



**THE CITY OF THE VILLAGE OF DOUGLAS  
DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, OCTOBER 25, 2023 AT 2:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**1. CALL TO ORDER**

**2. ROLL CALL/QUORUM**

PRESENT

Aleshia Balmer  
Beth Stefanchik  
Dave Laakso  
Kabri Martyniek  
Mark Postilion  
Randy Walker  
Maggie Bandstra

ABSENT

Jerome Donovan

**3. APPROVAL OF AGENDA**

A. Approval of Agenda - Changes/Additions/Deletions - October 25, 2023

*Motion by Balmer, seconded by Martyniek, to approve: October 25, 2023, Agenda. – Motion carried by unanimous roll call vote.*

**4. APPROVAL OF MINUTES**

A. Approval of Minutes - Changes/Additions/Deletions - September 27, 2023

*Motion by Walker, seconded by Balmer, to approve: September 27, 2023, Minutes. – Motion carried by unanimous roll call vote.*

**5. OFFICER REPORTS**

- A. Secretary – No report
- B. Treasurer – Included in packet
- C. Vice Chair – No report
- D. Chair – No report

**6. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES): None**

**7. PUBLIC COMMUNICATION – WRITTEN: None**

**8. UNFINISHED BUSINESS**

- A. Gateway Signage Update/Next Steps - Discussion Item - The City Engineer will be staking out the area and members will plan a site visit workshop and discussion for next month.
- B. Wayfinding Signage Update - Discussion Item – Signage is in place and positive feedback received from community. Members mentioned the company did a great job and was reasonably priced.
- C. Tree Lighting Event Planning Update - Discussion Item – The event will include Santa, carolers, cookies and coco, ornament decorating art project for kids, and the donated tree has been picked out. Members will be looking for local merchants to collaborate. The event will take place on November 25<sup>th</sup>.
- D. Official Name for the Tree Lighting Event - Discussion Item – The event will be called Douglas Light Night.
- E. Downtown Improvements/Programs Grant Wish List - Discussion Item – City Manager Nocerini compiled a list of priority items from the members, to assist her with search of grants. Items listed were the gateway sign, Beery Field electric upgrades, Wades, sidewalks, holiday décor, marketing, social media, additional wayfinding areas, banners, and options of possible part-time event planner/marketer.

## 9. NEW BUSINESS

- A. Approval of Language - Reviewing of Bids and Quotes

*Motion by Walker, seconded by Balmer, to approve language that states: The City of the Village of Douglas Downtown Development Authority shall retain the ability to review bids and quotes, and offer input, when the Authority is allocating funds towards a project or program. – Motion carried by unanimous roll call vote.*

- B. Community Events Funding Application - SDHC October 28th, 2023 Event

*Motion by Martyniek, seconded by Balmer, to approve the Community Events Funding Application from the Saugatuck-Douglas History Center for the Party Before the Parade Event in the amount of \$2,500. – Motion failed by unanimous roll call vote.*

*Motion by Balmer, seconded by Walker, to donate the chair rental in the amount of \$50.00 for the Saugatuck-Douglas History Center Party Before the Parade Event. – Motion carried by unanimous roll call vote.*

*Motion by Balmer, seconded by Walker, to extend the meeting by 30 minutes. Motion carried by unanimous roll call vote.*

- C. Douglas Signage - Exit 36 - Discussion Item – This item is being researched by City Manager Nocerini, as an option to bring more
- D. Request For Quotes - Maintenance of Center Street Bump Outs – Director of Public Works Rick Zoet led discussion and presented mapped locations in the DDA of where the bump outs and irrigation is. He explained that the irrigation needs fixes and upgrades, but the cost is very high, and the DPW crew cannot support the work or maintenance.

*Motion by Bandstra, seconded by Stefanchik, to allow the request for quotes for the maintenance of Center Street bump outs. Motion carried by unanimous roll call vote.*

*Motion by Bandstra, seconded by Stefanchik, to extend the meeting by 15 minutes. Motion carried by unanimous roll call vote.*

**10. COMMITTEE REPORTS:** None

**11. STAFF/MANAGER REPORTS:** City Manager Nocerini mentioned the 200 Blue Star public input survey.

**12. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES):** Lisa Mize thanked the DDA for their efforts and loved the new wayfinding signage. She mentioned the upcoming CVB meeting on November 9.

**13. BOARD COMMENTS:** Walker thanked everyone who helped with Oktoberfest and mentioned the Michigan Downtown Association training series.

**14. CHAIR COMMENTS:** No comments

**15. ADJOURNMENT**

*Motion by Laakso, seconded by Balmer, to adjourn.*