB UPDATE

Bales distributed a document highlighting marketing and business updates. She noted the 2nd Annual Polar Bear Chili Cook Off took place February 25, noon - 3pm. Nine Downtown restaurants provided a variety of chili styles that ticket holders could sample at each location and vote for their favorite. A portion of the profits was donated to Special Olympics Michigan.

Bales reported that the DMB approved a college intern this summer to assist with marketing activities and social media. The Board was directed to review the marketing document in its entirety at their convenience.

ADJOURN

With no further business to come before the Downtown Development Authority, meeting adjourned at 8:50 am.

Respectfully Submitted,

Candace Bales
Executive Director