



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

REMOTE REGULAR MEETING

Wednesday, November 24, 2021 – 2:00 PM

<https://us02web.zoom.us/j/89236245531>

(312) 626-6799 | Meeting ID: 892 3624 5531

AGENDA

1. **Call to Order** – Remote Special Meeting Procedures
2. **Roll Call/Quorum** – (Appointment of New Member, Mayor)
3. **Approval of Agenda – Changes/Additions/Deletions**
–*Motion to Approve*; Remote Regular Meeting, November 24, 2021 (Roll Call Vote)
4. **Approval of Minutes – Changes/Additions/Deletions**
–*Motion to Approve*; Remote Regular Meeting, September 22, 2021 (Roll Call Vote)
–*Motion to Approve*; Remote Workshop, October 27, 2021 (Roll Call Vote)
–*Motion to Approve*; Remote Regular Meeting, October 27, 2021 (Roll Call Vote)
5. **Officer Reports**
 - a. Treasurer (D. Laakso)
 - i. Financial Update – Income Statements, October 2021.
 - ii. Accounts Payable – Invoices, October 2021;
 - a) City of the Village of Douglas, Use of City Staff, \$650.00;
 - b) Tim Erlandson Construction, Beery Restrooms Flatwork, \$500.00;
 - iii. 880 Community Promotions Update; Q3 FY2021–2022 Funding Cycle (\$6,200.00)
No requests were received in Q2. Balance of \$3,700.00 rolled over, to be available for requests in the Q3 funding cycle (January 2022) at \$6,200.00, total.
 - b. Vice Chair (T. Ketelhut)
CVB Financial Request
Update regarding Saugatuck–Douglas Convention and Visitors Bureau 2021 Sponsorship.
 - c. Chair (R. Walker)
 - i. Vacancy in Office (Secretary)
 - ii. Written Communications
6. **Public Comments (3 minutes, each.)**
7. **Unfinished Business**
 - a. Gateway Mural Program
Continued discussion in pursuance of 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 Approve (Roll Call Vote)*
8. **New Business**
 - a. Award of Sidewalk Repair/Replacement Contract
Board selection of Sidewalk Repair/Replacement bid (various contractors), with additional consideration of Streetscape Implementation Module (Prein & Newhof) for development of on-street seating/bump out and accessibility streetscape standards and specifications.
–*Motion to Approve (Roll Call Vote)*

- b. Financing Activity: Donations to the Authority
Consideration of Board acceptance of donation to finance performance of functions, for recommendation to City Council.
-Motion to Recommend (Roll Call Vote)
- 9. **Staff/Manager Reports** – (N. Wikar, Planning and Zoning Administrator)
 - a. DDA Website Update
 - b. Downtown District “Best Practices Tour” Recommendation
- 10. **Public Comments (3 minutes, each.)**
- 11. **Board Comments**
- 12. **Chair Comments**
- 13. **Adjournment**