



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, MARCH 22, 2023 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. **CALL TO ORDER:** Chair Ketelhut called the meeting to order at 2:00 pm
2. **ROLL CALL:** PRESENT: Balmer, Stefanchik, Laakso, Donovan, Walker, Ketelhut
ABSENT: Martyniek, Postilion
3. **CONSENT CALENDAR**
 - A. Approval of Agenda - March 22, 2023
 - B. Approval of Minutes - March 1, 2023
 - C. Secretary (Balmer)
Written Communications - None
Notice of Board Vacancy (1 vacant seat)
 - D. Treasurer (Laakso) – No report
 - E. Vice Chair (Postilion) – No report
 - F. Chair (Ketelhut) – No report

*Motion by Walker, with support from Stefanchik, to approve the Consent Calendar of March 22, 2023 –
Motion carried by unanimous roll call vote.*

4. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** Michael Burmeister, Button Gallery – support
Leben Gateway sign.
Marsha Leben, Leben Gallery – Support Leben sign.
John Leben, Leben Gallery – Support in favor of new sign.
Anna, Water Street Gallery – Gave support for new sign.
Maggie Vanstra, Oxbow House – Support for new sign.
John Thomas, Mixed Media Gallery – Would like the Authority to take a serious look at John Leben’s sign
designs, and thanked Mr. Leben publicly.
5. **PUBLIC COMMUNICATION – WRITTEN:** None
6. **UNFINISHED BUSINESS:**
 - A. Amend Holiday Lighting Motion – Discussion to amend the motion made at the prior DDA meeting
regarding the Holiday lighting, and also using a timer at the Gazebo and Gateway lights.

*Motion by Walker, with support from Stefanchik, to rescind the previous motion related to trees and
structure lighting. - Motion carried by unanimous roll call vote.*

Motion by Walker, with support from Laakso, to amend the Chips Groundcover Agreement and recommend City Council support decorative structure lighting at City Hall, the Police Department, Beery Field bathrooms, the gazebo, and the gateway sign. – Motion carried by unanimous roll call vote.

- B. DDA Priorities, Budget Development, Project List - Discussion Item – The budget priority items that members identified during the December meeting were listed in the meeting packet for discussion, along with the list of self-assigned priorities from the January meeting. Chair Ketelhut stated the main items for funds would be the Gateway sign, Holiday lighting / Holiday Market, and a Grant Writer, but the acquisition of property may not be feasible however, that item will be discussed in closed session. Members continued the discussion regarding Wayfinding signs, the Gateway, a Grant Writer, Wade's Bayou, and finalizing the agreed costs that will be in the proposed budget. Balmer also mentioned priority areas for ADA and safety. The DDA's final budget will be due to the City Treasurer on April 27th, 2023.

Motion by Laakso, with support from Stefanchik, to extend the meeting by 30 minutes. – Motion carried by unanimous roll call vote.

7. NEW BUSINESS:

- A. Gateway Sign Canvas Presentation - Discussion Item – Mr. Leben gave a sign presentation with the designs he has created. The designs presented focused on Boutiques, Galleries and Eateries. Members discussed the top designs they liked.

Motion by Stefanchik, with support from Balmer, to extend the meeting by 30 minutes. – Motion carried by unanimous roll call vote.

Motion by Walker, with support from Laakso, to approve the Heron logo style sign with minor alterations that will be determined between Art In Douglas with the approval of Chair Ketelhut and Walker and can go forward. – Donovan abstained from voting. Motion carried by roll call vote.

8. REPORTS: No report.

9. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): None

10. BOARD COMMENTS: Walker thanked Chair Ketelhut.

11. CHAIR COMMENTS:

- A. Chair Ketelhut - Gateway Signage – Included in packet, will be wrapping up final details.
B. Douglas Sign 3 – Included in packet.

12. ADJOURNMENT:

Motion by Donovan, with support from Walker to adjourn the meeting. Motion carried by voice vote.

Submitted by Laura Kasper, Deputy Clerk

Please Note – The City of the Village of Douglas (the "City") is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Pamela Aalderink, City Clerk, at (269) 857-1438, or clerk@douglasmi.gov to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN