

**Approved**  
**Downtown Development Authority**  
**Regular Meeting Minutes**  
**Wednesday, February 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	Joe Wespiser
Jeff Cederstrom	Mike Bacigalupo	Tim Banaszak
Don Carlyon	Dan Dimitroff	Terry Spencer
Ashley Anderson	Trevor Keyes	

Absences: Mayor Kathi Newsham, Director Jenifer Acosta

Also present: Terry Moulane, City Representative  
Candace Bales, Executive Director  
Suzanne Maxwell, Administrative Assistant

A quorum of DDA Board of Directors was present.

**PUBLIC INPUT**

Chairperson Green shared correspondence between Andrew Rogers, the DDA and City of Bay City regarding construction taking place at The Legacy at Center and Washington. He expressed concern over providing free parking in the Washington and Sixth parking lot for the contractors. Green stated that in support of Downtown development, it has been tradition to provide no cost parking solutions for contractors. Bales noted that solutions for providing off street parking for construction projects help keep customer/visitor parking available.

Rogers also expressed concern that the sidewalks on Center and Washington Avenues are blocked off around The Legacy project, which results in pedestrians walking in the street. Green stated that he has communicated the concern to Spence Brothers Construction, and noted that the issue should be addressed to the City, not the DDA. Maxwell noted that she has communicated with Roberta Spencer, Executive Assistant to the City Manager, regarding Roger's concerns.

Chairperson Green recommended that no action to address the concerns is taken. Motion by Keyes, supported by DeShano to take no action regarding the concerns of Mr. Rogers. Motion unanimously approved.

**EXCUSED ABSENCES**

Chairperson Green reported that Mayor Newsham, and Director Acosta requested excused absences. Motion by Spencer, supported by Anderson 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.

## **2018/2019 DDA BUDGETS**

Maxwell reported that she and Bales met with City of Bay City Staff Accountant Andrea Szymanski to begin the process of preparing the 2018-2019 DDA Budgets. When tax assessment revenue amounts are received, the completed worksheets will be presented to the Board for review and approval in the near future. The DDA budgets will then be presented to the City Commission.

## **DDA/DMB ADMINISTRATIVE SERVICES AGREEMENT**

Bales presented a DDA/DMB Agreement for Administrative Services: July 1, 2018 - June 30, 2023, document to the Board for review and approval. She explained that the City Accounting Department is requesting the document for their records. 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 stated that the Board needs more time to review the document. Motion by Spencer, supported by Keyes to revisit the subject at the March DDA meeting. Motion unanimously approved.

## **EXECUTIVE SESSION**

Chairperson Green called for a motion to hold an executive session. Motion by Bacigalupo, supported by Spencer. 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.

## **EXECUTIVE DIRECTOR POSITION**

Chairperson Green stated that following Director Bales' retirement, Suzanne Maxwell has been asked to assume the position of Interim Executive Director. Motion by Keyes, supported by Spencer to approve the appointment of Maxwell as Interim Executive Director. Motion unanimously approved.

Chairperson Green reported that the DDA/DMB Executive Director search committee will hold its first meeting Wednesday, February 21, 2017 at 8 am.

## **PARKING UPDATE**

Maxwell stated that monthly parking reports and fiscal year-to-date parking reports are included in each Director's packet for review. It was also noted that snow removal in the DDA managed parking lots, and street corners throughout the district has been satisfactory, with no complaints received by staff.

## **GENERAL BUSINESS**

Maxwell reported the lease agreement between the City of Bay City and Bay County for the westernmost portion of the parking lot at Adams and Fifth Street expired in 2016. The DDA currently manages visitor and permit parking in the lot. She noted the DDA received an invitation from the County for bid for the use of designated parking spaces, 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 has been prepared, including a list of qualifications. The dollar amount has not been included, and suggested a subcommittee is formed to determine the amount. Bacigalupo suggested that since the bid is due soon, the Wenonah Park Subcommittee, scheduled to meet immediately after the regular meeting, serve as the subcommittee to discuss the Bay County parking lot bid.

Based on the timing requirements of the bid, motion by Anderson, supported by Bacigalupo to support the subcommittee to determine the bid amount to be submitted by the DDA for the lease of the designated Adams and Fifth parking lot spaces, subject to concurrence of Chairperson Green. Motion unanimously approved.

## **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 roof of the accessory building is scheduled for installation no later than February 23.

Bacigalupo noted that due to its 501(c)(3) status, the State Theatre will be applying for grants that require that status for the band shell improvements.

## **DMB UPDATE**

Bales distributed a document highlighting marketing and business updates. She noted that the Davidson Building was recently purchased by the Hildebrant family. Per a recent article on Mlive, current plans involve keeping storefronts on the ground floor with offices above.

Bales reported that Bay City was recently named one of "9 Cities in Michigan That Gave Off Charming Small Town Vibes" by the online Facebook page, Only in Michigan.

The group was directed to review the document in its entirety at their convenience.

## **OTHER**

The Board presented Bales with a token of appreciation for her 15 years of service to the Downtown Development Authority. Chairperson Green thanked her for service and dedication to Downtown Bay City.

**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