



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, FEBRUARY 26, 2025 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Chair Balmer

2. ROLL CALL/QUORUM

PRESENT

Aleshia Balmer

Beth Stefanchik

Dave Laakso

Kabri Martyniek

Randy Walker

Maggie Bandstra

Also Present: City Manager Lisa Nocerini

Planning & Zoning Administrator Sean Homyen

Deputy Clerk Dawn Raza

ABSENT

Cathy North

Lauren Vonk

3. APPROVAL OF AGENDA

Motion by Walker, seconded by Martyniek, to add proposed marketing expenditures related to the Farmer's Market under Item #10, Committee Reports. – Motion carried by unanimous roll call vote.

Motion by Laakso, seconded by Bandstra, to approve the Agenda of February 26, 2025, with the addition under Item #10, Committee Reports, proposed marketing expenditures related to the Farmer's Market – Motion carried by unanimous roll call vote.

4. APPROVAL OF MINUTES

Motion by Walker, seconded by Laakso, to approve the minutes of January 29, 2025. – Motion carried by unanimous roll call vote.

5. OFFICER REPORTS

A. Secretary – None

B. Treasurer – Provided in agenda packet

C. Vice-Chair -- None

D. Chair – None

6. **PUBLIC COMMUNICATION – WRITTEN:** None

7. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** None

8. **UNFINISHED BUSINESS:** None

9. **NEW BUSINESS**

A. Michigan Downtown Association Annual Dues

Motion by Stefanchik, seconded by Bandstra, to approve the 2025-2026 Michigan Downtown Association dues in the amount of \$250.00 – Motion carried by a unanimous roll call vote

B. Apple Energy Contract Approval

Motion by Martyniek, seconded by Bandstra, to approve a contract with Apple Energy to manage the charging stations at Beery Field in the amount of \$8,413.68 (50% due upon contract execution and the final 50% due upon project completion), with funding from Capital Outlay. – Motion carried by unanimous roll call vote

C. Beery Field Charging Station Rate Changes

Motion by Walker, seconded by Laakso, to approve moving the charging stations at Beery Field to a fee structure effective March 26, 2025. – Motion carried by a unanimous roll call vote

D. Douglas Farmer's Market Temporary Gateway Banner Sign Application

Motion by Walker, seconded by Stefanchik, to approve the placement of a temporary banner sign on the Blue Star Highway/Center Street DDA Gateway sign on Mondays and Tuesdays from June through the end of September 2025. – Motion carried by a unanimous roll call vote

Motion by Bandstra, seconded by Laakso, to extend the meeting for 30 minutes. – Motion carried by a unanimous roll call vote. Beth Stefanchik left the meeting.

E. Recommendation to Planning Commission - 98 W Center Street - Special Land Use - Ground Floor Residential

1. Applicant Presentation
2. Planning and Zoning Administrators Report
3. Public Comments
4. DDA Member Questions

Motion by Walker, seconded by Martyniek to recommend approval to the Planning Commission for the request made by Erhan Kara for Special Land Use approval for Sub-Ground Floor Residential, per Section 26.13 of the City of the Village of Douglas Zoning Ordinance, for the parcel identified as P.P. 59-551-002-00, located at 98 W. Center Street with the strong recommendation that the Planning Commission amend the ordinance to prohibit main level center-facing residential. – Motion carried by a unanimous roll call vote

F. FY 2025/2026 Budget Priorities: City Manager Nocerini requested the DDA members prioritize the items on the survey. Reschedule March's meeting to March 19 and have the focus be on the budget.

G. DDA Farmer's Market Table

Motion by Walker, seconded by Martyniek, to approve purchasing DDA marketing items for the Farmer's Market up to \$1,500 out of the Community Promotions budget. – Motion carried by a unanimous roll call vote

H. DDA Regular Meeting Time: Another Doodle Poll to be sent out

10. COMMITTEE REPORTS: None

11. STAFF/MANAGER REPORTS: City Manager Nocerini reported that the RFPs went out for the murals and bike racks, suggested Earth Day activities at businesses next year, food trucks and right-of-way seating are getting a lot of activity on Facebook and e-mails.

Motion by Martyniek, seconded by Laakso, to extend the meeting for 30-minutes. – Motion carried by a unanimous roll call vote

Planning and Zoning Administrator Homyen reported that the Master Plan had been approved by the Planning Commission to go to Council.

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

13. BOARD COMMENTS: Laakso inquired whether the City Council was going to be voting on outdoor seating. Walker informed everyone that the Erin Go Bark Parade was coming up March 8.

14. CHAIR COMMENTS: None

15. ADJOURNMENT

Motion by Martyniek, seconded by Bandstra to adjourn the meeting.