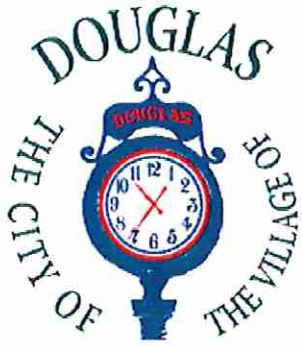


MEMORANDUM



To: City of the Village of Douglas
Downtown Development Authority (DDA)

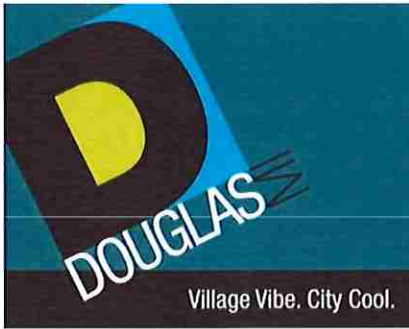
From: Nicholas Wikar,
Planning and Community Development

Date: 6 March 2020

Subject: Overview – Agenda Packet,
DDA Regular Meeting, 9 March 2020

This overview and the attached agenda packet have been prepared at the request of the DDA Executive Committee, in advance of the DDA Regular Meeting on March 9th, 2020. The attached agenda packet includes the following documents, in the order they are pertinent to the meeting agenda:

1. Regular Meeting Agenda, 03-09-2020; 2-pages
2. DDA Board Member Roster, 02-07-2020; 1-page
3. Minutes - Regular Meeting, 01-14-2020; 3-pages
4. Minutes - Special Meeting, 01-15-2020; 2-pages
5. Minutes - Special Meeting, 01-20-2020; 2-pages
6. DDA Memo – DDA Rules and Schedule Change, 01-23-2020; 1-page
7. DDA Rules, 01-20-2020; 8-pages
8. City of the Village of Douglas 2020 Meeting Schedule, 01-21-2020; 1-page
9. DDA Memo – DDA Summer Socials, 01-24-2020; 1-page
10. Resolution in Support of DDA Financing Activity – Summer Socials
(Resolution No. 02-2020, Executed), 02-10-2020; 2-pages
11. DDA Memo – Michigan Public Act 57 of 2018, 01-23-2020; 1-page
12. Clerk Response to DDA Memo – Michigan Public Act 57 of 2018, 01-31-2020; 1-page
13. DDA Financial Report, 03-06-2020; 3-pages
14. Resolution to Participate in the Detroit Institute of Art 2020 Inside | Out Community Engagement Program (Resolution No. 08-2020) and Installation Agreements, 03-04-2020; 10-pages
15. DDA Standing/Ad Hoc Committee Schedule & Roster, 03-05-2020; 1-page
16. Summer Socials Engagement Agreement, The Gig Factory (D. Middlebrook), 02-24-2020; 3-pages
17. Sign Correspondence, Rendering, Survey, and Title Search Summary, 02-17-2020; 12-pages
18. Entrance and Wayfinding Signage - Invoice 7, M.C. Smith Associates, 03-06-2020; 1-page
19. TIF Plan/Ordinance Review Request Correspondence, 02-06-2020; 2-pages
20. Economic Development eLearning Webinar Series, 12-06-2019; 1-page



CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
REGULAR MEETING
MONDAY, MARCH 9TH, 2020
3:00 PM
83 Lakeshore Drive, Douglas, MI 49406

AGENDA

1. **Call to Order** – Announcement of New Member, 2 Vacancies (1 four-year, 1 three-year)
2. **Roll Call/Quorum**
3. **Approval of Agenda – Changes/Additions/Deletions**
4. **Approval of Minutes – Changes/Additions/Deletions**
 - A. Regular Meeting, 01-14-2020
 - B. Special Meeting, 01-15-2020
 - C. Special Meeting, 01-20-2020
5. **Officer Reports**
 - A. **Secretary**
 - i. Transmission of Rules/Schedule Change
 - ii. Approval of Summer Socials
 - iii. Transmission of TIF Plan/Ordinance Review Request, Clerk Response
 - B. **Treasurer – Approval of Bills**
 - i. Revenue and Expense Report, 02-29-2020
 - ii. Payment Procedures
 - iii. 2020-2021 Fiscal Year Budget
 - C. **Vice Chair**
 - D. **Chair**
6. **Public Communications (Written/Verbal – 3 minutes, each.)**
7. **Unfinished Business**
 - A. MCACA DCSP – Refer to Events Ad Hoc Committee
 - B. Inside|Out – Refer to Events Ad Hoc Committee
 - C. Website Discussion – Refer to Communications/Marketing Committee
 - D. Ice Rink for Downtown Douglas – Motion to assign to staff/Community Recreation
 - E. MDOT Welcome Center Literature/Advertisements – Refer to Communications/Marketing Committee
 - F. Strategic Planning Discussion; Strategies/Tasks by Year – Refer to Executive/Finance Committee
8. **New Business**
 - A. 2020 Committee Appointments
 - B. Events Discussion
 - i. Budget
 - ii. Sponsorships
 - C. Themed Projects Discussion
 - i. "Beach to Bayou" paddle project – Refer to Events Ad Hoc Committee
 - ii. Summer Socials; bills/expenditures – Refer to Events Ad Hoc Committee
 - iii. Sesquicentennial – Refer to Events Ad Hoc Committee
9. **Committee Reports**
 - A. **Executive/Finance**
 - B. **Communications/Marketing**
 - C. **Economic Development**
 - i. Downtown Sign Update – John Burmeister
 - ii. Entrance and Wayfinding Signage (Invoice no. 7, 03-03-2020) – John Burmeister
 - D. **Events**
10. **Staff/Manager Reports – Nicholas Wikar**
 - A. Google Suite Update
 - B. TIF Plan/Ordinance Review Request Update
 - C. Economic Development Webinars
 - i. BIZ/BID/PSD Overview, 02-19-2020
 - ii. Top 40 Practices for Downtown Management, 03-18-2020
11. **Public Comments**
12. **Board Comments**
13. **Chair Comments**
14. **Adjournment**

**CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD MEMBERS
(Four year terms)**

Term: Jan. 2024

Patsy Ramsey, Treasurer
3208 Fox Ridge Ct.
Saugatuck MI 49453
989-573-3312
pjramsey54@aol.com

Vacancy

Term: Jan. 2021

Jerry Donovan
101 N. Water, Box 107
Douglas MI 49406
517-899-4068
jdonovan@ci.douglas.mi.us

Kim Neuens, Secretary
3544 Sharon Lane
Saugatuck, MI 49453
616-836-9439
neuensk@gmail.com

Term: Jan. 2022

John Burmeister, Chair
429 Summer Grove Dr.
Douglas MI 49406
616-886-8732
jrburmeister@hotmail.com

Heather Kennedy
4635 137th Ave.
Hamilton, MI 49419
616-836-1374
reyesmarkets@gmail.com

Term: Jan. 2023

Thomas Kettlewell
101 W Shorewood
Douglas, MI 49406
810-434-3116
tom@micoast.com

Vacancy

Patricia Lion, Vice-Chair/Mayor
83 Lakeshore, Box 857
Douglas MI 49406
269-857-2637
plion@ci.douglas.mi.us

MEETINGS HELD 2ND MONDAY OF MONTH – 3:00 P.M.

Updated: 2.7.2020

**CITY OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
MEETING OF THE BOARD
TUESDAY, JANUARY 14TH, 2020 – 3:00 PM
CITY HALL – 86 WEST CENTER ST**

MINUTES

1. Election of Officers – By Recording Secretary

Chair: Motion by Lion, with support from Neuens, to nominate John Burmeister for Chair. Motion carried by unanimous voice vote.

Vice-Chair: Motion by Ramsey, with support from Neuens, to nominate Pat Lion for Vice-Chair. Motion carried by unanimous voice vote.

Treasurer: Motion by Neuens, with support from Lion, to nominate Patsy Ramsey for Treasurer. Motion carried by unanimous voice vote.

Secretary: Motion by Lion, with support from Ramsey, to nominate Kim Neuens for Secretary. Motion carried by unanimous voice vote.

2. Call to Order: Vice-chair Pat Lion called the meeting at 3:15pm

3. Roll Call: Present-Lion, Neuens, Ramsey

Present via conference call-Burmeister, Kettlewell

Absent-Anderson, Donovan

4. Approval of January 14, 2020 Agenda: Ramsey, with support from Neuens, made a motion to approve the DDA Agenda for January 14, 2020 as presented. Motion carried by voice vote.

5. Approval of December 10, 2019 Meeting Minutes: Ramsey, with support from Neuens, made a motion to approve the DDA Minutes for December 10, 2019 as amended. (amendment to #2 under Roll Call to include absent members). Motion carried by voice vote.

6. Public Communications (Verbal / Written – 3 minute limit)

Neal Seabert, 437 East Dr. is in need of 4 more members on the lighting committee. Red lights have been put up for Valentine's Day and will be taken down February 16th. Neal requested that the DDA work a beer wagon at the Pride event on June 6th, 2020.

7. Financial Update

Treasurer Ramsey referred everyone to the 2019-2020 fiscal year-to-date (YTD) Income Statement for the DDA as of December 31, 2019. YTD Revenues totaled \$42,510.64, which included the following income totaling \$4,661.96 in the month of December: TIF Recapture of \$301.96; and monies received for street performers (\$500 from West Michigan Blue Star Chamber and \$3,860 from Holland Area Arts Council).

YTD Expenses totaled \$10,855.02, which included the following expenses totaling \$2,369.39 for the month of November:

- ♦ DDA Administration totaling \$92.16 (\$62.16 from the City and \$30 from the City's attorney for work on the new Douglas entry sign;
- ♦ \$36 for the Google Cloud G-Suite;
- ♦ \$101.23 for candy for Scary Beery;
- ♦ \$90 for Promotions/Events, which included the reversal of \$590 for porta potties for Halloween Parade, \$230 for porta potties for Holiday Lighting event and \$450 for Christmas Trees;

- ♦ \$1,950 payment to MC Smith for design work on the new sign; and
- ♦ \$100 membership fee to West Michigan Blue Star Chamber.

Copies of all bills paid in December were available for the meeting. Ramsey again questioned why the invoice for the Google Cloud G-Suite continues to be paid.

Net income for the month of December was \$2,292.57: YTD Net Income was \$31,655.62. No bills were submitted for DDA approval. Ramsey informed members that the DDA had cash of \$153,014.77 at December 31, 2019, which includes this fiscal year's YTD net income.

8. Unfinished Business

- A. New Board Members
The DDA is seeking 2 new members.
- B. Ice Rink for Downtown Douglas
No update given.
- C. Women's March / Merchant Update-Jan 18
The Women's March will be Saturday, January 18th starting at Beery Field and ending at Coast 236 in Saugatuck. Several events will take place between 10:00am-1:00pm including speakers and a scavengHER Hunt. Authority is impressed with the social media advertising this event.
- D. Inside/Out DIA
The Detroit Institute of Arts' program Inside/Out will bring high-quality reproductions from the DIA's collection to seven (7) locations in the downtown Douglas area. Authority will need to submit these locations by February 7th. Once approved Barb Burmeister will submit to City Council for approval.
- E. MCACA Grant Status
Barb Burmeister and City employee, Nick Wikar, will communicate regarding street performers application process. DDA can start to gather a list of performers and once application are complete, they can be approved as a whole.
- F. Website Update
More website discussion will take place at the DDA workshop in regards to whether the DDA website be kept independent with a link to the City's website or merged with the City's website completely.

9. New Business

- A. MDOT Welcome Center Literature Orders for 2020
Ramsey would like to see the Art on Center/DDA advertising cards used as rack cards. Approximately 1,875 2020 cards will be distributed to various welcome centers. Neuens will gather more information on these advertising cards and report back to the authority at the February meeting.
- B. Revision of DDA Documents
DDA documentation will be discussed at the workshop with motions for approval at the special meeting on February 15th, 2020 @ 1:00pm.

10. Committee Reports

- A. Executive / Finance
 - Workshop Date, January 15, 2020 @ 9:00am-12:00pm with special meeting following after lunch.
 - Project List; City Manager would like to see a project list for each committee with the following listed: cost of project, time frame of project, and who is

handling said project. Time line of project will be determined by the DDA, example - 1 year goals, 5 year goals.

B. Public Relations: None

C. Events

Neuens presented the DDA with a draft Calendar of Events for 2020. More discussion regarding the socials will be at the workshop. Lions stated that the DDA is an economic driver and not an event organization, but DDA is happy to help any of the organizers.

D. Economic Development and Design

i. Signage

Neuens, with support from Kettlewell, made a motion to approve the Downtown Development Authority's design contract with MC Smith not to exceed the cost of \$9,375. Motion carried by unanimous roll call vote by those present.

MC Smith will move forward with the bidding process with the requirement that the bids be opened at the City per public process. Neuens would like to hear public feedback regarding design of sign. Ramsey would like to revise the budget to accommodate the cost of the sign.

Due to the DDA meeting limitation of one hour a motion was made by Neuens, supported by Ramsey, to continue the meeting for 15 extra minutes. Motion carried by voice vote.

11. Staff Reports:

Nick Wikar, thanked the DDA for all their patience with the new laws regarding the DDA. He is appreciative of their hard work and is looking forward to the workshop.

12. Board Member Comments: None

13. Chairman Comments:

Burmeister mentioned an email from Don Middlebrook regarding Douglas socials needs further discussion.

14. Adjournment: Lions, supported by Neuens, made a motion to adjourn the meeting at 4:20 pm. Motion carried by voice vote.

Minutes
Douglas Downtown Development Authority (DDA)
City of Douglas
86 Center Street, Douglas, Michigan
January 15, 2020 1:00 pm Special Meeting

1. Call to Order by Chair Patricia Lion 1:00 pm
2. Roll Call - Present: Linda Anderson, John Burmeister, Jerry Donovan, Patricia Lion, Kim Neuens, Patsy Ramsey. Absent: Thomas Kettlewell. Also Present: Nick Wikar. Phone conference: John Burmeister.
3. Motion by Anderson to move New Business C. Adoption of Downtown Development Authority (DDA) Rules and D. Revision of the TIF Plan and Ordinance to a Special Meeting, Monday 11:00 am. Second by Ramsey. Motion carried by voice vote.
 - A. Review Past Goals by Committee. Referred to Strategies and Tasks by Year Table. #1 Support the City's efforts to develop the waterfront, as a way to leverage and incentivize it as an economic driver. #2 Work to get people excited about being downtown in order to drive prosperity for merchants. #3 Work to engage and support the business community as a resource and partner. #4 Review and reset the fundamental DDA organization and create activities necessary to achieve the Vision.
 - B. Set New Goals
 - a. Should the DDA. participate in some sort of "project" like the 2019 Adirondack Chairs? Motion by Anderson to participate in a "project" and send to committee. Second by Burmeister. Motion carried by voice vote.
 - b. Street Performers brief update by Burmeister, he will meet with Rich LaBombard to discuss City participation in the program.
 - c. DIA Inside Out brief update by Burmeister, he will meet with Rich LaBombard to discuss requirements by the program and City participation.
 - d. Summer Socials Motion by Burmeister to send Summer Socials to committee. Second by Anderson. Motion carried by voice vote.
4. Board Member Comments

Ramsey suggested the DDA. revisit Sponsorship Form and make it more of a formal application.
Motion by Neuens to extend time 30-minutes. Second by Donovan. Motion carried by voice vote.
Wikar told members that LaBombard wants DDA to clarify objectives. Burmeister requests feedback from the City regarding the same, where does the City see the DDA
Pat thank you for your time today.

4. Motion by Donovan to adjourn. Second by Ramsey. Motion carried by voice vote.

2:18 Adjournment by Lion.¹

¹ Minutes by D.D.A. Secretary Kim Neuens

Minutes
Downtown Development Authority (DDA)
City of Douglas
86 Center Street, Douglas, Michigan 49406
Monday, January 20, 2020 11:00 am Special Meeting

1. 11:02 am Call to Order – Vice Chair Lion
2. Roll Call - Present: Anderson, Donovan, Lion, Neuens, Ramsey. Absent: Burmeister (excused), Kettlewell. Also Present: Nick Wikar
3. Unfinished Business

A. Amend Downtown Development Authority (DDA) Rules Discussion - held until later in meeting.

B. Recommend Revision of the TIF Plan and Ordinance - Nick Wikar suggests DDA communicate with Council regarding need to revise TIF Plan and Ordinance; by putting requests in writing, the timeframe will begin for public notifications.

Motion by Anderson to recommend revision of the TIF Plan to City Council. Second by Ramsey. Motion carried by voice vote.

Motion by Neuens to recommend revision of the Code of Ordinance to City Council. Second by Anderson. Point of discussion by Ramsey, can it still be revised; response by Lion, yes. Motion carried by voice vote.

4. Consider 2020 DDA Schedule Change - Motion by Anderson to recommend revision of the 2020 DDA Schedule to City Council. Second by Donovan. Point of discussion by Nick Wikar regarding location of March 9 meeting; response by Lion that location is to be at the Rosemont Inn. Motion carried by voice vote.
5. Public Comments – none
6. Board Member Comments – Heather Kennedy recommended for membership.

Revisit 3A. 11:25 Motion by Ramsey to suspend rules for 20-minutes to review latest set of revisions to Rules. Second by Neuens. Motion carried by voice vote. 11:50 return to session. Nick Wikar to revise accordingly; revisions made in real time to Rules document.

Line #37, Line #47, Line #79, Line #84, Line #54, Line #115, Line #124, Lines #146-148, Line #151

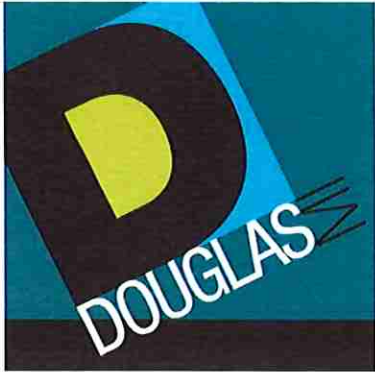
Motion by Neuens to extend time 30-minutes. Second by Anderson. Motion carried by voice vote.

Discussion by Board on need to better define Quorum, Line #273, Line #155, Line #156, Line #47, Line #289, Line #259, Line #283, Line #262, Line #265, Line #342

Motion By Neuens to end discussion. Second by Anderson. Motion carried by voice vote.

Motion by Lion to accept DDA Rules as accepted. So moved Ramsey, Second by Anderson. Roll call vote: Anderson yes, Burmeister absent, Donovan yes, Kettlewell absent, Lion yes, Neuens yes, Ramsey yes.

7. Chairman Comments – none
8. Adjournment – Motion by Anderson to adjourn. Second by Ramsey. Motion carried by voice vote. 12:30 pm



MEMORANDUM

To: City of the Village of Douglas City Council;
Pamela Aalderink, City Clerk

From: Kim Neuens, Secretary
City of the Village of Douglas Downtown
Development Authority (DDA)

Date: 23 January 2020

Subject: DDA Rules and Schedule Change

This communication serves to inform you, City of Douglas Council, the Downtown Development Authority (DDA) Board amended the DDA Rules during their Special Meeting held on January 20, 2020.

Additionally, the DDA Board voted to change their regular meetings to occur at 3:00pm, on the second Monday, monthly. The meeting date change was reflected in the new DDA Rules prior to adoption.

Enclosed is a copy of the new DDA Rules, as adopted.

The DDA is requesting City records reflect these changes to the DDA Rules (amended 1-20-2020) and the City of the Village of Douglas 2020 Meeting Schedule, with hard copies provided to all DDA members (including Heather Kennedy, appointed January 20, 2020) for inclusion in their member packets.

**CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) RULES**

Adopted December 13, 2005

Amended February 21, 2006

Amended March 14, 2006

Amended January 20, 2020

I. AUTHORITY

1. **Establishment.** Pursuant to the adoption of the City (Village) of Douglas Ordinance, Number 144, on November 3, 1997 and effective on December 13, 1997 and also in compliance with State of Michigan acts, specifically, Act 57 of 2018, the Recodified Tax Increment Financing Act (amended January 20, 2020, to reflect repeal and replacement of Michigan Public Act 197 of 1975), the Downtown Development Authority herein after also known as the "DDA", is a public body corporate, with powers and duties as established by the ordinance noted above or state statutes, including the right to sue and be sued.
2. **Rules of the Board.** The following rules and regulations governing the meetings of the DDA were duly adopted at the Regular Meeting of the DDA held on December 13, 2005, and last amended January 20, 2020. Said rules and regulations shall serve as the bylaws which govern the appointed members of the DDA, herein after also known as the "Board". The Rules of the Board shall be reviewed annually in January, and shall remain in effect until rescinded or amended by a majority vote of the DDA.
3. **Parliamentary Procedure.** Any Parliamentary Procedure not provided for by these rules and regulations shall be in accordance with Roberts Rules of Order, latest edition, a copy of which shall be retained on file in the Douglas City Clerk's Office. If legal interpretation regarding parliamentary procedures is needed, the City Attorney or one chosen by the DDA shall be consulted.

II. MEMBERSHIP

1. **Board Members.** Members shall be appointed for four (4) year terms, only as terms of the former members expire or vacancies otherwise occur. A member shall hold office until the member's successor is appointed.
2. **Appointment of Members.** Members shall be appointed by the chief executive officer (Mayor) of the municipality, subject to approval by the governing body of the municipality. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only.
3. **Board Composition.** The DDA shall be under the supervision and control of a board consisting of the chief executive officer of the municipality, or their designee from the governing body of the municipality, and not less than 8 or more than 12 members. Not less than 1 of the members shall be a resident of the downtown district, if there are 100 or more

persons residing within downtown district.

4. **Assumption of Duties.** Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.
5. **Removal of Members.** Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.

III. MEETINGS

1. **Organizational Meeting.** The DDA's organizational meeting shall be their first meeting in January each year.
 - a. As the first item of business, the City Clerk shall administer the oath of office to the DDA Board if the oath has not previously been administered. The second item of business shall be the election of the Chair. The City Clerk shall preside over the election of the Chair. The DDA has established the following procedure for this election: City Clerk shall call for nominations for the office of Chair; when nominations are closed by majority vote, or no other nominations are forthcoming, the City Clerk shall commence the vote by roll call; when one nominee receives a majority of the votes of the members elected and serving; that nominee shall be declared Chair.
 - b. If the members present shall not cast a majority for one nominee, the past Chair shall preside until a majority of members elect one of its members to be the Chair. The DDA, may then proceed on to other agenda matters as they shall decide. Once elected, the Chair shall preside over the election of any other appropriate officers, to include a treasurer, recording secretary, corresponding secretary and/or co-chair using the same procedure noted above.
2. **Regular Meetings.** The DDA shall in general, hold a monthly meeting on the second Monday of the month at the City Hall. If any regularly scheduled meeting falls on a legal holiday, the regular meeting will be scheduled at the call of the Chair. Changes in the regular meeting schedule shall not be made except upon the approval of the majority of the board members.
3. **Special and Emergency Meetings.** If the DDA holds a special meeting, the City Clerk shall post a notice immediately and see that such meeting notice is delivered to each Board member's residence by personal delivery, facsimile transmission, e-mail or registered mail. No meeting, except emergency meetings, shall be held until the notice shall have been posted at least eighteen (18) hours prior to the meeting. This does not apply to subcommittee meetings of the DDA.
 - a. **Special Meetings.** Special meetings of the DDA may be called by the Chair with eighteen (18) hours written notice to each member of the Board. The notice to the Board shall contain the time, place and purpose of the meeting and be served personally or by fax, e-mail, mail, hand delivered, verbally or left at his/her usual place of residence by the Chair or someone else designated. As an alternate means of calling meetings, other than those regularly scheduled, the Chair, may convene a meeting of the Board upon his/her discretion.

Whenever the Board shall be called into a Special Meeting, the matters to be considered shall be stated in the call of the meeting. The Agenda for special meetings shall be provided along with the notice of the meeting to Board Members. No business shall be transacted at any special meeting of the DDA unless the same has been stated in the notice of such meeting. Nothing in this section shall bar the DDA from holding an emergency meeting as defined in the Open Meetings Act.

- b. **Emergency Meetings.** Emergency meetings of the DDA may be held only by the vote of three (3) or more members of the Board and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before proper public notice.
4. **Place of Meetings.** Regular meetings of the DDA shall be held at the Douglas City Hall (Dutcher Lodge). The Chair, if required, may change the meeting location to a different facility in the City. A notice of the change shall be prominently posted on the door of the regular meeting place and the bulletin board at the City Hall. The City Clerk shall also give notice of such change in the meeting place to the newspaper if time permits.
5. **Time of Meetings.** Regularly scheduled meetings shall begin as prescribed by the City of the Village of Douglas Meeting Schedule, unless the Board shall, by a vote of three (3) or more members in session, set a different starting time. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the next, a future, or special agenda if one is called. Whenever the Board adjourns its meetings, the adjournment shall be at the call of the Chair.
6. **Public Notice.** The City Clerk, or an appointed Secretary, shall be responsible for providing the proper notice, including the Name of the Board, its principal address, and telephone number, for all meetings of the DDA as required by the Open Meetings Act.
 - a. **Regular Meeting Schedule.** The City Clerk shall include the regularly scheduled meetings of the DDA, in the annual City of the Village of Douglas Meeting Schedule, which shall be posted per the open meetings law, within ten (10) days after the first public body meeting within the calendar/fiscal year. The notification shall include the date, time, and place of the DDA's regularly scheduled meetings.
 - b. **Schedule Change.** If changes in the DDA meeting schedule occur, the City Clerk shall post notice.
 - c. **Notification to Media and Others.** The City Clerk shall notify the local newspaper, radio, or television station, and any other media source requesting the information, of the DDA's meeting schedule, schedule changes, or special emergency meetings. The City Clerk shall also notify other individuals or organizations of the regular meeting schedule, changes in the schedule, or special and emergency meetings, but only upon their written request and agreement to pay the City Clerk for printing and postage expenses. The City Clerk shall mail all such notices required by this rule by first class mail.

IV QUORUM:

A majority of the required Board, as specified in Membership under Board Composition, physically

present at Roll Call shall constitute a quorum for transaction of the ordinary business of the DDA unless a greater number shall be required by applicable statutes of the State of Michigan. Board Members who are aware of their pending absence from an upcoming meeting should report their absence to either or Board Chair.

1. **Attendance.** A limit of three (3) unexcused absences from meetings is allowed.
2. **Phone Participation.** Phone/call-in participation is allowed, provided each member shall not participate by phone in excess of two (2) meetings, each year. Members participating by phone may vote but cannot be considered in the establishment of Quorum.

VI. ORDER OF BUSINESS

The Secretary shall prepare the final agenda together with copies of meeting minutes, contracts, resolutions, reports, explanations, supporting documentation, etc., that relate to the matters of business on the agenda, and send it to all Board Members, post for public inspection, send see that the City Clerk sends to the newspaper as soon as possible preceding the DDA meeting. The City Clerk shall see that it is sent to the Library and posted on the web site.

1. **Regular Meeting Agenda.** The agenda shall be arranged in the following order of business:

1. Call to Order
2. Roll Call/Quorum
3. Approval of Agenda -Changes/Additions/Deletions
4. Approval of Minutes -Changes/Additions/Deletions
5. Officer Reports
 - a. Secretary
 - b. Treasurer – Approval of Bills
 - c. Vice Chair
 - d. Chair
6. Public Communications (Written/Verbal – 3 minutes, each.)
7. Unfinished Business
8. New Business
9. Committee Reports
 - a. Executive/Finance
 - b. Communications/Marketing
 - c. Economic Development
 - d. Events
10. Staff/Manager Reports
11. Public Comments
12. Board Comments
13. Chair Comments
14. Adjournment

2. **New Business.** Pending matters and requests for the agenda for all regularly scheduled DDA meetings, shall be compiled by the Board Chair. Any Board Member, organization or person desiring to place a matter on the agenda shall notify the City Clerk/Board Chair of such item seven (7) days prior to the Call to Order of next regular meeting.

Items that the City Clerk/Board Chair do not receive by the stated deadline shall not be included on the formal agenda, but may be considered by the Board, only upon the unanimous consent of members present.

3. **Unfinished Business.** Agenda items previously discussed, unfinished shall be included under the "Unfinished Business" section of the agenda for discussion and possible action.

VII. CONDUCT OF MEETING

1. **Form of Address.** Members of the Board wishing to speak, shall first obtain the approval of the Chair, and each person who speaks shall address the Chair. Other persons at the meeting shall not speak unless recognized by the Chair.
2. **Making Motions.** All members of the Board may make motions.
3. **Statement by Board Chair.** No motion or resolution shall be adopted until the motion or resolution is stated by the chair of the meeting. All motions, except procedural motions and resolutions, may be required in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order. Each written motion or resolution shall be read by the Board Chair before being debated.
4. **Disorderly Conduct.** The Chair may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time, or speaking vulgarities. Such person shall there upon be seated until the Chair shall have determined whether the person is in order. If a person so engaged in presentation shall be called out of order, he or she shall not be permitted to continue to speak at the same meeting except on special leave by the Board upon two-thirds vote. If the person shall continue to be disorderly and disrupt the meeting, inhibiting the ability of the Board to conduct further business, the Chair may order the person to be removed from the public meeting.
5. **Procedures of Meetings.** Adjournment of all meetings of the DDA and its Committees shall be one (1) hour after Call to Order. Should it be deemed at the scheduled time of Adjournment that proceedings immediately require more time, the Board shall by a majority vote of quorum, extend the meeting by increments of thirty (30) additional minutes, not to exceed one (1) hour after the originally scheduled time of Adjournment. Upon adjournment, a draft of minutes of the proceedings of each meeting shall be presented within five business (5) days to the City Clerk. Approved minutes shall be online or placed in the official DDA book in City Hall.

VIII. RECORD OF MEETINGS

A copy of all meeting minutes' resolutions, contracts, or other matters acted upon by the Board, shall be given to the City Clerk for filing and safe keeping.

1. **Recording Responsibility.** The appointed Secretary shall be responsible for maintaining the official record and minutes of each meeting of the DDA. The minutes

shall include all the actions of the Board with respect to motions. The record shall include the names of the mover and seconder and the vote of the Board. The record shall also state whether the vote was by voice or by roll call, and when by roll call, the record shall show the "yes", "no" or "abstention" of each member. A vote upon all financial resolutions unless unanimous, shall be recorded by "yes" or "no" in the records.

2. **Public Access to Meeting Records.** The records of the DDA shall be available to the public in accordance with the Freedom of Information Act. Minutes approved by the Board shall be available within five (5) business days of the meeting at which they were approved.

IX. COMMITTEES

1. **Appointment of Standing Committees.** Each year at the first regularly scheduled meeting of the Board, in January, the Chair, with the approval of the Board, shall appoint members of Standing Committees.
2. **Standing Committees and Responsibilities.** Each committee shall thoroughly investigate any matters relating to their topic and or referred to it by the Board Chair, and shall report its findings and recommendations to the Board without delay.

Standing Committees of the DDA shall be:

Executive/Finance
Communications/Marketing
Economic Development
Events

The responsibilities, charge, power and duties of the specific Standing Committees are noted above. The Chair, working with the Executive Committee, shall add to, delete and make any appropriate changes as needed.

3. **Special AD HOC Committees:** Special AD HOC Committees may be formed as recommended, to address specific issues. The Chair may appoint ad hoc committees as required or needed.
4. **Committee Composition.** All Committees shall consist of at least three (3) members as appointed by the Board Chair.
 - a. **Committee Chair.** The Board Member first listed on the roster of each committee shall be the Committee Chair. In the absence of the Committee Chair, the person next listed shall assume the Chair. The Chair of the Committee is responsible for calling together the committee -that means he/she sets the time, date, and place of the meeting and notifies the committee members.
 - b. **Committee Quorum.** The Committee Chair shall ensure quorum has been reached prior to conducting business of the Committee. A quorum shall be considered a majority of the committee's members physically present.

5. **Record of Committee Meetings.** Each committee shall maintain a written record of its meeting and shall deliver such record to the Board Secretary, who will include them in the DDA packets. The record of each Committee meeting shall include at least the following: the date and place of the meeting, members attending, and the vote on any recommendations the committee has approved to go before the Board. Such meeting records shall constitute a public record in the meaning of the Freedom of Information Act, and shall be made available to any person as required by law.

Committee meeting minutes shall be included in the Board packet for review and discussion. Any recommendations from Committee meetings shall be included within the minutes and delivered to the Board prior to discussion and action by the full Board.

X. CLOSED SESSION

The Board may meet in closed session, closed to the public, upon the motion of any member and roll call approval by two-thirds of the members.

1. **Rationale of Closed Session.** The vote to go into closed session shall be recorded in the minutes of the meeting at which the decision is made, with one of the following permissible purposes stated:
 - a. To consider the purchase or lease of real property up to the time that an option to purchase or lease of such real property is obtained.
 - b. To consult with legal counsel regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental effect on the Board's litigation or settlement position.
 - c. To consider material exempt from discussion or disclosure by State or City statutes, i.e. for consideration of a written legal opinion within the attorney-client privilege, but not for consideration of an oral opinion.
2. **Record of Closed Session.** At each Closed Session, the Secretary, or the designated secretary, shall keep a separate record which shall be reviewed and approved by the Chair. These minutes shall not be disclosed to the public except upon court order. The Secretary, or designated secretary, may destroy said minutes after one year and one day have passed after the meeting, following the approval of the minutes of the meeting at which the closed session was approved.

XII. CONFLICT OF INTEREST

Because many members of the DDA operate, represent or own businesses and/or property in the DDA District, matters before the Board may, at some time, result in a conflict of interest for certain Board members. Matters before the Board which affect all businesses in the district in equal measures will not be construed as posing a conflict of interest. However, when a matter before the Board affects a single business or group of businesses differently than all other businesses, Board members who have a direct or perceived interest in such matters shall disclose their interest prior to the Board taking any

action with respect to the matter. The disclosure shall become part of the record of the Board's official proceedings and the interested Board member shall refrain from participation in the Board's proceedings relating to the matter.

XIII. VOTING

Whenever a question is put by the Chair, every member present shall vote on all questions, no member present shall abstain from voting "yes" or "no" unless excused by unanimous consent of the other members present. Any member refusing to vote may be guilty of misconduct in office.

1. **Roll Call Votes.** The names and votes of members shall be recorded on all actions to adopt resolutions, to appoint or elect officers, financial matters, and all other final actions. Procedural questions may be decided by voice vote. Upon the request of any Board Member, a roll call vote shall be taken on other motions and actions.
 - a. When a roll call vote is required on a question, and after the Chair has stated the question, the Secretary is directed to call the roll. No motion shall be in order until such roll call is completed and the result is announced by the Chair.
 - b. In all roll call votes, the names of the members of the body shall be called in alphabetical order and the name called first shall be advanced one position alphabetically in each successive roll call vote.
2. **Voice Vote.** In all cases where a non-roll call vote is taken, the Chair shall decide the results. Any member may call for a division and the "yes" and "no" shall be called upon by the request of the Chair or any member.
3. **Votes Required.** Except as otherwise provided in these rules, no resolution shall be adopted or passed except by the affirmative vote of at least a majority of members, in session, of the Board.

APPROVED: Patricia Lion, Vice Chair
City of the Village of Douglas Downtown Development Authority (DDA)

Approved: December 13, 2005

Amended: February 21, 2006
March 14, 2006
January 20, 2020

**CITY OF THE VILLAGE OF DOUGLAS
2020 MEETING SCHEDULE**

	CITY	PLANNING	DDA	ZBA	KLHA	DHA	DBRA
	COUNCIL	COMMISSION					
JANUARY	6, 20	8	13	28	21 (D)	28	9
FEBRUARY	3, 17	12	10	25	18 (S)	25	13
MARCH	2, 16	11	9*	24	17 (D)	24	12
APRIL	6, 20	8	13	28	21 (S)	28	9
MAY	4, 18	13	11	26	19 (D)	26	14
JUNE	1, 15	10	8	23	16 (S)	23	11
JULY	6, 20	8	13	28	21 (D)	28	9
AUGUST	3, 17	12	10	25	18 (D)	25	13
SEPTEMBER	8*, 21	9	14	22	15 (S)	22	10
OCTOBER	5, 19	14	12	27	20 (D)	27	8
NOVEMBER	2, 16	11	9	24	17 (S)	24	12
DECEMBER	7, 21	9	14	22	15 (D)	22	10

City Council meetings are held on the 1st and 3rd Monday of each month at 7:00 p.m.

Planning Commission meetings are held on the 2nd Wednesday of each month at 7:00 p.m.

ZBA - Zoning Board of Appeals meetings are held on the 4th Tuesday of each month, as needed, at 7:00 p.m.

DDA - Downtown Development Authority meetings are held on the 2nd Monday at 3:00 p.m.

KLHA - Kalamazoo Lake Harbor Authority meetings alternate between Saugatuck City (S) and Douglas (D) on the 3rd Tuesday of each month, as needed, 7:00 pm

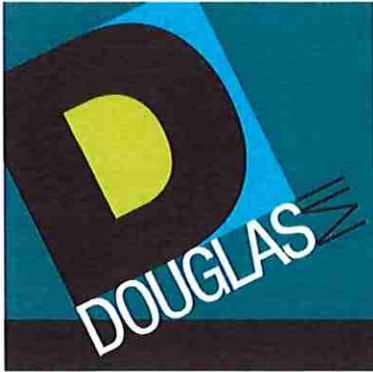
DHA - Douglas Harbor Authority meetings are held on the 4th Tuesday of each month at 7:00 p.m.

DBRA - Douglas Brownfield Redevelopment Authority meetings are held on the 2nd Thursday of each month at 1:00 pm

*September City Council meeting will be rescheduled due to Labor Day Holiday

All meetings are held at the Douglas City Hall - 86 W. Center Street - unless posted.

*March 9 the chamber rooms is unavailable



MEMORANDUM

To: City of the Village of Douglas City Council;
Pamela Aalderink, City Clerk

From: Kim Neuens, Secretary
City of the Village of Douglas Downtown
Development Authority (DDA)

Date: 24 January 2020

Subject: DDA Summer Socials

For several years, the DDA has held 3-4 socials each summer for the purposes of 1) bringing people to downtown (to support businesses and restaurants within the DDA district) and 2) raising funds to support DDA programs. Traditionally, the socials have been held early evening on the 4th Thursday of the summer months. In the past two years, socials were held in June, July and August.

Revenues from the summer socials include sponsorships and beer/wine sales. For the 2019-2020 fiscal year, the DDA budgeted revenues of \$9,000 and expenses of \$6,000, for a net profit of \$3,000. Net profits in the past 3 fiscal years have been:

- 2018-2019 \$3,506;
- 2017-2018 \$4,014; and
- 2016-2017 \$3,892.

The DDA is requesting approval from Council to hold summer socials as a revenue stream for the purposes stated in the first paragraph. The 2020 dates for the socials would be June 25, July 23, and August 27.

THE CITY OF THE VILLAGE OF DOUGLAS
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 02-2020

RESOLUTION IN SUPPORT OF DDA FINANCING ACTIVITY – SUMMER SOCIALS

At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 3rd day of February, 2020 at 7:00 p.m.

Present: Donovan, Lion, Miller, Mooradian, North, Seabert

Absent: None

The following Resolution was offered by Councilperson Seabert and supported by Councilperson Mooradian.

RESOLUTION

WHEREAS, the City of the Village of Douglas Downtown Development Authority (DDA), has held Summer Socials to enhance the vibrancy of Downtown Douglas each summer annually, for several years, and

WHEREAS, these events attract people to the Downtown District to support merchants, artists, and restaurants within the Development Area Boundaries, and

WHEREAS, these events have raised funds with net profits in excess of \$3,500.00 annually over the past three (3) fiscal years, to ensure additional financial support for DDA programs, and

WHEREAS, the Recodification Tax Increment Financing Act, Michigan Public Act 57 of 2018, §125.4211 "Financing activities of authority; disposition of money received by authority; municipal obligations." Sec. 221 (1) (g) stipulates such activities/revenues to be "Money obtained from other sources approved by the governing body of the municipality or otherwise authorized by law for use by the authority or the municipality to finance a development program.", and

WHEREAS, the DDA Board voted in Special Meeting on 20 January 2020 in favor of requesting Council approve for the DDA to hold three (3) Summer Socials, now

THEREFORE, BE IT RESOLVED, that the City of the Village of Douglas City Council approves the request of the DDA to hold three (3) Summer Socials to occur on Thursday, June 25, July 23, and August 27, 2020 as a financing activity of the Authority.

All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Donovan, Lion, Miller, Mooradian, North, Seabert

NAYS: None

ABSTAIN: None

ABSENT: None

Adopted this 3rd day of February, 2020

CITY OF THE VILLAGE OF DOUGLAS

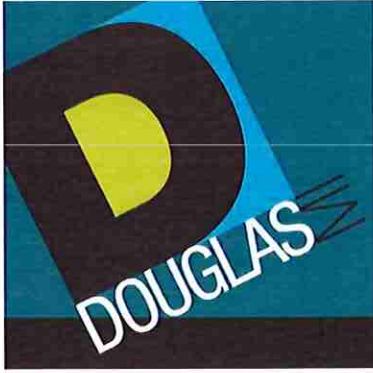
By: Patricia Lion Date: 2/10/20
Patricia Lion, Mayor

By: Pamela Aalderink Date: 2/7/2020
Pamela Aalderink, City Clerk

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, 3rd February, 2020 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976 as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF THE VILLAGE OF DOUGLAS

By: Pamela Aalderink Date: 2/7/2020
Pamela Aalderink, City Clerk



MEMORANDUM

To: City of the Village of Douglas City Council;
Pamela Aalderink, City Clerk

From: Kim Neuens, Secretary
City of the Village of Douglas Downtown
Development Authority (DDA)

Date: 23 January 2020

Subject: Michigan Public Act 57 of 2018

The Downtown Development Authority, Act 197 of 1975, was repealed and replaced with the Recodified Tax Increment Financing Act, Michigan Public Act 57 of 2018, effective 1 January, 2019.

During Special Meeting on Monday, 20 January 2020, the DDA Board voted to recommend, separately, revision to both the Code of Ordinances and Development/TIF Plan to reflect the change in State law.

This communication is formally requesting that City Council consider amendment to the City of the Village of Douglas Development Plan and Tax Increment Financing Plan and Douglas Code of Ordinances §32.01-32.08 to reflect and be in compliance with the Recodified Tax Increment Financing Act, Michigan Public Act 57 of 2018.

From: [Pam Aalderink](#)
To: irburmeister@hotmail.com; neuensk@gmail.com
Cc: [Nick Wikar](#); [Lisa Imus](#)
Subject: Michigan Public Act 57 of 2018
Date: Friday, January 31, 2020 1:13:38 PM

Kim Neuens,

Your request to have City Council consider an amendment to the City of the Village of Douglas Development Plan, Tax Increment Financing Plan, and Douglas Code of Ordinances §32.01-32.08 to reflect and be in compliance with the Recodified Tax Increment Financing Act, Michigan Public Act 57 of 2018 has been placed on hold pending further information from the City Attorneys.

Our office will let you know when a final recommendation has been received.

Thank you

Pamela Aalderink, CMC
Douglas City Clerk

User: DAVE
DB: Douglas

Balances as of 02/29/2020

Fund 225 - DDA FUND

Account	Description	2019-20 Amended Budget	YEAR-TO-DATE THRU 02/29/20	ACTIVITY FOR MONTH ENDED 02/29/2020	Available	
					Balance	% Used
Revenues						
Department	000.000:					
417.000	TAX INCREMENT RECAPTURE					
02/14/2020	GJ TAX DISBURSEMENT #15	27,675.00	58308 26,738.09	797.51 JE# 28451	936.91	96.61
417.000	TAX INCREMENT RECAPTURE	1,500.00	0.00	0.00	1,500.00	0.00
450.001	DOWNTOWN MERCHANT CONTRIBUTIONS	0.00	0.00	0.00	0.00	100.00
586.002	HOLIDAY LIGHTING DONATIONS	0.00	0.00	0.00	0.00	100.00
586.003	ORNAMENT FUND RAISING	0.00	0.00	0.00	0.00	100.00
588.002	SOCIALS DONATIONS					
02/03/2020	CR DONATION-COMMUNITY PRIDE		58153 50.00	Receipt #: 28433		
02/06/2020	CR DONATIONS COMMUNITY PRIDE		58286 100.00	Receipt #: 28440		
02/25/2020	CR SOCIALS DONATIONS		58451 100.00	Receipt #: 28465		
588.002	SOCIALS DONATIONS	10,500.00	7,614.50	250.00	2,885.50	72.52
589.000	DDA:BUSINESS LICENSES	0.00	0.00	0.00	0.00	100.00
634.000	OKTOBERFEST	0.00	0.00	0.00	0.00	100.00
634.001	HALLOWEEN SALES	0.00	0.00	0.00	0.00	100.00
634.002	DDA SMARTPHONE APP	0.00	0.00	0.00	0.00	100.00
634.003	CRAFT BEER FESTIVAL	0.00	0.00	0.00	0.00	100.00
642.004	HOLIDAY HOME TOUR TICKET SALES	0.00	0.00	0.00	0.00	100.00
664.000	INTEREST INCOME	1,500.00	0.00	0.00	1,500.00	0.00
674.000	DONATIONS	0.00	4,360.00	0.00	(4,360.00)	100.00
675.000	OTHER REVENUE	0.00	3,000.00	0.00	(3,000.00)	100.00
682.000	INSURANCE REIMBURSEMENTS	0.00	0.00	0.00	0.00	100.00
699.101	TRANSFER IN - GENERAL FUND	0.00	2,717.00	0.00	(2,717.00)	100.00
999.999	Budgetary fund balance	0.00	0.00	0.00	0.00	100.00
Total - Dept 000.000		41,175.00	44,429.59	1,047.51	(3,254.59)	107.90
Total Revenues		41,175.00	44,429.59	1,047.51	(3,254.59)	107.90
Expenditures						
Department 728.000: DOWNTOWN DEVELOPMENT AUTHORITY						
702.002	WAGES-DPW	0.00	0.00	0.00	0.00	100.00
710.000	GRANT COORDINATOR INTERN	0.00	0.00	0.00	0.00	100.00

Account	Description	2019-20 Amended Budget	YEAR-TO-DATE THRU 02/29/20	ACTIVITY FOR MONTH ENDED 02/29/2020	Available Balance	% Used
Expenditures						
Department 728.000: DOWNTOWN DEVELOPMENT AUTHORITY						
725.000	TRAINING FUNDS	500.00	0.00	0.00	500.00	0.00
725.002	MISCELLANEOUS TRAVEL EXPENSES	0.00	0.00	0.00	0.00	100.00
725.003	DDA ADMINISTRATION					
02/04/2020	AP DDA 1.14.2020 MINUTES		58165	100.00		
02/17/2020	GJ N WIKAR REIMB-INV 2		58314	425.00		
725.003	DDA ADMINISTRATION	7,800.00	3,287.19	525.00	4,512.81	42.14
725.005	MI MAIN STREET TRAVEL	0.00	0.00	0.00	0.00	100.00
726.000	EXPENSES	0.00	0.00	0.00	0.00	100.00
726.002	SOCIALS	6,000.00	1,709.13	0.00	4,290.87	28.49
726.003	HOLIDAY SUPPLIES	0.00	0.00	0.00	0.00	100.00
726.005	WEBSITE					
02/04/2020	AP GOOGLE G SUITE		58212	36.00		
726.005	WEBSITE	1,030.00	252.00	36.00	778.00	24.47
726.006	PROMOTIONS/MARKETING	3,130.00	1,133.70	0.00	1,996.30	36.22
726.013	OKTOBERFEST	0.00	0.00	0.00	0.00	100.00
726.014	CHRISTMAS ORNAMENTS	0.00	0.00	0.00	0.00	100.00
726.019	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	100.00
726.020	PROMOTIONS/EVENTS					
02/04/2020	AP WOMEN'S MARCH-PORTABLE RESTROOMS		58184	230.00		
726.020	PROMOTIONS/EVENTS	2,500.00	910.00	230.00	1,590.00	36.40
726.021	PROMOTIONS/ MERCHANTS	8,620.00	1,700.00	0.00	6,920.00	19.72
731.000	HALLOWEEN EVENTS	0.00	0.00	0.00	0.00	100.00
732.000	HOLIDAY PREVIEW/ LIGHT EVENT	0.00	600.00	0.00	(600.00)	100.00
733.000	CRAFT BEER FESTIVAL	0.00	0.00	0.00	0.00	100.00
740.000	SUPPLIES	0.00	0.00	0.00	0.00	100.00
740.003	BANNERS	0.00	0.00	0.00	0.00	100.00
740.004	BENCHES	0.00	0.00	0.00	0.00	100.00
742.000	DDA SMARTPHONE APP	0.00	0.00	0.00	0.00	100.00

User: DAVE

Balances as of 02/29/2020

DB: Douglas

Fund 225 - DDA FUND

Account	Description	2019-20 Amended Budget	YEAR-TO-DATE THRU 02/29/20	ACTIVITY FOR MONTH ENDED 02/29/2020	Available Balance	% Used
Expenditures						
Department 728.000: DOWNTOWN DEVELOPMENT AUTHORITY						
742.001	DOWNTOWN MAP SIGN	0.00	0.00	0.00	0.00	100.00
802.000	CONTRACTUAL	0.00	0.00	0.00	0.00	100.00
802.001	CONTRACTUAL-PLANNING STUDY	0.00	2,500.00	0.00	(2,500.00)	100.00
802.100	BUSINESS INCENTIVE PROGRAM	5,000.00	0.00	0.00	5,000.00	0.00
861.000	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	100.00
862.000	RECORDING CLERK	0.00	0.00	0.00	0.00	100.00
900.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	100.00
908.000	DUES/FEES/PUBLICATIONS	450.00	100.00	0.00	350.00	22.22
942.001	LEASE-SIGN	0.00	0.00	0.00	0.00	100.00
979.000	CAPITAL OUTLAY	40,000.00	0.00	0.00	40,000.00	0.00
Total - Dept 728.000		75,030.00	12,192.02	791.00	62,837.98	16.25
Department 966.000: TRANSFERS OUT						
999.101	TRANSFER TO GEN FUND-ADMIN OVH	5,535.00	0.00	0.00	5,535.00	0.00
999.204	TRANSFER OUT TO ROAD MILLAGE	0.00	0.00	0.00	0.00	100.00
Total - Dept 966.000		5,535.00	0.00	0.00	5,535.00	0.00
Total Expenditures		80,565.00	12,192.02	791.00	68,372.98	15.13
NET OF REVENUES AND EXPENDITURES		(39,390.00)	32,237.57	256.51	(71,627.57)	

CITY OF THE VILLAGE OF DOUGLAS
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 08-2020

RESOLUTION TO PARTICIPATE IN THE DETROIT INSTITUTE OF ART
2020 INSIDE|OUT COMMUNITY ENGAGEMENT PROGRAM

At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 2nd day of March 2020, at 7:00 p.m.

PRESENT: Donovan, Kenny, Lion, Miller, Mooradian, North, Seabert

ABSENT: None

The following Resolution was offered by Councilperson Mooradian and supported by Councilperson Seabert.

RESOLUTION

WHEREAS, the Detroit Institute of Arts (DIA) has operated the Inside|Out community engagement program, inviting hundreds of communities over 12 years to host reproductions from the DIA collection in highly-accessible and visible outdoor venues; and,

WHEREAS, the City of the Village of Douglas Downtown Development Authority (DDA) applied to partner with the DIA to participate in their 2020 Inside|Out program; and,

WHEREAS, Inside|Out program staff chose the City of the Village of Douglas' Downtown District as a 2020 host site to temporarily display seven (7) pre-selected, high-quality reproductions of masterpieces; and,

WHEREAS, the DIA will award the DDA with a one-time \$2,000.00 stipend to promote and market Douglas' participation as a host city of the 2020 Inside|Out program; and,

NOW, THEREFORE, BE IT RESOLVED, the City of the Village of Douglas grants permission to the DDA and the DIA to temporarily install five (5) pole-mounted reproductions at four (4) municipally-owned facilities including: Douglas Village Hall, 86 W. Center Street; Douglas Police Department, 47 W. Center Street; Beery Field (West), 14 E. Center Street; Beery Field (East), 48 E. Center Street; and, Wade's Bayou Memorial Park, 80 E. Center Street; May through December 2020.

All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Council Members: Donovan, Kenny, Lion, Miller, Mooradian, North, Seabert

NAYS: Council Members: None

ABSTAIN: Council Members: None

ABSENT: Council Members: None

ADOPTED this 2nd day of March, 2020

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Patricia Lion, Mayor

BY: _____
Pamela Aalderink, City Clerk

I, Pamela Alderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, March 2nd, 2020 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Pamela Alderink, City Clerk

Community Contact:

Host Site: Wades Bayou Park

Owner/Contact Name: CITY OF DOUGLAS

Site Address: 80 E. CENTER

Site Telephone: 269.857.1438

Owner/Contact Telephone:

Site Fax: 269.857.4751

Owner/Contact Fax:

Site E-mail Address:

Owner/Contact E-mail: Clerk@ci.douglas.mi.us

Zoning/Permits Required:

Requested Installation Date: June 2020 Requested De-installation Date: November 2020

TO BE FILLED OUT BY DIA

Title of Reproduction: View of Le Crotoy from Upstream

Artist/Culture: Georges Seurat



Dimensions: 36 x 42 1/2 in

Special Mounting & Remediation Instructions: Free standing; call Miss Dig prior to installation
Will fill holes upon removal

Name & Signature of Owner/Contact:

Pamela Calderink
Pamela Calderink

Date: 3.3.20

Name & Signature of DIA Community Engagement Manager:

B. Alison Crites
B. Alison Crites

Date: 2/13/20

Community Contact:

Host Site: Douglas Village Hall

Owner/Contact Name: CITY OF DOUGLAS

Site Address: 86 W. CENTER ST.

Site Telephone: 269.857.1438

Owner/Contact Telephone: _____

Site Fax: 269.857.4751

Owner/Contact Fax: _____

Site E-mail Address: Clerk@ci.douglas.mi.us

Owner/Contact E-mail: Clerk@ci.douglas.mi.us


Zoning/Permits Required: _____

Requested Installation Date: June 2020 **Requested De-installation Date:** November 2020

TO BE FILLED OUT BY DIA

Title of Reproduction: The Trappers' Return

Artist/Culture: George Caleb Bingham



Dimensions: 34 x 44 1/4 in

Special Mounting & Remediation Instructions : Free standing; call Miss Dig prior to installation
Will fill holes upon removal

Name & Signature of Owner/Contact:
PAMELA RAIDERINK

Name & Signature of DIA Community Engagement Manager:
B. ALISON CRITES

Pamela Raiderink

B. Alison Crites

Date: 3.3.20

Date: 2/13/20

Community Contact:

Host Site: Douglas Police Station

Owner/Contact Name: CITY OF DOUGLAS

Site Address: 47 W. CENTER ST

Site Telephone: 269.857.1438

Owner/Contact Telephone: _____

Site Fax: 269.857.4751

Owner/Contact Fax: _____

Site E-mail Address: _____

Owner/Contact E-mail: Clerk@ci.douglas.mi.us

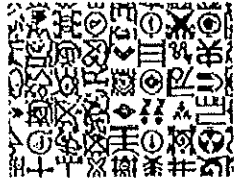
Zoning/Permits Required: _____

Requested Installation Date: June 2020 Requested De-installation Date: November 2020

TO BE FILLED OUT BY DIA

Title of Reproduction: Movement #27

Artist/Culture: Kwesi Owusu-Ankomah



Dimensions: 38 1/2 x 55 in

Special Mounting & Remediation Instructions : Free standing; call Miss Dig prior to installation

Will fill holes upon removal

Name & Signature of Owner/Contact:
PAMELA NAIDERINK

Signature: Pamela Naiderink

Date: 3.3.20

Name & Signature of DIA Community Engagement Manager:
B. ALISON CRITES

Signature: B. Alison Crites

Date: 2/13/20

Community Contact:

Host Site: Beery Field Park

Owner/Contact Name: CITY OF DOUGLAS

Site Address: 48 E CENTER / 14 E CENTER

Site Telephone: 269.857.1438

Owner/Contact Telephone: _____

Site Fax: 269.857.4751

Owner/Contact Fax: _____

Site E-mail Address: _____

Owner/Contact E-mail: CLERK@ci.douglas.mi.us

Zoning/Permits Required: _____

Requested Installation Date: June 2020 **Requested De-installation Date:** November 2020

TO BE FILLED OUT BY DIA

Title of Reproduction: Animals in a Landscape

Artist/Culture: Franz Marc



Dimensions: 45 x 40 3/4 In



Title of Reproduction: Annunciatory Angel

Artist/Culture: Fra Angelico

Dimensions: 26 3/4 x 23 1/8 In

Special Mounting & Remediation Instructions : Free standing; call Miss Dig prior to installation
Will fill holes upon removal

Name & Signature of Owner/Contact:

PAMELA ANDERLIN

Pamela Calderin

Date: 3.3.20

Name & Signature of DIA Community Engagement Manager:

B. ALISON CRITES

B. Alison Crites

Date: 2/13/20

Community Contact:

Host Site: Saugatuck/Douglas District Library

Owner/Contact Name: Saugatuck/Douglas District Library - owner
INGRID BOYER - CONTACT NAME

Site Address: *137 Center St. Douglas, MI 49406
10 Mixer St. Douglas, MI 49406 } same building

Site Telephone: 269-857-8241 Owner/Contact Telephone: 269-857-8241

Site Fax: 269-857-3005 Owner/Contact Fax: 269-857-3005

Site E-mail Address: info@sdLibrary.org

Owner/Contact E-mail: info@sdLibrary.org / iboyer@sdLibrary.org

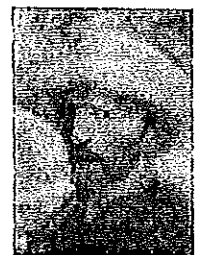
Zoning/Permits Required: NONE

Requested Installation Date: June 2020 Requested De-installation Date: November 2020

TO BE FILLED OUT BY DIA

Title of Reproduction: Self Portrait

Artist/Culture: Vincent Van Gogh



Dimensions: 27 1/4 x 22 5/8 in

Special Mounting & Remediation Instructions: Free standing; call Miss Dig prior to installation
Will fill holes upon removal

Name & Signature of Owner/Contact:

X Ingrid S. Boyer
[Signature]

Date: 3/4/20

Name & Signature of DIA Community Engagement Manager:

B. Alison Crites
[Signature]

Date: 2/13/20

Community Contact:

SD History Center sign.

Host Site: Saugatuck/Douglas District Library (back up site is Saugatuck/Douglas History Center)
Owner/Contact Name: SAUGATUCK/DOUGLAS DISTRICT LIBRARY-OWNER INGRID BOWER-CONTACT EV.M/IK 3/4/2020
Site Address: 174 CENTER ST. DOUGLAS, MI. 49406

Site Telephone: 269-857-8241 Owner/Contact Telephone: 269-857-8241
June 2020 when complete

Site Fax: 269-857-3005 Owner/Contact Fax: 269-857-3005

Site E-mail Address: info@sdlibrary.org


Owner/Contact E-mail: info@sdlibrary.org / iboyer@sdlibrary.org

Zoning/Permits Required: none

Requested Installation Date: June 2020 Requested De-installation Date: November 2020

TO BE FILLED OUT BY DIA

Title of Reproduction: Sunday Morning
Artist/Culture: Thomas Waterman Wood



Dimensions: Inner dimensions 19 3/4 x 15 3/4 in ; framed dimensions tbd

Special Mounting & Remediation Instructions : Free standing; call Miss Dig prior to installation
Will fill holes upon removal

Name & Signature of Owner/Contact:
X Ingrid S. Bower
Ingrid S. Bower

Date: 3/4/20

Name & Signature of DIA Community Engagement Manager:
B. Alison Crites
B. Alison Crites

Date: 2/13/20

**CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
STANDING / AD HOC COMMITTEES**

2020 ROSTER & SCHEDULE, AS PROPOSED

(3 member minimum, each)

Executive / Finance

Date: 1st Thursday, 1:00 PM

Location: City Hall
86 W. Center Street

Chair: John Burmeister

1. Pat Lion
2. Patsy Ramsey
3. Kim Neuens

Communications / Marketing

Date: 3rd Wednesday, 10:00 AM

Location: Kim Neuens Design & Interior, LLC
25 E. Center Street

Chair: Kim Neuens

1. John Burmeister
2. Heather Kennedy
3. Tom Kettlewell

Economic Development

Date: 2nd Tuesday, 11:00 AM

Location: City Hall
86 W. Center Street

Chair: Pat Lion

1. John Burmeister
2. John Thomas
3. Heather Kennedy

Events

Date: 2nd Thursday, 10:00 AM

Location: Mr. Miller's Art Emporium
48 W. Center Street

Chair: Heather Kennedy

1. Renee Waddell
2. Barb Burmeister
3. Linda Lasko
4. Kim Neuens

Economic Development Ad Hoc – Sign

Date: 1st Wednesday, 11:00 AM

Location: City Hall
86 W. Center Street

Chair: John Burmeister

1. Neal Seabert
2. Patsy Ramsey
3. John Leben

Events Ad Hoc – Themed Projects / Socials

Date: 2nd Wednesday, 2:00 PM

Location: City Hall
86 W. Center Street

Chair: Louise Kenny

1. Marcia Bradley
2. Sarah Donovan

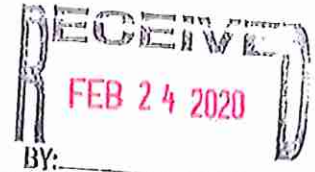
Engagement Agreement
THE GIG FACTORY

"Bringing People Together With Music"

1959 LacDuMont

Haslett, MI 48840

(517) 388-3347 phone (517) 339-3367 fax



BY: _____

Engagement Dates: June 25, 2020

Today's Date: February 19, 2020

Artist: Don Middlebrook & the Pearl Divers

Venue: Downtown

Douglas _____

Purchaser: Douglas Social

Address: _____

Guarantee Amount: \$500

Agent: Don Middlebrook

Commission: 10%

Venue Phone #: _____

Sets: _____

Times: 5:30-9wp

**Special Provisions: _____

1. ARTIST(S) obligations hereunder are subject to detention or prevention by sickness, inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act or order of any public authority or any other cause, similar or dissimilar, beyond ARTIST'S control.

2. ARTIST(S) executes this agreement as an independent contractor, not as an employee of the PURCHASER. Responsibility for appropriate payments of payroll taxes and charges under applicable federal and local law will be assumed by the ARTIST.

3. AGENT PROVISIONS: UNLESS OTHERWISE NOTED HEREIN, AGENTS COMMISSIONS INCLUDED IN THE GROSS PRICE OF ENGAGEMENT AND SHALL BE HELD IN TRUST BY ARTIST AS FIDUCIARY AND FORWARD TO AGENT WITHIN 72 HOURS OR RECEIPT.

(A) If leader or key personnel of this group is rebooked into this or any establishment owned or controlled by the purchaser (including chain buyers of music) within 24 months from the termination of this agreement. Purchaser and Leader shall be jointly and severally liable for payment to The Gig Factory of commission at the rate due and owing or paid for previous engagement.

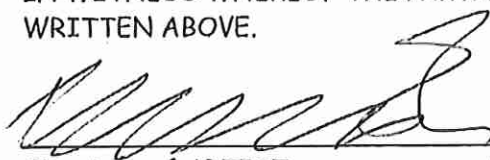
4. It is expressly agreed that The Gig Factory acts herein as artist's agent and is not responsible for any act of commission or omission on the part of either artist or purchaser.

5. PURCHASER hereby indemnifies and holds ARTIST, as well as their respective agents, representatives, principals, employees, officer and directors, harmless from and against any loss, damage or expense, including reasonable attorney fees incurred or suffered by or threatened against ARTIST or any of the foregoing in connection with or as a result of any claim for personal injury or property damage or otherwise brought by or on behalf of any third party person, firm or corporation as a result of or in connection with the engagement, which claim does not result from the active and willful negligence of the ARTIST.

6. PURCHASER shall maintain liability, personal injury and property damage insurance including without limitation, coverage for liability as a result of the installation, and/or operation of equipment provided by ARTIST.

Agreement must be signed by appropriate and authorized representative and returned within 10 days of postmark, or this engagement could be considered null and void. The person executing this agreement on Purchaser's behalf warrants his/her authority to do so and such person hereby personally assumes liability for the payment of said price in full.

IN WITNESS WHEREOF THE PARTIES HAVE EXECUTED THIS AGREEMENT ON THE DAY AND YEAR FIRST WRITTEN ABOVE.



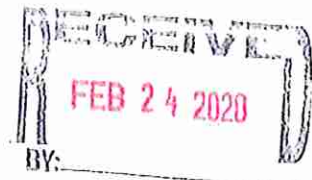
Signature of ARTIST

Date

2/21/20

Signature of PURCHASER

Date



Engagement Agreement

THE GIG FACTORY

"Bringing People Together With Music"

1959 LacDuMont

Haslett, MI 48840

(517) 388-3347 phone (517) 339-3367 fax

Engagement Dates: July 30, 2020

Today's Date: February 19, 2020

Artist: Kathy Ford Band

Venue: Downtown Douglas

Purchaser: Douglas Social

Address: _____

Guarantee Amount: \$550

Agent: Don Middlebrook

Commission: 10%

Venue Phone #: _____

Sets: _____ Times: 5:30-9wp

**Special Provisions: _____

1. ARTIST(S) obligations hereunder are subject to detention or prevention by sickness, inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act or order of any public authority or any other cause, similar or dissimilar, beyond ARTIST'S control.

2. ARTIST(S) executes this agreement as an independent contractor, not as an employee of the PURCHASER. Responsibility for appropriate payments of payroll taxes and charges under applicable federal and local law will be assumed by the ARTIST.

3. AGENT PROVISIONS: UNLESS OTHERWISE NOTED HEREIN, AGENTS COMMISSIONS INCLUDED IN THE GROSS PRICE OF ENGAGEMENT AND SHALL BE HELD IN TRUST BY ARTIST AS FIDUCIARY AND FORWARD TO AGENT WITHIN 72 HOURS OR RECEIPT.

(A) If leader or key personnel of this group is rebooked into this or any establishment owned or controlled by the purchaser (including chain buyers of music) within 24 months from the termination of this agreement. Purchaser and Leader shall be jointly and severally liable for payment to The Gig Factory of commission at the rate due and owing or paid for previous engagement.

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6. PURCHASER shall maintain liability, personal injury and property damage insurance including without limitation, coverage for liability as a result of the installation, and/or operation of equipment provided by ARTIST.

Agreement must be signed by appropriate and authorized representative and returned within 10 days of postmark, or this engagement could be considered null and void. The person executing this agreement on Purchaser's behalf warrants his/her authority to do so and such person hereby personally assumes liability for the payment of said price in full.

IN WITNESS WHEREOF THE PARTIES HAVE EXECTURED THIS AGREEMENT ON THE DAY AND YEAR FIRST WRITTEN ABOVE.

Signature of ARTIST Date

Signature of PURCHASER Date

Commencement of Engagement Together with Physical Delivery of this Agreement is Deemed an Acceptance of ALL Terms by the Purchaser.

Engagement Agreement
THE GIG FACTORY

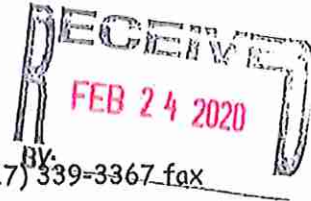
"Bringing People Together With Music"

1959 LacDuMont

Haslett, MI 48840

(517) 388-3347 phone

(517) 339-3367 fax



Engagement Dates: August 27, 2020

Today's Date: February 19, 2020

Artist: The Niche

Venue: Downtown Douglas

Purchaser: Douglas Social

Address: _____

Guarantee Amount: \$500

Agent: Don Middlebrook

Commission: 10%

Venue Phone #: _____

Sets: _____ Times: 5:30-9wp

**Special Provisions: _____

1. ARTIST(S) obligations hereunder are subject to detention or prevention by sickness, inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, and act or order of any public authority or any other cause, similar or dissimilar, beyond ARTIST'S control.

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IN WITNESS WHEREOF THE PARTIES HAVE EXECTURED THIS AGREEMENT ON THE DAY AND YEAR FIRST WRITTEN ABOVE.

Signature of ARTIST

Date

Signature of PURCHASER

Date

Commencement of Engagement Together with Physical Delivery of this Agreement is Deemed an Acceptance of ALL Terms by the Purchaser.

Nick Wikar

From: Rich LaBombard
Sent: Thursday, March 5, 2020 2:59 PM
To: Nick Wikar
Subject: FW: Final Sign Design and Questions
Attachments: Final Sign Design.pdf

From: Tiffany Smith <tas@mcsagroup.com>
Sent: Monday, February 17, 2020 9:48 AM
To: John Burmeister <jrburmeister@hotmail.com>; Rich LaBombard <rlabombard@ci.douglas.mi.us>
Cc: Melinda Whitten <mwhitten@mcsagroup.com>
Subject: Final Sign Design and Questions

Good morning Gentlemen –

Please find attached the updated rendering with the arrow mirrored.

Have you made a decision on the location of the sign?

As you can see from the attached, we have approximated the utility lines, but we are really uncomfortable with not having the exact location and height surveyed. May we please have an updated survey with the location and height of the overhead utilities. We would also like the diameter of the adjacent stormline.

Please let us know at your earliest convenience on the sign location and we will proceed with the construction drawings and I will provide an updated schedule.

Thank you.



Tiffany Smith, RLA

President

MCSA Group, Inc.

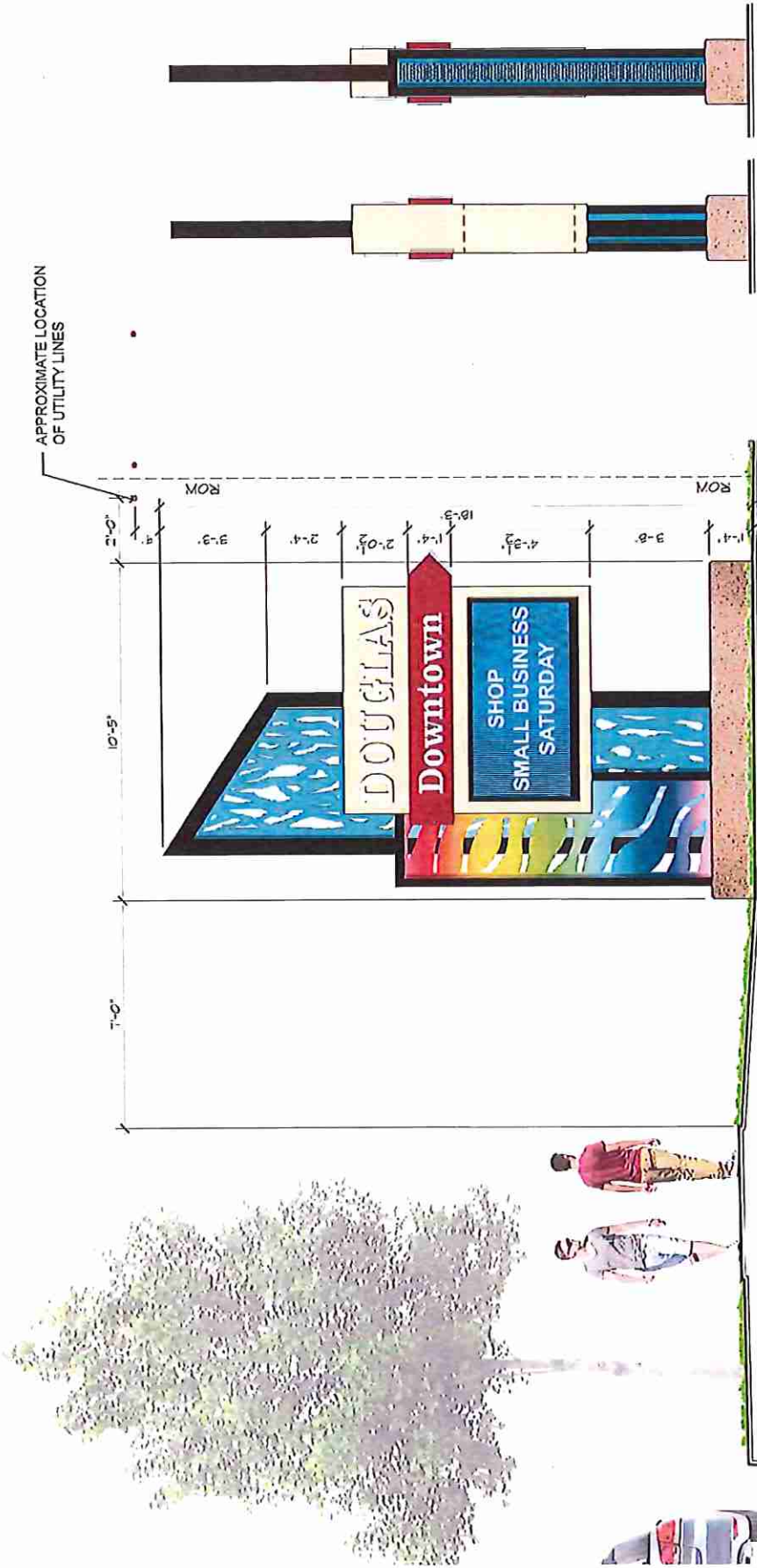
A Woman-Owned Small Business

616.451.3346

tas@mcsagroup.com

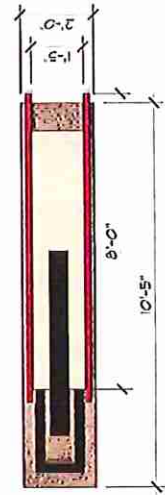


Like us & Check out our NEW Website: <http://mcsagroup.com/>



FRONT ELEVATION (South Elevation Looking North)

SIDE ELEVATIONS



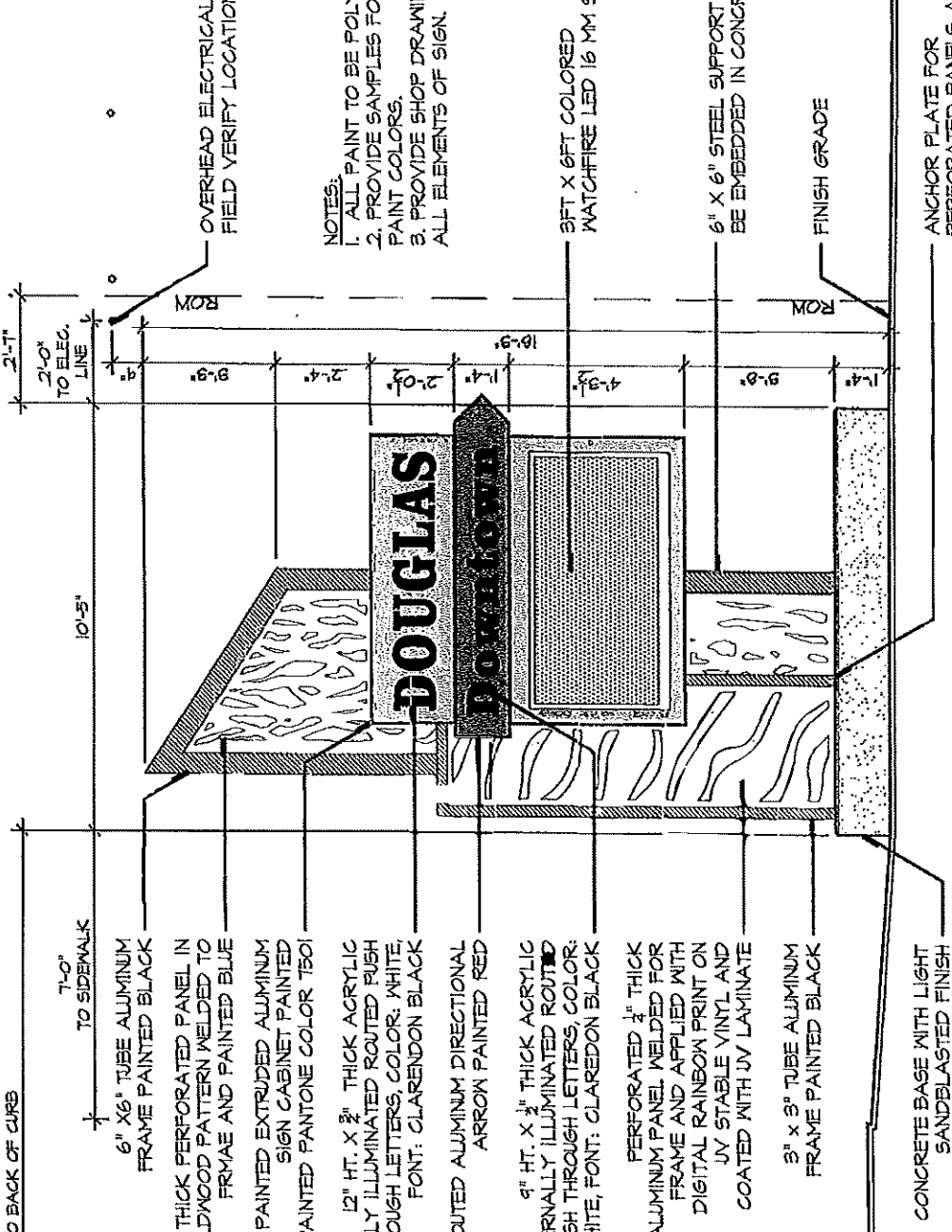
PLAN VIEW



DATE: 5-17-2009
PROJECT NO: 2002



FINAL SIGN DESIGN
DOUGLAS DOWNTOWN DEVELOPMENT AUTHORITY



17'-0" TO BACK OF CURB

7'-0" TO SIDEWALK

10'-5"

2'-1" TO ELEC. LINE

2'-0"

8'-9"

2'-4"

2'-0"

1'-4"

4'-3"

9'-8"

1'-4"

OVERHEAD ELECTRICAL FIELD VERIFY LOCATION

NOTES:
 1. ALL PAINT TO BE POLYURETHANE.
 2. PROVIDE SAMPLES FOR ALL PAINT COLORS.
 3. PROVIDE SHOP DRAWINGS FOR ALL ELEMENTS OF SIGN.

6" X 6" TUBE ALUMINUM FRAME PAINTED BLACK

1/4" THICK PERFORATED PANEL IN WILDWOOD PATTERN WELDED TO FRMAE AND PAINTED BLUE

PAINTED EXTRUDED ALUMINUM SIGN CABINET PAINTED PANTONE COLOR 7501

12" HT. X 3/4" THICK ACRYLIC INTERNALLY ILLUMINATED ROUTED PUSH THROUGH LETTERS. COLOR: WHITE, FONT: CLARENDON BLACK

ROUTED ALUMINUM DIRECTIONAL ARROW PAINTED RED

4" HT. X 1/2" THICK ACRYLIC INTERNALLY ILLUMINATED ROUTED PUSH THROUGH LETTERS. COLOR: WHITE, FONT: CLARENDON BLACK

PERFORATED 1/4" THICK ALUMINUM PANEL WELDED FOR FRAME AND APPLIED WITH DIGITAL RAINBOW PRINT ON UV STABLE VINYL AND COATED WITH UV LAMINATE

3" X 3" TUBE ALUMINUM FRAME PAINTED BLACK

CONCRETE BASE WITH LIGHT SANDELASTED FINISH

8FT X 6FT COLORED WATCHFIRE LED 16 MM SIGN

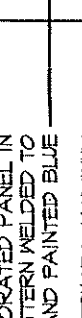
6" X 6" STEEL SUPPORT TO BE EMBEDDED IN CONCRETE

FINISH GRADE

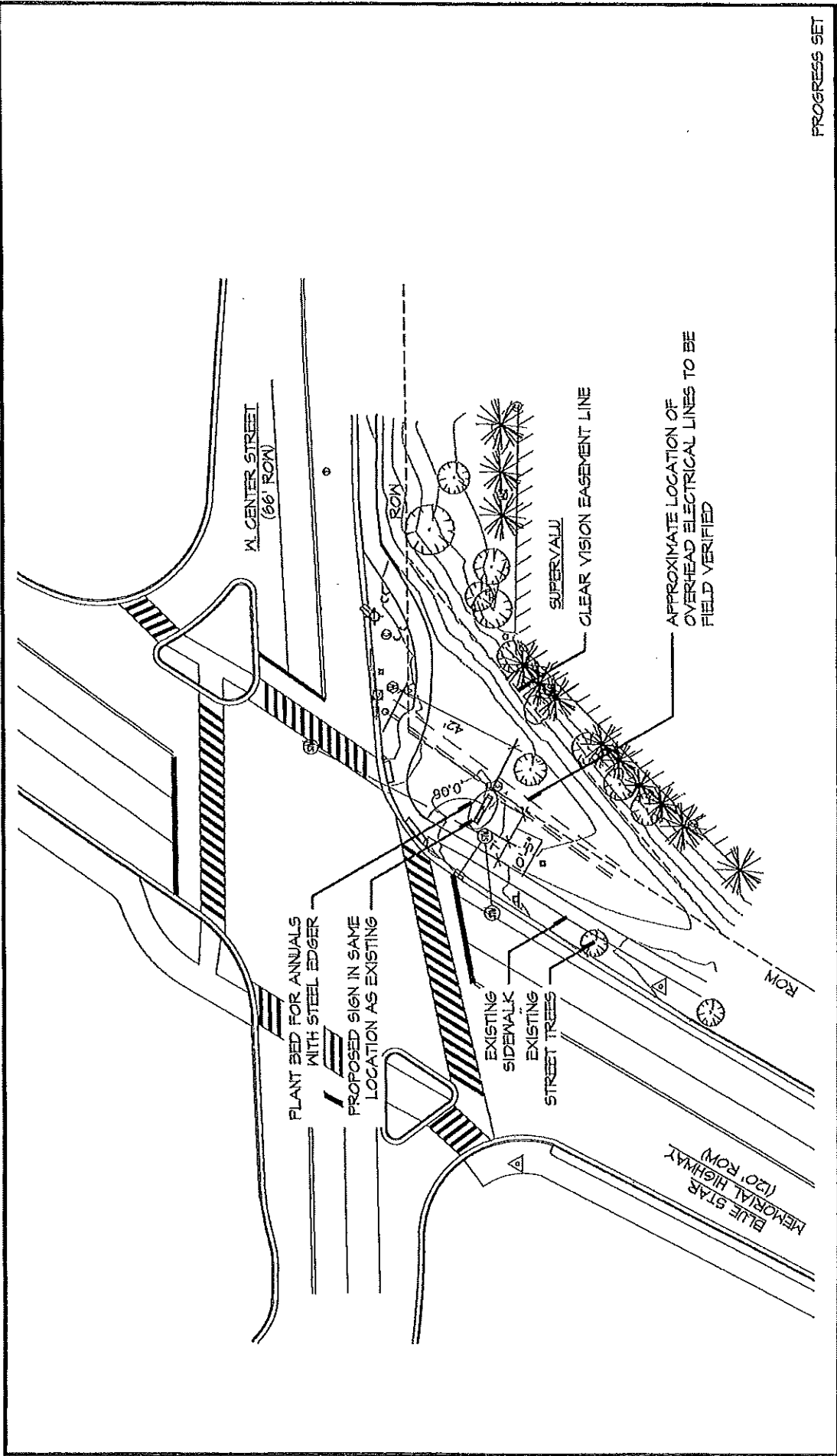
ANCHOR PLATE FOR PERFORATED PANELS AND ALUMINUM FRAMES

PROGRESS SET

DOUGLAS
 Downtown



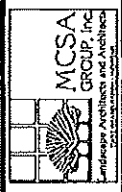
<p>ENTRANCE SIGN City of Douglas</p>			<p>SOUTH SIGN ELEVATION</p>		<p>PROJECT NO. 2063</p>
			<p>DATE 2.14.2020</p>	<p>SHEET NO. 2</p>	



PROGRESS SET

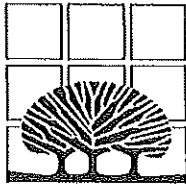
PROJECT NO. 2063	DATE 2.13.2020
SHEET NO. 1	REVISIONS

Site and Layout Plan



ENTRANCE SIGN

City of Douglas



Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN

MCSA
GROUP, Inc.

Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

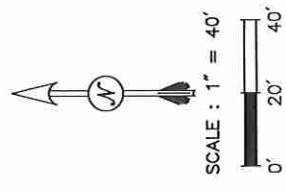
DOUGLAS ENTRANCE SIGNS

Design and Construction Schedule – Revised 2.21.2020

Startup Meeting	Wednesday October 30, 2019
Concept Design Review Meeting	Wednesday November 20, 2019
Final Design Meeting	Wednesday, December 4, 2019
Final Design Meeting #2	Friday, December 13, 2019
Re-Startup Meeting	Thursday, March 5, 2020
50% Construction Drawings Review	Monday, April 6, 2020
90% Construction Drawing Review (If needed)	Monday, May 11, 2020
Out for Bids	Monday, May 18, 2020
Open Bids	Tuesday, June 3, 2020
City Council Approve Award	Monday, June 15, 2020
Pre-Construction Meeting/ Start Construction	Monday, June 22, 2020
Complete Construction	Friday, August 28, 2020

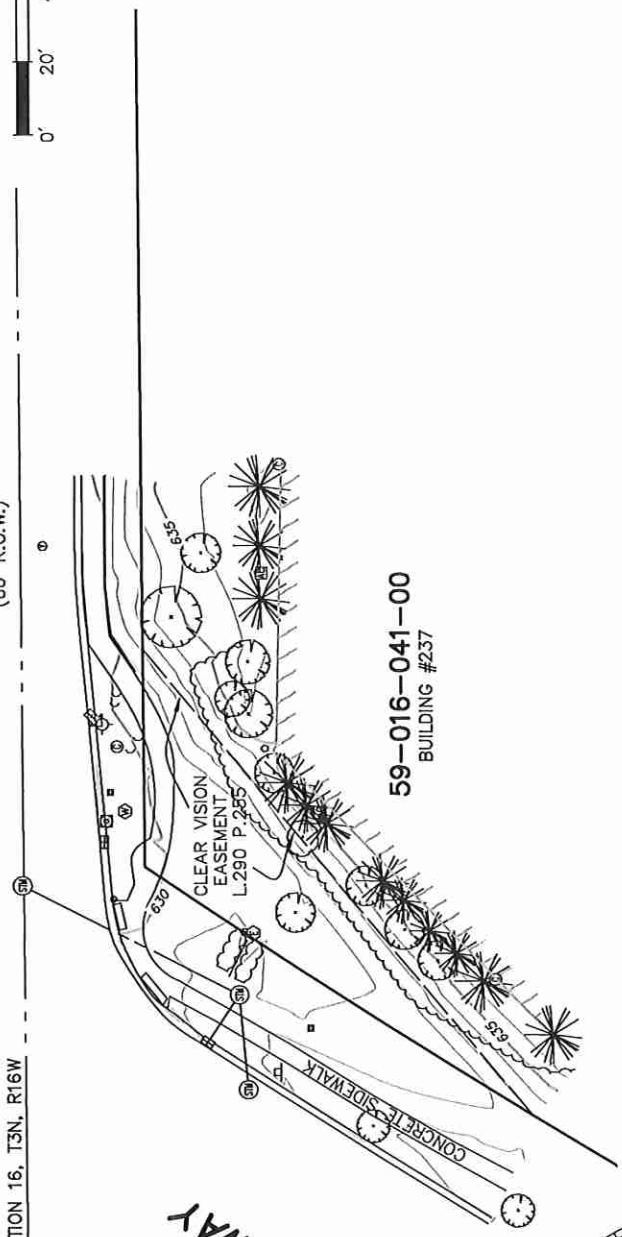
R.O.W. AND TOPOGRAPHIC SURVEY
59-016-041-00
EXHIBIT "A"

- SYMBOL LEGEND**
- ◻ BENCHMARK
 - ◻ AIR CONDITIONER
 - ◻ BUSH/SHRUB
 - ◻ DECIDUOUS TREE
 - ◻ CONIFEROUS TREE
 - ◻ GUY ANCHOR
 - ◻ CATCH BASIN
 - ◻ CLEANOUT
 - ◻ MANHOLE - GENERIC
 - ◻ MANHOLE - STORM
 - ◻ WATER SERVICE
 - ◻ MARKER - GAS
 - ◻ ELECTRIC METER
 - ◻ WATER METER
 - ◻ VALVE & BOX
 - ◻ POST
- BENCHMARK: 629.79'
 CHISELED SQUARE WEST
 SIDE TOP OF 24" CONC.
 BASE 2FT ABOVE GRND

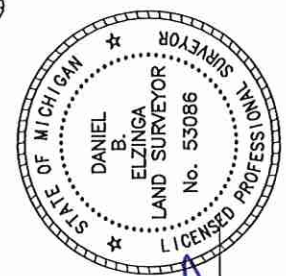


W. CENTER STREET
 (66' R.O.W.)

EAST-WEST 1/2 LINE, SECTION 16, T3N, R16W



BLUE STAR MEMORIAL HIGHWAY
 (120' R.O.W.)



Daniel B. Elzinga
DANIEL B. ELZINGA
 LICENSED PROFESSIONAL SURVEYOR
 MICHIGAN LICENSE NO. 53086

Prein & Newhof
 Engineers-Surveyors-Environmental-Laboratory
 3355 Evergreen Drive NE
 Grand Rapids, MI 49525
 www.preinnewhof.com
 t. (616) 364-8491
 f. (616) 364-6955
 info@preinnewhof.com

CLIENT:
RICH LABOMBARD
86 W. CENTER STREET
DOUGLAS, MI 49406

LOCATED IN : SECTION 16
 TOWN 3 NORTH, RANGE 16 WEST
 VILLAGE OF DOUGLAS,
 ALLEGAN COUNTY, MICHIGAN
 Date : 01/22/2020
 Project No. 2200100
 PAGE
 1 OF 1

**TITLE SEARCH SUMMARY
ISSUED BY
Transnation Title Agency of Michigan Lakeshore Division**

IDENTIFICATION DATA
(FOR REFERENCE ONLY)

FILE NO.: 297008LKS
PROPERTY ADDRESS: 237 W. CENTER ST, DOUGLAS, MI 49406

TRANSNATION TITLE AGENCY OF MICHIGAN LAKESHORE DIVISION (THE "COMPANY") HAS ISSUED THE ATTACHED TITLE SEARCH SUMMARY FOR PREIN & NEWHOF (THE "APPLICANT"). THE ATTACHED TITLE SEARCH SUMMARY MAY NOT BE RELIED UPON BY ANY OTHER PARTY NOR MAY IT BE RELIED UPON FOR ANY OTHER PURPOSE.

THIS TITLE SEARCH SUMMARY IS LIMITED IN SCOPE AND IS NOT A GUARANTEE OF TITLE OR OWNERSHIP, AN ABSTRACT OF TITLE, TITLE OPINION, PRELIMINARY TITLE REPORT, TITLE REPORT, COMMITMENT TO ISSUE TITLE INSURANCE, OR A TITLE POLICY, AND SHOULD NOT BE RELIED UPON AS SUCH. THIS TITLE SEARCH SUMMARY DOES NOT PROVIDE OR OFFER ANY TITLE INSURANCE, LIABILITY COVERAGE OR ERRORS AND OMISSIONS COVERAGE. THIS TITLE SEARCH SUMMARY IS NOT TO BE RELIED UPON AS A REPRESENTATION OF THE STATUS OF TITLE TO THE PROPERTY.

AS PART OF THE CONSIDERATION FOR THE ISSUANCE OF THIS TITLE SEARCH SUMMARY, APPLICANT AGREES, TO THE FULLEST EXTENT PERMITTED BY LAW, TO LIMIT THE LIABILITY OF THE COMPANY, FOR ANY AND ALL CLAIMS, LIABILITIES, CAUSES OF ACTION, LOSSES, COSTS, DAMAGES AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEY'S FEES, HOWEVER ALLEGED OR ARISING INCLUDING BUT NOT LIMITED TO THOSE ARISING FROM BREACH OF CONTRACT, NEGLIGENCE, THE COMPANY'S OWN FAULT AND/OR NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF WARRANTY, EQUITY, THE COMMON LAW, STATUTE, OR ANY OTHER THEORY OF RECOVERY, OR FROM ANY PERSON'S USE, MISUSE, OR INABILITY TO USE THIS TITLE SEARCH SUMMARY OR ANY OF THE MATERIALS CONTAINED THEREIN OR PRODUCED, SO THAT IN NO EVENT SHALL THE TOTAL AGGREGATE LIABILITY OF THE COMPANY EXCEED THE COMPANY'S TOTAL FEE FOR THIS TITLE SEARCH SUMMARY.

TITLE SEARCH SUMMARY

SCHEDULE A

IDENTIFICATION DATA:

(For Reference Only)

File No.: 297008LKS

Applicant: Prein & Newhof

Property Address: 237 W. Center St, Douglas, MI 49406

1. Effective Date: January 10, 2020 at 8:00 am
2. Title to the estate or interest in the land is at the Effective Date vested in:
Demond's Super Valu, Inc.
3. The land referred to in this Title Search Summary is described as follows:
Located in the City of Douglas, County of Allegan, State of Michigan,

SEE ATTACHED EXHIBIT "A"

Exhibit "A"

The West 475.2 feet of the North 465.66 feet of the Northeast 1/4 of the Southwest 1/4 of Section 16, Town 3 North, Range 16 West, Village of Douglas, Allegan County, Michigan.

Except the East 100 feet of the West 475.2 feet of the North 233 feet of the Northeast 1/4 of the Southwest 1/4 of Section 16, Town 3 North, Range 16 West, subject to Highway Easements and Right-of-Way.

Except the West 233 feet of the South 218.26 feet of the North 465.66 feet of the Northeast 1/4 of the Southwest 1/4 of Section 16, Town 3 North, Range 16 West, together with an Easement for access to and along the North side of said Parcel, over and across the existing exit and entrance drive leading to land to the North of the parcel herein conveyed, such as to provide reasonable ingress and egress to U.S. 31 and Center Street.

SCHEDULE B – SECTION I

This Title Search Summary and items listed herein are issued for informational purposes only and are not to be relied upon as a representation of the status of title or an offer of any title insurance, coverage or policy. Should evidence of title and/or encumbrances be desired, an application for title insurance should be placed with the Company.

SCHEDULE B – SECTION II**MATTERS CONCERNING THE PROPERTY**

NOTE: Any covenant, condition, restriction or limitation contained in any document referred to herein based on race, color, religion, age, sex, handicap, familial status, or national origin, is omitted unless and only to the extent that the covenant, condition, restriction or limitation is not in violation of state or federal law.

1. Defects, liens, encumbrances, adverse claims or other matters, if any, created, first appearing in the public records or attaching subsequent to the Effective Date.
2. Rights or claims of parties in possession not shown by the Public Records.
3. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete survey of the Land.
4. Easements or claims of easements not shown by the Public Records and existing water, mineral, oil and exploration rights.
5. Any lien, or right to a lien, for services, labor, or material, heretofore or hereafter furnished, imposed by law and not shown by Public Records.
6. Any and all oil, gas, mineral, mining rights and/or reservations thereof.
7. Taxes or special assessments which are not shown as existing liens by the Public Records.
8. Taxes and assessments which become due and payable or which become a lien against the property subsequent to the interest insured and deferred and/or installment payments of said taxes and assessments. The Company assumes no liability for tax increases occasioned by uncapping and adjustment of the taxable value, retroactive revaluation, changes in the land usage or loss of any principal residence exemption status for the insured premises.
9. Any provisions contained in any instruments of record which provisions pertain to the transfer of divisions under Section 109(3) of the Subdivision Control Act of 1967, as amended.
10. Rights of the public and of any governmental unit in any part of the land taken, used or deeded for street, road or highway purposes.
11. Terms, conditions and provisions which are recited in Matter of Necessity recorded in Liber 290, Page 253.
12. Terms, conditions and provisions which are recited in Temporary Grading Permit recorded in Liber 2945, Page 51.
13. Easements and the terms, conditions and provisions thereof which are recited in Easement Agreement recorded in Liber 3274, Page 219.
14. Water/sewer usage due in the amount of \$120.81 if paid by February 10, 2020. Payable to the Kalamazoo Lake Sewer and Water Authority.
15. Irrigation Account due in the amount of \$16.00 if paid by February 10, 2020. Payable

to the Kalamazoo Lake Sewer and Water Authority.

16. 2019 Winter taxes due in the amount of \$8,667.86 if paid by February 14, 2020.
Payable to the City of Douglas Treasurer.

2019 Summer taxes are paid in the amount of \$23,163.75.

2019 State Equalized Value \$791,300.00.

2019 Taxable Value \$567,981.00.

Property located in Saugatuck Public School District.

Principal Residence Status for 2019 is 0%.

Permanent Property No. 03-59-016-041-00.

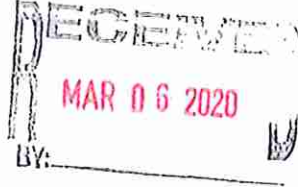
JT



**M.C. SMITH
ASSOCIATES AND
ARCHITECTURAL GROUP**

Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

City of Douglas
Linda Anderson, Mayor
86 W. Center Street
Douglas, MI 49406



Invoice number 7
Date 03/03/2020

Project CITY OF DOUGLAS - ENTRANCE AND
WAYFINDING SIGNAGE

Invoice Period: February 1 - 29, 2020

For Professional Services in connection with continued design services related to the Entrance and Wayfinding Signage for the Downtown Development Authority. Invoice includes additional sign revisions and review meeting.

NTE = \$2,500.00

Professional Fees

Construction Documents, Bidding and Construction Administration Services

	Hours	Rate	Billed Amount
Principal Landscape Architect			
Melinda R. Whitten	11.25	125.00	1,406.25
Tiffany A. Smith	2.00	125.00	250.00
Staff Landscape Architect			
Andrew W. Filler	3.00	70.00	210.00
Professional Fees subtotal	16.25		1,866.25
Invoice total			1,866.25

INVOICE SUMMARY

Description	Prior Billed	Total Billed	Current Billed
Professional Services	4,834.75	4,834.75	0.00
Design Development	5,062.50	5,062.50	0.00
CD, Bidding, CA (NTE \$9,375)	0.00	1,866.25	1,866.25
Professional Fee Adjustment	-3,034.75	-3,034.75	0.00
Total	6,862.50	8,728.75	1,866.25

From: [Nick Wikar](#)
To: [Rich LaBombard](#)
Cc: [Lisa Imus](#)
Subject: DDA | RE: TIF/Development Plan & Ordinance Inquiry (FW: Michigan Public Act 57 of 2018)
Date: Thursday, February 6, 2020 9:53:00 AM
Attachments: [DDA Memo - Michigan Public Act 57 of 2018, 01-23-20.pdf](#)
[DRAFT Amendment to Code of Ordinances 1-10-2020.pdf](#)
[DRAFT Amendment to TIF Plan 12-23-19.pdf](#)

Rich:

Below is the response Pam sent to the DDA regarding the memo (attached) the DDA Board had sent the City/Council requesting we consider amendment to the 1.) Douglas Code of Ordinances §32.01-32.08 and the 2.) Development Plan and Tax Increment Financing Plan to reflect the Recodified Tax Increment Financing Act, Michigan Public Act 57 of 2018.

I've also attached drafts that I prepared of both documents, to demonstrate what the amendments would likely look like to reflect the repeal of PA 197 of 1975 and its replacement with PA 57 of 2018. These drafts also include revisions to accurately reflect previous action by Council to rename the DDA, and to correct a few minor grammatical errors.

Let me know if you have any questions.

Respectfully,

Nicholas Wikar

Planning and Community Development
City of the Village of Douglas

(269) 857-1438

From: Pam Aalderink <clerk@ci.douglas.mi.us>
Sent: Friday, January 31, 2020 1:13 PM
To: jrburmeister@hotmail.com; neuensk@gmail.com
Cc: Nick Wikar <nwikar@ci.douglas.mi.us>; Lisa Imus <LImus@ci.douglas.mi.us>
Subject: Michigan Public Act 57 of 2018

Kim Neuens,

Your request to have City Council consider an amendment to the City of the Village of Douglas Development Plan, Tax Increment Financing Plan, and Douglas Code of Ordinances §32.01-32.08 to reflect and be in compliance with the Recodified Tax Increment Financing Act, Michigan Public Act 57 of 2018 has been placed on hold pending further information from the City Attorneys.

Our office will let you know when a final recommendation has been received.

Thank you

Pamela Aalderink, CMC
Douglas City Clerk

miplace | eLearning Webinar Series



MARK YOUR CALENDARS

for the newly launched **Community Development Webinar Series** coordinated by Michigan Main Street and Redevelopment Ready Communities®. The webinar series has been developed to help provide your community with targeted resources related to any of your community development needs, whether it be fulfilling the RRC Best Practices, or successfully revitalizing and managing your community's downtown or urban neighborhood commercial district.

WHO SHOULD ATTEND

Webinars are ideal for staff, officials (elected or appointed), and local stakeholders in communities currently engaged or certified in RRC and communities with a downtown or urban neighborhood commercial district management organization (DDA, PSD, BID/BIZ, non-profit, etc.)

COST

Webinars are offered at **no cost**.

REGISTER

For information about how to register, visit www.miplace.org/elearning.

2020 DATES

January 9	Economic Development 101 for Local Officials
February 6	Historic Preservation 101 for Local Officials
February 19	BID/BIZ/PSD Overview**
March 18	Top 40 Best Practices for Downtown Management
April 2	Blight Management Approaches for Local Governments
May 7	Stories from the Front Line: Small-scale Developer Experiences
May 27	Downtown Business Recruitment 101
June 4	Financing Mixed-use Development 101
July 22	Place Management Organization Essentials**
August 26	Volunteer Recruitment and Management
September 3	Community Development Tools: Working with External Partners
September 16	Fund Development Strategies

****** These webinars are specifically tailored to urban neighborhood commercial district management; however, the content can provide insight to broad community development initiatives.



redevelopment ready communities'

CONTACT the RRC team (RRC@michigan.org) or MMS team (michiganmainstreet@michigan.org) with questions.