

**CITY OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
MEETING OF THE BOARD
TUESDAY, JUNE 12TH, 2018 – 5:00 PM
CITY HALL – 86 WEST CENTER ST
Douglas, MI 49406**

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of May 8th and June 6th 2018 Meeting Minutes (to be distributed at meeting)
5. Public Communications (Verbal / Written)
 - A. Downtown Business Comments
6. Financial Update
 - A. Budget Report
 - B. Accounts Payable
7. Unfinished Business
 - A. Summer Socials – still need sponsors; Volunteer sign-up
8. New Business
9. Committee Reports
 - A. Executive / Finance
 - B. Public Relations
 - C. Events
 - D. Economic Development and Design
10. Staff Report
11. Board Member Comments
12. Chairman Comments
13. Adjournment

REVENUE AND EXPENDITURE REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
 PERIOD ENDING 05/31/2018
 % Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 YTD BALANCE 05/31/2018	ACTIVITY FOR MONTH 05/31/18	AVAILABLE BALANCE / NORM (ABNORM)	% BDGT USED
Fund 225 - DDA FUND							
Revenues							
Dept 000.000							
225-000.000-417.000	TAX INCREMENT RECAPTURE	21,970.00	21,970.00	21,898.09	0.00	71.91	99.67
225-000.000-450.001	DOWNTOWN MERCHANT CONTRIBUTIONS	0.00	1,000.00	1,000.00	1,000.00	0.00	100.00
225-000.000-588.002	SOCIALS DONATIONS	12,000.00	11,000.00	9,686.83	500.00	1,313.17	88.06
225-000.000-634.001	HALLOWEEN SALES	12,000.00	6,500.00	5,915.00	0.00	585.00	91.00
225-000.000-634.002	DDA SMARTPHONE APP	2,000.00	50.00	550.00	0.00	(500.00)	1,100.00
225-000.000-634.003	CRAFT BEER FESTIVAL	4,350.00	0.00	0.00	0.00	0.00	0.00
225-000.000-664.000	INTEREST INCOME	350.00	350.00	0.00	0.00	350.00	0.00
Total Dept 000.000		52,670.00	40,870.00	39,049.92	1,500.00	1,820.08	95.55
TOTAL REVENUES							
Total Dept 000.000		52,670.00	40,870.00	39,049.92	1,500.00	1,820.08	95.55
Expenditures							
Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY							
225-728.000-725.003	DDA ADMINISTRATION	7,800.00	7,800.00	2,415.00	0.00	5,385.00	30.96
225-728.000-725.005	MI MAIN STREET TRAVEL	2,000.00	1,500.00	1,500.00	0.00	0.00	100.00
225-728.000-726.002	SOCIALS	10,000.00	8,600.00	6,663.71	0.00	1,936.29	77.49
225-728.000-726.005	WEBSITE	200.00	200.00	0.00	0.00	200.00	0.00
225-728.000-726.006	PROMOTIONS/MARKETING	0.00	0.00	330.00	0.00	(330.00)	100.00
225-728.000-726.021	PROMOTIONS/ MERCHANTS	1,780.00	3,780.00	4,044.00	600.00	(264.00)	106.98
225-728.000-731.000	HALLOWEEN EVENTS	12,000.00	6,500.00	6,479.23	0.00	20.77	99.68
225-728.000-732.000	HOLIDAY PREVIEW/ LIGHT EVENT	750.00	750.00	750.00	0.00	0.00	100.00
225-728.000-733.000	CRAFT BEER FESTIVAL	4,350.00	0.00	0.00	0.00	0.00	0.00
225-728.000-740.003	BANNERS	1,000.00	0.00	0.00	0.00	0.00	0.00
225-728.000-742.000	DDA SMARTPHONE APP	1,100.00	1,100.00	890.00	89.00	210.00	80.91
225-728.000-802.100	BUSINESS INCENTIVE PROGRAM	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
225-728.000-900.000	PRINTING & PUBLISHING	2,000.00	500.00	580.15	0.00	(80.15)	116.03
225-728.000-908.000	DUES/FEES/PUBLICATIONS	300.00	300.00	50.00	0.00	250.00	16.67
225-728.000-979.000	CAPITAL OUTLAY	12,500.00	0.00	0.00	0.00	0.00	0.00
Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY		60,780.00	36,030.00	23,702.09	689.00	12,327.91	65.78
Dept 966.000 - TRANSFERS OUT							
225-966.000-999.101	TRANSFER TO GEN FUND-ADMIN OVH	4,390.00	4,390.00	4,390.00	0.00	0.00	100.00
Total Dept 966.000 - TRANSFERS OUT		4,390.00	4,390.00	4,390.00	0.00	0.00	100.00
TOTAL EXPENDITURES							
Total Dept 966.000 - TRANSFERS OUT		65,170.00	40,420.00	28,092.09	689.00	12,327.91	69.50
Fund 225 - DDA FUND:							
TOTAL REVENUES		52,670.00	40,870.00	39,049.92	1,500.00	1,820.08	95.55
TOTAL EXPENDITURES		65,170.00	40,420.00	28,092.09	689.00	12,327.91	69.50
NET OF REVENUES & EXPENDITURES		(12,500.00)	450.00	10,957.83	811.00	(10,507.83)	2,435.07

City of Douglas DDA - May/ 2018 Invoices

Date	Vendor	Description	Invoice #	Amount	Preapproved	Paid
5/3/2018	Jabber Design	App	2401	\$ 89.00	Yes	Yes
4/27/2018	SAC	Ad in Playbill		\$ 600.00	Yes	Yes
Total Bills Paid in December:				\$ 689.00		
For Approval to be Paid						
None Outstanding						
Total Outstanding Approved Bills to be Paid:				\$ -		

Please Vote

August

7

Saugatuck-Douglas District Library Millage at a Glance

Why Do We Need a New Building?

- Too many stairs and an unreliable, uncomfortably small elevator
- Not enough space for books and DVDs
- Only one bathroom
- Flooding in the Children's Room
- Lack of quiet areas
- No designated space for library programs or staff work areas
- Inefficient HVAC
- Maxed out electrical capacity

We Reduced the Cost

2014	2018
\$5.1 million	\$4.35 million
.67 mills	.4271 mills

We Reduced the Size

2014	2018
12,500 sq. ft.	9,000 sq. ft.

We Listened to Your Priorities

- Space for 25% more books and DVDs
- Single story, ADA compliant
- Multi-functional space for library programs and community use
- Quiet reading areas
- Multiple restrooms
- Small group meeting room
- Modern infrastructure
- Convertible outdoor patio



We Listened.

Following the failed 2014 proposal, a survey was mailed to every district resident. Over 63% were in favor of a new building, although many felt the initial proposal was too large and too expensive. Follow-up surveys and focus groups confirmed the need for a new facility, and prioritized barrier-free accessibility and more space for books and programs.

The new library building has been designed to achieve the goals presented by the community and has the capacity to evolve as technology and community needs change.

The new building would be located on the vacant lot on the north side of Center Street in Douglas, which was purchased by the Library in 2014.



How much will it cost?

- If the recommended bond issue is approved by voters, it would raise \$4,350,000 to construct a new library.
- .4271 mills per \$1,000 of taxable value
- Cost per household depends on the taxable value of your property. See table below.

Market Value	Taxable Value	Cost/Year	Cost /Month
\$150,000	\$75,000	\$32.03	\$2.67
\$200,000	\$100,000	\$42.71	\$3.56
\$300,000	\$150,000	\$64.07	\$5.34
\$400,000	\$200,000	\$85.42	\$7.12
\$500,000	\$250,000	\$106.78	\$8.90

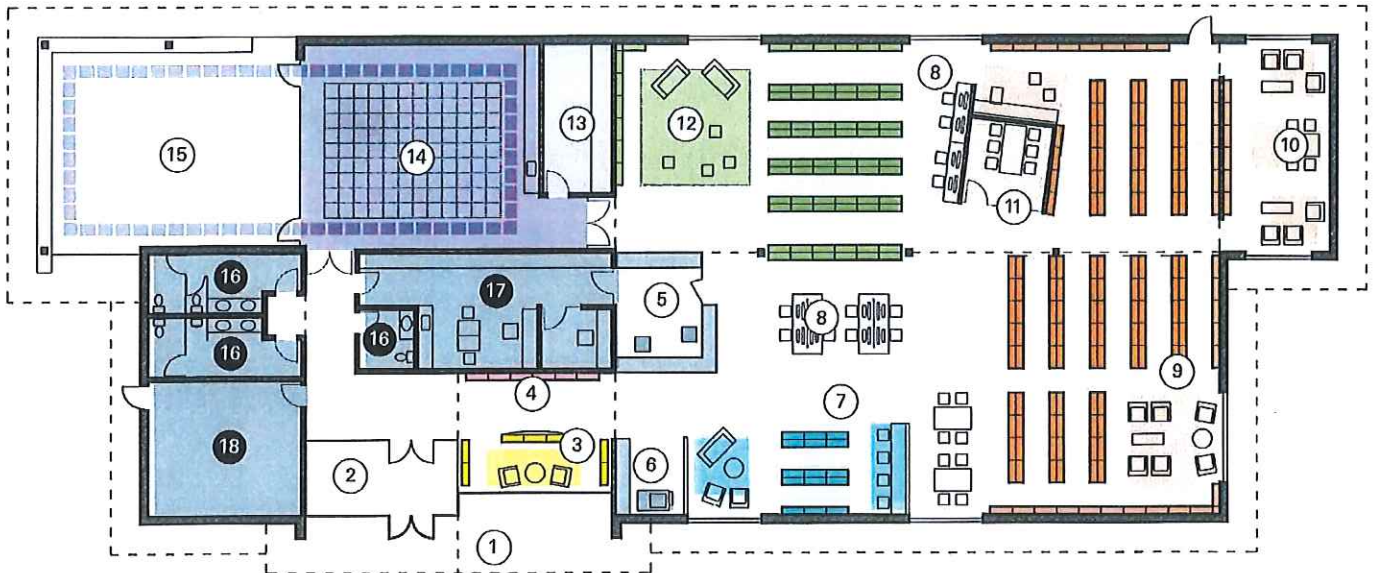
How will I benefit?

The new library will be a place for everyone.

- Seniors and those with mobility issues (wheelchairs, strollers and walkers) will have easy access to the building and the materials
- Working professionals and small business owners will have quiet work areas as well as access to a small meeting room
- Students will have designated spaces for collaborative learning and socializing
- Children will have more space to play and learn

Proposed Building: 9,000 sq. ft.

Current Facility: 4,500 sq. ft.



- | | | |
|------------------------------|--------------------------------|---------------------------------|
| 1 covered entry | 7 young adult | 13 program storage |
| 2 vestibule | 8 computers | 14 program room |
| 3 friends bookstore shelving | 9 adult collection / seating | 15 covered outdoor programs |
| 4 new materials browsing | 10 quiet reading / periodicals | 16 restrooms |
| 5 service desk | 11 study room | 17 staff area |
| 6 copy center | 12 youth collection / seating | 18 mechanical / electrical / IT |

Vote on August 7, 2018

For the Strategic Plan and FAQs, visit:
www.scdlibrary.org

Contact

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