



**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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**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. 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.*

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

**4. APPROVAL OF AGENDA**

Approval of Agenda - Changes/Additions/Deletions

*Motion to approve the Agenda of October 22, 2025 – voice vote*

**5. APPROVAL OF MINUTES**

**A.** Approval of Minutes - Changes/Additions/Deletions

*Motion to approve the Minutes of September 24, 2025 - 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)**

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS**

A. Artsy Bike Rack: Lisa Mize of SDACVB

B. Temporary Gateway Banner Sign for Art in Douglas

*Motion - Approve the temporary gateway banner sign application from Art in Douglas for the November and December Art in Douglas events.*

C. Rescheduling of the November 2025 DDA Meeting

*Motion - Reschedule the November 26, 2025 DDA meeting to Monday, November 24, 2025 at 10:00 a.m.*

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

**E. Purchase of Gingerbread Houses**

*Motion - 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.*

**F. Prizes for Adult and Child Gingerbread House Contest Categories**

*Motion - 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.*

**G. Purchase of Flameless Luminaries**

*Motion - 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.*

**H. Discussion: Michigan Downtown Day Follow-Up**

**I. Discussion: Placement of Downtown Kiosk**

J. Discussion: 2025 Passport Program

**K. Discussion: 2026 Upcoming Events/Planning Ahead**

A. Soup Stroll Saturday

B. Passport II

C. Tailgate Stroll

D. Derby Day

L. Special Events Policy: Review and Discussion

M. By-Law Amendment: Proposed Changes and Discussion

**11. COMMITTEE REPORTS**

**12. STAFF/MANAGER REPORTS**

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

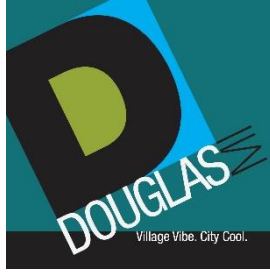
**14. BOARD COMMENTS**

**15. CHAIR COMMENTS**

**16. 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, SEPTEMBER 24, 2025 AT 10:00 AM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order at 10:00 a.m. by Vice Chair Walker

**2. ROLL CALL/QUORUM**

**PRESENT:**

Kabri Martyniek

Randy Walker

Lauren Vonk

Alexia Dawson

Ruth Crowe

Maggie Bandstra

David Laakso (entered at 10:03 a.m.)

**ALSO PRESENT:**

City Manager Lisa Nocerini

**ABSENT:**

Cathy North

**3. ELECTION OF OFFICER**

Nomination of Walker for Chair by Dawson, seconded by Crowe.

Nomination of Vonk for Chair by Walker, seconded by Crowe.

David Laakso joined the meeting at 10:03 a.m.

*Roll call vote was taken by Bandstra for election of Walker as Chair. Motion carried by unanimous roll call vote.*

**4. APPROVAL OF AGENDA**

*Motion to approve the Agenda of September 24, 2025 by Vonk, seconded by Crowe. Motion carried by unanimous voice vote.*

**5. APPROVAL OF MINUTES**

*Motion by Bandstra, seconded by Vonk, to approve the Minutes of August 27, 2025. Motion carried by unanimous voice vote.*

**6. OFFICER REPORTS**



- A. Secretary – none
- Treasurer – Report is in the packet
- Vice-Chair – none
- Chair – none

- 7. **PUBLIC COMMUNICATION – WRITTEN** – none
- 8. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)** – none
- 9. **UNFINISHED BUSINESS** – none

## 10. NEW BUSINESS

### A. **Warming Station Presentation by Lisa Mize of the Saugatuck Douglas Convention and Visitor's Bureau**

Mize spoke about the proposed plan for a potential warming station in Downtown Douglas

### B. **DDA Michigan Downtown Day Activities**

*Motion by Martyniek, seconded by Laakso, to approve the Douglas Downtown Development Authority's request to allocate \$1,500 from the Community Promotions budget for Michigan Downtown Day activities on September 27, 2025, including live music and light refreshments. Motion carried by unanimous roll call vote.*

### C. **Community Event Grant Application - Art In Douglas**

*Motion by Bandstra, seconded by Crowe, to approve the Community Events Grant Application request in the amount of \$2,590.00 for the October, November, and December Art In Douglas events. Motion failed in 3-4 vote. Yea: Laakso, Bandstra, Crowe. Nay: Dawson, Vonk, Walker, Martyniek.*

*Motion by Laakso, seconded by Crowe, to approve \$1,500.00 for the cost of musicians for the October, November, and December Art in Douglas events. Motion carried by unanimous roll call vote.*

### D. **Community Events Grant Application - Lost & Found Lakeshore Pumpkin Carving**

*Motion by Vonk, seconded by Dawson, to approve the Community Events Grant request in the amount of \$750 for the Lost & Found Lakeshore Pumpkin Carving Event. Motion carried by unanimous roll call vote.*

### E. **Community Event Grant Application - History Center Halloween Party Event**

*Motion by Bandstra, seconded by Vonk, to approve the Community Event Grant request in the amount of \$1,750 for the Saugatuck-Douglas History Center Halloween Party event. Motion carried by 6-1 roll call vote. Yea: Dawson, Vonk, Walker, Crowe, Martyniek, and Bandstra. Nay: Laakso.*

### F. **Community Events Grant Application - Cavern Tavern Event**

*Motion by Bandstra, seconded by Laakso, to approve the Community Events Grant application request in the amount of \$1,000 for the Ox-Bow House Cavern Tavern event. Motion carried by unanimous roll call vote.*

### G. **AED/Wendy Colson DDA Cost Share Request**

*Motion by Vonk, seconded by Dawson, to approve the cost share request under Community Promotions for the purchase of an Automatic External Defibrillator (AED)/cabinet for the downtown district. Motion withdrawn.*

*Motion by Vonk, seconded by Bandstra, to approve a partnership with Wendy Colson in support of the AED proposal pending further information. Motion carried by unanimous roll call vote.*

**H. DDA Banner Replacement**

Bandstra left the meeting at 10:55 a.m.

*Motion by Dawson, seconded by Martyniek, to approve the purchase of new banners for the downtown district and the Blue Star Highway corridor, not to exceed the amount of \$11,800 and \$3,000 from each budgeted Capital Outlay fund. Motion carried by unanimous roll call vote.*

*Motion by Vonk, seconded by Martyniek, to extend the meeting to 11:30 a.m. Motion carried by unanimous roll call vote.*

**I. Budget Amendment - Christmas Decorations**

*Motion by Martyniek, seconded by Crowe, to approve a budget amendment under the Community Promotions budget in the amount of \$4,546.66 for Christmas decorations for the 2025-2026 holiday season. Motion carried by unanimous roll call vote.*

**J. Temporary Gateway Banner - Oktoberfest**

*Motion by Dawson, seconded by Martyniek, to approve the Temporary Gateway Banner application from Community Pride for the Oktoberfest event. Motion carried by unanimous roll call vote.*

**K. Discussion/Updates**

**1. Fall Decorations (Beginning of October)** – Nocerini: Hay bales and pumpkins arrived and will be placed soon

**2. Passport Program Planning/Kick-off/Participation-1000 Passports/Downtown Business Dollars (Month of November Start)** – Nocerini: DDA budgeted for 1,000 passports

**3. Tree Lighting Ceremony-November 29th @ 6:30 p.m.** – Nocerini: Kiosk will need to be moved as it is in the right of way.

**11. COMMITTEE REPORTS** – none

**12. STAFF/MANAGER REPORTS** – none

**13. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)** – none

**14. BOARD COMMENTS** – Laakso stated DDA funding guidelines

**15. CHAIR COMMENTS** – Walker noted there will be one more meeting before tree lighting; stated two prospective candidates to fill DDA openings as Maggie will be resigning which will create an additional opening; mentioned the MML Conference she attended; and recommended and formed a committee to update and address the special events policy (Dawson, Crowe, and Laakso volunteered).

**16. ADJOURNMENT**

*Motion by Martyniek to adjourn the meeting at 11:23 a.m.*

**DDA TREASURER'S REPORT for October 22, 2025 Meeting**

The DDA received income of \$31,245.52 during the month of September. The income included \$30,933.21 of TIF recapture, and \$312.31 of Beery Field EV Charging Station revenue.

Expenses of \$11,266.99 were recorded during the month, which included \$8,500.00 of capital outlay for Main Street gateway signage, \$1,200.00 for reimbursement of Art in Douglas music expenses, \$750.00 for the allocation of city staff expenses, \$390.00 of legal fees, \$300.00 for Beats on Beery expenses, and \$126.99 for the purchase of DDA tote bags.

At September 30, 2025, the DDA had cash on hand of \$110,361.55. There were no accounts payable or other liabilities recorded, leaving an ending fund balance of \$110,361.55.

October 3, 2025

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

|                                 | 2025-2026<br>Approved<br>Budget | Activity for<br>September 2025 | 2025-2026<br>YTD Activity | Full Year 2025/26<br>Better/(Worse)<br>than Budget | Comments   |
|---------------------------------|---------------------------------|--------------------------------|---------------------------|--|--|
| <b>REVENUES</b>                 |                                 |                                |                           |  |  |
| TAX INCREMENT RECAPTURE         | \$ 64,512.00                    | \$ 30,933.21                   | \$ 42,587.55              | \$ (21,924.45)                                     | TIF Recapture  |
| OTHER INCOME                    | \$ 1,000.00                     | \$ -                           | \$ -                      | \$ (1,000.00)                                      |  |
| EV CHARGING INCOME              | \$ -                            | \$ 312.31                      | \$ 1,037.98               | \$ 1,037.98  | Beery Field Charging Station Revenue                           |
| INTEREST INCOME                 | <u>2,000.00</u>                 | <u>-</u>                       | <u>238.38</u>             | <u>(1,761.62)</u>                                  |  |
| TOTAL Revenues                  | \$ 67,512.00                    | \$ 31,245.52                   | \$ 43,863.91              | \$ (23,648.09)                                     |  |
| <b>EXPENSES</b>                 |                                 |                                |                           |  |  |
| DDA ADMINISTRATION              | \$ 9,000.00                     | \$ 750.00                      | \$ 2,250.00               | \$ 6,750.00  | 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                    | (390.00)   | Outside Legal Fees to Determine if DDA Could Have Officer Mtgs |
| COMMUNITY PROMOTIONS            | 29,900.00                       | 1,626.99                       | 2,596.99                  | 27,303.01  | Art in Douglas Music, Beats on Beery, and Tote Bags            |
| MARKETING                       | 4,500.00                        | -                              | -                         | 4,500.00   |  |
| CAPITAL OUTLAY (Detail Below)   | <u>20,200.00</u>                | <u>8,500.00</u>                | <u>8,500.00</u>           | <u>11,700.00</u>                                   |  |
| TOTAL Expenditures              | \$ 70,100.00                    | \$ 11,266.99                   | \$ 13,736.99              | \$ 56,363.01                                       |  |
| SUMMARY:                        | -                               | -                              | -                         |  |  |
| REVENUES:                       | \$ 67,512.00                    | \$ 31,245.52                   | \$ 43,863.91              | \$ (23,648.09)                                     |  |
| EXPENDITURES                    | <u>70,100.00</u>                | <u>11,266.99</u>               | <u>13,736.99</u>          | <u>56,363.01</u>                                   |  |
| <b>BUDGET NET INCOME (LOSS)</b> | <u>\$ (2,588.00)</u>            | <u>\$ 19,978.53</u>            | <u>\$ 30,126.92</u>       | <u>\$ (32,714.92)</u>                              |  |

| <u>Capital Outlay Detail</u> | Approved<br>Budget  | Activity for<br>September 2025 | 2025-2026<br>YTD Activity | Favorable/(Unfavorable)<br>to Budget |
|------------------------------|---------------------|--------------------------------|---------------------------|--------------------------------------|
| Memo:                        |                     |                                |                           |                                      |
| UNALLOCATED                  | \$ 20,200.00        | \$ -                           | \$ -                      | \$ 20,200.00                         |
| Gateway Signage - Main St.   |                     | \$ 8,500.00                    | \$ 8,500.00               | \$ (8,500.00)                        |
| Total Capital Budget         | <u>\$ 20,200.00</u> | <u>\$ 8,500.00</u>             | <u>\$ 8,500.00</u>        | <u>\$ 11,700.00</u>                  |

10/3/2025

**City Manager**

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**From:** Maggie Bandstra <mbandstra@ox-bow.org>  
**Sent:** Tuesday, September 30, 2025 10:14 AM  
**To:** City Manager  
**Cc:** Cathy North; Laura Kasper; Randy Walker  
**Subject:** Re: [External] DDA Resignation

Candice has been hired to replace me as Manager of OBH, and she would like to apply for my seat on the DDA board. I know you will all love her. She has so many wonderful ideas. You will still need to find a secretary, as I don't think she will want to be on the executive board just yet.

This is my official resignation from the DDA Board. I have enjoyed working with you all very much and wish you all the very best as you continue to do great work for this community.

On Thu, Sep 25, 2025 at 1:37 PM City Manager <[citymanager@douglasmi.gov](mailto:citymanager@douglasmi.gov)> wrote:

Hi Maggie,

It was great to see you yesterday.

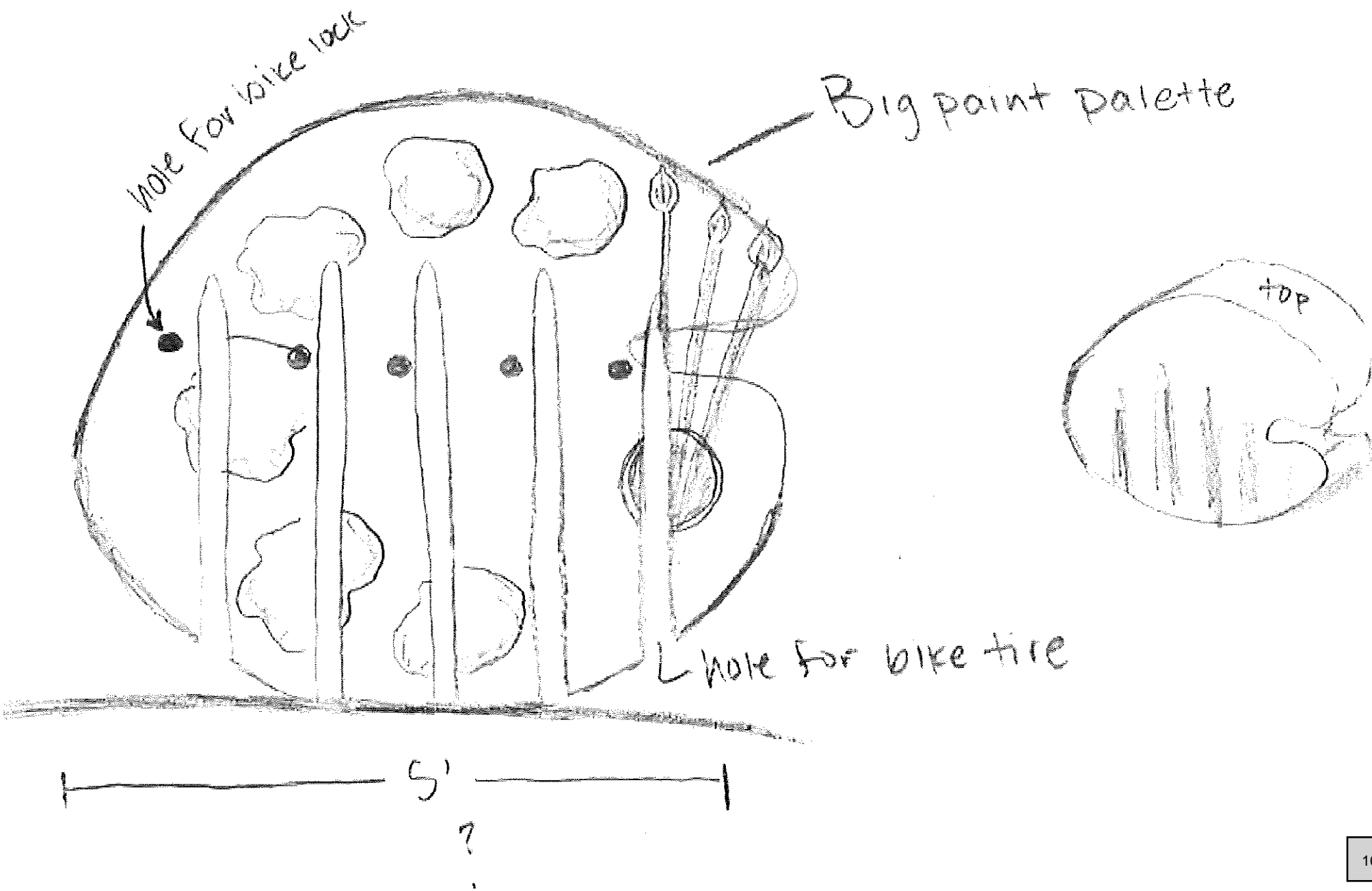
Maggie, you had indicated that you are resigning from the DDA, so I wanted to find out when you would be submitting your official resignation. The reason I ask is because we do have two applicants that have applied, one for Aleshia's position, and now one for yours, I guess. The City Council meets on October 6<sup>th</sup>, so we will need to take these applications to them for consideration and approval and have the new appointments start at the October DDA meeting later in the month.

If you plan to attend the October meeting, and that will be your last meeting, please let me know, and provide a letter of resignation for that agenda and we can officially make that your last meeting. Of course, we want you to be there no matter what so that the board can thank you for your incredible service and commitment. We are sure going to miss your presence.

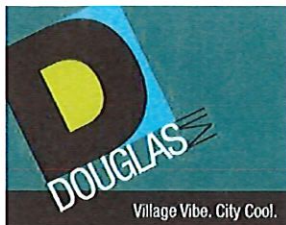
Please let us know either way. Thank you, Maggie!

Sincerley,

Lisa







## 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: JOHN THOMAS Organization: Art in Douglas  
Phone Number: 616-836-0272 Email Address: JTMIXEDUP@AOL.COM  
Address / PO Box: P.O. Box 521 City: Douglas State: MI Zip: 49406

### Banner Information:

Event Name: Art in Douglas Event Dates: Nov. 9, Dec. 13  
Banner Dimensions: 24 x 90 Dates of event banner is promoting: Nov. 9, Dec. 13

### 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 events are longstanding group gallery open houses, drawing approx 300+ people and 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.

John Thomas  
Signature of Applicant

10/6/25  
Date



# DOUGLAS DOWNTOWN

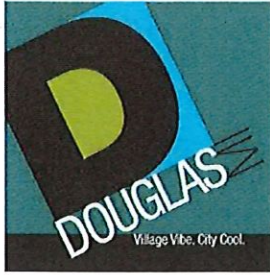
**ART**  
in  
**DOUGLAS**

**THIS  
SATURDAY**  
GALLERIES  
BOUTIQUES  
DINING



Item 10B.





**To:** Douglas Downtown Development Authority (DDA)

**Date:** October 22, 2025

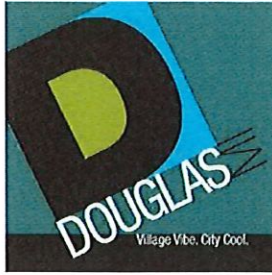
**Subject:** Rescheduling of November DDA Meeting

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The regularly scheduled Douglas Downtown Development Authority meeting for Wednesday, November 26, 2025, falls immediately before the Thanksgiving holiday. In addition, City operations will be relocating to the new facility at 415 Wiley Road during the week of November 17th, and City Hall on Center Street will no longer be used as an operating facility after that time.

To ensure adequate time for staff to prepare and post the meeting agenda and materials, as well as to accommodate the City's transition to the new facility, it is recommended that the November DDA meeting be rescheduled to **Monday, November 24, 2025, at 10:00 a.m.**

The meeting will take place at the new City Hall and Douglas Police Department facility located at 415 Wiley Road, Douglas, Michigan.



## MEMORANDUM

To: Douglas Downtown Development Authority

Date: October 22, 2025

Subject: Discussion and Action Items – 2025 *Light Night in Douglas* Tree Lighting Ceremony

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### Overview

The *Light Night in Douglas* event is scheduled for Saturday, November 29, 2025, at 6:00 p.m. in Downtown Douglas. This annual celebration officially kicks off the holiday season and coincides with the conclusion of the Douglas Downtown Passport Program.

The DDA will review and consider several items related to this year's *Light Night* event, each of which contributes to creating a warm, festive, and family-friendly downtown experience.

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### Discussion: 2025 *Light Night in Douglas* Tree Lighting Ceremony

This discussion will focus on the coordination and planned activities for the *Light Night in Douglas* event, including tree lighting, music, luminaries, and downtown business participation. Staff will provide updates on logistics and opportunities for business engagement.

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### Action: Purchase of Gingerbread Houses

Staff recommends the DDA approve the purchase of gingerbread houses for a Gingerbread House Building Contest in an amount not to exceed \$133.41, with funds to be taken from the Community Promotions Budget.

This activity will provide a fun, interactive element for families and visitors attending *Light Night in Douglas*.

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**Action: Downtown Douglas Dollars for Contest Winners**

Staff recommends the DDA approve \$100 in Downtown Douglas Dollars to be used as prizes for the Gingerbread House Contest winners — \$50 for one child winner and \$50 for one adult winner — with funds to be taken from the Community Promotions Budget.

This will help encourage participation and keep prize spending within our local businesses.

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**Action: Purchase of Flameless Luminaries**

Staff recommends the DDA approve the purchase of 100 Flameless Luminaries, including bags and candles, in an amount not to exceed \$85.00, with funds to be taken from the Community Promotions Budget.

The luminaries will line downtown sidewalks and create a warm, festive glow for the *Light Night in Douglas* celebration.

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Each of these items enhances the overall community experience and supports the DDA's ongoing mission to promote a vibrant, inviting downtown atmosphere. Together, these efforts contribute to making *Light Night in Douglas* a highlight of the holiday season.

## 2025 New Waterproof 100 Pcs - Luminary Bags with Flameless Candles - Plastics Reusable Luminaries with Led Lights - Christmas Luminary Bags for Outdoors Birthday Wedding Thanksgiving Party Decor

Brand: BlissfulTie

4.1 ★★★★★ 82 ratings

Amazon's Choice

\$79<sup>99</sup> (\$0.80 / count)

FREE Returns

Coupon: ☐ Apply 10% coupon Shop items > | Terms

Style: 100 Pcs

100 Pcs

\$79.99

50 Pcs

\$45.99

24 Pcs

\$32.99



Finish Type Unfinished

Base Material Plastic

Product Dimensions 1"D x 1"W x 1"H

Lamp Type LED

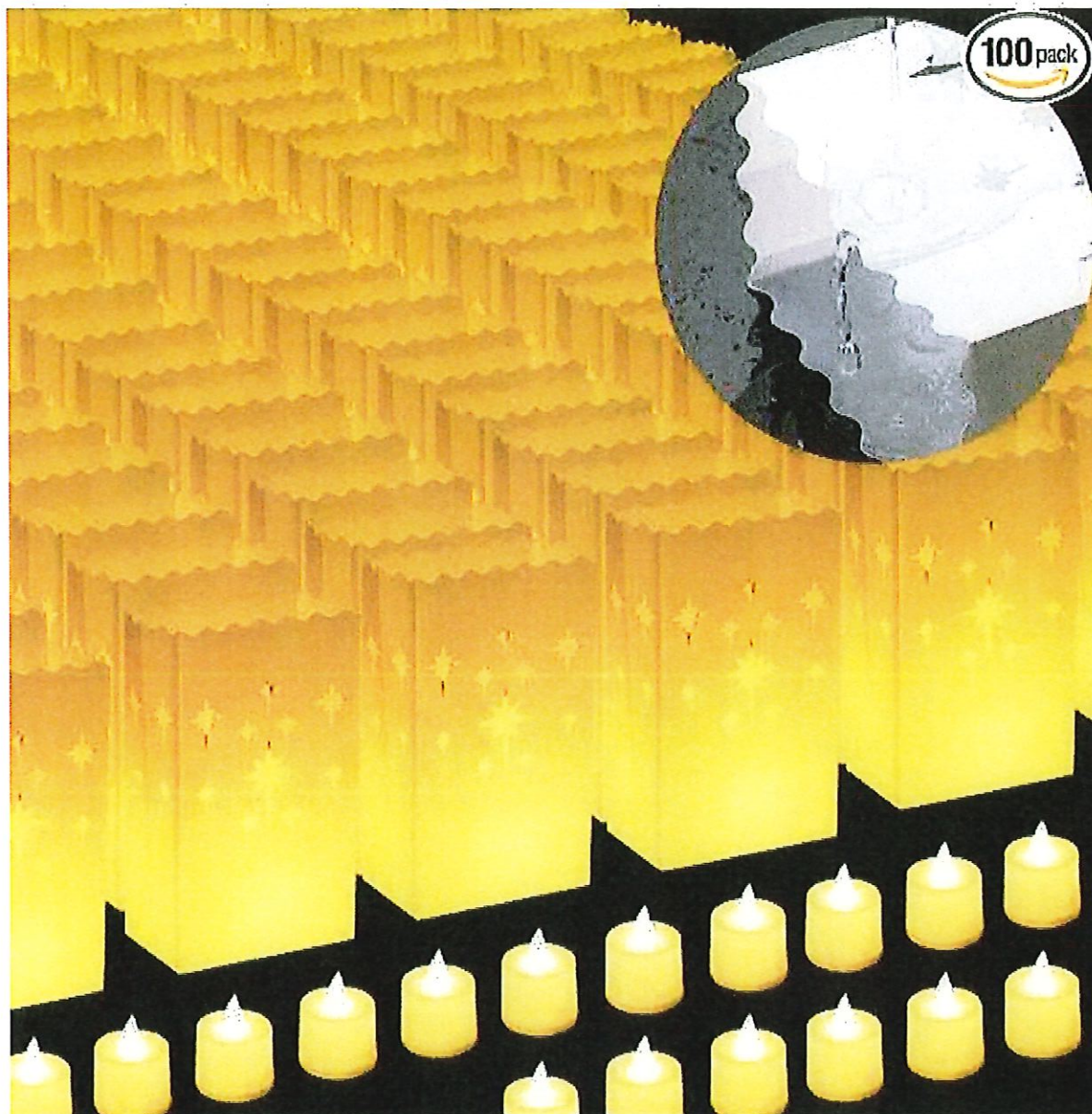
Shade Color White

### About this item


- **SUFFICIENT QUANTITY:** The package contains 100 reusable plastic luminary bags, 100 flameless candle tea lights with replaceable button batteries, bright and realistic flameless tea candles, no fire or burning hazards, these led candle lights are safe for families with pets or young children, you will have peace of mind to spend a perfect night!
- **WATERPROOF PLASTIC LIGHT BAGS:** The luminaries bags are made of waterproof plastic (candle lights are not waterproof). Whether it's a wet or snowy night, you don't need to worry about moisture, dew making the white luminary bags flimsy and unable to stand upright!
- **REUSABLE:** Reusable plastic design and flameless candle lights with replaceable button batteries, the luminary bags can be folded flat for easy storage for next time use.
- **EASY TO USE:** Put some rocks or sand at the bottom of each luminary bags so they won't tip over in the wind. Imagine the warmth of the light as you place the LED tealight candles in the luminary bags, the light illuminates your garden paths, sidewalks, driveways, streets, creating a warm and inviting atmosphere that impresses all your guests!
- **WIDELY APPLIED:** These plastic luminary bags with flameless Led candles are a great alternative to paper menorahs or traditional flame candles, perfect for Christmas, Hanukkah, life memorials, weddings, birthday parties and other events.

› See more product details







 **R&M International**  
★ 4.9 (134) • \$100 min

## Gingerbread House 12 Pc Bake Set

**\$8.95** MSRP \$19.99

### Shipping

- Estimated delivery **Oct 6-11** ⓘ
- Ships from United States

6 (\$53.70) ▼

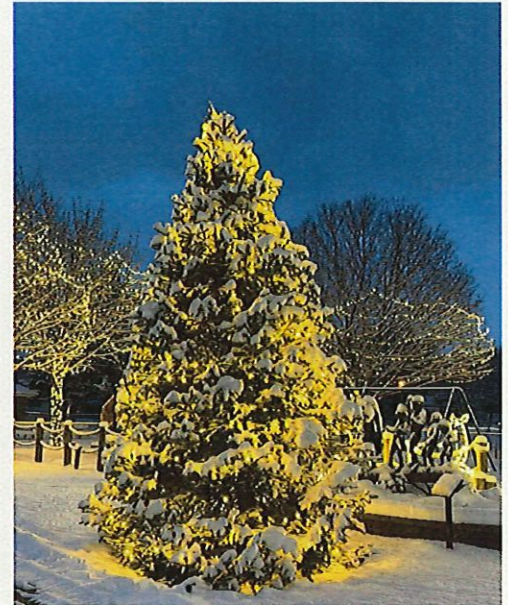
Add to cart

Final Sale. Seasonal items are final sale.





The City of Douglas & the  
Douglas Downtown  
Development Authority  
Present...



*Light Night in  
Downtown Douglas!*

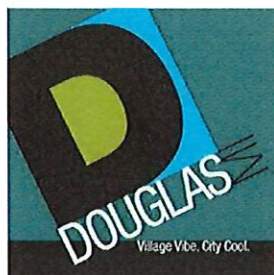
**Tree Lighting** - Santa Clause  
**Hot Chocolate** - **Christmas Carols** -  
**Shop & Dine Passport Drawing** -  
**Gingerbread House Contest Winners**  
**Announced**



**Saturday, November 29th**  
**6:00 p.m.**  
**Beery Field**







## MEMORANDUM

**To:** Douglas Downtown Development Authority

**Date:** October 22, 2025

**Subject:** 2025 Douglas Downtown Passport Program

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The Douglas Downtown Development Authority is excited to announce the return of the Douglas Downtown Passport Program — running from Saturday, November 1 through Saturday, November 29, culminating in the Night Light in Douglas Christmas Tree Lighting Ceremony, where this year's prize winners will be drawn!

This program is designed to encourage shopping, dining, and exploration of our wonderful downtown businesses throughout the month of November — just in time for the holiday season.

### Participating Businesses (14 Total)

- Ruth Crowe Artist Studio
- Ox-Bow House
- Happystance Dinette
- Lakeshore Pet Boutique
- Mr. Miller's Art Emporium
- Adorn
- Brackett & Company
- Wild Dog Grille
- LebenArt
- Alamar Med Spa
- L Salon
- Now & Then



- Lost & Found Lakeshore
  - Back Alley Pizza Joint
- 

### Program Details

- Shoppers will receive a Douglas Downtown Passport, which they can take to participating businesses to collect stamps.
- Completed passports can be submitted for a chance to win Douglas Downtown Dollars — gift packages valued at \$200, \$150, and \$100 that can be spent at any participating business.
- Prize winners will be announced at the Night Light in Douglas Christmas Tree Lighting Ceremony on Saturday, November 29.

Last year's program was a great success, collecting over 700 email entries, which will be used to promote this year's event and continue building our community's local shopping network.

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### Distribution

Passport program packages will be delivered to participating businesses the **week of October 27**, and will include:

- Passports
  - Stamps
  - Instructions and helpful information
- 

This program not only celebrates our local merchants but also keeps the holiday shopping season personal, local, and fun. Thank you to all of our participating businesses and the DDA for your continued enthusiasm and support in making downtown Douglas a destination for everyone this holiday season.

## City Manager

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**From:** City Manager  
**Sent:** Thursday, October 16, 2025 11:18 AM  
**To:** Angela Sauers; Management Back-Alley-Pizza-Joint; Lincoln Brackett; Katie Fris; lauren vonk; dave laakso; Randy Walker; John Thomas; John Connolly; John Leben; Candice Whitfield; rec@bustersdesignteam.com; Kelly Fowler; 'Cynthia.ballast@gmail.com'  
**Subject:** Douglas Downtown Development Authority Shop & Dine Passport Program – Thank You & Next Steps 🌟

Dear Shop & Dine Passport Business Participants:

Thank you for joining us in this year's **Douglas Downtown Shop & Dine Passport Program!** We're excited to have your business be part of this fun and festive initiative that highlights our amazing downtown community.

We are currently preparing the **passports, instructions, flyers, and other important materials** for distribution. You can expect to receive everything **the week of October 27th**, just in time to officially **kick off the program on November 1st**.

The program will run from **November 1 through November 29**, and we'll celebrate its conclusion with a prize drawing at the **Night Light in Downtown Douglas Christmas Tree Lighting Event** at **6:00 p.m. at Beery Field**.

 **Three lucky winners** will receive **Downtown Douglas Dollars** that can be spent at Shop & Dine Passport participating businesses:

- 1st Prize – \$200
- 2nd Prize – \$150
- 3rd Prize – \$100

As always, **Downtown Douglas Dollars** can be collected by your business and turned back in to the city where the DDA will provide a **dollar-for-dollar refund**.

Stay tuned for more details and promotional materials coming soon! Thank you again for being a valued member of the Douglas DDA and for helping make downtown Douglas such a special place to shop, dine, and enjoy.

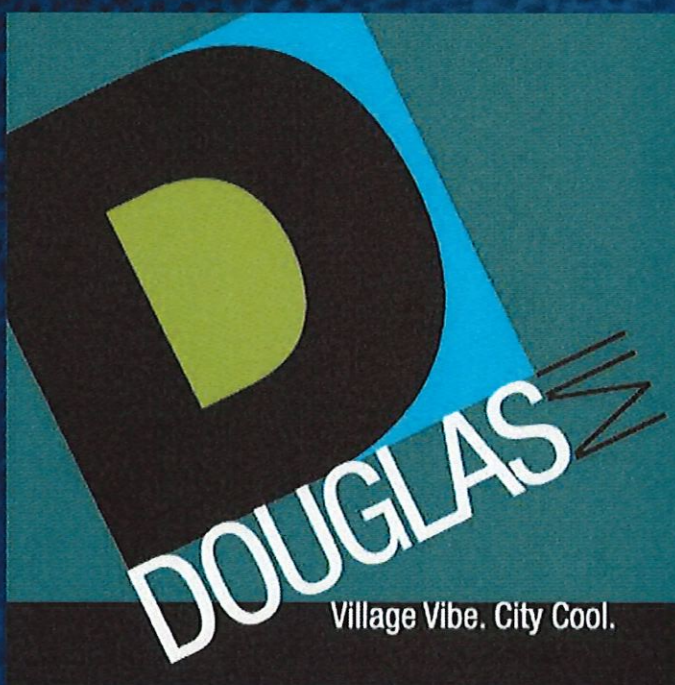
Sincerley,

The Douglas DDA

Item 10J.



# PASSPORT



## *Downtown Douglas Shopping Passport*



ENTER TO WIN "Downtown Douglas Dollars"





**Adorn**  
98 W. Center St.

## Shop, Dine, Explore... Downtown Douglas



Win "Downtown Douglas Dollars" to spend at participating businesses. Receive stamps from at least 50% of the businesses to enter. See participating stores for complete details. No purchase necessary.



**The Alamar**  
50 E. Center St.



**Back Alley  
Pizza Joint**  
22 Main St.



**Brackett & Company**  
Home Accents  
34 Center St.



**Happystance**  
8 W Center St.



**L Salon**  
50 E Center St.



**Lakeshore  
Pet Boutique**  
10 W Center St.



**LebenArt  
studio & gallery**  
23 Center St.



**Lost and Found  
Lakeshore**  
35 Center St.



**Mr. Miller's  
Art Emporium**  
48 Center St.



**Now and Then**  
23 Center St.



**Ox-Bow House**  
137 Center St.



**Ruth Crowe  
Artist Studio**  
36 W Center St.



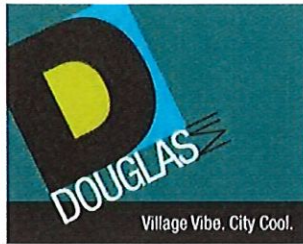
**Wild Dog Grille**  
24 Center St.

Name

Phone

Email





# DOUGLAS DOWNTOWN DEVELOPMENT AUTHORITY

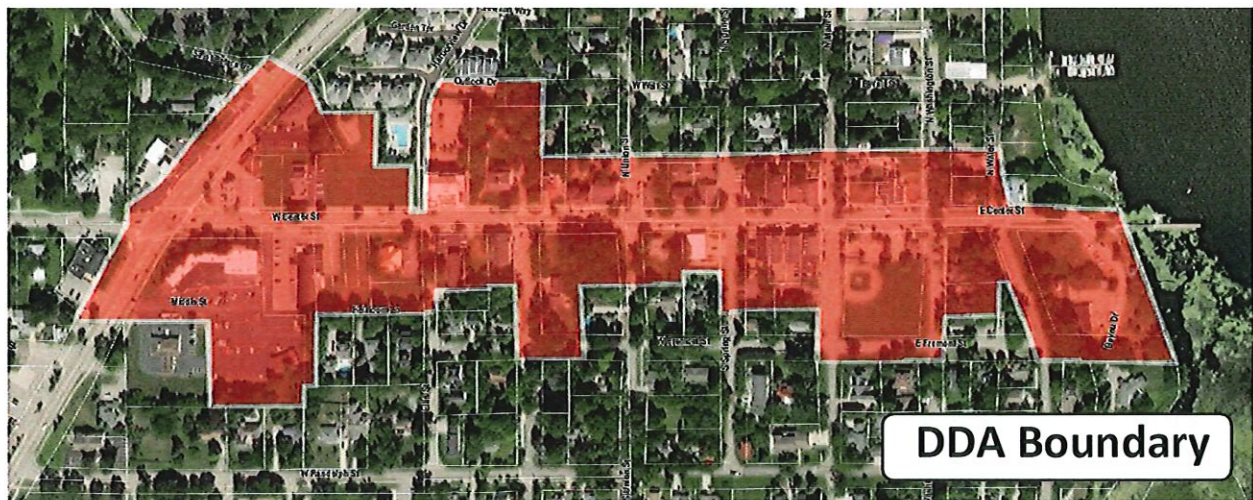
## Community Events Grant Program Guideline

### 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~~[\\$10,000 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, eEvent 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.
- Upon request of the DDA, eEvent 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

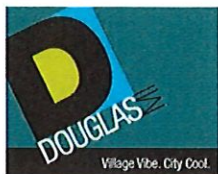
#### GRANT FUNDING TIMELINE

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](mailto:clerk@douglasmi.gov) or 269.857.1438 for questions. For more information on the DDA please visit our website at [www.douglasmi.gov](http://www.douglasmi.gov).





## DDA ACTION

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Date \_\_\_\_\_

## Douglas Downtown Development Authority Community Events Grant Program Application

## EVENT PRESENTER INFORMATION

Name: \_\_\_\_\_

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

Formatted: Underline

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

## EVENT INFORMATION (use additional sheets if needed)

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Start &amp; End Hours: \_\_\_\_\_

Event Location: \_\_\_\_\_

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

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Anticipated Number of Attendees: \_\_\_\_\_

Attendees Demographics (ages, special interests, where are they coming from, etc.) \_\_\_\_\_

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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: \_\_\_\_\_

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

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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. Is this a reoccurring event? Yes ☐ No ☐

*NOTE: Organizations which received DDA event funding previously must may be asked to 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, 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.**

**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 City Clerk 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 City Clerk shall preside over the election of the Chair. The DDA has established the following procedure for this election: City Clerk shall call for nominations for the office of Chair; when nominations are closed by majority vote, or no other nominations are forthcoming, the City Clerk 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 City Clerk 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 (Dutcher Lodge). 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 City Clerk, 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 place to the 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 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 City Clerk 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 City Clerk shall post notice.
    - c. **Notification to Media and Others.** The City Clerk 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. The City Clerk 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 City Clerk for printing and postage expenses. The City Clerk 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 City Clerk sends to the newspaper as soon as possible preceding the DDA meeting. The City Clerk 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. Approved minutes shall be online or placed in the official DDA book 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 for filing and safe keeping.

1. **Recording Responsibility.** The City Clerk 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 Boar shall ensure each committee maintain a written record of its meeting, and deliver such record to to the City Clerk to include in DDA 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