



**THE CITY OF THE VILLAGE OF DOUGLAS  
RESCHEDULED DOWNTOWN  
DEVELOPMENT AUTHORITY  
WEDNESDAY, MAY 31, 2023 AT 2:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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1. **CALL TO ORDER** – Chair Ketelhut called the meeting to order at 2:00 pm
2. **ROLL CALL/QUORUM** -  
PRESENT: Stefanchik, Laakso, Donovan, Martyniek, Postilion, Walker, Ketelhut, Bandstra  
ABSENT: Balmer
3. **APPROVAL OF AGENDA** -
  - A. Approval Of Agenda - Changes/Additions/Deletions - May 31, 2023  
*Motion by Walker, with support from Stefanchik, to approve; May 31, 2023 Agenda. – Motion carried by unanimous roll call vote.*
4. **APPROVAL OF MINUTES** -
  - A. Approval Of Minutes - Changes/Additions/Deletions - April 26, 2023  
*Motion by Walker, with support from Laakso, to approve; April 26, 2023 Minutes. – Motion carried by unanimous roll call vote.*
5. **OFFICER REPORTS** -
  - A. Secretary – No report
  - B. Treasurer – Included in agenda 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. Development Plan and Tax Increment Financing Plan – Nathan Mehmed of Williams & Works gave a brief update on the TIF plan adoption next steps. There was also discussion about the Interurban Transit Authority and the fee the DDA captures from the Interurban millage in the current amount of approximately \$1,000 per year since 2021. The Treasurer looked into the request and found the Interurban is exempt from a DDA expansion that occurred back in 2006 but are not exempt from the origin of the DDA district in 1997 and therefore approximately \$1,000 of Interurban millage comes to the DDA budget. It was realized in 2021 that the DDA wasn't capturing the funds from the Interurban

millage and the Treasurer adjusted the capture at the time. Another concern discussed was the possibility of parcel numbers missing, however some properties have two addresses, and each parcel ID is only affiliated with one address. The City will check with the Assessor to clarify any additional address and taxable value related questions.

*Motion by Walker, with support from Martyniek, to recommend the Development Plan and Tax Increment Financing Plan to the Douglas City Council for adoption pending finalization of the property at 33 and 35 West Center. – Motion carried by unanimous roll call vote.*

**9. NEW BUSINESS -**

- A. Gateway Sign - Arrow Removal - City Hall received the gateway canvases and DPW employees installed them last week. They are the incorrect size, but they are installed. Proper dimensions have been given to the vendor and new signs should be on order. With the new canvases having an arrow on them, the request to remove the wooden arrows on both gateway signs is sought.

*Motion by Stefanchik, with support from Martyniek, to remove the wooden arrows from both gateway signs once the new wraps are on and store them until given notice to dispose of. – Motion carried by roll call vote.*

*Voting Yea: Stefanchik, Martyniek, Postilion, Walker, Ketelhut, Bandstra*

*Voting Nay: Laakso, Donovan*

- B. Wayfinding RFP - On May 1, 2023, a Request for Proposal (RFP) was advertised for Wayfinding Sign Fabrication and Installation. The scope of service included both the fabrication and installation of three (3) sign types at numerous locations throughout the downtown. On May 25, 2023, four bid packages were received and opened publicly at the bid opening. Out of the four bids received one from Praise Sign Company of Grandville, Michigan came in at \$58,345. The total cost for the DDA portion of the wayfinding signage project is calculated to be \$33,565.00. The remaining portion of the wayfinding signage for Blue Star Highway will be completed with the Blue Star Corridor Fund.

*Motion by Walker, with support from Laakso, to approve an agreement with Praise Sign Company of Grandville, Michigan for the DDA portion of the wayfinding project in the amount of \$33,565. – Motion carried by unanimous roll call vote.*

**10. COMMITTEE REPORTS – No reports**

- 11. STAFF/MANAGER REPORTS –** City Manager LaBombard mentioned that the full budget will be on the next Council agenda, which will include the DDA request for cost share items, and the next DDA meeting will include the Gateway discussion.

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

- 13. BOARD COMMENTS –** Laakso asked about a prior request for table and chair rental for Pride, but the request was no longer needed, and he also mentioned the algae in Wade’s Bayou was a concern. Donovan stated that treatment for the algae is scheduled for June and July, and he also mentioned that the Memorial Day parade went well, but wished more business were open. Walker welcomed new member Bandstra, thanked DDA for progress with the gateway sign, and mentioned the upcoming pride events. Bandstra stated Ox-Bow was open Memorial Day and saw good numbers.

- 14. CHAIR COMMENTS –** Chair Ketelhut met with staff prior to the DDA meeting and marked the sign area. He mentioned that there is a tree in the area, and they will be looking into the possibility of relocating it. He added that the Dutchers Baseball may be looking to request more funding, and he also welcomed Bandstra.

**15. ADJOURNMENT -**

Motion by Donovan, to adjourn the meeting.