

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, November 18, 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	Joe Wespiser
Jeff Cederstrom	Mike Bacigalupo	Tim Banaszak
Don Carlyon	Trevor Keyes	Art Dore
Ashley Anderson	Jenifer Acosta	

Absences: Mayor Kathi Newsham, Bob Sarow

Also present: Steve King, City Community Development Director
Candace Bales, Executive Director
Suzanne Maxwell, Administrative Assistant

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

King reminded the Board that Fred Herter, Herter Music Center, attended the October meeting requesting the loading zone parking space on Fifth Street in front of his business's garage door be striped. Herter reported that many times, especially in the evening when their truck returns from delivering, a vehicle is parked there preventing them from unloading. King reported that it will be striped as a loading zone, emphasizing that it will no longer be available as a parking space.

EXCUSED ABSENCES

Chairperson Green reported there were no excused absences.

ORGANIZATION

Chairperson Green presented Consent Agenda items 1 through 5 under Organization and asked the Board if any items needed to be removed for further discussion. Motion by Banaszak, supported by Anderson to approve the consent agenda. Motion unanimously approved.

APPOINTMENTS TO DDA BOARD OF DIRECTORS

Bales noted that Mayor Newsham had notified her of recent DDA appointments. The Mayor reappointed Directors Carlyon and Deshano. New appointees are Terry Spencer and Dan Dimitroff. Chairperson Green noted that terms for Sarow and Dore have expired. Green thanked Dore and Sarow for their service to the DDA.

PARKING UPDATE

Maxwell noted that monthly parking reports and fiscal year-to-date parking reports are included in the meeting packet. The 74th District Court collection report will be provided at the January 2018 DDA meeting.

Bales reminded the Board of the Bay County owned parking lot at the corner of Adams and Fifth, with the southwest corner being utilized by the DDA for permit and visitor parking. The contract for that arrangement is between the City and the County, and is set to expire. Bales reported that the County has been handling snow removal from the lot. King noted that moving forward, the City attorney recommends that the DDA work directly with the County, with the City no longer being involved. DDA Attorney Chuck Hewitt will work with the City attorney regarding a new contract.

Bales noted that the DDA may be responsible for future snow removal costs in that lot. Wespiser suggested asking the County if costs can be shared.

WENONAH PARK MASTER PLAN UPDATE

Green reminded the Board of the special meeting held October 31, 2017 regarding Wenonah Park renovations. The Board approved the motion to immediately utilize the total combined funds of the DDA and State Theatre available in the amount of \$2,400,000 for construction of the pavilion and ancillary building and removal of the berm in front of the Band Shell, with excess funds to be earmarked for Band Shell improvements in the fall of 2018.

The DDA and State Theatre will work together to seek additional grant funds. It was noted that fundraising and grant opportunities to raise money would be easier when the public sees progress taking place through the construction at the Park.

Green recommended a Construction Sub-Committee be formed to oversee the Wenonah Park project and include: DeShano, Bacigalupo, Acosta, Banaszak, Wespiser, Bales and Green. They will meet each month after the regular DDA meeting. Information from Sub-Committee meetings will be shared in a timely manner with the DDA Board of Directors and King will share with the City Commission.

DOWNTOWN PUBLIC SAFETY

Bales reported that Public Safety Director Cecchini has reported inappropriate activities throughout the downtown area have reduced greatly since school started.

Green asked King for an update on the addition of security cameras in Wenonah Park. King noted that it is on the city's list for the next fiscal year and will be the responsibility of the Electric Department. Green requested signage in the park indicating the presence of surveillance cameras.

JENNISON PARKING STRUCTURE

Bales noted that the biennial inspection of the Jennison parking structure is scheduled for the week of November 13, 2017. She added that Jennison Condominium Association members have requested to be present during the inspection.

DMB UPDATE

Bales distributed a document highlighting marketing and business updates. She reported that the DMB partnered with Studio 23/The Arts Center for the third year of Treats-n-Treasures on October 28. Participating merchants reported approximately 300 children stopped by their stores for treats during the event.

Bales reported that planning is underway for Sundays in the City, November 26 - December 17. There will be holiday double feature movies at the State Theatre, free horse-drawn carriage rides, strolling carolers, plus the Festival of Wreaths and Sleigh of Gifts. Bales noted that WNEM will begin filming Sunday in the City commercials that will air starting November 26.

Bales noted that Gifted Hands and That One Store recently closed. Plus, the Sweet Boutique has reported they will close in the near future.

OTHER

Bales reminded the Board that the Annual Michigan Downtown Association Conference took place this year in Downtown Bay City, October 18-19, 2017. She reported receiving positive feedback from attendees. Acosta spoke to the group regarding ways to help guide developers and investors through redevelopment projects, and gave a walking tour of current redevelopment projects. Immediately following the seminar, an after-hours event was held at Tavern 101, sponsored by Acosta.

Green reminded the Board that due to the busy holiday season, the DDA typically cancels the December regular meeting. Motion by Bacigalupo, supported by Acosta to cancel the December regular DDA meeting. Motion unanimously approved.

ADJOURN

Motion to adjourn by Dore. With no further business to come before the Downtown Development Authority, meeting adjourned at 8: 15 am.

Respectfully Submitted,

Candace Bales
Executive Director