



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, DECEMBER 28, 2022 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

To attend and participate in this remote meeting of the City of the Village of Douglas Downtown Development Authority, please consider joining online or by phone.

Join online by visiting: <https://us02web.zoom.us/j/82109810332>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 821 0981 0332

- 1. CALL TO ORDER:** Chair Walker called the meeting to order at 2:00 pm
- 2. ROLL CALL:** Present: Balmer, Donovan, Ketelhut, Laakso, Martyniek, Postilion, Walker

Absent: Stefanchik

3. CONSENT CALENDAR

- A. Approval of Agenda - December 28, 2022
- B. Approval of Minutes - November 23, 2022
- C. Secretary (Balmer)
 - a. Written Communications - none
 - b. Notice of Board Vacancy – Toepper resignation
- D. Treasurer (Laakso)
 - a. Financial Update – included in packet
 - b. Accounts Payable – included in packet
- E. Vice Chair (Ketelhut) – No Report
- F. Chair (Walker) – No Report

Motion by Balmer with support from Martyniek to approve the Consent Calendar of December 28, 2022, with item C. b. amended to include Toepper resignation – Motion carried by unanimous roll call vote.

4. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES): No comments

5. PUBLIC COMMUNICATION – WRITTEN: No comments

6. UNFINISHED BUSINESS

- A. Gateway Signage and Low-Profile Signage Examples – Board commented on styles they liked from examples provided. Discussed public engagement and planning commission involvement. Chair would like to add to next agenda discussion of temporary seasonal signage.

7. NEW BUSINESS

- A. DDA TIF Plan Presentation - Nathan Mehmed from Williams and Works was present. Draft was presented and discussed. Board questioned if there was possibly an address or two missing and a few items to bring to the treasurer for further questions and discussion.
- B. Budget Priorities for FY23-24 – Board commented on priority areas from the past year, in relation to the list provided in attached item 7B. Some items and projects suggested by the board were Holiday Market, Bandshell at Wade's, improvements to Beery Field, Sidewalk Maintenance/ADA compliance, Venetian Festival, and a Grant Writer / reaching out to other area DDA's for information on Grant Writers. Chair suggested a Grant Writer, fundraising, a DDA Events Sub-Committee, and possible investment of a building for sale on Center. Chair will be attending CVB Zoom meeting with Lisa Mize and discussing ideas for Venetian Festival.

Motion by Balmer with support from Donovan to extend the meeting by 30 minutes – Motion carried by unanimous roll call vote.

8. REPORTS: None

9. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): Lisa Mize was on Zoom and confirmed a CVB Zoom meeting scheduled for Monday January 2, 2023.

10. BOARD COMMENTS:

Laakso- Mentioned a book written about Douglas called "The Edge of Summer" by Viola Shipman.

Ketelhut- Discussed a new Chair for DDA due to Walker now being on City Council.

11. CHAIR COMMENTS: Walker- Discussed no longer being Chair.

12. ADJOURNMENT:

Motion by Balmer with support from Martyniek to adjourn the meeting. Motion carried by voice vote.

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 Pamela Aalderink, City Clerk, at (269) 857-1438, or clerk@douglasmi.gov to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN