



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 June 12, 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
8. New Business
 - A. Art on Center co-op Advertising
 - B. Bike Rack Committee
 - C. Coordinating hours and days open
9. Committee Reports
 - A. Executive / Finance
 - B. Public Relations
 - C. Events
 - i. July Social – Battle for the Bridge
 - ii. Holiday Home Tour
 - D. Economic Development and Design
 - i. Entrance Sign
 - ii. Downtown Broadband
10. Staff Report
 - A. Date Change for August meeting
11. Board Member Comments
12. Chairman Comments
13. Adjournment

User: BSA

PERIOD ENDING 06/30/2018

DB: Douglas

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)		AVAILABLE BALANCE NORM (ABNORM)		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET						
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	0.00	71.91	99.67	
225-000.000-450.001	DOWNTOWN MERCHANT CONTRIBUTIONS	0.00	1,000.00	1,000.00	0.00	0.00	0.00	100.00	
225-000.000-588.002	SOCIALS DONATIONS	12,000.00	11,000.00	11,676.83	1,990.00	0.00	(676.83)	106.15	
225-000.000-634.001	HALLOWEEN SALES	12,000.00	6,500.00	5,915.00	0.00	0.00	585.00	91.00	
225-000.000-634.002	DDA SMARTPHONE APP	2,000.00	50.00	550.00	0.00	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	0.00	
225-000.000-664.000	INTEREST INCOME	350.00	350.00	0.00	0.00	0.00	350.00	0.00	
Total Dept 000.000		52,670.00	40,870.00	41,039.92	1,990.00		(169.92)	100.42	
TOTAL REVENUES									
		52,670.00	40,870.00	41,039.92	1,990.00		(169.92)	100.42	
Expenditures									
Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY									
225-728.000-725.003	DDA ADMINISTRATION	7,800.00	7,800.00	2,894.25	479.25	0.00	4,905.75	37.11	
225-728.000-725.005	MI MAIN STREET TRAVEL	2,000.00	1,500.00	1,500.00	0.00	0.00	0.00	100.00	
225-728.000-726.002	SOCIALS	10,000.00	8,600.00	7,662.91	999.20	0.00	937.09	89.10	
225-728.000-726.005	WEBSITE	200.00	200.00	0.00	0.00	0.00	200.00	0.00	
225-728.000-726.006	PROMOTIONS/MARKETING	0.00	0.00	330.00	0.00	0.00	(330.00)	100.00	
225-728.000-726.021	PROMOTIONS/ MERCHANTS	1,780.00	3,780.00	4,044.00	0.00	0.00	(264.00)	106.98	
225-728.000-731.000	HALLOWEEN EVENTS	12,000.00	6,500.00	6,479.23	0.00	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	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	0.00	
225-728.000-740.003	BANNERS	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
225-728.000-742.000	DDA SMARTPHONE APP	1,100.00	1,100.00	979.00	89.00	0.00	121.00	89.00	
225-728.000-802.100	BUSINESS INCENTIVE PROGRAM	5,000.00	5,000.00	0.00	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	0.00	(80.15)	116.03	
225-728.000-908.000	DUES/FEES/PUBLICATIONS	300.00	300.00	50.00	0.00	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	0.00	
Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY		60,780.00	36,030.00	25,269.54	1,567.45		10,760.46	70.13	
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	0.00	100.00	
Total Dept 966.000 - TRANSFERS OUT		4,390.00	4,390.00	4,390.00	0.00	0.00	0.00	100.00	
TOTAL EXPENDITURES									
		65,170.00	40,420.00	29,659.54	1,567.45		10,760.46	73.38	
Fund 225 - DDA FUND:									
TOTAL REVENUES		52,670.00	40,870.00	41,039.92	1,990.00		(169.92)	100.42	
TOTAL EXPENDITURES		65,170.00	40,420.00	29,659.54	1,567.45		10,760.46	73.38	
NET OF REVENUES & EXPENDITURES		(12,500.00)	450.00	11,380.38	422.55		(10,930.38)	2,528.97	

City of Douglas DDA - June 2018 Invoices

Date	Vendor	Description	Invoice #	Amount	Preapproved	Paid
6/5/2018	Jabber Design	App	2409	\$ 89.00	Yes	Yes
6/29/2018	Marcia Bradley	Marcia Bradley/DDA Administration		\$ 479.25	Yes	Yes
6/19/2018	Meadowbrook -Liquor Bond			\$ 50.00	Yes	Yes
6/29/2018	IHS Social Beer	Deposit for Beer (cashiers check)		\$ 49.20	Yes	Yes
6/29/2018	IHS Social Beer	Remaining Beer Charges (total 449.60)		\$ 400.00	Yes	Yes
6/29/2018	Don Middlebroom	June Social Entertainment (Cashiers Check)		\$ 500.00	Yes	Yes
Total Bills Paid in June				\$ 1,567.45		
For Approval to be Paid						
Total Outstanding Approved Bills to be Paid:				\$ -		

JabberDesign Website Design & Development

PO Box 954
Douglas, MI 49406

269-857-4159
onealp8355@yahoo.com

www.jabberdesign.com

Invoice

Date
6/1/2018

Invoice #
2409

Bill To
Douglas Downtown Development Authority Lisa Imus

Terms: Due upon receipt

Item	Description	Amount
Mobile App 2	May 2018 Mobile App	89.00

Any usage rights not exclusively transferred are reserved to the Developer. Usage beyond that granted to the Client shall require payment of a mutually agreed upon additional fee subject to all terms. Medium of use World Wide Web.

Total	\$89.00
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Marcia Bradley
DDA PR Coordinator

INVOICE

C/O Pat Lion
PO Box 857
Douglas, MI 49406
Cell Phone: 252/573-1157
Email: obxmzfit@gmail.com

INVOICE #01
DATE: JUNE 26, 2018

TO:

Douglas Downtown Development Authority
City of the Village of Douglas
86 W. Center Street
PO Box 757
Douglas, MI 49406

FOR:

Services Rendered

DESCRIPTION	HOURS	RATE/HR	AMOUNT
May 8, 2018 – DDA Meeting at Kismet Bakery	2.5	15	37.50
May 11, 2018 – Meeting with Lisa at Town Hall	1.0	15	15.00
May 15, 2018 – Meeting with Pat re: DDA priorities	1.0	15	15.00
May 15, 2018 – Meeting with Julie Abel re: website	1.0	15	15.00
May 20, 2018 – Blue Star Trail Ribbon Cutting - Saugatuck	2.0	15	30.00
May 22, 2018 – emails to John, Tim, Lisa, Julie	2.0	15	30.00
May 23, 2018 – press release for Borrowed Time, emails to Lisa, Tim, and Kim Bale	3.0	15	45.00
May 25, 2018 – Borrowed Time Ribbon Cutting and talk with Peter at The Palette	2.0	15	30.00
May 29, 2018 – Meeting with DDA PR Committee	1.5	15	22.50
June 18, 2018 – DDA emails and press release for June Summer Social	2.0	15	30.00
June 19, 2018 – Press release for June Summer Social and telephone calls with Lisa	1.45	15	21.75
June 20, 2018 – Press releases and telephone calls	2.0	15	30.00
June 21, 2018 – emails and DDA website updates	2.0	15	30.00
June 22, 2018 – DDA emails	2.0	15	30.00
June 22, 2018 – meeting with Julie Abel at Rosemont	2.5	15	37.50
June 23, 2018 – DDA App updates	2.0	15	30.00
June 26, 2018 – Summer Social and Blue Star Trail push notification and updates	2.0	15	30.00

31.95

TOTAL 479.25

Make all checks payable to Marcia Bradley

Thank you very much!

225,728.000-725.003

A handwritten signature in dark ink, appearing to be 'Jo' followed by a long horizontal flourish.

Make checks payable to: Meadowbrook, Inc.

Effective Date	Policy Period	Coverage Description	Transaction Amount
06/28/18	06/28/18 to 08/28/18	CNA Surety Policy No. 63672809 *New Business - Surety Bonds Your account is serviced by Joan Opett. Please feel free to call Joan with any questions regarding this invoice. Her telephone # is 248-204-8579. Liquor License Bond for Summer Social Event Invoice Number: 135016	50.00
Amount Due:			50.00
*Premiums Due and Payable on Effective Date			

225-728.000-728.002
(17/18 Budget)

Distributing Co., Inc.

glas Ave. Kalamazoo, MI 49007

269-382-1111

800-968-1211

SOLD
TO

DOUGLAS DTMN DEV AUTH
86 WEST CENTER STREET
DOUGLAS MI

Final Invoice

INVOICE

te



Douglas Social
(369)857-1438

DATE	INVOICE NUMBER	SALESMAN	NUMBER	CUSTOMER NUMBER	ROUTE/DRIVER
28/12	685082			1334	90

QUANTITY CASES	QUANTITY EACH	SIZE	DESCRIPTION	PRICE	DEPOSIT	MISC.	AMOUNT
1			LITE 1/2 BBL	90.00	30.00		120.00
2			HW ROOT BEER 4/6 TALL	16.00	2.40		36.80
2			CB PEACH COUNTY 6 BTL	28.50			57.00
3			SAUG BACKYARD IPA 6P	29.00	2.40		94.20
3			SAUG BLUE LEM SHDY 6 CAN	29.00	2.40		94.20
3			SAUG PALED IT 6 CAN	29.00	2.40		94.20

Cases 13 1/2 Barrels 1

Tot. Deposit Dollars 56.40

Tot. Content Dollars 440.00

CODE	QTY.	DESCRIPTION	PRICE	AMOUNT	THANK YOU	TOTAL SALE	496.40
13		12 Bottles (Qt)	1.20			DEBIT	
15		15 Bottles	1.50			CREDIT	
16	4	18 Bottles	1.80	9.60		SUB-TOTAL	496.40
13		24 Bottles (Non)	2.40			CREDITS	
13	3	24 Cans	2.40	7.20		TOTAL DUE	46.80
13		Case Bags 24 Cans		30.00			
11	1	Miller 1/2	30.00	30.00			
13		Miller 1/2	30.00				
RETURNS				TOTAL CREDITS			

☐

CASH

☐

CHECK NO.

RECEIVED BY

496.40

\$400 check
49.60 cash

46.80

449.60

pd \$400 check
\$49.60 cash

CHARGE

No. 2012416875

Remitter CITY OF THE VILLAGE OF DOUGLAS

Date 06/28/2018

PURCHASER'S RECEIPT

Pay Four Hundred Dollars & 00/100

\$ ** 400.00 **

To the Order Of

I.H.S. Distributing Co

By NON-NEGOTIABLE

Authorized Signer

No. 2012416873

Remitter CITY OF THE VILLAGE OF DOUGLAS

Date 06/28/2018

PURCHASER'S RECEIPT

Pay Five Hundred Dollars & 00/100

\$ ** 500.00 **

To the Order Of

Don Middlebrook

By NON-NEGOTIABLE

Authorized Signer

JUNE
REVENUE

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 225 DDA FUND								
Revenues								
Department 000.000								
225-000.000-588.002 SOCIALS DONATIONS								
06/01/2018					BEG. BALANCE		9,686.83	1,313.17
06/14/2018	CR	JE		27427	150.00			
06/14/2018	CR	JE		27441	1,790.80		9,836.83	1,163.17
06/29/2018	CR	JE		27442	49.20		11,627.63	(627.63)
06/29/2018	GJ	JE	DDA SOCIAL-IHS INV/REVENUE				11,676.83	(676.83)
				Total for Jun	1,990.00	0.00		
06/30/2018			225-000.000-588.002 SOCIALS DONATIONS		END BALANCE		11,676.83	(676.83)
TOTAL FOR DEPARTMENT 000.000								
					1,990.00	0.00	11,676.83	0.00
TOTAL Revenues								
					1,990.00	0.00	11,676.83	0.00
TOTAL FOR FUND 225 DDA FUND								

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
GRAND TOTALS								
					1,990.00	0.00	11,676.83	0.00

Lisa Imus

From: Scott Sullivan <commreceditor@gmail.com>
Sent: Friday, July 06, 2018 6:33 PM
To: jleben@lebenart.com; Lisa Imus
Cc: editorcommrec; The Commercial Record; Scott Sullivan
Subject: Re: Art On Center Ad and Press Release
Attachments: AoCAdTall.pdf; AoCAdTall.pdf

Hi Lisa:

Will Art on Center be part of our credit trade-off for The Commercial Record sponsoring the Aug. 23 Art on Center? Or just Douglas Socials? If the former, I will be happy to give this a nice spread!

Thanks,

Scott

----- Forwarded message -----

From: jlleben@lebenart.com <jlleben@bumbley.com>
Date: Fri, Jul 6, 2018 at 6:21 PM
Subject: Art On Center Ad and Press Release
To: editorcommrec <editorcommrec@allegannews.com>, The Commercial Record
<commrecsales@allegannews.com> lis

Hi Scott and Bill:

Here's an ad for the next issue. I'm told that we have a credit with the DDA, and I'm under the impression that the DDA is paying for this ad.

I've also included a press release we have been working on for a long time. It would be great if we can get this article out there for your readers. We want to drive home the whole "Art on Center" thing and Douglas as a "Gallery" town.

Thanks,
John Leben

**"Art on Center" in Douglas, Michigan:
7 Fine Art Galleries forming a new Art Destination in the Midwest**

Something special is happening in Douglas, Michigan, and it will be especially apparent this Saturday, July 14. Seven fine art galleries in Douglas will be celebrating special openings from 6-8pm. This small town on the shores of Lake Michigan, right across the river from Saugatuck, is undergoing a profound transformation making Douglas a major "arts destination" in the Midwest.

All seven galleries are within walking distance of each other on Center Street in downtown Douglas in the middle of the historic "Beach to Bayou" Trail connecting Lake Michigan to Wade's Bayou on the Kalamazoo River. All seven galleries cooperate with each other in a celebration of collaboration called "Art on Center." On a Saturday evening each month all seven Art on Center galleries open their doors to the public with a casual and festive open house. And, boy, do these events attract the crowds. Locals and visitors alike flock to Douglas and stroll down Center Street to see the latest offerings from these unique art galleries. From traditional landscapes to modern abstraction, the Art on Center galleries offers an appealing mix for all styles and budgets. Art on Center is not your typical 'in crowd' art gathering. No pretentiousness here. Art on Center is for everyone and every age - the mood is warm and welcoming.

Saturday, July 14th from 6-8pm is the next date for art lovers to enjoy unique openings at all the Art on Center Galleries, including hors d'oeuvres, libations and, or course, the ART. Stroll down Center Street to see what all these galleries are planning...

The LaFontsee Gallery is the western most gallery on Center Street. Located at 410 Center Street, the gallery has a sophisticated look; like a transplant from New York but with a friendly, unpretentious vibe. LaFontsee is opening 'Slightly Obsessive': a group show featuring

meticulously crafted sculptures, paintings, etchings and drawings from their artists who are just a teensy bit...detail oriented. Show opens Friday, July 6th and runs through July 29th. Refreshments served July 6th and July 14th. Everyone welcome!

Stay on the north side of the street and walk east to the **Water Street Gallery** at 98 Center Street. The Gallery will be hosting the opening pARTy for their newest exhibition titled, "**Birds of a Feather**". This exhibit features gallery artists whose works (some representational, others abstract in nature) are intriguing in that their organic forms offer the viewer a sense of calm.

Next on our stroll is **Mister Miller's Art Emporium** at 48 Center Street. Entering their seventh season, Mr. Miller's Art Emporium offers a variety of fine art, pottery, jewelry, and gift items created by 35 talented individuals. New works on display include acrylics by emerging artist Jasmine Wisz of Grand Rapids, Michigan, oils depicting local scenes from his 2017 visit by talented plein air artist R. Gregory Summers of Overland Park, Kansas, and etchings from his "A Suit of Cards" series by acclaimed artist Alan Larkin of South Bend, Indiana.

Right across the street you'll next come to the **Button Gallery** at 33 Center Street where owner, Michael Burmeister has reinvigorated this old and venerable area gallery with the addition of a new mix of regional and national artists. Opening Saturday is "**Coastline**," an exhibition of all things lake Michigan. Also featuring "**SOLO**" – a special feature of new artwork by Button Gallery artist Lucie Philips.

A couple doors down you'll go into the **Mixed Media Gallery** at 23 Center. Mixed Media is a welcoming place where owners John Thomas and Ed Green have been in business for 19 years. These Douglas gallery pioneers attribute their success to the unique blend they offer. In addition to representing contemporary artists, Mixed Media is one of the few galleries that exhibits pre-owned art and antiques and they are always eager to share their expertise with visitors. Long time collectors themselves, John and Ed most often include pieces for sale in their gallery from their personal collection as well as the coveted original paintings of owner, John Thomas.

Right next door is the **LebenArt Gallery**, also at 23 Center, owned by husband and wife team, John and Marcia Leben. LebenArt is one of the few galleries in the country devoted exclusively to Digital Art. All of the artists they represent use the computer as their art medium, offering affordable prints of their often startling imagery. On Saturday, the Gallery will tend more toward the traditional opening "**SAIL SAUGATUCK**", an exhibition of nautical art by Toni Houtman and John Leben. On the following Saturday, July 21, the gallery will be hosting a special benefit for the Saugatuck Yacht Club Sailing Program.

Next, cross back to the north side of the street and visit **The Palette Art Gallery & Studio** at 18 East Center and see an eclectic collection of art by artists from all over the country and the World. The Palette is featuring new artwork from a variety of artists including recently arrived Oils, Pastels and Giclees of Steve Gordon from Napa Valley, California.

There's lots more to do in Douglas besides art. So, in between gallery visits, check out the design shops and craft galleries along Center Street. Stop in for coffee at the Respite and a snack at the Kismet Bakery or have dinner at the Wild Dog Grill or the Everyday People's Cafe. And, check out the newest eatery in Douglas, Borrowed Time, right next door to the Palette Art Gallery at 22 Center Street. If you're lucky you might catch one of the Old Time baseball games at Schultz Park. During the summer the shops are open until 9pm.

ART ON CENTER DOUGLAS, MI

7 fine art
galleries in
Downtown
Douglas, MI



**The Palette
Art Gallery
& Studio**
18 Center

...all within
a short walk of
each other



**LebenArt
Gallery**
23 Center

A new art
destination for
art lovers in the
Midwest



**Mixed Media
Gallery**
23 Center

Visit year 'round
but don't miss
our monthly
informal show
openings when
all 7 galleries
introduce their
newest offerings
in a festive
atmosphere of
food, libations
and art



**Button
Gallery**
33 Center



**Mr Miller's
Art Emporium**
48 Center

Saturdays - 6-8
May 5
June 9
July 14
August 11
September 8



**Water Street
Gallery**
98 Center



**LaFontsee
Galleries**
410 Center

[Facebook.com/ArtonCenterDouglasMI/](https://www.facebook.com/ArtonCenterDouglasMI/)

FREE Parking & Shuttle!

Public Lots in Downtown Douglas & Saugatuck High School Parking Lot (401 Elizabeth Street)

For shuttle information call 269-857-1418

Saturday & Sunday STOPS IN DOWNTOWN DOUGLAS

11 a.m.

12 p.m.

1 p.m.

2 p.m.

3 p.m.

4 p.m.

Sponsored by



SDABA
Saugatuck Douglas Area Business Association



HOP ON / HOP OFF STOPS

Chain Ferry Landing
528 Water St, Saugatuck

Visitor Information Booth
Butler & Culver St.

Douglas Police Dept.
Center & Spring St.
(Saturday & Sunday Only)

CENTURY 21
Affiliated

Liz Engel | 616-836-7171