



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

MINUTES

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

2. ROLL CALL/QUORUM

PRESENT

Chair Aleshia Balmer

Maggie Bandstra

Dave Laakso

Kabri Martyniek

Mark Postilion

Beth Stefanchik

Lauren Vonk

Randy Walker

Also Present City Manager Lisa Nocerini

Project Manager Jenny Pearson

Deputy Clerk Sean Homyen

ABSENT

Cathy North (Viewed remotely)

3. APPROVAL OF AGENDA

Approval of Agenda - Changes/Additions/Deletions

Motion by Stefanchik, seconded by Martyniek, to approve the February 28, 2024, Agenda. – Motion carried by unanimous roll call vote.

4. APPROVAL OF MINUTES

Approval of Minutes - Changes/Additions/Deletions

Motion by Stefanchik, seconded by Martyniek, to approve the January 24, 2024, Agenda. – Motion carried by unanimous roll call vote.

5. OFFICER REPORTS

A. Secretary – No report

B. Treasurer – Report included with the packet

C. Vice Chair – No report

D. Chair – No Report

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

7. PUBLIC COMMUNICATION – WRITTEN: None received

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS

- A. Gateway Signage Update – Project Manager Pearson went over the different options of the gateway sign. Praise Sign than gave an presentation of the material of the sign and explained how the lettering will be installed to prevent any potential issues. There was discussion about the height of the posts to be able to hang up banners and heigh of the landscaping. Members questioned whether the lightbulbs were able to be swapped out.

Motion by Balmer, seconded by Walker, to approve the gateway signage. Motion carried by majority roll call vote.

Yes: Balmer, Bandstra, Laakso, Martyniek, Postillion, Stefanchik, Walker, Vonk

No: Postillion

- B. Derby Day in Douglas Update/Community Promotion – Walker gave an update to Authority Members on behalf of April Gundy of the Saugatuck Douglas CVB. She went over future events that can happen. Some members were concerned about budgeting for events. City Manager Nocerini informed DDA of April's involvements.

Motion by Bandstra, seconded by Laakso, to approve the funding for Derby Day for \$500. – Motion carried by unanimous roll call vote.

- C. Charge Deals Update – Chair Balmer gave a quick explanation about the guide for the charge point and how it works. None of the members had any questions.
- D. Michigan Downtown Association Spring Workshop – Walker explained what the Michigan Downtown Association was and how they can help educate and inform members. She encouraged Authority Members to attend the workshop.
- E. Budget Draft - FY 2024/2025 - Discussion Item – City Manager Nocerini briefed Authority Members on the current budget of the City and an update on grants.

10. COMMITTEE REPORTS - None

11. STAFF/MANAGER REPORTS – City Manager Nocerini informed members about the Veterans Memorial and obtaining grant money to help touch it up and Deputy Clerk Sean Homyen will be appointed as the new Planning and Zoning Administrator at the next Council meeting.

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

13. BOARD COMMENTS - Walker wanted to remind members of the upcoming pet parade and Earth Day.

14. CHAIR COMMENTS – Chair Balmer thanked the Authority Members and staff for their efforts.

15. ADJOURNMENT

Motion by Stefanchik, seconded by Martyniek, to adjourn.

Submitted by Deputy Clerk Sean Homyen