Downtown Development Authority (DDA)
City of Douglas
86 W Center Street, Douglas, Michigan 49406
Monday, June 28, 2021 3:00 pm
Meeting Minutes

1. **Call to Order**: Chair Walker called the meeting to order at 3:02 p.m.
   Remote meeting special procedures were set into place.

2. **Roll Call / Quorum –** Present: Balmer, Laakso, Lion, Ramsey, Seabert, Walker
   Absent: Lawrence Also Present: Planning & Zoning Administrator Wikar
   Deputy Clerk Howell

3. **Approval of Agenda – Changes / Additions / Deletions**:
   a. Remote Regular Meeting, June 28, 2021
   Motion by Laakso, with support from Lion, to amend the agenda, adding 5a ii, 1), 2), 3), and 4) Various Invoices, and 5b ii 4) Krista Reuter, "Funding for Art on Center". Motion carried unanimously by roll call vote.

4. **Approval of Minutes**:
   a. Remote Regular Meeting, May 24, 2021
   Motion by Lion, with support from Laakso, to approve the May 24, 2021 minutes.
   Motion carried unanimously by roll call vote.

5. **Officer Reports**
   a. Treasurer (D. Laakso):
      i. Financial Update – Income Statements: According to the 2020-2021 Income Statement for the DDA, as of May 2021, year-to-date (YTD) revenues totaled $34,107.81. During the month of May 2021 there was no TIF Revenue recorded.
      YTD expenses totaled $19,727.33. For the month of May, expenses totaling $8,246.24 were recorded, consisting of the $650 monthly allocations of Douglas staff expenses, $303.50 for Art on Center advertising, $588 for advertising related to the Inside Out art collaboration with the Detroit Art Institute, $792.47 for Social District signage, $1,000 for Social District trash receptacles, and $4,912.27 for the transfer of the remaining Pride Fund cash balance to the City of Douglas cash account. YTD Net Income was $14,380.48, and for the month of May, the DDA recorded a net loss of $8,246.24.
      At July 1, 2020 – the beginning of this fiscal year – the DDA's fund balance was $141,570.57 (post-audit). As of May 31, 2021, the DDA had cash on hand of $158,330.96.
      A question was raised as to why is the Pride fund balance transfer going through the current year income statement instead of a balance sheet entry. Laakso indicated that he would meet with the City Treasurer and provide an update at the next meeting.
      ii. Accounts Payable – Invoices
         1) Commercial Record, Art on Center, $73.50; May 27, 2021
         2) Krista Reuter Studio, Art on Center, $48.14; June 8, 2021
         3) OCCOutdoors, Inc., Waste Cans (DSD), $1,000.00; May 28, 2021
         4) Sticker Genius, Sidewalk Decals (DSD), $792.47; May 21, 2021
      It was agreed that all of these invoices have been reviewed and discussed by the Board in past meetings. It was also requested that Treasurer Laakso provide a recap of revenue and expenses for the Inside Out Program for the next meeting.
   b. Chair (R. Walker)
      i. Officer (Secretary and Vice Chair) Board Vacancies – Vacancies still exist.
      ii. Written Communications
         1) John Thomas, "Letter to the Board," June 21, 2021
         2) Lisa Mize, "Douglas Signage," June 8, 2021

3) John Thomas, "Request for Quote," June 8, 2021
4) Krista Reuter, "Funding for Art on Center," June 2, 2021 – Wikar will reply to Krista Reuter to ask her to make a request in July and then quarterly after that. The question was raised whether the DDA has budgeted for this in the new budget.

6. **Public Comments –** John Thomas: Referenced his proposal asking the DDA to make a temporary change to the Downtown sign at the corner of Center Street and Blue Star Highway.

7. **Unfinished Business** – None.

8. **New Business**

a. Public Hearing; Downtown District Temporary Uses, Land Uses & Special Land Uses –
To receive public, merchant, and board member comment regarding temporary uses including food trucks, pop-ups, and vendors; by right land uses including farm market(s) and office building(s); special uses including short-term rental units and ground floor residential; and other classified/unclassified uses including marihuana facilities, microbrewery/distillery, and commercial recreation facilities, for properties in the Downtown District, as zoned.
Motion by Ramsey, with support from Seabert, to open the public hearing. Motion carried unanimously by roll call vote.

i. Staff Presentation (N. Wikar, Planning & Zoning Administrator) Wikar explained that, due to a clerical error, the Public Hearing was noticed for 7:00 p.m., so he requested that the Board members take a motion to continue the Public Hearing, rather than closing it, and it will be noticed again for next month in order to capture more public comments.

ii. Public/Merchant Comment – Dick Waskins gave examples of three properties in the District that have been for sale for years and would like to see a reconsideration of uses so people will be more interested in owning and developing property here.
Wendy Colsen wanted to make sure that the DDA is not trying to push out offices versus retail. As a landlord, if she is limited in the options of who she can rent to in Downtown, it isn't going to be a good investment for her to continue getting property in Downtown Douglas.

iii. Board Member Comments – Lion feels that temporary food trucks would be a fun event as long as they are not permanent because it's not the look Douglas is looking for in the downtown; would like to see more long-term rentals versus seasonal rentals in Downtown; and a mix of businesses and retail is important.
Motion by Seabert, with support from Ramsey, to extend the meeting another 30 minutes. Motion carried unanimously with roll call vote.
Walker likes the idea of food trucks, but sees the need of limiting them; would be wonderful to have more spots for businesses and retail to draw people in, loves the idea of pop-ups, would like to move away from being just a seasonal community, and need to think about more affordable housing options for seasonal workers.
Ramsey doesn't see why 112 Center Street can't be a short-term rental, as it's better to have a building occupied. Plus, short-term rentals are allowed one block over. Also likes the idea of food trucks to give people more options, one close to the entrance of the District could be a draw to downtown.
Laakso left the meeting due to conflict in time.
Motion by Seabert, with support from Ramsey, to continue this Public Hearing. Motion carried unanimously by roll call vote.

b. Downtown Sign Improvements – John Thomas proposed using the existing structure of the entrance sign and put vinyl pictures on it, which can easily be removed or changed frequently because the cost to do so is so low.
Wikar indicated that Williams & Works is working on the wayfinding signs but it is still a ways out and believes that this solution is a quicker means to an end.
Motion by Seabert, with support from Ramsey, to extend the meeting another 30 minutes. Motion carried unanimously by roll call vote.
Lion expressed concern on the amount of traffic on Blue Star Highway right now and people

trying to look at these very busy pictures at a very busy intersection.
John Thomas was offering to cover out of his own pocket for the downtown sign, but the DDA has $18,000 set aside.
It was agreed that Chair Walker and John Thomas will work together to decide on an image for the sign.
Motion by Seabert, with support from Ramsey, to approve funding for this Downtown sign improvement, not to exceed the amount of the quote, and have it completed before the next DDA meeting. Motion approved 4-1, with dissenting vote cast by Lion.

Motion by Seabert, with support from Lion, to proceed to item 8e and table items 8c and 8d. Motion carried unanimously by roll call vote.

c. FY2021 – 2022 Budget Amendments – Tabled
   i. Public Benches
   ii. Drinking Fountain
   iii. Downtown Development & TIF Plan Amendment

d. City of Douglas Summer Social, In-Kind Support Request – Tabled

e. Beery Field All-Season Restroom Upgrades – Wikar explained that the DDA has been provided with two quotes from two different businesses regarding installation of an HVAC system at Beery Field public restrooms for all-season usage. Discussion followed regarding traditional versus mini-split options.
Motion by Ramsey, with support from Balmer, to undertake improvements to the Beery Field public restrooms so they can be used year-round, not to exceed $10,000. Motion carried unanimously by roll call vote.

f. Board Calendar – Regular Meeting Dates & Times – Discussion centered around other days and times for the DDA to meet. Wikar offered to put out a Doodle Poll for each member to select the days and times they're available.

Balmer left meeting due to conflict in time, thereby breaking quorum.

9. Staff / Manager Reports – Planning & Zoning Administrator (N. Wikar): No reports due to lack of quorum.

10. Public Comments: No comments due to lack of quorum.

11. Board Comments: No comments due to lack of quorum.

12. Chair Comments: No comments due to lack of quorum.

13. Adjournment: No adjournment due to lack of quorum.