



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

REMOTE REGULAR MEETING
Monday, August 10, 2020 – 3:00 PM
<https://us02web.zoom.us/j/89280278750>
(312) 626-6799 | Meeting ID: 892 8027 8750

AGENDA

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**
 - a. **Secretary** (Vacant)
 - b. **Treasurer** (P. Ramsey)
 - i. Financial Update – Income Statement, July 31, 2020
 - ii. Accounts Payable
 - iii. FY 2020–2021 Approved Budget, by Committee
 - c. **Vice Chair** (P. Lion, Acting Chair)
 - d. **Chair** (Vacant)
6. **Public Communications (Written/Verbal – 3 minutes, each.)**
7. **Unfinished Business**
 - a. Crisis Response Working Group; Summary (P. Lion)
 - b. District Mailer
 - i. Content – DDA Membership, Gateway & Wayfinding, 150th Celebration
 - ii. Reach & Frequency
8. **New Business**
 - a. Douglas.com Domain Discussion
 - b. Business Relief – Discretionary Fund Discussion
9. **Committee Reports**
 - a. **Executive/Finance** (P. Lion)
 - i. Call for DDA Board Members (4 vacancies; 4–year, 2–year, 3–year, 1–year terms)
 - b. **Communications/Marketing** (Vacant)
 - c. **Economic Development** (P. Lion)
 - i. July 16th Committee Meeting – BID/BIZ/PSD, Business Incubator
 - ii. MEDA Conference Participation
 - d. **Events** (H. Kennedy)
 - i. DIA Inside|Out Update
 - ii. Update on 150th “Dispersed” Celebration
10. **Staff/Manager Reports – Planning & Zoning Administrator (N. Wikar)**
 - a. Wayfinding Update
 - b. August Summer Social Cancellation
11. **Adjournment**



MEMORANDUM

FOR IMMEDIATE RELEASE

FROM: Pat Lion, Vice Chair (Acting Chair)
City of the Village of Douglas
Downtown Development Authority (DDA)

DATE: 7 May 2020

SUBJECT: DDA REMOTE MEETING SPECIAL PROCEDURES

At the direction of the City of the Village of Douglas staff and in accordance with similar action taken by City Council, the City of Douglas Downtown Development Authority (DDA) Board adopted the following Remote Meeting Special Procedures for all remote meetings of the DDA, during the Special Meeting of the Board, held remotely on April 15, 2020.

CITY OF THE VILLAGE OF DOUGLAS REMOTE MEETING SPECIAL PROCEDURES

The following guidelines shall be in-place to assist and manage public attendance and participation in remote (online and telephone), electronic meetings of the City of the Village of Douglas, Michigan.

- 1) City Staff shall be available to assist the public to make reasonable accommodations for those with disabilities and/or the hearing impairment to attend and participate without impediment.
- 2) For the purpose of carrying-out remote meetings, a staff member will act as "administrator" to manage all content, access, video, audio, chat, "gesturing," recording, visual, and screensharing controls.
- 3) For the purposes of preserving the agenda and integrity of the meeting, the meeting "administrator" shall assist the chairperson in moderating audio/microphone controls of participants, building a speaker list of those wishing to comment while limiting public microphone access to "public comment"/"public participation" periods of the meeting, as published.
- 4) Online attendees/participants shall indicate their desire to speak on an agenda item or topic by using "gesturing" controls (i.e. Raise Hand, Thumbs Up, etc.), using the chat window, or by voice. All microphones will be temporarily unmuted for a brief period of time at the beginning of all "public comment"/"public participation" periods of the meeting so those joining by telephone or those participants who are audio-restricted may indicate they would like to be added to the speaker list. The chairperson and meeting "administrator" will share the responsibility of building and managing the speaker list, recognizing each speaker individually and toggling microphone controls so all speakers on the list may be heard.
- 5) Lewd, profane, hostile, aggressive, racist/discriminatory, disruptive, or otherwise obstructive behavior by attendees/participants will not be tolerated. The City and meeting "administrator" reserve the right to warn, limit, restrict, and remove any content or participants in violation of the of this directive.
- 6) All "public comment"/"public participation" periods of the meeting will be concluded after the chairperson/meeting "administrator" has:
 - a) exhausted the speaker list
 - b) responded to any outstanding "gesturing"
 - c) answered any outstanding requests to speak as indicated in the chat window, and
 - d) after a final call for any additional or remaining public comments as indicated by voice. All microphones will again be temporarily unmuted at that time.
- 7) The City shall record and make available to the public in a reasonable timeframe all content of all remote meetings of Council and public board/commissions for the public record, online and at individual request in electronic format.