

**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, FEBRUARY 28, 2024 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

To view remotely online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/83505446221>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 835 0544 6221

1. CALL TO ORDER

2. ROLL CALL/QUORUM

3. APPROVAL OF AGENDA

Approval of Agenda - Changes/Additions/Deletions

Motion to approve the Agenda of February 28, 2024. – roll call vote

4. APPROVAL OF MINUTES

A. Approval of Minutes - Changes/Additions/Deletions

Motion to approve the Minutes of January 24, 2024. – 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

8. UNFINISHED BUSINESS

9. NEW BUSINESS

- A. Gateway Signage Update
- B. Derby Day in Douglas Update/Community Promotion
- C. Charge Deals Update
- D. Michigan Downtown Association Spring Workshop
- E. Budget Draft - FY 2024/2025 - Discussion

10. COMMITTEE REPORTS

11. STAFF/MANAGER REPORTS

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

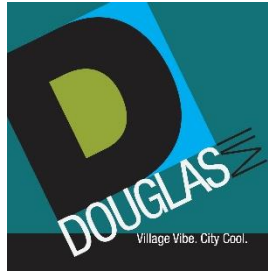
13. BOARD COMMENTS

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 Laura Kasper, 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, JANUARY 24, 2024 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. 1. CALL TO ORDER – Chair called the meeting to order at 2:00 pm

2. ROLL CALL/QUORUM

PRESENT

Aleshia Balmer

Maggie Bandstra

Dave Laakso

Kabri Martyniek

Mark Postilion

Beth Stefanchik

Lauren Vonk

Randy Walker

Cathy North via Zoom

Also Present City Manager Lisa Nocerini via Zoom

Project Manager Jenny Pearson

Deputy Clerk Sean Homyen

3. ELECTION OF OFFICERS

- A. Election of Chair - The City Clerk/Deputy shall call for nominations for the office of Chair, and will commence the nomination by majority roll call vote.

Election of Vice-Chair/Treasurer/Secretary - The Chair shall call for nominations for the remaining offices, and the Clerk/Deputy will commence the nominations by majority roll call vote.

Chair: Balmer

Vice-Chair: Walker

Treasurer: Laakso

Secretary: Bandstra

4. APPROVAL OF AGENDA

- A. Approval of Agenda - Changes/Additions/Deletions

Motion by Walker, seconded by Postilion, to approve the January 24, 2024, Agenda. – Motion carried by unanimous roll call vote.

5. APPROVAL OF MINUTES

A. Approval of Minutes - Changes/Additions/Deletions

Motion by Walker, seconded by Stefanchik, to approve the December 24, 2024, Agenda. – Motion carried by unanimous roll call vote.

6. OFFICER REPORTS

- A. Secretary – No report
- B. Treasurer – Went over report included with the packet
- C. Vice Chair – No report
- D. Chair – No report

7. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES) – No communication received

8. PUBLIC COMMUNICATION – WRITTEN

- A. John Thomas Letter

9. UNFINISHED BUSINESS – No unfinished business to attend to.

10. NEW BUSINESS

- A. Gateway Signage Quote - Discussion Item – Project Manager Jenny Pearson went over the quotes for the sign. DDA members had concerns about the size of the base. The members came up with ideas that will help give Jenny guidance for the next meeting of potential changes.
- B. Wayfinding Signage Quotes - Discussion Item – Project Manager Jenny Pearson went over the quotes and how the materials of the base effects the cost. She also went over the additional fees they might encounter such as engineering fees. The DDA members discussed the location of the wayfinding. Walker suggested the committee look to see what the bump out looks like, get quotes and coordinate with Ricky for any potential issues. Members agreed to pursue the kiosks.

Motion by Laakso, seconded by Stefanchik to extend the meeting by 30 minutes. Motion carried by unanimous roll call vote.

- C. Community Promotion Request - Water Street Gallery – A community promotion request was submitted from Water Street Gallery for Art in Douglas Gallery Strolls in the amount of \$3,690.00.

Motion by Walker, seconded by Bandstra to approve \$1,750 for Art and Douglas for this quarter's community promotions. Motion carried by majority roll call vote.

*Yays – Bandstra, Laakso, Martyniek, Postilion, Stefanchik, Walker, Vonk
Nays – Balmer*

Motion by Laakso, seconded by Balmer to extend the meeting by 30 minutes. Motion carried by unanimous roll call vote.

- D. Seasonal Decorations Purchase - Community Promotions -

Motion by Martyniek, seconded by Stefanchik to approve the purchase of seasonal décor at the reduced cost under community promotions. - Motion carried by unanimous roll call vote.

- E. Events Promotion - April Gundy Meeting - Discussion Item – Walker gave a status update mentioning that April was hired by the CVB to help with event planning for Douglas and Saugatuck. Walker then explained the potential events that could happen and advised members to come up with any ideas that April could help with

11. COMMITTEE REPORTS – No report]

- 12. STAFF/MANAGER REPORTS** – City Manager Lisa Nocerini went over the status of the quotes for the bump outs and what it would take to maintain them due to the number of complaints coming to the City. She advised the members that DPW does not have the ability to manage them. City Manager Nocerini also brought up the memorial located at the corner of Center and Main needed attention and suggested that this area be mulched or adopted by another group to maintain. Lastly, she advised DDA members to attend Brownfield and Council Joint Meeting to hear the community input and results of the survey for 200 Blue Star Highway.

13. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES) – No communication received

- 14. BOARD COMMENTS** – Laakso wanted to let everyone know about the art competition and for everyone to vote for Saugatuck.

15. CHAIR COMMENTS – No comments

16. ADJOURNMENT

Motion by Postillion, seconded by Balmer, to adjourn.

Submitted by Deputy Clerk, Sean Homyen

DDA TREASURER'S REPORT for February 28, 2024 Meeting

There was no revenue recorded during January 2024. Expense of \$650.00 was incurred during the month, representing the recurring \$650.00 monthly allocation of Douglas staff expenses.

At January 31, 2024, the DDA had cash on hand of \$89,294.88. There were no accounts payable at month-end, leaving an ending fund balance of \$89,294.88.

February 23, 2024

DDA BUDGET - 2023-2024 FISCAL YEAR beginning July 1, 2023

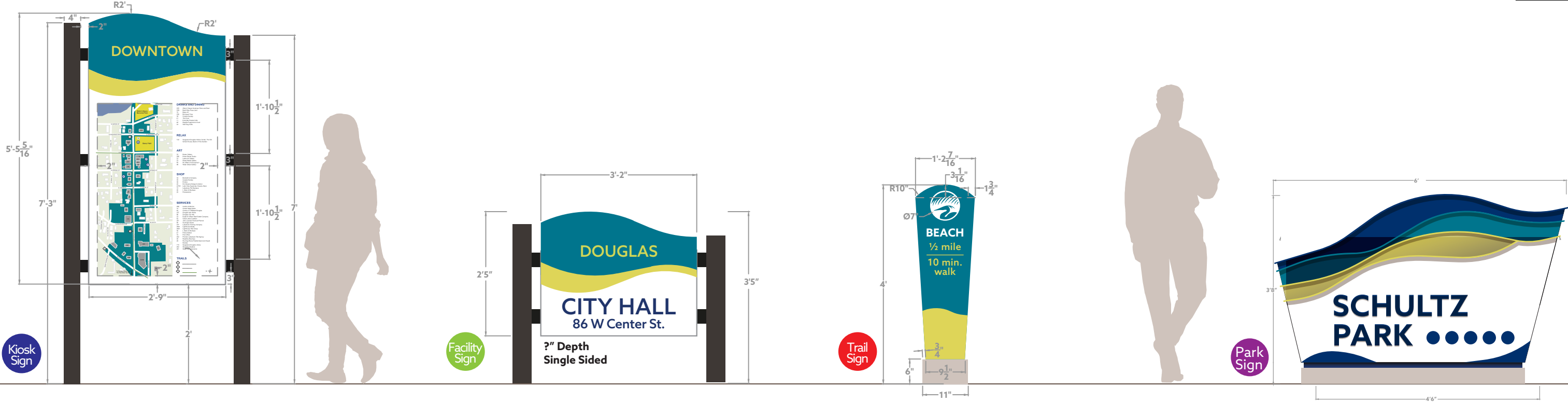
	2023-2024 Approved Budget	Activity for January 2024	2023-2024 YTD Activity	Budget Remaining to Earn/Spend	Comments
REVENUES					
TAX INCREMENT RECAPTURE	\$ 49,942.00	\$ -	\$ 50,003.95	\$ (61.95)	TIF Recapture
OTHER INCOME	-	-	260.00	(260.00)	Chair Rental - July and August Socials
TOTAL Revenues	\$ 49,942.00	\$ -	\$ 50,263.95	\$ (321.95)	
EXPENSES					
TRAINING FUNDS	\$ 1,000.00			\$ 1,000.00	
DDA ADMINISTRATION	7,800.00	650.00	4,550.00	3,250.00	Allocation of Douglas Staff Expenses
CONTRACTUAL	3,000.00	-	176.76	2,823.24	Williams and Works DDA Planning
CONTRACTUAL ENGINEERING	-			-	
COMMUNITY PROMOTIONS	16,000.00	-	8,297.14	7,702.86	Art In Douglas Advertising, Fall Gallery Stroll Music, History Center Socials, DDA Christmas Tree
CAPITAL OUTLAY (Detail Below)	76,000.00	-	43,199.67	32,800.33	Wayfinding Signage-Praise Sign Company; Sidewalks-Tim Erlandson
TOTAL Expenditures	\$ 103,800.00	\$ 650.00	\$ 56,223.57	\$ 47,576.43	
SUMMARY:	-	-	-		
REVENUES:	\$ 49,942.00	\$ -	\$ 50,263.95	\$ (321.95)	
EXPENDITURES	103,800.00	650.00	56,223.57	47,576.43	
BUDGET NET INCOME (LOSS)	<u>\$ (53,858.00)</u>	<u>\$ (650.00)</u>	<u>\$ (5,959.62)</u>	<u>\$ (47,898.38)</u>	

<u>Capital Outlay Detail</u>	Approved Budget	Activity for January 2024	2023-2024 YTD Activity	Budget Remaining to Spend
Gateway Signage	\$ 20,000.00		\$ -	\$ 20,000.00
Sidewalk Improvements	\$ 6,000.00		\$ 5,960.00	\$ 40.00
Wayfinding Signage (2023-2024)	\$ 16,000.00	\$ 3,239.67	\$ 3,239.67	\$ 12,760.33
Wayfinding Signage (2022-23 Rollover)	\$ 34,000.00	\$ 14,741.03	\$ 34,000.00	\$ -
Total Capital Budget	<u>\$ 76,000.00</u>	<u>\$ 17,980.70</u>	<u>\$ 43,199.67</u>	<u>\$ 32,800.33</u>

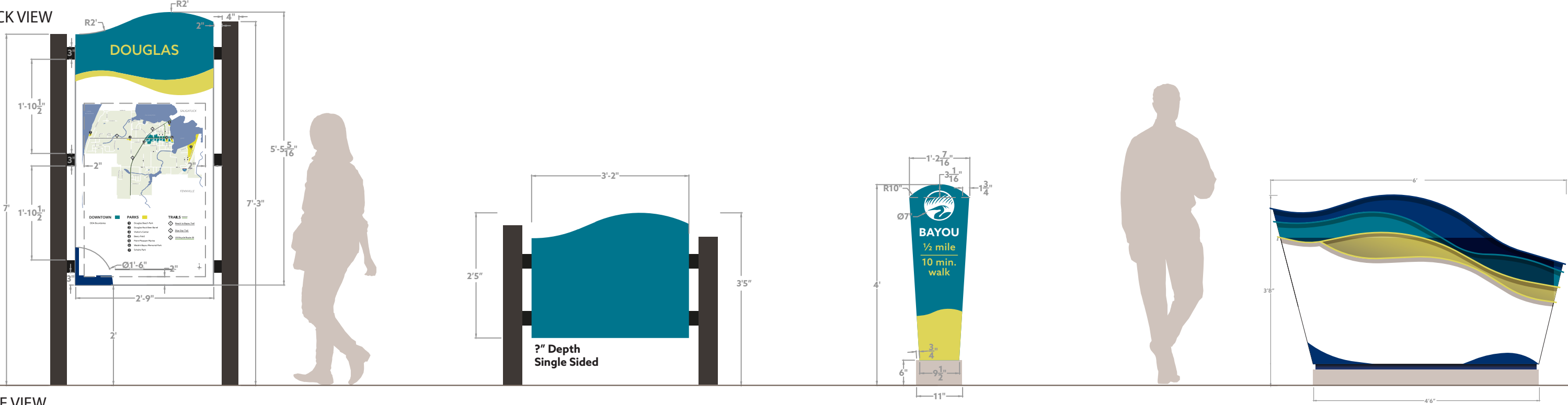
2/23/2024

FRONT VIEW

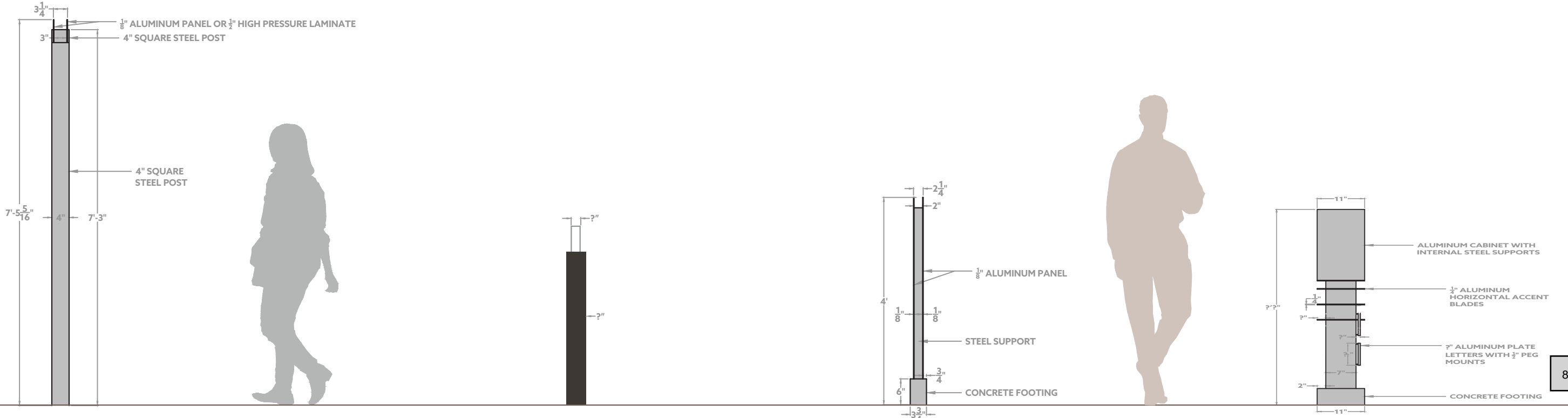
Item 9A.



BACK VIEW



SIDE VIEW



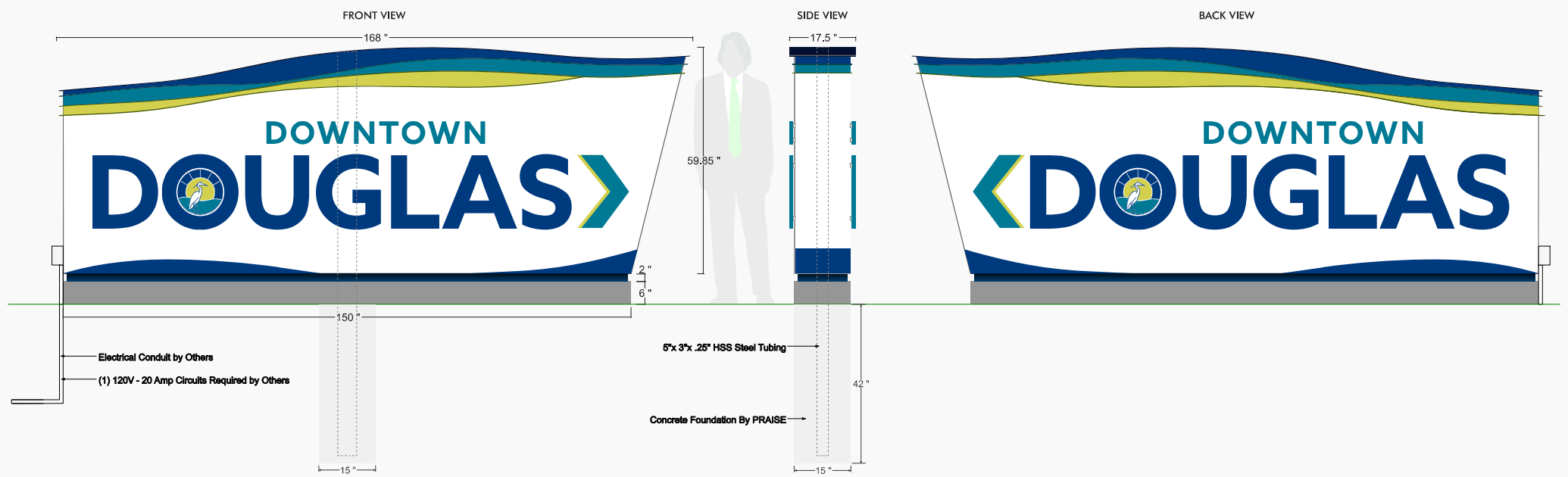
Directional Kiosk

\$7,144.01

Item 9A.

Description

- One (x1) - Kiosk style free-standing sign structure
- All aluminum construction with aluminum plate panels & tubular aluminum supports
- All surfaces primed & painted per submitted rendering
- Face panels are painted two color and receive applied vinyl text & graphics
- Header text & Yellow graphic are applied vinyl
- Lower area is a custom shape reflective White vinyl
- Map graphics are a digital print on White vinyl and laminated to a 1mm PVC panel
- Map insert to be loaded into a 40" high x 30" wide lockable metal frame, painted White
- Frame is permanently attached with VHB adhesive. Insert is fully changeable as required
- Sign is double sided, approximately 7'-0" high x 3'-10" wide x 4" deep
- Client to furnish individual map vectored art layouts
- Includes installation per engineered drawings with direct burial mounting



- TBD
- To Match PMS 3145C
- White
- To Match PMS 584C
- To Match PMS 294C

Notes: Reveal w/ concrete base.

Manufacture (1) Illuminated Directional Sign, Multi-Color Arrows and Logo all halo lit with RGB, LED modules for color selection

- CNC routed aluminum construction, 2" square aluminum tubing and rigid .100" aluminum faces
- Radius wave top is 1/4" alum CNC routed color wave accent. All (4) sides to have flush mounted 1" deep color wave accents mounted to aluminum cabinet (4) sides
- All surfaces primed & painted per submitted rendering
- Face panels are painted four color per rendering
- Printed Gradient Wave Graphic at the top of sign covered by 1" acrylic accent wave cutouts on all (4) sides

Includes installation per engineered drawings direct burial

Large Downtown Directional - Option #1

\$27,965.19

Item 9A.

Description

- Manufacture (1) 14' wide x 5' high x 16.5" deep, Illuminated Directional Sign to read "DOWNTOWN DOUGLAS" with text, multi-color arrows and Logo.
- "DOUGLAS" & directional arrows to be LED halo lit. Halo lighting with RGB, LED modules for various color alternates
- "DOWNTOWN" to be non-illuminated .5" acrylic cut & painted text
- CNC routed aluminum construction, 2" aluminum angle support structure and rigid .100" aluminum faces
- Radius wave top is 1/4" alum CNC routed color wave accent. All (4) sides to have flush mounted 1" deep acrylic color wave fins mounted to aluminum cabinet
- All surfaces primed & painted various colors per submitted drawing
- Fabricated with a 2" base reveal & 6" skirt

Alternate: Retrofit existing electric service run to include exterior outlets to be mounted onto new base design - \$135.00/hr + materials

Option for 1/2" Stud Mounted Lettering

- "Downtown Douglas and Multi-Colored Arrows" option for 1/2" deep alum plate letters with 1/2" standoffs (to match lettering style of Schultz Park)
- Option Cost - (+\$1,995)

CUSTOMER

☐ Approved
 ☐ Changes Needed

Initial:
 Date:

PROJECT MANAGER

☐ Approved For Production
 ☐ Proof Update Needed

Initial:
 Date:

QUALITY CONTROL

☐ Approved
 ☐ Rejected

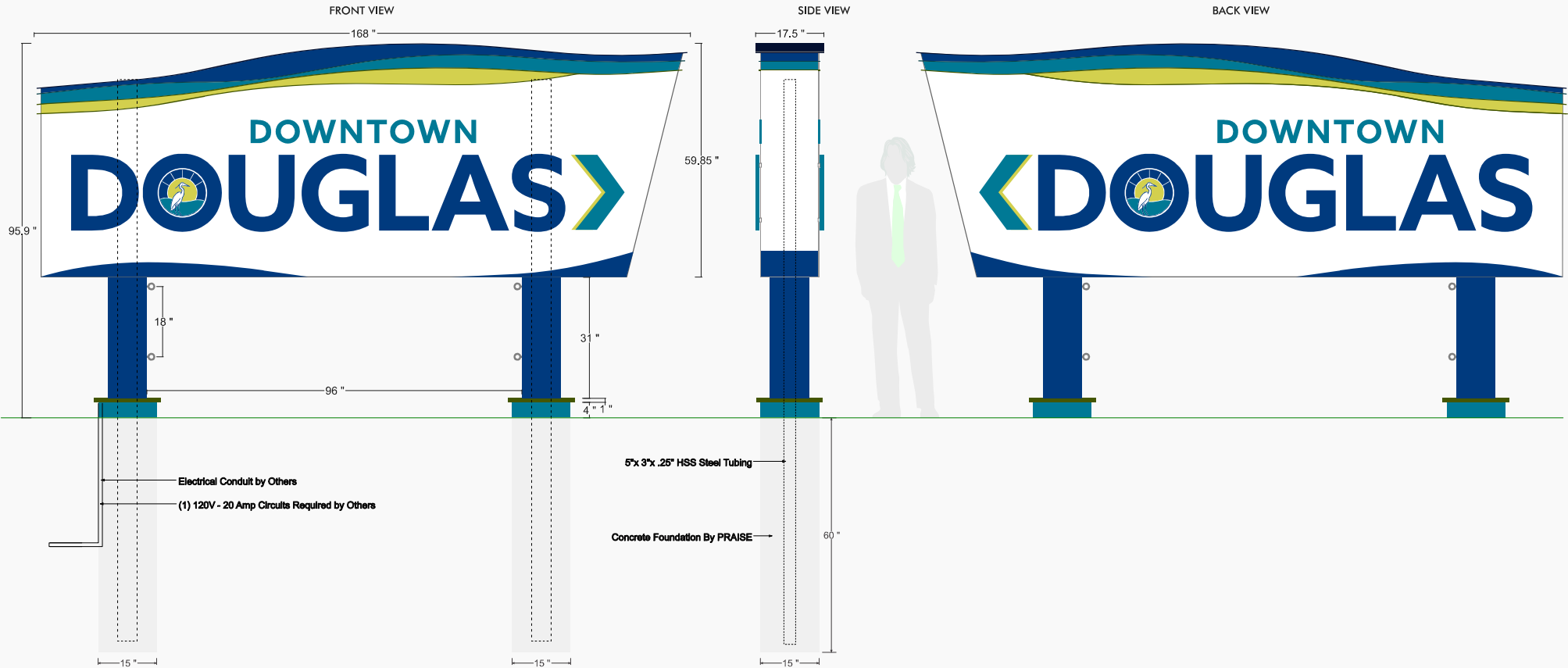
Initial:
 Date:

CITY OF DOUGLAS

Monument Sign - 1

Item 9A.

[Option 1] Rev 2
 Estimate 002565
 Date: 02-09-2024



- TBD
- To Match PMS 3145C
- White
- To Match PMS 584C
- To Match PMS 294C

Notes:

- Manufacture (1) illuminated sign, arrows and logo halo-lit with RGB, LED modules for color selection.
 "Downtown" .5" thick non-lit dimensional letters
 - CNC routed aluminum construction, 2" square aluminum tubing and rigid .100" aluminum faces
 - Radius wave top is 1/4" alum CNC routed color wave accent.
 - All (4) sides to have flush mounted 1"deep color wave accents mounted to aluminum cabinet (4)sides
 - All surfaces primed & painted per submitted rendering
 - Face panels are painted four color per rendering
- Printed gradient wave graphic at the top of sign covered by 1" acrylic accent wave cutouts on all(4) sides
 - Post covers to include eye-lits for hanging banners
 - Includes installation per engineered drawings direct burial

Description

- Manufacture (1) 14' wide x 8' high x 17.5" deep, Illuminated Directional Sign to read "DOWNTOWN DOUGLAS" with text, multi-color arrows and Logo.
- "DOUGLAS" & directional arrows to be LED halo lit. Halo lighting with RGB, LED modules for various color alternates
- "DOWNTOWN" to be non-illuminated .5" acrylic cut & painted text
- CNC routed aluminum construction, 2" aluminum angle support structure and rigid .100" aluminum faces
- Radius wave top is 1/4" alum CNC routed color wave accent. All (4) sides to have flush mounted 1" deep acrylic color wave "Fins" mounted to aluminum cabinet
- All surfaces primed & painted various colors per submitted drawing
- Fabricated with twin support posts & covered with 17.5" square x 36" high skirting. Additional skirt accents included. See revised drawing.
- Includes SS eye bolt details which will allow for banner mounting at a future date.

Alternate: Retrofit existing electric service run to include exterior outlets to be mounted onto new base design - \$135.00/hr + materials

Option for 1/2" Stud Mounted Lettering

- "Downtown Douglas and Multi-Colored Arrows" option for 1/2" deep alum plate letters with 1/2" standoffs (to match lettering style of Schultz Park)
- Option Cost - (+\$1,995)

CUSTOMER	
<input type="checkbox"/> Approved	<input type="checkbox"/> Changes Needed
Initial:	Date:

PROJECT MANAGER	
<input type="checkbox"/> Approved For Production	<input type="checkbox"/> Proof Update Needed
Initial:	Date:

QUALITY CONTROL	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Initial:	Date:

CITY OF DOUGLAS	
Monument Sign - 1	
[Option 2]	Item 9A.
Estimate 002565	
Date: 01-31-2024	



Notes: Aluminum skirt

- Manufacture (1) Illuminated Directional Sign, Multi-Color Arrows and Logo all halo lit with RGB, LED modules for color selection
- CNC routed aluminum construction, 2" square aluminum tubing and rigid .100" aluminum faces
 - Radius wave top is 1/4" alum CNC routed color wave accent. All (4) sides to have flush mounted 1"deep color wave accents mounted to aluminum cabinet (4)sides
 - All surfaces primed & painted per submitted rendering
 - Face panels are painted four color per rendering
 - Printed Gradient Wave Graphic at the top of sign covered by 1" acrylic accent wave cutouts on all(4) sides
- Includes installation per engineered drawings direct burial

Large Downtown Directional - Option #2

\$26,619.85

Description

- Manufacture (1) 14' wide x 5' high x 16.5" deep, Illuminated Directional Sign to read "DOWNTOWN DOUGLAS" with text, multi-color arrows and Logo.
- "DOUGLAS" & directional arrows to be LED halo lit. Halo lighting with RGB, LED modules for various color alternates
- "DOWNTOWN" to be non-illuminated .5" acrylic cut & painted text
- CNC routed aluminum construction, 2" aluminum angle support structure and rigid .100" aluminum faces
- Radius wave top is 1/4" alum CNC routed color wave accent. All (4) sides to have flush mounted 1" deep acrylic color wave fins mounted to aluminum cabinet
- All surfaces primed & painted various colors per submitted drawing
- Installed with bottom at grade level

Alternate: Retrofit existing electric service run to include exterior outlets to be mounted onto new base design - \$135.00/hr + materials

Option for 1/2" Stud Mounted Lettering

- "Downtown Douglas and Multi-Colored Arrows" option for 1/2" deep alum plate letters with 1/2" standoffs (to match lettering style of Schultz Park)
- Option Cost - (+\$1,995)



Notes: Aluminum skirt w/ dimensional aluminum waves.

Manufacture (1) Illuminated Directional Sign, Multi-Color Arrows and Logo all halo lit with RGB, LED modules for color selection

- CNC routed aluminum construction, 2" square aluminum tubing and rigid .100" aluminum faces
- Radius wave top is 1/4" alum CNC routed color wave accent. All (4) sides to have flush mounted 1" deep color wave accents mounted to aluminum cabinet (4) sides
- All surfaces primed & painted per submitted rendering
- Face panels are painted four color per rendering
- Printed Gradient Wave Graphic at the top of sign covered by 1" acrylic accent wave cutouts on all (4) sides

Includes installation per engineered drawings direct burial

16

Large Downtown Directional - Option #3

\$29,682.15

Item 9A.

Description

- Manufacture (1) 14' wide x 5' high x 16.5" deep, Illuminated Directional Sign to read "DOWNTOWN DOUGLAS" with text, multi-color arrows and Logo.
- "DOUGLAS" & directional arrows to be LED halo lit. Halo lighting with RGB, LED modules for various color alternates
- "DOWNTOWN" to be non-illuminated .5" acrylic cut & painted text
- CNC routed aluminum construction, 2" aluminum angle support structure and rigid .100" aluminum faces
- Radius wave top is 1/4" alum CNC routed color wave accent. All (4) sides to have flush mounted 1" deep acrylic color wave fins mounted to aluminum cabinet
- Wave detail designs on bottom half of sign are cut .5" acrylic, painted various colors as required & applied to sign face
- All surfaces primed & painted various colors per submitted drawing
- Installed with bottom at grade level

Alternate: Retrofit existing electric service run to include exterior outlets to be mounted onto new base design - \$135.00/hr + materials

Option for 1/2" Stud Mounted Lettering

- "Downtown Douglas and Multi-Colored Arrows" option for 1/2" deep alum plate letters with 1/2" standoffs (to match lettering style of Schultz Park)
- Option Cost - (+\$1,995)



MEMORANDUM

DOWNTOWN DEVELOPMENT AUTHORITY

Wednesday, February 28th, 2024

TO: The City of the Village of Douglas Downtown Development Authority

FROM: Lisa Nocerini, City Manager

SUBJECT: Derby Day in Douglas, May 4, 2024

As the DDA is aware, April Gundy was hired by the Convention and Visitor's Bureau to help our communities with two events (each), annually.

April is seeking sponsorships for Derby Day in Douglas, May 4th, 2024, and the attached email from her outlining the sponsorship levels.

City Manager

From: Saugatuckdouglas events <eventssaugatuckdouglas@gmail.com>
Sent: Friday, February 9, 2024 11:28 AM
To: City Manager; Randy Walker
Subject: Douglas Derby Days

Hi Everyone!

I want to introduce myself as the new SD CVB Events Director and bring to your attention an event that is in the planning stages for Downtown Douglas.

The 1st Annual Douglas Derby Day on May 4th. The vision is to bring a large screen into Downtown Douglas, complete with Red Carpet, Derby Decor, best hat competition, best dressed competition and a passport type activity. I'm looking for the feedback and ideas from all Douglas businesses. We need sponsorship and donations to make Douglas Derby Day an event no one will forget!

There are 2 Sponsorship Levels:

Platinum Sponsorship of \$750.00 which will include your name and logo on all promotional materials and marketing of this event.

Bronze sponsorship of \$250.00 which will include your business listed on all promotional materials.

All sponsorship checks can be made payable to Saugatuck/Douglas Events.

I look forward to working with each of you, and hearing your feedback not only about this event, but future events. Thank you in advance for your time, talent and ideas.

April Gundy
231-878-8566
SD CVB Event Director

To: DDA Board

From: April Gundy, Saugatuck/Douglas CVB Event Director

I would like to ask the DDA for a \$500.00 sponsorship.

This would cover:

\$175.00 printed passports

\$125.00 printed fliers/ banners - promotional materials

\$200.00 prizes

Let me know if you need anything else!

April Gundy



MEMORANDUM

DOWNTOWN DEVELOPMENT AUTHORITY

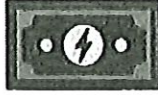
Wednesday, February 28th, 2024

TO: The City of the Village of Douglas Downtown Development Authority

FROM: Lisa Nocerini, City Manager

SUBJECT: Charge Deal (For Discussion)

The attached documents were provided to DDA Chairperson, Aleshia Balmer, to share with the authority as it relates to the charging station at Beery Field and adding an app to the charging station that would provide deals/incentives to help drive visitors who are charging their vehicles into the downtown district to shop/dine while they wait for the vehicle to charge.

**CHARGE DEALS**

Municipality Partnership Agreement

THIS AGREEMENT made this 7th of November, 2022 between the City of the Village of Douglas and Charge Deals LLC. As part of this agreement, Charge Deals LLC has advertising rights for one (1) electric vehicle charging station located at 9 East Center Street (Beery Field). A corrugated plastic cover will be placed at the charging station(s) listed above and will remain until the term expires.

TERM: This agreement will become effective on the date stated above and be valid for one year, unless terminated prior to one year.

COST: A rate of \$0 per year

SERVICES: In exchange for charging station advertising rights, Charge Deals LLC will:

1. Host local deals from participating businesses on the Charge Deals network
2. Provide the municipality with data pertaining to EV drivers redeeming deals in their town, upon request

Signature of the City Clerk: _____

Paula Calderon

Signature of the Mayor: _____

Joan Donovan

Signature of the Charge Deals LLC
representative: _____

Brian Coon

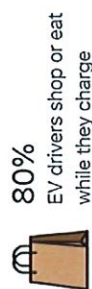
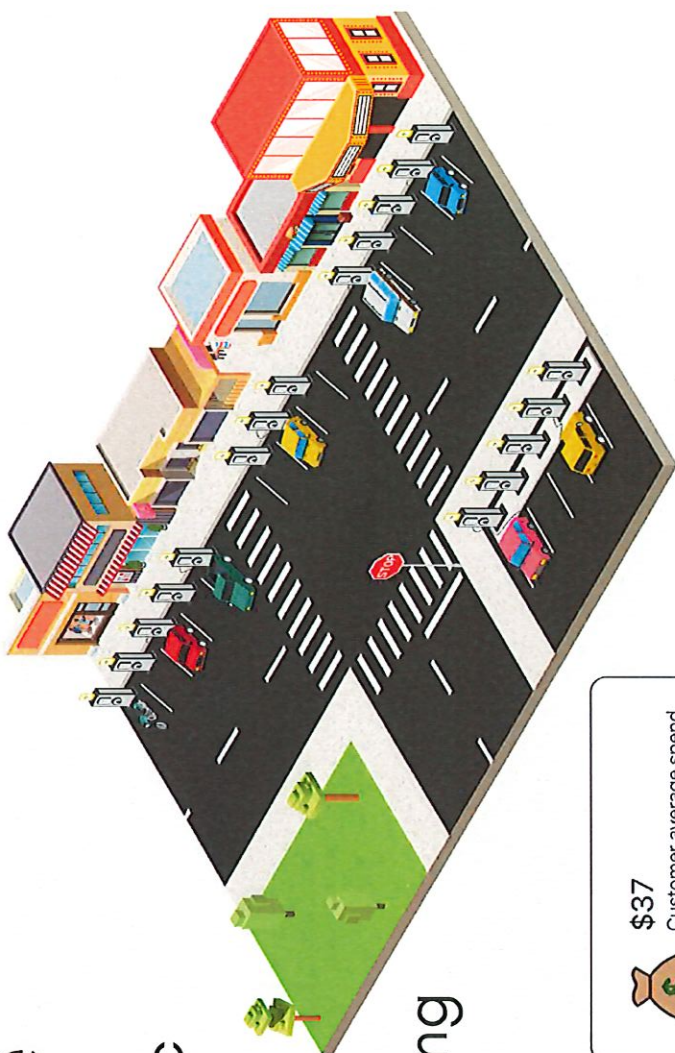


CHARGE DEALS

Local deals for electric vehicle drivers while charging ⚡

Attract EV drivers to your local businesses while they charge

Because charging an electric vehicle (EV) takes longer than refueling a gas powered one, drivers are captive and look for something to do while charging.



80%
EV drivers shop or eat
while they charge



31 minutes
Average duration of a
charging session



\$37
Customer average spend
per session

Let's incentivize them to spend locally!

The problem.

Municipalities and businesses with public chargers make little to no money on charging fees. It can take 10+ years to break even on the initial hardware and installation costs.

Drivers may be unaware of offerings nearby while they charge. They may just sit and wait in their vehicle.

The opportunity.

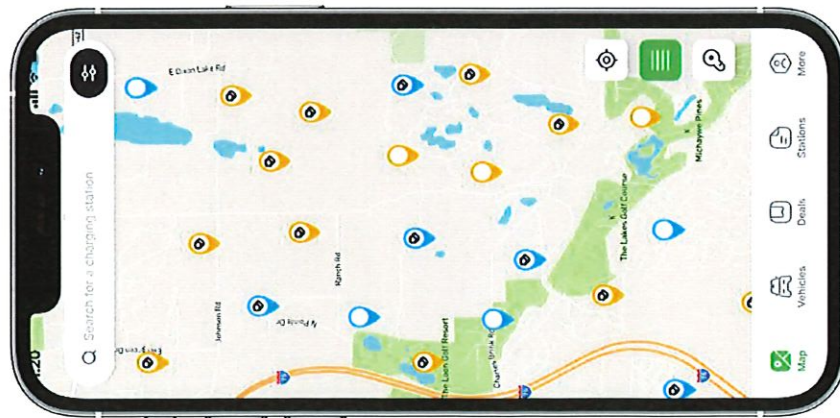
Municipalities and businesses with public chargers make little to no money on charging fees. It can take 10+ years to break even on the initial hardware and installation costs.

Only 8% of revenue comes from charging fees (*Atlas Policy, 2020*). The greater benefit comes from drivers spending money in your town while they charge.

Drivers may be unaware of offerings nearby while they charge. They may just sit and wait in their vehicle.

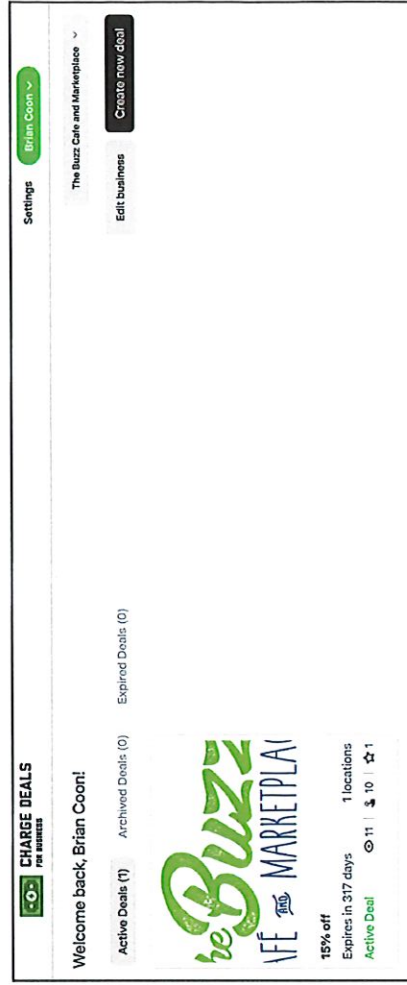
Charge Deals highlights public chargers with things to do nearby and incentivizes drivers to spend money locally while they wait, in a trackable way ⚡

That's us.



▼ Free charger map

Shows drivers all public chargers and highlights those with deals nearby, incentivizing them to spend money while charging.



▲ Self-serve business portal

Businesses near chargers can show off their offerings to EV drivers and track analytics.

So far, so good.



**23.9% of drivers
redeemed a deal at one
or more businesses using
Charge Deals.**

Results from pilot in Coldwater (MI), Adrian (MI), and
Sylvania (OH) from Aug to Oct 2022

Join the Charge Deals Network!



CHARGE DEALS



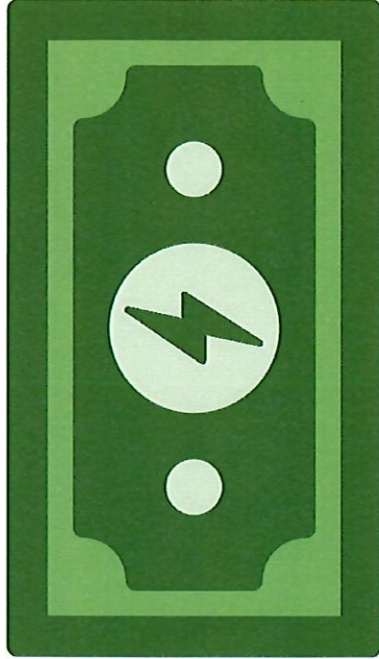
chargedeals.us/downtown



(734) 731-0819



brian@chargedeals.us



CHARGE DEALS

Local deals for electric vehicle drivers while charging ⚡

Attract EV drivers to your business while they charge

Because charging an electric vehicle (EV) takes longer than refueling a gas powered one, drivers are captive and look for something to do while charging.



80%
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while they charge



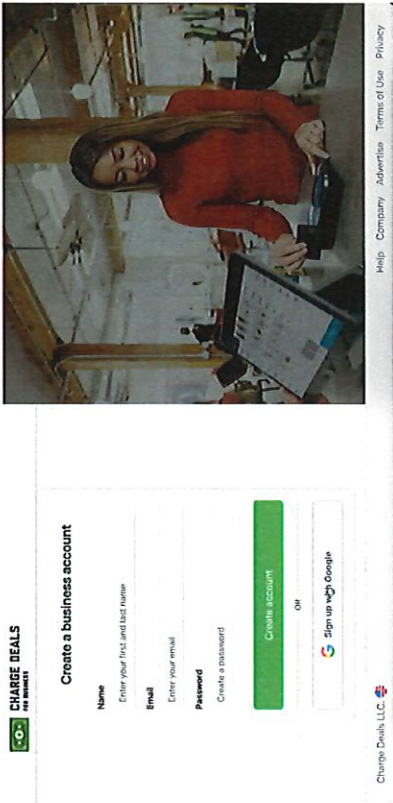
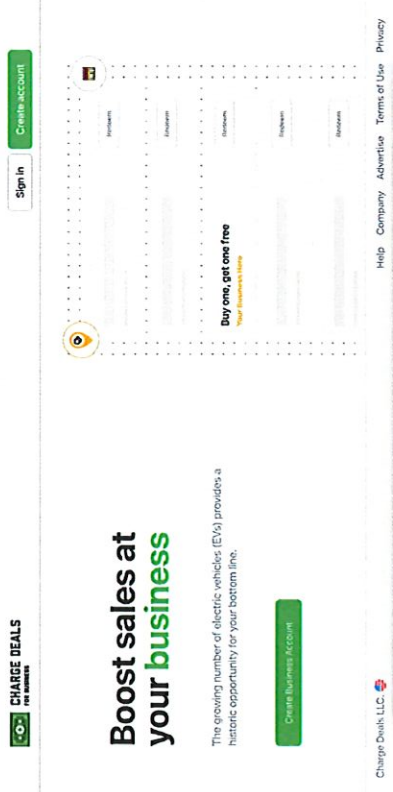
31 minutes
Average duration of a
charging session



\$37
Customer average spend
per session

Let's create an incentive to bring them into your business!

Visit business.chargedeals.us and create an account.



You can either enter your name, email, and a password, or login with a Google account.

Create
account

Business
info

Create
deal

Terms &
locations

Pricing &
payment

Analytics



Welcome back, Didi!

You don't have any businesses to view

Get started

Settings

Didi



Click on **Get started** and enter your business details. Input business name and address. If you have multiple locations, you can add more than one address. We'll show you how many chargers are within walking distance of your business.

Then input your email, contact name, and business category. Adding a logo is optional but highly recommended.

Business Name

Didi's Sweeties

Address 1

700 Freedom Court, Dunwoody, GA, USA

2 charging stations within walking distance from this address.

• Add another address

Email

didisweeties@gmail.com

Contact name

Enter your business's contact name

Phone number (optional)

+1

Category

Choose a category that describes your business as a whole

Change Deals LLC

Help Company Advertise Terms of Use Privacy

Help Company Advertise Terms of Use Privacy

Charge Deals LLC

Tell us any terms and conditions that your deal has. Add a custom one if needed.

Coupon Details

Terms & Conditions

Deal Location

Pricing

Payment

Terms and conditions

Common terms and conditions

Not valid with any other offers

Must present coupon

One coupon use per visit, per day

Not valid on prior purchases or returns

Additional terms and conditions (Optional)

Not valid on weekends

Continue

Charge Deals LLC

Help Company Advertise Terms of Use Privacy

We recommend displaying your deal under .25 miles from your business. Remember, they'll have to walk to your business and back to their vehicle.

Level 2: Commonly used by commuters & locals. Occasionally out-of-towners will use it when needing to add a few miles of range, if they're staying in the area a while, or if it's the only option.

DC Fast: Almost exclusively used by those from out-of-town needing a charge on the way to their destination.

Coupon Details

Terms & Conditions

Deal Location

Pricing

Payment

Select Deal Location

We recommend choosing locations that are .25 miles or less from your business, so that drivers can easily walk to the charging.

Level 2: Needs to be a mix of locals, commuters, and those from out-of-town. Charge times can be multiple hours.

DC Fast: Needs to be drivers from out-of-town. Charge times can range from 15 minutes to one hour.

700 Freedom Court, Dundee, MI, USA

PS MART DUNDEE #2

DC Fast

0.18 miles

655 Tecumseh St, Dundee, MI, 48121

Connector types: CHAdeMO, CCS

Selected

PS MART DUNDEE #1

DC Fast

0.18 miles

655 Tecumseh St, Dundee, MI, 48121

Connector types: CHAdeMO, CCS

Selected

Just Splash Universe Resort

Level 2

0.22 miles

702 Whittaker Dr, Dundee, MI, 48121

Connector types: J1772

Select

Continue

Charge Deals LLC

Help Company Advertise Terms of Use Privacy

CHARGE DEALS
for business

Settings

Back

Create a new deal

Select a plan.

Coupon Details

Deal Location

Terms & Conditions

Pricing

Payment

12 months
\$1.99 /month
\$23.88 /year

Select a plan

Help Company Advertise Terms of Use Privacy

Coupon Details

Terms & Conditions

Deal Location

Pricing

Payment

Complete payment to publish your deal

10% off cupcakes

Charging Station Locations: 3

Expires: January 11, 2025

Have a coupon code?

Enter coupon code

I

Total due today: \$71.84

Full name

Card number

1234 1234 1234 1234

Expiration date

MM / YY

CVC

CVC

Email

Email

Powered by stripe | Terms Privacy

I agree that I am a representative of the business listed and have permission to publish deals on their behalf.

I agree to the terms of use and privacy policies

Help Company Advertise Terms of Use Privacy

If you were given a coupon code, please enter that first. If entered correctly, the payment details should update.

Check the two boxes and submit.

Your deal is now live!

Create account

Business info

Create deal

Terms & locations

Pricing & payment

Analytics

CHARGE DEALS

Welcome back, Didi!

Active Deals (1) Archived Deals (0) Expired Deals (0)



10% off cupcakes
Expires in 305 days
Active Deal
3 locations
3.0

Charge Deals LLC

Help Company Advertise Terms of Use Privacy

On the dashboard, you can edit your deal, change business details, create a new deal, and view analytics, such as how many have seen, tapped redeem, and saved your deal.

To see your deal and all others on the map, go to chargedeals.us.

All charger pins with local deals nearby are highlighted.



Need help?



support@chargedeals.us



CHARGE DEALS



MEMORANDUM

DOWNTOWN DEVELOPMENT AUTHORITY

Wednesday, February 28th, 2024

TO: The City of the Village of Douglas Downtown Development Authority

FROM: Lisa Nocerini, City Manager

SUBJECT: Michigan Downtown Association Advocacy Day & Workshop

The attached documents provide information about the upcoming Michigan Downtown Association Advocacy Day & Workshop in Lansing/East Lansing, on March 5th and 6th, 2024. Vice-Chairperson Walker wanted to share this information and encourage DDA members to attend utilizing the existing training/conferences line item in the existing DDA budget.

**MICHIGAN
DOWNTOWN
ASSOCIATION**



ADVOCACY DAY & SPRING WORKSHOP

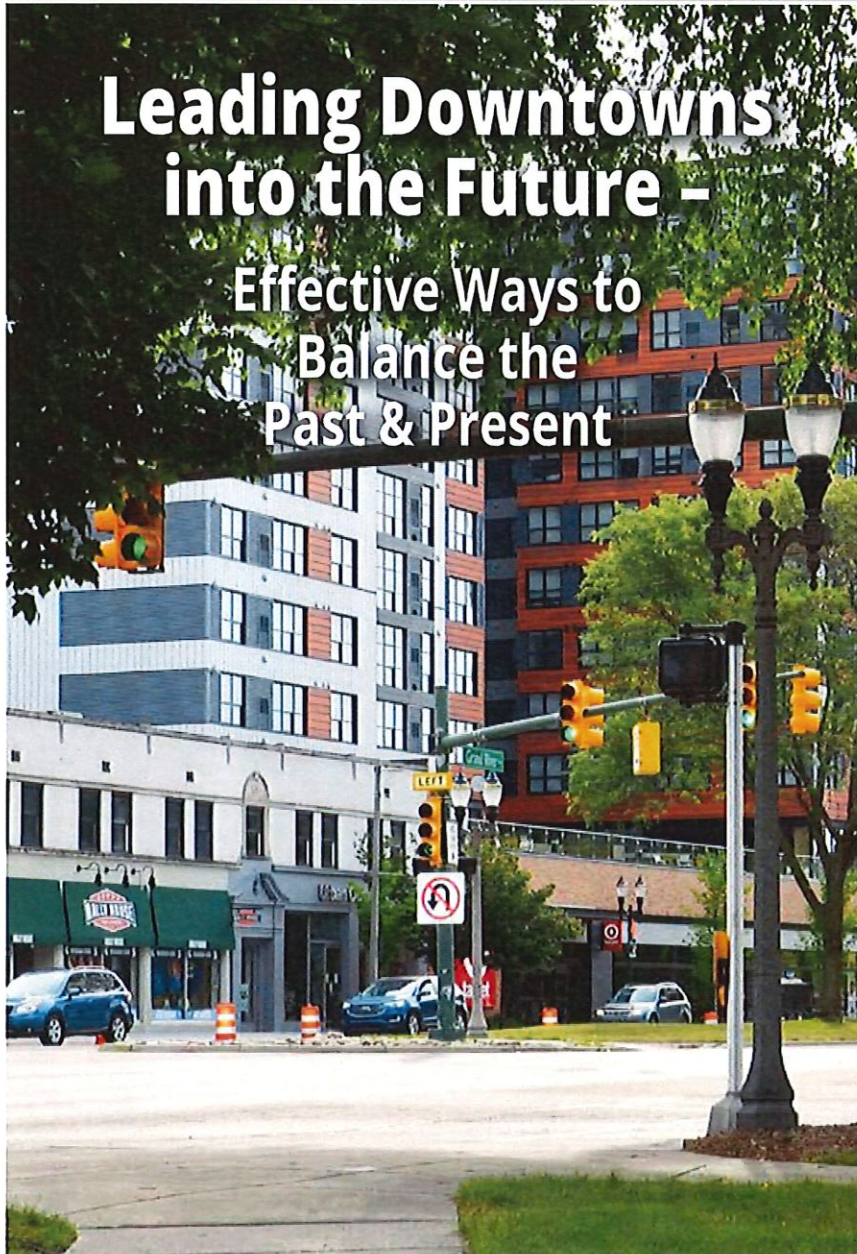
March 5 & 6, 2024

Lansing & East Lansing, MI

In-person and Virtual Attendance Option

Leading Downtowns into the Future –

**Effective Ways to
Balance the
Past & Present**



Advocacy Day

TUESDAY, MARCH 5, 2024

*Mackinac Room Anderson House Building
124 N. Capitol Avenue Lansing, MI 48933
\$60 includes lunch*

- | | |
|---------------------|--|
| 10:30 am – 11:00 am | Registration |
| 11:00 am – 12:00 pm | Welcome & Introductions
<i>Cristina Sheppard-Decius, Chair,
Michigan Downtown Association</i>
Legislative Update
<i>James Alt & Nate Mack,
MDA Legislative Committee Co-Chairs</i>
Key Messages to Share with Lawmakers
<i>MDA Legislative Committee</i> |
| 12:00 pm – 1:15 pm | Luncheon Reception with Legislators
<i>Mackinac Room</i> |
| 1:30 pm – 3:00 pm | Meetings with Legislators
MDA Board of Directors Meeting
<i>Mackinac Room
Attendees are welcome to join the meeting.</i> |
| 2:00 pm – 3:00 pm | |
| 5:30 pm – 7:30 pm | MDA Meet & Greet
<i>Join us as we enjoy good company,
complimentary appetizers, and a cash bar.
Jolly Pumpkin
218 Albert Street, East Lansing, MI</i> |

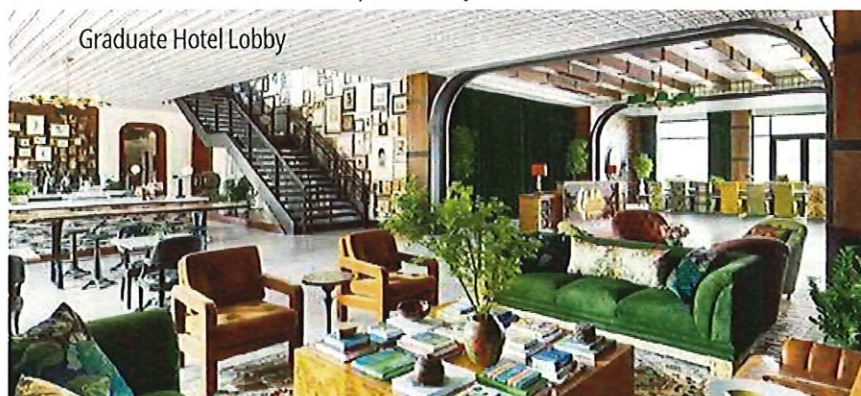
Spring Workshop: Leading Downtowns into the Future – Effective Ways to Balance the Past & Present

WEDNESDAY, MARCH 6, 2024

*Graduate Hotel
Shadows Ballroom
133 Evergreen Avenue
East Lansing, MI 48823*

Downtown managers and stakeholders are charged with understanding current issues and innovations while respecting the history and diversity of a community. How can utilizing knowledge of the latest technology and gaining insight from the experiences of individuals strengthen downtowns? Join the MDA in lively Downtown East Lansing, March 6, and gain insight regarding everything from AI to historic preservation concepts, engage in honest conversations, including homelessness issues, and learn from the experiences of others. Come immerse yourself in current, relevant, and timely presentations that will help you advance your community forward.

- | | |
|-------------------|--|
| 8:15 am – 8:45 am | Registration
<i>Continental Breakfast
Sponsored by Lake Trust Credit Union</i> |
|-------------------|--|



8:45 am – 9:00 am **Welcome**
*Cristina Sheppard-Decius, Chair,
 Michigan Downtown Association*

9:00 am – 9:10 am **Welcome to East Lansing**
Mayor George Brookover, East Lansing

9:10 am – 9:20 am **Attendee Introductions**

9:20 am – 9:35 am **Vendor & Sponsor Introductions**

9:40 am – 10:15 am **The Transformative Power of
 Artificial Intelligence (AI)**

Discover how Artificial Intelligence (AI) can transform your management operations. This session will delve into the powerful potential of AI as a key resource for saving time and reducing costs. Learn how these innovative technologies can be seamlessly integrated into your daily workflows, enhancing efficiency at every level. Join us to gain valuable insights and make informed decisions about embracing AI in your operations.

*Michelle Sponseller, Downtown Development
 Director, City of Mt. Pleasant*

10:15 am – 10:30 am **Networking Break**

10:30 am – 11:00 am **Empowering Real Estate
 Entrepreneurs**

Michigan Economic Development Corporation (MEDC), in partnership with local and regional partners, aims to connect emerging real estate developers with the tools and resources needed to achieve redevelopment projects. MEDC recognizes that cultivating and empowering emerging developers is an integral part of revitalizing our Michigan communities. From the 'Developer's Toolkit', to the widely esteemed 'Pro Forma 101 Guide', to the innovative "Build My Community" funding initiative, hear how the MEDC continues to explore initiatives to cultivate real estate entrepreneurs.

*Nate Scramlin, Senior Redevelopment
 Services Director, Michigan Economic
 Development Corporation
 Pablo Majano, Senior Community Planner,
 Michigan Economic Development Corporation*

11:00 am – 11:45 pm **"One Size Fits All"-
 The Perceptions and Realistic
 Solutions to Homelessness in
 America's Downtowns**

There are over 582,000 homeless people struggling on the streets of America's downtowns, suburbs, and villages. Each person has a unique story. Each person could be dealing with the complexities of multiple issues including dignity of work, addiction, mental health, trauma, affordable housing, racial disparities, criminal background, or the want to conform to social norms. There is no "one size fits all" solution or program. We will hear from four different agencies battling the negative perceptions of homelessness with a variety of approaches and grass root solutions which can fit together like a puzzle to help meet an individual's unique needs, break the family-cycle of homelessness, and prevent the continued explosive growth in our core communities.

*Pastor Michael L. Brown, President/CEO,
 Kalamazoo Gospel Ministries
 Sgt. Amil Alwan, Kalamazoo Dept. of Public Safety
 Andrea Henderson, Director, The Refuge, Lapeer
 Tim Galbraith, PATH Housing Resource Community
 Coordinator, Community Housing Network*

11:45 am – 1:00 pm **Lunch on Site****Legislative Update****Lessons Learned from Real Communication Initiatives**

Representing the organization that received the 2023 MDA Annual Award for Best Educational and Promotional Campaign, Molly LaLone will highlight the variety of outreach methods the Lake Orion DDA initiated to educate residents, business owners, and elected officials about a key economic development project and the importance of the Downtown Development Authority to the community.

Molly LaLone, Director, Southfield DDA

1:00 pm – 2:00 pm **Intro to Architecture & Historic Preservation Concepts**

Downtown streets are lined with buildings representing decades of design and history. Why is it so important for a downtown director to understand the prevalent historical building styles found in downtown? What is SHPO and how can it, and the National Historic Preservation Act, be used as an economic tool? What are the economic benefits of Historic Preservation? This session, will provide an overview of the many aspects of historic preservation and how it relates to economic vitality.

Lindsey Dotson, MSARP

DDA Director & Historic District

Commission Coordinator, City of Charlevoix

Board Member, Michigan Historic

Preservation Network, Revitalization Specialist

& co-founder, GD Placemaking

2:15 pm – 3:10 pm **Lessons Learned from Real Downtown Placemaking Projects**

The concept of "Placemaking" isn't new but is it still relevant? YES! Hear from the 2023 MDA Annual Award winners as they describe the lessons learned after embarking on major initiatives that are helping transform their communities. Nate Mack will highlight his MiPDM Capstone Project and present information on how to successfully advocate for better public spaces by taking a measured approach and building a broad coalition of support for the project. No matter the budget, downtown organizations can make a difference in the economic vitality of a community, one project at a time.

James Alt, Director, Lapeer DDA/Main Street

Cristina Sheppard-Decius, Director,

Birmingham Shopping District

Audrey Tappenden, Branch County Economic

Growth Alliance Director

Nate Mack, Director, South Lyon DDA/Main Street

3:10 pm – 3:40 pm **What's Your Problem?**

Don't be shy, we really want to know! More importantly, we want to help. In this interactive and fast-paced session, workshop attendees will be given the opportunity to share their concerns regarding anything related to downtown management. Our room, full of downtown professionals, will listen and offer insight and suggestions. Be sure to take advantage of our Think Tank and bring your questions regarding projects, staffing, volunteers, economic vitality, and administration.

Moderator: Dana Walker

3:45 pm **Closing Remarks**

Dana Walker, Director,

Michigan Downtown Association

Registration Form for Annual MDA Advocacy Day & Spring Workshop:

MDA Member: Lansing Day: **\$60** Workshop: **\$150** Both: **\$210** MDA Non-Member: Lansing Day **\$60** Workshop: **\$175** Both **\$235**

Workshop Sponsor (includes one table and one registration): **\$300**

Virtual Format price is the same.

Sorry, no refunds, but changes to type of registration can be requested. We look forward to hosting a safe and informative event! Please return this form with payment to MDA by **February 25, 2024**. Make checks payable to the Michigan Downtown Association.

Send payment to:

Michigan Downtown Association
P.O. Box 3591

North Branch, MI 48461

director@michigandowntowns.com

Credit Card payments are accepted over the phone at 248-838-9711.

Save time! Register and pay online at <https://www.memberleap.com/members/evr/regmenu.php?orgcode=MDTA>

Name _____

Organization _____

Phone _____ Email _____

____ Visa ____ MC ____ Dis ____ Amex

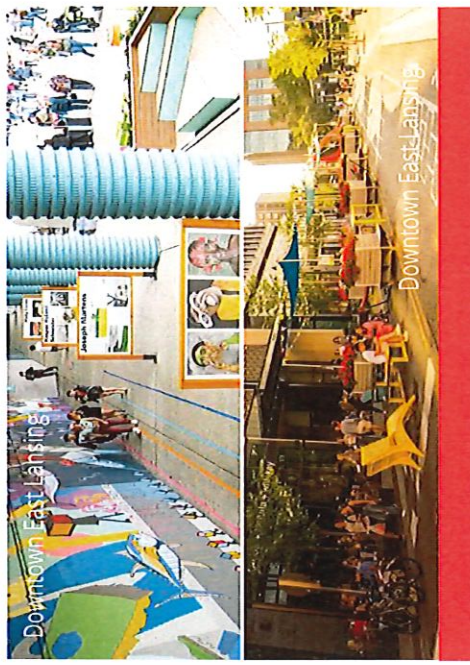
Card No. _____

Exp. Date _____ Sec. Code: _____

Name on Card: _____

Signature: _____

Zip Code: _____



Thank You to Our Sponsors:

Partner Sponsor:



**MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION**

Premier Sponsor:



Signature Sponsor:

LAKE TRUST
THE POWER IN ALL OF US

Business Associate Sponsors:



Friend of the MDA:



**MICHIGAN
DOWNTOWN
ASSOCIATION**



Strengthening Downtowns

Founded in 1980, the Michigan Downtown Association is a driving force in the interest and growth of downtowns and communities throughout Michigan. The MDA encourages the development, redevelopment and continuing improvement of Michigan communities and downtowns.

The Mission of the Michigan Downtown Association is to strengthen and sustain downtowns.

MDA's Vision is to be the leader in preserving and enhancing downtowns and their ongoing management.

www.michigandowntowns.com





Downtown Lansing
Photo Credit: James Lenon



Downtown East Lansing



Downtown East Lansing

Upcoming Events:

Summer Workshop, May 31, 2024, Downtown Harbor Springs
Downtown Day, September 28, 2024, Your Downtown!
Annual Conference, November 7-8, 2024, Downtown Ann Arbor

Hotel

A block of rooms has been reserved for attendees at The Graduate, 133 Evergreen Avenue, East Lansing, for March 4 and March 5, 2024. A special rate of \$129 (excluding taxes and fees) is available by clicking [here](#) or by calling The Graduate at 517-348-0900, before **February 3, 2024**.



**MICHIGAN
DOWNTOWN
ASSOCIATION**

Strengthening Downtowns

P.O. Box 3591, North Branch, MI 48461



MEMORANDUM

DOWNTOWN DEVELOPMENT AUTHORITY

Wednesday, February 28th, 2024

TO: The City of the Village of Douglas Downtown Development Authority

FROM: Lisa Nocerini, City Manager

SUBJECT: FY2024/2025 Budget Draft (For Discussion)

The attached documents have been created as a guide for the Downtown Development Authority to commence planning for the FY2024-2025 budget. The DDA Officer's requested that the budget be added to this agenda to give the entire board an opportunity to weigh in.

(Attachments: Historical budget overview; FY2023-2024 budget; FY2024-2025 draft Budget; Beery Field Electrical Quote; Downtown Bump Out Quotes)

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.



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 - \$24,000
 - \$6,000 Budgeted
 - \$10,000 from Fund Balance
 - \$8,000 Request from City Council
- Gateway - \$30,000
 - \$10,000 Budgeted
 - \$10,000 from Fund Balance
 - \$10,000 Request from City Council
- Sidewalk improvements - \$9,000
 - \$6,000 Budgeted
 - \$3,000 Request from City Council
- Holiday lighting - \$6,000
- Training & Conferences - \$1,000
- Grant writer / intern - \$3,000
- Community Promotions - \$10,000
- Staff - \$7,800

Additional Items for Consideration

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 Budget

FY23/24 Recap

- Wayfinding: \$24,000.00 (complete)
- Gateway: \$30,000.00 (on track)
- Sidewalk Improvements: \$9000.00 (complete)
- Holiday Lighting: \$6000.00 (complete)
- Training & Conferences \$1000.00
- Grant Writer/Intern \$3000.00 (removed)
- Community Promotions \$10,000.00 (on track)
- Staff Time \$7800.00 (complete)



FY24/25 Draft (For Discussion Purposes only)

Budget: \$52,000.00

- Beery Field Electrical: \$31,210.00 (cost share with the City)
 - \$15,605.00 Budgeted
 - \$15,605.00 Request from City Council
- Bump Out Maintenance: \$25,000-\$30,000.00
- Community Promotions: \$10,000.00
- Holiday Lighting: \$6300.00
- Wayfinding Signage: \$20,000.00
- Training/Conferences \$1000.00
- Staff Time: \$9,000.00

Staff Time Justification:

City Clerk: Meetings; Agenda's; Minutes; Postings

City Manager: Meetings; Agenda prep; research

Project Manager: Quotes; research; project oversight

Treasurer: Budget management



February 16, 2024
 Jennifer Pearson
 City of Douglas
 86 W Center Street,
 Douglas, MI 49406

Re Beery field improvements:

Jennifer,

Please accept our proposal for labor, material, and equipment to complete the following scope of work.

Existing service panel near play structure

- Provide and install (1) set of cam locks connected to a 100amp breaker

Existing sub panel

- Provide and install a new support for the panel and raise the panel height
- Provide and install (1) set of cam locks connected to a 100amp breaker
- Demo and remove the existing outlets and covers
- Provide and install (10) new outlets and heavy duty covers

Service upgrade bathroom building

- Remove 200amp load center panel and return to the city for possible future use
- Provide and install a new 400amp single phase 120/240volt service panel
- Install a 400amp meter socket on the outside of the building
- Provide and install a underground 200amp circuit to the new scoreboard panel

New panel near scoreboard

- Provide and install a new 200amp single phase 120/240volt service and panel
- This panel will be a new subpanel from the bathroom building service
- Install the new panel near the scoreboard
- Provide and install (1) set of cam locks connected to a 100amp breaker
- Provide and install (10) outlets and heavy duty covers

Not included:

- Costs for consumers energy installation
- Repairs to existing panels
- Repairs to unmarked underground utilities
- Repairs to landscaping and grass

Price for this scope of work **\$31,210.00**

was \$27,850

This proposal is valid for (30) days

*"Running the race with Strength, Confidence, Integrity and Commitment to God,
 For our Families, our Employees, and our Customers."*

**ELECTRICAL
 AUTOMATION
 DESIGN BUILD
 COMMUNICATIONS**



Thank you for the opportunity to provide you with this proposal. If you have any questions, please feel free to contact us.

Sincerely,
Nate VanderLoon

*"Running the race with Strength, Confidence, Integrity and Commitment to God,
For our Families, our Employees, and our Customers."*

**ELECTRICAL
AUTOMATION
DESIGN BUILD
COMMUNICATIONS**

Jennifer Pearson

From: Chris Veley <cveley@landscapedesign.com>
Sent: Thursday, February 15, 2024 10:15 AM
To: Jennifer Pearson
Subject: RE: Landscape Work

Hi Jennifer!

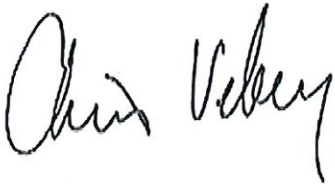
No, the price would be different for each bed. I was just giving you an average price per bed. The area I went off of was 15x15. Some beds are larger, others are smaller. I just used an average price multiplied by the number of beds (21) to come up with a budget number.

The blue star quote was the total price for all of the blue star beds – on the highlighted map you sent me.

I hope this helps, if not I can give you a call too.

Thanks

Chris



Chris Veley
Landscape Maintenance Client Service



**LANDSCAPE
DESIGN SERVICES**

Creation. Installation. Maintenance.

Landscape Design Services, Inc.

www.LandscapeDS.com

7351 West Olive Road
Holland, MI 49424-9415

direct: 616.928.9294

office: 616.399.1734

fax: 616.399.8574

email: CVeley@LandscapeDS.com



From: Jennifer Pearson <Douglas@douglasmi.gov>
Sent: Tuesday, February 13, 2024 1:45 PM
To: Chris Veley <cveley@landscapedesign.com>
Subject: RE: Landscape Work

Hi Chris



2/8/2024

City of Douglas
 City of Douglas
 Attn: Jennifer Pearson, 86 W Center St, PO Box
 757
 Douglas, MI 49406-0757
 douglas@douglasmi.gov

City of Douglas - 86 W Center St, Douglas, MI 49406-0757 (020542)

LANDSCAPE PLANTING AND MAINTENANCE DDA 2024

The following is a landscape proposal for the upcoming season. Please call me or email me if I can answer any questions regarding this proposal. Thank you.

Landscape Improvements

Landscape Plantings Per Bed

- Removal of existing plant materials
- Installation of drought tolerant plants
- Suggested plants include: sage, coreopsis, dwarf grass, bulbs, and mint
- Each plant selected shall bloom a different time a the year to provide year round color
- Price includes: Mulch, 60 perennials, and 2 boulders/stones
- **Budget price per bed installed : \$2,200.00**

Landscape Plantings Per Bed: \$2,200.00

Landscape Maintenance

General Maintenance - Seasonal Per Bed

- Landscape Maintenance for the entire season
- Services include:
 - Spring Clean up / Mulching
 - Pruning 1 x per year
 - Weeding 1 x per month
 - Watering (as needed) 1x per week
 - Fall clean up / maintenance
- **Budget price per bed \$825.00**

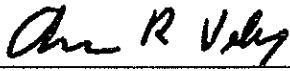
General Maintenance - Seasonal Per Bed: \$825.00

PROJECT TOTAL: \$3,025.00

To schedule, please circle the work you would like done, and sign and return a copy of this quote to our office. Please keep an additional copy for your records. Please feel free to contact me if you have any questions.

Landscape Design Services

Accepted:



Chris Veley

2/8/2024

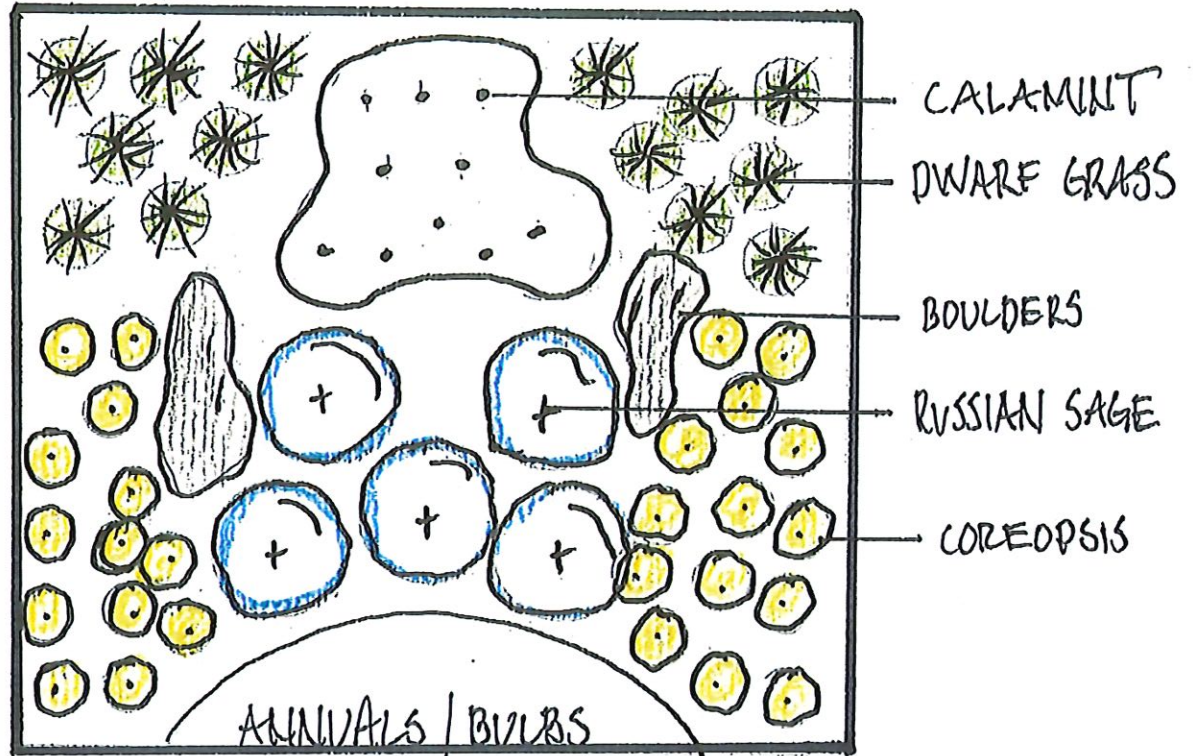
Date

City of Douglas - 86 W Center St

Date

Terms: Invoices are due upon receipt. (1.5% per month or 18% annual time price differential after 30 days) 35% Down Payment required to book and schedule the project. When payment is received, the work will be scheduled. Down Payment will be applied to the final invoice on the project. Thank you!

~EXAMPLE OF DDA BEDS~



**LANDSCAPE
DESIGN
SERVICES, INC.**

7351 West Olive Road | Holland, MI 49424
616.399.1734 | 866.750.8585 | 616.399.8574 fax
www.LandscapeDS.com | Info@LandscapeDS.com



2/8/2024

City of Douglas
 City of Douglas
 Attn: Jennifer Pearson, 86 W Center St, PO Box
 757
 Douglas, MI 49406-0757
 douglas@douglasmi.gov

City of Douglas - 86 W Center St, Douglas, MI 49406-0757 (020543)

LANDSCAPE PLANTING AND MAINTENANCE BLUE STAR 2024

The following is a landscape proposal for the upcoming season. Please call me or email me if I can answer any questions regarding this proposal. Thank you.

Landscape Improvements

Landscape Plantings - Along Blue Star

- Removal of existing plant materials as needed (large grasses)
- Installation of drought tolerant plants
- Suggested plants include: sage, coreopsis, dwarf grass, bulbs, sedum, and mint
- Each plant selected shall bloom a different time a the year to provide year round color
- Price includes: Mulch, 300 additional perennials, 5 additional trees
- **Budget price per bed installed : \$16,000.00**

Landscape Plantings - Along Blue Star: \$16,000.00

Landscape Maintenance

General Maintenance - Along Blue Star Highway

- Landscape Maintenance for the entire season
- Services include:
 - Spring Clean up / Mulching
 - Pruning 1 x per year
 - Weeding 1 x per month
 - Watering (as needed) 1x per week
 - Fall clean up / maintenance
- **Budget price along Blue Star \$9,500.00**

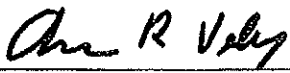
General Maintenance - Along Blue Star Highway: \$9,500.00

PROJECT TOTAL: \$25,500.00

To schedule, please circle the work you would like done, and sign and return a copy of this quote to our office. Please keep an additional copy for your records. Please feel free to contact me if you have any questions.

Landscape Design Services

Accepted:



2/8/2024

Chris Veley

Date

City of Douglas - 86 W Center St

Date

Terms: Invoices are due upon receipt. (1.5% per month or 18% annual time price differential after 30 days) 35% Down Payment required to book and schedule the project. When payment is received, the work will be scheduled. Down Payment will be applied to the final invoice on the project. Thank you!

Jennifer Pearson

From: Kathy <kathy@blueridgemi.com>
Sent: Monday, February 19, 2024 5:40 PM
To: Jennifer Pearson
Subject: Blue Ridge Property Maintenance Bid 2024
Attachments: City of the Village of Douglas Blue Star Corridor Maintenance_021924.pdf; City of the Village of Douglas Center Street Bed Maintenance_021924.pdf; Perennial Plants Installation Center Street Beds_021924.pdf

Hello Jenny,

Here are our proposals as you requested. There are 3 proposals:

- a proposal for maintaining the beds along the Blue Star corridor. and replacing the tall grasses in those beds with shorter ones.
- a proposal for maintaining the beds along Center Street
- a proposal to install perennials in these beds along Center Street

We did a walk- through analysis of the beds and about half of the beds along Center Street need perennial weed removal before we recommend new spring planting, and so there is a line item for that. We feel that it would be beautiful and functional to plant native and pollinator friendly perennials in these beds rather than annuals. The initial cost can be more than annuals (depending on what annuals are used) , but they come back up in spring every year, so there is material and labor cost recouped annually thereafter. We would use perennials that are drought and salt tolerant, as well as deer resistant since we noticed deer tracks in the beds! Here again, perennials would be an advantage over annuals. As I mentioned on the phone, about half of the beds have a few perennials in them, so we would keep those if healthy. Perennial plantings are a specialty of ours and we are confident that we could provide you with beautiful, cost effective plantings with season long color along Center Street.

As the season progresses and we see what comes up in the beds along the Blue Star corridor, we would be able to advise next steps for any additional plantings needed there, replacement of any shrubs that are too tall, etc. if you are interested in that.

Thank you for considering our proposals and please let me know if you have any questions that I can answer!

Sincerely,

Kathy Shumaker

Kathy Shumaker, B.S Horticulture

**BLUE RIDGE**

— ESTD. 1987 —

Blue Ridge Inc.

Service Proposal

Client Name: The City of the Village of Douglas
Project Name: Seasonal Maintenance and Tall Grass Replacement in Beds along the Blue Star Corridor
Jobsite Address: 86 West Center Street Douglas, Michigan 49406 **Billing Address:** 86 West Center Street Douglas, Michigan 49406
Estimate ID: EST2435739
Date: Feb 15, 2024

Property Maintenance Services for 2024

Includes beds on west side of Blue Star Highway and triangle bed on east side of Blue Star Highway.

Please check the 'Approved' box beside all services you wish included in your seasonal service package.

Approved?	Service Description	Billed As	Price
<input type="checkbox"/>	Spring Clean Up and Plant Fertilization Service Description: 1 Visit, April <ul style="list-style-type: none"> Cut down any perennials or grasses left to overwinter from the previous season. Removal of debris in landscape beds that has gathered since fall. Fertilize existing trees, shrubs and perennials with organic fertilizers. 	Per Visit	\$957.31
<input type="checkbox"/>	Replace Tall Grasses SERVICE DESCRIPTION: <ul style="list-style-type: none"> Remove existing tall grasses impeding vision, and replace with short native grasses that are salt and drought tolerant. 	Per Visit	\$1,786.80
<input type="checkbox"/>	Gardening - 2x Monthly May-September SERVICE DESCRIPTION: 2 visits per month, May through September <ul style="list-style-type: none"> Weed beds and remove spent flowers on perennials. Three applications of pre-emergent to control weeds. 	Per Season	\$5,023.83
<input type="checkbox"/>	Gardening-1 x /Month October SERVICE DESCRIPTION: 1 visit <ul style="list-style-type: none"> Weed beds and remove spent flowers on perennials. 	Per Season	\$478.11
<input type="checkbox"/>	Fall Clean Up	Per Season	\$568.25

Contractor Initials: _____ Customer Initials: _____

586 East 64th Street
Holland, Michigan 49423

p. 6168757779
t. 6168757779

blueridgeinc.com
email: info@blueridgeinc.com

Seasonal Maintenance and Tall Grass Replacement in Beds along the Blue Star Corridor [EST2435739]

Page 1 of 2

SERVICE DESCRIPTION: 2 visits

- Remove leaves/debris in beds.
- Cut down perennials and grasses.
- Debris that is collected will be disposed of off site.

- The total of all seasonal services is \$6,070.19 plus taxes of \$15.85 for a total price of \$6,086.04, or 8 payments of \$760.76 per payment.

Note that payments include only services marked as billed per season. Any services marked as per visit, per hour/unit, or unassigned are extra, and not included in this payment breakdown.

Terms & Conditions:

1. Spring cleanup and mulch installation are due upon completion.
2. Summer and fall maintenance will be paid in 8 monthly installments.
3. Payments are due the first of each month beginning April 1, 2024 with the final invoice due November 1, 2024.
4. Any unpaid invoices are subject to 1.5% monthly finance charge, 18% annually.
5. Landscape Maintenance services not included in this contract will be billed on completion with Net 15 day terms.
6. Payment must be received for previous services before any additional services can be completed.
7. Quote good for 30 days from submission.

Other services we provide are:

- Plant Health Care
- Plant Replacements
- Landscape Bed Renovation
- Structural Pruning
- Creative Landscape Design and Installation

Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____

**Prices for services billed per visit or per hour/unit do not include taxes. Applicable taxes will be added to invoice[s].*

Contractor Initials: _____ Customer Initials: _____

586 East 64th Street
Holland, Michigan 49423

p. 6168757779
f. 6168757779

blueidgeml.com
email: info@blueidgeml.com

Seasonal Maintenance and Tall Grass Replacement in Beds along the Blue Star Corridor [EST2435739]

Page 2 of 2



BLUE RIDGE
— ESTD. 1987 —
Blue Ridge Inc.

Service Proposal

Client Name: The City of the Village of Douglas
 Project Name: Seasonal Maintenance of Landscape Beds on Center Street
 Jobsite Address: 86 West Center Street Douglas, Michigan 49406 Billing Address: 86 West Center Street Douglas, Michigan 49406
 Estimate ID: EST2435722
 Date: Feb 15, 2024

Property Maintenance Services for 2024

Please check the 'Approved' box beside all services you wish included in your seasonal service package.

Approved?	Service Description	Billed As	Price
<input type="checkbox"/>	Spring Clean Up-April Service Description: 1 Visit, April <ul style="list-style-type: none"> Cut down any perennials or grasses left to overwinter from the previous season. Removal of debris in and around landscape beds that has gathered since fall. Dormant pruning of roses. 	Per Visit	\$1,389.55
<input type="checkbox"/>	Prepare Beds for Planting SERVICE DESCRIPTION: 1 visit <p>**We recommend this service before any new planting is done, as perennial weeds have established themselves in previous seasons. Our monthly bed maintenance quote is based on this service having been completed.</p> <ul style="list-style-type: none"> Remove miscellaneous perennial weeds that are established in beds, including Bermuda grass, etc. to prep beds for planting; Install compost where weeds are removed. Approx. one half of the beds need this type of renovation to prep for planting. 	Per Visit	\$2,812.75
<input type="checkbox"/>	Bark Fines Installation SERVICE DESCRIPTION: <ul style="list-style-type: none"> Install Bark Fines in beds to conserve moisture, cool the soil, and prevent weed growth. 	Per Visit	\$3,042.50
<input type="checkbox"/>	Gardening - 2x Monthly May-September SERVICE DESCRIPTION: 2 visits per month, May through September <ul style="list-style-type: none"> Weed beds and remove spent flowers on perennials. Three applications of pre-emergent to control weeds. 	Per Season	\$6,928.18

Contractor Initials: _____ Customer Initials: _____

586 East 64th Street
 Holland, Michigan 49423
 Seasonal Maintenance of Landscape Beds on Center Street [EST2435722]

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 f. 6168757779

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 email: info@blueridge1.com

Page 1 of 2

- Deer spray as needed.
- Three applications on roses of disease control and monthly organic fertilizer on roses.

☐ **Gardening-1 x /Month October** Per Season **\$616.81**

SERVICE DESCRIPTION: 1 visit

- Weed beds and remove spent flowers on perennials.
- Deer spray as needed.

☐ **Fall Clean Up** Per Season **\$1,681.10**

SERVICE DESCRIPTION: 2 visits

- Remove leaves in beds.
- Cut down perennials and grasses.
- Debris that is collected will be disposed of off site.

- ☐ The total of all seasonal services is \$9,226.09 plus taxes of \$23.46 for a total price of \$9,249.55, or 8 payments of \$1,156.19 per payment.

Note that payments include only services marked as billed per season. Any services marked as per visit, per hour/unit, or unassigned are extra, and not included in this payment breakdown.

Terms & Conditions:

1. Spring cleanup and mulch installation are due upon completion.
2. Summer and fall maintenance will be paid in 8 monthly installments.
3. Payments are due the first of each month beginning April 1, 2024 with the final invoice due November 1, 2024.
4. Any unpaid invoices are subject to 1.5% monthly finance charge, 18% annually.
5. Landscape Maintenance services not included in this contract will be billed on completion with Net 15 day terms.
6. Payment must be received for previous services before any additional services can be completed.
7. Quote good for 30 days from submission.

Other services we provide are:

- Plant Health Care
- Plant Replacements
- Landscape Bed Renovation
- Structural Pruning
- Creative Landscape Design and Installation

Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____

**Prices for services billed per visit or per hour/unit do not include taxes. Applicable taxes will be added to invoice(s).*

Contractor Initials: _____ Customer Initials: _____

586 East 64th Street
Holland, Michigan 49423
Seasonal Maintenance of Landscape Beds on Center Street [EST2435722]

p. 6168757779
t. 6168757779

blueidgemi.com
email: info@blueidgemi.com

Page 2 of 2

**BLUE RIDGE**

— ESTD. 1987 —

Blue Ridge Inc.

Service Proposal

Client Name: The City of the Village of Douglas
Project Name: Design and Install Perennial Plantings in Previously Prepared Beds
Jobsite Address: 86 West Center Street Douglas, Michigan 49406 **Billing Address:** 86 West Center Street Douglas, Michigan 49406
Estimate ID: EST2439650
Date: Feb 19, 2024

Property Maintenance Services for 2024

We propose to design and install perennial plantings in the beds rather than annuals. This option prevents having to plant seasonal color every year, for savings on plants and labor. It also allows for creative plantings using natives and pollinator friendly plants! There are already some perennials in various beds, so we would be adding to these.

Please check the 'Approved' box beside all services you wish included in your seasonal service package.

Approved?	Service Description	Per Visit Price
<input type="checkbox"/>	Install Perennial Plantings in Prepared Beds	\$9,725.93

SERVICE DESCRIPTION: 1 visit

- Install perennials in prepared beds. Move any existing perennials around as needed.

Term & Conditions:

- Landscape maintenance per visit services will be billed on completion with Net 15-day terms.
- Any unpaid invoices are subject to 1.5% monthly finance charge, 18% annually.
- Payment must be received for previous services before any additional services can be completed.
- Quote good for 30 days from submission.

** Fuel Surcharge of 2% will be assessed if fuel exceeds \$4.00/gallon.

BL#2102216238 BL#2101214059

Other services we provide are:

- Plant Health Care
- Plant Replacements
- Landscape Bed Renovation
- Structural Pruning
- Creative Landscape Design

Estimate authorized by: _____

Company Representative

Signature Date: _____

Estimate approved by: _____

Customer Representative

Signature Date: _____

Contractor Initials: _____ Customer Initials: _____

586 East 64th Street
Holland, Michigan 49423

p. 6168757779
f. 6168757779

blueridgeinc.com
email: info@blueridgeinc.com

*Prices shown do not include tax. Applicable taxes will be added to invoice(s).

Contractor Initials: _____ Customer Initials: _____

586 East 64th Street
Holland, Michigan 49423

p. 6168757779
f. 6168757779

blueidgeml.com
email: info@blueidgeml.com

AESTHETIC GARDENER
 176 E 40th Street
 HOLLAND, MI 49423 US
 (616) 218-2698
 www.aestheticgardener.net



DDA

ADDRESS

Douglas City
 486 Water Street
 Douglas, MI 49406

SHIP TO

Center street - Redo All existing
 Landscape bed on emailed map

Proposal 3577**DATE 02/16/2024**

SERVICES	AMOUNT
Center street - Redo All existing Landscape bed on emailed map	0.00
Re use some existing plants if good or needed to incorporate them in with the new plants design. Plant to consider in this design.	0.00
Drift roses. Red, pink, or White	0.00
Hydrangea, Little Lime # 3 pot - Shrub bloom most of summer white flowers, need little pruning	0.00
Coreopsis Moonbeam. Masses of delicate pale sulfur-yellow 1" flowers Blooms from early summer until hard frost. 1 Gal	0.00
Veronica 'Royal Candles' # 1 Gal pot	0.00
Hosta Night before Christmas - Spring shoot unfurl to reveal heart-shape green leaves with wide pure white centers. 1 gal.	0.00T
Spray round up to kill off exist weeds, Removal of some exist dirt and bark as needed, Removal of unwanted plantings, set out plants, (install plants After approval), Install bark, (Price Includes all beds above plant, Dark brown Bark, Material and labor) (Average per square ft equal about - \$2.75/Sq ft)	22,995.00
1 year warranty	0.00

Thanks for your Proposal request! We are a fully insured company. We look forward in doing business with you. Have any questions please contact us at 616-218-2698. Aesthetic Gardener is to provided good workmanship to customer's satisfaction as quoted. Additional charges includes, services not listed above. Past due accounts subject to (1.5% monthly interest), collection, and/or other fees.

SUBTOTAL	22,995.00
TAX	0.00

TOTAL	\$22,995.00
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Accepted By

Accepted Date

Have any question on these transactions Please contact
 Mervin Hochstetter 616-218-2698 mervin@aestheticgardener.net

AESTHETIC GARDENER
 176 E 40th Street
 HOLLAND, MI 49423 US
 (616) 218-2698
 www.aestheticgardener.net

**ADDRESS**

Douglas City
 486 Water Street
 Douglas, MI 49406

SHIP TO

Downtown Development Area Center
 Street - Seasonal landscape bed
 maintenance

Proposal 3575**DATE 02/16/2024**

SERVICES	AMOUNT
Downtown Development Area Center Street - Seasonal landscape bed maintenance	0.00
Spring clean up, pruning of plants/and perennials as need, haul off shrub clippings. Done in spring	445.20
Re-Edging of landscape beds & Installation of Bark/Mulch (Includes colored Dark Brown Bark, Labor, & Cost) - Note: can be skipped this season if you do the new landscape design install.	2,968.96
Preen Application in landscape beds - This will reduce the amount of weed seed germination. Spring application.	369.09
Spray roundup on weeds to kill them off - done every 3 to 4 weeks throughout the season. Price for 7 time a season	808.50
Summer pruning of shrubs as needed, haul off shrub clippings	439.60
Fall clean up, cut down perennial and prune shrubs as need, blow leaves out of landscape beds listed on maps, Haul off any shrub clippings and leaves	899.50

Thanks for your Proposal request! We are a fully insured company. We look forward in doing business with you. Have any questions please contact us at 616-218-2698. Aesthetic Gardener is to provided good workmanship to customer's satisfaction as quoted. Additional charges includes, services not listed above. Past due accounts subject to (1.5% monthly interest), collection, and/or other fees.

SUBTOTAL	5,930.85
TAX	0.00

TOTAL	\$5,930.85
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Accepted By

Accepted Date

AESTHETIC GARDENER
 176 E 40th Street
 HOLLAND, MI 49423 US
 (616) 218-2698
 www.aestheticgardener.net



BSH

ADDRESS

Douglas City
 486 Water Street
 Douglas, MI 49406

SHIP TO

Blue Star street - Redo All existing
 Landscape bed on emailed map

Proposal 3578**DATE 02/16/2024****SERVICES****AMOUNT**

Blue Star street - Redo All existing Landscape bed on emailed map	0.00
Re use some existing plants if good or needed to incorporate them in with the new plants design. Plant to consider in this design.	0.00
Drift roses. Red, pink, or White	0.00
Hydrangea, Little Lime # 3 pot - Shrub bloom most of summer white flowers, need little pruning	0.00
Coreopsis Moonbeam. Masses of delicate pale sulfur-yellow 1" flowers Blooms from early summer until hard frost. 1 Gal	0.00
Veronica 'Royal Candles' # 1 Gal pot	0.00
Hosta Night before Christmas - Spring shoot unfurl to reveal heart-shape green leaves with wide pure white centers. 1 gal.	0.00T
Spray round up to kill off exist weeds, Removal of some exist dirt and bark as needed, Removal of unwanted plantings - tall grasses, set out plants, (install plants After approval), Install bark, (Price Includes all beds above plant, Dark brown Bark, Material and labor) (Average per square ft equal about - \$2.75/Sq ft)	20,995.00
1 year warranty on new plants	0.00

Thanks for your Proposal request! We are a fully insured company.
 We look forward in doing business with you. Have any questions
 please contact us at 616-218-2698. Aesthetic Gardener is to provided
 good workmanship to customer's satisfaction as quoted. Additional
 charges includes, services not listed above. Past due accounts subject
 to (1.5% monthly interest), collection, and/or other fees.

SUBTOTAL 20,995.00
TAX 0.00

TOTAL **\$20,995.00**

Accepted By

Accepted Date

Have any question on these transactions Please contact
 Mervin Hochstetler 616-218-2698 mervin@aestheticgardener.net

AESTHETIC GARDENER
 176 E 40th Street
 HOLLAND, MI 49423 US
 (616) 218-2698
 www.aestheticgardener.net

**ADDRESS**

Douglas City
 486 Water Street
 Douglas, MI 49406

SHIP TO

Blue Star Street - Seasonal landscape
 bed maintenance

Proposal 3576**DATE 02/16/2024**

SERVICES	AMOUNT
Blue Star Street - Seasonal landscape bed maintenance	0.00
Spring clean up, pruning of plants/and perennials as need, haul off shrub clippings. Done in spring	399.80
Re-Edging of landscape beds & Installation of Bark/Mulch (Includes colored Dark Brown Bark, Labor, & Cost) - Note: can be skipped this season if you do the new landscape design install.	2,626.22
Preen Application in landscape beds - This will reduce the amount of weed seed germination. Spring application.	325.67
Spray roundup on weeds to kill them off - done every 3 to 4 weeks throughout the season. Price for 7 time a season	798.50
Summer pruning of shrubs as needed, haul off shrub clippings	345.40
Fall clean up, cut down perennial and prune shrubs as need, blow leaves out of landscape beds listed on maps, Haul off any shrub clippings and leaves	425.50

Thanks for your Proposal request! We are a fully insured company. We look forward in doing business with you. Have any questions please contact us at 616-218-2698. Aesthetic Gardener is to provided good workmanship to customer's satisfaction as quoted. Additional charges includes, services not listed above. Past due accounts subject to (1.5% monthly interest), collection, and/or other fees.

SUBTOTAL	4,921.09
TAX	0.00

TOTAL	\$4,921.09
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Accepted By

Accepted Date

DDA Quote

