



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

REMOTE REGULAR MEETING

Monday, May 24, 2021 – 3:00 PM

<https://us02web.zoom.us/j/89266386326>

(312) 626-6799 | Meeting ID: 892 6638 6326

AGENDA

1. **Call to Order**–Remote Special Meeting Procedures
2. **Roll Call/Quorum** – Appointment of New Members
3. **Approval of Agenda–Changes/Additions/Deletions**
 - a. Remote Regular Meeting, May 24, 2021
4. **Approval of Minutes–Changes/Additions/Deletions**
 - a. Remote Regular Meeting, March 22, 2021
5. **Officer Reports**
 - a. Treasurer (D. Laakso)
 - i. Financial Update – Income Statements
 - ii. Accounts Payable
 - b. Vice Chair (R. Walker, Acting Chair)
 - i. Officer (Secretary, Chair) and Board Vacancies
 - ii. Written Communications
6. **Public Comments** (3 minutes, each.)
7. **Unfinished Business**
 - a. FY 2021–2022 Draft Budget (N. Wikar) –*Motion to Adopt* (Roll Call Vote)
 - i. 979 Capital Outlay; \$41,425.00
Reduce by 48% over FY2020–2021; establish 50/50 recapture & match (general fund and/or grant initiatives) policy for hard capital/infrastructure projects.
 1. Beery Field Restrooms | All–Season & Services Upgrade (50%); \$10,000.00
 2. Center Street Electrical/Lighting Upgrade (50%); \$13,452.00
 3. Gateway Beatification | Mural & Landscaping (100%); \$18,000.00
 - ii. 880 Community Promotions; \$10,000.00
Replace and reduce: Events (726.002, 726.020, 732.000), Promotions & Marketing (726.006), Merchants (726.021) by 18% in FY2021–2022; establish calendar for quarterly review & disbursement at \$2,500.00, to roll-over (July, October, January & April).
 - iii. Miscellaneous
 1. 725 Training; \$1,000.00
Increase by 100% over FY2020–2021; to accommodate Board training & travel.
 2. 802.001 Contractual Planning Study | Development/TIF Plan Audit; \$6,000.00
Authorize in FY2021–2022, for amendment of Downtown District plan.
 3. 806 Professional & Contractual Services | ROW Seating Engineering; \$7,500.00
Authorize in FY2021–2022, to develop RFP for bidding & construction.

8. **New Business**

- a. Call for Nominations & Election of Officers to Fill Vacancies (City Clerk)
–*Motion to Call for Nominations* (Roll Call Vote)
- b. 802.001 Business Incentive Program Request | Respite Cappuccino Court; \$4,550.00
–*Motion to Approve* (Roll Call Vote)
- c. 726.021 Douglas Social District Request | Sidewalk Decals & Temporary Waste Receptacles; \$792.47+
–*Motion to Approve* (Roll Call Vote)
- d. Request for Public Hearing; Downtown District Temporary Uses, Land Uses, & Special Land Uses
To schedule a public hearing at the June regular meeting of the Board, to receive public and merchant comment regarding food trucks, short term rental units, and C-1 Village Commercial District land use classifications in the Downtown District, for recommendation of Zoning Ordinance amendment to the Planning Commission. –*Motion to Approve* (Roll Call Vote)
- e. Removal of Members, Tom Kettlewell (DDA Bylaws IV, i. Attendance)
–*Motion to Recommend* (Roll Call Vote)

- 9. **Staff/Manager Reports** – Planning & Zoning Administrator (N. Wikar)
- 10. **Public Comment (3 minutes, each.)**
- 11. **Board Comments**
- 12. **Chair Comments**
- 13. **Adjournment**