



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, APRIL 26, 2023 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. **CALL TO ORDER:** Chair Ketelhut called the meeting to order at 2:02 pm
2. **ROLL CALL:** Present: Balmer, Stefanchik, Laakso, Donovan, Martyniek, Postilion, Walker, Ketelhut
3. **CONSENT CALENDAR**
 - A. Approval of the April 26, 2023 DDA Meeting Agenda
 - B. Approval of the March 22, 2023 DDA Meeting Minutes

Motion by Walker, with support from Balmer, to approve the April 26, 2023 DDA Consent Calendar, with amendment to New Business for the addition of Wayfinding Content item. Motion carried by unanimous roll call vote.
4. **PUBLIC COMMUNICATION – VERBAL:** None
5. **PUBLIC COMMUNICATION – WRITTEN:**
 - A. John Letter dated March 23, 2023 – Chair Ketelhut acknowledged the submission.
6. **REPORTS**
 - A. Treasurer's Report- Included in packet
 - B. DDA Budget Update for March 2023- Included in packet
7. **UNFINISHED BUSINESS**
 - A. Draft Gateway Signage – Chair Ketelhut discussed how he met with staff and measured the sign, and it was larger than originally thought. City Manager LaBombard gave a breakdown of size and placement options.
8. **NEW BUSINESS**
 - A. DDA Priorities, Budget Development, Project List – The DDA discussed and identified the projects they would like to accomplish and areas of priority for the FY 23-24. Sidewalks were discussed with a total of 7 identified locations in need of repair. The next items members discussed Holiday lighting, a grant writer, and the removal of the business incentive program. Walker mentioned bringing items for request of cost sharing to City Council. The topic of Budget Amendment was discussed, and how that process works to ask Council to pull from the fund balance. Gateway and Wayfinding signage priorities discussed, and Authority Members agreed to ask City Council for cost share.

Motion by Postilion, with support from Balmer, to extend the meeting. Motion carried by unanimous roll call vote.

Motion by Laakso, with support from Balmer, to approve the FY 23/24 budget for a total of \$69,800 to include from the TIF fund \$10,000 for Gateway signs, \$6,000 for sidewalks, \$3,000 for Grant writer, \$6,000 for Wayfinding signage, \$1,000 for conferences, \$7,800 for staff assistance, \$10,000 for community promotions, \$6,000 for Chips lighting, and then from the fund balance \$20,000 consisting of \$10,000 for Gateway signage and \$10,000 for Wayfinding signage. Motion carried by unanimous roll call vote.

- B. DDA Equipment Check-Out Request – Neal Seabert submitted a form for rental of equipment for the June Pride event. Walker pointed out the old form was used, and not the updated one on the website. Chair Ketelhut stated that with the current structure in place with payment and A new form, he will need to re-submit.

Motion by Postilion, with support from Balmer, to table the request for next meeting. Motion carried by unanimous roll call vote.

- C. Community Events Funding Request: Dutchers Baseball Club – Authority received a Community Events Funding Request for \$500 for the Dutchers Baseball Club games scheduled for June 24, July 29, and August 12th.

The Authority discussed items C. D. E. together due to the multiple requests being received at one time and limited funds available for this fiscal year, per the Chairs request. The community promotion fund is at \$4,400 and will be exhausted for this fiscal year.

Motion by Donovan, with support from Balmer, to extend the meeting for 30 minutes. Motion carried by unanimous roll call vote.

Balmer moved, with a second by Laakso, to decline the Community Events Funding Request for \$500 for the Dutchers Baseball Club games scheduled for June 24, July 29, and August 12th. – Motion failed by roll call vote.

Voting Yea: Balmer, Laakso

Voting Nay: Donovan, Ketelhut, Martyniek, Postilion, Stefanchik, Walker

Authority members stated confusion as to what they voted on, citing that the wording of the motion was confusing.

Motion by Walker, with support from Martyniek, to approve the Dutchers Baseball Club \$250 for event funding. – Motion carried by roll call vote.

Voting Yea: Donovan, Ketelhut, Martyniek, Postilion, Stefanchik, Walker

Voting Nay: Balmer, Laakso

- D. Community Events Funding Request: Art In Douglas – DDA received an application for Community Events Funding Request for \$2,528.87 for Art in Douglas event scheduled for June 10, 2023, the June Gallery Stroll event. Art in Douglas has been a recipient of DDA funds prior in the year.

Walker moved, with a second from Stefanchik, to not fund Art in Douglas. – There was no roll call vote.

Chair Ketelhut reminded Authority members that they can make the original motion presented on the agenda and vote from yes or no from there.

Motion by Ketelhut, with support from Balmer to approve the Community Events Funding Request for \$2,528.87 for Art in Douglas event scheduled for June 10, 2023. – Motion failed by unanimous roll call vote.

Motion by Laakso, with support from Martyniek, to fund \$250 for the Art in Douglas event funding request. Motion failed by roll call vote.

Voting Yea: Donovan, Laakso, Martyniek

Voting Nay: Balmer, Ketelhut, Postilion, Stefanchik, Walker

- E. Community Events Funding Request: Community Pride – The event scheduled for June 1-4, 2023 was discussed, while the October event would need a separate submission at a later date. The requested amount was for \$10,000.

Motion by Balmer, with support from Stefanchik, to approve the Community Events Funding Request for \$4,150 for Community Pride, MI events scheduled for June 1-4. – Motion carried by unanimous roll call vote.

The community promotion fund is now exhausted for this fiscal year.

- F. Wayfinding Memo – City Manager LaBombard gave an update on the proposed wayfinding program for the Downtown District. Prior discussion on this item was with the Wayfinding Committee that included Walker, Laakso, Ketelhut, City Manager LaBombard, and Executive Assistant Pearson.

Motion by Walker, with support from Balmer, to adopt the proposed Wayfinding program for the Downtown District. – Motion carried by unanimous roll call vote.

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

- 10. BOARD COMMENTS:** Walker questioned staff support from the new hire, which will be discussed later. Balmer stated to Lisa Mize of the CVB, that the DDA does not see her as a large check.

11. CHAIR COMMENTS:

- A. Christmas Tree: 18-foot donated for this year.
- B. Socials: Unity Church has committed to 3 Douglas Socials.
- C. Gateway Canvas: Sign is moving forward with the printing.

12. ADJOURNMENT: Meeting adjourned at 4:02 pm.

Submitted by Laura Kasper, Deputy Clerk