



**THE CITY OF THE VILLAGE OF DOUGLAS  
DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, SEPTEMBER 25, 2024 AT 2:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**AGENDA**

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**To view remotely online or by phone -**

**Join online by visiting:** <https://us02web.zoom.us/j/83505446221>

**Join by phone by dialing:** +1 (312) 626-6799 | **Then enter "Meeting ID":** 835 0544 6221

**1. CALL TO ORDER**

**2. ROLL CALL/QUORUM**

**3. APPROVAL OF AGENDA**

Approval of Agenda - Changes/Additions/Deletions

Motion to approve the Agenda of September 25, 2024 – roll call vote

**4. APPROVAL OF MINUTES**

**A. Approval of the August 28, 2024 Minutes**

Motion to approve the Minutes of August 28, 2024 – roll call vote

**5. OFFICER REPORTS**

**A. Secretary**

**B. Treasurer**

**C. Vice Chair**

**D. Chair**

**6. PUBLIC COMMUNICATION - WRITTEN**

**A. Sarah Pang - Letter**

**7. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**

**8. UNFINISHED BUSINESS**

- A. Donation of the two bike racks from the Saugatuck Douglas Area Convention and Visitor's Bureau (Discussion)
- B. Douglas Downtown Development Authority Passport program for November 2024 (Discussion)
- C. Selection of Workshop Dates for the Douglas Downtown Development Authority. Proposed dates are October 15, October 22, October 29, and November 12, from 5:00 PM to 7:00 PM (Discussion)

## 9. NEW BUSINESS

- A. Gateway Sign Banner Requests (Discussion)
- B. Event Reimbursement Procedures (Discussion)
- C. 2024 Farmer's Market Survey (Discussion)
- D. Passport Approval - DDA Sponsored Downtown Business Passport Program

Motion to approve the purchase of 250 passports, stamps, and prizes for the DDA sponsored downtown business passport program running from November 1st-30th, 2024 in the amount of \$999.89.

- E. Funding to Designate Local Artists for Painting Existing Bike Racks Approval

Motion to approve designating \$300 towards local artist under community promotions

- F. Fall Decorations Approval

Motion to approve designating no more than \$150.00 to purchase haybales and dried cornstalk bundles for downtown fall decorations under community promotions.

- G. FY2024-2025 Budget Amendment Approval

Motion to approve amending the FY2024-2025 budget for Community Promotions in the amount of \$1,449.89

- H. Approval of Bike Rack Locations Donated by the Saugatuck-Douglas Area Convention

Motion to approve the locations of two bike racks donated by the Saugatuck-Douglas Area Convention into the downtown district.

- I. Michigan Downtown Association Annual Conference (Discussion)

- J. Scheduling DDA Workshop

Motion to Approve the Scheduling of a Downtown Development Authority Workshop on one of the following dates: October 15, October 22, or October 29, at City Hall from 5:00 to 7:00 PM

## 10. COMMITTEE REPORTS

## 11. STAFF/MANAGER REPORTS

## 12. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)

**13. BOARD COMMENTS**

**14. CHAIR COMMENTS**

**15. ADJOURNMENT**

Motion to adjourn the meeting.

**Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Laura Kasper, City Clerk, at (269) 857-1438, or [clerk@douglasmi.gov](mailto:clerk@douglasmi.gov) to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN**