

**Approved
Downtown Development Authority
Regular Meeting Minutes
Wednesday, March 14, 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	Trevor Keyes
Jeff Cederstrom	Mike Bacigalupo	Tim Banaszak
Don Carlyon	Dan Dimitroff	Terry Spencer
Kathy Newsham	Jenifer Acosta	

Absences: Anderson and Wespiser

Also present: Terry Moulthane, City Representative
Suzanne Maxwell, Interim Executive Director

A quorum of DDA Board of Directors was present.

PUBLIC INPUT

None.

EXCUSED ABSENCES

Chairperson Green reported that Anderson requested an excused absence. Motion by Spencer, supported by Banaszak to approve absences. Motion unanimously approved.

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.

DDA/DMB ADMINISTRATIVE SERVICES AGREEMENT

Chairperson Green reminded the Board of the presentation of the DDA/DMB Agreement for Administrative Services: July 1, 2018 - June 30, 2023, review and approval at the February meeting. The agreement outlines the administrative services provided to the Downtown Development Authority by the Downtown Management Board. The services are provided in exchange for a portion of DDA tax assessment revenue generated annually. Chairperson Green requested that the item was tabled to gather additional information.

Chairperson Green added that he is discussing the agreement with George Martini, City of Bay City Fiscal Services Director and Dennis Dinauer, DMB Chairperson and requested a motion to table the discussion. Motion by Banaszak, supported by Keyes to table the discussion pending clarification of the agreement. Motion unanimously approved.

EXECUTIVE DIRECTOR POSITION

Chairperson Green reported that the Executive Director Search Committee has met twice and has been discussing the job description, salary range, posting locations, and the interview format. The Committee is scheduled to meet again Wednesday, March 21.

PARKING UPDATE

Maxwell stated that monthly parking reports and fiscal year-to-date parking reports are included in each Director's packet for review. The 74th District Court quarterly report will be presented in April.

GENERAL BUSINESS

Banazsak reminded the Board of an invitation from the County for DDA to bid for the use of designated parking spaces in the Adams and Fifth parking lot, due February 23, 2018. It is a 20 year contract, renewable every five years and includes snow removal, landscaping, lighting and minor lot repair and maintenance. The minimum amount that can be bid per the bid specification is \$5,000 per year.

Maxwell added that a response was prepared, including a list of qualifications along with a bid price of \$5,001 per year for five years. The bid was accepted.

WENONAH PARK MASTER PLAN UPDATE

Green reminded the Board that DeShano, Bacigalupo, Acosta, Banaszak, Wespiser, Bales, and Green are part of a Construction Sub-Committee to oversee the construction of the Wenonah Park project. The Sub-Committee is scheduled to meet each month after the regular DDA meeting.

Bacigalupo reported that the metal roof of the accessory building is scheduled to be installed March 15. He added that the support posts and trusses are in place on the pavilion and the metal roof will be installed in the near future. The completion date for both structures is May 30, 2018.

DMB UPDATE

Maxwell distributed a document highlighting marketing and business updates. She reported that Welcome Spring, April 20-21, has a record breaking 51 participating businesses. The event is being heavily promoted via social media, permission based email marketing and in stores. Extra incentives are being offered to bring traffic downtown during the event.

Maxwell reported that an Apps & Ales planning meeting is scheduled for March 21. Details of the event will be discussed, as well as ideas for Restaurant Week and the possibility of holding a chili cook off in the fall.

Maxwell reported that the new Downtown Bay City website will feature a form for merchants to submit information for an event taking place within the district. Parameters have been set and submissions will require approval prior to posting.

OTHER


Maxwell reported that she has been working with Cadmium Design to add a page to the new Downtown Bay City website featuring available commercial and residential properties. She is also working with Keyes, DeShano, Acosta and Dimitroff to prepare the information for the website.

Chairperson Green reported that Maxwell is seeking clerical assistance and has interviewed Betsy Kolm and is confident that she is able to perform all assigned duties. Green noted that he is seeking DDA Board approval for the hiring of Ms. Kolm. Motion by Banaszak, supported by DeShano to hire Kolm. Motion passed with Bacigalupo abstaining.

ADJOURN

Motion to adjourn by DeShano. With no further business to come before the Downtown Development Authority, meeting adjourned at 8: 20 am.

Respectfully Submitted,


Suzanne Maxwell
Interim Executive Director