



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, JUNE 28, 2023 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER – Chair Ketelhut called the meeting to order at 2:04 pm

2. ROLL CALL/QUORUM -

PRESENT: Balmer, Donovan, Postilion, Walker, Ketelhut

ABSENT: Stefanchik, Laakso, Martyniek, Bandstra

3. APPROVAL OF AGENDA -

A. Approval Of Agenda - Changes/Additions/Deletions - June 28, 2023

Motion by Balmer, Seconded by Walker, to approve; June 28, 2023 Agenda. – Motion carried by unanimous roll call vote.

4. APPROVAL OF MINUTES -

A. Approval Of Minutes - Changes/Additions/Deletions - May 31, 2023

Motion by Postilion, Seconded by Donovan, to approve; May 31, 2023 Minutes – Motion carried by unanimous roll call vote.

5. OFFICER REPORTS -

A. Secretary – No report

B. Treasurer – Included in agenda packet

C. Vice Chair – No report

D. Chair - No report

6. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES) - None

7. PUBLIC COMMUNICATION – WRITTEN -

A. Douglas Dutchers Baseball Letter – Chair Ketelhut acknowledged the letter from Helen DeGeatano into the record. Authority Members discussed reaching out to her to consider night games next season.

8. UNFINISHED BUSINESS - None

9. NEW BUSINESS -

A. Gateway Sign Canvas Update – At the March 22, 2023 meeting designs were discussed and a motion was made and passed to approve the Heron logo style sign with minor alterations that will be

determined between Art In Douglas with the approval of Chair Ketelhut and Walker.

Last month City Hall received the gateway canvases located at Center Street and Blue Star Highway and Main Street and Blue Star Highway, and they were the incorrect size, but they were installed. Proper dimensions have been given to the vendor and new signs are ready to order. With the resizing of the canvases, examples were provided for the Authority to consider for a final approval. Authority Members discussed the design of the replacement canvases and their use only being temporary until new signage can be placed. Donovan was not in favor of the canvases due to the overall busy appearance of the design. It was confirmed by Chair Ketelhut that there would be no additional cost for the correct sized replacements.

Motion By Walker, Seconded by Postilion, to approve the gateway canvases as proposed. – Motion carried by roll call vote.

Voting Yes: Balmer, Postilion, Walker, Ketelhut

Voting No: Donovan

- B. Open Discussion - Led by Chair – Chair Ketelhut guided the Authority Members in an open discussion on two of the Authorities priority items. The first discussion was Grant Writing ideas. Members listed ideas of possible grants to look into which include gateway grants, sidewalk grants, utility grants that could help with underground powerlines, park equipment and Downtown beautification grants. The second item discussed was a continued discussion from November and December of 2022 of the winter market. Members made mention of the tree lighting event taking place the same day as Small Business Saturday, which falls on Saturday November 25, 2023. Martyniek was working with sponsoring of the event and other involved items but was not present for this discussion. The possibility of a tree vendor was mentioned. It was agreed by the Members present for this discussion that the event should be bigger than last year but would like to start with small additions and grow from there. Walker stated that she would be able to help Martyniek with some of the planning.

Motion made by Balmer, Seconded by Walker, to extend the meeting. – Motion carried by unanimous roll call vote.

10. COMMITTEE REPORTS - None

11. STAFF/MANAGER REPORTS

- A. Manager Report – City Manager LaBombard updated members on the wayfinding signs timeline. He also discussed the DDA TIF plan approval process which required heavily involved noticing before appearing as a public hearing at City Council. He also mentioned the approved budget for FY 23-24. Provided in the agenda packet were the approved expenditures and cost shares agreed to by the City Council.

12. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES) - none

- 13. BOARD COMMENTS –** Walker will provide Members with information from the Michigan Downtown Association on upcoming conferences. She also mentioned the possibility of DDA involvement with the upcoming Michigan Police Unity bike ride and will be providing more information on the event. Donovan mentioned that the Douglas Fir tree has been the most popular Christmas tree since the 1920's and could possibly be a good sale for the holiday market. Postilion asked if Douglas had anything planned during Saugatuck's upcoming Venetian fest. Ketelhut would like the Authority to build a better foundation as a group so they can be able to have more events. Donovan mentioned wanting to do a Douglas Days event. Walker talked about wanting to do a Dog Days of Douglas event and the possibility of setting up an event support committee.

Motion made by Walker, Seconded by Postilion, to extend the meeting. – Motion carried by unanimous roll call vote.

14. CHAIR COMMENTS – Chair Ketelhut gave a brief update on the gateway sign and moving forward with an agreement for the land area and looking into options for the tree there.

15. ADJOURNMENT -

Motion made by Balmer, Seconded by Walker, to adjourn the meeting. – Meeting adjourned at 3:34 pm

Submitted by Laura Kasper, Deputy Clerk