



Approved
Downtown Development Authority & Downtown Management Board
Wednesday, February 1st, 2023
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 LaFave and DeShano. Members present were:

Alan LaFave
Jim Goodrow
Jean Ann DeShano
Trevor Keyes
Sara Dimitroff

Avram Golden
Howie Diefenbach
Dan Dimitroff
Sheila Turbett

Jeff Hildebrant
Scott Nemode
Jeff Staudacher
Terry Moulthane

The following were absent: Don Carlyon, Nick Schwall, Breanna Theisen
The following were excused: John Neeb

The following were also in attendance: Kellie Rupp, DMB Director
Michael Bacigalupo, DDA Director
Dana Muscott, City Manager

2. Approval of the Agenda:

DDA Agenda: Motion to approve the DDA agenda by Staudacher, support from Keyes, all in favor

DMB Agenda: Motion to approve the DMB agenda by Nemode, support from Goodrow, all in favor.

4. Public Input:

- Bacigalupo reported that DDA board member John Neeb was injured during a basketball game and will not be in attendance .
- It was reported that the Little Pastry Shop will be moving into the front space of City Market this Spring.

5. Consent Agenda:

- a) DDA Consent Agenda

- i. DDA Decemberr Minutes
 - ii. DDA Financial Summary
 - iii. Motion to approve by Staudacher, support from Keyes, all in favor.
- b) DMB Consent Agenda
 - i. DMB December Minutes
 - ii. DMB Financial Summary
 - iii. Motion to approve by Nemode, support from Golden, all in favor.

5. Committee Reports

- a. Events Committee: The events committee is growing and meeting more frequently. A large goal of the events committee is to fill the events gap in January and February. The next upcoming event for the DMB is the Hot Chocolate Hop on February 11th with 8 participating businesses Downtown.
- b. Parking Committee update: Bacigalupo and the DDA is moving forward with IPS Group and Parkmobile for the 4 downtown lots. Bacigalupo & Rupp have learned the back office procedures with Park Mobile and IPS. Bacigalupo will be meeting with the City and DPW to see how to move forward. There are a total of 267 available parking spots in the DDA lots, 195 parking passes have been sold. A suggestion from a DDA board member to have the parking app explain where the money is going to (parking lot maintenance, beautification, etc.)
- c. Marketing Committee update: The marketing committee is working to enhance our waterfront and create more marketing around it. Rupp and the committee are creating a Dock and Dine brochure that will feature restaurants directly on the water or just a walk away, that includes Downtown, Uptown, Midland St. and the Kawakawlin River. This will be distributed to area marinas, boat launches and hotels.
- d. Beautification Committee Update: Bacigalupo is working with the Saginaw Basin Land Conservancy on a Downtown tree program that will allow the public to sponsor a tree in our Downtown that will better serve our sidewalks & grates. Hildebrant will serve as the chair of the beautification committee during Neeb's absence.

6. Accept DMB Resignation: Andrew Heppner and Erin Poltorak of the DMB both submitted their resignation. Motion to accept with regret from Goodrow, support from Nemode, all in favor.

7. DMB Vice-Chair nominations: have been moved to the March 2023 meeting.

8. Feet on the Street Update: The City started looking at numbers in the early Spring throughout the street closure season. The City would like to implement a 5 year plan that would apply to all street closure districts. A possible idea would be closures Thursday-Sunday, not full time. If an organization would want the street closed outside of that window, special event paperwork with the City of Bay City could be arranged. The Feet on the Street initiative will be determined by the commission in 2023. The City Manager just received the guidebook and has yet to review. Sidewalk cafes will be permitted and encourages Memorial Day through Labor Day.

9. 2022 PA57 Reporting Update: Bacigalupo with the help of Shelli Thurston at the City of Bay City completed the PA57 State reporting, the report is available on www.downtownbaycity.com under the DDA PA57 link at the bottom of the page.

10. Michigan Main St.: The Main St. committee presented their communication plan to Leigh Young of the MEDC, the next steps are to create a budget and marketing/sponsorship materials. The committee is meeting on 2/6 and 3/6 to talk about next steps.

11. Façade and Fireplace Grants: Bacigalupo and DDA trustee Keyes are working on applying for additional funding for both the façade grant and the third fireplace. More to come in quarter 2 of 2023.

12. How's it Going?: Bacigalupo reported that he has been busy working on parking enforcement, the tree program, the façade grant and fireplace grants for the DDA. Rupp reported that she is working on marketing materials, getting our website up to date & collecting merchant information. Rupp also reported that she was accepted into the Michigan Downtown Association certificate program, a program that meets virtually once a month that will focus on learning the essentials of downtown management.

Next Executive Committee Date: 2/22/2023

Next Full Board Meeting Date: 3/1/2023

With no further business to attend to, the Downtown Management Board and Downtown Development authority was moved to adjourn at 9:38 AM

Respectfully submitted,
Kellie Rupp
Downtown Marketing Director