



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

MINUTES

1. CALL TO ORDER: Chair called to order at 2:00 PM

2. ROLL CALL/QUORUM:

PRESENT - Aleshia Balmer, Beth Stefanchik, Kabri Martyniek, Mark Postillion, Randy Walker, Cathy North, Lauren Vonk

Also Present – City Manager Lisa Nocerini

ABSENT - Dave Laakso, Maggie Bandstra

3. APPROVAL OF AGENDA: Approval of Agenda - Changes/Additions/Deletions

Motion by Walker, seconded by Vonk, to approve the Agenda of September 25, 2024, with the addition of 9K under New Business, Additional holiday decoration approval – Motion carried by unanimous roll call vote.

4. APPROVAL OF MINUTES: Approval of the August 28, 2024 Minutes

Motion by Postillion, seconded by Stefanchik, to approve the Minutes of August 28, 2024 – Motion carried by unanimous roll call vote.

5. OFFICER REPORTS

A. Secretary - None

B. Treasurer – Report included in packet

C. Vice Chair - None

D. Chair - None

6. PUBLIC COMMUNICATION – WRITTEN: Sarah Pang – Letter received into record.

7. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES): None

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 by Stefanchik, seconded by Walker, 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 – Motion carried by unanimous roll call vote.

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

Motion by Martyniek, seconded by North, to approve designating \$300 towards local artist under community promotions – Motion carried by unanimous roll call vote.

- F. Fall Decorations Approval

Motion by Walker, seconded by Postilion, to approve designating no more than \$150.00 to purchase haybales and dried cornstalk bundles for downtown fall decorations under community promotions – Motion carried by unanimous roll call vote.

- G. FY2024-2025 Budget Amendment Approval

Motion by Postilion, seconded by Walker, to approve amending the FY2024-2025 budget for Community Promotions in the amount of \$1,449.89 – Motion carried by unanimous roll call vote.

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

Motion by Stefanchik, seconded by Walker, to approve the locations of two bike racks donated by the Saugatuck-Douglas Area Convention into the downtown district – Motion carried by unanimous roll call vote.

Motion by Walker, seconded by Stefanchik, to extend meeting – Motion carried by unanimous roll call vote.

Martyniek exited meeting

- I. Michigan Downtown Association Annual Conference (Discussion)
- J. Scheduling DDA Workshop

Motion by Vonk, seconded by Stefanchik, to Approve the Scheduling of a Downtown Development Authority Workshop on November 12, 2024, at City Hall from 5:00 to 7:00 PM – Motion carried by unanimous roll call vote.

- K. Additional Holiday Decorations

Motion by Walker, seconded by Vonk, to approve up to \$600 in additional fall decorations from Bordens of South Haven – Motion carried by unanimous roll call vote.

- 10. COMMITTEE REPORTS:** Marketing Committee - Walker has a meeting tonight with Stefanie.
- 11. STAFF/MANAGER REPORTS:** City Manager Nocerini discussed the placement of the holiday deer decorations at Wade's Bayou.
- 12. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES):** Lisa Mize from the CVB asked about the time of tree lighting.
- 13. BOARD COMMENTS:** Walker mentioned that the purpose of the upcoming Workshop was to discuss the direction of the DDA.
- 14. CHAIR COMMENTS -** None
- 15. ADJOURNMENT**

Motion by Postilion, seconded by Vonk to adjourn the meeting.