

**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, FEBRUARY 25, 2026 AT 10:00 AM
415 WEST WILEY ROAD, SUITE 103, DOUGLAS, MI
49406**

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

Changes/Additions/Deletions

Motion to approve the Agenda of February 25, 2026 – roll call vote

4. APPROVAL OF MINUTES

A. Minutes of January 28, 2026

Changes/Additions/Deletions

Motion to approve the Minutes of January 28, 2026 – roll call vote

B. Minutes of February 18, 2026

Changes/Additions/Deletions

Motion to approve the Minutes of February 18, 2026 – roll call vote

5. OFFICER REPORTS

A. Treasurer - Report provided in packet

B. Secretary

C. Vice Chair

D. Chair

6. PUBLIC COMMUNICATION - WRITTEN

A. Written Communication from John Thomas

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

8. UNFINISHED BUSINESS

9. NEW BUSINESS

A. Exterior Automated External Defibrillator (Wendy Colsen)

Motion to approve a request from Wendy Colsen for funding under a cost-share program for the purchase of an Exterior Automated External Defibrillator to be located in the DDA in the amount of \$1,256.00 to be allocated from Community Promotions.

B. MDA Membership Renewal

Motion to approve the renewal of the Michigan Downtown Association Membership in the amount of \$250.00.

C. Temporary Gateway Banner Application (Rotary Club)

Motion to approve the request from the Rotary Club of Saugatuck Douglas for the use of the banner sign to promote the Douglas Duck Dash on Saturday, July 25, 2026.

D. Temporary Gateway Banner Application (Lakeshore Pet Boutique)

Motion to approve the request from Lakeshore Pet Boutique for the use of the banner sign to promote the Erin Go Bark Pet Parade on Saturday, March 14, 2026.

E. Temporary Gateway Banner Application (Art in Douglas)

Quarter 2: 4/11; 5/9; 6/13

Quarter 3: 7/11; 8/8; 9/12

Quarter 4: 10/10; 11/14; 12/12

Motion to approve the request from Art in Douglas for the use of the banner sign to promote Art in Douglas events for quarter _____.

F. March DDA Meeting Date

Motion to approve moving the March DDA meeting from the 25th to the 18th at 10:00 a.m.

G. Workshop Discussion on Dates for a Follow-Up Meeting

H. Budget Reminder (Discussion/Worksheet Status)

I. Gateway Banner Signs Committee Update

J. Updates (Discussion)

a. Pre-Bowl Tailgate Stroll Wrap-Up

b. DDA Gateway Sign Banners/CVB Partnership (Soup Stroll, Tailgate Stroll, Derby Day in Douglas, Small Business Saturday, Michigan Downtown Day, and Light Night in Douglas)

c. Erin Go Bark Parade

d. Derby Day in Downtown Douglas Planning

e. Douglas Wellness Day (May 9th) Update

f. Buskers Event

g. Interurban Meeting Update

h. DES Color Run

i. World Cup June 12th, 19th, and 25th (Douglas World Cup Block Party)

j. Music on the Bayou (Blues on the Bayou)

k. Billboard on the Highway

K. Marketing Report (Jim, Alexia, Cindy, and Ruth)

10. COMMITTEE REPORTS

11. STAFF/MANAGER REPORTS

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

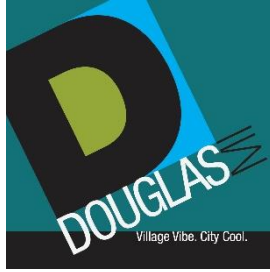
13. BOARD COMMENTS

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 28, 2026 AT 10:00 AM
415 WEST WILEY ROAD, SUITE 103, DOUGLAS, MI
49406**

MINUTES

1. CALL TO ORDER – Called to order at 10:00 am by Chair Walker

2. ROLL CALL/QUORUM

PRESENT:

Randy Walker, Chair

Alexia Dawson, Vice Chair

David Laakso, Treasurer

Kabri Martyniek, Secretary

Jim Babcock

Cathy North

Lauren Bachman

Cindy Miller

ABSENT:

Ruth Crowe

OTHERS PRESENT:

Lisa Nocerini, City Manager

Alyssa Ramirez, Deputy Clerk

3. APPROVAL OF AGENDA

Approval of Agenda - Changes/Additions/Deletions

Motion by Dawson, seconded by Laakso, to approve the Agenda of January 28, 2026 with the addition of item 8C, Election of Officers. Motion carried by unanimous roll call vote.

4. APPROVAL OF MINUTES

Approval of Minutes - Changes/Additions/Deletions

Motion by Dawson, seconded by Bachman, to approve the Minutes of December 17, 2025. Motion carried by unanimous roll call vote.

5. OFFICER REPORTS

A. Treasurer - 1/28/2026 Report provided in packet

B. Secretary

C. Vice Chair

D. Chair

6. PUBLIC COMMUNICATION – WRITTEN – None

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

8. UNFINISHED BUSINESS

A. Discuss/Approve changes to the DDA by-laws (existing by-laws attached)

Motion by Laakso, seconded by North, to change Section II, Paragraph 5 to read “The chief executive officer of the municipality (Mayor) ~~nor legislative members may be Officers~~ may not serve as officer, unless...” With additional amendments by Dawson, seconded by Miller, to delete Section VI, Paragraph 5, Procedures of Meetings. Motion carried by unanimous roll call vote.

B. Final changes to the DDA Special Events Policy and Grants Application (updated drafts from 1/23/2026)

Motion by Laakso, seconded by Dawson, to approve final changes to the Community Events Grant Program Guidelines with the addition that the written report be included within two weeks of completion of the event. Motion carried by unanimous roll call vote.

C. Election of Officers

Motion by Laakso, seconded by North, to nominate Walker for Chair. Motion carried by unanimous roll call vote.

Motion by North, seconded by Bachman, to nominate Dawson for Vice Chair. Motion carried by unanimous roll call vote.

Motion by Martyniek, seconded by Dawson, to nominate Laakso for Treasurer. Motion carried by unanimous roll call vote.

Motion by North, seconded by Laakso, to nominate Martyniek for Secretary. Motion carried by unanimous roll call vote.

9. NEW BUSINESS

A. Art in Douglas Temporary Gateway Banner Application

Motion by Laakso, seconded by Dawson, to approve the Temporary Gateway Banner request from Art in Douglas for the first quarter (2/7; 2/14 & 2/15; 3/14), yielding to Erin Go Bark on March 14th should they have a banner ready for that date. Motion carried by unanimous roll call vote.

B. Art in Douglas Community Events Grant Program Application

Motion by Laakso, seconded by Bachman, to approve the grant program application request for \$1,900.00, \$550.00 of which only to be granted if the musicians play outdoors, from Art in Douglas for music and advertising to be taken from Community Promotions. Motion carried by 7-1 roll call vote. Aye: Babcock, Bachman, Dawson, Laakso, Martyniek, Miller, and North. Nay: Walker.

C. Project for the T-Mobile Hometown Grant Application (Due 3/31/2026)

Options: Downtown Wi-Fi Plaza + Mural; Streetscape Enhancements + Mural; Downtown Wi-Fi Plaza + Gathering Space (public seating; branding/signage; decorative lighting)

Motion by Martyniek, seconded by Babcock, to pursue the Downtown Wi-Fi Plaza + Mural project for T-Mobile Hometown Grant Application. Motion carried by unanimous roll call vote.

D. Budget Reminder (Discussion and worksheet status)

E. Beats on Beery 2026 (Discussion)

F. Updates (Discussion)

- a. Douglas Soup Stroll Wrap-Up (purchase paper bowls/spoons in 2027)
- b. Pre-Bowl Tailgate Stroll Update (February 7th from 12-5 PM)
- c. DDA Gateway Sign Banners/CVB Partnership (Soup Stroll, Tailgate Stroll, Derby Day in Douglas, Small Business Saturday, Michigan Downtown Day, and Light Night in Douglas)
- d. Douglas Wellness Day (May 9th)
- e. Interurban Summer Service Update
- f. DDA/POW Strategies Workshop Reminder (February 18th at 10 AM)
- g. SDACVB Meeting Attendance

North left the meeting at 11:41 AM

10. COMMITTEE REPORTS

11. STAFF/MANAGER REPORTS

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

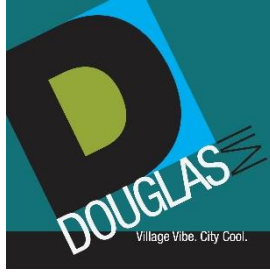
13. BOARD COMMENTS

14. CHAIR COMMENTS

15. ADJOURNMENT

Motion by Laakso, seconded by Martyniek, to adjourn the meeting at 12:05 PM.

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
WORKSHOP**

**WEDNESDAY, FEBRUARY 18, 2026 AT 10:00 AM
415 WEST WILEY ROAD, SUITE 103, DOUGLAS, MI
49406**

MINUTES

To view remotely online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/81180675877>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 811 8067 5877

1. CALL TO ORDER

2. ROLL CALL/QUORUM

PRESENT:

Randy Walker, Chair

Alexia Dawson, Vice Chair

David Laakso, Treasurer

Kabri Martyniek, Secretary

Jim Babcock

Lauren Bachman

Cindy Miller

Ruth Crowe

ABSENT:

Cathy North

OTHERS PRESENT:

Lisa Nocerini, City Manager

Alyssa Ramirez, Deputy Clerk

3. DDA WORKSHOP

A. POW Strategies - Strategic Planning Follow-Up (Cristina Sheppard-Decius)

B. DDA Board Strategic Planning Follow-Up/Discussion

4. PUBLIC COMMUNICATION - VERBAL (limit of 3 minutes) – None

5. BOARD MEMBER COMMENTS

6. ADJOURNMENT

Motion by Dawson, seconded by Laakso, to adjourn the meeting at 11:54 a.m.

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

DDA TREASURER'S REPORT for February 25, 2026 Meeting

The DDA received income of \$28,605.07 during the month of January. \$28,512.32 was revenue related to TIF recapture, and \$92.75 was revenue from Beery Field EV Charging Station fees. Year-to-date TIF recapture revenue exceeds budgeted amounts by \$11,833.92 as of January 31, 2026.

Expenses of \$1,058.40 were recorded during the month, which included \$750.00 for the allocation of city staff expenses and \$308.40 for the DDA passport program.

At January 1, 2026, the DDA had cash on hand of \$126,774.81. There were no accounts payable or other liabilities recorded, leaving an ending fund balance of \$126,774.81.

February 4, 2026

DDA BUDGET - 2024-2025 FISCAL YEAR beginning July 1, 2025

	2025-2026 Approved Budget	Activity for January 2026	2025-2026 YTD Activity	Full Year 2025/26 Better/(Worse) than Budget	Comments
REVENUES					
TAX INCREMENT RECAPTURE	\$ 64,512.00	\$ 28,512.32	\$ 76,345.92	\$ 11,833.92	TIF Recapture
OTHER INCOME	\$ 1,000.00	\$ -	\$ 1,510.32	\$ 510.32	Miscellaneous Revenue
EV CHARGING INCOME	\$ -	\$ 92.75	\$ 1,631.85	\$ 1,631.85	Beery Field Charging Station Revenue
INTEREST INCOME	2,000.00	-	955.47	(1,044.53)	
TOTAL Revenues	\$ 67,512.00	\$ 28,605.07	\$ 80,443.56	\$ 12,931.56	
EXPENSES					
DDA ADMINISTRATION	\$ 9,000.00	\$ 750.00	\$ 4,500.00	\$ 4,500.00	Monthly expense allocation to the DDA for use of City Staff
TRAINING FUNDS	6,500.00	-		6,500.00	
BUSINESS INCENTIVE PROGRAM	-	-	-	-	
LEGAL FEES	-	-	390.00	(390.00)	Outside Legal Fees to Determine if DDA Could Have Officer Mtgs Art in Douglas Music, Beats on Beery, Michigan Downtown Day, Fall and Winter Decorations, Shop/Dine Passports, History Center Halloween expenses, and Tote Bags
COMMUNITY PROMOTIONS	29,900.00	308.40	15,147.48	15,147.48	
MARKETING	4,500.00	-	-	4,500.00	
CAPITAL OUTLAY (Detail Below)	20,200.00	-	13,865.90	6,334.10	Signs and Banners
TOTAL Expenditures	\$ 70,100.00	\$ 1,058.40	\$ 33,903.38	\$ 36,591.58	
SUMMARY:	-	-	-		
REVENUES:	\$ 67,512.00	\$ 28,605.07	\$ 80,443.56	\$ 12,931.56	
EXPENDITURES	70,100.00	1,058.40	33,903.38	36,196.62	
BUDGET NET INCOME (LOSS)	\$ (2,588.00)	\$ 27,546.67	\$ 46,540.18	\$ 49,128.18	

<u>Capital Outlay Detail</u>	Approved Budget	November 2025	2025-2026 YTD Activity	Favorable/(Unfavorable) to Budget
Memo:				
Unallocated	\$ 20,200.00	\$ -	\$ -	\$ 20,200.00
Banners		\$ -	\$ 5,365.90	\$ (5,365.90)
Gateway Signage - Main St.		\$ -	\$ 8,500.00	\$ (8,500.00)
Total Capital Budget	<u>\$ 20,200.00</u>	<u>\$ -</u>	<u>\$ 13,865.90</u>	<u>\$ 6,334.10</u>

February 4, 2026

Douglas City Council and Douglas DDA Board,

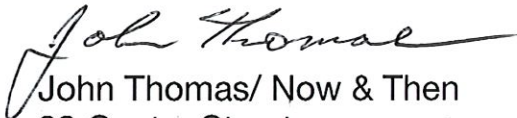
After more than a year with our new Douglas sign at the corner of Center and Blue Star, we are still hearing from far too many people that they have driven past the new sign without seeing the word "downtown" because the word "Douglas" is so much larger and more dominant. They also miss the "arrow symbol" altogether because it is the smallest, most insignificant part of the whole sign and hard to catch as they drive past the sign while entering an intersection.

This feedback has been so consistent that I would like to suggest a modest change to see if we can address what people are telling us, and hopefully attract more people to our wonderful downtown.

My suggestion, and my request, is that we simply change the color of the arrowhead to red, since research clearly supports the fact that red is more effective in communicating to people in moving vehicles than the color now being used for that element of the sign.

Your thoughtful attention and consideration to my request is appreciated.

Respectfully,



John Thomas/ Now & Then
23 Center Street
2/3/2026

January 28, 2026

Dear Members of the Douglas Downtown Development Authority:

As some of you may be aware, Saugatuck-Douglas HEARTSafe Community is a recently formed local organization aiming to make the tri-community area a safer place to live, work, and play. Their focus is to save lives with hands-only CPR training, increasing Automated External Defibrillator (AED) access, and initiating heart healthy programs to strengthen the chain of survival.

After taking one of their CPR classes, I was inspired to help, particularly by increasing the availability of exterior AED devices in the downtown area. The outdoor cabinets cost nearly as much as the device itself, so I am writing to formally request support from the DDA (through the Community Promotions Program) for assistance with cost-sharing in the purchase of an AED and outdoor case to be installed in our downtown corridor (most likely in front of 48 W. Center Street.). Saugatuck-Douglas HEARTSafe has graciously agreed to assist with cost-sharing as well.

The heart of Douglas is more than a collection of historic buildings and bustling storefronts—it is a place where residents, business owners, employees, and visitors gather daily. With this in mind, my hope is that we can work together to make downtown Douglas not only a vibrant destination, but also a safe community as well. With the loss of our centrally located police department and city hall, whose buildings housed interior AEDs, it is even more imperative to replace them with an exterior AED that is easily accessible at all times.

Background and Rationale

Sudden cardiac arrest can happen to anyone, at any age, and in any location—including public spaces such as our downtown district. According to the American Heart Association, more than 350,000 cases of out-of-hospital cardiac arrests occur annually in the United States. The presence of an AED, coupled with swift action, can dramatically increase the chances of survival for someone experiencing cardiac arrest.

Currently, our downtown corridor only has access to two 24-hour exterior AED devices, which are located at Beery Field and Douglas Marina. Though there are other devices located inside buildings, they lack visibility and 24-hour immediate access.

In the event of a cardiac emergency, precious minutes may be lost locating and transporting such a device—minutes that might otherwise mean the difference between

RE: Community Promotions Program Request for Funding - Cost Sharing of the Purchase of an Exterior Automated External Defibrillator (AED)

UPDATE FROM LAST PROPOSAL:

I was able to secure more funding for the AED cost sharing, as the Saugatuck-Douglas HEARTSafe Community has graciously agreed to partner with us. (Hooray!) Below is the email I received with their requirements, which will take the burden off the City and the DPW for continued maintenance.

Also, Leo Maas from the DPW and I combed through past city purchases of AEDs and were able to come up with a more detailed outline of the budget. I've highlighted the budget and cost sharing changes from the proposal sent in September.

On Mon, Jan 26, 2026 at 2:25 PM Robert Todd Christensen
<robert.t.christensen@gmail.com> wrote:

Wendy,

We're happy to share that at our January business meeting, the proposal you submitted was approved. We're truly excited about the opportunity to collaborate with you and the Douglas DDA on this important, life-saving purchase.

To reiterate the ownership details, the Saugatuck-Douglas HEARTSafe Community will retain ownership of the AED unit, including the device itself, accessories, and housing cabinet. SD HEARTSafe will also take responsibility for maintaining the unit to ensure it remains ready for use, along with covering any associated maintenance expenses.

We're looking forward to moving ahead together. I've included our finance officer, Andrea Blok, to begin the financial conversations, and Tony to coordinate the purchase of the proposed equipment. We're excited to move forward and implement the plan you thoughtfully outlined.

Thank you again for your partnership—we're grateful to be working together on this effort.

Warmly,

Todd Christensen

Administrative Chairperson

Saugatuck-Douglas HEARTSafe Community

life and death. By installing an AED in a centrally located, accessible spot along the downtown corridor, we can empower our community members and visitors with the means to act quickly and effectively in an emergency.

Purpose of the Funding Request

Some key purposes of DDAs are to fund public improvements and strengthen community identity in order to enhance the vitality of downtown districts. This initiative would not only support a project that benefits the community at large, it also promotes our community as one that cares.

The acquisition of an AED and exterior cabinet aligns perfectly with this mission. The device would serve the broad public and safeguard the lives of residents, business owners, employees, and visitors during events, markets, and the everyday life of people downtown.

Specifically, the cost-sharing will be used to:

- Purchase one (1) FDA-approved Automated External Defibrillator (AED) unit, accessories, and outdoor cabinet suitable for public access use;
- Install the AED in a highly visible and accessible area of downtown Douglas;
- Bring more awareness of SD HEARTSafe to the general public and hopefully inspire more people to join the cause; and
- Promote community awareness of the AED location and its lifesaving potential.

Benefits to the Community

The installation of an AED will bring numerous and far-reaching benefits to downtown district, including:

- **Enhanced Public Safety:** Immediate access to an AED can significantly increase the chances of survival for cardiac arrest victims.
- **Community Empowerment:** AED awareness and participation in HEARTSafe training will encourage residents and business owners to become active participants in public safety.
- **Support for Downtown Events:** Many events draw large crowds to our downtown. Having more AEDs along the downtown corridor will provide reassurance and preparedness for medical emergencies.
- **Increased Attractiveness for Visitors:** Demonstrating our city's commitment to safety and caring can encourage more families and organizations to visit and invest in our downtown.

Implementation Plan

Upon approval of this funding request, the following steps will be taken to ensure successful acquisition and deployment of the AED:

- Consult with the Saugatuck Township Fire Department and the Douglas Department of Public Works to select an appropriate location for the AED.
- Purchase and install the AED, ensuring the device is registered and maintained according to manufacturer and state guidelines.
- Distribute informational materials regarding AED use, CPR techniques, and the local SD HEARTSafe Community initiative.
- Organize a free public demonstration and training session for downtown merchants and staff.
- Promote the AED's presence through social media, local newspaper, and in-person outreach at community events.

Budget Estimate

According to the Saugatuck Township Fire Department, listed below is the current pricing for a refurbished Lifepak 1000 AED and accessories. New Lifepak 1000s go for approximately \$2,780.00 each. The refurbished AED carries the same one-year warranty as a new one. The fire department has had 22+ in service for 4-5 years and there have been no issues with any of them.

- 1 refurbished Lifepak 1000 AED – \$1,195.00
- 1 set of adult pads – \$45.00
- 1 set of Pediatric pads – \$125.00
- Shipping for the Lifepak – \$35.00
- 1 AED outdoor cabinet – \$1,698.00
- Shipping for cabinet - \$17.00
- Installation (approximately) – \$600.00
- Transformer Power Supply for cabinet - \$39.00
- Red Rescue Kit - \$16.00
- **TOTAL = \$3770**

The Saugatuck-Douglas HEARTSafe Community will retain ownership of the AED unit, including the device itself, accessories, and housing cabinet. SD HEARTSafe will also take responsibility for maintaining the unit to ensure it remains ready for use, along with covering any associated maintenance expenses.

It is my understanding that the SD HEARTSafe Community would ask that the City pay the electric cost, which is approximately \$5.00 per month.

Approximate Cost Share

SD HEARTSafe Community	\$1256.00
Douglas DDA	\$1256.00
Wendy	\$1258.00

Conclusion

The purchase and installation of an AED and exterior cabinet along the downtown corridor is a positive step toward further safeguarding our community and promoting Douglas as a caring community that protects the lives of our residents, business owners, employees, and visitors. The DDA's support will make a tangible difference and send a clear message of Douglas's unwavering commitment to the health and safety of its people.

Should you require any additional information regarding the proposal, device specifications, or implementation plan, I would be more than happy to provide further details or meet at your convenience.

Thank you for your time, consideration, and ongoing dedication to the viability of Downtown Douglas. I look forward to the opportunity to work together to make our downtown a safer place for all.

Sincerely,

Wendy Colsen

Michigan Downtown Association
P.O. Box 3591
North Branch, MI 48461
248-838-9711
director@michigandowntowns.com



MICHIGAN
DOWNTOWN
ASSOCIATION

Membership Invoice

Item 9B.

Invoice # 3971

Randy Walker
Douglas Downtown Development Authority
PO Box 757
Douglas, MI 49406

Membership dues are based upon an organization's total budget for DOWNTOWN. Please refer to the tiers below and if necessary, adjust your annual membership rate accordingly.

\$249,000 & Under: \$250

\$250,000-\$499,999: \$400

\$500,000+: \$650

The \$100 contribution to our Advocacy Fund has already been included in your membership dues renewal invoice and is 100% OPT-IN.

MEMBER	ITEM	AMOUNT
Douglas Downtown Development Authority 3/31/2026 - 3/31/2027	Municipal or Public Agency Membership Dues	250.00
Please remit payment to the address listed. Please do NOT Fax payments.		
		TOTAL: 250.00

Payment Stub

Member: Walker, Randy
Douglas Downtown Development Authority

Invoice #: 3971
Description: Membership Dues
Date Due: 3/31/2026

Amt. Due: 250.00

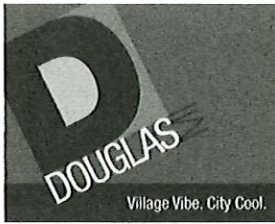
Please tear off this stub and include with your payment.
Send payment to:

Michigan Downtown Association
P.O. Box 3591
North Branch, MI 48461

or login and pay online at www.michigandowntowns.com

Enclosed:





Downtown Development Authority Temporary Gateway RECEIVED Banner Application

RECEIVED
JAN 30 2026
RV

Application Fee: \$50
Deposit \$50
Payable Online at: douglasmi.gov

The Village of Friendliness – Since 1870

Application Checklist

- ☒ A Completed and Signed Douglas Downtown Authority Temporary Gateway Banner Application
Note: Applications must be received 30 days prior to the event. *The DDA meets on the 4th Wednesday of each month; therefore, applications will be considered for approval by the DDA board during their next meeting following submission.*
☒ \$50 Application fee with a \$50 Deposit (deposit will be returned to applicant following the removal of the banner)
☒ Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event (Note: Failure to adhere to these dates may result in forfeiture of the sign deposit.)
- The banner must be securely fastened and meet safety standards.
- Banners must be weather-resistant.
- Banners must not contain offensive or inappropriate content.
- Only one banner will be displayed at a time.
- Banners must not be larger than 24"x 94"

Applicant Information:

Name: Helen Baldwin Organization: Rotary Club of Saugatuck-Douglas
Phone Number: 248-245-4210 Email Address: hbaldwin0925@gmail.com
Address/PO Box: P.O. Box 211 City: Douglas State: MI Zip: 49406

Banner Information:

Banner Location: ☒ Center Street and BSH ☐ Main Street and BSH

Event Name: Douglas Duck Dash Event Dates: Sat. July 25, 2026

Banner Dimensions: 24" x 94" Dates of event banner is promoting: Sat. July 25, 2026

Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

Douglas events for Vacation weeked - family fun on
Saturday am - Duck Dash, 5K, face painting, etc.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. It is the applicant's responsibility to meet the requirements of the Conditions of Banner Display in all respects and to provide the necessary information to the Downtown Development Authority for approval. A permit must be obtained prior to putting up the banner. I acknowledge there are no refunds for any reason.

Signature of Applicant

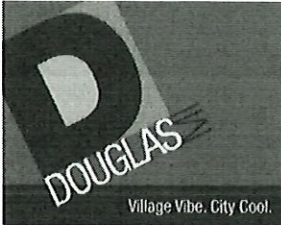
Date

January 30, 2026



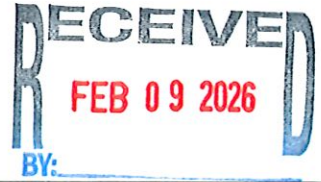
Douglas Duck Dash
July 26 • 1pm • Beery Field





Downtown Development Authority Temporary Gateway Banner Application

Application Fee: \$50
Deposit \$50
Payable Online at: douglasmi.gov



The Village of Friendliness – Since 1870

Application Checklist

- ☒ A Completed and Signed Douglas Downtown Authority Temporary Gateway Banner Application
Note: Applications must be received 30 days prior to the event. *The DDA meets on the 4th Wednesday of each month; therefore, applications will be considered for approval by the DDA board during their next meeting following submission.*
☐ \$50 Application fee with a \$50 Deposit (deposit will be returned to applicant following the removal of the banner)

☒ Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event (Note: Failure to adhere to these dates may result in forfeiture of the sign deposit.)
- The banner must be securely fastened and meet safety standards.
- Banners must be weather-resistant.
- Banners must not contain offensive or inappropriate content.
- Only one banner will be displayed at a time.
- Banners must not be larger than 24"x 94"

Applicant Information:

Name: Randy WALKER Organization: Lakeshore Pub Boutique
Phone Number: 269-455-5873 Email Address: randy@lakeshorepubboutique.com
Address/PO Box: PO Box 94 City: Douglas State: MI Zip: 49406

Banner Information:

Banner Location: ☒ Center Street and BSH ☐ Main Street and BSH

Event Name: Erin Go Back PARADE Event Dates: MARCH 14, 2026
Banner Dimensions: 24" x 94" Dates of event banner is promoting: MARCH 8 - 2026
MARCH 14, 2026

Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

This is the 24th Anniversary of this PARADE which was held in
Saginaw until a few years ago. This event draws a nice crowd
to Downtown Douglas in the chilly, shoulder-season month of March.
Many of the other businesses will open on this day as well.

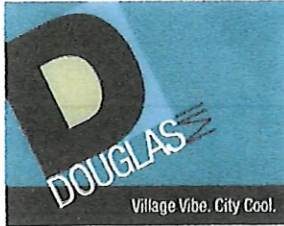
I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. It is the applicant's responsibility to meet the requirements of the Conditions of Banner Display in all respects and to provide the necessary information to the Downtown Development Authority for approval. A permit must be obtained prior to putting up the banner. I acknowledge there are no refunds for any reason.

Randy Walker
Signature of Applicant

2-9-26
Date

Erin Go Bark Pet Parade

**This Saturday
Downtown Douglas**



Downtown Development Authority Temporary Gateway Banner Application

Application Fee \$50 + \$50 Deposit
Payable Online Option at: tinyurl.com/PayItOnline

JAN 02 2025

The Village of Friendliness – Since 1870

Application Checklist

- ☐ A Completed and Signed Douglas Downtown Authority Temporary Gateway Banner Application
Note: Applications must be received 30 days prior to the event. *The DDA meets on the 4th Wednesday of each month; therefore, applications will be considered for approval by the DDA board during their next meeting following submission.*
- ☐ \$50 Application fee with a \$50 Deposit (deposit will be returned to applicant following the removal of the banner)
- ☐ Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event (Note: Failure to adhere to these dates may result in forfeiture of the sign deposit.)
- The banner must be securely fastened and meet safety standards.
- Banners must be weather-resistant.
- Banners must not contain offensive or inappropriate content.
- Only one banner will be displayed at a time.
- Banners must not be larger than 24"x 94"

Applicant Information:

Name: JOHN THOMAS Organization: ART in DOUGLAS
Phone Number: 616-836-0272 Email Address: JTMIXEDM@AOL.COM
Address / PO Box: BOX 521 City: DOUGLAS State: MI Zip: 49406

Banner Information:

Event Name: art in Douglas Event Dates: 4/11/26 5/9/26 6/13/26 ^{2nd quarter}
Banner Dimensions: 24x90 Dates of event banner is promoting: 4/11 5/9 6/13

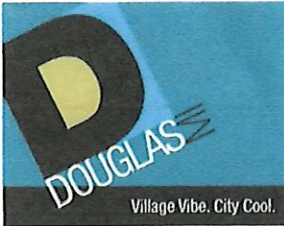
Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

The art in Douglas gallery stroll events are long-standing, multi-gallery events which draw as many as 300+ people; benefiting all of the businesses on Center St.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. It is the applicant's responsibility to meet the requirements of the Conditions of Banner Display in all respects and to provide the necessary information to the Downtown Development Authority for approval. A permit must be obtained prior to putting up the banner. I acknowledge there are no refunds for any reason.

Signature of Applicant: John Thomas Date: 1/2/26



Downtown Development Authority Temporary Gateway Banner Application

Application Fee \$50 + \$50 Deposit
Payable Online Option at: tinyurl.com/PayItOnline

JAN 02 2025

The Village of Friendliness – Since 1870

Application Checklist

- ☐ A Completed and Signed Douglas Downtown Authority Temporary Gateway Banner Application
Note: Applications must be received 30 days prior to the event. *The DDA meets on the 4th Wednesday of each month; therefore, applications will be considered for approval by the DDA board during their next meeting following submission.*
- ☐ \$50 Application fee with a \$50 Deposit (deposit will be returned to applicant following the removal of the banner)
- ☐ Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event (Note: Failure to adhere to these dates may result in forfeiture of the sign deposit.)
- The banner must be securely fastened and meet safety standards.
- Banners must be weather-resistant.
- Banners must not contain offensive or inappropriate content.
- Only one banner will be displayed at a time.
- Banners must not be larger than 24"x 94"

Applicant Information:

Name: JOHN THOMAS Organization: ART in DOUGLAS
Phone Number: 616-836-0272 Email Address: JTMIXEDIN@AOL.COM
Address / PO Box: BOX 521 City: DOUGLAS State: MI Zip: 49406

Banner Information:

Event Name: Art in Douglas Event Dates: 7/11/26 8/8/26 9/12/26
Banner Dimensions: 24x90 Dates of event banner is promoting: 7/11 8/8 9/12

Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

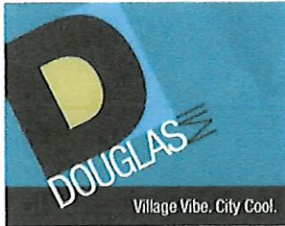
The art in Douglas gallery stroll events are long-standing, multi-gallery events which draw as many as 300+ people; benefiting all of the businesses on Center St.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. It is the applicant's responsibility to meet the requirements of the Conditions of Banner Display in all respects and to provide the necessary information to the Downtown Development Authority for approval. A permit must be obtained prior to putting up the banner. I acknowledge there are no refunds for any reason.

John Thomas
Signature of Applicant

Date

1/2/26



Downtown Development Authority Temporary Gateway Banner Application

JAN 02 2025

Application Fee \$50 + \$50 Deposit
Payable Online Option at: tinyurl.com/PayItOnline

The Village of Friendliness – Since 1870

Application Checklist

- ☐ A Completed and Signed Douglas Downtown Authority Temporary Gateway Banner Application
Note: Applications must be received 30 days prior to the event. *The DDA meets on the 4th Wednesday of each month; therefore, applications will be considered for approval by the DDA board during their next meeting following submission.*
- ☐ \$50 Application fee with a \$50 Deposit (deposit will be returned to applicant following the removal of the banner)
- ☐ Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event (Note: Failure to adhere to these dates may result in forfeiture of the sign deposit.)
- The banner must be securely fastened and meet safety standards.
- Banners must be weather-resistant.
- Banners must not contain offensive or inappropriate content.
- Only one banner will be displayed at a time.
- Banners must not be larger than 24"x 94"

Applicant Information:

Name: JOHN THOMAS Organization: ART in DOUGLAS
Phone Number: 616-836-0272 Email Address: JTMIXEDM@AOL.COM
Address / PO Box: BOX 521 City: DOUGLAS State: MI Zip: 49406

Banner Information:

4th quarter

Event Name: Art in Douglas Event Dates: 10/10/26 11/14/26 12/12/26
Banner Dimensions: 24x90 Dates of event banner is promoting: 10/10 11/14 12/12

Banner Promotion:

How does the banner promote the community or an event that impacts the City of Douglas? (Insert explanation of how the banner promotes community engagement, local events, or activities that positively impact the City of Douglas).

The Art in Douglas gallery stroll events are long-standing, multi-gallery events which draw as many as 300+ people; benefiting all of the businesses on Center St.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. It is the applicant's responsibility to meet the requirements of the Conditions of Banner Display in all respects and to provide the necessary information to the Downtown Development Authority for approval. A permit must be obtained prior to putting up the banner. I acknowledge there are no refunds for any reason.

John Thomas
Signature of Applicant

1/2/26
Date