

**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, APRIL 26, 2023 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

To attend and participate in this remote meeting of the City of the Village of Douglas Downtown Development Authority, please consider joining online or by phone.

Join online by visiting: <https://us02web.zoom.us/j/86874424628>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 8687 442 4628

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT CALENDAR

A. Approval of the April 26, 2023 DDA Meeting Agenda

B. Approval of the March 22, 2023 DDA Meeting Minutes

Motion to approve the April 26, 2023 DDA Consent Calendar. - roll call vote

4. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)

5. PUBLIC COMMUNICATION - WRITTEN

A. John Letter dated March 23, 2023

6. REPORTS

A. Treasurer's Report

B. DDA Budget Update for March 2023

7. UNFINISHED BUSINESS

A. Draft Gateway Signage

8. NEW BUSINESS

A. DDA Priorities, Budget Development, Project List

B. DDA Equipment Check-Out Request

Motion to allow equipment to be used by Neal Seabert on June 2 through June 5, 2023. - roll call vote

C. Community Events Funding Request: Dutchers Baseball Club

Motion to approve the Community Events Funding Request for \$500 for the Dutchers Baseball Club games scheduled for June 24, July 29, and August 12th. - roll call vote

D. Community Events Funding Request: Art In Douglas

Motion to approve the Community Events Funding Request for \$2,528.87 for Art in Douglas event scheduled for June 10, 2023. - roll call vote

E. Community Events Funding Request: Community Pride

Motion to approve the Community Events Funding Request for \$10,000 for Community Pride, MI events scheduled for June 1-4, and October 14-15, 2023. - roll call vote

9. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)

10. BOARD COMMENTS

11. CHAIR COMMENTS

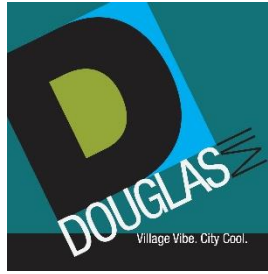
A. Christmas Tree

B. Socials

C. Gateway Canvas

12. ADJOURNMENT

Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Pamela Aalderink, City Clerk, at (269) 857-1438, or clerk@douglasmi.gov to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, MARCH 22, 2023 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. **CALL TO ORDER:** Chair Ketelhut called the meeting to order at 2:00 pm
2. **ROLL CALL:** PRESENT: Balmer, Stefanchik, Laakso, Donovan, Walker, Ketelhut
ABSENT: Martyniek, Postilion
3. **CONSENT CALENDAR**
 - A. Approval of Agenda - March 22, 2023
 - B. Approval of Minutes - March 1, 2023
 - C. Secretary (Balmer)
Written Communications - None
Notice of Board Vacancy (1 vacant seat)
 - D. Treasurer (Laakso) – No report
 - E. Vice Chair (Postilion) – No report
 - F. Chair (Ketelhut) – No report

Motion by Walker, with support from Stefanchik, to approve the Consent Calendar of March 22, 2023 – Motion carried by unanimous roll call vote.

4. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** Michael Burmeister, Button Gallery – support Leben Gateway sign.
Marsha Leben, Leben Gallery – Support Leben sign.
John Leben, Leben Gallery – Support in favor of new sign.
Anna, Water Street Gallery – Gave support for new sign.
Maggie Vanstra, Oxbow House – Support for new sign.
John Thomas, Mixed Media Gallery – Would like the Authority to take a serious look at John Leben’s sign designs, and thanked Mr. Leben publicly.
5. **PUBLIC COMMUNICATION – WRITTEN:** None
6. **UNFINISHED BUSINESS:**
 - A. Amend Holiday Lighting Motion – Discussion to amend the motion made at the prior DDA meeting regarding the Holiday lighting, and also using a timer at the Gazebo and Gateway lights.

Motion by Walker, with support from Stefanchik, to rescind the previous motion related to trees and structure lighting. - Motion carried by unanimous roll call vote.

Motion by Walker, with support from Laakso, to amend the Chips Groundcover Agreement and recommend City Council support decorative structure lighting at City Hall, the Police Department, Beery Field bathrooms, the gazebo, and the gateway sign. – Motion carried by unanimous roll call vote.

- B. DDA Priorities, Budget Development, Project List - Discussion Item – The budget priority items that members identified during the December meeting were listed in the meeting packet for discussion, along with the list of self-assigned priorities from the January meeting. Chair Ketelhut stated the main items for funds would be the Gateway sign, Holiday lighting / Holiday Market, and a Grant Writer, but the acquisition of property may not be feasible however, that item will be discussed in closed session. Members continued the discussion regarding Wayfinding signs, the Gateway, a Grant Writer, Wade’s Bayou, and finalizing the agreed costs that will be in the proposed budget. Balmer also mentioned priority areas for ADA and safety. The DDA’s final budget will be due to the City Treasurer on April 27th, 2023.

Motion by Laakso, with support from Stefanchik, to extend the meeting by 30 minutes. – Motion carried by unanimous roll call vote.

7. NEW BUSINESS:

- A. Gateway Sign Canvas Presentation - Discussion Item – Mr. Leben gave a sign presentation with the designs he has created. The designs presented focused on Boutiques, Galleries and Eateries. Members discussed the top designs they liked.

Motion by Stefanchik, with support from Balmer, to extend the meeting by 30 minutes. – Motion carried by unanimous roll call vote.

Motion by Walker, with support from Laakso, to approve the Heron logo style sign with minor alterations that will be determined between Art In Douglas with the approval of Chair Ketelhut and Walker and can go forward. – Donovan abstained from voting. Motion carried by roll call vote.

8. REPORTS: No report.

9. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): None

10. BOARD COMMENTS: Walker thanked Chair Ketelhut.

11. CHAIR COMMENTS:

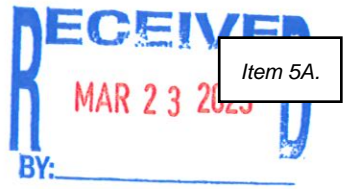
- A. Chair Ketelhut - Gateway Signage – Included in packet, will be wrapping up final details.
B. Douglas Sign 3 – Included in packet.

12. ADJOURNMENT:

Motion by Donovan, with support from Walker to adjourn the meeting. Motion carried by voice vote.

Submitted by Laura Kasper, Deputy Clerk

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DDA Board,

I would like to formally thank the Board for spending so much time during the March 22nd meeting to discuss and consider the proposal from the Art In Douglas galleries concerning changes to the signs at Center Street and Blue Star and at Main and Blue Star. I appreciated the willingness of the Board to engage in a lengthy and meaningful discussion about the various options under consideration and the method by which the final decision was reached.

Respectfully,

A handwritten signature in black ink that reads "John Thomas".

John Thomas
Mixed Media Gallery
23 Center Street
3/22/2023

C: Douglas City Council

DDA TREASURER'S REPORT for April 26, 2023 Meeting

Expenses totaling \$938.13 were incurred during March, including the recurring \$650.00 monthly allocation of Douglas staff expenses, \$163.13 of marketing expenses for upcoming Art in Douglas events, and \$125.00 for Randy Walker's membership in the Michigan Downtown Association. There were no revenues recorded during the month.

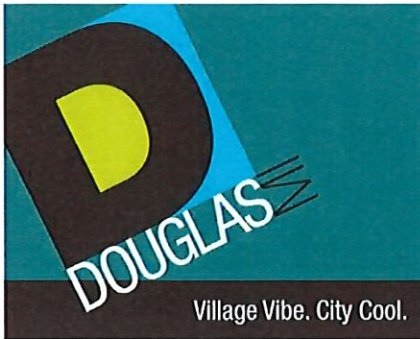
At March 31, 2023, the DDA had cash on hand of \$107,273.14. There was one accounts payable invoice recorded at the end of March for \$163.13 from Sisters in Ink for Art in Douglas marketing expenses, leaving an ending fund balance of \$107,110.28.

4/21/23

DDA BUDGET - 2022-2023 FISCAL YEAR as of July 1, 2022

	2022-2023		2022-2023	Budget Remaining	
	Approved	Activity for	YTD Activity	to Earn/Spend	Comments
	Budget	March 2023			
REVENUES					
TAX INCREMENT RECAPTURE	\$ 40,424.00	\$ -	\$ 40,424.00	\$ -	TIF Recapture
DONATIONS	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$1,000 donation from West Michigan Blue Star Chamber of Commerce
OTHER INCOME	8,000.00		8,000.00	-	\$8,000 Grant from CVB for Holiday Lighting
TOTAL Revenues	\$ 49,424.00	\$ -	\$ 49,424.00	\$ -	
EXPENSES					
TRAINING FUNDS				\$ -	
DDA ADMINISTRATION	7,800.00	650.00	5,850.00	1,950.00	Allocation of Douglas Staff Expenses
WEBSITE	550.00			550.00	
BUSINESS INCENTIVE PROGRAM	5,000.00			5,000.00	
					Prein & Newhof Expenses of \$5,851 reclassified to Contractual Planning Study; balance represents TIF audit expenses of \$4,170.70 and \$626.25 for P&N Clear visioning Gateway easement review work, Williams & Works DDA Plan
CONTRACTUAL ENGINEERING	9,800.00	-	3,011.50	6,788.50	
PROMOTIONS/COMMUNITY DUES/FEES/PUBLICATIONS	18,000.00	163.13	10,616.57	7,383.43	Art in Douglas Mktg, Commercial Record and Urban Street Ads; Holiday Lighting (\$8,000)
	450.00	125.00	125.00	325.00	
CONTRACTUAL PLANNING STUDY	5,851.00	-	5,851.00	-	Prein & Newhof Expenses of \$5,851 reclassified from Contractual Engineering during January
TOTAL Expenditures	\$ 47,451.00	\$ 938.13	\$ 25,454.07	\$ 21,996.93	
SUMMARY:	-	-	-		
REVENUES:	\$ 49,424.00	\$ -	\$ 49,424.00	\$ -	
EXPENDITURES	47,451.00	938.13	25,454.07	21,996.93	
BUDGET NET INCOME (LOSS)	<u>\$ 1,973.00</u>	<u>\$ (938.13)</u>	<u>\$ 23,969.93</u>	<u>\$ (21,996.93)</u>	Excludes Capital Expenditures
<u>Memo: Including Proposed Capital Expenditures</u>					
Proposed Capital Expenditures	\$ 34,000.00			\$ 34,000.00	Wayfinding Signage
Total Expenditures	\$ 81,451.00	938.13	25,454.07	\$ 55,996.93	
Net of Revenues & Expenditures	<u>\$ (32,027.00)</u>	<u>\$ (938.13)</u>	<u>\$ 23,969.93</u>	<u>\$ (55,996.93)</u>	

4/22/2023



MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: April 26, 2023

RE: Draft Gateway Signage

The DDA is in receipt of a concept gateway sign that generally meets the requirements of the clear vision easement and incorporates the elements of the wayfinding signage. The cost estimate for a LED lighted, two-sided, color changing sign is approximately \$20,000. See attached. Please review the concept design and provide feedback. The concept sign is roughly nine feet long and three feet tall and one foot deep.

In the matter regarding the clear vision easement, the easement language has been located. The easement was granted to the state highway department in 1936 when Blue Star Highway was controlled by the State. It had been assumed the easement was granted to the City. The City Manager will do the following to determine if the easement can be used for signage purposes:

1. Provide the easement language to the City Engineer to prepare a drawing with dimension of the easement.
2. Provide the easement language to the City Attorney to determine if the easement transferred to the City when the state highway department turned over control of the right-of-way to the City.
3. Determine if the easement can be utilized by the City for signage purposes following the City's zoning ordinance, section 16.31.

The City's zoning ordinance, section 16.31, describes a clear vision easement as having "the following regulations (that) shall apply to all landscaping, fences, walls, screens, or similar devices at the intersection of driveways with public streets or approve private roads or where streets or private roads intersect:

1. A fence, wall, sign, screen, or planting shall not exceed three feet in height if located within the twenty-foot clear vision zone as shown in the figures. (See attached)
2. A fence, wall, sign, screen, or planting shall not be erected or maintained in such a way as to obstruct vision or interfere with traffic visibility as determined by the Zoning Administrator or Planning Commission, as applicable.

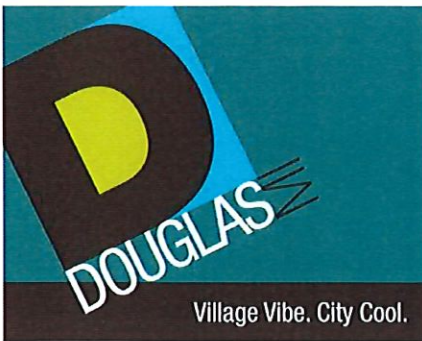
- 3. No structure, hazard, or obstruction shall be placed or maintained in the right-of-way of any public street, except as may be approved by the road authority with jurisdiction over the street. (The City of Douglas has jurisdiction over both Blue Star Highway and Center Street.)”

Discussion item.



Gateway

\$13,000±
1' Depth
Double Sided
LED Illumination - full word "Douglas"
LED Illumination - individual letters +\$5,000



MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: April 26, 2023

RE: DDA Priorities, Budget Development, Project List

During the December DDA meeting, members discussed budget priorities for fiscal year 23-24. The following items were identified as the upcoming fiscal year priorities.

- Gateway signage improvements – design and easement discussion in progress
- Grant writer – potentially a non-profit management degree intern
- Wades Bayou Improvements – need a list of proposed improvements to quote
- Holiday lighting and décor – plan for next holiday season to quote
- Sidewalk and ADA improvements in the district – identify a list of proposed improvements to quote
- Acquisition of vacant property – discuss feasibility in closed session

Projected revenues from fiscal year 22-23 were \$39,188. I'd anticipate the revenues will increase by approximately two percent for fiscal year 23-24 to \$40,000±.

The DDA was budgeted to spend \$34,000 in fiscal year 22-23, allowing approximately \$5,000 of available revenue to be added to the fund balance. The projected fund balance going into fiscal year 23-24 is estimated to be \$88,000±.

The DDA should begin to identify projects that they'd like to accomplish for the next fiscal year with the funds available. City administration will obtain quotes for the work and bring back a proposed budget at a future meeting.

At the January meeting, DDA members self-assigned the following budget priorities:

- Ketelhut – Intern, Wades Bayou
- Postilion – Grant writer
- Balmer – Sidewalks, ADA, Michigan Main Street Training
- Martyniek – Social Media, holiday display, Michigan Main Street Training
- Walker – Gateway
- Stefanchik – Vacant property

At the March meeting, the DDA will continue discussion about budget priorities. DDA's proposed budget will be due to the City Treasurer on April 27th (Thursday).

Attached to this communication is the DDA budget history, projected revenues, and some proposed expenses for FY 23-24.

Discussion item

Downtown District

The downtown district is overseen by the Downtown Development Authority. Through the TIF, the DDA captures tax dollars for investment into the downtown.



Additional Items for Consideration

FY 21/22 Items

- Heated restroom
- Gutters on restroom
- Insulated restroom
- Drinking fountain
- Sidewalk replacement
- Concession window
- Marketing

FY 22/23 Items

- Wayfinding Signage - \$34,000

FY 23/24 Items

- Wayfinding kiosk and signage - \$15,000
- Gateway - \$20,000+
- Sidewalk improvements
- Grant writer / intern - \$3,000
- Holiday lighting - \$6,000

Window treatments, signage, temporary installations

Integrate mixed use (live / work spaces)

Washington & Center roundabout

Pavement Markings

Form based code in C1

Recessed electric boxes - \$21,000

All season / holiday market \$15,000

Beery Field Improvements - \$25,000

Downtown municipal upkeep - \$10,000

Marketing - \$25,000

Acquisition - \$10,000

Lift onsite parking requirements

Extra decorative light pole - \$6,000 each

DDA Promotions - \$19,000

Decorative light pole painting (base to mid-level painting only) (\$150 each x 36 poles - \$5,400)

Façade Improvements Program - \$5,000

Events Grant - \$5,000

Beautification/plantings

Street improvements - \$10,000

DDA Fund Revenues

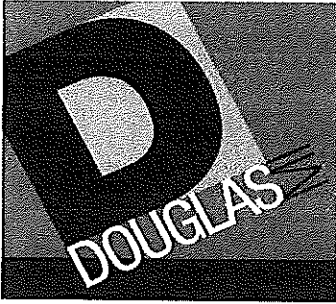
	Actual 18-19	Actual 19-20	Actual 20-21	Actual 21-22	Budget 22-23	YTD 22-23	Projected 22-23	Proposed 23-24	Nature of Service / Notes
248-000.000-417.000	\$22,442.00	\$27,470.00	\$31,303.00	\$33,816.00	\$39,188.00	\$40,424.00	\$40,424.00	\$49,942.00	assume no millage change
248-000.000-665.000	4,136.00	5,968.00	342.00	-	-	-	-	-	
248-000.000-674.000	27,124.00	8,469.00	705.00	-	-	-	-	-	
248-000.000-675.000	-	3,000.00	2,100.00	-	8,000.00	8,000.00	8,000.00	-	SD CVB Grant(FY22-23)
248-000.000-698.000	16,773.00	-	-	-	-	-	-	-	
248-000.000-699.101	-	2,717.00	-	-	-	-	-	-	
Total Revenues	\$70,475.00	\$47,624.00	\$34,450.00	\$33,816.00	\$47,188.00	\$48,424.00	\$48,424.00	\$49,942.00	

Downtown Development Authority Expenditures

	Actual 18-19	Actual 19-20	Actual 20-21	Actual 21-22	Budget 22-23	YTD 22-23	Projected 22-23	Proposed 23-24	Nature of Service / Notes
248-728.000-703.001	\$3,345.00	\$3,790.00	\$7,800.00	\$7,800.00	\$7,800.00	\$5,200.00	\$7,800.00	\$7,800.00	Use of City personnel
248-728.000-718.000	-	-	500.00	83.00	-	-	-	-	
248-728.000-802.001	6,689.00	13,931.00	-	10,997.00	-	5,851.00	-	-	Audit TIF plan
248-728.000-802.100	-	-	-	5,000.00	5,000.00	-	5,000.00	5,000.00	
248-728.000-806.000	-	-	-	3,703.00	9,800.00	1,435.00	2,870.00	-	
248-728.000-806.006	99.00	319.00	-	100.00	550.00	-	-	-	
248-728.000-880.000	18,471.00	9,242.00	7,376.00	8,467.00	18,000.00	9,703.00	11,406.00	10,000.00	community events (marketing, merchant promotions, art on center, holiday lights/trees, flags/banners, decorations, socials, Halloween parade, scary berry, winterfest, and seasonal plantings)
248-728.000-900.000	-	-	-	-	-	-	-	-	
248-728.000-908.000	50.00	424.00	324.00	177.00	450.00	-	-	-	
248-728.000-979.000	-	-	-	69,457.00	34,000.00	-	34,000.00	-	Wayfinding(FY22-23)
248-966.000-995.101	5,020.00	-	4,913.00	-	-	-	-	-	
Total Expenditures	\$33,674.00	\$27,706.00	\$20,913.00	\$105,784.00	\$75,600.00	\$22,189.00	\$61,076.00	\$22,800.00	

Revenues Over(Under) Expenditures

Revenues Over(Under) Expenditures	\$36,801.00	\$19,918.00	\$13,537.00	-\$71,968.00	-\$28,412.00	\$16,235.00	-\$12,852.00	\$27,142.00
Beginning Fund Balance	84,852.00	121,653.00	141,571.00	155,108.00	155,108.00	883,140.00	\$83,140.00	\$70,488.00
Ending Fund Balance	\$121,653.00	\$141,571.00	\$155,108.00	\$83,140.00	\$83,140.00	\$70,488.00	\$70,488.00	\$97,630.00



DOUGLAS DDA EQUIPMENT CHECK-OUT

The City of the Village of Douglas

86 W. Center St.
Douglas, MI 49406
269-857-1438

Office Use:

Returned To:

Date:

Condition:

NAME OF PERSON REQUESTING EQUIPMENT:

Neal Seibert

ADDRESS: 437 East Drive

PHONE: 269-857-8142

Fennville MI 49408

EQUIPMENT WILL BE USED AT (LOCATION):

Berry Field.

EQUIPMENT REQUESTED:

CHAIRS

ALL QUANTITY

DESCRIPTION: Metal folding chairs

TABLES

ALL QUANTITY

DESCRIPTION: Long white tables

OTHER

PICK UP DATE:

Friday June 2

TIME:

9AM to Berry Field

RETURN DATE:

Monday June 5

TIME:

7AM from Berry Field

I agree to return all equipment promptly and in the same condition as when borrowed. I understand that if any equipment has been damaged or deemed in need of replacement I will be charged appropriately.

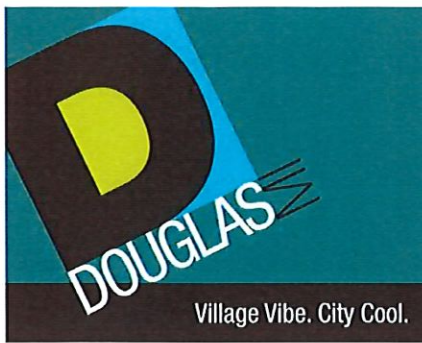
Signature:

Neal Seibert

Date:

March 23 / 2023

It is the policy of the Douglas Downtown Development Authority (DDA) to allow equipment to be used by businesses and non-profit organizations holding events in Downtown Douglas in order to facilitate successful events in downtown that further the DDA's goals. Equipment is not to be borrowed for personal use.



MEMORANDUM

To: Douglas Downtown Development Authority

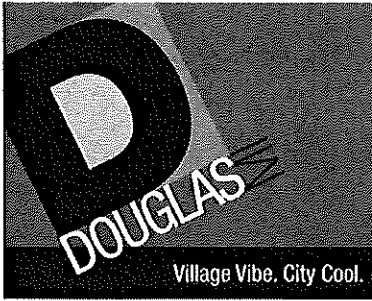
From: Rich LaBombard
City Manager

Date: April 26, 2023

RE: Community Events Funding Request – Douglas Dutchers Baseball Club Games

The Douglas DDA has received an application for Community Events Funding Request from Douglas Dutchers Baseball Club. This application requests \$500 in funding to financially support three baseball games. Funds will be used to produce a program and support the Douglas Dutcher's webpage. The Dutcher's baseball games are scheduled for June 24, July 29, and August 12.

Sample Motion: I recommend Douglas DDA approve the Community Events Funding Request for \$500 for Douglas Dutchers Baseball Club games scheduled for June 24, July 29, and August 12.



Douglas Downtown Development Authority COMMUNITY EVENTS FUNDING PROGRAM GUIDELINES

The DDA is seeking a partner relationship with event presenters to help promote Douglas's Downtown District.

- 1.) Local Organizations planning to present a public event(s) in Downtown Douglas may submit an application for funding in accordance with these Guidelines. The Douglas DDA intends to support qualified downtown events with funding to promote the downtown district and increase foot traffic. Funding recommendations are reviewed at the end of each quarter.

- 2.) To qualify for Douglas DDA funding events **must:**
 - **Include participation of local downtown businesses**
 - **Market the event as well as promote Douglas's Downtown**
 - Be open to the public
 - Preference will be given to events which attract a diversity of participation

- 3.) Community Organizations receiving Douglas DDA funding **must comply with the following:**
 - **DDA monies awarded must be used towards qualifying expenses related to Douglas's Downtown, Local Businesses, and marketing special events. Funds are disbursed as reimbursement after applicant presents itemized receipts.**
 - All necessary insurance and security must be provided by the event.
 - Event organizers must work with City of Douglas City Council/Administration /DPW/Police and Fire on road closures, use of public space and services, and other issues. Event organizations must receive City Council approval for their Special Events Application.
 - Event must use the DDA logo on all materials and to link to the DDA website (if applicable).
 - Event organizer must complete an Application Form and provide contact information.
 - Funds cannot be used for events restricted to private or exclusive participation.
 - Funds cannot be used for fundraisers.
 - Itemized receipts must be presented equaling amount requested
 - Organizations receiving DDA event funding must submit a written final summary on the events and how DDA funds were used prior to consideration of a new application.
 - Funded organizations may be asked to appear and submit their report at a DDA meeting following the event.

Douglas DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION COMMUNITY EVENTS FUNDING PROGRAM

Please Review Attached Guidelines

ORGANIZATION REQUEST FOR DDA FUNDS

Please review the attached Community Event Funding Program Guidelines. Reply to each section completely; *additional sheets may be attached*

Submit complete application to the DDA office, City Hall, 86 W Center St, Douglas MI 49406

- Submission Date:
- Name of Organization:
- Address:
- Contact Name:
- Phone Number:

I ORGANIZATION MISSION OR PURPOSE

Date received _____ Meeting review date _____ Recommendation: _____

II DDA FUNDING HISTORY

- A. Is this the first time you've applied for DDA funding for this event? Y N
- B. If yes, how many times have you applied previously?
- C. Is this a recurring event?

NOTE: Organizations which received DDA event funding previously, must make a final written report on the event including how DDA funds were used prior to consideration of a new application.

III EVENT DESCRIPTION

Event Name Douglas Dutchers Base Ball Club Games
 Event Date(s) June 24th, July 24th, August 12th
 Location Beery Field
 Event Description/Activities Planned:

Vintage Base Ball Games - Douglas Dutchers BBC have been in operation since 2003. This year we have a full schedule, and did not play in 2021 or 2021 only one game (at Beery Field) in 2022 season. No marketing money or donations were asked of - due to the VIRUS-

Back Alley Pizza Joint
Mixed Media Gallery

Different businesses besides these have given to us as ownership changed.

Item 8C.

Farmhouse Deli
Lake Vista Super Val

IV DOWNTOWN BENEFIT

A. How the proposed activity will benefit Douglas's Downtown and Local Businesses:

Fans follow our Club from out of state - they stay, eat, and shop in the area around attending a game.

B. List Local Businesses involved, include How Businesses are participating in the event.

Galleries in area usually donate to our Club, along with some Restaurants who also donate food or cash.

VS Flowers
Tower Marine
The game also draws tourists as they are walking through the City. They ask us where to eat, stay, and shop.

V PROMOTION and PUBLICITY

A. How many participants expected:

B. Participant demographics (ages, special interests, where coming from, etc.):

? Please call 269-857-7055 for further information needed.

C. List your methods to advertise and promote the event, plus Downtown and Local Businesses:

1) We have a web page that is linked to a National web page for the Vintage Base Ball Association - So from CA to New York, MINN. FL. TENN, OHIO IN & IL. We also give out printed programs at away along with home games.

VI BUDGET Note: Please attach an Itemized Budget for the Event to Your Application.

Budget Summary:

We do have a Treasurer for our Club in our Board of Directors - we have Volunteers who play and help at a hot dog stand - we have a 501 C3 / Non-Profit status. We pay for all of our expenses through donations and marketing money. As can be seen on enclosed Program - Douglas is on our uniforms and on the Program and this has always been sufficient for the City of the Village of Douglas to give us a marketing money check as listed on our request. (also enclosed). Our budget varies to buy food & items for our hot dog stand to sell, and to pay for our web page (over-Please)

Food to feed visiting Clubs at Home Games, and different amounts of money given to locations to play and where a fee is required. So - the budget varies and is different every year (or Season)

Item 8C.

TOTAL COST:

City of Douglas EVENT APPROVAL

Have you submitted a Special Event Application to the City of Douglas for approval? Y N

Has your Special Event Application to the City been approved by Douglas City Council? Y N

Not certain, but has not been a problem in

Note: The City of the Village of Douglas wished not to be listed on the web or on our Program. Any further questions - please contact me. I was a member of DDA for six years, and a member of The Douglas Historical Preservation Committee before DDA for 3 years.

Member of



Vintage Base Ball Association

Douglas Butchers Base Ball Club

- Patrons -

- Back Alley Pizza Joint, Douglas, MI
- Chromatic Graphics, Holland, MI
- Clearbrook Golf Club & Restaurants, The Grill Room & The Dining Room, Saugatuck, MI
- Coral Gables Restaurant, Saugatuck, MI
- Crane's Pie Pantry Restaurant & Bakery, Fennville, MI
- Dunes View Kwik Shop, Saugatuck, MI
- Farmhouse Deli and Pantry, Douglas, MI
- Karl F. Freed, In memory of Brett Freed Kalamazoo, MI
- Bob & Bobbi Gaunt, Saugatuck, MI
- Interurban Transit Authority, Douglas, MI
- K & P Weaver, LLC, Orange, CT
- Lake Vista Super Valu, Douglas, MI
- Lankneet Pool & Spa Inc., Holland, MI
- Lolly & Art Lewry, Rochester, MI
- Margarita's Mexican Restaurant, Holland, MI
- Marro's Italian Restaurant, Saugatuck, MI
- Steve Metsch & Family, LaGange, IL
- Mixed Media Gallery, Douglas
- PJ Printing, Allegan, MI
- ReMax of Saugatuck & Douglas, Saugatuck & Douglas, MI
- Robbins Nest A Tisket A Task, Douglas, MI
- Sand Bar Saloon, Saugatuck, MI
- Saugatuck Drugs, Saugatuck, MI
- Saugatuck Dune Rides, Inc., Saugatuck, MI
- Stephen & Tanya Sheridan, Saugatuck, MI
- Singapore Bank Bookstore, Saugatuck, MI
- In memory of Smoler Smiles, Westland, MI
- Special Tree Rehabilitation System, Romulus, MI
- VS Flowers, Douglas, MI
- Windmill Restaurant, Holland, MI
- Wolfes Sandwiches, Zeeland, MI



Celebrating over "100" Years of Baseball at Beery Field

The Cities of Douglas and Saugatuck Welcome You!



The Douglas Butchers Base Ball Club

2022 Season

BEERY FIELD DOUGLAS, MICHIGAN

Item 8C.

Douglas Dutchers Base Ball Club

2022 Schedule

Saturday, May 7
2:00 pm

MAY

vs. Capital BBC of Lansing/MI
vs. Deep River Grinders BBC/IN
vs. Rockford Rogues BBC/MI
Tulip Time Festival
Riverview Park, Holland, MI

Saturday, June 11
2:00 pm

JUNE

vs. House of David Echoes BBC/MI
Berry Field, Douglas, MI

Saturday, August 6
1:00 pm

AUGUST

vs. Chicago Salmon BBC/IL
Lincoln Park, Chicago, IL

Saturday, August 20
2:00 pm

vs. Elkhart County Railroaders BBC/IN
Wayside Park, Napanee, IN

Saturday, September 3
9:00 am

SEPTEMBER

Ohio Cup Festival - Day 1
Hosted by The Ohio Village Muffins BBC
25-30 Vintage Base Ball Clubs
Six games over 2 days, 9am - 5pm. Schedule TBD
Ohio Village, Columbus, OH

Sunday, September 4
9:00 am

Ohio Cup Festival - Day 2
Hosted by The Ohio Village Muffins BBC
25-30 Vintage Base Ball Clubs
Six games over 2 days, 9am - 5pm. Schedule TBD
Ohio Village, Columbus, OH

A Brief History

When Base Ball was originally played, the Club was made up of the local Sheriff and his relatives. They played against other Sheriffs and their families. Base Ball gradually evolved into what it is today.

Members of the Knickerbocker Base Ball Club wrote down the first rules of Base Ball in 1845. The rules included regulations governing sportsmanship as well as rules for conducting the Matches.

As the popularity of Base Ball grew, competition became more important. Small town Clubs traveled for weekend Matches to other towns, rivalries developed, and soon good players were sometimes secretly paid to play. Alas! The first openly professional Base Ball Club was the Cincinnati Red Stockings of 1869.

Like so many other American traditions, Base Ball was ever changing. Over time and in different parts of the country, shocking behavior like overhand pitching, bunting, calling balls and strikes, sliding, and wearing gloves was slowly accepted.

The Douglas Dutchers uniforms are fashioned after a local Club, the Douglas Athletic League, who first played in 1905. The Club follows the Henry Chadwick 1860 Base Ball Rules.



Item 8C.

This Base Ball Season is dedicated to the memories of:

Patsy Wassenaar, Fitz & Thelma Coghlin, Barbara Downing, Marie Downing,
Ernie "Eagle Eye" Evangelista, Bretton James Freed, Phillip Hallisy,

Ronald "WaterBoy" Robbins, Linda Roerig, Jan Wollpert, Pieter Lyon and Nancy Zoiper.

Member of



Vintage Base Ball
Association
vbba.org

Helen F. DeGeatano

**Douglas Dutchers
Base Ball Club**
PO Box 885
Douglas, MI 49406

269.857.7055
www.douglasdutchers.org

ronrobbinsnest@yahoo.com
mail@douglasdutchers.org



Celebrate our 20th
Anniversary in
2023.

Douglas Dutchers
Base Ball Club

INVOICE

Donation Request: I'm on our web page and I sew on Douglas on Program which has Douglas on Front Page.

Date: 03-02-2023

Received From: The City of the Village of Douglas

Address: P O Box 757

City, State, Zip: Douglas, MI. 49406

Phone Number: 269-857-1438

Amount: To help so much with our yearly FANS. of \$1650.00 which we had pd. in 2020 & 2021 at low temp of playing - We will have a fall schedule this Season. Your usual donation in the past has been: \$500.00

Please return a copy of this invoice with your donation enclosed and we will mail you a receipt! Thank you for donating to the Douglas Dutchers!

Hoping to Bring many Fans into Douglas in 2023.

Patron: \$25.00 to \$99.00

Supporter: \$99.00 and above

Thank You So much, Helen



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INVOICE

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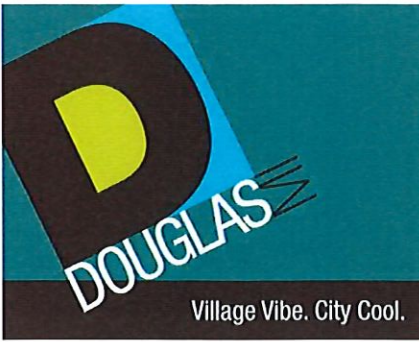
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MEMORANDUM

To: Douglas Downtown Development Authority

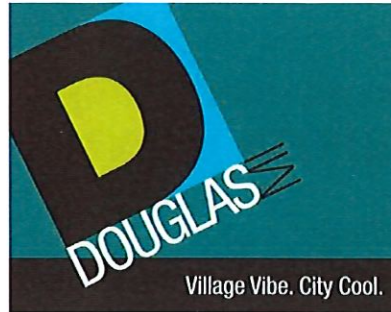
From: Rich LaBombard
City Manager

Date: April 26, 2023

RE: Community Events Funding Request – Art in Douglas

The Douglas DDA has received an application for Community Events Funding Request from Art in Douglas. This application requests \$2,528.87 in funding to purchase gallery signs, message boards for signage, music for gallery stroll, and advertising for an event scheduled for June 10th. Six galleries are participating in the event.

Sample Motion: I recommend Douglas DDA approve the Community Events Funding Request for \$2,528.87 for Art in Douglas event scheduled for June 10, 2023.



Douglas Downtown Development Authority COMMUNITY EVENTS FUNDING PROGRAM GUIDELINES

The DDA is seeking a partner relationship with event presenters to help promote Douglas's Downtown District.

- 1.) Local Organizations planning to present a public event(s) in Downtown Douglas may submit an application for funding in accordance with these Guidelines. The Douglas DDA intends to support qualified downtown events with funding to promote the downtown district and increase foot traffic. Funding recommendations are reviewed at the end of each quarter.

- 2.) To qualify for Douglas DDA funding events **must:**
 - **Include participation of local downtown businesses**
 - **Market the event as well as promote Douglas's Downtown**
 - Be open to the public
 - Preference will be given to events which attract a diversity of participation

- 3.) Community Organizations receiving Douglas DDA funding **must comply with the following:**
 - **DDA monies awarded must be used towards qualifying expenses related to Douglas's Downtown, Local Businesses, and marketing special events. Funds are disbursed as reimbursement after applicant presents itemized receipts.**
 - All necessary insurance and security must be provided by the event.
 - Event organizers must work with City of Douglas City Council/Administration /DPW/Police and Fire on road closures, use of public space and services, and other issues. Event organizations must receive City Council approval for their Special Events Application.
 - Event must use the DDA logo on all materials and to link to the DDA website (if applicable).
 - Event organizer must complete an Application Form and provide contact information.
 - Funds cannot be used for events restricted to private or exclusive participation.
 - Funds cannot be used for fundraisers.
 - Itemized receipts must be presented equaling amount requested
 - Organizations receiving DDA event funding must submit a written final summary on the events and how DDA funds were used prior to consideration of a new application.
 - Funded organizations may be asked to appear and submit their report at a DDA meeting following the event.

Douglas DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION COMMUNITY EVENTS FUNDING PROGRAM

Please Review Attached Guidelines

ORGANIZATION REQUEST FOR DDA FUNDS

Please review the attached Community Event Funding Program Guidelines. Reply to each section completely; *additional sheets may be attached*

Submit complete application to the DDA office, City Hall, 86 W Center St, Douglas MI 49406

Submission Date: 4/20/2023
Name of Organization: ART IN DOUGLAS
Address: 23 Center
Contact Name: Marcia Leben (Leben Art Gallery)
Phone Number: 616-212-7994

I ORGANIZATION MISSION OR PURPOSE

Date received _____ Meeting review date _____ Recommendation: _____

II DDA FUNDING HISTORY

- A. Is this the first time you've applied for DDA funding for this event? Y N
- B. If yes, how many times have you applied previously? once this year
- C. Is this a recurring event? yes

NOTE: Organizations which received DDA event funding previously, must make a final written report on the event including how DDA funds were used prior to consideration of a new application.

III EVENT DESCRIPTION

Event Name Art In Douglas Gallery Stroll

Event Date(s) June 10,

Location Click

Event Description/Activities Planned:
6 galleries in Douglas participating in a gallery stroll

IV DOWNTOWN BENEFIT

A. How the proposed activity will benefit Douglas's Downtown and Local Businesses:

Increase traffic to Downtown Douglas

B. List Local Businesses involved, include How Businesses are participating in the event.

Leben Art Gallery
Mixed Media Gallery
Batten Gallery

Water Street Gallery
Ox-Bow House
Mr Millers Art Emporium

V PROMOTION and PUBLICITY

A. How many participants expected:

B. Participant demographics (ages, special interests, where coming from, etc.):

C. List your methods to advertise and promote the event, plus Downtown and Local Businesses:

See Below

VI BUDGET Note: Please attach an Itemized Budget for the Event to Your Application.

Budget Summary:

Gallery Signs, Balance Due 144.67
5 Message Boards to Hold Gallery Signs 781.20
Music for June Gallery Stroll ~~\$ 200.00~~
Advertising:
What's Happening Mac Media, June Ad \$150.
Commercial Record ads for June \$480.
Urban Street Ads \$773.00

Total \$2528.87

TOTAL COST:

City of Douglas EVENT APPROVAL

Have you submitted a Special Event Application to the City of Douglas for approval? Y N

Has your Special Event Application to the City been approved by Douglas City Council? Y N

Rich LaBombard

From: Bumbley <marcia@bumbley.com>
Sent: Friday, April 21, 2023 3:46 PM
To: Rich LaBombard
Subject: DDA Funding

Below is the funding request from Art In Douglas for the 2nd Quarter of 2023. The request was turning into city hall April 21 at 1:30pm.

Thank you.

Marcia Leben, 616-2112-7994

ART IN DOUGLAS

Gallery Signs: Balance Due: \$144.67

5 Message Board to hold Gallery Signs: \$781.20

Music for June Gallery Stroll Event: \$200.00

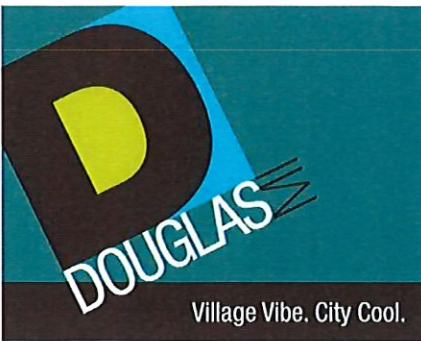
Advertising:

What's Happening Mac Media, June Ad: \$150.

Commercial Record, ads for June: \$480.00

Urban Street Ads: \$773.00

Total Requested: \$2528.87



MEMORANDUM

To: Douglas Downtown Development Authority

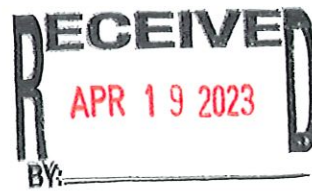
From: Rich LaBombard
City Manager

Date: April 26, 2023

RE: Community Events Funding Request – Community Pride, MI

The Douglas DDA has received an application for Community Events Funding Request from Community Pride MI. This application requests \$10,000 in funding to financially support two events – Pride in the Park Festival and Octoberfest. The Pride in the Park Festival is scheduled for June 1 – 4 and the Octoberfest is scheduled for October 14 and 15, 2023.

Sample Motion: I recommend Douglas DDA approve the Community Events Funding Request for \$10,000 for Community Pride, MI events scheduled for June 1-4, and October 14-15, 2023.



Summary June Pride 2022:

The June Community Pride Festival brought over 2000 people to Douglas and Saugatuck. Beyond our local community, we had attendees from Ann Arbor, Belding Lansing, Grand Ledge, Bay City, Detroit, Jackson and also numerous attendees from Illinois, Ohio, Wisconsin. We even had people from Washington and NY. Members of the committee had the opportunity to speak with some of these visitors who told us that they chose our event over other Pride events. We also discovered that among those in attendance were several members of young Gen Z group 18-24 year olds who had never been to our towns and stayed all 5 days at a local Air BnB rental.

On Saturday, the car parade had 60 festively decorated vehicles who traveled through Saugatuck and then into Douglas. The main event at the field included a comedian, a band, dancing, 20+ vendors, antique cars, and also many volunteers who dished out great food and beverages.

Summary for Oktoberfest 2022:

This was the first Oktoberfest in more than 10 years. The 25 member German band was a tremendous hit and started by participating in the parade with dancers and an alphorn presentation in the middle of town on Center St. The day involved a keg toss with prizes, many attendees in dirndls and lederhosen, polka dancing and instruction, a second band by local rocker Nate Holley, more dancing. Day 2 featured a blues band, dancing, food and beverages. Over the 2 day period we counted more that 1700 attendees from not only local areas but out of state visitors from Illinois, Ohio and Wisconsin.

2023

Community Pride has upped their game for the 2023 season with a professional stage and a National Act for Pride. This should increase the attendance greatly due to the national visibility of the performers along with the additional marketing from Community Pride.

Oktoberfest is already scheduled allowing a longer calendar of visibility so people will be able to plan accordingly to visit our area for the weekend.

The board of Community Pride MI would like to thank you for your past support and hope that we can count on you for 2023.

Sincerely,
Liz Engel

2023

Item 8E.



June 1: **Drag Bowling Party** at Alleys Classic American Diner
229 Center St, Douglas 6-9

Team Bowling Event 8 lanes, 5 people each, trophies. Come join the party and cheer on the bowlers, surprise appearances.

Contact Randy Walker 847-209-0631

June 2: **Lecture at the Library** at Saugatuck-Douglas Library
174 Center Street, Douglas 4-6

Book Banning and its impact on the LGBTQ Community.

Free Event

June 3: **Pride Care-A-Van Parade** Saugatuck to Douglas. Line up at Saugatuck High School at 10:30, promenade at 11:15. Free Event

June 3: **Pride in the Park** 12-6 at Beery Field, 8 Center Street, Douglas. All are welcomed. Entertainment: **NAIH Band** at noon followed by main event **Tom Sandoval and The Most Extras**. Also: Vendors, Classic Cars, Food, Beverages, Lawn chairs recommended.

Free Event

June 4: **Closing Ceremonies** Beery Field 12-3
Entertainment: **Random Play**. Food, Beverages, Free Event



Douglas Downtown Development Authority COMMUNITY EVENTS FUNDING PROGRAM GUIDELINES

The DDA is seeking a partner relationship with event presenters to help promote Douglas's Downtown District.

- 1.) Local Organizations planning to present a public event(s) in Downtown Douglas may submit an application for funding in accordance with these Guidelines. The Douglas DDA intends to support qualified downtown events with funding to promote the downtown district and increase foot traffic. Funding recommendations are reviewed at the end of each quarter.
- 2.) To qualify for Douglas DDA funding events **must:**
 - **Include participation of local downtown businesses**
 - **Market the event as well as promote Douglas's Downtown**
 - Be open to the public
 - Preference will be given to events which attract a diversity of participation
- 3.) Community Organizations receiving Douglas DDA funding **must comply with the following:**
 - **DDA monies awarded must be used towards qualifying expenses related to Douglas's Downtown, Local Businesses, and marketing special events. Funds are disbursed as reimbursement after applicant presents itemized receipts.**
 - All necessary insurance and security must be provided by the event.
 - Event organizers must work with City of Douglas City Council/Administration /DPW/Police and Fire on road closures, use of public space and services, and other issues. Event organizations must receive City Council approval for their Special Events Application.
 - Event must use the DDA logo on all materials and to link to the DDA website (if applicable).
 - Event organizer must complete an Application Form and provide contact information.
 - Funds cannot be used for events restricted to private or exclusive participation.
 - Funds cannot be used for fundraisers.
 - Itemized receipts must be presented equaling amount requested
 - Organizations receiving DDA event funding must submit a written final summary on the events and how DDA funds were used prior to consideration of a new application.
 - Funded organizations may be asked to appear and submit their report at a DDA meeting following the event.

Douglas DOWNTOWN DEVELOPMENT AUTHORITY APPLICATION COMMUNITY EVENTS FUNDING PROGRAM

Please Review Attached Guidelines

ORGANIZATION REQUEST FOR DDA FUNDS

Please review the attached Community Event Funding Program Guidelines. Reply to each section completely; *additional sheets may be attached*

Submit complete application to the DDA office, City Hall, 86 W Center St, Douglas MI 49406

Submission Date: 4/19/2023

Name of Organization: Community Pride MI

Address: PO Box 437 Douglas MI 49406

Contact Name:

Phone Number: Liz Engel 616-836-7171

I ORGANIZATION MISSION OR PURPOSE

Date received _____ Meeting review date _____ Recommendation: _____

II DDA FUNDING HISTORY

A. Is this the first time you've applied for DDA funding for this event? Y N

B. If yes, how many times have you applied previously?

C. Is this a recurring event?

Annual event, applied in 2022 for 2022 and received funding

NOTE: Organizations which received DDA event funding previously, must make a final written report on the event including how DDA funds were used prior to consideration of a new application.

III EVENT DESCRIPTION

Event Name Pride in the Park (June) Oktoberfest (October)

Event Date(s) June 1, 2, 3, 4 October 14, 15 All in Douglas

Location Click Beery Field, 8 Center St, Douglas

Event Description/Activities Planned:

June 1 at Alley's All American Diner and Bowling. Drag Bowling

June 2 at Saugatuck Douglas District Library. Lecture: Book banning

June 3 Care A Van car parade through Saugatuck and Douglas ending at Beery Field

June 3 at Beery Field. Pride in the Park 12-5 Naih Band at noon followed by Tom Sandoval and the Most Extras. Vendors, Classic Cars, Food Beverages

June 4 at Beery Field. Concert with Random Play, Food, Beverages, Closing Ceremonies

October 14 Oktoberfest includes, German Band, Tapping of the Keg, Alphorns, Parade, Keg toss, Food, Beverages 12-5

October 15, Band, party, food, beverages 12-3

IV DOWNTOWN BENEFIT

A. How the proposed activity will benefit Douglas's Downtown and Local Businesses:

Bringing people from all over the USA into town for many days to eat, drink, shop, sleep during shoulder seasons for our community

B. List Local Businesses involved, include How Businesses are participating in the event.

State Farm, CVB, Alley's Diner, Library, Century 21 Affiliated, Jaqua Realtors, Biggby Coffee, Uncommon Grounds, Dunes Resort, Huntington Bank, Saugatuck Harbor Insurance and still growing. Sponsorships, volunteering and vendor booths

V PROMOTION and PUBLICITY

A. How many participants expected: **June 3000+ October 2100+**

B. Participant demographics (ages, special interests, where coming from, etc.):

All are welcome, community event, all ages. Daytime hours from noon to 5. We have had people from all over Michigan, Illinois, Wisconsin, Ohio plus some from Canada, Seattle WA and NY

C. List your methods to advertise and promote the event, plus Downtown and Local Businesses:

Contracted WZZM for ad spots and local feature. Commercial Record, Saugatuck on Sunday and Morning Grind Radio, Sponsors forwarding and sharing, Social Media, Pride Source, CVB Calendar and email distribution,

VI BUDGET *Note: Please attach an Itemized Budget for the Event to Your Application.*

Budget Summary:

EXHIBIT A

TOTAL COST: \$82,450

City of Douglas EVENT APPROVAL

Asking for Max Amount ~~\$10,000~~

Have you submitted a Special Event Application to the City of Douglas for approval? Y N

Has your Special Event Application to the City been approved by Douglas City Council? Y N

DDA Application Information

Budget:	
Stage/Sound/Lighting	\$27,500
Entertainment	\$39,000
Porta Potties	\$ 1,250
Walkie Talkies	\$ 1,500
Marketing	\$ 4,000
Insurance	\$ 1,500
Chairs/Tables/Equipment	\$ 5,950
Banners	\$ 1,750
Total budget	\$82,450