



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, AUGUST 30, 2023 AT 9:30 AM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Vice Chair Postilion

2. ROLL CALL/QUORUM

PRESENT

Beth Stefanchik

Dave Laakso

Kabri Martyniek

Mark Postilion

Randy Walker

Maggie Bandstra

ABSENT

Aleshia Balmer

Jerome Donovan

Tim Ketelhut

3. APPROVAL OF AGENDA

A. Approval Of Agenda - Changes/Additions/Deletions - August 30, 2023 –

Motion by Walker, seconded by Stefanchik, to approve; August 30, 2023 Agenda. – Motion carried by unanimous roll call vote.

4. APPROVAL OF MINUTES

A. Approval Of Minutes - Changes/Additions/Deletions - June 28, 2023 –

Motion by Walker, seconded by Martyniek, to approve; June 28, 2023 Minutes. – Motion carried by unanimous roll call vote.

5. OFFICER REPORTS

A. Secretary - None

B. Treasurer – Laakso detailed the report presented in the agenda packet.

C. Vice Chair – Postilion discussed the submitted letter of intent for Consumers grant but was denied.

D. Chair - None

6. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES): Eric Gollanek from the Saugatuck Douglas Historical Society joined remotely and was available to answer questions about the grant funding

submissions for the summer events.

7. PUBLIC COMMUNICATION – WRITTEN: None

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS:

A. Community Events Funding Program - Saugatuck Douglas Historical Society - July 20, 2023 Event -

Motion by Walker, seconded by Bandstra, to support the Saugatuck Douglas Historical Society application for Community Events Funding Program in the amount \$2,700. – Discussion entered prior to roll call vote.

Eric Gollanek from the Saugatuck Douglas Historical Society joined remotely and gave a cost breakdown of the event. He detailed the reasoning behind the funding request total of \$2,700.

Motion by Laakso, seconded by Stefanchik, to amend the prior motion and to support the Saugatuck Douglas Historical Society application for Community Events Funding Program in the amount of \$473.00. – Motion carried by unanimous roll call vote.

B. Community Event Funding Application - Saugatuck Douglas History Center - August 24, 2023 Event -

Motion by Walker, seconded by Martyniek, to support the Saugatuck Douglas History Center application for Community Events Funding Program in the amount of \$473.00. – Discussion entered prior to roll call vote.

Eric Gollanek from the Saugatuck Douglas Historical Society joined remotely and gave a cost breakdown of the event. He detailed the reasoning behind the funding request.

Motion by Laakso, seconded by Stefanchik, to amend the prior motion and support the Saugatuck Douglas History Center application for Community Events Funding Program in the amount of \$314.00. – Motion carried by unanimous roll call vote.

C. Community Events Funding Program - Art In Douglas –

The event cost breakdown from the applicant was detailed in the agenda packet.

Motion by Walker, seconded by Stefanchik, to support the Art In Douglas application for Community Events Funding Program in the amount of \$1,000. – Motion carried by unanimous roll call vote.

D. Budget Amendment for Wayfinding Project -

The details of this item were discussed by the Authority. In fiscal year 22-23, the budget for the wayfinding project was unspent as the design and bidding process took some time to complete. With the wayfinding project now awarded to Praise Sign of Grandville, Michigan, the DDA should consider recommending to City Council an amendment to the DDA budget for fiscal year 23-24 to ensure the unspent funds are available for the completion of the wayfinding project. The DDA budgeted \$34,000 for wayfinding in fiscal year 22-23. Funds for this activity are available in the DDA fund balance.

Motion by Walker, seconded by Martyniek, to recommend City Council amend the fiscal year 23-24 budget in the amount of \$34,000 for the Downtown Development Authority wayfinding project. – Motion carried by unanimous roll call vote.

- E. Ordinance No. 06-2023 - Ground-floor Residential Text Amendment - Discussion Item - Authority Members discussed that this item should be tabled to the next agenda for discussion due to the absence of the City Planning and Zoning Administrator, Joe Blair. The DDA preferred to have more details and answers from Mr. Blair, in order to understand the items relevance with the DDA. This item will be tabled and presented as unfinished business on the next agenda.

Motion by Walker, seconded by Laakso, to extend the meeting by 30 Minutes. – Motion carried by unanimous roll call vote.

10. COMMITTEE REPORTS: None

11. STAFF/MANAGER REPORTS:

- A. August Project Update – City Manager, LaBombard included a memo with listed item updates and statuses. Discussion included - DDA TIF Plan, approved by City Council on August 7th, 2023. Potential Sale of Municipal Facilities – August 7th, City Council approved the purchase of the Douglas Professional Building at 415 Wiley Road for the consolidation of municipal services at one location over the next 2-5 years. Permanent Gateway Sign – Chair Ketelhut will be working with property owner, Brett DeMond, of Lakeshore SuperValu grocery store to gauge interest in locating a gateway sign on private property. Downtown Conference – Several members have expressed interest in attending the Michigan Downtown Association Conference in November. Wayfinding Signage – Details discussed during New Business. Sidewalk Improvements – City Hall Quotes received. RFP standard is to award the lowest quote received. Members mentioned interest of involvement for reviewing.

Motion by Walker, seconded by Laakso, to extend the meeting by 30 Minutes. – Motion carried by unanimous roll call vote.

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

- 13. BOARD COMMENTS:** Laakso discussed the upcoming exit closure and road detours with the possibility of changing routes. He would like to reach out to MDOT and suggest a different route. Martyniek discussed the Winter Market sponsoring, but shared concern with the planning. Walker mentioned the work at 8 West Center, and the next agenda will include voting for Chair. Bandstra discussed Parade event parties.

14. CHAIR COMMENTS: None

15. ADJOURNMENT -

Motion by Walker, seconded by Laakso, to adjourn the meeting. Meeting adjourned at 10:41am.