

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

AGENDA

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

Join online by visiting: <https://us02web.zoom.us/j/84564912405>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 845 6491 2405

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT CALENDAR**
 - A.** Approval of Agenda - March 22, 2023
 - B.** Approval of Minutes - March 1, 2023
 - C.** Secretary (Balmer)
Written Communications
Notice of Board Vacancy (1 vacant seat)
 - D.** Treasurer (Laakso)
Financial Update
Accounts Payable
 - E.** Vice Chair (Postilion)
 - F.** Chair (Ketelhut)

Motion to approve the Consent Calendar of March 22, 2023 – roll call vote

- 4. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**
- 5. PUBLIC COMMUNICATION - WRITTEN**
- 6. UNFINISHED BUSINESS**

A. Amend Holiday Lighting Motion

Motion to amend the Chips Groundcover Agreement and recommend City Council support decorative structure lighting at City Hall, the Police Department, Beery Field bathrooms, and the gateway sign. - roll call vote

B. DDA Priorities, Budget Development, Project List - Discussion Item

7. NEW BUSINESS

A. Gateway Sign Canvas Presentation - Discussion Item

8. REPORTS

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

10. BOARD COMMENTS

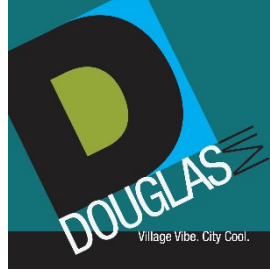
11. CHAIR COMMENTS

A. Chair Ketelhut - Gateway Signage

B. Douglas Sign 3

12. ADJOURNMENT

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



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, MARCH 01, 2023 AT 2:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. **CALL TO ORDER:** Chair Ketelhut called the meeting to order at 2:00 pm
2. **ROLL CALL:** Present: Ketelhut, Laakso, Martyniek, Postilion, Walker
Absent: Balmer, Donovan, Stefanchik
3. **CONSENT CALENDAR**
 - A. Approval of Agenda - March 1, 2023
 - B. Approval of Minutes - January 25, 2023
 - C. Secretary (Balmer)
Written Communications - None
Notice of Board Vacancy (1 vacant seat)
 - D. Treasurer (Laakso) – Report included in packet
 - E. Vice Chair (Postilion) – No report
 - F. Chair (Ketelhut) – Discussed Michigan Downtown Association membership presented by Walker

Motion by Walker, with support from Laakso, to approve the Consent Calendar of March 1, 2023 - Motion carried by unanimous roll call vote.

4. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** Phyllis with Interurban addressed the board and questioned if the Interurban should be part of the DDA TIF Plan or not. City Manager LaBombard stated that more research into Phyllis's question is needed, and he will reach out to her with an answer.
5. **PUBLIC COMMUNICATION – WRITTEN:**
 - A. Lebenart Gallery: Douglas Entrance Signs
 - B. John Thomas, Owner, Mixed Media Gallery: Letter

6. UNFINISHED BUSINESS:

- A. TIF Plan - Nathan Mehmed with Williams & Works reviewed the draft TIF Plan. He addressed the next steps and timeline for the approval process.
- B. Welcome Center Literature – Members discussed the addition of the DDA logo to the example provided, along with an update to the event listing.

Motion by Walker, with support from Laakso, to approve the placement of the amended version of the

Douglas Downtown Development Authority visitor guide literature at Michigan Welcome Centers for 2023 – Motion carried by unanimous roll call vote.

- C. Budget Priorities for FY 23-24 - Discussion item – Martyniek is still working on Holiday Market details. Postilion stated that Grant Writers cost about \$75 hourly but will reach out for more estimates. Chair Ketelhut reached out to Fennville regarding a post seeking grant writing intern and mentioned that the DDA should post on social media. Walker mentioned that the Gateway project is moving and would like to explore the overpass signage options. Chair Ketelhut also talked about socials and reached out to the Rotary Club and mentioned the Historical Society has two events. Discussion of Wade’s Bayou will be tabled till next meeting due to Donovan being absent. Walker also stated a need for seasonal Holiday décor for all Holidays not just Christmas.

7. NEW BUSINESS

- A. Holiday Lighting FY 23-24 – Members discussed the gazebo and trees at Wade’s Bayou being lit year-round.

Motion by Walker, with support by Laakso, to recommend that DDA consider amending the Chips Groundcover Agreement and recommend to City Council support for keeping the lights up in the trees year-round and to keep the tree lights and gazebo lights at Wade’s Bayou lit year-round on a timer used for lighting in the nighttime. – Motion carried by unanimous roll call vote.

8. **REPORTS:** City Manager LaBombard - A grant opportunity from Consumers Energy Foundation is available. He also stated that there is new information on the Gateway signs and Clear Vision easement, and there is a possibility of two options, but this item will have to be discussed during a closed session with the attorney.

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

9. **PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES):** John Thomas spoke regarding his letter in the written communication. Mr. Thomas mentioned that he has proposed simple fixes and improvement ideas for the past four years, and he would like some action taken on the Douglas signage issue.

Motion by Martyniek, with support from Walker to extend the meeting by 10 minutes. – Motion carried by unanimous roll call vote.

10. **BOARD COMMENTS:** Postilion mentioned possibility of a local photographer take pictures for the sign, and maybe fresh paint. Martyniek also would like some fresh paint to the sign but recognizes that this is just a band aid to the problem. Laakso will bring art examples to the next meeting.

11. **CHAIR COMMENTS:** Chair Ketelhut stated that Lewis Corbin saw a Facebook post from the members regarding Wayfinding signage and offered their time free of charge to come up with some designs. Chair Ketelhut will continue his discussions with Mr. Corbin. He also mentioned the concern for the Gateway signage and need to keep moving forward.

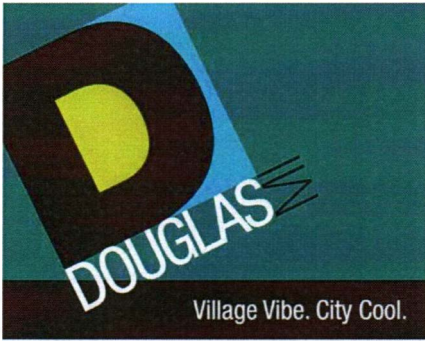
12. ADJOURNMENT:

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

Submitted By Laura Kasper, Deputy Clerk

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MEMORANDUM



To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: March 22, 2023

RE: Amend Holiday Lighting Motion

At the February 1, 2023, DDA meeting a motion was made to include holiday lighting on municipal structures and trees. The motion read:

Adopted Motion: I recommend that DDA consider amending the Chips Groundcover Agreement and recommend City Council support keeping the lights up in the trees year-round and to keep the tree lights and gazebo lights at Wades bayou lit year-round on a timer used for lighting in the night-time.

The sample motion provide by the City Manager was intended to focus on municipal structures. The sample motion read:

Sample Motion: I recommend the Downtown Development Authority consider amending the Chips Groundcover Agreement and recommend City Council support decorative structure lighting at City Hall, the Police Department, Beery Field bathrooms, and the gateway sign.

There was significant discussion among the DDA members about lighting trees throughout the year; however, City ordinances restrict the ability to keep lighting displays in the crown of public trees. Per the Ordinance (below), one cannot leave lights in the crown of the tree. The Tree Board (now Planning Commission) is the appeal entity that can allow lights to be left on the trunk of the tree. Moving lights from the crown of the tree to the trunk of the tree may not have the desired effect the DDA is seeking for the downtown. While the ordinance isn't specific about the reasons to restrict lighting in the crown of public trees, one can only assume lighting left in trees damages the tree, inhibits pruning, inhibits growth, could be detrimental health of the tree, and may cause damage to the lighting.

There are no ordinances that restrict holiday lighting displays other than on trees located in the right-of-way. Municipal ordinance 98.08 "Limited Lighting of Trees on Public Rights-of-Way" requires "trees located in the public street rights-of-way or otherwise on public property shall not be decorated with strings of lights placed or maintained on or within them, nor shall such trees otherwise be lighted by other types of lighting placed on or within the trees; provided, however, that during the annual holiday season lights in observance

of the season may be placed on such trees, in a manner that will not harm or damage the trees, but they not be placed on the trees earlier than November 1 and they shall be removed from the trees not later than the following March 31; but provided further, that such lights placed on trees in the public street rights-of-way in observance of the annual holiday season may remain on the trees after March 31 if approved by the Tree Board, subject to terms and conditions imposed by the Tree Board, and if the lights are placed only on or around the tree trunk, not the crown of the tree, and if the tree will not be harmed or damaged thereby.” Therefore, tree lighting in the right of way is not viable without permission from the Planning Commission (acting Tree Board).

With this information in mind, I recommend the DDA reference Roberts Rules of Order and Rescind or Amend Something Previously Adopted per Roberts Rules Chapter IX §35: Items 1-8

Rescind – also known as Repeal or Annul – is the motion by which a previous action or order can be canceled or countermanded. The effect of Rescind is to strike out an entire main motion, resolution, order, or rule that has been adopted at some previous time. Amend Something Previously Adopted is the motion that can be used if it is desired to change only a part of the text, or to substitute a different version. (35.1)

The motion to Rescind and Amend Something Previously Adopted takes precedence over nothing and can therefore be moved only when no other motion is pending. It can be applied to anything which has continuing force and effect, and which was made or created at any time or times as the result of the adoption of one or more main motions. Must be seconded. Are debatable; debate can go into the merits of the question which it is proposed to rescind or amend. Are amendable, by the processes of primary and secondary amendment in any of the forms...as applicable to the particular case.

Step 1: Make a motion to rescind or amend the motion

Step 2: The motion to be rescinded or amend must be seconded by a member. The chair will ask for debate on the motion to rescind or amend, and following debate, the chair will ask for a vote to adopt.

Step 3: The rescinded or amended motion is adopted following the vote

If the original vote is rescinded the motion is cancelled. If the motion is to amend, at this point, the DDA may amend the motion to add the gazebo at Wades Bayou to the list of structures.

I recommend the Downtown Development Authority consider amending the Chips Groundcover Agreement and recommend City Council support decorative structure lighting at City Hall, the Police Department, Beery Field bathrooms, and the gateway sign.

motion, then before the chair, Member A can quickly rise and address the chair, thus:

MEMBER A: Madam President.

CHAIR: For what purpose does the member rise?

MEMBER A: I rise for the purpose of moving ... [and so on, as in the case above].

§35. RESCIND; AMEND SOMETHING PREVIOUSLY ADOPTED

35:1 By means of the motions to *Rescind* and to *Amend Something Previously Adopted*—which are two forms of one incidental main motion governed by identical rules—the assembly can change an action previously taken or ordered. *Rescind*—also known as *Repeal* or *Annul*—is the motion by which a previous action or order can be canceled or countermanded. The effect of *Rescind* is to strike out an entire main motion, resolution, order, or rule that has been adopted at some previous time. *Amend Something Previously Adopted* is the motion that can be used if it is desired to change only a part of the text, or to substitute a different version.

Standard Descriptive Characteristics

35:2 The motions to *Rescind* and to *Amend Something Previously Adopted*:

1. Take precedence over nothing, and can therefore be moved only when no other motion is pending. *Previous notice* (10:44–51) of intent to offer one of these motions at the next meeting can be given while another question is pending, however—provided that it does not interrupt a speaker (see Standard Characteristic 7). These motions yield to subsidiary, privileged, and incidental motions.
2. Can be applied to anything (e.g., bylaw, rule, policy, decision, or choice) which has continuing force and effect and which was made or created at any time or times as the result

of the *adoption* of one or more main motions. (However, see below for actions that cannot be rescinded or amended.) All of the subsidiary motions can be applied to the motions to *Rescind* and to *Amend Something Previously Adopted*.

3. Are out of order when another has the floor; but previous notice of intent to offer one of these motions at the next meeting can be given after another member has been assigned the floor, provided that he has not begun to speak.
4. Must be seconded.
5. Are debatable; debate can go into the merits of the question which it is proposed to rescind or amend.
6. Are amendable, by the processes of primary and secondary amendment in any of the forms discussed in 12, as applicable to the particular case. Thus, a motion to *Rescind* can be amended, for example, by substituting for it a motion to amend what is proposed to be rescinded. But if a motion to *Rescind* or to *Amend Something Previously Adopted* is amended so that the change proposed by the amended motion then exceeds the scope of a previous notice that was given, the effect of the previous notice is destroyed and the motion can no longer be adopted by a majority vote (see Standard Characteristic 7). When these motions *require* previous notice (as may be the case with respect to a motion to rescind or amend a provision of the bylaws or a special rule of order), such a motion cannot be amended so as to make the proposed change greater than that for which notice has been given.
7. In an assembly, except when applied to a constitution, bylaws, or special rules of order, require (a) a two-thirds vote, (b) a majority vote when notice of intent to make the motion, stating the complete substance of the proposed change, has been given at the previous meeting within a quarterly time interval or in the call of the present meeting, or (c) a vote of a majority of the entire membership—any one of which will suffice. The same vote is required for the assembly to rescind or amend an action taken by subordinate bodies,

such as some executive boards, empowered to act on behalf of the assembly. In a committee, these motions require a two-thirds vote unless all committee members who voted for the motion to be rescinded or amended are present or have received reasonable notice, in which case they require a majority vote. A motion to rescind or amend provisions of a constitution or bylaws is subject to the requirements for amendment as contained in the constitution or bylaws (see 56, 57). If the bylaws or governing instrument contains no provision relating to amendment, a motion to rescind or amend applied to a constitution or to bylaws is subject to the same voting requirement as to rescind or amend special rules of order—that is, it requires (a) previous notice as described above *and* a two-thirds vote or (b) a vote of a majority of the entire membership.

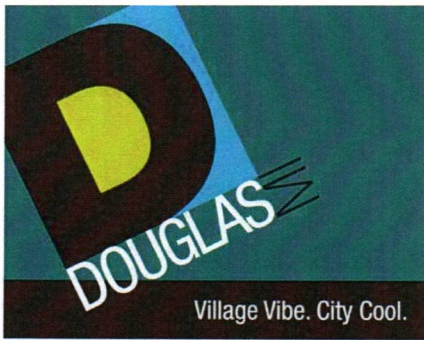
8. A negative vote on these motions can be reconsidered, but not an affirmative vote.

Further Rules and Explanation

- 35:3 **Right of Any Member to Make the Motions, Without Time Limit.** In contrast to the case of the motion to *Reconsider*, there is no time limit on making these motions after the adoption of the measure to which they are applied, and they can be moved by any member, regardless of how he voted on the original question. When previous notice has been given, it is usual to wait for the member who gave notice of these motions to move them; but if he does not, any member can do so.
- 35:4 **Proposed Amendments Beyond the Scope of the Notice.** As noted in Standard Descriptive Characteristic 6 above, when previous notice is a *requirement* for the adoption of a motion to *Rescind* or *Amend Something Previously Adopted*, no subsidiary motion to *Amend* is in order that proposes a change greater than that for which notice was given. This is always the case, for example, when the bylaws of an organization require previous notice for their amendment, which they should

do (56:50–53). It will also be the case, as a practical matter, whenever a majority of the entire membership is not in attendance at the time the vote is taken on a motion to rescind or amend a provision of the constitution or bylaws, or a special rule of order. In either of the situations described above, no subsidiary motion to *Amend* is in order that proposes a change going beyond the scope of the notice which was given, for the reason that adoption of such a motion will destroy the effect of the notice, and the motion is thus tantamount to a motion to *Postpone Indefinitely*.

- 35:5 **Series of Amendments to Previously Adopted Text.** It is possible to offer and adopt several amendments to previously adopted text by means of a single incidental main motion to *Amend Something Previously Adopted* governed by the rules in this section and in 10. See 10:25 and 27:5 for the rules governing whether and how such a motion may be divided. (For an example, see 57:3.)
- 35:6 **Actions That Cannot Be Rescinded or Amended.** The motions to *Rescind* and to *Amend Something Previously Adopted* are not in order under the following circumstances:
- When it has previously been moved to reconsider the vote on the main motion, and the question can be reached by calling up the motion to *Reconsider* (37).
 - When something has been done, as a result of the vote on the main motion, that is impossible to undo. (The unexecuted part of an order, however, can be rescinded or amended.)
 - When a resignation has been acted upon, or a person has been elected to or expelled from membership or office, and the person was present or has been officially notified of the action. (The only way to reverse an expulsion is to follow whatever procedure is prescribed by the bylaws for admission or reinstatement. For the case of an election, see 62:16 regarding removal of a person from office.)



MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: March 22, 2023

RE: DDA Priorities, Budget Development, Project List

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

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

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

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

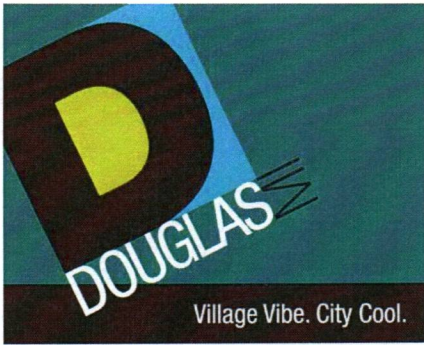
The DDA should begin to identify projects that they'd like to accomplish for the next fiscal year with the funds available. City administration will obtain quotes for the work and bring back a proposed budget at a future meeting.

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

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

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

Discussion item



MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: March 22, 2023

RE: Gateway Sign Canvas Presentation

Art in Douglas, made up of six galleries that include Water Street Gallery, Ox-Bow House, Mr. Miller's Art Emporium, Button Gallery, Mixed Media Gallery, and LebenArt Gallery, would like to make a presentation to the DDA Board and make a recommendation to update and repair the signage at Blue Star Highway and Center Street and Blue Star Highway and Main Street.

Discussion Item

March 16, 2023

To: DDA
cc: City of Douglas

From: "Art In Douglas" Galleries
Members: Water Street Gallery, Ox-Bow House, Mr Miller's Art Emporium, Button Gallery, Mixed Media Gallery, LebenArt Gallery

Topic: Signage for Downtown Douglas

It has come to the attention of many that the signage directing people to downtown Douglas needs to be addressed. The current two signs are no longer relevant and in need of repair.

The 6 galleries, which are members of Art In Douglas, would like to respectfully make the following proposal. Our recommendations can be found on the next page. We have also included a presentation of design options to replace the signage currently being displayed at Blue Star & Center and Blue Star & Main. We feel that these proposals will benefit all the galleries, shops and restaurants along Center Street.

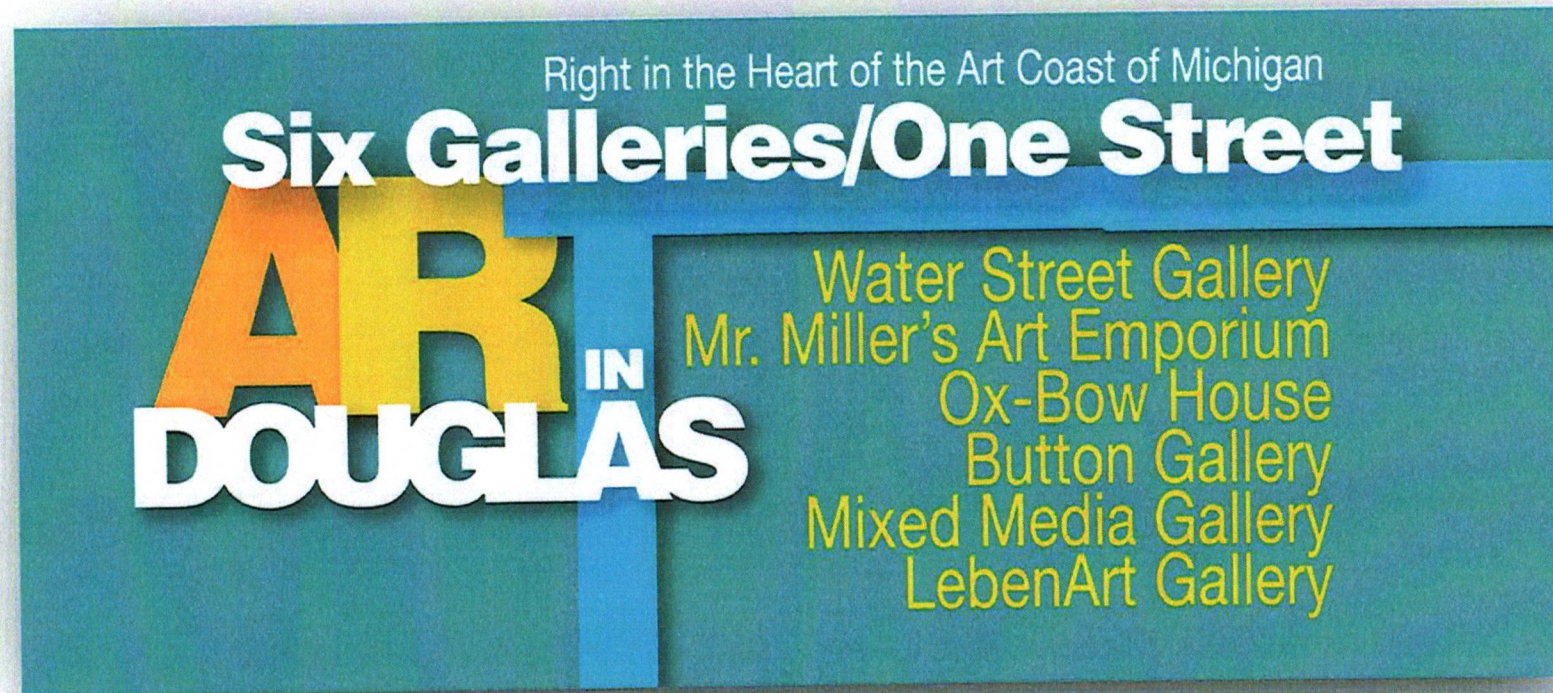
We would like to request time on the agenda for the DDA meeting on March 22 for a representative of our group to submit a proposal for updates to the two signs. We would also like to ask for time for our group to entertain and respond to questions from the Board.

It is our hope that you will agree with us that this matter needs to be addressed immediately and the new signage be installed before the 2023 tourist season begins.

Thank you for your consideration.
Respectfully submitted,
Art In Douglas Galleries

A New Sign Proposal

by the Six Galleries in Art in Douglas



Downtown Douglas Signage Proposal Details

DESIGN OPTIONS

We have included design options for the DDA Board to consider. These are suggestions we believe best communicate the message we want to send to prospective visitors to the Downtown area of Douglas. We believe these designs are clean, easy to read and will benefit the entire downtown area. One of the designs shows how the new city logo can be added to the side of a sign in a creative manner.

VINYL WRAPS

The sign on Center & Blue Star can easily be replaced with new 54"x104" vinyl wraps at a small cost. The current wrap is held on by screws and grommets. Our proposal calls for the old vinyl wraps to be removed and new ones attached with screws or grommets. Source One Digital from Muskegon printed the vinyl wraps that are currently on the sign. These are the same vinyl wraps used on the CVB's billboard and they have held up well. The cost for 3 new vinyl wraps in 2022 was \$328.16. (The estimated price would probably be somewhat higher for 2023.)

ARROWS

We propose the council chooses sign designs which include a prominent arrow directing people to where the downtown area is located. This would make the need for the large red arrows currently at the bottom of the sign unnecessary. This would also allow for the bushes to accent the sign instead of hindering it. This will also give the sign a cleaner and greener feeling.

LIGHTING

We propose that the marquee lights currently on the sign be removed. They do not add to the readability of the sign at night. We suggest lighting the sign from the ground upward would be more a more effective plan. During winter holidays, festive lighting could be added to the bushes for a decorative look.

SIGN AT MAIN & BLUE STAR

The sign at Main & Blue Star can use the same method of attaching a vinyl wrap with some minor modifications. We propose adding a 4x8 piece of 3/4" ACX sanded plywood or similar weather proof board to the surface of the sign. Enlarging the sign would improve its impact and visibility. This would allow for a vinyl wrap 4'x8' to be attached with screws or grommets to cover the area. One of the graphics that we have submitted shows how this enlarged signage area would appear. (We estimate the cost of the wood and hardware to be around \$200.)

PAINTING

We propose that both signs be painted in a color to match the colors in the vinyl wrap or colors in the new Douglas logo. This would further enhance the design of the two signs.

Our Vision

It is 1pm on a summer Wednesday in Downtown Douglas Michigan.

Drivers are in search of a parking space.

Shop doors are open and colorful flags are hanging.

Pedestrians are strolling the sidewalks.

All the restaurants are open for lunch where groups are enjoying a relaxed meal.

Folks are resting on city benches with shopping bags at their feet and a latte in their hands.

People are walking their dogs and pausing near the pet store.

Others are visiting galleries and sculpture gardens.

These folks followed a sign and found their vacation destination.

And.....

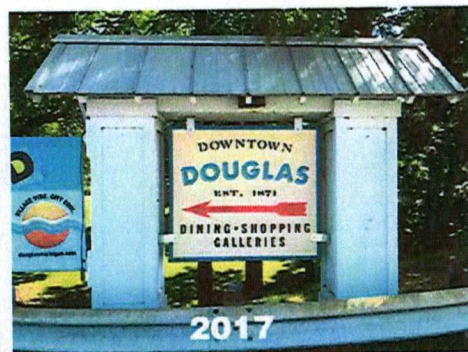
If you listen carefully.....

you can hear the sound of credit card taps, swipes and inserts.

Please help us reach for this vision in 2023.

Members of Art In Douglas

The Sad & Frustrating History of the Douglas Sign



2017



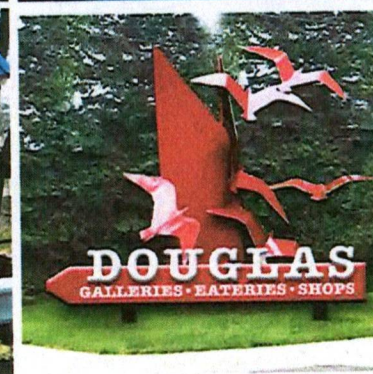
2017 (Proposed)



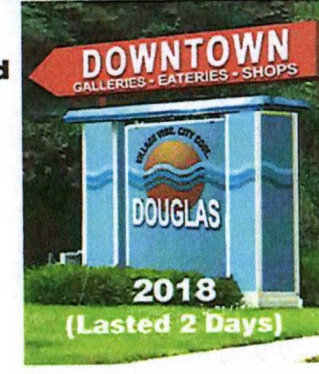
2017 (Proposed)



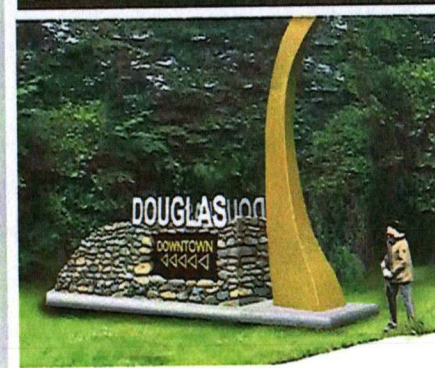
2018 (John Leben Design)



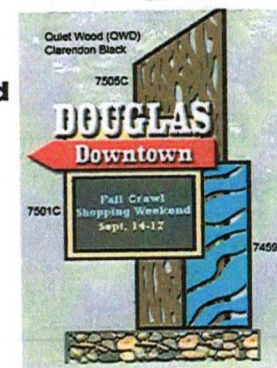
Proposed by John Leben @ Cynthia McKeen 2018



2018 (Lasted 2 Days)



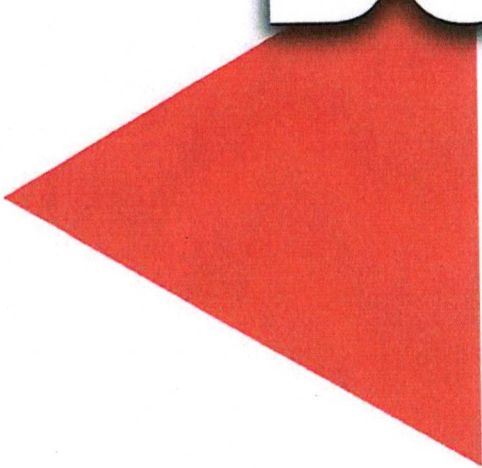
Proposed by John Leben @ Cynthia McKeen 2019



Proposed DDA Committee 2020

A visual history of John Leben's frustrating interaction with the Douglas Sign.

DOWNTOWN DOUGLAS



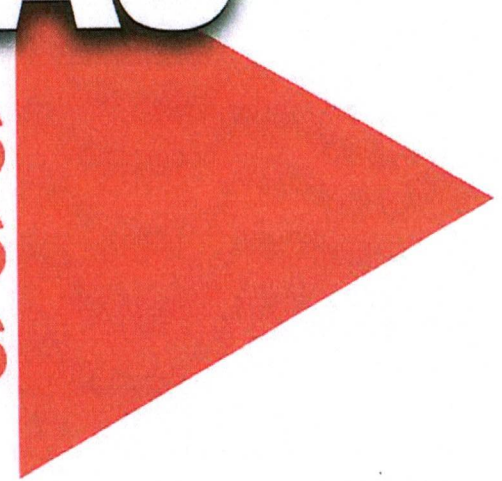
**boutiques
galleries
eateries**



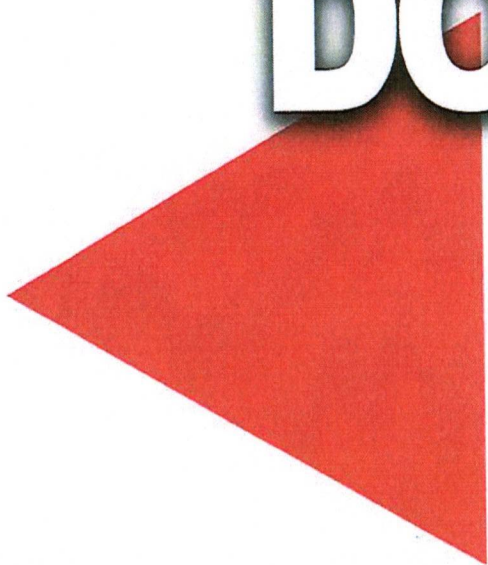


DOWNTOWN DOUGLAS

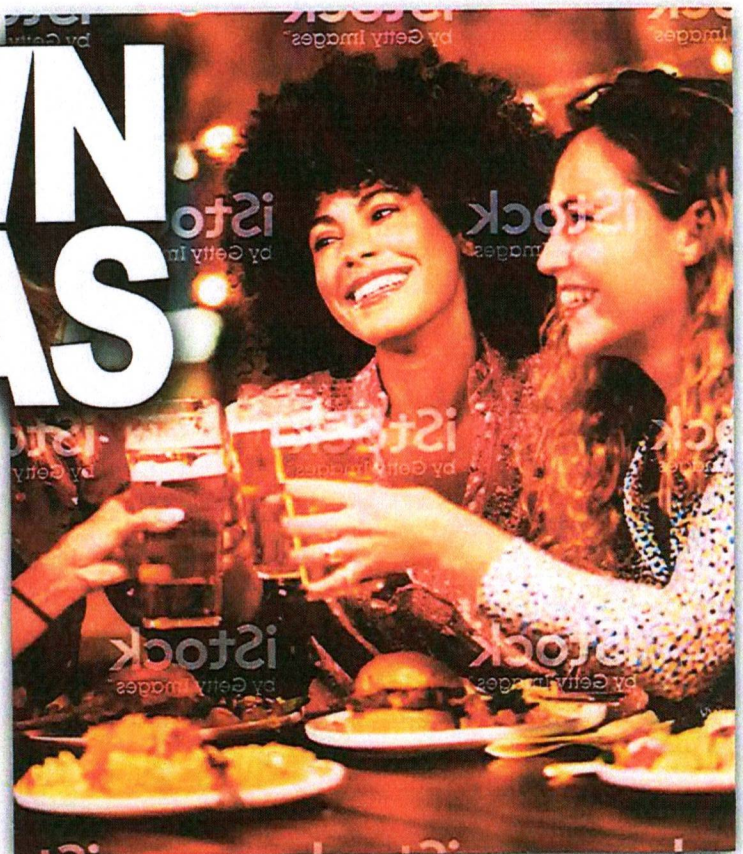
**boutiques
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DOWNTOWN DOUGLAS



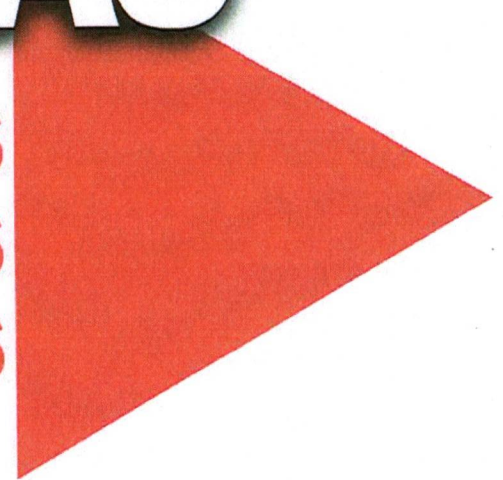
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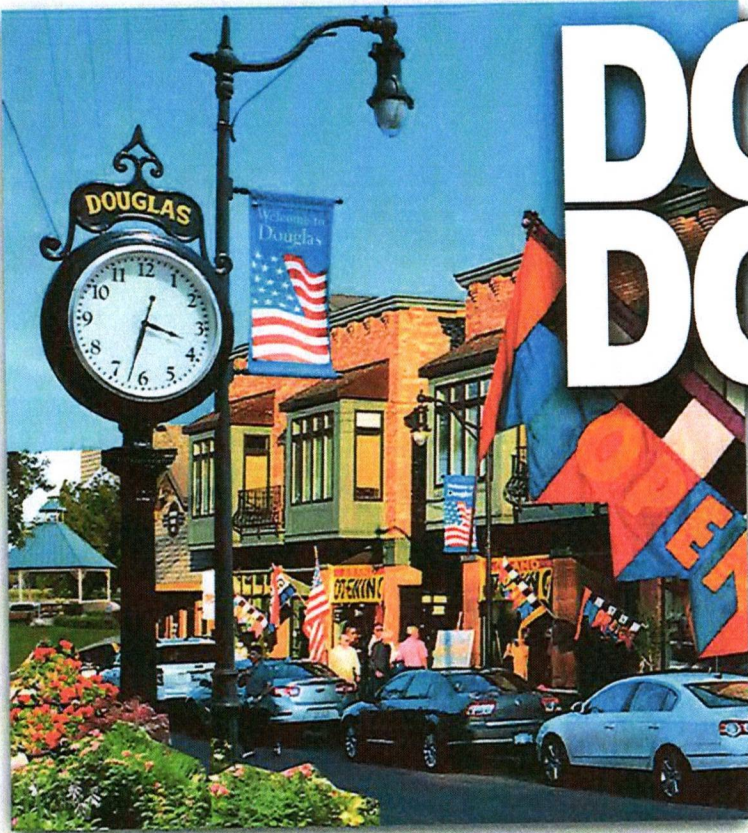




DOWNTOWN DOUGLAS

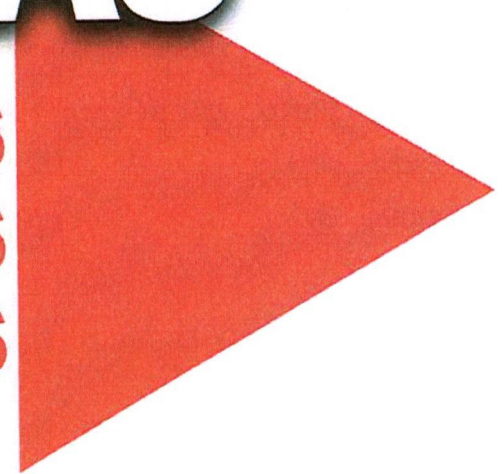
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eateries**

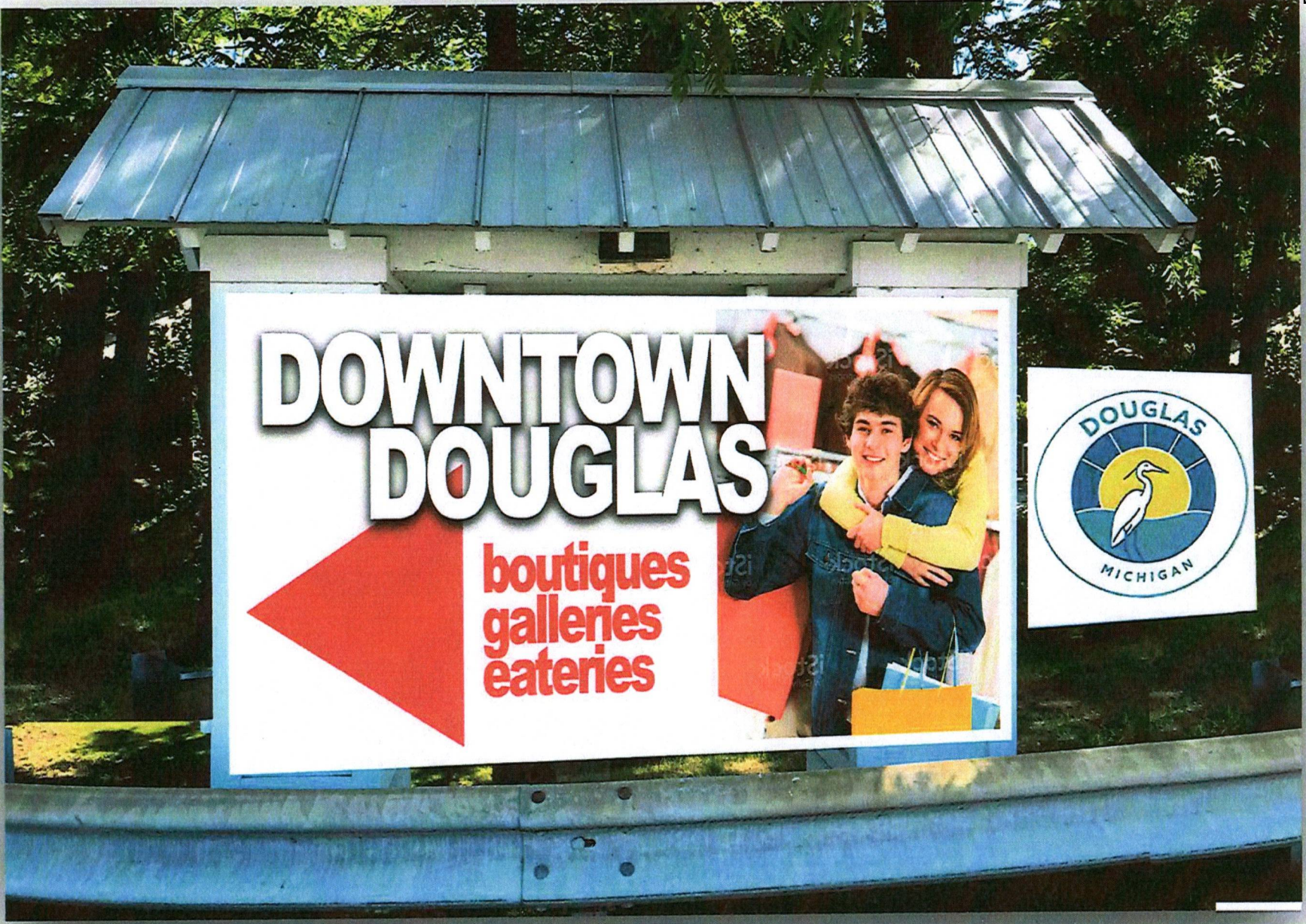




DOWNTOWN DOUGLAS

**boutiques
galleries
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Welcome to Douglas





Welcome to Douglas



Downtown

GALLERIES • EATERIES • SHOPS



Custom Printed Graphics

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concept | design | printing | finishing | fulfillment | installation

ESTIMATE #96008

MARCH 2, 2023

QUOTED TO	City of Douglas Tim Ketelhut 86 W Center St Douglas, MI 49406 tketelhut@gmail.com	CONTACT	Tim Ketelhut 86 W Center St Douglas, MI 49406 Shipping Additional
ACCOUNT REP	Kevin Phillips	PROJECT COORDINATOR	Jennifer Luttrull
CAMPAIGN:	2023 Welcome Sign Banner		

ITEM 1 - 2023 Welcome Sign Banner

SIZE: 108.75 Inches wide
56 Inches high

NOTES: 2023 Welcome Sign Banner
Size: 108.75"w x 56"h
Material: 13 oz Vinyl Banner. Full-Color, digitally printed
Finishing: Cut to size, include BLACK grommets for attaching to current sign frame.
Qty: 2

QUANTITY: 2

FINISHING: -

PRICE EACH: **\$116.30** TOTAL: **\$232.60**

ITEM 2 - City of Douglas- Smaller Banner

SIZE: 96 Inches wide
48 Inches high

NOTES: City of Douglas- Smaller Banner
Size: 96"w x 48"h
Material: 13 oz Vinyl Banner. Full-Color, digitally printed
Finishing: Cut to size, include grommets.
Qty: 1

QUANTITY: 1

FINISHING: -

PRICE EACH: **\$88.00** TOTAL: **\$88.00**

GRAPHIC SERVICES - Design and file setup

NOTES: This fee covers a small amount of graphics time to design the banner and setup the files for production.

FILE PREP & SETUP : 1.00 TOTAL: **\$50.00**

INSTALLATION SERVICES

Installation Type: Installation Not Needed

GRAND TOTAL \$370.60

Standard production turnaround is 5 - 7 business days based on in-stock material, finalized artwork and current workload. If you need your project completed in less than our standard turnaround time rush charges may apply. Additional rush charges: Up to 50% of product cost for same-day delivery; 40% for 2-day delivery; 30% for 3-day delivery; 20% for less than 5-day lead time.

Established accounts in good standing will receive an invoice with Net 30 terms. Signature and/or P.O. required.

TERMS AND CONDITIONS

The above Quote is valid for 30 days from the date of quote, and is based upon specifications agreed upon by client and completion of the project from start to finish without interruption. Client modifications of specifications, descriptions, artwork, or production schedules, made verbally or in writing are subject to additional charges.

Projects will be shipped within 5 – 10 business days of final artwork approval. Rush charges to expedite production or shipping of project are additional as noted.

Source One Digital shall not be liable for any claims or damages arising out of the installation of product by any third party installer nor for any damages arising out of, or defects which occur during installation process attributable to variables in installation surfaces, conditions and/or the application process.

Damage and defective material must be reported within 72 hours and include photos and/or return of material for re-prints and replacement. No credits or adjustments without prior management approval.

All applicable sales tax and shipping charges shall be billed to client as additional.

Source One Digital to assess a 3% convenience fee on all payments made with a credit card (we accept VISA and MasterCard).

The above information including prices are subject to Source One Digital L.L.C. terms and conditions. Complete terms and conditions can be found on our website at www.sourceonedigital.com/and-conditions. All estimates provided and approved by client are subject to the full terms and conditions found there. Upon request, we will provide a written copy of the terms and conditions.

Once an option is selected, a DocuSign link will be emailed for final approval.



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