

**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, JUNE 28, 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/82985085034>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 829 8508 5034

1. CALL TO ORDER

2. ROLL CALL/QUORUM

3. APPROVAL OF AGENDA

A. Approval Of Agenda - Changes/Additions/Deletions - June 28, 2023

Motion to approve; June 28, 2023 Agenda. - roll call vote

4. APPROVAL OF MINUTES

A. Approval Of Minutes - Changes/Additions/Deletions - May 31, 2023

Motion to approve; May 31, 2023 Minutes - roll call vote

5. OFFICER REPORTS

A. Secretary

B. Treasurer

C. Vice Chair

D. Chair

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

7. PUBLIC COMMUNICATION - WRITTEN

[A.](#) Douglas Dutchers Baseball Letter

8. UNFINISHED BUSINESS

9. NEW BUSINESS

[A.](#) Gateway Sign Canvas Update

Motion to approve the gateway canvases as proposed. - roll call vote

[B.](#) Open Discussion - Led by Chair

10. COMMITTEE REPORTS

11. STAFF/MANAGER REPORTS

[A.](#) Manager Report

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

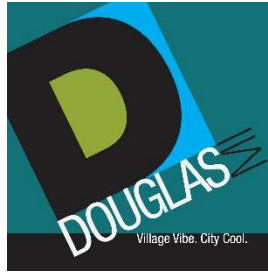
13. BOARD COMMENTS

14. CHAIR COMMENTS

15. ADJOURNMENT -

Motion to adjourn the meeting.

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
RESCHEDULED DOWNTOWN
DEVELOPMENT AUTHORITY
WEDNESDAY, MAY 31, 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/QUORUM** -
PRESENT: Stefanchik, Laakso, Donovan, Martyniek, Postilion, Walker, Ketelhut, Bandstra
ABSENT: Balmer
3. **APPROVAL OF AGENDA** -
 - A. Approval Of Agenda - Changes/Additions/Deletions - May 31, 2023
Motion by Walker, with support from Stefanchik, to approve; May 31, 2023 Agenda. – Motion carried by unanimous roll call vote.
4. **APPROVAL OF MINUTES** -
 - A. Approval Of Minutes - Changes/Additions/Deletions - April 26, 2023
Motion by Walker, with support from Laakso, to approve; April 26, 2023 Minutes. – Motion carried by unanimous roll call vote.
5. **OFFICER REPORTS** -
 - A. Secretary – No report
 - B. Treasurer – Included in agenda packet
 - C. Vice Chair – No report
 - D. Chair – No report
6. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)** – None
7. **PUBLIC COMMUNICATION – WRITTEN** – None
8. **UNFINISHED BUSINESS** -
 - A. Development Plan and Tax Increment Financing Plan – Nathan Mehmed of Williams & Works gave a brief update on the TIF plan adoption next steps. There was also discussion about the Interurban Transit Authority and the fee the DDA captures from the Interurban millage in the current amount of approximately \$1,000 per year since 2021. The Treasurer looked into the request and found the Interurban is exempt from a DDA expansion that occurred back in 2006 but are not exempt from the origin of the DDA district in 1997 and therefore approximately \$1,000 of Interurban millage comes to the DDA budget. It was realized in 2021 that the DDA wasn't capturing the funds from the Interurban

millage and the Treasurer adjusted the capture at the time. Another concern discussed was the possibility of parcel numbers missing, however some properties have two addresses, and each parcel ID is only affiliated with one address. The City will check with the Assessor to clarify any additional address and taxable value related questions.

Motion by Walker, with support from Martyniek, to recommend the Development Plan and Tax Increment Financing Plan to the Douglas City Council for adoption pending finalization of the property at 33 and 35 West Center. – Motion carried by unanimous roll call vote.

9. NEW BUSINESS -

- A. Gateway Sign - Arrow Removal - City Hall received the gateway canvases and DPW employees installed them last week. They are the incorrect size, but they are installed. Proper dimensions have been given to the vendor and new signs should be on order. With the new canvases having an arrow on them, the request to remove the wooden arrows on both gateway signs is sought.

Motion by Stefanchik, with support from Martyniek, to remove the wooden arrows from both gateway signs once the new wraps are on and store them until given notice to dispose of. – Motion carried by roll call vote.

Voting Yea: Stefanchik, Martyniek, Postilion, Walker, Ketelhut, Bandstra

Voting Nay: Laakso, Donovan

- B. Wayfinding RFP - On May 1, 2023, a Request for Proposal (RFP) was advertised for Wayfinding Sign Fabrication and Installation. The scope of service included both the fabrication and installation of three (3) sign types at numerous locations throughout the downtown. On May 25, 2023, four bid packages were received and opened publicly at the bid opening. Out of the four bids received one from Praise Sign Company of Grandville, Michigan came in at \$58,345. The total cost for the DDA portion of the wayfinding signage project is calculated to be \$33,565.00. The remaining portion of the wayfinding signage for Blue Star Highway will be completed with the Blue Star Corridor Fund.

Motion by Walker, with support from Laakso, to approve an agreement with Praise Sign Company of Grandville, Michigan for the DDA portion of the wayfinding project in the amount of \$33,565. – Motion carried by unanimous roll call vote.

10. COMMITTEE REPORTS – No reports

11. **STAFF/MANAGER REPORTS** – City Manager LaBombard mentioned that the full budget will be on the next Council agenda, which will include the DDA request for cost share items, and the next DDA meeting will include the Gateway discussion.

12. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES) - None

13. **BOARD COMMENTS** – Laakso asked about a prior request for table and chair rental for Pride, but the request was no longer needed, and he also mentioned the algae in Wade’s Bayou was a concern. Donovan stated that treatment for the algae is scheduled for June and July, and he also mentioned that the Memorial Day parade went well, but wished more businesses were open. Walker welcomed new member Bandstra, thanked DDA for progress with the gateway sign, and mentioned the upcoming pride events. Bandstra stated Ox-Bow was open Memorial Day and saw good numbers.

14. **CHAIR COMMENTS** – Chair Ketelhut met with staff prior to the DDA meeting and marked the sign area. He mentioned that there is a tree in the area, and they will be looking into the possibility of relocating it. He added that the Dutchers Baseball may be looking to request more funding, and he also welcomed Bandstra.

15. ADJOURNMENT -

Motion by Donovan, to adjourn the meeting.

DDA TREASURER'S REPORT for June 28, 2023 Meeting

Expenses totaling \$3,150.00 were incurred during May, including the recurring \$650.00 monthly allocation of Douglas staff expenses, and \$2,500 for reimbursement of Community Pride events.

At May 31, 2023, the DDA had cash on hand of \$102,915.61. There were no accounts payable invoices accrued at the end of May, leaving a fund balance of \$102,915.61.

6/25/23

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

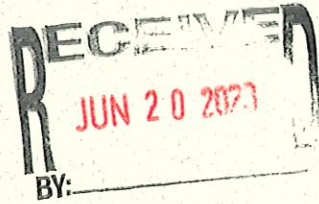
	2022-2023				
	Approved Budget	Activity for May 2023	2022-2023 YTD Activity	Budget Remaining to Earn/Spend	Comments
REVENUES					
TAX INCREMENT RECAPTURE	\$ 40,424.00	\$ -	\$ 40,424.00	\$ -	TIF Recapture
DONATIONS	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$1,000 donation from West Michigan Blue Star Chamber 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	7,150.00	650.00	Allocation of Douglas Staff Expenses
WEBSITE	550.00			550.00	
BUSINESS INCENTIVE PROGRAM	5,000.00			5,000.00	Will be paid in June 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		3,261.50	6,538.50	
PROMOTIONS/COMMUNITY DUES/FEES/PUBLICATIONS	18,000.00 450.00	2,500.00 -	13,261.24 125.00	4,738.76 325.00	Art in Douglas Mktg, Commercial Record and Urban Street Ads; Holiday Lighting (\$8,000), Pride (\$
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	\$ 3,150.00	\$ 29,648.74	\$ 17,802.26	
SUMMARY:	-	-	-		
REVENUES:	\$ 49,424.00	\$ -	\$ 49,424.00	\$ -	
EXPENDITURES	47,451.00	3,150.00	29,648.74	17,802.26	
BUDGET NET INCOME (LOSS)	<u>\$ 1,973.00</u>	<u>\$ (3,150.00)</u>	<u>\$ 19,775.26</u>	<u>\$ (17,802.26)</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	3,150.00	29,648.74	\$ 51,802.26	
Net of Revenues & Expenditures	<u>\$ (32,027.00)</u>	<u>\$ (3,150.00)</u>	<u>\$ 19,775.26</u>	<u>\$ (51,802.26)</u>	

6/26/2023

Member of



Vintage Base Ball
Association
vbba.org



Item 7A.

Douglas Dutchers
Base Ball Club

Tim Ketelhut, Members of the DDA,
and The City of the Village of Douglas

The Douglas Dutchers Base Ball Club
are so pleased to have you "on the field"
again. We want to Thank You for the most
generous amount of money given to our Club.
Though this money, many more items than
listed on our application will be available to the
Club, so that we can continue to bring Vintage
Ball to our City.

Enclosed please find a receipt and invoices
of the money we have already spent to continue
our exciting 20th Year Anniversary of
playing Vintage & old fashioned Ball Games
for all of our fans.

Thank You Again,
Sincere Wishes, Helen
and The Douglas Dutchers Base Ball Club.



MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: June 28, 2023

RE: Gateway Sign Canvas Update

With the resizing of the canvases for the gateway signage located at Center Street and Blue Star Highway and Main Street and Blue Star Highway, the attached examples are being provided for the Authority to consider.

Sample Motion: I motion to approve the gateway canvases as proposed.



CLIENT	City of Douglas	JOB #	2341732	ADDITIONAL NOTES	APPROVED			
PROJECT	REsize of banners	DATE	6/2/2023	13 oz banner standard weld and grommet		APPROVED WITH CHANGES		
SIZE	108 x 72 and 93.5 x 50	QTY	3	PROOF #		PROD	DIR	KZ

CLIENT NOTES

CONCEPT AND DESIGN 1137 N. GATEWAY BLVD | NORTON SHORES, MI 49441 | 231-755-0123 | FAX 231-799-4099 | SOURCEONEDIGITAL.COM

DUETO THE NATURE OF THIS COLOR PRINTING PROCESS AND/OR ON SCREEN VIEWING, COMPARED TO THE FINAL PRODUCTION PROCESS, WE CAN NOT GUARANTEE THAT THESE COLORS WILL MATCH EXACT TO THE FINAL PRINTED PIECE. TO GUARANTEE COLOR MATCHING, THE PANTONE SYSTEM MUST BE USED. THIS ARTWORK LAYOUT IS THE PROPERTY OF SOURCE ONE DIGITAL. IT IS PRESENTED WITH THE UNDERSTANDING THAT IT IS NOT TO BE COPIED OR REPRODUCED WITHOUT OUR WRITTEN CONSENT. CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND LEGAL REQUIREMENTS OF LOCAL BY CLIENT'S LOCAL JURISDICTION. IF NECESSARY, THE CLIENT SHOULD OBTAIN A WRITTEN PERMISSION FROM THE LOCAL GOVERNMENT TO REPRODUCE THIS MATERIAL. SOURCE ONE DIGITAL IS NOT RESPONSIBLE FOR ANY LEGAL REQUIREMENTS OF LOCAL BY CLIENT'S LOCAL JURISDICTION.

SIGNATURE

DATE

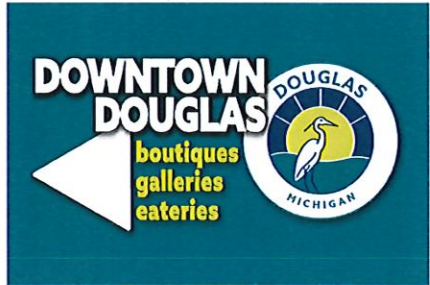
VERIFIED BY:

REP / COORDINATOR	GRAPHICS	PRE-FLIGHT	PRINTING	FINISHING	PACKAGING	SHIPPING	INSTALLATION
SIGNATURE / DATE	SIGNATURE / DATE	SIGNATURE / DATE	SIGNATURE / DATE	SIGNATURE / DATE	SIGNATURE / DATE	SIGNATURE / DATE	SIGNATURE / DATE

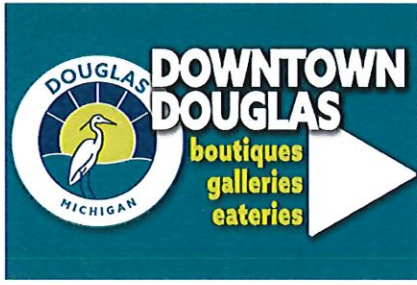
ADDITIONAL NOTES ON BACK



93.5 x 50
LEFT



108 x 72
LEFT



108 x 72
RIGHT



MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: June 28, 2023

RE: Open Discussion

The chair will guide open discussion about:

- Grant writing ideas
- Winter market continuation from end of November to end of December



MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: June 28, 2023

RE: City Manager Update

Wayfinding – During the week of June 19th, staff met with Praise Sign company of Grandville to discuss the wayfinding project approved by the DDA for wayfinding signage in the downtown and City Council for wayfinding signage on Blue Star corridor. The anticipated timeline to get the signage installed is as follows:

- Two weeks for approval of the design and sign setup (vendor will provide color samples of the signage)
- Six to eight weeks for manufacturing
- Two to three weeks for installation

Updated TIF Plan – The DDA recommended the DDA TIF Plan go to the City Council for approval. The plan is tentatively scheduled to be on the July 5th agenda. I’ve received communication from Interurban about whether than can opt out of the TIF plan. I recommended they contact their attorney for direction since all indications are that the 30-day window to opt out has long passed. The simplified process is:

- The City Clerk shall give notice of the time and place of a public hearing by publication at least twice in a newspaper not less than 20 days before the date set for the hearing.
- Notice shall be posted in at least 20 conspicuous and public places.
- Notice shall be mailed to all property taxpayers of record in the downtown district not less than 20 days before the hearing.
- Notice shall be mailed to the governing bodies of each taxing jurisdiction levying taxes not less than 20 days before the hearing.

Budget – Attached is the approved budget for FY 23-24 showing the approved expenditures and cost shares agreed to by the City Council.

FY 23-24
↓

REVENUE

Revenue / Appropriation
DDA Fund
248-000

	Actual 18-19	Actual 19-20	Actual 20-21	Actual 21-22	Budget 22-23	YTD 22-23	Projected 22-23	Proposed 23-24	Budget Change	Nature of Service / Notes
TAX INCREMENT RECAPTURE 417	\$22,442.00	\$27,470.00	\$31,303.00	\$33,816.00	\$40,424.00	\$40,424.00	\$40,424.00	\$49,942.00	24% assume no millage change	
INTEREST INCOME 665	4,136.00	5,968.00	342.00	\$0.00	-	-	-	-	0%	
DONATIONS 674	27,124.00	8,469.00	705.00		1,000.00	1,000.00	1,000.00	-	-100%	
OTHER REVENUE 675	-	3,000.00	2,100.00		8,000.00	8,000.00	8,000.00	-	-100% SD CVB Grant	
INSURANCE REIMBURSEMENTS 698	16,773.00	-	-	-	-	-	-	-	0%	
TRANSFER IN - GENERAL FUND 699.101	-	2,717.00	-	-	-	-	-	-	0%	
Total	\$70,475.00	\$47,624.00	\$34,450.00	\$33,816.00	\$49,424.00	\$49,424.00	\$49,424.00	\$49,942.00	1%	

EXPENDITURES
FY 23-24

	Actual 18-19	Actual 19-20	Actual 20-21	Actual 21-22	Budget 22-23	YTD 22-23	Projected 22-23	Proposed 23-24	Budget Change	Nature of Service / Notes
DDA ADMINISTRATION	703.001	\$3,345.00	\$3,790.00	\$7,800.00	\$7,800.00	\$7,150.00	\$7,800.00	\$7,800.00	0%	Use of City personnel
MI MAIN ST TRAVEL	703.002	-	-	-	-	-	-	-	0%	
TRAINING FUNDS	718	-	-	500.00	83.00	-	-	1,000.00	100%	
PROMOTIONS/MARKETING	728	-	-	-	-	-	-	-	0%	0% moved to Community Promotions below
SUPPLIES	740	-	-	-	-	-	-	-	0%	
CONTRACTUAL	802	-	-	-	-	-	-	3,000.00	100%	Grant writer
CONTRACTUAL-PLANNING STU	802.001	6,689.00	13,931.00	-	5,851.00	6,101.00	6,101.00	-	0%	Audit TIF plan
BUSINESS INCENTIVE PROGRAM	802.100	-	-	-	5,000.00	-	5,000.00	-	-100%	
CONTRACTUAL ENGINEERING	806	-	-	-	3,703.00	3,012.00	3,614.00	-	-100%	
WEBSITE	806.006	99.00	319.00	-	100.00	-	-	-	-100%	
RECORDING CLERK	812	-	-	-	-	-	-	-	0%	
COMMUNITY PROMOTION	880	18,471.00	9,242.00	7,376.00	8,468.00	13,261.00	14,313.00	16,000.00	-11%	community events (marketing, merchant promotions, art on center, holiday lights/trees, flags/banners, decorations, socials, Halloween parade, scary berry, winterfest, and seasonal plantings)
Promotions									0%	
PRINTING & PUBLISHING	900	-	-	-	-	-	-	-	0%	
DUES/FEES/PUBLICATIONS	908	50.00	424.00	324.00	177.00	125.00	150.00	-	-100%	
CAPITAL OUTLAY	979	-	-	-	69,457.00	34,000.00	34,000.00	42,000.00	24%	SEE BELOW
Total		\$28,654.00	\$27,706.00	\$16,000.00	\$105,785.00	\$29,649.00	\$70,978.00	\$65,800.00	-14%	
FY 23-24 Notes	Priority						Unapproved	Est. Cost Approved	Notes:	
								16,000.00	Wayfinding	
								20,000.00	Gateway	
								6,000.00	sidewalk improvements	

\$8000 - COUNCIL COST SHARE - WAYFINDING
101-463-979

\$3000 - COUNCIL COST SHARE - SIDEWALK
203-463-979

\$10000 - COUNCIL COST SHARE - GATEWAY
403-463-979

Item 11A.