



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, AUGUST 28, 2024 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

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

2. ROLL CALL/QUORUM –

Present – Balmer, Bandstra, North, Laakso, Martyniek, Stefanchik, Vonk

Not Present – Postillion

Also Present – Planning & Zoning Administrator Sean Homyen

City Manger Lisa Nocerini

3. APPROVAL OF AGENDA

Approval of Agenda - Changes/Additions/Deletions

Motion to approve the Agenda of August 28, 2024 – roll call vote

Motion by Walker, seconded by Stefanchik to add “Do it in Douglas” to new business, F.

Motion amended by Walker, seconded by Stefanchik to request to vote to have a discussion regarding and vote for a new event for the fall, winter season – Motion Carries unanimous roll call vote

Motion by Martyniek, seconded by Walker to approve the amended agenda of August 28, 2024. – Motion Carried Unanimous roll call vote

4. APPROVAL OF MINUTES

A. Approval of Minutes - Changes/Additions/Deletions

Motion by Walker seconded by Stefanchik to approve the minutes of July 24, 2024. – Motion Carried Unanimous roll call vote.

5. OFFICER REPORTS

A. Secretary - None

B. Treasurer – Report is in the agenda packet, Laakso was not sure what the capital budget of \$15,560 was for and put it as unallocated. Balmer answered that it was a grant for the sign.

C. Vice Chair - None

D. Chair - None

6. PUBLIC COMMUNICATION - WRITTEN

A. Aleshia Balmer - Letter

B. Randy Walker - Letter

C. Erin Wilkinson - Letter

7. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)-

Michael Burmeister (Button Gallery) wanted to thank the DDA for support for this years Art in Douglas. He let the DDA members know that the event was a success and encourages the downtown to take part in the event and that the event isn't limited to the galleries.

Erin Wilkinson wanted to thank DDA members for taking the time and look at the letter. She then gave a background of the letter.

8. UNFINISHED BUSINESS

A. Bike Racks (Update)

Planning & Zoning Administrator Sean Homyen went through potential locations of the Bike Racks that would be donated from the CVB.

Lisa Mize from the CVB brought up potential locations as well and showed the DDA the designs of the Bike Racks.

DDA members participated in a round robin to share suggestions and guidance.

9. NEW BUSINESS

A. Banner Application Process (Discussion)

DDA members and Planning & Zoning Administrator Sean Homyen discussed potential ideas to simplify the application process for applicants.

B. Wayfinding Signage (Discussion)

Planning & Zoning Administrator Sean Homyen gave an update on the signage at Blue Star Highway (Bridge). He stated that quotes have been already obtained. Walker added that the sign needed to be approved by the City of Saugatuck. A motion was suggested to approve the sign.

Motion by Bandstra to approve the sign as designed with a cap expenditure of \$1,500. – Motion failed for a lack of second.

Motion by Stefanichik, seconded by Vonk to approve the max of \$1,500 for replacing the sign on Blue Star Highway and Lake Street and that we propose to minus “galleries, boutiques, and dining” so that we have it consistent with the signage on Blue Star and Center. – Motion carried with one member voting no.

C. 2025 Events

a. Events – Walker briefed DDA Members on a calendar she created that provides dates of events.

b. Farmers Market – Walker gave a brief update for future plans of the farmers market.

Motion by Martyniek, seconded by Stefanchik to extend the meeting 30 minutes. – Motion carried unanimously

c. Merchandise – DDA members discussed ideas for merchandise to support downtown Douglas events.

D. Michigan Downtown Day (Discussion) – DDA members discussed the idea of giveaways, incorporating a passport event to Michigan Downtown Day or Do it in Douglas and how it would be implemented.

E. Oktoberfest Temporary Gateway Banner

Motion by Walker, seconded by Stefanchik to approve the temporary gateway banner application submitted by Community Pride MI to approve Oktoberfest - Motion carried unanimous roll call vote.

F. Do it in Douglas – (This was discussed in item D.)

10. COMMITTEE REPORTS - None

11. STAFF/MANAGER REPORTS – Planning & Zoning Administrator Sean Homyen informed DDA members that a street performer application had been submitted and explained the designated performance areas. City Manager Lisa Nocerini added details about how these areas were established and updated DDA members about the upcoming 9/11 event.

12. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES) – Erin Wilkinson provided her input regarding street performers and talked about the Halloween Parade

13. BOARD COMMENTS – Laakso discussed his decision to approve funding for the new signage on Blue Star Highway, wanted clarification on the dates for the farmers market, and expressed a wish that the Farmers Market could run longer. Walker informed DDA members that Sue is going to be a grandmother to twins. North offered advice to Erin about food trucks.

14. CHAIR COMMENTS - None

15. ADJOURNMENT

Motion by Stefanchik, seconded by Vonk to adjourn the meeting.