



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

REGULAR MEETING

Wednesday, October 27, 2021 – 2:00 PM

<https://us02web.zoom.us/j/85360822578>

(312) 626-6799 | Meeting ID: 853 6082 2578

AGENDA

1. **Call to Order** – Remote Special Meeting Procedures
2. **Roll Call/Quorum**
3. **Approval of Agenda – Changes/Additions/Deletions**
–*Motion to Approve*; Remote Regular Meeting, October 27, 2021 (Roll Call Vote)
4. **Approval of Minutes – Changes/Additions/Deletions**
–*Motion to Approve*; Remote Regular Meeting, September 22, 2021 (Roll Call Vote)
5. **Officer Reports**
 - a. Treasurer (D. Laakso)
 - i. Financial Update – Income Statements, September 2021.
 - ii. Accounts Payable – Invoices, September 2021
 - a) Most Dependable Fountains, Beery Field Drinking Fountain, \$6,895.00;
 - b) Krista Reuter Studio, Art on Center Advertisement, \$134.30;
 - c) Commercial Record, Art on Center; \$294.00.
 - iii. 880 Community Promotions Requests; Q2 FY2021–2022 Funding Cycle (\$3,700.00)
 - b. Vice Chair (T. Ketelhut)
 - c. Chair (R. Walker)
 - i. Officer (Secretary) and Board Vacancies
 - ii. Written Communications
6. **Public Comments (3 minutes, each.)**
7. **Unfinished Business**
 - a. Retail Incubator
Continued discussion of an open-air community supported marketplace (CSM) concept in the Downtown District, to support Michigan purveyors and makers in FY2022–2023.
–*Motion to Consider* (Roll Call Vote)
 - b. Gateway Mural Program
Continued discussion of scope and timeline to pursue City-partnership to initiate Gateway Sub Area and Blue Star/Harbor Sub Area mural program, with consideration of draft Request for Proposals (RFP) for Spring 2022.
–*Motion to Recommend* (Roll Call Vote)
8. **New Business**
 - a. Schedule Change, November 2021 Regular Meeting
Board discussion of alternate meeting date and time to observe the Thanksgiving holiday.
–*Motion to Recommend* (Roll Call Vote)

- b. Downtown Streetscape Vision and Implementation Modules
Staff presentation of two complimentary proposals by Prein & Newhof, for development of on-street seating/bump outs, placemaking, streetscape, utility, and accessibility improvement standards, to facilitate 3-5 years of Board and Development Plan objectives.
-Motion to Consider (Roll Call Vote)
 - c. Saugatuck-Douglas Convention and Visitors Bureau Financial Request
Chair-led discussion of funding opportunity available through CVB for seasonal decorations.
-Motion to Consider (Roll Call Vote)
9. **Staff/Manager Reports** – (N. Wikar, Planning and Zoning Administrator)
- a. Sidewalk Repair/Replacement Bidding – Open through November 12, 2021.
 - b. Master Planning Public Open House – Douglas City Hall, 7:00 PM, November 18, 2021.
First opportunity for public cooperation and comment to amend “Our Douglas Vision” Master Plan; related to on-going wayfinding, Downtown District, and municipal harbor/marina master planning.
 - c. Initial Findings, Open-Air Ice Rink – Reconsider Spring 2022, for FY2022-2023.
10. **Public Comments (3 minutes, each.)**
11. **Board Comments**
12. **Chair Comments**
13. **Adjournment**