

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, June 14, 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	Mike Bacigalupo	Tim Banaszak
Bob Sarow	Don Carlyon	Mayor Kathi Newsham
Trevor Keyes	Jenifer Acosta	Ashley Anderson

Absences: Jeff Cederstrom and Joe Wespiser

Also present: Steve King, City Community Development Director
Ann Yandall, Jennison Condominium Association
Ed Langenburg, Jennison Condominium Association
Candace Bales, Executive Director
Suzanne Maxwell, Administrative Assistant
Taylor Fisher, DMB/DDA Intern

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

Ann Yandall, Jennison Condominium Association, asked the Board who is responsible for City sidewalk maintenance. Bales noted that the City is responsible for the cement sidewalks and the DDA is responsible for the brick inlay.

Ed Langenburg, Jennison Condominium Association, stated that he observes large groups of minors loitering in Wenonah Park and asked for assistance in preventing this from happening. Mayor Newsham stated that the Bay City Public Safety Department is aware of the problem and is working toward a solution. She added that she will notify Chief Michael Cecchini personally.

EXCUSED ABSENCES

Chairperson Green reported that Cederstrom and Wespiser 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 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 each Director's packet for review.

Bales reported that a survey was sent by email to 145 merchants regarding Downtown parking. Thirty responses were received and the information will be presented to the Parking Subcommittee. They will review the responses to help with their recommendations to the DDA Board about managing parking going forward. The Subcommittee had developed additional steps if the current management structure was not effective. Phase 2 includes more specific parameters for parking. It was noted that the DDA continues to provide free permit parking in a portion of the Sixth and Washington lot.

WENONAH PARK MASTER PLAN UPDATE

Bales reported that Don Haeger, William A. Kibbe & Assoc., informed her that a survey of Wenonah Park is required to properly plan the park upgrades. The cost is in addition to the approved proposal and is \$4,000. Motion by DeShano, supported by Anderson to approve the expenditure of \$4,000 for the survey. Motion unanimously approved.

Bacigalupo reported that plans for the Wenonah Park band shell upgrades are progressing, as well as the plan to add more toilets to the restrooms in the pavilion's ancillary building. He added that Kibbe & Assoc. is working with Shoron Cooper, Superintendent of the Bay City Wastewater Treatment, regarding the area over the basin in the plaza. A survey of the area is expected to be completed by June 21.

Chairperson Green reminded the Board of the Chambers' Regional Business After Hours scheduled for June 21 at Wenonah Park. Bacigalupo state that he hopes to have renderings of the pavilion and ancillary building on display during the event.

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. Bales noted that former City Manager Rick Finn previously suggested that the city and the DDA 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 in need of repairs. It includes the streetscape on both sides of the street, 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. Bales stated that she will be working with Steve King and Bill Bohlen on the project.

Bales reported that she is working with Darwin Baranski, City Parks Manager, to replace the existing tree grates in the Delta College Planetarium block, which are falling apart. The new grates will be the same style that is currently throughout the district. Costs will be provided in the near future to the Board for further discussion.

JENNISON PARKING STRUCTURE

Bales reported that she and Banaszak recently met with members of the Jennison Condominium Association to conduct an on-site review of the parking structure. Banaszak noted it was determined that there are some water leakage problems and areas that need to be resealed. Banaszak reported that he and Bales will meet potential suppliers on June 15 to walk through the structure to provide details to assist with project quotes.

Ann Yandall expressed concern for heavy vehicles parking on the Jennison deck. She requested more load limit signs placed at the entrance. King stated that he will speak with the Bay City Public Works Department about additional signage.

DMB UPDATE

Bales distributed a document highlighting marketing and business updates. She noted that the seventh annual Apps & Ales event took place June 7. Fifteen eateries and pubs participated in the event, which has had increasing attendance each year.

Bales reported that free Tuesday movies and Wednesday lunchtime and evening entertainment in Wenonah Park are now scheduled, along with Friday at the Falls. She distributed a special 4-panel, table-top piece containing all the summer event details to the Board. She noted these are distributed to downtown restaurants and businesses, plus also to regional hotels.

Bales reported that a new Downtown Bay City website is being designed by Cadmium Design. Progress to-date will be presented by representatives from Cadmium at the June 20, 2017, DMB meeting.

Bales reported that City Market recently opened and recorded 9,000 people through their doors during the first day. The Downtown Farmers Market has moved to Jefferson Avenue and will be open Tuesday and Thursdays.

OTHER

Bales reminded the Board that the Annual Michigan Downtown Association Conference will be at the Scottish Rite, October 18-19, 2017. Discussion in underway for the City Market to provide food and refreshments. Mayor Newsham is scheduled to speak at the conference.

Bales reminded the Board that the July DDA meeting is typically canceled each year. Motion by Spencer, supported by DeShano to cancel the 2017 July DDA meeting, subject to the Chairperson's ability to reinstate if necessary. 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