

**Approved  
Downtown Development Authority  
Regular Meeting Minutes  
Wednesday, September 13, 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
Jeff Cederstrom	Mike Bacigalupo	Tim Banaszak
Bob Sarow	Don Carlyon	Trevor Keyes

Absences: Jenifer Acosta, Ashley Anderson, Joe Wespiser and Mayor Kathi Newsham

Also present: Steve King, City Community Development Director  
Candace Bales, Executive Director  
Suzanne Maxwell, Administrative Assistant  
Emily England, Saginaw Valley State University

A quorum of DDA Board of Directors was present.

**PUBLIC INPUT**

None.

**EXCUSED ABSENCES**

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

**DDA DIRECTOR VACANCIES**

Bales reported four DDA Director vacancies, with applications due October 6, 2017. She suggested that in addition of supplying their applications, Directors with expiring terms contact the mayor if they would like to remain on the board.

**PARKING UPDATE**

Maxwell stated that monthly parking reports and fiscal year-to-date parking reports are included in each Director's packet for review. She reported that 2017 second quarter collections of delinquent Notices of Parking Violations totaled \$1,642, with a grand total collected of \$34,450.

Bales reminded the Board of the free employee parking in the Washington and Sixth lot as part of Phase 1 of the plan developed by the Parking Subcommittee. She noted that City Manager

Dana Muscott will be leading the subcommittee going forward and will be having a meeting in the near future to discuss the status of Phase 1 and look at options involved in Phase 2, which includes more specific parameters for parking.

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

Bales reported that construction bids for the Wenonah Park improvements are due September 27, 2017, and will be opened the same day at Commerce One, 3:00 pm. A walk through of the park for interested bidders will take place September 19, 2017. Bacigalupo noted that the goal is to begin the construction as soon as possible.

Sarow asked if the underground basin in Wenonah Park will be repaired prior to the construction of the pavilion. King reported that the City Wastewater Department made the decision to postpone the work until the Pavilion and Bandshell project is complete. The work will be in conjunction with the streetscape update along Water Street, which will save time and money.

### **JENNISON PARKING STRUCTURE**

Bales reminded the Board of their approval of moving forward with the required repairs to the Jennison parking structure. She reported that BNE Services is currently working on the structure. Banaszak noted that he will be inspecting the repairs.

### **DMB UPDATE**

Bales distributed a document highlighting marketing and business updates. She reported that Wine Walk takes place Thursday, September 21, with 16 participating businesses. Bales reported that Fall Restaurant Week is scheduled for October 15-19, with offerings of buy one, get one half off.

Bales reported that Leigh Artistry has moved into 806 Saginaw St. Populace Coffee owner Andrew Heppner is returning to 810 Saginaw Street with a new coffee shop in September. City Market will welcome Brooklyn Boyz Pizza October 1, 2017.

### **OTHER**

Bales reminded the Board of the recent discussion of vandalism and loitering in and around Wenonah Park. Bay City Public Safety Director Michael Cecchini assigned additional Public Safety officers to patrol the area and has reported they have already noted a reduction in problems. Bales added that she will share a report from Cecchini in the near future. King added that a surveillance camera will be in Wenonah Park next year. Green requested an update of the vandalism repair at the October DDA meeting.

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. Plus, there will be an after hours reception for attendees at Tavern 101, October 18, 5-7 pm.

Sarow requested a copy of the meeting topics. Bales stated that she will send a list to all DDA Directors and requested RSVP's from those who wish to attend the sessions.

**ADJOURN**

With no further business to come before the Downtown Development Authority, meeting adjourned at 8:00 am.

Respectfully Submitted,

Candace Bales  
Executive Director