



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, MARCH 27, 2024 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER – Treasurer Laakso called the meeting to order at 2:00pm

2. ROLL CALL/QUORUM

PRESENT

Maggie Bandstra

Dave Laakso

Kabri Martyniek

Beth Stefanchik

Lauren Vonk

Also Present City Manager Lisa Nocerini

Project Manager Jenny Pearson

Deputy Clerk Sean Homyen

ABSENT

Aleshia Balmer

Cathy North (Viewed remotely)

Mark Postilion

Randy Walker (Viewed remotely)

3. APPROVAL OF AGENDA

Approval of Agenda - Changes/Additions/Deletions

Motion by Laakso, seconded by Bandstra, to approve the March 27, 2024, Agenda. – Motion carried by unanimous roll call vote.

4. APPROVAL OF MINUTES

Approval of Minutes - Changes/Additions/Deletions

Motion by Laakso, seconded by Bandstra, to approve the February 28, 2024, Minutes. – Motion carried by unanimous roll call vote.

5. OFFICER REPORTS

A. Secretary - None

B. Treasurer – Included in packet

C. Vice Chair - None

D. Chair - None

6. **PUBLIC COMMUNICATION – WRITTEN** – Treasurer Laakso went over the memo that was submitted by Walker regarding the Derby Day event.
7. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)** – Walker gave a detailed update on the written communication. She mentions that April does not want to pursue Derby Day and that she reached out to Kelly for help with the event. Walker requested that the money for Derby Day be reallocated so that the event can continue and become a regular annual occurrence. Eric with the Saugatuck Historical Society introduced himself and went over events that they are collaborating on and hosting.
8. **UNFINISHED BUSINESS**
 - A. Map Kiosk Update – Project Manager Pearson gave a quick update on the map. The current DDA map is in the kiosk by the Police Station.
 - B. Grant Applications Update – City Manager Nocerini gave an update from the CVB meeting and that the DDA received the money to pay for half of the gateway sign. She wanted to thank Laakso and Walker for attending the CVB meeting and congratulate the DDA. She mentions that she submitted a grant to Consumers Energy for repair of the light poles, sprinkler system, refreshing bump outs, and obtaining bike racks. Additionally, she will be pursuing the RAP grant if the Michigan Economic Development Corporation is issuing another one.
9. **NEW BUSINESS**
 - A. FY 2024/2025 Budget Discussion – City Manager Nocerini went over the budget and reminded members that it can be amended. Treasurer Laakso asked members if they wanted to go around the table for any feedback on the budget. Members discussed the needs of better marketing for the off season, maintaining bump outs that don't have water, bike racks, local art support, and painting utility boxes.
 - B. FY 2024/2025 Budget Approval

Motion by Stefanchik, seconded by Martyniek, to approve the increase the seasonal decoration budget to \$10,000, for the downtown beautification \$7,000 addition, downtown business incentive \$5,000 addition and approve the budget as is. – Motion carried by unanimous roll call vote.
 - C. Derby Day Organizer - Transfer payee to new organizer of the 2024 Derby Day event in the amount of \$500.00.

Motion by Martyniek, seconded by Vonk, to transfer the \$500.00 in the budget to Kelly for the Derby Day event. – Motion carried by unanimous roll call vote.
 - D. Earth Day - Discussion Item – City Manager Nocerini discussed that the City will be working with the school district to teach and help them clean up around the area. Vonk also talked about her earth day clean up for the Blue Star Highway ramp area.
 - E. Michigan Downtown Association Membership Renewal

Motion by Vonk, seconded by Stefanchik, to approve the renewal of the Downtown Association membership fee of \$125

10. COMMITTEE REPORTS - None

11. **STAFF/MANAGER REPORTS** – City Manager Nocerini gave updates on the Wiley Street property and mentioned that one of the wayfinding signs is creating confusion of parking with the lot at the post office.
12. **PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)** – No comments received.
13. **BOARD COMMENTS** – Walker had some concerns about the budget and mentioned that it could be amended in a future meeting.
14. **CHAIR COMMENTS** – Treasurer Laakso wanted to thank the CVB for the support funding the gateway sign. He also reminded members to vote for Saugatuck for best resort costal destination on USA today.
15. **ADJOURNMENT**

Motion by Vonk, seconded by Stefanchik to adjourn meeting.