



**CITY OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
MEETING OF THE BOARD
TUESDAY, JUNE 11TH, 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 7, 2019 Meeting Minutes
5. Public Communications (Verbal / Written)
 - A. Downtown Business Comments
6. Financial Update
 - A. Budget Report
 - i. Community Pride Recap
 - B. Accounts Payable
7. Unfinished Business
 - A. Summer Socials – still need sponsors; Volunteer sign-up; food vendors
 - i. Dates – June 27, July 25, August 22 (4th Thursday of the Month)
 - ii. Volunteers – Set up; Staffing; Tear-down
 - B. Josh Albrecht's Board Replacement
8. New Business
9. Committee Reports
 - A. Executive / Finance
 - B. Public Relations
 - i. Updated downtown map
 - C. Events
 - i. 4th of July float for parade
 - D. Economic Development and Design
 - i. Adirondack Chairs – map and voting
 - E. Technology
10. Staff Report
11. Board Member Comments
12. Chairman Comments
13. Adjournment

Douglas Downtown Development Authority May 14, 2019 Meeting Minutes

1. CALL TO ORDER. The meeting was called to order at 5:00 pm by Chair John Burmeister.

2. ROLL CALL. Roll call was taken and present were John Burmeister, Jerry Donovan, Tom Kettlewell, John Leben, Patricia Lion, Erik Pennebaker, and Patsy Ramsey. Absent were Josh Albrecht and Linda Anderson . A quorum was established. Also attending were Lisa Imus, Marcia Bradley, Neal Seabert, and John O'Malley from Saugatuck Brewing Company. Chair Burmeister welcomed Tom Kettlewell and John Leben as the newest Board members.

3. APPROVAL OF AGENDA. Agenda items added were items 10.C. EVENTS, ii. Wade's Bayou Dock Dedication and iii. Kick-off Event for Adirondack Chairs. The agenda was approved as amended by Lion motion, Ramsey second, and voice vote.

4. APPROVAL OF APRIL 9, 2019 MEETING MINUTES. Pat Lion motioned, with Pennebaker seconding, that the minutes be approved. The motion passed by unanimous vote.

5. PUBLIC COMMUNICATIONS (Verbal/Written) A. ROBIN BAUER COMMENTS. The Board acknowledged receipt of the letter from Robin Bauer dated May 29, 2019 concerning the business incentive grant and agreed to meet with her. **B. DOWNTOWN BUSINESS COMMITTEE.** John O'Malley from Saugatuck Brewing Company received clarification and direction about providing the beer for the Community Pride Event June 1st. Pat Lion agreed to be the point person for the beer tent. Neal Seabert presented an update on the Event plans.

6. FINANCIAL UPDATE. Treasurer Patsy Ramsey (to be provided by Ramsey).

7. UNFINISHED BUSINESS A. DOUGLAS DERBY DAY 2019 – RECAP. Tom Kettlewell reported the event went very well and John Burmeister agreed to generate a certificate of appreciation for Kim Magaloli and Renee Waddell and invite them to do the event again next year.

8. NEW BUSINESS A. CITY MANAGER SELECTION. No report was provided. **B. RETAIL AND HOUSING MARKET ANALYSIS.** Lisa Imus reported the Board recommendations on page 10 will be discussed by City Council at their next meeting.

9. STAFF REPORT. There was no further report from the staff.

10. COMMITTEE REPORTS. A. EXECUTIVE/FINANCE. No further report. B. PUBLIC RELATIONS. i. Marcia Bradley. Bradley was assigned to work with the Public Relations Committee to meet on June 9th regarding flyer and poster designing, ornament creation, kiosk map updating by Memorial Day, events calendar, and promoting of the Community Pride Event. Pennebaker was asked to update website pictures, including the Adirondack Chair project and recent new business ribbon cuttings. C. EVENTS. i. Social Sponsorships. The Board agreed sponsors for the Summer Socials are responsible for providing their own banners at the socials. The Saugatuck Brewing Company has agreed to sponsor \$250 toward the June Social. Huntington Bank and Millpond Realty will sponsor the July Social. The Board also agreed a Douglas float should be part of the July 4th parade in Saugatuck. Donovan announced the second stage to the floating dock in Wade's Bayou is scheduled to be finished by July 8th and the Eaton Rapids Handicap Kayak Group is interest in inviting kayak groups which include veterans. Donovan also asked Lisa Imus for information about duties and requirements for socials. D. ECONOMIC DEVELOPMENT AND DESIGN. i. Crosswalk Painting. No report. ii. Sign. Pennebaker reported poor attendance at the last meeting involving the merchants but another meeting was scheduled. iii. Adirondacks. Ramsey agreed to coordinate deadline of chairs to be out by Memorial weekend. Lion suggested a kick-off event with a ribbon cutting and artists' photo op. Donovan suggested a vote by the public for favorite chair. Pennebaker requested a map of chair locations with pictures. E. TECHNOLOGY. No further report.

11. BOARD MEMBER COMMENTS. Pat Lion reported the Lakeshore Association needs more information about the Luminaries Project in December to extend it from beach to bayou and will be voting at its June 22 meeting to donate \$300 for costs.

12. CHAIRMAN COMMENTS. John Burmeister thanked Tom Kettlewell and John Leben for agreeing to join the Board.

13. ADJOURNMENT. The next DDA Board meeting will be held at 5:00 pm on June 11, 2019 at the City Hall. The meeting adjourned at 7:05 pm.

User: LIMUS
DB: Douglas

% Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE		ACTIVITY FOR	AVAILABLE	% BDT				
		AMENDED BUDGET	NORMAL	05/31/2019	05/31/2019				MONTH	MONTH	INCREASE	DECREASE
Fund 225 - DDA FUND												
Revenues												
Dept 000.000												
225-000.000-417.000	TAX INCREMENT RECAPTURE	25,100.00		22,442.47		0.00	2,657.53	89.41				
225-000.000-450.001	DOWNTOWN MERCHANT CONTRIBUTIONS	2,500.00		2,000.00		400.00	500.00	80.00				
225-000.000-588.002	SOCIALS DONATIONS	9,000.00		16,642.00		9,200.00	(7,642.00)	184.91				
225-000.000-634.001	HALLOWEEN SALES	7,000.00		0.00		0.00	7,000.00	0.00				
225-000.000-634.002	DDA SMARTPHONE APP	1,000.00		0.00		0.00	1,000.00	0.00				
225-000.000-642.004	HOLIDAY HOME TOUR TICKET SALES	3,000.00		0.00		0.00	3,000.00	0.00				
225-000.000-664.000	INTEREST INCOME	350.00		0.00		0.00	350.00	0.00				
225-000.000-682.000	INSURANCE REIMBURSEMENTS	0.00		16,773.00		0.00	(16,773.00)	100.00				
Total Dept 000.000		47,950.00		57,857.47		9,600.00	(9,907.47)	120.66				
TOTAL REVENUES												
		47,950.00		57,857.47		9,600.00	(9,907.47)	120.66				

Expenditures												
Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY												
225-728.000-725.000	TRAINING FUNDS	1,000.00		0.00		0.00	1,000.00	0.00				
225-728.000-725.003	DDA ADMINISTRATION	7,800.00		2,715.10		607.50	5,084.90	34.81				
225-728.000-726.002	SOCIALS	6,000.00		7,077.06		3,532.98	(1,077.06)	117.95				
225-728.000-726.005	WEBSITE	200.00		69.35		0.00	130.65	34.68				
225-728.000-726.006	PROMOTIONS/MARKETING	1,500.00		0.00		0.00	1,500.00	0.00				
225-728.000-726.020	PROMOTIONS/EVENTS	1,000.00		0.00		0.00	1,000.00	0.00				
225-728.000-726.021	PROMOTIONS/ MERCHANTS	5,000.00		1,700.00		0.00	3,300.00	34.00				
225-728.000-731.000	HALLOWEEN EVENTS	7,000.00		0.00		0.00	7,000.00	0.00				
225-728.000-732.000	HOLIDAY PREVIEW/ LIGHT EVENT	2,250.00		999.50		0.00	1,250.50	44.42				
225-728.000-740.000	SUPPLIES	0.00		2,320.09		0.00	(2,320.09)	100.00				
225-728.000-742.000	DDA SMARTPHONE APP	1,100.00		832.00		0.00	268.00	75.64				
225-728.000-802.001	CONTRACTUAL-PLANNING STUDY	1,000.00		6,689.44		0.00	(5,689.44)	668.94				
225-728.000-802.100	BUSINESS INCENTIVE PROGRAM	5,000.00		0.00		0.00	5,000.00	0.00				
225-728.000-908.000	DUES/FEES/PUBLICATIONS	300.00		50.00		0.00	250.00	16.67				
Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY		39,150.00		22,452.54		6,460.57	16,697.46	57.35				
Dept 966.000 - TRANSFERS OUT												
225-966.000-999.101	TRANSFER TO GEN FUND-ADMIN OVH	5,020.00		5,020.00		0.00	0.00	100.00				
Total Dept 966.000 - TRANSFERS OUT		5,020.00		5,020.00		0.00	0.00	100.00				
TOTAL EXPENDITURES												
		44,170.00		27,472.54		6,460.57	16,697.46	62.20				

Fund 225 - DDA FUND:												
TOTAL REVENUES												
TOTAL EXPENDITURES												
NET OF REVENUES & EXPENDITURES												
		47,950.00		57,857.47		9,600.00	(9,907.47)	120.66				
		44,170.00		27,472.54		6,460.57	16,697.46	62.20				
		3,780.00		30,384.93		3,139.43	(26,604.93)	803.83				

DDA SOCIAL SET-UP

TWO WEEKS AHEAD:

- Inventory wine and place order (Fenn Valley) for next social

WEDNESDAY AFTERNOON:

- John O'Malley will deliver Beer Truck to Beery Field (or Thursday morning)

THURSDAY AFTERNOON

- DDA Volunteer pick up "Supply Box" from Lisa's office:
 - tip jar
 - PRINTED LIQUOR LICENSE
 - NO ONE UNDER 21 Drinking Sign
 - pens, paper, tape
 - Clorox wipes
 - DDA pins to pass out
 - Bottle openers
 - Wristbands
- DDA Volunteer pick up cash box with \$300 petty cash from Dave C before 4 pm (KEEP SAFE)
- Pick-up wine from Fenn Valley if it has not been done, yet.
- Purchase 3 LARGE bags of ice from DeMond's (use petty cash and put receipt in cash box or pay for it yourself and turn in receipt for reimbursement). Someone may need to purchase more if it begins to run low.
- By 4:30 ish, put wine on ice, and ice in coolers for beer.
- POST LIQUOR LICENSE and NO ONE UNDER 21 2019 Signs (2)

DPW CONTRIBUTIONS

- Set up fence at Beery Field
- Set up Beer Tent at Beery Field
- Under beer tent, set up tables (3), coolers (3), and 4 buckets (1 large bucket for wine, 1 large bucket for trash on ground and 2 for tables)
- Set up tent for band and flooring for band

IMMEDIATELY BEFORE AND DURING EVENT

- Review Information (Rules) with Volunteers on how and when to serve (see below)
- Make sure to keep tips and cash for beer SEPARATE. We pay taxes on beer \$\$ but not tips! (or at least record the tip amount for record keeping)

AFTER EVENT

- Count \$\$ in cash box (keep tips and cash separate). Have 2 separate people count it and agree. Fill out deposit slip in money bag. Place \$\$ and deposit slip in money bag and put in night deposit at Huntington Bank.
- Put tables, coolers and buckets back in storage room by woman's restroom (make sure it is locked when you leave). A key to the storage room is in the "Supply Box" (It is a hard lock to open, jiggle it! 😊)
- Bring "supply box" back to City Hall on Friday.

VOLUNTEERS NEEDED:

1. ID Checker
2. Wrist band applicant (must be put it on individual right there)
3. Order taker – take order and collect \$\$
4. Order taker – take order and collect \$\$
5. Order filler – pour beer and serve ☺
6. Order filler – pour beer and serve ☺

INFORMATION FOR SERVERS:

- MUST check EVERYONE'S ID, and then PLACE THE WRIST BAND ON THEM – WE PUT THEM ON, DO NOT GIVE TO PERSON. DO NOT SERVE without a wrist band.
- If a person seems intoxicated, DO NOT SERVE.

Please feel free to call me with any questions – 269.366.6582 Lisa