



Approved
Downtown Development Authority & Downtown Management Board
Combined Meeting Minutes
Wednesday, October 6th, 7:30 AM City Office, 401 Center Ave. Bay City, MI 48708

The regular meeting of the Downtown Development Authority and Downtown Management Board was called to order at 7:30 AM by chairman DeShano and Vice Chair Welch. Those present were:

Jean Ann DeShano	Dan Dimitroff	Ashley Anderson
Mike Dore	Dave Dittenber	Trevor Keyes
Jeff Staudacher	John Neeb	Tara Welch
Avram Golden	Andrew Heppner	Don Carlyon
Joe Wespiser	Kathi Newsham	Don Sabourin
Alan LaFave	Jim Goodrow	

The following were absent: Paul McGinnis, Ali Smith, Dave Dittenber

Also Present:

Kellie Rupp, DDA/DMB Office Staff
Terry Moulthane, DDA City Representative
Sara Dimitroff, DMB City Representative
Dana Muscott, City Manager

PRE-NOTIFICATION OF ABSENCES

Ali Smith advised that he would not be able to attend.

ORGANIZATION

- a.) Combined DDA/DMB minutes from 9/1/2021 were presented. Motion to approve by Anderson, second by D. Dimitroff, all in favor.

GENERAL BUISNESS

- a) **Search Committee Process:** The search committee began with looking over the annual review of the Executive Director and work that the DDA/DMB did with Bay Future and the Bay Area Chamber of Commerce December-February. The two boards then met to create a job description and engaged with Trisha Rutherford, recruiter. Trisha began with 35 applicants, did two phone interviews with the candidates and widdled it down to 5, where the search committee interviewed 4. There were two finalists for both boards to

interview when one took themselves out of the running. The final interview was conducted by DDA/DMB Staff Rupp, City Manager Dana Muscott and Mayor Kathi Newsham.

- b) **Executive Director discussion and vote:** Rupp passed out ballots to vote yes/no on Marjo Jaroch being hired as the new Executive Director. Jaroch received 14 yes' and 4 no's.
- c) **Starting Process of Combining Boards:** DDA Chairwoman DeShano proposed a process of combing the DDA and DMB boards to work more cohesively together. That proposal is attached.

ADJOURN

With no further business to come before the Downtown Development Authority and Downtown Management Board, Director Carlyon motioned to adjourn at 8:35 AM.

Respectfully Submitted,

Kellie Wackerle, Marketing Specialist

THIS IS A WORKING EXAMPLE OF WHAT OUR FUTURE BOARDS MAY LOOK LIKE AS WE COMBINE OUR EFFORTS IN MAKING DOWNTOWN BAY CITY A DESTINATION!!

Umbrella name: BAY CITY DOWNTOWN BOARD (JUST A SUGGESTION)

COMPRISING OF DMB BOARD AND DDA BOARD

EXECUTIVE DIRECTORS:

**6 DIRECTORS TOTAL
CO-CHAIR DMB & DDA
CO-VICE CHAIRS DMB & DDA
CO-SECRETARY/FINANCIAL DIRECTORS DMB & DDA**

SUGGESTING EITHER 2 YEAR TERMS WITH THE ABILITY OF BEING VOTED IN FOR AN ADDITIONAL 2 YEARS TERM (MAXING OUT AT 4 YEARS PER POSITION)

OR

ONE 4 YEAR TERM PER POSITION.

(EACH TERM WOULD REQUIRE A MAJORITY VOYE BY BOTH BOARDS COMBINED)

(WE CAN HAVE A AUTOMATIC SUCCESSION UP THE RANKS IF YOU WISH OR NOT)

WHEN THE BOARD CHAIRS ARE FINISHED WITH THEIR TERM THEY CAN STAY ON FOR AN ADDITIONAL YEAR AS ADVISORY CHAIRS TO THE BOARD. AFTER THE ADVISORY CHAIR YEAR IS COMPLETE, THEY CAN EITHER LEAVE THE BOARD OR STAY ON THE BOARD AS A CONSULTANT, BE PART OF A COMMITTEE, BUT WILL NOT HAVE ANY VOTING RIGHTS FOR A MINIMUM OF (7) YEARS, AFTER THAT TIME THEY CAN APPLY FOR A DIRECTOR POSITION AGAIN.

COMMITTEES:

- 1) COMMITTEES FOR (BAY CITY DOWNTOWN BOARD) WILL BE FORMED.**
- 2) EVERY DIRECTOR WILL BE REQUIRED TO SERVE ON A COMMITTEE.**
- 3) EACH COMMITTEE WILL HAVE A COMMITTEE CHAIR, IF IT'S A LARGE COMMITTEE THEY MAY WANT TO HAVE A VICE CHAIR OR OTHER POSITIONS NEEDED WITHIN THEIR COMMITTEE.**
- 4) EACH COMMITTEE WILL HAVE THEIR OWN MEETINGS OUTSIDE OF THE MONTHLY BOARD MEETING TO COMPLETE THEIR PROJECTS.**
- 5) COMMITTEES WILL BE REQUIRED TO UPDATE THE BOARD AT LEAST ONCE A MONTH AT THE REGULAR BOARD MEETING.**
- 6) WHEN A COMMITTEE IS FINISHED WITH THEIR PROJECT THEY MAY MOVE TO ANOTHER COMMITTEE, OR PRESENT A NEW PROJECT TO THE BOARD FOR APPROVAL AND CONTINUE THAT PROJECT.**

BY-LAWS

BOTH BOARDS BY-LAWS WITH BE REVIEWED AND CHANGED TO COINCIDE WITH THE CHANGES MADE BY THE BOARDS AND APPROVED BY THE CITY OF BAY CITY.

WE WANT ALL OF YOUR OPINIONS ON HOW TO MOVE OUR BOARDS FORWARD SO PLEASE TAKE THIS WORKING EXAMPLE AND GIVE US YOUR SUGGESTIONS, COMMENTS, CHANGES ECT.