

**Downtown Development Authority (DDA)
City of Douglas
86 W Center Street, Douglas, Michigan 49406
Wednesday, September 22, 2021 at 2:00 pm
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 – Present:** Balmer (joined late), Laakso, Lawrence, Martyniek, Ramsey, Walker
Absent: Ketelhut, Lion, Seabert
Also Present: Planning & Zoning Administrator Wikar, Deputy Clerk Howell
3. **Approval of Agenda – Changes / Additions / Deletions:**
 - a. Remote Regular Meeting, September 22, 2021 – 5 b ii should say Color Scheme, not Color Science.
Motion by Ramsey, with support from Laakso, to approve the agenda as amended. Motion carried unanimously by roll call vote.
4. **Approval of Minutes:**
 - a. Remote Regular Meeting, August 23, 2021 –
Motion by Ramsey, with support from Lawrence, to approve the August 23, 2021 minutes, as presented. Motion carried unanimously by roll call vote.
5. **Officer Reports**
 - a. Treasurer (D. Laakso)
 - i. Financial Update – August net income was \$20,959.80. TIF revenue of \$21,756.80 was recorded during the month and expenses totaled \$797.00 were recorded, consisting of the recurring \$650.00 monthly allocation of Douglas staff expenses, and \$147.00 for Art on Center advertising. As of August 31st, there was one unpaid invoice from Sisters In Ink for \$450.00 for facemasks given away during the Douglas Social on September 9th at Wades Bayou. This invoice will be paid and recorded as an expense in September accounting. At August 31, 2021, the DDA had cash on hand of \$182,804.74 and an ending fund balance of \$182,657.74.
 - ii. Accounts Payable – Invoices, August 2021;
Sisters In Ink, Douglas Social 150th Face Masks; \$450.00
 - iii. 880 Community Promotions; Q2 FY2021 – 2022 Funding Cycle –
The DDA Board shall consider at their October regular meeting individual Community Promotions funding requests, awards NTE \$3,700, total.
 - b. Chair (R. Walker)
 - i. Officer (Secretary, Vice Chair) and Board Vacancies – There will probably be two vacancies on the Board soon, so we need to bring people onto our Board.
 - ii. Written Communications - J. Thomas, Re: Wayfinding – Color ~~Science~~ Scheme, September 10, 2021.
6. **Public Comments – None.**
7. **Unfinished Business**
 - a. Old Library RFP – Retail Incubator and Maker Space
To discuss member findings regarding RFP / proposal, and intent regarding retail incubator. Walker, Ramsey, Martyniek, and Ketelhut did a tour of the old library to see if it is a project that the DDA would be interested in acquiring. They recommend that this is not the right time. However, it led to some possible future projects that the Board may find manageable in a timeframe not so rushed.
Motion by Ramsey, with support from Lawrence, to table this until a future meeting. Motion

carried unanimously by roll call vote.

- b. Beery Field Restroom Upgrades - *To approve contractor bids for all-season HVAC and service window improvements.*
These improvements for Beery Field restrooms are almost twice as much as what was originally budgeted but since it's a budgeted item, the City will allow for overruns. Since the electric service panel was initially funded by the City for Beery Field and the charging station, the City should pay for the electrical update.
Motion by Ramsey, with support from Martyniek, that the DDA recommend that the City support this project, that the DDA support the installation of the three-zone ductless mini split system, the HVAC wiring that would support that, and the service window with counter, total of \$20,015, and not 50/50, and ask the City to bear the cost of a new service panel. Motion carried unanimously by roll call vote.

At this point, Balmer joined the meeting (2:55 p.m.)

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

8. New Business

- a. Election of Officers, Vice Chair (Co-Chair) – *Pursuant to DDA Bylaws Article III, Section 1 b, the Chair shall call for nominations and preside over the election of Vice Chair (Co-Chair)*
Wikar noted that as of January 25, 2021, the officer title of co-chair was changed to vice chair.
Motion by Ramsey, with support from Laakso, to nominate Ketelhut as Vice Chair. Motion carried unanimously by roll call vote.
- b. Gateway Mural Program – RFP Process and Timeline – *Discussion to consider RFP process and draft language outlining the program scope, timeline, and budget for Gateway improvements.*
Brett Dumond has agreed to adding a mural to his building on the side facing Center Street. Currently, the DDA holds the easement for that area, and can look into possibly acquiring deeded access. The Board would like to discuss further in the future improvements on the underpass of Blue Star Highway, such as murals, lighting, etc.
Motion by Martyniek, with support from Lawrence, that DDA draft language outlining the program scope, timeline, and budget for Gateway improvements on that building and, specifically, making sure that we do have that easement access and possibly deeded access to that space for future improvements or changes. Motion carried unanimously by roll call vote.

Motion by Balmer, with support from Lawrence, to extend the meeting another 30 minutes. Motion carried unanimously by roll call vote.
- c. DDA “Best Practices Tour” – *Discussion to establish Board member goals, expectations, and availability to schedule a workshop to investigate physical and economic downtown development strategy, and proof of concepts within regional communities of scale.*
The Board wants to meet with DDA members from other communities to talk about the different things they're doing to give us some ideas. Wikar will send out a Doodle Poll to find out when would be the best time for everyone.

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

- a. Downtown Development & TIF Plan, Engagement Calendar (Tentative), 2021-2022.
On October 27 from 12:00 – 2:00, before the regularly scheduled DDA meeting, there will be a workshop discussion with Williams & Works regarding their proposals for Wayfinding.
- b. Wayfinding Plan Update; next public engagement opportunities.
On November 17 from 6:00 – 8:00 p.m. there will be an open house where the public can give feedback on the downtown plan and also Wayfinding items. The December DDA meeting will

be the Board's chance to respond to final concepts and make recommendations. Delivery of a plan is expected in January to the City Council for final approval.

10. Public Comments: None.

11. Board Comments: Laakso mentioned that the John Thomas letter regarding colors is important to consider.

12. Chair Comments: Walker asked whether the Board wanted to reschedule the November and December regular DDA meetings because they were both close to holidays. It will be discussed further at the next meeting.

13. Adjournment: Motion by Ramsey, with support from Balmer, to adjourn the meeting. Motion carried unanimously by voice vote. (4:00 p.m.)