



Approved
Downtown Development Authority & Downtown Management Board
Wednesday, August 3rd, 2022 8:00 AM
Bay City Hall, 301 Washington Ave. Bay City, MI 48708 Rm. 317

The regular meeting of the Downtown Development Authority and Downtown Management Board was called to order at 8:00 AM by Executive Director Jaroch. Members present were:

Mike Bacigalupo	Alan LaFave	Avram Golden
Jeff Hildebrant	Breanna Theisen	Jason King
Erin Poltorak	Howie Diefenbach	Sheila Turbett
Tammy Claramunt	Jeff Staudacher	Dan Dimitroff
John Neeb	Nick Schwall	Trevor Keyes
Joe Wespiser		

The following were absent: Jim Goodrow, Don Carlyon, Mike Dore

Also Present:

- Marjo Jaroch, DDA/DMB Executive Director
- Kellie Rupp, DDA/DMB Office Staff
- Terry Moulthane, DDA City Representative
- Sara Dimitroff, City Representative
- Dana Muscott, City Manager
- Matt Nemode, Midland St. Management Board
- Joe Frost, MEDC
- Phil Eich, MEDC, Michigan Main St.
- Leigh Young, MEDC Michigan Main St.

PRE-NOTIFICATION OF ABSENCES

Jim Goodrow advised he would not be able to attend.

2. APPROVAL OF AGENDA

2.1 DDA Approval of Agenda: Motion to approve by Wespiser, support from Neeb, all in favor.

2.2 DMB Approval of Agenda: Motion to approve by LaFave, support from Theisen, all in favor.

3. PUBLIC INPUT

Per Matt Nemode, Midland St. Management Board Chair, Heidi's Darn Good Cookies opened 8/2 on Linn St. Lolobee's coffee also opened on Linn St. in July. Labadie Rib Fest was a success, about 30,000 drink tickets were sold and coming up this weekend (8/5-8/6) Brantley Gilbert and Papa Roach will be performing in Veteran's Park.

4. CONSENT AGENDA

4.1 DDA CONSENT AGENDA

DDA June Minutes

DDA July Minutes

DDA June Financial summary

DDA July Financial summary

DDA RAM Services Construction Bid-Jennison Parking Structure

DDA Bylaws

Motion to approve by Neeb, support from Keyes, all in favor.

4.2 DMB Consent Agenda

DMB July Minutes

DMB Junly Financial summary

Motion to approve by LaFave, support from Diefenbach, all in favor.

5. REPORTS

5.1 Executive Director: Jaroch reported that Lex & Co closed in early July and a new bridal boutique will be moving in, in September. Lume, at 208 Center, also closed unexpectedly in July. Jaroch also gave a tour to a group of international entrepreneurs with a program through Northwood University. She has also been working with Passport Labs to bring back a parking system to downtown and has had conversations with former parking ambassador Randy Buchanan to assist in mentoring new parking ambassador. Reported that Feet on the Street programs are moving along with around 6 free events Downtown per week. Lastly, reported that around 30% of the board has gone through the interview process with the strategic planner from OmniTech and encourage the boards to get those completed before September.

5.2 Events: Rupp reported that the Downtown Management Boards event Apps & Ales generated a grand total of \$27,120.00 in ticket sales. After expenses and the DMB receiving \$5 from every ticket, \$19,748.77 was distributed back to participating merchants. The number disbursed back to the merchants was determined by the amount of ticket stubs they sold and how many ticket booklets were sold. Sidewalk Days took place July 21-23, merchants are saying that Thursday was most popular day and had a fairly decent turn out. Comin gup is the Wine Walk, Thursday September 8th and she is currently waiting on the final ticket proof. Will send out notice on social media and email when tickets are for sale, tickets for this event at \$40. Also coming up is the Fall into Autumn Open House, September 9th-11th are participating downtown merchants. This event is free for merchants to participate and helps showcase fall/autumn décor. Lastly, board member Jeff Hildebrant started filming Bay City History videos with Sam Fitzpatrick at the Bay County Historical Museum. Jeff will produce and send these videos to Rupp monthly to post on the Downtown Bay City social media outlets.

6. CONTINUED BUSINESS

6.1 DMB Elections:

Secretary/Treasurer: Trustee LaFave nominates Breanna Theisen for the secretary/treasurer position, Breanna accepts, all in favor. Breanna Theisen is the new secretary/treasurer for the Downtown Management Board, replacing Alan LaFave. Breanna Theisen is to be added to the First State Bank account, all in favor.

Vice-Chair: Trustee LaFave nominates Michael Bacigalupo for the Vice-Chair position, Michael accepts, all in favor. Michael Bacigalupo is the new Vice-Chair for the Downtown Management Board, filling the vacancy of past vice-chair Tara Welch.

Chair: Breanna Theisen nominates Alan LaFave for the Chair position, Alan accepts, all in favor. Alan LaFave is the new chair of the Downtown Management Board, replacing Michael Bacigalupo.

7. NEW BUSINESS

- Per City Manager, Dana Muscott, the street closure on Center Ave. between Washington and Saginaw St. will be opening to regular traffic after Labor Day weekend. A traffic signal is in dire need of repair in that area.
- Per trustee Howie Diefenbach, the height bar at the Jennison Parking Lot was damaged around the fourth of July. The height bar was hit again about two weeks ago and was bent back in correct direction.

8. PRESENTATIONS

MI Main Street 101: Leigh Young, Organization Specialist, Michigan Main Street Community Development, Michigan Economic Development Corporation.

With no further business to attend to, the Downtown Management Board and Downtown Development Authority was moved to adjourn at 9:10 AM.

Respectfully submitted,
Kellie Rupp
Marketing/Events Specialist