

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

David Green	Jean Anne DeShano	Art Dore
Terry Spencer	Tim Banaszak	Mike Bacigalupo
Bob Sarow	Don Carlyon	

Absences: Mayor Kathi Newsham, Ashley Anderson, Jenifer Acosta, Jeff Cederstrom, Trevor Keyes and Joe Wespiser

Also present: Rick Finn, City of Bay City Manager
Steve King, City Community Development Manager
Candace Bales, Executive Director
Suzanne Maxwell, Administrative Assistant

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

None.

EXCUSED ABSENCES

Chairperson Green reported that Newsham, Anderson, Acosta, Cederstrom and Wespiser requested an excused absence. Motion by Dore, 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 Bacigalupo to approve the consent agenda. Motion unanimously approved.

2017/2018 DDA BUDGETS

Bales presented the 2017/2018 DDA budget worksheets, noting that they are preliminary. A final versions will be provided at the May 10 DDA Meeting for review and approval. She noted that the Landmark TIF District, located in the 800 block of Washington Avenue, has reached it's sunset date and there is approximately \$46,000 remaining in the budget. Finn suggested if the DDA agrees to contribute an additional \$20,000, the City will contribute \$20,000 to bring the funds to approximately \$86,000 for streetscape improvements within the TIF district. Motion by DeShano, supported by Bacigalupo to support the partnership with the City to improve the Center and Washington area. Motion unanimously approved.

Bales noted that there is basically one block, both sides, including the north corners of Center and Washington Avenue within the Landmark TIF district that are in need of repair. The Board discussed street light replacement, brick repair, tree grates, etc. It was noted that the repairs done in the Landmark TIF district could serve as a pilot program for other blocks along Washington Avenue.

Bales noted that the City Manager is reviewing the DDA preliminary budgets and changes will be reflected in the final version presented for approval at the May DDA meeting. Finn noted that once approved, the DDA budgets will be included in the city's main budget which will go to City Commission for final review and approval.

PARKING UPDATE

Maxwell stated that monthly parking reports and fiscal year-to-date parking reports are included in the Board packet for review. District Court quarterly reports will be presented in May.

WENONAH PARK MASTER PLAN UPDATE

Chairperson Green reminded the Board of the recent City Commission approval of the Wenonah Park Master Plan. The city preferred architectural firms will be receiving requests for proposals. King added that the final construction plan will need to be approved by City Commission.

Chairperson Green suggested a subcommittee is formed to assist with the planning of the Wenonah Park. The following Board members volunteered: Bacigalupo, Dore, Green and Sarow. Director Bales will also serve on the subcommittee.

JENNISON PARKING STRUCTURE

Banaszak reported that he and Bales recently met with members of the Jennison Condominium Association to review the parking structure. It was determined that there is some water leakage and areas that need to be resealed. Bales and Banaszak will work together to obtain bids for resealing the parking structure. Banaszak noted that the new sealant should last up to five years.

Motion by DeShano, supported by Spencer to obtain bids to re-caulk necessary areas of the Jennison parking deck to prevent further leaks. Motion unanimously approved.

DMB UPDATE

Bales distributed a document highlighting marketing and business updates. She noted that the seventh annual Apps & Ales event is scheduled for June 7. Fifteen eateries and pubs are participating and there will be 1,125 tickets available for sale.

The DMB has approved having a 2017 summer intern, Taylor Fisher, from late May to early August. She will be assisting with marketing activities, events and social media.

Bales reported that Downtown will be a sponsor of Sunday evening's Masterpiece program in WCMU Public Television. Two 15 second spots will run each Sunday, April - September.

OTHER

Banaszak asked Finn to look into the removal of the traffic light at the intersection of Washington and Sixth Street, noting that there is no need for it. King reported that the City is currently working with a traffic consultant to determine the necessity of several lights throughout the Downtown district.

Finn reported that the milling and resurfacing of the alley within the 900 block between Washington Avenue and Saginaw Street is expected to take place in June. He reminded the Board that all of the property owners agreed to pay for their portion of the repair, and the DDA will pay for the portion of the alley along the DDA managed parking lot.

ADJOURN

With no further business to come before the Downtown Development Authority, meeting adjourned at 8:33 am.

Respectfully Submitted,

Candace Bales
Executive Director