

**Approved  
Downtown Development Authority  
Regular Meeting Minutes  
Wednesday, August 9, 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     |
| Joe Wespiser  |                   |                     |

Absences: Jeff Cederstrom

Also present: Steve King, City Community Development Director  
Lynn Stamiris, City Commissioner  
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.

**EXCUSED ABSENCES**

Chairperson Green reported that Cederstrom requested an excused absence. Motion by Banaszak, 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 Bacigalupo 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 reminded the Board of the free employee parking in the Washington and Sixth lot as part of Phase 1 developed by the Parking Subcommittee. She noted that City Manager Dana Muscott has expressed interest in leading the subcommittee. The subcommittee will be discussing the status of Phase 1 and looking at the options involved in Phase 2, which includes more specific parameters for parking.

Bales reported that she had submitted an application to Chemical Bank Care Day for the project of their volunteers repainting the cement planters around the perimeter of the Washington and Sixth parking lot. The project has been selected and the work will be done Monday, October 9.

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

Don Haeger, William A. Kibbe & Assoc., presented the updated renderings of the Wenonah Park improvement project. The project was presented in three phases. Phase 1 included renderings of the Pavilion, and Haeger noted that the structure is 13' high and 50 x 100' in size, and will have a metal roof. He noted that there are two small performance areas at the east and west ends of the structure.

Phase 2 included renderings of the Ancillary building, which includes a warming area, women's and men's restrooms, skate rental, concessions, and storage. He noted that based on Board request, additional toilets were added to both restrooms. He added that the building is maintenance friendly and vandal proof.

Phase 3 included renderings of the renovations of the band shell. Haeger noted that the dome over the stage will be made of metal and will be 40' tall at its highest point. Haeger reported that he will next finalize drawings for the bid process.

Motion by Spencer, supported by DeShano to authorize Don Haeger of William A. Kibbe & Associates to move forward with plans as presented subject to review and approval of final design plan. Motion approved. Bacigalupo abstained.

Bacigalupo reported that the first \$100,000 of the pavilion/auxiliary building endowment funds were recently deposited with the Bay Area Community Foundation.

### **JENNISON PARKING STRUCTURE**

Bales reminded the Board that she and Banaszak recently met with members of the Jennison Condominium Association to conduct an on-site review of the parking structure. Banaszak reported that three bids to perform repair and maintenance on the structure were received.

Banaszak recommended review and approval of the bid provided by BNE Services, based on their low bid and that they performed repairs on the structure in the past. The total cost for the DDA is \$23,308 and includes standard repair and re-sealing, as well as the removal and replacement of a concrete beam at the entrance to the condominium. The Jennison Condominium Association would be responsible for work required in their parking area at a cost of \$5,650, bringing the total to \$28,958.00. Bales noted that the Association is aware of the need for an expenditure toward repair and maintenance and expects they will approve the amount.

Motion by Spencer, supported by Bacigalupo to approve repairs to the Jennison parking structure by BNE Services, subject to approval of the Jennison Condominium Association agreeing to share the cost as reported. Motion approved.

**DMB UPDATE**

Bales distributed a document highlighting marketing and business updates. She noted there are new businesses working on their preparing their locations: Leigh Artistry, 806 Saginaw Street; the owner of Populace Coffee is opening a coffee shop (name to come), 810 Saginaw Street; and Bar-Fly Pub & Grub, 208 Center.

She directed the group to review the entire document at their earliest convenience.

**OTHER**

The Board discussed the recent vandalism occurring in Wenonah Park. Bales distributed photos of the damage. Mayor Newsham suggested submitting the photographs to the Bay City Times to increase public awareness. The Mayor added that cameras will be installed by the city in the park in the near future.

Bales reported that she has been discussing the problem with vandalism and loitering in and around Wenonah Park and the Third Street Waterfall Park with Bay City Public Safety Director Michael Cecchini. Cecchini has since assigned additional Public Safety officers to patrol the park and the Downtown district. Bacigalupo noted a positive impact with their presence at events in the park.

Chairperson Green left the meeting at 8:45 am.

Bales reminded the Board that the Annual Michigan Downtown Association Conference will be held in Bay City at the Scottish Rite, October 18-19, 2017. She noted that Mayor Newsham will be welcoming the group and Acosta is a scheduled speaker at the conference.

**ADJOURN**

With no further business to come before the Downtown Development Authority, meeting adjourned at 9:06 am.

Respectfully Submitted,

Candace Bales  
Executive Director