



**THE CITY OF THE VILLAGE OF DOUGLAS  
DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, MARCH 01, 2023 AT 2:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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1. **CALL TO ORDER:** Chair Ketelhut called the meeting to order at 2:00 pm
2. **ROLL CALL:** Present: Ketelhut, Laakso, Martyniek, Postilion, Walker  
Absent: Balmer, Donovan, Stefanchik
3. **CONSENT CALENDAR**
  - A. Approval of Agenda - March 1, 2023
  - B. Approval of Minutes - January 25, 2023
  - C. Secretary (Balmer)  
Written Communications - None  
Notice of Board Vacancy (1 vacant seat)
  - D. Treasurer (Laakso) – Report included in packet
  - E. Vice Chair (Postilion) – No report
  - F. Chair (Ketelhut) – Discussed Michigan Downtown Association membership presented by Walker

*Motion by Walker, with support from Laakso, to approve the Consent Calendar of March 1, 2023 -  
Motion carried by unanimous roll call vote.*

4. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** Phyllis with Interurban addressed the board and questioned if the Interurban should be part of the DDA TIF Plan or not. City Manager LaBombard stated that more research into Phyllis's question is needed, and he will reach out to her with an answer.
5. **PUBLIC COMMUNICATION – WRITTEN:**
  - A. Lebenart Gallery: Douglas Entrance Signs
  - B. John Thomas, Owner, Mixed Media Gallery: Letter

**6. UNFINISHED BUSINESS:**

- A. TIF Plan - Nathan Mehmed with Williams & Works reviewed the draft TIF Plan. He addressed the next steps and timeline for the approval process.
- B. Welcome Center Literature – Members discussed the addition of the DDA logo to the example provided, along with an update to the event listing.

*Motion by Walker, with support from Laakso, to approve the placement of the amended version of the*

*Douglas Downtown Development Authority visitor guide literature at Michigan Welcome Centers for 2023 – Motion carried by unanimous roll call vote.*

- C. Budget Priorities for FY 23-24 - Discussion item – Martyniek is still working on Holiday Market details. Postilion stated that Grant Writers cost about \$75 hourly but will reach out for more estimates. Chair Ketelhut reached out to Fennville regarding a post seeking grant writing intern and mentioned that the DDA should post on social media. Walker mentioned that the Gateway project is moving and would like to explore the overpass signage options. Chair Ketelhut also talked about socials and reached out to the Rotary Club and mentioned the Historical Society has two events. Discussion of Wade's Bayou will be tabled till next meeting due to Donovan being absent. Walker also stated a need for seasonal Holiday décor for all Holidays not just Christmas.

## **7. NEW BUSINESS**

- A. Holiday Lighting FY 23-24 – Members discussed the gazebo and trees at Wade's Bayou being lit year-round.

*Motion by Walker, with support by Laakso, to recommend that DDA consider amending the Chips Groundcover Agreement and recommend to City Council support for keeping the lights up in the trees year-round and to keep the tree lights and gazebo lights at Wade's Bayou lit year-round on a timer used for lighting in the nighttime. – Motion carried by unanimous roll call vote.*

- 8. **REPORTS:** City Manager LaBombard - A grant opportunity from Consumers Energy Foundation is available. He also stated that there is new information on the Gateway signs and Clear Vision easement, and there is a possibility of two options, but this item will have to be discussed during a closed session with the attorney.

*Motion by Laakso, with support from Martyniek, to extend the meeting by 30 minutes. – Motion carried by unanimous roll call vote.*

- 9. **PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES):** John Thomas spoke regarding his letter in the written communication. Mr. Thomas mentioned that he has proposed simple fixes and improvement ideas for the past four years, and he would like some action taken on the Douglas signage issue.

*Motion by Martyniek, with support from Walker to extend the meeting by 10 minutes. – Motion carried by unanimous roll call vote.*

- 10. **BOARD COMMENTS:** Postilion mentioned possibility of a local photographer take pictures for the sign, and maybe fresh paint. Martyniek also would like some fresh paint to the sign but recognizes that this is just a band aid to the problem. Laakso will bring art examples to the next meeting.

- 11. **CHAIR COMMENTS:** Chair Ketelhut stated that Lewis Corbin saw a Facebook post from the members regarding Wayfinding signage and offered their time free of charge to come up with some designs. Chair Ketelhut will continue his discussions with Mr. Corbin. He also mentioned the concern for the Gateway signage and need to keep moving forward.

## **12. ADJOURNMENT:**

*Motion by Walker, with support from Laakso, to adjourn the meeting. Motion carried by voice vote.*

Submitted By Laura Kasper, Deputy Clerk

**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 Alderink, 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**