



**CITY OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
MEETING OF THE BOARD
TUESDAY, DECEMBER 10TH, 2019 – 5:00 PM
CITY HALL – 86 WEST CENTER ST
Douglas, MI 49406**

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of December 10, 2019 Agenda**
- 4. Approval of November 12, 2019 Meeting Minutes**
- 5. Public Communications (Verbal / Written – 3 minute limit)**
 - A. Downtown Business Comments
- 6. Financial Update**
 - A. Budget Report
 - B. Accounts Payable
- 7. Unfinished Business**
 - A. New Board Members
- 8. New Business**
 - A. Ice Rink for Downtown Douglas
 - B. Approval of 2020 DDA Calendar
 - C. Women's March/Merchant Update
- 9. Committee Reports**
 - A. Executive / Finance
 - Workshop Date
 - B. Public Relations
 - C. Events
 - MCACA Grant Status
 - D. Economic Development and Design
 - i. Sign
- 10. Staff Reports**
- 11. Board Member Comments**
- 12. Chairman Comments**
- 13. Adjournment**

DRAFT MINUTES
CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
86 W CENTER ST. – DOUGLAS, MI
NOVEMBER 12, 2019
2:10 P.M

1. Meeting called to order by Chair Burmeister
2. Roll Call: Present – Burmeister, Donovan, Lion, Neuens, Ramsey
Absent – Anderson, Kettlewell
3. Approval of Agenda:
Motion by Lion, with support from Ramsey, to approve the November 12, 2019 meeting agenda as amended to add Unfinished Business: (1) Inside/Out Art Project, (2) Volunteers, (3) Non-Profit. Motion carried by unanimous voice vote.
4. Minutes of October 8, 2019
Motion by Ramsey, with support from Lion, to approve the minutes of October 8, 2019 as amended. Motion carried by unanimous voice vote.
5. Public Comments/Communication
 - A. Verbal – None
 - B. Written-
 - Thank you note from the Scary Beery event organizers.
 - Mari Terczak, Owner Kismet Fruit Farm LLC – Dated November 1, 2019
6. Budget Report
 - A. Treasurer Ramsey referred everyone to the DDA year-to-date (YTD) Income Statement for the fiscal year ending October 31, 2019. YTD Revenues totaled \$32,131.68, which included Tax Increment Recapture of \$4,596.91 for the month of October. YTD Expenses totaled \$3,630.57, which included \$381.00 for the month of October (\$165 for legal fees associated with repayment of the Kismet Business Incentive Program grant; \$36 for the Google Cloud G-Suite; and \$180 for an Art on Center Advertisement in The Commercial Record). Copies of all bills paid in October were included in the DDA packet. YTD Net Income was \$28,510.11. No bills were submitted for DDA approval.
7. Unfinished Business
8. New Business
 - A. Inside/Out Program by Detroit Institute of Arts, if approved would be at no cost to the DDA. Currently both Mackinac Island and South Haven participate.
 - B. Volunteer Contact List is currently being compiled. A call out on Constant Contact may assist in gathering volunteers.
 - C. An area Non-profit list has been published in the press. Neuens will keep a copy on file for DDA.
 - D. Douglas Christmas – Neuens reported Santa, Mrs. Santa, and Reindeer will be in town this weekend. They will be at the Police Station for Children to visit. The cost of the deer

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is \$300. Per hour and remain the only item that would need to be funded. The Christmas Event will be this weekend.

Motion by Neuens, with support from Lion, to authorize an additional \$750 above what has been budgeted already to accommodate the Christmas Reindeer. Motion carried by unanimous roll call vote.

- E. Social Media – Members discussed social media posts on the current Downtown Douglas website. All present were in agreement that the website needs updating.

9. Committee Reports

- A. Executive / Finance – Members discussed the Kismet Sponsorship repayment of \$3,000. Motion by Ramsey, with support from Donovan, to accept the \$3,000. Repayment check from Kismet Bakery for the Business Incentive program. Motion carried by unanimous roll call vote.
- B. The Streetscape repayment has been received from the City.
- C. Events:
 - i. Small Business Saturday
 - ii. Holiday Events: Lighting, Luminaires, Holiday Stroll – Seabert has been working diligently on the lights for the weekend events.
 - iii. MCACA Grant Status – The grant has holes in funding requirements written into it that the DDA was not aware of. More information is required.
 - iv. Neuens Annual Event Schedule – Waddell and Neuens will be working on an annual event schedule that will enhance communication between the City and DDA. The schedule will provide the Department of Public Works with an entire year of date, which will streamline banner hanging, event setup, and such.
- D. Sign – New Douglas sign is moving forward.
- E. Technology

10. Staff Reports

11. Board Comments

- A. Burmeister will request the city to purchase trees for Center St.
- B. Donovan suggested Donation buckets at events and believes that DDA should consider Battle of the Bridge T-shirts for the Kickball contest at Socials.
- C. Lion reminded everyone that the Christmas event at Beery Field will need lighting.

12. Chair Comments

13. Adjournment: Meeting adjourned by Chair at 4:20 P.M.

**CITY OF THE VILLAGE OF DOUGLAS
2020 MEETING SCHEDULE**

	CITY	PLANNING	DDA	ZBA	KLHA	DHA	DBRA
	COUNCIL	COMMISSION					
JANUARY	6, 20	8	14	28	21 (D)	28	9
FEBRUARY	3, 17	12	11	25	18 (S)	25	13
MARCH	2, 16	11	10	24	17 (D)	24	12
APRIL	6, 20	8	14	28	21 (S)	28	9
MAY	4, 18	13	12	26	19 (D)	26	14
JUNE	1, 15	10	9	23	16 (S)	23	11
JULY	6, 20	8	14	28	21 (D)	28	9
AUGUST	3, 17	12	11	25	18 (D)	25	13
SEPTEMBER	8*, 21	9	8	22	15 (S)	22	10
OCTOBER	5, 19	14	13	27	20 (D)	27	8
NOVEMBER	2, 16	11	10	24	17 (S)	24	12
DECEMBER	7, 21	9	8	22	15 (D)	22	10

City Council meetings are held on the 1st and 3rd Monday of each month at 7:00 p.m.

Planning Commission meetings are held on the 2nd Wednesday of each month at 7:00 p.m.

ZBA - Zoning Board of Appeals meetings are held on the 4th Tuesday of each month, as needed, at 7:00 p.m.

DDA - Downtown Development Authority meetings are held on the 2nd Tuesday of each month at 3:00 p.m.

KLHA - Kalamazoo Lake Harbor Authority meetings alternate between Saugatuck City (S) and Douglas (D) on the 3rd Tuesday of each month, as needed, 7:00 pm

DHA - Douglas Harbor Authority meetings are held on the 4th Tuesday of each month at 7:00 p.m.

DBRA - Douglas Brownfield Redevelopment Authority meetings are held on the 2nd Thursday of each month at 1:00 pm

*September City Council meeting will be rescheduled due to Labor Day Holiday

All meetings are held at the Douglas City Hall - 86 W. Center Street - unless posted.

MARCH 10 IS THE MICHIGAN PRESIDENTIAL PRIMARY AND THE CHAMBER ROOM WILL BE BOOKED.