



**THE CITY OF THE VILLAGE OF DOUGLAS  
DOWNTOWN DEVELOPMENT AUTHORITY  
WEDNESDAY, NOVEMBER 12, 2025 AT 10:00 AM  
95 BLUE STAR HWY., DOUGLAS, MI 49406**

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**AGENDA**

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**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 November 12, 2025 – roll call vote*

**4. APPROVAL OF MINUTES**

A. Approval of Minutes - Changes/Additions/Deletions

*Motion to approve the Minutes of October 22, 2025 - voice vote*

**5. OFFICER REPORTS**

**A. Secretary**

**B. Treasurer**

**C. Vice-Chair**

**D. Chair**

**6. PUBLIC COMMUNICATION - WRITTEN**

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

**8. UNFINISHED BUSINESS**

**A. Warming Station Update: Lisa Mize of SDCVB**

**B. Special Events Policy Discussion**

**C. Update/Review of the 2026 Douglas Passport Program**

**D. Review and Discussion of Special Events in Upcoming Months**

- Holiday Preview, information from D. Laakso (Dec. 6th)
- Soup Stroll (Jan. 10th)
- Tailgate (Feb. 7th)
- St. Patrick's Day Parade (Mar. 14th)
- Earth Day Event - TBD
- Derby Day (May 2nd)

**9. NEW BUSINESS**

**A. Scheduling of the December 2025 DDA Meeting**

*Motion to schedule the December meeting for the 17th at 10:00 AM - voice vote*

**B. Approval of Banner Permit Application**

*Motion to approve the 2026 Farmer's Market Banner Sign Application - voice vote*

**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*

**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](mailto: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 22, 2025 AT 10:00 AM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**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: Jim Babcock, 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**

A. 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

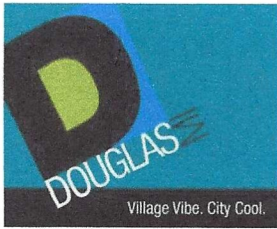
**M. Special Events Policy: Review and Discussion**

*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.*



## Downtown Development Authority Temporary Gateway Banner Application

Application Fee \$50 + \$50 Deposit  
Payable Online Option at: [tinyurl.com/PayItOnline](http://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)
- ☐ 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: Susan Poolman Organization: Douglas Farmers Market  
Phone Number: (269) 227-3448 Email Address: DouglasFarmersMkt@gmail.com  
Address / PO Box PO Box 12 City: Douglas State: MI Zip: 49406

### Banner Information:

Event Name: Douglas Farmers Market Event Dates: Tuesdays, June 2 - September 29, 2026  
Banner Dimensions: 24" x 94" Dates of event banner is promoting: Mon am - Tue pm 06/01 - 09/28

### 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).

We're heading into our third season of the DFMkt, and once again, the banner will play a key role in promoting the market, drawing both locals and visitors to Downtown Douglas. Our vendors have done an outstanding job supporting and showcasing the incredible local galleries, diners, and shops that make Douglas so special. 2025 was another successful year, and we're excited to see what the 2026 DFMkt season brings!

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.

Susan L. Poolman  
Signature of Applicant

October 16, 2025  
Date

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