



**THE CITY OF THE VILLAGE OF DOUGLAS  
DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, DECEMBER 17, 2025 AT 10:00 AM  
415 WEST WILEY ROAD, SUITE 103, DOUGLAS, MI  
49406**

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**MINUTES**

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**1. CALL TO ORDER** – Called to order at 10:00 by Chair Walker

**2. ROLL CALL/QUORUM**

**PRESENT:**

Randy Walker, Chair

Alexia Dawson, Vice Chair

David Laakso, Treasurer

Kabri Martyniek, Secretary

Jim Babcock

Ruth Crowe

Cathy North

Lauren Bachman

Cindy Miller joined the meeting at 10:01 a.m.

**OTHERS PRESENT:**

Lisa Nocerini, City Manager

Alyssa Ramirez, Deputy Clerk

**3. APPROVAL OF AGENDA**

Approval of Agenda - Changes/Additions/Deletions

*Motion by Dawson, seconded by Bachman, to approve the Agenda of December 17, 2025. Motion carried by unanimous roll call vote.*

**4. APPROVAL OF MINUTES**

A. Minutes of November 12, 2025

Approval of Minutes - Changes/Additions/Deletions

*Motion by Dawson, seconded by Martyniek, to approve the Minutes of November 12, 2025. Motion carried by unanimous roll call vote.*

**5. OFFICER REPORTS**

A. Secretary

B. Treasurer – Report shared with board

C. Vice-Chair

D. Chair

6. PUBLIC COMMUNICATION – WRITTEN –None

7. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES) – None

8. UNFINISHED BUSINESS – None

9. NEW BUSINESS

A. Annual Report for December 2025: Presentation

B. Gift Card Purchases (\$325.00)

*Motion by Dawson, seconded by Bachman, to approve \$325.00 for gift card purchases from the 13 Passport 2.0 participating businesses to be taken from the Community Promotions budget. Motion carried by unanimous roll call vote.*

C. Special Events Policy and Grant Application

*Review, discuss, and recommend changes to the Special Events Policy and Grant Application*

D. DDA Bylaws Review: Discussion

E. POW Strategies Strategic Plan Discussion-Workshops in 2026: Discussion

F. Preliminary Planning of the FY26-27 Budget

G. Update/Recap: Discussion

a. Passport Program

b. Light Night in Douglas

c. Holiday Preview (add to calendar as annual event)

*Motion by Martyniek, seconded by Dawson, to extend the meeting 15 minutes. Motion carried by unanimous voice vote.*

H. Upcoming Events: Discussion

a. Soup Stroll: January 10th from 12:00 PM to 5:00 PM

b. Pre-Bowl Tailgate Stroll: February 7th from 12:00 PM to 5:00 PM (Douglas Downtown Dollars Giveaway)

c. Derby Day in Douglas (Thinking Ahead) May 2nd

d. Wellness Weekend Update (Cindy & Lauren) May 9th

10. COMMITTEE REPORTS

11. STAFF/MANAGER REPORTS

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

13. BOARD COMMENTS

14. CHAIR COMMENTS

15. ADJOURNMENT

*Motion by Dawson, seconded by Bachman, to adjourn the meeting at 11:35 AM.*

**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 Laura Kasper, City Clerk, at (269) 857-1438, or [clerk@douglasmi.gov](mailto:clerk@douglasmi.gov) to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN**