



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, JANUARY 25, 2023 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. **CALL TO ORDER:** Chair Walker called the meeting to order at 2:00 pm
2. **ROLL CALL:** Present: Balmer, Donovan, Ketelhut, Martyniek, Postilion, Stefanchik, Walker

Absent: Laakso

3. **ELECTION OF OFFICERS**

- A. At the direction of the City Council written ballots were cast for Chair / Vice-Chair / Treasurer / Secretary. City Manager LaBombard then read into the record the Authority members name and who they cast their ballot for.

Balmer - Chair Ketelhut, Vice-Chair Postilion, Secretary Balmer, Treasurer Laakso

Donovan - Chair Ketelhut, Vice-Chair Postilion, Secretary Balmer, Treasurer Laakso

Ketelhut – Chair Ketelhut, Vice-Chair Postilion, Secretary Balmer, Treasurer Laakso

Martyniek - Chair Ketelhut, Vice-Chair Postilion, Secretary Balmer, Treasurer Laakso

Postilion - Chair Ketelhut, Vice-Chair Postilion, Secretary Balmer, Treasurer Laakso

Stefanchik - Chair Ketelhut, Vice-Chair Postilion, Secretary Balmer, Treasurer Laakso

Walker - Chair Ketelhut, Vice-Chair Postilion, Secretary Balmer, Treasurer Laakso

2023 Elected Offices: Chair Ketelhut, Vice-Chair Postilion, Secretary Balmer, Treasurer Laakso

Motion by Martyniek, with support from Balmer, to approve the election of officers for 2023. –
Motion carried by unanimous roll call vote.

4. **CONSENT CALENDAR**

- A. Approval of Agenda – January 25, 2023

B. Approval of Minutes – December 28, 2022

C. Secretary Report (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) – Thanked Walker for past two years of leadership.

Motion by Martyniek, with support from Balmer, to approve the January 25, 2023 Consent Agenda. –
Motion carried by unanimous roll call vote.

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

6. PUBLIC COMMUNICATION – WRITTEN: No comments

7. UNFINISHED BUSINESS

A. Gateway Signage and Low-Profile Signage Examples - Discussion Item – City Manager LaBombard discussed the clear vision easement and will be providing the City Engineer and City Attorney with the easement language to determine if it can be used for signage purposes. The next step will be to determine if the easement can be utilized by the City for signage purposes following the City's zoning ordinance. The Members discussed some highlight elements to incorporate for low profile signs, which will be shared with the designer.

B. DRAFT DDA TIF Plan - Discussion Item – The draft plan was included in the packet. There was discussion about what items included in the plan needed to be updated. Members mentioned some of the business addresses or names may not be accurate. City Manager LaBombard will be connecting with the Assessor to assist with address updates. Walker questioned the bicycle amenities and altering the wording on page 15 of the plan under events and festivals. On page 11 of the plan, Postilion questioned changing the colors of benches on map.

C. DDA Priorities, Budget Development, Project List - Discussion Item – The priority list provided in the agenda memo from City Manager LaBombard was discussed. Items included gateway signage, grant writer, Wades Bayou improvements, holiday lighting/décor, sidewalks/ADA improvements, and acquisition of vacant property. Chair Ketelhut had asked if each Member can take an item from the list to focus on. City Manager LaBombard also stated to Members that when discussion involving acquisition of property occurs, it can only be done in closed session.

Motion by Balmer, with support from Walker, to extend the meeting by 15 minutes. – Motion carried by unanimous roll call vote.

8. NEW BUSINESS

A. DDA Welcome Center Literature Orders 2023 – Members discussed the need for a new design for the DDA visitor guide. Chair Ketelhut will be designing a new one to present at the next meeting.

Motion by Postilion, with support from Stefanchik, to table item for next meeting – Motion carried by unanimous roll call vote.

- B. Community Events Funding Application - Art in Douglas – Members reviewed the application and discussed available funds.

Motion by Donovan, with support from Stefanchik, to approve the Community Events Funding request from Maggie Bandstra in the amount of \$2,500 for Art in Douglas event. – Motion carried by unanimous roll call vote.

Motion by Martyniek, with support from Donovan, to extend the meeting by 5 minutes. – Motion carried by unanimous roll call vote.

9. **REPORTS:** City Manager LaBombard – mentioned addition of new electric to Berry Field and Wades sidewalk extension with DDA being included in discussion.

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

11. **BOARD COMMENTS:** Walker- mentioned City staff working on Wayfinding, and overpass 196 signage.

12. **CHAIR COMMENTS:** Chair Ketelhut- Thanked members for welcoming him.

13. **ADJOURNMENT:**

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

Submitted on January 27, 2023, By Deputy Clerk Kasper

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