

**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, JANUARY 28, 2026 AT 10:00 AM
415 WEST WILEY ROAD, SUITE 103, DOUGLAS, MI
49406**

AGENDA

To view remotely online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/83505446221>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 835 0544 6221

1. CALL TO ORDER

2. ROLL CALL/QUORUM

3. APPROVAL OF AGENDA

Approval of Agenda - Changes/Additions/Deletions

Motion to approve the Agenda of January 28, 2026 – roll call vote

4. APPROVAL OF MINUTES

A. Approval of Minutes - Changes/Additions/Deletions

Motion to approve the Minutes of December 17, 2025 – roll call vote

5. OFFICER REPORTS

A. Treasurer - 1/28/2026 Report

B. Secretary

C. Vice Chair

D. Chair

6. PUBLIC COMMUNICATION - WRITTEN

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

8. UNFINISHED BUSINESS

A. Discuss/Approve changes to the DDA by-laws (existing by-laws attached)

Motion to approve recommended changes to the DDA by-laws.

B. Final changes to the DDA Special Events Policy and Grants Application (updated drafts from 1/23/2026)

Motion to approve final changes to the DDA Special Events Policy and Grants Application.

9. NEW BUSINESS

A. Art in Douglas Temporary Gateway Banner Application

Quarter 1: 2/7; 2/14 & 2/15; 3/14

Quarter 2: 4/11; 5/9; 6;13

Quarter 3: 7/11; 8/8; 9/12

Quarter 4: 10/10; 11/14; 12/12

Motion to approve the Temporary Gateway Banner Request from Art in Douglas for quarters 1 - 4.

B. Art in Douglas Community Events Grant Program Application

Motion to approve a grant program application request for \$3,290.00 from Art in Douglas for music and advertising to be taken from Community Promotions.

C. Project for the T-Mobile Hometown Grant Application (Due 3/31/2026)

Options: Downtown Wi-Fi Plaza + Mural; Streetscape Enhancements + Mural; Downtown Wi-Fi Plaza + Gathering Space (public seating; branding/signage; decorative lighting)

Motion to approve ____ project for the T-Mobile Hometown Grant Application.

D. Budget Reminder (Discussion and worksheet status)

E. Beats on Beery 2026 (Discussion)

F. Updates (Discussion)

a. Douglas Soup Stroll Wrap-Up (purchase paper bowls/spoons in 2027)

b. Pre-Bowl Tailgate Stroll Update (February 7th from 12-5 PM)

c. DDA Gateway Sign Banners/CVB Partnership (Soup Stroll, Tailgate Stroll, Derby Day in Douglas, Small Business Saturday, Michigan Downtown Day, and Light Night in Douglas)

d. Douglas Wellness Day (May 9th)

e. Interurban Summer Service Update

f. DDA/POW Strategies Workshop Reminder (February 18th at 10 AM)

g. SDACVB Meeting Attendance

10. COMMITTEE REPORTS

11. STAFF/MANAGER REPORTS

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

13. BOARD COMMENTS

14. CHAIR COMMENTS

15. ADJOURNMENT

Motion to adjourn the meeting - 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 Laura Kasper, 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



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, DECEMBER 17, 2025 AT 10:00 AM
415 WEST WILEY ROAD, SUITE 103, DOUGLAS, MI
49406**

MINUTES

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

2. ROLL CALL/QUORUM

PRESENT:

Randy Walker, Chair

Alexia Dawson, Vice Chair

David Laakso, Treasurer

Kabri Martyniek, Secretary

Jim Babcock

Ruth Crowe

Cathy North

Lauren Bachman

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

OTHERS PRESENT:

Lisa Nocerini, City Manager

Alyssa Ramirez, Deputy Clerk

3. APPROVAL OF AGENDA

Approval of Agenda - Changes/Additions/Deletions

Motion by Dawson, seconded by Bachman, to approve the Agenda of December 17, 2025. Motion carried by unanimous roll call vote.

4. APPROVAL OF MINUTES

A. Minutes of November 12, 2025

Approval of Minutes - Changes/Additions/Deletions

Motion by Dawson, seconded by Martyniek, to approve the Minutes of November 12, 2025. Motion carried by unanimous roll call vote.

5. OFFICER REPORTS

A. Secretary

B. Treasurer – Report shared with board

C. Vice-Chair

D. Chair

6. PUBLIC COMMUNICATION – WRITTEN –None

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

8. UNFINISHED BUSINESS – None

9. NEW BUSINESS

A. Annual Report for December 2025: Presentation

B. Gift Card Purchases (\$325.00)

Motion by Dawson, seconded by Bachman, to approve \$325.00 for gift card purchases from the 13 Passport 2.0 participating businesses to be taken from the Community Promotions budget. Motion carried by unanimous roll call vote.

C. Special Events Policy and Grant Application

Review, discuss, and recommend changes to the Special Events Policy and Grant Application

D. DDA Bylaws Review: Discussion

E. POW Strategies Strategic Plan Discussion-Workshops in 2026: Discussion

F. Preliminary Planning of the FY26-27 Budget

G. Update/Recap: Discussion

- a. Passport Program
- b. Light Night in Douglas
- c. Holiday Preview (add to calendar as annual event)

Motion by Martyniek, seconded by Dawson, to extend the meeting 15 minutes. Motion carried by unanimous voice vote.

H. Upcoming Events: Discussion

- a. Soup Stroll: January 10th from 12:00 PM to 5:00 PM
- b. Pre-Bowl Tailgate Stroll: February 7th from 12:00 PM to 5:00 PM (Douglas Downtown Dollars Giveaway)
- c. Derby Day in Douglas (Thinking Ahead) May 2nd
- d. Wellness Weekend Update (Cindy & Lauren) May 9th

10. COMMITTEE REPORTS

11. STAFF/MANAGER REPORTS

12. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES) – None

13. BOARD COMMENTS

14. CHAIR COMMENTS

15. ADJOURNMENT

Motion by Dawson, seconded by Bachman, to adjourn the meeting at 11:35 AM.

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DDA TREASURER'S REPORT for January 28, 2026 Meeting

The DDA received income of \$115.11 during the month of December, all related to Beery Field EV Charging Station fees. No other revenue was received.

Expenses of \$9,954.05 were recorded during the month, which included \$6,410.00 for Christmascapade decorations, \$1,513.38 for reimbursement of Douglas History Center Halloween expenses, \$750.00 for Douglas logos, \$400.00 for reimbursement of Art in Douglas music expenses, \$69.99 for luminary bags for the Christmas tree lighting ceremony, \$60.68 for S'mores kits, and \$750.00 for the allocation of city staff expenses.

At December 31, 2025, the DDA had cash on hand of \$99,042.19. There were no accounts payable or other liabilities recorded, leaving an ending fund balance of \$99,042.19.

January 23, 2026

DDA BUDGET - 2024-2025 FISCAL YEAR beginning July 1, 2025

	2025-2026 Approved Budget	Activity for December 2025	2025-2026 YTD Activity	Full Year 2025/26 Better/(Worse) than Budget	Comments
REVENUES					
TAX INCREMENT RECAPTURE	\$ 64,512.00	\$ -	\$ 47,833.60	\$ (16,678.40)	TIF Recapture
OTHER INCOME	\$ 1,000.00	\$ -	\$ 1,510.32	\$ 510.32	Miscellaneous Revenue
EV CHARGING INCOME	\$ -	\$ 115.11	\$ 1,539.10	\$ 1,539.10	Beery Field Charging Station Revenue
INTEREST INCOME	2,000.00	-	769.52	(1,230.48)	
TOTAL Revenues	\$ 67,512.00	\$ 115.11	\$ 51,652.54	\$ (15,859.46)	
EXPENSES					
DDA ADMINISTRATION	\$ 9,000.00	\$ 750.00	\$ 3,750.00	\$ 5,250.00	Monthly expense allocation to the DDA for use of City Staff
TRAINING FUNDS	6,500.00	-		6,500.00	
BUSINESS INCENTIVE PROGRAM	-	-	-	-	
LEGAL FEES	-	-	390.00	(390.00)	Outside Legal Fees to Determine if DDA Could Have Officer Mtgs Art in Douglas Music, Beats on Beery, Michigan Downtown Day, Fall and Winter Decorations, Shop/Dine Passports, History Center Halloween expenses, and Tote Bags
COMMUNITY PROMOTIONS	29,900.00	9,204.05	14,839.08	15,060.92	
MARKETING	4,500.00	-	-	4,500.00	
CAPITAL OUTLAY (Detail Below)	20,200.00	-	13,865.90	6,334.10	Signs and Banners
TOTAL Expenditures	\$ 70,100.00	\$ 9,954.05	\$ 32,844.98	\$ 37,255.02	
SUMMARY:	-	-	-		
REVENUES:	\$ 67,512.00	\$ 115.11	\$ 51,652.54	\$ (15,859.46)	
EXPENDITURES	70,100.00	9,954.05	32,844.98	37,255.02	
BUDGET NET INCOME (LOSS)	<u>\$ (2,588.00)</u>	<u>\$ (9,838.94)</u>	<u>\$ 18,807.56</u>	<u>\$ (21,395.56)</u>	

<u>Capital Outlay Detail</u>	Approved Budget	November 2025	2025-2026 YTD Activity	Favorable/(Unfavorable) to Budget
Memo:				
UNALLOCATED	\$ 20,200.00	\$ -	\$ -	\$ 20,200.00
Banners		\$ -	\$ 5,365.90	\$ (5,365.90)
Gateway Signage - Main St.		\$ -	\$ 8,500.00	\$ (8,500.00)
Total Capital Budget	<u>\$ 20,200.00</u>	<u>\$ -</u>	<u>\$ 13,865.90</u>	<u>\$ 6,334.10</u>

12/9/2025

**CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) BYLAWS**

Adopted December 13, 2005

Amended February 21, 2006

Amended March 14, 2006

Amended January 20, 2020

Amended January 25, 2021

Amended January 26, 2022

I. AUTHORITY

1. **Establishment.** Pursuant to the adoption of the City (Village) of Douglas Ordinance, Number 144, on November 3, 1997 and effective on December 13, 1997 and also in compliance with State of Michigan acts, specifically, Act 57 of 2018, the Recodified Tax Increment Financing Act (amended January 20, 2020, to reflect repeal and replacement of Michigan Public Act 197 of 1975), the Downtown Development Authority herein after also known as the "DDA", is a public body corporate, with powers and duties as established by the ordinance noted above or state statutes, including the right to sue and be sued.
2. **Rules of the Board.** The following rules and regulations governing the meetings of the DDA were duly adopted at the Regular Meeting of the DDA held on December 13, 2005, and last amended January 26, 2022. Said rules and regulations shall serve as the bylaws which govern the appointed members of the DDA, herein after also known as the "Board". The rules ("Bylaws") of the Board shall be reviewed annually in January, and shall remain in effect until rescinded or amended by a majority vote of the DDA.
3. **Parliamentary Procedure.** Any Parliamentary Procedure not provided for by these rules and regulations shall be in accordance with Roberts Rules of Order, latest edition, a copy of which shall be retained on file in the Douglas City Clerk's Office. If legal interpretation regarding parliamentary procedures is needed, the City Attorney or one chosen by the DDA shall be consulted.

II. MEMBERSHIP

1. **Board Members.** Members shall be appointed for four (4) year terms, only as terms of the former members expire or vacancies otherwise occur. A member shall hold office until the member's successor is appointed.
2. **Appointment of Members.** Members shall be appointed by the chief executive officer (Mayor) of the municipality, subject to approval by the governing body of the municipality. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only.
3. **Board Composition.** The DDA shall be under the supervision and control of a board consisting of the chief executive officer of the municipality (Mayor), their designee ("legislative member") from the governing body of the municipality (City Council), and 7

members at-large. In addition to the chief executive officer of the municipality (Mayor), there shall be no less than 8 and no more than 12 members of the Board. Pursuant to State statute, not less than 1 of the members shall be a resident of the downtown district, if there are 100 or more persons residing within the downtown district.

4. **Assumption of Duties.** Before assuming responsibilities of the board and any duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.
5. **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. The chief executive officer of the municipality (Mayor) nor legislative members may be Officers, unless the governing body of the municipality (City Council) has on their own action assumed responsibility for the duties of the DDA Board, pursuant to State statute.
6. **Removal of Members.** Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.

III. MEETINGS

1. **Organizational Meeting.** The DDA's organizational meeting shall be their first meeting in January each year.
 - a. As the first item of business, the Clerk/Deputy shall administer the oath of office to the DDA Board if the oath has not previously been administered. The second item of business shall be the election of the Chair. The Clerk/Deputy shall preside over the election of the Chair. The DDA has established the following procedure for this election: Clerk/Deputy shall call for nominations for the office of Chair; when nominations are closed by majority vote, or no other nominations are forthcoming, the Clerk/Deputy shall commence the vote by roll call; when one nominee receives a majority of the votes of the members elected and serving; that nominee shall be declared Chair.
 - b. If the members present shall not cast a majority for one nominee, the past Chair shall preside until a majority of members elect one of its members to be the Chair. The DDA, may then proceed on to other agenda matters as they shall decide. Once elected, the Chair shall preside over the election of the remaining Officers using the same procedure noted above.
2. **Regular Meetings.** The DDA shall in general, hold a monthly meeting on the fourth Wednesday of the month. If any regularly scheduled meeting falls on a legal holiday, the regular meeting will be scheduled at the call of the Chair. Changes in the regular meeting schedule shall not be made except upon the approval of the majority of the board members.
3. **Special and Emergency Meetings.** If the DDA holds a special meeting, the Clerk/Deputy shall post a notice immediately and see that such meeting notice is delivered to each Board member's residence by personal delivery, facsimile transmission, e-mail or registered mail. No meeting, except emergency meetings, shall be held until the notice shall have been posted at least eighteen (18) hours prior to the meeting. This does not apply to subcommittee meetings of the DDA.

- a. **Special Meetings.** Special meetings of the DDA may be called by the Chair with eighteen (18) hours written notice to each member of the Board. The notice to the Board shall contain the time, place and purpose of the meeting and be served personally or by fax, e-mail, mail, hand delivered, verbally or left at their usual place of residence by the Chair or someone else designated. As an alternate means of calling meetings, other than those regularly scheduled, the Chair, may convene a meeting of the Board upon their discretion.

Whenever the Board shall be called into a Special Meeting, the matters to be considered shall be stated in the call of the meeting. The Agenda for special meetings shall be provided along with the notice of the meeting to Board Members. No business shall be transacted at any special meeting of the DDA unless the same has been stated in the notice of such meeting. Nothing in this section shall bar the DDA from holding an emergency meeting as defined in the Open Meetings Act.

- b. **Emergency Meetings.** Emergency meetings of the DDA may be held only by the vote of three (3) or more members of the Board and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before proper public notice.
4. **Place of Meetings.** Regular meetings of the DDA shall be held at the Douglas City Hall. The Chair, if required, may change the meeting location to a different facility in the City or call a remote meeting if legally permissible, appropriately scheduled by the Clerk/Deputy, and held in accordance with the Open Meetings Act and City of the Village of Douglas Remote Meeting Special Procedures. Immediate notice of the change shall be prominently posted on the City website, door of the regular meeting place, and the bulletin board at the City Hall. The City Clerk shall also give notice of such change in the meeting placetothe newspaper if time permits.
 5. **Time of Meetings.** Regularly scheduled meetings shall begin as prescribed by the City of the Village of Douglas Meeting Schedule, unless the Board shall, by a vote of three (3) or more members in session, set a different starting time. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the next, a future, or special agenda if one is called. Whenever the Board adjourns its meetings, the adjournment shall be at the call of the Chair.
 6. **Public Notice.** The City Clerk or designee shall be responsible for providing the proper notice, including the Name of the Board, its principal address, and telephone number, for all meetings of the DDA as required by the Open Meetings Act.
 - a. **Regular Meeting Schedule.** The Clerk/Deputy shall include the regularly scheduled meetings of the DDA, in the annual City of the Village of Douglas Meeting Schedule, which shall be posted per the open meetings law, within ten (10) days after the first public body meeting within the calendar/fiscal year. The notification shall include the date, time, and place of the DDA's regularly scheduled meetings.
 - b. **Schedule Change.** If changes in the DDA meeting schedule occur, the Clerk/Deputy shall post notice.
 - c. **Notification to Media and Others.** The Clerk/Deputy shall notify the local newspaper, radio, or television station, and any other media source requesting the information, of the DDA's meeting schedule, schedule changes, or special emergency meetings, and shall also notify other individuals or organizations of the regular meeting schedule,

changes in the schedule, or special and emergency meetings, but only upon their written request and agreement to pay the Clerk/Deputy for printing and postage expenses. The Clerk/Deputy shall mail all such notices required by this rule by first class mail.

IV. QUORUM:

A majority of the required Board, as specified in Membership under Board Composition, physically present at Roll Call shall constitute a quorum for transaction of the ordinary business of the DDA unless a greater number shall be required by applicable statutes of the State of Michigan. Board Members who are aware of their pending absence from an upcoming meeting should report their absence to either or Board Chair.

1. **Attendance.** Members shall not exceed three (3) absences from meetings each year.
2. **Remote Participation.** Members attending remotely may not vote, participate in discussion, or be considered in the establishment of Quorum. Exception to this rule is made only when legally permissible, and if scheduled as a remote meeting of the Board or a committee.

V. ORDER OF BUSINESS

The Secretary shall prepare the final agenda together with copies of meeting minutes, contracts, resolutions, reports, explanations, supporting documentation, etc., that relate to the matters of business on the agenda, and send it to all Board Members, post for public inspection, send see that the Clerk/Deputy sends to the newspaper as soon as possible preceding the DDA meeting and shall see that it is posted on the web site.

1. **Regular Meeting Agenda.** The agenda shall be arranged in the following order of business:

1. Call to Order
2. Roll Call/Quorum
3. Approval of Agenda -Changes/Additions/Deletions
4. Approval of Minutes -Changes/Additions/Deletions
5. Officer Reports
6. Public Comments (3 minutes, each.)
7. Unfinished Business
8. New Business
9. Committee Reports
10. Staff/Manager Reports
11. Public Comments (3 minutes, each.)
12. Board Comments
13. Chair Comments
14. Adjournment

2. **New Business.** Pending matters and requests for the agenda for all regularly scheduled DDA meetings, shall be compiled by the Board Chair. Any Board Member, organization or person desiring to place a matter on the agenda shall notify the City Clerk/Board Chair of such item seven (7) days prior to the Call to Order of next regular meeting.

Items that the City Clerk/Board Chair do not receive by the stated deadline shall not be included on the formal agenda, but may be considered by the Board, only upon the

unanimous consent of members present.

3. **Unfinished Business.** Agenda items previously discussed, unfinished shall be included under the "Unfinished Business" section of the agenda for discussion and possible action.

VI. CONDUCT OF MEETING

1. **Form of Address.** Members of the Board wishing to speak, shall first obtain the approval of the Chair, and each person who speaks shall address the Chair. Other persons at the meeting shall not speak unless recognized by the Chair.
2. **Making Motions.** All members of the Board may make motions.
3. **Statement by Board Chair.** No motion or resolution shall be adopted until the motion or resolution is stated by the chair of the meeting. All motions, except procedural motions and resolutions, may be required in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order. Each written motion or resolution shall be read by the Board Chair before being debated.
4. **Disorderly Conduct.** The Chair may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time, or speaking vulgarities. Such person shall there upon be seated until the Chair shall have determined whether the person is in order. If the person shall continue to be disorderly and disrupt the meeting, inhibiting the ability of the Board to conduct further business, the Chair may order the person to be removed from the public meeting.
5. **Procedures of Meetings.** Adjournment of all meetings of the DDA and its Committees shall be one (1) hour after Call to Order. Should it be deemed at the scheduled time of Adjournment that proceedings immediately require more time, the Board shall by a majority vote of quorum, extend the meeting by increments of thirty (30) additional minutes, not to exceed one (1) hour after the originally scheduled time of Adjournment. Upon adjournment, a draft of minutes of the proceedings of each meeting shall be presented within five business (5) days to the City Clerk/Deputy. Approved minutes shall be online or placed in the official DDAbook in City Hall.

VII. RECORD OF MEETINGS

A copy of all meeting minutes' resolutions, contracts, or other matters acted upon by the Board, shall be given to the City Clerk/Deputy for filing and safe keeping.

1. **Recording Responsibility.** The Clerk/Deputy shall be responsible for maintaining the official record and minutes of each meeting of the DDA. The minutes shall include all the actions of the Board with respect to motions. The record shall include the names of the mover and seconder and the vote of the Board. The record shall also state whether the vote was by voice or by roll call, and when by roll call, the record shall show the "yes", "no" or "abstention" of each member. A vote upon all financial resolutions unless unanimous, shall be recorded by "yes" or "no" in the records.
2. **Public Access to Meeting Records.** The records of the DDA shall be available to the public in accordance with the Freedom of Information Act. Minutes approved by the

Board shall be available within five (5) business days of the meeting at which they were approved.

VIII. COMMITTEES

1. **Standing Committees.** Each year at the first regularly scheduled meeting of the Board, in January, the Chair, with the approval of the Board, shall at their discretion elect to name and appoint members of Standing Committees. Each Standing Committee shall thoroughly investigate any matters relating to their topic and or referred to it by the Board and shall report its findings and recommendations to the Board without delay. The Board shall by motion and majority vote add to, delete and make any appropriate changes to the responsibilities, charge, power and duties of the specific Standing Committees as needed.
2. **Special AD HOC Committees:** Special AD HOC Committees may be formed as recommended, to address specific issues. The Chair may appoint ad hoc committees as required or needed.
3. **Committee Composition.** All Committees shall consist of at least three (3) members as appointed by the Board Chair.
 - a. **Committee Chair.** The Board Member first listed on the roster of each committee shall be the Committee Chair. In the absence of the Committee Chair, the person next listed shall assume the Chair. The Chair of the Committee is responsible for calling together the committee -that means he/she sets the time, date, and place of the meeting and notifies the committee members.
 - b. **Committee Quorum.** The Committee Chair shall ensure quorum has been reached prior to conducting business of the Committee. A quorum shall be considered a majority of the committee's members physically present.
4. **Record of Committee Meetings.** The Secretary of the Board shall ensure each committee maintain a written record of its meeting, and deliver such record to to the Clerk/Deputy to include in BDA packets for approval by the Board. The record of each Committee meeting shall include at least the following: the date and place of the meeting, members attending, and the vote on any recommendations the committee has approved to go before the Board. Such meeting records shall constitute a public record in the meaning of the Freedom of Information Act, and shall be made available to any person as required by law.

Committee meeting minutes shall be included in the Board packet for review and discussion. Any recommendations from Committee meetings shall be included within the minutes and delivered to the Board prior to discussion and action by the full Board.

IX. CLOSED SESSION

The Board may meet in closed session, closed to the public, upon the motion of any member and roll call approval by two-thirds of the members.

1. **Rationale of Closed Session.** The vote to go into closed session shall be recorded in the minutes of the meeting at which the decision is made, with one of the following

permissible purposes stated:

- a To consider the purchase or lease of real property up to the time that an option to purchase or lease of such real property is obtained.
 - b To consult with legal counsel regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental effect on the Board's litigation or settlement position.
 - c To consider material exempt from discussion or disclosure by State or City statutes, i.e. for consideration of a written legal opinion within the attorney-client privilege, but not for consideration of an oral opinion.
- 2 **Record of Closed Session.** At each Closed Session, the Secretary, or the designated secretary in their absence, shall keep a separate record which shall be reviewed and approved by the Chair. These minutes shall not be disclosed to the public except upon court order. Said minutes may be destroyed after one year and one day have passed after the meeting, following the approval of the minutes of the meeting at which the closed session was approved.

X. CONFLICT OF INTEREST

Because many members of the DDA operate, represent or own businesses and/or property in the DDA District, matters before the Board may, at some time, result in a conflict of interest for certain Board members. Matters before the Board which affect all businesses in the district in equal measures will not be construed as posing a conflict of interest. However, when a matter before the Board affects a single business or group of businesses differently than all other businesses, Board members who have a direct or perceived interest in such matters shall disclose their interest prior to the Board taking any action with respect to the matter. The disclosure shall become part of the record of the Board's official proceedings and the interested Board member shall refrain from participation in the Board's proceedings relating to the matter.

XI. VOTING

Whenever a question is put by the Chair, every member present shall vote on all questions, no member present shall abstain from voting "yes" or "no" unless excused by unanimous consent of the other members present. Any member refusing to vote may be guilty of misconduct in office.

- 1. **Roll Call Votes.** The names and votes of members shall be recorded on all actions to adopt resolutions, to appoint or elect officers, financial matters, and all other final actions. Procedural questions may be decided by voice vote. Upon the request of any Board Member, a roll call vote shall be taken on other motions and actions.
 - a When a roll call vote is required on a question, and after the Chair has stated the question, the Secretary shall call the roll. No motion shall be in order until such roll call is completed and the result is announced by the Chair.
 - b In all roll call votes, the names of the members of the body shall be called in alphabetical order and the name called first shall be advanced one position alphabetically in each successive roll call vote.

- c. Roll call vote is required during all remote meetings.
- 2. **Voice Vote.** In all cases where a non-roll call vote is taken, the Chair shall decide the results. Any member may call for a division and the "yes" and "no" shall be called upon by the request of the Chair or any member.
- 3. **Votes Required.** Except as otherwise provided in these rules, no resolution shall be adopted or passed except by the affirmative vote of at least a majority of members, in session, of the Board.

APPROVED: Randy Walker, Chair
City of the Village of Douglas Downtown Development Authority (DDA)

Approved: December 13, 2005

Amended: February 21, 2006
March 14, 2006
January 20, 2020
January 25, 2021
January 26, 2022

**DDA ACTION**

Approved _____

Denied _____

Date _____

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Douglas Downtown Development Authority Community Events Grant Program Application

EVENT PRESENTER INFORMATION

Name: _____

Name of Organization(s): _____ 501 (c) (3) Yes ☐ No ☐

Address: _____

Phone: _____ Email: _____

How many years have you been in the Douglas Downtown Development Authority District? _____

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EVENT INFORMATION (use additional sheets if needed)

Event Name: _____

Event Date(s): _____ Event Start & End Hours: _____

Event Location: _____

Describe your event in detail and how it will benefit the DDA District.

Anticipated Number of Attendees: _____

Attendees Demographics (ages, special interests, where are the coming from, etc.) _____

Estimated Number of Volunteers: _____

Estimated Date/Time for Set-Up: _____ Estimated Date/Time for Clean-Up: _____

List the local businesses involved and include how businesses are participating in the event: _____

List your methods to advertise and promote the event as well as downtown and local businesses: _____

Funding amount requested: _____ (Include an itemized budget for the total costs of the event)

DDA FUNDING HISTORY

1. Is this the first time you have applied for DDA funding for an event? Yes ☐ No ☐

2. If yes, how many times have you applied previously? _____

3. Have you requested funding from other community organizations, such as the Douglas/Saugatuck Area Convention and Visitors Bureau? Yes ☐ No ☐ This information will help the DDA equitably distribute available funds.

2.a. If yes, please provide a brief explanation of the outcome: _____

3.4. Is this a reoccurring event? Yes ☐ No ☐

NOTE: Organizations which received DDA event funding previously ~~must~~ make a final written report on the event including how DDA funds were used prior to consideration of a new application.

For certain events, you may be required to submit a Special Event Application to Douglas City Council for approval. These events would normally require the use of city staff, including DPW personnel, security or police, the addition or removal of parking, closure of city streets, purchase of insurance, etc. Please check with a city staff employee to determine the need for City Council review.

Have you submitted a Special Event Application to City Council for approval? Yes ☐ No ☐ N/A ☐

If yes, was it approved? Yes ☐ No ☐

Signature of Applicant

Date

ALL DECISIONS CONCERNING THE COMMUNITY EVENTS FUNDING PROGRAM APPLICATION PROCESS, INCLUDING ELIGIBILITY AND/OR CONTAINING ELIGIBILITY FOR FUNDING, ARE WITHIN THE SOLE DISCRETION OF THE DDA BOARD AND ARE FINAL.

Please return application and supporting documentation to:

**City of Douglas
Downtown Development Authority
~~86 West Center~~ 415 Wiley Road, PO Box 757**

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Douglas, Michigan 49406

COMPLETE THIS APPLICATION IN ITS ENTIRETY; INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.
PLEASE RETAIN A COPY OF THIS ENTIRE APPLICATION FOR YOUR RECORDS.



DOUGLAS DOWNTOWN DEVELOPMENT AUTHORITY

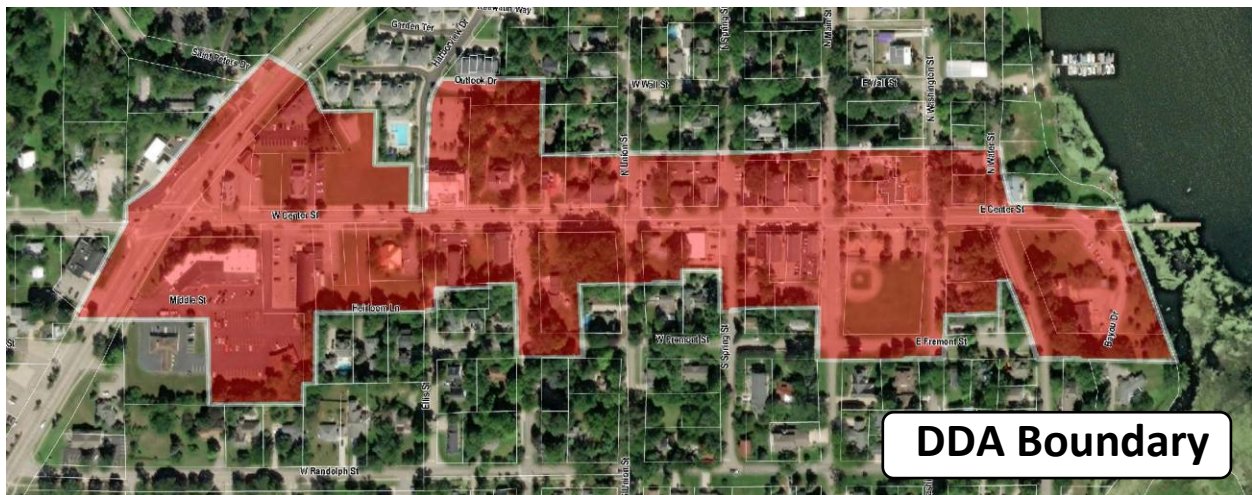
Community Events Grant Program Guideline

PROGRAM GUIDELINES

The City of Douglas Downtown Development Authority (DDA) was originally created in 1997 to reverse the pattern of deterioration in the downtown area and to plan for and implement certain public improvements considered necessary for future economic growth. The goals of the DDA are detailed in its Development Plan, adopted in 2006. The DDA intends to support qualified downtown events with funding to promote the downtown district and increase foot traffic.

The DDA is seeking a partner relationship with event presenters to help promote Douglas's Downtown District. Local organizations planning to present a public event(s) in downtown Douglas may submit an application for funding in accordance with the guidelines described below.

Funding recommendations are reviewed at ~~the end of each quarter.~~least quarterly.



The maximum amount awarded to a local organization under the program is ~~\$5,000~~\$8,000 annually. Events will be funded only to the extent that funding is available.

REQUIREMENTS

- The event must include participation of local downtown businesses.
- The event presenter(s) must market the event as well as promote the DDA.
- The event must be free and open to the public. No-charge ticketed/RSVP events due to space limitations are permitted.

~~Note: Preference will be given to events which attract a diversity of participation~~

CONDITIONS OF ELIGIBILITY

- ~~If applicable, e~~Event presenter(s) must receive City Council approval with a Special Events Application prior to seeking grant funding.
- DDA monies awarded must be used towards qualifying expenses related to Douglas's downtown, local businesses, and marketing events. Funds are disbursed as reimbursement after applicant presents itemized receipts along with the "City of Douglas Reimbursement Form (see attached)."
- All necessary insurance and security must be provided by the event presenter(s).
- Event presenter(s) must work with City of Douglas' City Council/Administration/DPW/Police and Saugatuck Township Fire District on road closures, use of public space and services, and other issues.
- Event must use the DDA logo on all materials and link to the DDA website (if applicable).
- Event presenter(s) must complete a Community Events Grant Funding Program Application and provide related information.
- Funds cannot be used for events restricted to private or exclusive participation.
- Funds cannot be used for fundraisers. An exception may be made for qualifying 501 (c) (3) organizations.
- Itemized receipts must be presented equaling the amount requested for reimbursement.
- ~~E~~Event presenter(s) receiving DDA event funding must submit a written final summary on the event(s) and how DDA funds were used prior to consideration of a new application.
- Funded event presenter(s) may be asked to appear and submit their report at a DDA meeting following the event.

Please note that the above list is not all-inclusive. Final determinations of eligibility requirements are governed by the DDA Board.

AWARD PAYMENTS

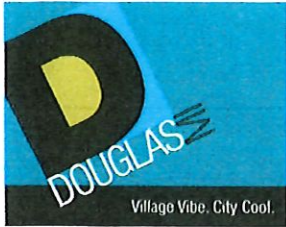
- DDA awards are paid to recipients as reimbursements.
- All event(s) must be in compliance with the aforementioned requirements.
- Original receipts for services performed must be provided, along with the DDA Reimbursement Form, to receive reimbursement.
- After satisfactory review by DDA Business Incentive Program sub-committee, payment will be made to the award recipient as soon as possible by the City Treasurer

GRANT FUNDING TIMELINE

Community Events Grant Program applications are accepted, reviewed, and awarded on an ongoing basis depending on the availability of funds in the DDA budget.

QUESTIONS

Please contact the City Clerk's office at clerk@douglasmi.gov or 269.857.1438 for questions. For more information on the DDA please visit our website at www.douglasmi.gov.



Downtown Development Authority Temporary Gateway Banner Application

Item 9A.

JAN 02 2025

Application Fee \$50 + \$50 Deposit
Payable Online Option at: tinyurl.com/PayItOnline

The Village of Friendliness – Since 1870

Application Checklist

- ☐ A Completed and Signed Douglas Downtown Authority Temporary Gateway Banner Application

Note: Applications must be received 30 days prior to the event. The DDA meets on the 4th Wednesday of each month; therefore, applications will be considered for approval by the DDA board during their next meeting following submission.

- ☐ \$50 Application fee with a \$50 Deposit (deposit will be returned to applicant following the removal of the banner) – said to use previous deposit since we still have it.

- ☐ Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event (Note: Failure to adhere to these dates may result in forfeiture of the sign deposit.)
- The banner must be securely fastened and meet safety standards.
- Banners must be weather-resistant.
- Banners must not contain offensive or inappropriate content.
- Only one banner will be displayed at a time.
- Banners must not be larger than 24"x 94"

Applicant Information:

Name: JOHN THOMAS Organization: ART in DOUGLAS

Phone Number: 616-836-0272 Email Address: JTMIXEDM@AOL.COM

Address / PO Box: 521 DOUGLAS City: DOUGLAS State: MI Zip: 49406

Banner Information:

Event Name: Art in Douglas Event Dates: 1/10/26 2/7/26 2/14+15/26 3/14/26

Banner Dimensions: 24 X 90 Dates of event banner is promoting: 1/10/26 2/7/26 2/14+15/26 3/14/26

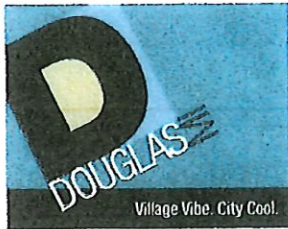
Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

The art in Douglas gallery stroll events are long-standing, multi-gallery events which draw as many as 300+ people; benefiting all of the businesses on Center St.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. It is the applicant's responsibility to meet the requirements of the Conditions of Banner Display in all respects and to provide the necessary information to the Downtown Development Authority for approval. A permit must be obtained prior to putting up the banner. I acknowledge there are no refunds for any reason.

Signature of Applicant: John Thomas Date: 1/2/26



Downtown Development Authority Temporary Gateway Banner Application

Item 9A.

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JAN 02 2025

The Village of Friendliness - Since 1870

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☐ Rendering or graphic of proposed temporary banner

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Name: JOHN THOMAS Organization: ART in DOUGLAS
Phone Number: 616-836-0272 Email Address: JTMIXEDM@AOL.COM
Address / PO Box: BOX 521 City: DOUGLAS State: MI Zip: 49406

Banner Information:

Event Name: Art in Douglas Event Dates: 4/11/26 5/9/26 6/13/26
Banner Dimensions: 24 X 90 Dates of event banner is promoting: 4/11 5/9 6/13

Banner Promotion:

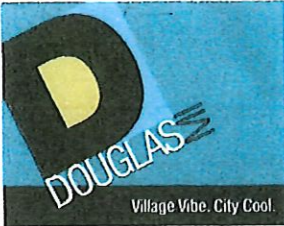
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John Thomas
Signature of Applicant

1/2/26
Date



Downtown Development Authority Temporary Gateway Banner Application

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JAN 02 2025

The Village of Friendliness – Since 1870

Application Checklist

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Applicant Information:

Name: JOHN THOMAS Organization: ART in DOUGLAS
Phone Number: 616-836-0272 Email Address: JTMIXEDM@AOL.COM
Address / PO Box: BOX 521 City: DOUGLAS State: MI Zip: 49406

Banner Information:

Event Name: Art in Douglas Event Dates: 7/11/26 8/8/26 9/12/26
Banner Dimensions: 24x90 Dates of event banner is promoting: 7/11 8/8 9/12

Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

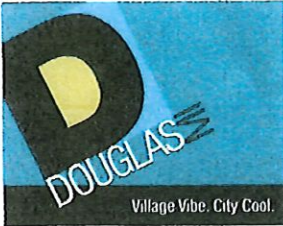
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Signature of Applicant

Date

86 W. Center Street • PO Box 757 • Douglas, MI 49406 • Ph (269)857-1438 • Fx (269)857-4751 • www.douglasmi.gov



Downtown Development Authority Temporary Gateway Banner Application

JAN 02 2025

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The Village of Friendliness – Since 1870

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Applicant Information:

Name: JOHN THOMAS Organization: ART in DOUGLAS
Phone Number: 616-836-0272 Email Address: JTMIXEDM@AOL.COM
Address / PO Box: BOX 521 City: DOUGLAS State: MI Zip: 49406

Banner Information:

Event Name: Art in Douglas Event Dates: 10/10/26 11/14/26 12/12/26
Banner Dimensions: 24x90 Dates of event banner is promoting: 10/10 11/14 12/12

Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

The art in Douglas gallery stroll events are long-standing, multi-gallery events which draw as many as 300+ people; benefiting all of the businesses on Center St.

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Signature of Applicant: John Thomas Date: 1/2/26



RECEIVED
JAN 23 2025
BY: AR

DDA ACTION	
Approve	Item 9B.
Denied	_____
Date	_____

Douglas Downtown Development Authority Community Events Grant Program Application

EVENT PRESENTER INFORMATION

Name: JOHN THOMAS
Name of Organization(s): ART IN DOUGLAS
Address: 23 CENTER ST.
Phone: 616-836-0272 Email: 5TMIKEDMC@HOT.COM
How many years have you been in the Douglas Downtown Development Authority District? 28 yrs

EVENT INFORMATION (use additional sheets if needed)

Event Name: this request covers 1st quarter requests & itemized requests
Event Date(s): _____ Event Start & End Hours: attached
Event Location: _____

Describe your event in detail and how it will benefit the DDA District.

We are requesting fund to cover music for the March 14 AID (\$550.00). The rest is for the annual rock card (one side for AID, the other side for Douglas DDA/Bur.). The remainder is for various forms of advertising; since Douglas DDA has made promotion and advertising priority goals for 2026.
Anticipated Number of Attendees: _____ Our ads are intended to increase awareness of downtown and all of the other businesses benefit from it.
Attendees Demographics (ages, special interests, where are they coming from, etc.): _____

Attendance at our events continues to grow, soup to Saturday - the brain child of Maggie from Oxbow House is the perfect example.

Estimated Number of Volunteers: _____

Estimated Date/Time for Set-Up: _____ Estimated Date/Time for Clean-Up: _____

List the local businesses involved and include how businesses are participating in the event: Ox-Bow
Miller Miller, Ruth Crowe, Batten, Leben and Now + Then. Each
will have its own featured open house from 11-5:00

List your methods to advertise and promote the event as well as downtown and local businesses: all of
the participating businesses will provide online posts, some
will also take out ads in print media and if we
are granted funding we will also pay for ads in the Kalamazoo
Commercial Record, Urban Street and the Michigan
Art Guide; all of which reach Douglas-type audiences
 Funding amount requested: _____ (Include an itemized budget for the total costs of the event)

DDA FUNDING HISTORY

1. Is this the first time you have applied for DDA funding for an event? Yes ☐ No ☒
2. If yes, how many times have you applied previously? several - we have been doing
3. Is this a reoccurring event? Yes ☒ No ☐ AID for 3 years

NOTE: Organizations which received DDA event funding previously must make a final written report on the event including how DDA funds were used prior to consideration of a new application.

Have you submitted a Special Event Application to City Council for approval? Yes ☐ No ☒
 If yes, was it approved? Yes ☐ No ☐ NA

John Thomas
 Signature of Applicant

1/23/26
 Date

ALL DECISIONS CONCERNING THE COMMUNITY EVENTS FUNDING PROGRAM APPLICATION PROCESS, INCLUDING ELIGIBILITY AND/OR CONTAINING ELIGIBILITY FOR FUNDING, ARE WITHIN THE SOLE DISCRETION OF THE DDA BOARD AND ARE FINAL.

Please return application and supporting documentation to:

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 86 West Center, PO Box 757
 Douglas, Michigan 49406

COMPLETE THIS APPLICATION IN ITS ENTIRETY; INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.
 PLEASE RETAIN A COPY OF THIS ENTIRE APPLICATION FOR YOUR RECORDS.

First quarter 2026 DDA grant request addendum.

The last time we requested funds for our Art in Douglas events and other expenses, the DDA granted us funds for the musicians who play at multiple locations downtown during the gallery stroll.

Feedback from participants was extremely positive. People love the “vibe” it helps to create. It also makes the event more of an impressive function.

Since we have been doing the stroll for many years, people tell us that they look forward to it and mark their calendars so they don't miss them. As a result attendance has grown each year.

The strolls provide exposure and business for everyone who is open during the event, not just the galleries. Money well spent!

John Thomas
Now & Then

First Quarter 2026 DDA Events Grant Request
Art in Douglas

Musicians for Art in Douglas March 14, Art in Douglas Gallery Stroll: \$550.

Annual Rack card. One side for Art in Douglas. The other side for the DDA:
\$600.

Annual Michigan Art Guide publication: \$750.

Urban Street Early Summer edition: \$815.

What's Happening \$275.

Commercial Record \$300.

Total request: \$3,290.

John Thomas