



Unapproved  
June 18th, 2024 9:30 AM  
816 Washington Ave. Bay City, MI 48708

The regular meeting of the Downtown Development Authority was called to order at 9:38 AM by Jean Ann DeShano.

In attendance:

Don Carlyon (phone)  
Jean Ann DeShano  
Jeff Staudacher  
Sam Fitzpatrick  
John Neeb  
Dan Dimitroff  
Jesse Kendall (phone)

Excused:

Trevor Keyes

Absent:

Kathi Newsham  
Dana Muscott  
Terry Moulane  
Nick Schwall  
Sheila Turbett  
Jamie Ralph

Agenda:

**-Grate Cage and electrical removal around downtown trees:**

Sam reports that all grates that we have wanted removed have been removed and there are nine cages around trees left to get. These should be done by June 26th Laura has informed us.

Once all of the cages have been remove, we will be able to move forward with removing the old electrical boxes around downtown. Clements quoted us @ \$100/pop to remove these. There are 120 trees with electrical boxes and 129 total electric boxes. It will cost around \$12,000 total to have them all removed.

It was decided that there should be made an inventory made of electrical boxes that should be prioritized to be removed and incorporated into the price of the trees. Jeff would like for this to come out of the Water Street TIF and now the general budget.

**-Brickwork:**

Sam reports that Troy Carb's proposal is what we decided to go with regarding the stretch of bricks between Center and Sixth on the east side of Saginaw Street.

Troy would like to order pallets, might take a week or two to get them once ordered, also unsure of how many bricks could be reused from the existing bricks in the sidewalk. We will not know which ones are reuseable until they are examined.

It is agreed that brick is favored over stamped concrete.

Jeff thinks the bricks should be taken care of from the Water Street TIF.

Sam presented the emergency brickwork Troy did the previous week in front of Little House and Beatles and Beans as a demonstration of his work.

John asked about what the concrete would cost. We do not have a quote for concrete work.

Motion proposed to accept Troy's proposal for Saginaw Street. John motioned and asked for ratification at the next full DDA/DMB meeting and moves to accept the proposal.

The present board unanimously approved the motion. Motion passes.

**-Payroll/Payroll account + vote:**

Sam reports that the direct deposit with First State Bank will begin anytime between late June and early July. The reason being is that the bank is currently undergoing a major upgrade to their banking system and wants to care for their existing clients first before starting on new ones—in which the DDA is new.

In the meantime, this means we will be paying Sam and the parking ambassadors out of the checkbook we use through Great Lakes Federal Credit Union. Sam reports that there are enough checks to pay everyone for the next few weeks. There is enough cash to cover this Jean Ann confirms.

Sam reports that Amanda from Bellon Co. has Sam's payroll information as it is salaried and any confusion between George Martini, the DDA, and Bellon Co. with our payroll has been cleared up. Bellon Co. will also take care of our payroll taxes. In July direct deposit will start for Sam and the parking ambassadors.

Sam thanks John for supplying the timesheets used for the parking ambassadors' hours for payroll.

John adds that starting in July of 2024, the direct deposit payroll will be on Fridays. We will be doing payrolls on Thursdays so we are in-line with the City of Bay City's pay dates in order for George Martini to transfer money to First State Bank.

Jean Ann proposed a vote stating all members are aware of the account at First State Bank and this will be a payroll-only account. No checks, money can be withdrawn and it is only a direct deposit from the City of Bay City to the bank and from the bank to the employees.

Sam adds that the meeting minutes from the previous DDA/DMB meeting about this have been sent to Julie at First State Bank. As of the date for this meeting we have not yet heard back from Julie. Sam plans to reach out to her again to confirm this.

Jeff supports the motion and the board unanimously approved it. .

**-Attic cleaning at the former office:**

Sam reports that the cleaning and organizing of the attic at the former office at 901 Saginaw Street has commenced. The DDA and DMB organized piles into “keep” and “throw-away” piles for Two Men and a Truck to move out of the building planned for 6/21/2024. Howie from Americana was able to remove a few items for his store.

Thursday morning Sam and Kellie are going to prep a box for documents that will need to be shredded.

Jean Ann adds that paperwork from the 1970s all the way up until now are in the attic from financials to meeting minutes. John suggests we do not shred any meeting minutes and to always keep them.

Dan adds that the meeting minutes are also not archived. He suggests we digitize them.

Jeff suggests we see about having an intern go through them for the DDA at somepoint.

**-Parking + Undercover Officers:**

Sam reports that things are going well with parking enforcement and the parking ambassadors we have were also a major help with the move between offices. Parking was not enforced during this time as the ambassadors were busy and there was no computer or internet to access IPS to process tickets during the move. The previous Wednesday the ambassadors went back to enforcing parking and have been excellent communicators with Sam regarding any questions or issues.

Sam is looking to change our address in the IPS system—he has a ticket in to fix this and will be calling them back to try and get a hold of someone. In the meantime, the ambassadors are typing a note on the tickets to please pay them at our new address at 816 Washington.

Sam updates that there are a total of six undercover officers that park around the area of Fourth and Washington for the federal courthouse. The DDA keeps a list of these and does not ticket them. They asked Sam and Kellie if we would be able to designate

parking just for them as they have had issues with the public while transferring prisoners between tier vehicles parked outside and the courthouse. Kellie and Sam directed them to Josh Zimmerman at the City of Bay City regarding that question.

Jeff reports that a parking sign had been tipped over in the Jennison lot. This sign is the easternmost sign in the lot. He added that there was security camera footage of the sign being knocked over during the night that had been sent to the police dept., he is unsure if anything will come out of it. A few residents of the Jennison Condos yelled at them during the act. Jeff would like to get a sign made warning the public that the parking lot is under surveillance.

Sam adds that this was the second sign to have been knocked over within the few weeks in the same parking lot. The sign is currently inside Sam's office and Josh Zimmerman of the city will be reinstalling it.

Jeff adds that the inspection was completed the previous Tuesday. A report on their findings should be presented to the DDA within the next 30 days. There are issues with leaking. The inspector suggests placing a coating over the leaks. There have been repair bills for cars parking in the garage. Concrete is falling from the ceiling. Once we have the inspection report back we will move forward from what they find.

.

**-Budget (Will be meeting with George Martini and will be sent out ahead of time):**

The DDA/DMB executive committee will be meeting with George Martini in the following week. The budget will be sent out ahead of time.

Jeff adds that we need to have the entire DDA approve the budget, not just the Executive Committee. Would like to see George Martini speak to the entire board and not just the committee.

Dan suggests to email the group about a special meeting for July despite the decision not to have one in July. May be an email to approve the budget if not an in-person email. Jean Ann will show Sam how to do this.

**-Secretary/Treasurer:**

- 1) Jeff Staudacher's Resignation

Jeff would like to resign and nominate John Neeb as the new Secretary/treasurer of the DDA. Dan motions to accept his resignation, asks if those in the room and over the phone want to nominate anyone else. Jean Ann supports. The board unanimously votes to accept Jeff's resignation. He will remain on the DDA as a board member.

## 2) Vote on new Treasurer

Jeff nominated John Neeb to take over as Secretary/Treasurer of the DDA. Jean Ann supports. No other nominations. The board unanimously votes for John Neeb as the new Secretary/treasurer.

### **Parking Committee Meeting:**

Jean Ann believes that the DDA can make decisions regarding parking going back to the agreement made between the DDA and the City of Bay City. She would like to set up a Parking Committee meeting to discuss the agreement.

John adds that the city seemed to agree with the way the DDA was handling parking.

Jean Ann adds the city would like for parking to go back to the city ordinance. The current parking agreement states that the DDA is the parking violation bureau. Jean Ann brought up there are different acts that the DDA can follow and we can make changes to parking that fall under the jurisdiction of the DDA. She would like to discuss with the city how we can do that. Do we want to/not want to?

The police dept. Now the attorneys want the DDA to write tickets for violations outside of parking. If so the parking ambassadors would have to go through an 8 week training program.

Dan asks for transparency between the parking committee and the full DDA board. Jean Ann agrees. Another goal the board decides is to make parking profitable.

Don Carlyon chimes in to include that his 100th birthday will be on Aug. 14th, and Aug. 24th at the Marriot Courtyard in Uptown there will be a ceremony and reception for his birthday between 1pm-4pm.

Meeting was adjourned at 10:31 AM by Don Carlyon.