



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, OCTOBER 22, 2025 AT 10:00 AM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER – Called to order at 10:00 a.m. by Chair Walker

2. ROLL CALL/QUORUM

PRESENT:

Ruth Crowe

Alexia Dawson

David Laakso

Cindy Miller joined the meeting at 10:01 a.m.

Cathy North

Randy Walker

Lauren Vonk

Absent: Kabri Martyniek

3. ELECTION OF OFFICERS

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

Motion by Laakso, seconded by Vonk to nominate Dawson for Vice Chair. Motion Carried by unanimous roll call vote.

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

Motion by Dawson, seconded by Laakso, to nominate Martyniek for Secretary. Motion carried by unanimous roll call vote.

4. APPROVAL OF AGENDA

Approval of Agenda - Changes/Additions/Deletions

Motion by Laakso, seconded by North, to approve the Agenda of October 22, 2025 with the change of moving Item M after Item A thereby shifting all items to the next letter. Motion carried by unanimous voice vote.

5. APPROVAL OF MINUTES

Approval of Minutes - Changes/Additions/Deletions

Motion by Vonk, seconded by Laakso, to approve the Minutes of September 24, 2025. Motion carried by unanimous voice vote.

6. OFFICER REPORTS

- A. Secretary
Treasurer - Financial and budget updates in packet
Vice-Chair
Chair

7. PUBLIC COMMUNICATION - WRITTEN

- A. Accept the resignation of Maggie Bandstra

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

Lisa Mize of the Saugatuck-Douglas Area Convention and Visitors Bureau gave an update on the warming station project.

9. UNFINISHED BUSINESS – None

10. NEW BUSINESS

A. Artsy Bike Rack: Lisa Mize of SDACVB

Motion by Laakso, seconded by Crowe, to approve the artsy bike rack as described and included in the packet and as presented by Lisa Mize. Motion carried by unanimous roll call vote.

B. By-Law Amendment: Proposed Changes and Discussion

*Motion by Laakso, seconded by North, to amend our Bylaws, Section 2.5, to state that “**Officers of the Board.** Members shall elect a Chair, Vice-Chair, Treasurer, and Secretary to serve as “Officers” and carry out the duties prescribed herein” period; that’s the end. Motion carried by unanimous roll call vote.*

C. Temporary Gateway Banner Sign for Art in Douglas

Motion by Dawson, seconded by Vonk, to approve the temporary gateway banner sign application from Art in Douglas for the November and December Art in Douglas events. Motion carried by unanimous voice vote.

D. Rescheduling of the November 2025 DDA Meeting

Motion by Dawson, seconded by Miller, to reschedule the November 26, 2025 DDA meeting to Wednesday, November 12, 2025 at 10:00 a.m. pending location. Motion carried by unanimous voice vote.

E. Discussion: 2025 Light Night in Douglas Tree Lighting Ceremony on November 29, 2025 at 6:00 p.m.

F. Purchase of Gingerbread Houses

Motion by Dawson, seconded by North, to approve the purchase of gingerbread houses for a gingerbread house building contest in an amount not to exceed \$133.41 to be taken from the Community Promotions Budget. Motion carried by unanimous voice vote.

G. Prizes for Adult and Child Gingerbread House Contest Categories

Motion by Dawson, seconded by Vonk, to approve \$100.00 in Downtown Douglas Dollars for the Gingerbread House Contest winners (1 child @ 50.00/ 1 adult @ \$50.00) to be taken from the Community Promotions Budget. Motion carried by unanimous voice vote.

H. Purchase of Flameless Luminaries

No motion was made but unanimous support was received for the item via voice vote.

(Recommended Motion was to approve the purchase of 100 flameless luminaries in the amount not to exceed \$85.00 (includes bags and candles) for the Light Night in Douglas activities to be taken from the Community Promotions Budget.)

I. Discussion: Michigan Downtown Day Follow-Up

J. Discussion: Placement of Downtown Kiosk

Motion by Vonk at 10:57 a.m., seconded by Dawson, to extend the meeting 15 minutes. Motion carried by unanimous voice vote.

K. Discussion: 2025 Passport Program

L. Discussion: 2026 Upcoming Events/Planning Ahead

- A. Soup Stroll Saturday
- B. Passport II
- C. Tailgate Stroll
- D. Derby Day

M. Special Events Policy: Review and Discussion

Motion by Vonk at 11:16 a.m., seconded by Crowe, to extend the meeting an additional 10 minutes. Motion carried by unanimous voice vote.

Motion by Vonk at 11:25 a.m., seconded by Laakso, to extend the meeting an additional 5 minutes. Motion carried by unanimous voice vote.

11. COMMITTEE REPORTS

12. STAFF/MANAGER REPORTS

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

14. BOARD COMMENTS

15. CHAIR COMMENTS

16. ADJOURNMENT

Motion by Dawson, seconded by Miller, to adjourn the meeting at 11:30 a.m.