



**THE CITY OF THE VILLAGE OF DOUGLAS  
DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, NOVEMBER 23, 2022 AT 2:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**To attend and participate in this remote meeting of the City of the Village of Douglas Downtown Development Authority, please consider joining online or by phone.**

**Join online by visiting:** <https://us02web.zoom.us/j/81251519976>

**Join by phone by dialing:** +1 (312) 626-6799 | **Then enter “Meeting ID”:** 812 5151 9976

**1. CALL TO ORDER:** Chair Walker called the meeting to order at 2:00 pm

**2. ROLL CALL:** Present: Balmer, Donovan, Laakso, Postilion, Walker

Absent: Ketelhut, Martyniek, Stefanchik, Toepper

**3. CONSENT CALENDAR**

A. Approval of Agenda - November 23, 2022

B. Approval of Minutes - September 28, 2022

C. Approval of Minutes - October 26, 2022

D. 1. Secretary (Balmer)

a. Written Communications- None

b. Notice of Board Vacancy- None

2. Treasurer (Laakso)

a. Financial Update- included in packet

b. Accounts Payable- included in packet

3. Vice Chair (Ketelhut) – not present

4. Chair (Walker) – no report

Motion to approve the Consent Calendar of November 23, 2022 – roll call vote

Motion by Donovan, with support from Balmer to approve the consent calendar as presented. Motion carried by unanimous roll call vote.

**4. PUBLIC COMMUNICATION -VERBAL (LIMIT OF 3 MINUTES):** No comments

**5. PUBLIC COMMUNICATION -WRITTEN:** None

**6. UNFINISHED BUSINESS**

A. DDA Business Incentive Program Guidelines and Application –

Motion by Balmer, with support from Donovan to adopt DDA Business Incentive Program Guidelines and Application as amended. Motion carried by unanimous roll call vote.

B. Community Events Promotions Application

Motion by Balmer, with support from Donovan to approve and adopt the community events promotions application as amended with the addition of event summary template application page. Motion carried by unanimous roll call vote.

C. Table and Chair Rental Form – DRAFT

Motion by Postilion, with support from Donovan to adopt table and chair rental form as amended. Motion carried by unanimous roll call vote.

**7. NEW BUSINESS**

A. DDA Gateway MCSA Group Introduction – Tiffany Smith of MCSA Group was present and discussed gateway improvement ideas. Smith presented a variety of pictured examples. DDA will research low-profile signs. City Manager will be researching easement details and technical aspects. This item will be on agenda for unfinished business next meeting.

**8. REPORTS:** No reports

**9. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES):** No comments

**10. BOARD COMMENTS:**

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

Laakso congratulated Walker for election win to City Council. Donovan discussed upcoming Saturday tree lighting event.

**11. CHAIR COMMENTS:** Walker thanked the Garden Club for recent swag handouts to area businesses. Discussed Board members bringing in laptops for future meetings to save paper.

## **12. ADJOURNMENT:**

Motion by Walker with support from Balmer to adjourn the meeting. Motion carried by voice vote.

**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 Pamela Aalderink, 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**