

**Downtown Development Authority (DDA)  
City of Douglas  
86 W Center Street, Douglas, Michigan 49406  
Wednesday, November 24, 2021 at 2:00 pm  
Remote Meeting Minutes**

1. **Call to Order:** Chair Walker called the meeting to order at 2:05 p.m.  
Remote meeting special procedures were set into place.
2. **Roll Call / Quorum –** (Appointment of New Member, Mayor) Present: Balmer, Mayor Donovan, Ketelhut, Laakso, Martyniek, Seabert, Walker  
Absent: Lawrence, Ramsey  
Also Present: Planning & Zoning Administrator Wikar, Deputy Clerk Howell

*Walker welcomed new member, Mayor Donovan, to the DDA, and thanked Pat Lion for her service with the DDA.*

3. **Approval of Agenda – Changes / Additions / Deletions:**
  - a. Remote Regular Meeting, November 24, 2021  
*Motion by Balmer, with support from Martyniek, to approve the agenda as presented. Motion carried by roll call vote.*
4. **Approval of Minutes:**
  - a. Remote Regular Meeting, September 22, 2021
  - b. Remote Workshop, October 27, 2021
  - c. Remote Regular Meeting, October 27, 2021

*Motion by Balmer, with support from Martyniek, to table the September 22, 2021 regular meeting minutes, October 27, 2021 workshop minutes, and the October 27, 2021 regular meeting minutes until the next meeting. Motion carried by roll call vote.*

**5. Officer Reports**

- a. Treasurer (D. Laakso)
  - i. Financial Update – October’s net loss was \$15,339.27. There was no revenue recorded during the month and expenses totaling \$15,339.27 were recorded, consisting of the recurring \$650.00 monthly allocation of Douglas staff expenses, \$428.30 for Art on Center advertising, \$7,365.97 for in-ground electrical outlet replacements, and \$6,895.00 for a new Beery Field drinking fountain.  
As of October 31, 2021, there were three unpaid invoices totaling \$7,323.30. These invoices were for the Beery Field drinking fountain (\$6,895.00), Art on Center advertising in the Commercial Record (\$294.00) and Art on Center social media advertising (\$134.00). These expenditures were approved by the DDA in previous meetings and were paid in November. At September 30, 2021, the DDA had cash on hand and an ending Fund Balance of \$181,557.74.
  - 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; 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*  
Ketelhut submitted a proposal to the CVB on behalf of the DDA, but after learning that the money was supposed to be used for a specific event, asked that it be postponed until the DDA

decides what specific event it should be applied toward.

- c. Chair (R. Walker)
  - i. Vacancy in Office (Secretary) Walker noted that the DDA is still in need of a secretary.
  - ii. Written Communications – None.

## 6. Public Comments – None.

## 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.*  
Wikar explained the Request for Proposals for the Gateway Mural Project. The submission deadline is tentatively set for February, the proposals selected at the March DDA meeting, execution of the murals before the summer months, and an unveiling in June 2022. Although \$18,000 has been budgeted for this project, the RFP was drafted as \$15,000 being available from the DDA and up to an additional \$15,000 from the City as a match. The remaining \$3,000 could be used for prep work of the site. It was noted that the RFP should include some dimensions of the site for the artists to work within. The DDA will create a selection committee that would also include Brett Dumond and the City Manager.  
*Motion by Ketelhut, with support from Balmer, to move forward with this RFP, along with adding a rough guideline of the dimensions, and then presenting it to Brett Dumond and City Council. Motion carried by 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.*  
Wikar explained that ~~\$20,000~~ \$10,000 was budgeted for this project and two bids were received, one from Schipper Concrete for \$13,050, and one from Tim Erlandson Construction for \$12,935. Since both bids came in under budget, the remaining money could be used toward engineering costs for streetscape improvements. A lot of the sidewalk work is replacing work that Erlandson had completed a number of years ago. It was commented that strong consideration should be made for Erlandson because he's a local contractor. Another comment was to use the remaining money toward a sidewalk along Spring Street.  
*Motion by Ketelhut, with support from Martyniek, to approve the Schipper Concrete invoice, with the added amendment that at the next meeting, the streetscape improvements for Prein & Newhof will be discussed. Motion carried 5 – 2, with Donovan and Laakso casting the dissenting votes.*
- b. Financing Activity: Donations to the Authority  
*Consideration of Board acceptance of donations to finance performance of functions, for recommendation to City Council.*  
Walker explained that she was approached by somebody in the community that wanted to give \$1,500 to the DDA to put toward an event that would draw tourism to the downtown area. There isn't enough time to put something together for this year, but she was assured that the money would be made available next year.  
*Motion by Seabert, with support from Balmer, to table this for the February DDA meeting. Motion carried by roll call vote.*

## 9. Staff / Manager Reports – Planning & Zoning Administrator (N. Wikar):

- a. DDA Website Update – This is in the process of being built out and should be active in the new year.

- b. Downtown District “Best Practices Tour” Recommendation – Would like to schedule this for January. Wikar will send out a Doodle poll to find out everyone’s availability.

**10. Public Comments:** None.

*Motion by Balmer, with support from Laakso, to extend the meeting another 30 minutes. Motion carried by roll call vote.*

**11. Board Comments:** Ketelhut commented on the timeliness of the agenda packet, stating that it is inconvenient to get it the day of the meeting.

Laakso commented that he voted no on the sidewalk repair/replacement contract because he wanted to keep it local with Erlandson.

Seabert commented that he did not receive the agenda in a timely manner, either.

**12. Chair Comments:** Walker encouraged the Board members to take a look at what other lakeshore towns are doing in order to stimulate some ideas. She also encouraged everyone to look at the DDA bylaws and become familiar with them for the next meeting. On November 30, Walker and Ketelhut will be attending a meeting sponsored by the CVB, along with other community groups, to talk about the 2022 calendar and how to collaborate and support each other. Also, the DDA has a considerable rollover with the community promotion money, so we should think about how to use that money so we don’t lose it.

**13. Adjournment:** Motion by Seabert, with support from Ketelhut, to adjourn the meeting. Motion carried by voice vote. (3:10 p.m.)