



Approved
Downtown Development Authority & Downtown Management Board
Wednesday, May 9th, 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	Avram Golden	Jim Goodrow
Jeff Hildebrant	Scott Nemode	Dan Dimitroff
Howie Diefenbach	Jean Ann DeShano	Jeff Staudacher
Nick Schwall	Trevor Keyes	Sheila Turbett

The following were absent: Don Carlyon

The following were excused: Breanna Theisen, Sara Dimitroff, John Neeb, Terry Moulane

The following were also in attendance:

- Kellie Rupp, DMB Director
- Mike Bacigalupo, DDA Director
- Dana Muscott, City Manager
- Earl Bovia, Bay City Fireworks Festival

2. Approval of the Agenda:

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

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

4. Public Input:

- Earl Bovia chair of the Bay City Fireworks Festival announced that Firehouse will be performing Friday, June 30th in Wenonah Park for the fireworks festival. Also that Water st. will be closed and available to handicap parking. Earl would like to work with the DDA and DMB to bring more people Downtown during the fireworks in future years.
- Mike Bacigalupo announced that on June 27th, a 77th anniversary concert will be held in honor of Don and Betty Carlyon at the State Theatre at 7:00 PM.

- Rupp announced that May 11th from 3:00 – 6:00 PM the Bay Veterans Foundation will be hosting an opening ceremony and open house at their new location, 1009 N Madison. Both the DMB and DDA were invited.
- Crazy Quarters arcade will be moving into its new home at 401 Center Avenue this week.
- The Midland St. Business district is unveiling their new star bridge this Friday, May 11th at 8:30 PM. All are welcome.
- Mondays in Wenonah Park there will be cardio drumming starting at 6:00 PM through June.

5. Consent Agenda:

- a) DDA Consent Agenda
 - i. DDA April Minutes
 - ii. DDA April Summary
 - iii. Motion to approve by Schwall, support from Staudacher, all in favor.
- b) DMB Consent Agenda
 - i. DMB April Minutes
 - ii. DMB April Summary
 - iii. Motion to approve by Goodrow, support from Goodrow, all in favor.

5. Committee Reports

- a. Events Committee: Golden reported that he is requesting a special event permit for Jefferson St. between Woodside and 1st for a Summer time market on weekend.
- b. Parking Committee: There are a total of 267 available parking spots in the DDA lots, 226 parking passes have been sold. Parking ambassadors began enforcing parking at the beginning of May 2023. The ambassadors are monitoring the 4 lots for parking permits and enforcing street parking as it is posted.
- c. Marketing Committee update: Rupp, with the help of the marketing committee, is working on a content calendar and marketing plan for the summer events. The next task the marketing committee would like to work on is communicating to the public the ease of access to get downtown to enjoy the Bay City Fireworks Festival.
- d. Beautification Committee Update: Rupp along with the beautification committee has worked with the Bay Arenac ISD in creating metal sails for the Downtown Bay City sign at the foot of Vet's Bridge. The ISD is creating the sails and will install before the end of the school year.
- e. Finance Review: The DDA treasurer, Staudacher reported on the DDA finances. DMB treasurer reported on finances and is working with Rupp for a FY 23/24 budget to bring to the May board meeting.

6. Feet on the Street Update: The streets will be closing May 25th, per the City of Bay City. Rupp along with the marketing committee is working on free health and wellness classes, live music, pop-ups and encouraging more visitors and community members to our Downtown this Summer through marketing. So far Downtown has raise \$16,650 for Feet on the Street on-goings.

7. By-Law Update: The DMB and DDA chairs and staff recently got together to review the by-laws for both boards, revising them to align better with one another. Per board approvals the new revisions were given to the City attorney for review.

8. Strategic Plan: Nemode of the DMB and Staudacher of the DDA have volunteered to work together to make sure that both boards are following the strategic plan and utilizing it to the best of their ability.

9. Michigan Main St.: The DDA and DMB have officially reached the engaged level of Michigan Main St. A community will officially be recognized as an Engaged Level Main Street Community once they have participated in the Main Street Training Series and have developed their communications and fund development plans. A community has up to three years to participate as an Engaged Level community working to implement their plans and apply to the Select Level. Communities interested in applying for the Select Level will need to complete the following activities prior to application. May 30th Leigh Young from the MEDC will visit Downtown Bay City and work with Kellie and Mike on the next steps.

Due to the fourth of July holiday and Summer vacations, the DDA and DMB agreed to not meet for their regular July meeting.

Next Executive Committee Date: 5/31/2023

Next Full Board Meeting Date: 6/5/2023

With no further business to attend to, the Downtown Management Board and Downtown Development authority was moved to adjourn at 9:12 AM.

Respectfully submitted,
Kellie Rupp
Downtown Marketing Director