



**THE CITY OF THE VILLAGE OF DOUGLAS  
DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, JANUARY 24, 2024 AT 2:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**1. 1. CALL TO ORDER** – Chair called the meeting to order at 2:00 pm

**2. ROLL CALL/QUORUM**

PRESENT

Aleshia Balmer

Maggie Bandstra

Dave Laakso

Kabri Martyniek

Mark Postilion

Beth Stefanchik

Lauren Vonk

Randy Walker

Cathy North via Zoom

Also Present City Manager Lisa Nocerini via Zoom

Project Manager Jenny Pearson

Deputy Clerk Sean Homyen

**3. ELECTION OF OFFICERS**

A. Election of Chair - The City Clerk/Deputy shall call for nominations for the office of Chair, and will commence the nomination by majority roll call vote.

Election of Vice-Chair/Treasurer/Secretary - The Chair shall call for nominations for the remaining offices, and the Clerk/Deputy will commence the nominations by majority roll call vote.

Chair: Balmer

Vice-Chair: Walker

Treasurer: Laakso

Secretary: Bandstra

**4. APPROVAL OF AGENDA**

A. Approval of Agenda - Changes/Additions/Deletions

*Motion by Walker, seconded by Postilion, to approve the January 24, 2024, Agenda. – Motion carried by unanimous roll call vote.*

**5. APPROVAL OF MINUTES**

- A. Approval of Minutes - Changes/Additions/Deletions

*Motion by Walker, seconded by Stefanchik, to approve the December 24, 2024, Agenda. – Motion carried by unanimous roll call vote.*

**6. OFFICER REPORTS**

- A. Secretary – No report  
B. Treasurer – Went over report included with the packet  
C. Vice Chair – No report  
D. Chair – No report

**7. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES) – No communication received**

**8. PUBLIC COMMUNICATION – WRITTEN**

- A. John Thomas Letter

**9. UNFINISHED BUSINESS – No unfinished business to attend to.**

**10. NEW BUSINESS**

- A. Gateway Signage Quote - Discussion Item – Project Manager Jenny Pearson went over the quotes for the sign. DDA members had concerns about the size of the base. The members came up with ideas that will help give Jenny guidance for the next meeting of potential changes.
- B. Wayfinding Signage Quotes - Discussion Item – Project Manager Jenny Pearson went over the quotes and how the materials of the base effects the cost. She also went over the additional fees they might encounter such as engineering fees. The DDA members discussed the location of the wayfinding. Walker suggested the committee look to see what the bump out looks like, get quotes and coordinate with Ricky for any potential issues. Members agreed to pursue the kiosks.

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

- C. Community Promotion Request - Water Street Gallery – A community promotion request was submitted from Water Street Gallery for Art in Douglas Gallery Strolls in the amount of \$3,690.00.

*Motion by Walker, seconded by Bandstra to approve \$1,750 for Art and Douglas for this quarter's community promotions. Motion carried by majority roll call vote.*

*Yays – Bandstra, Laakso, Martyniek, Postilion, Stefanchik, Walker, Vonk  
Nays – Balmer*

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

- D. Seasonal Decorations Purchase - Community Promotions -

*Motion by Martyniek, seconded by Stefanchik to approve the purchase of seasonal décor at the reduced cost under community promotions. - Motion carried by unanimous roll call vote.*

- E. Events Promotion - April Gundy Meeting - Discussion Item – Walker gave a status update mentioning that April was hired by the CVB to help with event planning for Douglas and Saugatuck. Walker then explained the potential events that could happen and advised members to come up with any ideas that April could help with

**11. COMMITTEE REPORTS – No report]**

**12. STAFF/MANAGER REPORTS –** City Manager Lisa Nocerini went over the status of the quotes for the bump outs and what it would take to maintain them due to the number of complaints coming to the City. She advised the members that DPW does not have the ability to manage them. City Manager Nocerini also brought up the memorial located at the corner of Center and Main needed attention and suggested that this area be mulched or adopted by another group to maintain. Lastly, she advised DDA members to attend Brownfield and Council Joint Meeting to hear the community input and results of the survey for 200 Blue Star Highway.

**13. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES) –** No communication received

**14. BOARD COMMENTS –** Laakso wanted to let everyone know about the art competition and for everyone to vote for Saugatuck.

**15. CHAIR COMMENTS –** No comments

**16. ADJOURNMENT**

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

Submitted by Deputy Clerk, Sean Homyen