

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, January 10, 2018
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	Dan Dimitroff	Terry Spencer
Ashley Anderson	Jenifer Acosta	

Absences: Mayor Kathi Newsham, Director Trevor Keyes, and City Neighborhood Services Manager Terry Moulane

Also present: Dennis Dinauer, Downtown Management Board
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 Mayor Newsham, City Representative Moulane and Director Keyes requested excused absences.

INTRODUCTION OF NEW BOARD MEMBERS

Chairperson Green introduced Dan Dimitroff and Terry Spencer as recently appointed DDBoard members. Bales noted that Terry Moulane, City of Bay City Neighborhood Services Manager, was recently appointed as the City Representative for the DDA, but was unable to attend today's meeting.

EXECUTIVE SESSION

Chairperson Green called for a motion to hold an executive session to discuss the resignation of the Executive Director Bales. Motion by Wespiser, supported by Bacigalupo, to hold an executive session. Motion approved. The session was also attended by Downtown Management Board Chairperson Dennis Dinauer. Bales and Maxwell were not present during the session.

The executive session ended at 7:55 a.m. The open meeting resumed with Bales and Maxwell in attendance. Chairperson Green noted that a motion by Banaszak, supported by Anderson, to accept the resignation of Director Bales was approved. Green thanked Bales for her years of service.

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 Anderson 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. She reported that 2017 third quarter collections of delinquent Notices of Parking Violations totaled \$770, with a grand total collected of \$35,220, since the collection process was started in 2010.

Bales reminded the Board that the GEM vehicle, used by the DDA Parking Ambassadors prior to the purchase of the Mitsubishi I Miev, is being stored in a facility owned by Jim Goodrow. Bales noted that the Mitsubishi is stored in the same facility. Goodrow provided a written proposal to acquire the GEM in exchange for two months of free storage (\$450.00 value) of the Mitsubishi. Motion by Banaszak, supported by Bacigalupo to accept Goodrow's proposal. Motion unanimously approved.

WENONAH PARK MASTER PLAN UPDATE

Green reminded the Board that DeShano, Bacigalupo, Acosta, Banaszak, Wespiser, Bales and Green recently formed a Construction Sub-Committee to oversee the Wenonah Park project. The Sub-Committee is scheduled to meet each month after the regular DDA meeting. Notes from meetings held November 8, 2017 and December 13, 2017, were distributed to the Board for review. Bales noted that the information will be shared with the City as well.

Bacigalupo noted that he will be seeking grants for the funding of the band shell on behalf of the DDA.

JENNISON PARKING STRUCTURE

Bales noted that the biennial inspection of the Jennison parking structure took place November 14, 2017. A copy of the report was distributed to the Board for their review. Banaszak stated that the report noted there were standard settling and deterioration, but was overall a positive report. Bacigalupo asked if the signage for weight limit has been addressed. Bales stated that the City approved of the signs currently in place and no further action is required.

DMB UPDATE

Bales distributed a document highlighting marketing and business updates. She noted that a letter of thanks will be sent to Sally and Dave Clements for the donation and installation of the Christmas tree in Wenonah Park and the tree lights at the corners of Center and Washington.

Bales noted that Downtown Bay City will again be partnering with the Special Olympics Michigan Polar Bear Plunge at the Dow Family Y on Saturday, February 24. The Polar Bear Chili Cook-Off will take place that day with approximately 10 businesses participating.

Bales reported that Coyer Candle Company will open at 112 Third Street on February 1, 2018. She noted that Black Pearl Rok Grille & Rum Bar, 1019 N. Water St., recently closed. The building is for sale by owner.

OTHER

Acosta reported that she is working with the City and the Michigan Department of Transportation to re-route M-25 to alter the flow of traffic down Washington and Center to help increase retail traffic in Downtown Bay City. She noted she will present the proposal at the February DDA meeting.

Anderson reported that she sold Sunrise Pedal Trolley to Frankenmuth Pedal Trolley. She added that the trolleys will remain in Bay City.

ADJOURN

Motion to adjourn by DeShano. With no further business to come before the Downtown Development Authority, meeting adjourned at 8: 25 am.

Respectfully Submitted,



Candace Bales
Executive Director