



**THE CITY OF THE VILLAGE OF DOUGLAS  
DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, SEPTEMBER 24, 2025 AT 10:00 AM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order at 10:00 a.m. by Vice Chair Walker

**2. ROLL CALL/QUORUM**

PRESENT:

Kabri Martyniek

Randy Walker

Lauren Vonk

Alexia Dawson

Ruth Crowe

Maggie Bandstra

David Laakso (entered at 10:03 a.m.)

ALSO PRESENT:

City Manager Lisa Nocerini

ABSENT:

Cathy North

**3. ELECTION OF OFFICER**

Nomination of Walker for Chair by Dawson, seconded by Crowe.

Nomination of Vonk for Chair by Walker, seconded by Crowe.

David Laakso joined the meeting at 10:03 a.m.

*Roll call vote was taken by Bandstra for election of Walker as Chair. Motion carried by unanimous roll call vote.*

**4. APPROVAL OF AGENDA**

*Motion to approve the Agenda of September 24, 2025 by Vonk, seconded by Crowe. Motion carried by unanimous voice vote.*

**5. APPROVAL OF MINUTES**

*Motion by Bandstra, seconded by Vonk, to approve the Minutes of August 27, 2025. Motion carried by unanimous voice vote.*

**6. OFFICER REPORTS**

- A. Secretary – none  
Treasurer – Report is in the packet  
Vice-Chair – none  
Chair – none

- 7. **PUBLIC COMMUNICATION – WRITTEN** – none
- 8. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)** – none
- 9. **UNFINISHED BUSINESS** – none

**10. NEW BUSINESS**

- A. **Warming Station Presentation by Lisa Mize of the Saugatuck Douglas Convention and Visitor's Bureau**

Mize spoke about the proposed plan for a potential warming station in Downtown Douglas

- B. **DDA Michigan Downtown Day Activities**

*Motion by Martyniek, seconded by Laakso, to approve the Douglas Downtown Development Authority's request to allocate \$1,500 from the Community Promotions budget for Michigan Downtown Day activities on September 27, 2025, including live music and light refreshments. Motion carried by unanimous roll call vote.*

- C. **Community Event Grant Application - Art In Douglas**

*Motion by Bandstra, seconded by Crowe, to approve the Community Events Grant Application request in the amount of \$2,590.00 for the October, November, and December Art In Douglas events. Motion failed in 3-4 vote. Yea: Laakso, Bandstra, Crowe. Nay: Dawson, Vonk, Walker, Martyniek.*

*Motion by Laakso, seconded by Crowe, to approve \$1,500.00 for the cost of musicians for the October, November, and December Art in Douglas events. Motion carried by unanimous roll call vote.*

- D. **Community Events Grant Application - Lost & Found Lakeshore Pumpkin Carving**

*Motion by Vonk, seconded by Dawson, to approve the Community Events Grant request in the amount of \$750 for the Lost & Found Lakeshore Pumpkin Carving Event. Motion carried by unanimous roll call vote.*

- E. **Community Event Grant Application - History Center Halloween Party Event**

*Motion by Bandstra, seconded by Vonk, to approve the Community Event Grant request in the amount of \$1,750 for the Saugatuck-Douglas History Center Halloween Party event. Motion carried by 6-1 roll call vote. Yea: Dawson, Vonk, Walker, Crowe, Martyniek, and Bandstra. Nay: Laakso.*

- F. **Community Events Grant Application - Cavern Tavern Event**

*Motion by Bandstra, seconded by Laakso, to approve the Community Events Grant application request in the amount of \$1,000 for the Ox-Bow House Cavern Tavern event. Motion carried by unanimous roll call vote.*

- G. **AED/Wendy Colson DDA Cost Share Request**

*Motion by Vonk, seconded by Dawson, to approve the cost share request under Community Promotions for the purchase of an Automatic External Defibrillator (AED)/cabinet for the downtown district. Motion withdrawn.*

*Motion by Vonk, seconded by Bandstra, to approve a partnership with Wendy Colson in support of the AED proposal pending further information. Motion carried by unanimous roll call vote.*

## **H. DDA Banner Replacement**

Bandstra left the meeting at 10:55 a.m.

*Motion by Dawson, seconded by Martyniek, to approve the purchase of new banners for the downtown district and the Blue Star Highway corridor, not to exceed the amount of \$11,800 and \$3,000 from each budgeted Capital Outlay fund. Motion carried by unanimous roll call vote.*

*Motion by Vonk, seconded by Martyniek, to extend the meeting to 11:30 a.m. Motion carried by unanimous roll call vote.*

## **I. Budget Amendment - Christmas Decorations**

*Motion by Martyniek, seconded by Crowe, to approve a budget amendment under the Community Promotions budget in the amount of \$4,546.66 for Christmas decorations for the 2025-2026 holiday season. Motion carried by unanimous roll call vote.*

## **J. Temporary Gateway Banner - Oktoberfest**

*Motion by Dawson, seconded by Martyniek, to approve the Temporary Gateway Banner application from Community Pride for the Oktoberfest event. Motion carried by unanimous roll call vote.*

## **K. Discussion/Updates**

**1. Fall Decorations (Beginning of October)** – Nocerini: Hay bales and pumpkins arrived and will be placed soon

**2. Passport Program Planning/Kick-off/Participation-1000 Passports/Downtown Business Dollars (Month of November Start)** – Nocerini: DDA budgeted for 1,000 passports

**3. Tree Lighting Ceremony-November 29th @ 6:30 p.m.** – Nocerini: Kiosk will need to be moved as it is in the right of way.

**11. COMMITTEE REPORTS** – none

**12. STAFF/MANAGER REPORTS** – none

**13. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)** – none

**14. BOARD COMMENTS** – Laakso stated DDA funding guidelines

**15. CHAIR COMMENTS** – Walker noted there will be one more meeting before tree lighting; stated two prospective candidates to fill DDA openings as Maggie will be resigning which will create an additional opening; mentioned the MML Conference she attended; and recommended and formed a committee to update and address the special events policy (Dawson, Crowe, and Laakso volunteered).

## **16. ADJOURNMENT**

*Motion by Martyniek to adjourn the meeting at 11:23 a.m.*