



**THE CITY OF THE VILLAGE OF DOUGLAS
RESCHEDULED - DOWNTOWN
DEVELOPMENT AUTHORITY
WEDNESDAY, NOVEMBER 29, 2023 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

To join remotely online or by phone

Join online by visiting: <https://us02web.zoom.us/j/89825467304>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 898 2546 7304

1. CALL TO ORDER

2. ROLL CALL/QUORUM

3. APPROVAL OF AGENDA

A. Approval of Agenda - Changes/Additions/Deletions

Motion to approve the November 29, 2023 Agenda - roll call vote

4. APPROVAL OF MINUTES

A. Approval of Minutes - Changes/Additions/Deletions

Motion to approve the October 25, 2023 Minutes. - roll call vote

5. OFFICER REPORTS

A. Secretary

B. Treasurer

C. Vice Chair

D. Chair

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

7. PUBLIC COMMUNICATION - WRITTEN

8. UNFINISHED BUSINESS

- A. Gateway Sign Workshop - Discussion Item
- B. Beery Field Electrical Upgrades - FY2024-2025 Budget Request
- C. Charge Deals - Marketing Recommendation Follow Up

9. NEW BUSINESS

- A. Douglas Social Reviving - Discussion Item
- B. Season Decorations - Discussion Item

10. COMMITTEE REPORTS

11. STAFF/MANAGER REPORTS

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

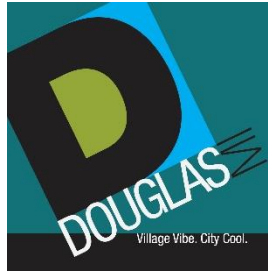
13. BOARD COMMENTS

14. CHAIR COMMENTS

15. ADJOURNMENT

Motion to adjourn

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, OCTOBER 25, 2023 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER

2. ROLL CALL/QUORUM

PRESENT

Aleshia Balmer
Beth Stefanchik
Dave Laakso
Kabri Martyniek
Mark Postilion
Randy Walker
Maggie Bandstra

ABSENT

Jerome Donovan

3. APPROVAL OF AGENDA

A. Approval of Agenda - Changes/Additions/Deletions - October 25, 2023

Motion by Balmer, seconded by Martyniek, to approve: October 25, 2023, Agenda. – Motion carried by unanimous roll call vote.

4. APPROVAL OF MINUTES

A. Approval of Minutes - Changes/Additions/Deletions - September 27, 2023

Motion by Walker, seconded by Balmer, to approve: September 27, 2023, Minutes. – Motion carried by unanimous roll call vote.

5. OFFICER REPORTS

- A. Secretary – No report
- B. Treasurer – Included in packet
- C. Vice Chair – No report
- D. Chair – No report

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

7. PUBLIC COMMUNICATION – WRITTEN: None

8. UNFINISHED BUSINESS

- A. Gateway Signage Update/Next Steps - Discussion Item - The City Engineer will be staking out the area and members will plan a site visit workshop and discussion for next month.
- B. Wayfinding Signage Update - Discussion Item – Signage is in place and positive feedback received from community. Members mentioned the company did a great job and was reasonably priced.
- C. Tree Lighting Event Planning Update - Discussion Item – The event will include Santa, carolers, cookies and coco, ornament decorating art project for kids, and the donated tree has been picked out. Members will be looking for local merchants to collaborate. The event will take place on November 25th.
- D. Official Name for the Tree Lighting Event - Discussion Item – The event will be called Douglas Light Night.
- E. Downtown Improvements/Programs Grant Wish List - Discussion Item – City Manager Nocerini compiled a list of priority items from the members, to assist her with search of grants. Items listed were the gateway sign, Beery Field electric upgrades, Wades, sidewalks, holiday décor, marketing, social media, additional wayfinding areas, banners, and options of possible part-time event planner/marketer.

9. NEW BUSINESS

- A. Approval of Language - Reviewing of Bids and Quotes

Motion by Walker, seconded by Balmer, to approve language that states: The City of the Village of Douglas Downtown Development Authority shall retain the ability to review bids and quotes, and offer input, when the Authority is allocating funds towards a project or program. – Motion carried by unanimous roll call vote.

- B. Community Events Funding Application - SDHC October 28th, 2023 Event

Motion by Martyniek, seconded by Balmer, to approve the Community Events Funding Application from the Saugatuck-Douglas History Center for the Party Before the Parade Event in the amount of \$2,500. – Motion failed by unanimous roll call vote.

Motion by Balmer, seconded by Walker, to donate the chair rental in the amount of \$50.00 for the Saugatuck-Douglas History Center Party Before the Parade Event. – Motion carried by unanimous roll call vote.

Motion by Balmer, seconded by Walker, to extend the meeting by 30 minutes. Motion carried by unanimous roll call vote.

- C. Douglas Signage - Exit 36 - Discussion Item – This item is being researched by City Manager Nocerini, as an option to bring more
- D. Request For Quotes - Maintenance of Center Street Bump Outs – Director of Public Works Rick Zoet led discussion and presented mapped locations in the DDA of where the bump outs and irrigation is. He explained that the irrigation needs fixes and upgrades, but the cost is very high, and the DPW crew cannot support the work or maintenance.

Motion by Bandstra, seconded by Stefanchik, to allow the request for quotes for the maintenance of Center Street bump outs. Motion carried by unanimous roll call vote.

Motion by Bandstra, seconded by Stefanchik, to extend the meeting by 15 minutes. Motion carried by unanimous roll call vote.

10. COMMITTEE REPORTS: None

11. STAFF/MANAGER REPORTS: City Manager Nocerini mentioned the 200 Blue Star public input survey.

12. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): Lisa Mize thanked the DDA for their efforts and loved the new wayfinding signage. She mentioned the upcoming CVB meeting on November 9.

13. BOARD COMMENTS: Walker thanked everyone who helped with Oktoberfest and mentioned the Michigan Downtown Association training series.

14. CHAIR COMMENTS: No comments

15. ADJOURNMENT

Motion by Laakso, seconded by Balmer, to adjourn.

DDA BUDGET - 2023-2024 FISCAL YEAR beginning July 1, 2023

	2023-2024 Approved Budget	Activity for October 2023	2023-2024 YTD Activity	Budget Remaining to Earn/Spend	Comments
REVENUES					
TAX INCREMENT RECAPTURE	\$ 49,942.00	\$ -	\$ 43,493.41	\$ 6,448.59	TIF Recapture
OTHER INCOME	-	-	260.00	(260.00)	Chair Rental - July and August Socials
TOTAL Revenues	\$ 49,942.00	\$ -	\$ 43,753.41	\$ 6,188.59	
EXPENSES					
TRAINING FUNDS	\$ 1,000.00			\$ 1,000.00	
DDA ADMINISTRATION	7,800.00	650.00	2,600.00	5,200.00	Allocation of Douglas Staff Expenses
CONTRACTUAL	3,000.00	176.76	176.76	2,823.24	Williams and Works DDA Planning
CONTRACTUAL ENGINEERING	-			-	
COMMUNITY PROMOTIONS	16,000.00	1,154.35	1,579.75	14,420.25	Art In Douglas Advertising; Fall Gallery Stroll Music, History Center Socials
CAPITAL OUTLAY	76,000.00	5,960.00	25,218.97	50,781.03	Wayfinding Signage-Praise Sign Company; Sidewalks-Tim Erlandson
TOTAL Expenditures	\$ 103,800.00	\$ 7,941.11	\$ 29,575.48	\$ 74,224.52	
SUMMARY:	-	-	-		
REVENUES:	\$ 49,942.00	\$ -	\$ 43,753.41	\$ 6,188.59	
EXPENDITURES	<u>103,800.00</u>	<u>7,941.11</u>	<u>29,575.48</u>	<u>74,224.52</u>	
BUDGET NET INCOME (LOSS)	<u>\$ (53,858.00)</u>	<u>\$ (7,941.11)</u>	<u>\$ 14,177.93</u>	<u>\$ (68,035.93)</u>	

11/26/2023

DDA TREASURER'S REPORT for November 29, 2023 Meeting

There was no revenue received during October. Expenses totaling \$7,941.11 were incurred during October, including the recurring \$650.00 monthly allocation of Douglas staff expenses, \$400.00 for the area-wide gallery stroll musical entertainment, \$176.76 for Williams and Works DDA development planning, \$754.35 for reimbursement to the Douglas Historical Society for July and August Social Events expenses, and \$5,960.00 for Sidewalk construction and repairs paid to Tim Erlandson.

At October 31, 2023, the DDA had cash on hand of \$110,009.19. Accounts payable at month-end included the \$400 for the above-mentioned musical entertainment, and \$176.76 for Williams and Works, leaving an ending fund balance of \$109,432.43.

November 26, 2023