



Approved
Downtown Development Authority & Downtown Management Board
Wednesday, September 6th, 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
Breanna Theisen	Howie Diefenbach	Scott Nemode
Sara Dimitroff	Jean Ann DeShano	Dan Dimitroff
Jeff Staudacher	Nick Schwall	Trevor Keyes
John Neeb	Terry Moulane	

The following were absent: Sheila Turbett

The following were excused: Sara Dimitroff, John Neeb

The following were also in attendance:

- Kellie Rupp, DMB Director
- Mike Bacigalupo, DDA Director
- Dana Muscott, City Manager

Introductions:

- Jamie Ralph, General Manager of the DoubleTree Hilton, has been appointed to the Downtown Development Authority.
- Harmoni Greshow, Manager of Populace Coffee, has been appointed to the Downtown Management Board.

2. Approval of the Agenda:

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

3. Public Input:

- Bacigalupo mentioned that this Wednesday, September 6th was the last Wednesdays in the Park concert of the year.

- Dana Muscott announced that the weekend of September 15th, the DANK convention will be in town for a convention/October fest celebration.
- LaFave invited all members of the DDA and DMB to the Hell's Half Mile Film Festival September 21st – 24th. Guest services will be in touch with Kellie and/or board members for their complimentary all access pass.

4. Consent Agenda:

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

5. Committee Reports

- a. Events Committee: The fall open house will take place September 8-10, this event is free for merchants to participate to showcase their festival Fall items. Going on at the same time as the fall open house on the 8 & 9 is the Market at Uptown. The Wine Walk will be September 14th with 12 participating establishments, tickets are \$40 that gives ticket holders two samples of wine and an appetizer at each establishment.
- b. Parking Committee:
Report attached.
- c. Marketing Committee update:
 - i. Social Media Update:
 - Gained 107 followers on Facebook since August 2nd, 2023
 - Gained 52 followers on Instagram since August 2nd, 2023
 - August total Instagram reach: 4,754
 - August total Facebook reach: 186,535
- 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 sails have been built, installed and painted. The next project the committee would like to work on is a sculpture/art work for the corner of Washington/6th where the bump out is.
- e. Finance Review: The DDA treasurer, Staudacher reported on the DDA finances. DMB treasurer reported on finances.

6. Feet on the Street Update: All of the turf, furniture and patios have been removed from the Feet on the Street closures and the streets have been reopened to traffic. The board discussed and will plan a meeting in October for merchants and the public to wrap up Feet on the Street and provide any feedback.

7. By-Law Update: The by-laws are still in review by the DDA attorney and the City of Bay City attorney.

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. Nemode sent the executive committee project charters for the different sections of the strategic plan. Next week, Nemode, Staudacher, Bacigalupo and Rupp are meeting to review the work charters Nemode had sent out.

9. DryDock License Approval: On November 22nd and 24th the DMB would like to host the DryDock Beer Garden and apply for a liquor license. November 22nd is the evening before Thanksgiving and November 24th is Santa's Arrival in Wenonah Park. The DMB hosting the beer garden this same weekend in 2022 and was a success. Motion to approve by DeShano, support from Theisen, all in favor.

10. Roundtable with Senator Rivet: Senator Rivet reached out and would like to come to a board meeting with the DDA and DMB. Since she is in session on Wednesdays, the DDA and DMB is going to move their December board meeting to Friday, December 8th to host a roundtable with Rivet.

11. Saginaw Street Construction: Starting the week of September 18th, work will begin at the corner of Saginaw and Center. Phase 1 of the project will run 4-5 weeks on Saginaw St. from 6th to 5th. Construction of bump-outs at the Center Avenue intersection will require the intersection and a block each direction to be closed (street only). Immediately following the completion of stage 1, stage 2 will begin. Stage 2 will be the resurfacing of Saginaw Street from 5th to 2nd. During stage 2, traffic will be maintained in both directions utilizing daytime lane closures and flagging operations.

12. Executive Director Updates: Rupp reported that she has been working to wrap up Feet on the Street and making sure all instructors and musicians have been paid. She is also working on the upcoming Wine Walk. Bacigalupo reported that the DDA is sold out of parking passes and that the RFP for Tall Ships to return in 2025, has been submitted.

Next Executive Committee Date: 9/28/2023

Next Full Board Meeting Date: 10/4/2023

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

Respectfully submitted,
Kellie Rupp
Downtown Marketing Director