

**Approved  
Downtown Development Authority  
Regular Meeting Minutes  
Wednesday, May 10, 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	Art Dore
Terry Spencer	Joe Wespiser	Mike Bacigalupo
Bob Sarow	Don Carlyon	Ashley Anderson
Trevor Keyes		

Absences: Mayor Kathi Newsham, Jenifer Acosta, Jeff Cederstrom and Tim Banaszak

Also present: Rick Finn, City of Bay City Manager  
Steve King, City Community Development Manager  
Candace Bales, Executive Director  
Suzanne Maxwell, Administrative Assistant  
Taylor Fisher, DMB/DDA Intern

A quorum of DDA Board of Directors was present.

**PUBLIC INPUT**

None.

**DMB/DDA INTERN INTRODUCTION**

Taylor Fisher was introduced as the DMB/DDA summer intern. She will be assisting with marketing activities, events and social media from late May to early August.

**EXCUSED ABSENCES**

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

**2017/2018 DDA BUDGETS**

Bales presented the 2017/2018 DDA budget worksheets for review and approval. She noted that the tax assessment revenue for both the DDA and DMB has been reduced based on downtown property values. Finn noted that the City budget review process will take place at the end of the

month and requested any revisions to the DDA budgets are submitted soon. Motion by DeShano, supported by Anderson to approve the 2017-2018 DDA budgets. 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 2017 1st quarter payments from the 74th District Court for delinquent parking tickets totaled \$1,758, resulting in a total of \$32,990 collected since the program began in 2010.

Finn requested that the Parking Subcommittee meet to discuss the progress of Phase 1, free employee parking for low income and part time Downtown employees currently offered in the Washington and Sixth parking lot. He added that he would like to discuss the possibility of moving to Phase 2, which involves stricter enforcement of employees parking on street.

### **WENONAH PARK MASTER PLAN UPDATE**

Chairperson Green reported that the Wenonah Park subcommittee met May 5th. The goal of the group is to make recommendations to the DDA regarding renovations of Wenonah Park.

Bales reported that she sent a Request for Proposal for Professional Services to six architectural firms provided by city purchasing, and received a response from one firm, William H. Kibbe & Associates. Copies of the proposal were distributed to the Board. The proposal included a list of projects, scope of work, timeline and compensation. Green noted that the cost of all services per the proposal will not exceed \$212,000.

Motion by Anderson, supported by Spencer to accept the William A. Kibbe & Associates proposal for professional services. Motion approved. Dore and Sarow abstained.

Wespiser suggested a proactive effort on social media to share facts about the upcoming Wenonah Park renovations.

### **LAND IMPROVEMENTS**

Bales reminded the Board 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. The City and the DDA will each contribute \$20,000 to bring the funds to \$86,000 for streetscape improvements.

Bales noted that there is basically one block involved in the Landmark TIF district that is in need of repairs. It includes the sidewalk on both sides, and the northeast and northwest corners of Center and Washington Avenues. The Board discussed street light replacement, brick repair, tree grates repairs, etc. It was noted that the repairs done in the Landmark TIF district could serve as a pilot program for improving other blocks along Washington Avenue in the future. Finn reported that Steve King will work on this project with Bales going forward.

### **JENNISON PARKING STRUCTURE**

Bales reported that she and Banaszak recently met with members of the Jennison Condominium Association on-site to review the parking structure. It was determined that there is some water

leakage problems and areas that need to be resealed. Bales recently submitted a request for proposal to three companies for re-caulking and waterproofing the structure. The goal is to review the structure on-site with any interested companies the week of May 15.

### **DOWNTOWN BICYCLE RACKS**

Bales reminded the group of the discussion with Rod Hildebrant regarding the placement of additional bicycle racks near the Times Lofts and City Market. She reported that Ponder Industrial provided quotes based on the number of units produced, and suggested that a total of 15 racks be purchased. The DDA will pay for 10 racks for a total cost of \$5,725 and Hildebrant will pay for 5 racks for a total cost of \$1,925. Bales noted that the 10 racks purchased by the DDA will be placed throughout the Downtown district. Motion by DeShano, supported by Dore to approve the purchase of 10 bicycle racks. 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.

Bales reported that free Tuesday movies and Wednesday entertainment in Wenonah Park are now scheduled, along with Friday at the Falls. The DMB will again this year produce and distribute a special printed table-top piece containing all the summer event details.

Downtown will help celebrate the 20th Anniversary of the Delta College Planetarium. Delta will have an family-friendly, activity filled Open House at the Planetarium on May 13. Many downtown businesses are helping celebrate with a variety of special promotions and activities the week leading up to the Open House.

Bales reported that a new business, Neverland Boutique, is now open at 521 Washington Avenue. And Brewtopia Coffee is in the process of moving from 810 Saginaw Street to the new City Market, which is scheduled to open mid-June.

### **OTHER**

Bales reported that the annual Michigan Downtown Association Conference will be held at the Masonic Temple in Bay City, October 19-20, 2017. She asked the Board for approval of a \$500 sponsorship. Motion by Wespiser, supported by Bacigalupo to approve a \$500 sponsorship. Motion unanimously approved.

### **ADJOURN**

With no further business to come before the Downtown Development Authority, meeting adjourned at 8:35 am.

Respectfully Submitted,

Candace Bales  
Executive Director