



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, SEPTEMBER 24, 2025 AT 10:00 AM
86 W CENTER ST., DOUGLAS MI**

AGENDA

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. ELECTION OF OFFICER

Election of Chair - Nominations for the office of Chair shall be followed by a roll call vote to accept.

4. APPROVAL OF AGENDA

Approval of Agenda - Changes/Additions/Deletions

Motion to approve the Agenda of September 24, 2025. – voice vote

5. APPROVAL OF MINUTES

A. Approval of Minutes Changes/Additions/Deletions

Motion to approve the Minutes of August 27, 2025 - voice vote

6. OFFICER REPORTS

- A.** Secretary
Treasurer
Vice-Chair
Chair

7. PUBLIC COMMUNICATION - WRITTEN

8. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)

9. UNFINISHED BUSINESS

10. NEW BUSINESS

A. Warming Station/Presentation - Lisa Mize SDCVB

B. DDA Michigan Downtown Day Activities

Motion to approve the Douglas Downtown Development Authority's request to allocate \$1,500 from the Community Promotions budget for Michigan Downtown Day activities on September 27, 2025, including live music and light refreshments.

C. Community Event Grant Application - Art In Douglas

Motion to approve the Community Events Grant Application request in the amount of \$2,590 for the October, November, and December Art In Douglas events.

D. Community Events Grant Application - Lost & Found Lakeshore Pumpkin Carving

Motion to approve the Community Events Grant request in the amount of \$750 for the Lost & Found Lakeshore Pumpkin Carving Event.

E. Community Event Grant Application - History Center Halloween Party Event

Motion to approve the Community Event Grant request in the amount of \$1,750 for the Saugatuck-Douglas History Center Halloween Party event.

F. Community Events Grant Application - Cavern Tavern Event

Motion to approve the Community Events Grant application request in the amount of \$1,000 for the Ox-Bow House Cavern Tavern event.

G. AED/Wendy Colson DDA Cost Share Request

Motion to approve the cost share request under Community Promotions for the purchase of an Automatic External Defibrillator (AED)/cabinet for the downtown district.

H. DDA Banner Replacement

Motion to approve the purchase of new banners for the downtown district and the Blue Star Highway corridor, not to exceed the amount of \$11,800 and \$3,000 from each budgeted Capital Outlay fund.

I. Budget Amendment - Christmas Decorations

Motion to approve a budget amendment under the Community Promotions budget in the amount of \$4,546.66 for Christmas decorations for the 2025-2026 holiday season.

J. Temporary Gateway Banner - Oktoberfest

Motion to approve the Temporary Gateway Banner application from Community Pride for the Oktoberfest event.

K. Discussion/Updates

1. Fall Decorations (Beginning of October)
2. Passport Program Planning/Kick-off/Participation-1000 Passports/Downtown Business Dollars (Month of November Start)
3. Tree Lighting Ceremony-November 29th @ 6:30 p.m.

11. COMMITTEE REPORTS

12. STAFF/MANAGER REPORTS

13. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)

14. BOARD COMMENTS

15. CHAIR COMMENTS

16. 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 to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN