



**THE CITY OF THE VILLAGE OF DOUGLAS
DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, SEPTEMBER 24, 2025 AT 10:00 AM
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. ELECTION OF OFFICER

Election of Chair - Nominations for the office of Chair shall be followed by a roll call vote to accept.

4. APPROVAL OF AGENDA

Approval of Agenda - Changes/Additions/Deletions

Motion to approve the Agenda of September 24, 2025. – voice vote

5. APPROVAL OF MINUTES

A. Approval of Minutes Changes/Additions/Deletions

Motion to approve the Minutes of August 27, 2025 - voice vote

6. OFFICER REPORTS

A. Secretary
Treasurer
Vice-Chair
Chair

7. PUBLIC COMMUNICATION - WRITTEN

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

9. UNFINISHED BUSINESS

10. NEW BUSINESS

A. Warming Station/Presentation - Lisa Mize SDCVB

B. DDA Michigan Downtown Day Activities

Motion to approve the Douglas Downtown Development Authority's request to allocate \$1,500 from the Community Promotions budget for Michigan Downtown Day activities on September 27, 2025, including live music and light refreshments.

C. Community Event Grant Application - Art In Douglas

Motion to approve the Community Events Grant Application request in the amount of \$2,590 for the October, November, and December Art In Douglas events.

D. Community Events Grant Application - Lost & Found Lakeshore Pumpkin Carving

Motion to approve the Community Events Grant request in the amount of \$750 for the Lost & Found Lakeshore Pumpkin Carving Event.

E. Community Event Grant Application - History Center Halloween Party Event

Motion to approve the Community Event Grant request in the amount of \$1,750 for the Saugatuck-Douglas History Center Halloween Party event.

F. Community Events Grant Application - Cavern Tavern Event

Motion to approve the Community Events Grant application request in the amount of \$1,000 for the Ox-Bow House Cavern Tavern event.

G. AED/Wendy Colson DDA Cost Share Request

Motion to approve the cost share request under Community Promotions for the purchase of an Automatic External Defibrillator (AED)/cabinet for the downtown district.

H. DDA Banner Replacement

Motion to approve the purchase of new banners for the downtown district and the Blue Star Highway corridor, not to exceed the amount of \$11,800 and \$3,000 from each budgeted Capital Outlay fund.

I. Budget Amendment - Christmas Decorations

Motion to approve a budget amendment under the Community Promotions budget in the amount of \$4,546.66 for Christmas decorations for the 2025-2026 holiday season.

J. Temporary Gateway Banner - Oktoberfest

Motion to approve the Temporary Gateway Banner application from Community Pride for the Oktoberfest event.

K. Discussion/Updates

1. Fall Decorations (Beginning of October)
2. Passport Program Planning/Kick-off/Participation-1000 Passports/Downtown Business Dollars (Month of November Start)
3. Tree Lighting Ceremony-November 29th @ 6:30 p.m.

11. COMMITTEE REPORTS

12. STAFF/MANAGER REPORTS

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

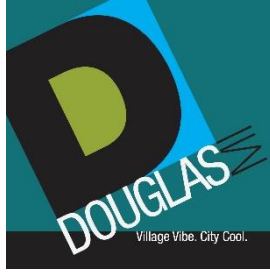
14. BOARD COMMENTS

15. CHAIR COMMENTS

16. 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, AUGUST 27, 2025 AT 10:00 AM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. **CALL TO ORDER:** Meeting called to order at 10:01 am by Balmer
2. **ROLL CALL/QUORUM:**
PRESENT:
Aleshia Balmer
Kabri Martyniek
Randy Walker
Cathy North
Lauren Vonk
Alexia Dawson
Ruth Crowe
Maggie Bandstra
ALSO PRESENT:
City Manager Lisa Nocerini
Planning & Zoning Administrator Sean Homyen
ABSENT:
Dave Laakso
3. **APPROVAL OF AGENDA**
Motion by Walker, seconded by Vonk, to approve the agenda. – Motion carried by unanimous voice vote.
4. **APPROVAL OF MINUTES**
Motion by Vonk, seconded by Walker, to approve the minutes of June 25, 2025. – Motion carried by unanimous voice vote.
5. **OFFICER REPORTS**
 - A. Treasurer – Report included in packet
 - B. Secretary – None
 - C. Vice Chair – None
 - D. Chair – None
6. **PUBLIC COMMUNICATION - WRITTEN**
 - A. Community Pride Letter
7. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES) – None**
8. **UNFINISHED BUSINESS – None**

9. NEW BUSINESS

- A. POW Strategies Strategic Report Presentation: Cristina Sheppard Decius
Bandstra left the meeting at 10:52 am.
- B. Reimbursement Program Protocol Reminder: Dawn Raza, City Treasurer
Motion by Martyniek, seconded by Vonk, to extend the meeting. Motion carried by unanimous vote.
- C. Art in Douglas - Community Promotions Event Request
Motion by Walker, seconded by Martyniek, to approve the Community Events Grant Application for Art in Douglas in the amount of \$1,500.00. Motion Carried 6 – 1. Yea: Dawson, Vonk, Walker, Martyniek, North, and Balmer. Nay: Crowe.
- D. DDA Swag Bags
Motion by Walker, seconded by Vonk, to approve the purchase of 100 DDA Swag Bags in the amount of \$280.00 from the Community Promotions Budget for events. Motion carried by unanimous roll call vote.
- E. Blue Star Highway and Main Street Gateway Sign (J. Pearson)
Vonk left the meeting at 11:20 am.
Motion by Martyniek, seconded by Dawson, to approve the Blue Star Highway and Main Street gateway sign design for \$17,000.00 with option 2 lighting. Motion carried by unanimous roll call vote.
- F. Wade's Bayou Mural
Motion by North, seconded by Martyniek, to approve the Wade's Bayou Mural proposal submitted by the Ronna Alexander Family in the amount of \$14,800.00 to be paid for if grant funds are awarded by the Saugatuck Douglas Area Convention and Visitor's Bureau, or, if funds are not awarded, to be pursued in near future budget terms next fiscal year. Motion carried by unanimous roll call vote.
- G. DDA Officers Meetings Discussion
- H. Farmer's Market Swag Table Discussion
- I. Michigan Downtown Day: Saturday, September 27, 2025 Discussion
- J. Accept the Resignation of Allie Balmer
Motion by Martyniek, seconded by Crowe, to accept the resignation of Allie Balmer. Motion carried by unanimous vote.

10. COMMITTEE REPORTS – None

11. STAFF/MANAGER REPORTS – City Manager Nocerini provided updates.

12. PUBLIC COMMUNICATION – VERBAL– Public comments were received.

13. BOARD COMMENTS – Members made final comments.

14. CHAIR COMMENTS – Balmer thanked DDA members for having her as chair.

15. ADJOURNMENT

Motion by North, seconded by Dawson, to adjourn the meeting at 12:03 pm.

DDA TREASURER'S REPORT for September 24, 2025 Meeting

The DDA received income of \$1,243.08 during the month of August. The income included \$837.40 of TIF recapture, and \$405.68 of Beery Field EV Charging Station revenue.

Expenses of \$4,220.00 were recorded during the month, which included \$3,000.00 for POW Strategies related to the Douglas Strategic Plan, \$750.00 for the allocation of city staff expenses, and \$470.00 of reimbursement for Art in Douglas expenses.

At August 31, 2025, the DDA had cash on hand of \$90,992.59. There were no accounts payable or other liabilities recorded, leaving an ending fund balance of \$90,992.59.

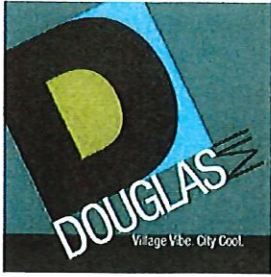
September 17, 2025

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

	2025-2026 Approved Budget	Activity for August 2025	2025-2026 YTD Activity	Full Year 2025/26 Better/(Worse) than Budget	Comments
REVENUES					
TAX INCREMENT RECAPTURE	\$ 64,512.00	\$ 837.40	\$ 11,654.34	\$ (52,857.66)	TIF Recapture
OTHER INCOME	\$ 1,000.00	\$ -	\$ -	\$ (1,000.00)	
EV CHARGING INCOME	\$ -	\$ 405.68	\$ 725.67	\$ 725.67	Beery Field Charging Station Revenue
INTEREST INCOME	<u>2,000.00</u>	<u>-</u>	<u>97.95</u>	<u>(1,902.05)</u>	
TOTAL Revenues	\$ 67,512.00	\$ 1,243.08	\$ 12,477.96	\$ (55,034.04)	
EXPENSES					
DDA ADMINISTRATION	\$ 9,000.00	\$ 750.00	\$ 1,500.00	\$ 7,500.00	DDA allocation for use of City Staff - July
TRAINING FUNDS	6,500.00	3,000.00	3,000.00	3,500.00	POW Strategies
BUSINESS INCENTIVE PROGRAM	-	-	-	-	
CONTRACTUAL ENGINEERING	-	-	-	-	
COMMUNITY PROMOTIONS	29,900.00	470.00	970.00	28,930.00	Art in Douglas Music and Beats on Beery
MARKETING	4,500.00	-	-	4,500.00	
CAPITAL OUTLAY (Detail Below)	<u>20,200.00</u>	<u>-</u>	<u>-</u>	<u>20,200.00</u>	
TOTAL Expenditures	\$ 70,100.00	\$ 4,220.00	\$ 5,470.00	\$ 64,630.00	
SUMMARY:	-	-	-		
REVENUES:	\$ 67,512.00	\$ 1,243.08	\$ 12,477.96	\$ (55,034.04)	
EXPENDITURES	<u>70,100.00</u>	<u>4,220.00</u>	<u>5,470.00</u>	<u>64,630.00</u>	
BUDGET NET INCOME (LOSS)	<u>\$ (2,588.00)</u>	<u>\$ (2,976.92)</u>	<u>\$ 7,007.96</u>	<u>\$ (9,595.96)</u>	

<u>Capital Outlay Detail</u>	Approved Budget	Activity for August 2025	2025-2026 YTD Activity	Favorable/(Unfavorable) to Budget
Memo:				
UNALLOCATED	\$ 20,200.00	\$ -	\$ -	\$ 20,200.00
				\$ -
Total Capital Budget	<u>\$ 20,200.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,200.00</u>

9/17/2025



MEMORANDUM

To: Douglas Downtown Development Authority
From: Lisa Nocerini, City Manager
Date: September 24th, 2025
Subject: Michigan Downtown Association Membership & Support for Michigan Downtown Day Activities

The Douglas Downtown Development Authority (DDA) is an active member of the Michigan Downtown Association (MDA), which provides resources, advocacy, and networking opportunities that support downtown vitality across the state. As part of our membership, the DDA is encouraged to participate in statewide initiatives that highlight the importance of thriving downtown districts.

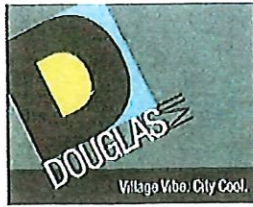
On Saturday, September 27, 2025, communities across Michigan will celebrate *Michigan Downtown Day*, an initiative of the MDA. This event provides an opportunity for Douglas to showcase our downtown district, bring residents and visitors into our local businesses, and emphasize our commitment to supporting the small businesses and cultural offerings that make Douglas unique.

To mark the occasion, the DDA should consider holding activities that will help to draw people into the downtown. One idea is live music and light food refreshments. This celebration will encourage foot traffic throughout downtown, create a festive atmosphere, and highlight the businesses located within the DDA district.

The DDA should consider allocating \$1,500 from the Community Promotions budget line to cover event expenses, including proposed music entertainment and refreshments. Notably, Kabri Martyniek, a DDA member and owner of State Farm, has generously committed to covering 50% of the music costs. This sponsorship reduces the overall DDA expense and demonstrates the strong partnership between downtown businesses and the DDA in supporting community events.

Suggested Motion:

Motion to approve the Douglas Downtown Development Authority's request to allocate \$1,500 from the Community Promotions budget for Michigan Downtown Day activities on September 27, 2025, including live music and light refreshments.



Item 9C.

Item 10C.

DDA ACTION

Approved _____

Denied _____

Date _____

Douglas Downtown Development Authority Community Events Grant Program Application

EVENT PRESENTER INFORMATION

Name: JOHN THOMASName of Organization(s): ART IN DOUGLASAddress: 23 CENTER ST.Phone: 616-836-0272 Email: jt@mixedmcool.comHow many years have you been in the Douglas Downtown Development Authority District? 28

EVENT INFORMATION (use additional sheets if needed)

Event Name: ART IN DOUGLAS - SECOND SATURDAYSEvent Date(s): 10/11 11/8 12/13
7/12 8/9 9/12 Event Start & End Hours: 11:00 - 7:00Event Location: D.D. BUSINESS DISTRICT

Describe your event in detail and how it will benefit the DDA District.

THE EVENT STRETCHES FROM OK-BOX HOUSE TO NOW+THEN
AND INVOLVES ALL OF THE GALLERIES ON THE STREET - THAT'S
BENEFITTING ALL OF THE OTHER ADJACENT BUSINESSES. IT IS THE
LONGEST RUNNING RETAIL EVENT IN TOWN. THIS IS THE 8th year!
AND ATTENDANCE CONTINUES TO GROW

Anticipated Number of Attendees: WELL OVER 600Attendees Demographics (ages, special interests, where are they coming from, etc.) THERE ARE PEOPLE
FROM MULTIPLE STATES AND COUNTRIES AT EVERY EVENT AND ALL
AGE GROUPS.Estimated Number of Volunteers: 0Estimated Date/Time for Set-Up: N/A Estimated Date/Time for Clean-Up: N/A

List the local businesses involved and include how businesses are participating in the event: OX-BOW HOUSE, MR. MILLER, RUTH CROWE, BUTTON GALLERY, LEBEN ART, NOW+THEN, PETER GALLERY ALSO BENEFIT BY SCHEDULING AN EVENT TO COINCIDE.

List your methods to advertise and promote the event as well as downtown and local businesses: RACK CARDS, FACEBOOK, INSTAGRAM, COMMERCIAL RECORD, URBAN STREET, SAUC. RADIO SHOW, WHAT IS HAPPENING, OTHERS AS MONEY PERMITS

Funding amount requested: \$3,000 ^{JULY} ~~X SEE BELOW (FOR AUG. + SEPT.~~ (Include an itemized budget for the total costs of the event)

DDA FUNDING HISTORY

1. Is this the first time you have applied for DDA funding for an event? Yes ☐ No ☒
2. If yes, how many times have you applied previously? SINCE 2017
3. Is this a reoccurring event? Yes ☒ No ☐ SINCE 2017

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

Have you submitted a Special Event Application to City Council for approval? Yes ☐ No ☒
If yes, was it approved? Yes ☐ No ☐ N/A

Signature of Applicant

Date

ALL DECISIONS CONCERNING THE COMMUNITY EVENTS FUNDING PROGRAM APPLICATION PROCESS, INCLUDING ELIGIBILITY AND/OR CONTAINING ELIGIBILITY FOR FUNDING, ARE WITHIN THE SOLE DISCRETION OF THE DDA BOARD AND ARE FINAL.

Please return application and supporting documentation to:

City of Douglas
Downtown Development Authority
86 West Center, PO Box 757
Douglas, Michigan 49406

FACEBOOK BOOSTS \$150
MUSICIANS ~~\$1,350~~ \$1,350
WHAT'S HAPP \$250
COMMERCIAL REC. \$450
URBAN STREET ~~\$390~~ \$390
HOLLAND SENT. ~~\$300~~

~~\$1,350~~

~~\$3,000~~

REPORT OF PRIOR EVENT ATTACHED. \$2,590.00

COMPLETE THIS APPLICATION IN ITS ENTIRETY; INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.
PLEASE RETAIN A COPY OF THIS ENTIRE APPLICATION FOR YOUR RECORDS.

Art in Douglas accomplishments

Over a period of eight years, the Art in Douglas, Second Saturday gallery stroll event has consistently, and prominently promoted our downtown brick and mortar businesses, month after month throughout the peak season like no other event or program. It was conceived because there was nothing else like it and because the galleries on Center Street were determined to create something that would hopefully increase traffic essential to the success of our retail brick and mortar businesses, in particular.

Through determination, consistency and commitment, over time the event, with help and additional funding from the DDA, has increased awareness of our downtown galleries, all of the other downtown businesses, and the overall image and reputation of Douglas as a town.

This August's event is a perfect example. Anyone who attended the event would have seen hundreds of people filling the street throughout the day; all enjoying themselves and leaving with a very positive impression of our whole community, which they surely shared with other people.

Funding from the DDA has helped to supplement what the galleries can afford to do themselves by proving additional money used specifically for promotion and entertainment.

Feedback from gallery owners concerning headcount and sales, makes it clear that our efforts are paying off. One business owner reported that traffic and sales at the July event were the best for their business since the inception of the gallery stroll.

As we celebrate our successes to date, the gallery committee is focused on continually improving the event. To that end, we appeal to the DDA for continuing support, ESPECIALLY IN THE LAST QUARTER OF THE YEAR WHEN IT IS HARDEST TO ATTRACT PEOPLE TO TOWN, not just for the benefit it brings to the galleries, but for the broader positive impact it brings to our downtown district and the image of Douglas as a community.



CITY OF THE VILLAGE OF DOUGLAS
 86 West Center Street, P.O. Box 757
 Douglas, MI 49406
 (269) 857-1438 phone

www.douglasmi.gov
info@douglasmi.gov

Date Received: _____
CITY COUNCIL ACTION:
 Approved _____ Denied _____ Date _____
POLICE DEPARTMENT ACTION:
 Approved _____ Denied _____ Date _____
DEPARTMENT OF PUBLIC WORKS ACTION:
 Approved _____ Denied _____ Date _____

Community Promotions Event Request

etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 90 days prior to the scheduled event.** A Park Reservation permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Please see the City of Douglas' Event Policy for more information. **Required Authorizing Personnel Signatures page must be completed prior to submitting it to City Hall for Council approval.** A Cost Confirmation Form will be provided to the applicant/organization after application submittal. This form will outline the total estimated costs of the event. If the total estimated costs do not exceed \$3,000, then no payment will be required. However, should costs exceed this threshold, then the applicant/organization will be responsible for the additional charges above and beyond \$3,000.

APPLICANT/ORGANIZATION INFORMATION

Organization: LOST + FOUND LAKESHORE 616-834-3376
 Applicant Name: Kelly Fowler PH: 312-287-5830
 Street Address/P.O. Box: 35 Center
 City/State/Zip Code: Douglas, MI 49406
 E-mail: KKfowler2000@yahoo.com
 CONTACT PERSON ON DAY OF EVENT: Kelly Fowler PH: 312-287-5830

EVENT INFORMATION

Name of Event: Pumpkin CARVING
 Location of Event: LOST + FOUND LAKESHORE / 35 Center
 Event Date(s): 10/18/25 Start Time: 1200 End Time: 500
 Estimated Date/Time for: Set-Up 45 min. Clean-Up 45 min.
 Anticipated Number of Attendees: 100+ Anticipated Number of Volunteers: _____
 Event Description: 2 professional pumpkin carvers, carving pumpkins, taking requests

\$1780.00

EVENT DETAILS

☐ Street Closure: (Use attached map to outline proposed closure)

Street closure date/time: _____ Street re-open date/time: _____

☐ Parade: (Use attached map to outline route) Parade Type: ☐ Pedestrian ☐ Vehicle

Parade start time: _____ Parade finish time: _____

MUSIC:

Will Music be provided during this event? ☒ Yes ☐ No

If yes, type of music proposed: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

Time music will begin: 10³⁰ end: 5⁰⁰

outside

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)

Will Food Vendors/Concessions be available at your event? ☐ Yes ☒ No

If yes, ☐ Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? ☐ Yes ☒ No

If yes, ☐ Provide Copy of Liquor Liability Insurance (Listing the City as additional insured)

☐ Provide Copy of Michigan Liquor Control License

Please describe measures to be taken to prohibit the sale of alcohol to minors: _____

NOTE: It shall be unlawful for any person within the City to consume intoxicating liquor of any kind in any street, alley, park, public building, or other land owned by the City, unless the consumption is authorized under a valid permit issued by the City or its authorized agent. (1995 Code, 42-166) (Ord.43, passed 6-5-1961)

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way or on City property.

Please visit www.douglasmi.gov to obtain the 14 Day Temporary Sign Permit application.

FIREWORKS:

Will fireworks be a part of your event? ☐ Yes ☒ No

If yes, ☐ Provide Copy of Liability Insurance (Listing the City as additional insured)

☐ Council Resolution will be Required – see City Clerk

TENTS/CANOPIES/BOOTHES:

Will tents/canopies be installed? ☐ Yes ☒ No

If yes, ☐ Tents – Quantity _____

☐ Notify the Director of the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations (Irrigation systems are located at Beery Field and Schultz Park)

☐ Fill out the Tent Inspection form found at www.saugatuckfire.org and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.

Will booths be set up? ☐ Yes, Quantity _____ ☐ No

The City of Douglas does have tables and chairs available for rental through the Downtown Development Authority – see www.douglasmi.gov for application. Pick up and drop off are the responsibility of the applicant.

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City. See event fee schedule for associated costs.

DEPARTMENT OF PUBLIC WORKS:

Will this event require the use of any of the following municipal equipment by a municipal employee?

- | | | |
|--|--|--|
| <input type="checkbox"/> Trucks – Size _____ Qty _____ | <input type="checkbox"/> Loaders – Tele or Regular | <input type="checkbox"/> Trailer – Size _____ Qty _____ |
| <input type="checkbox"/> Traffic Control Trailer | <input type="checkbox"/> Bobcat UTV | <input type="checkbox"/> Tractor with Loader |
| <input type="checkbox"/> Barricades – Type A Qty _____ | <input type="checkbox"/> Barricades – Concrete Qty _____ | <input type="checkbox"/> Barricades – 3 Bar Qty _____ |
| <input type="checkbox"/> Trash Receptacles – Qty _____ | <input type="checkbox"/> Traffic Cones – Qty _____ | <input type="checkbox"/> Fencing - _____ feet |
| <input type="checkbox"/> Electric – Yes/No | <input type="checkbox"/> Water – Yes/No | <input type="checkbox"/> Additional Restroom Cleaning – Yes/No |

☐ Approved ☐ Denied

☐ Approved with Conditions _____

Authorized Personnel Signature _____

Date: _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? ☐ Yes ☒ No

If yes, please describe & include times: _____

☐ Approved ☐ Denied

☐ Approved with Conditions _____

Authorized Personnel Signature _____

Date: _____

APPLICANT/ORGANIZATION CHECK LIST

- ☐ Completed Application
- ☐ Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, parade route, event signage, etc.)
- ☐ Certificate of Insurance (listing the City of Douglas as additional insured – once approved)
- ☐ Fireworks Resolution – 60 days in advance (if applicable)
- ☐ Michigan Liquor Control Commission Special Event License (if applicable)
- ☐ Health Department Food Service License (if applicable)
- ☐ Requirements for Tent Structures (if applicable)
- ☐ Department of Public Works Authorized Personnel Signature
- ☐ Police Department Authorized Personnel Signature
- ☐ Yes, I have read the City of Douglas' Event Policy

If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

1. Provide a certificate of insurance with all coverage deemed necessary for the event, naming the City of Douglas as an additional insured on all applicable policies. The certificate shall be submitted to the City Clerk's Office no later than 1 (one) week following notice of the event approval.
2. Comply with all local and applicable State Laws and City policies. Applicant/Organization acknowledges that the special events permit does not relieve the Applicant/Organization from meeting any requirements of law or those of other public bodies or agencies applicable to the event.
3. Applicant/Organization further understands the approval of the event may include additional requirements and/or limitations based on the City's review of this application. The Applicant/Organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary before the event may be held.
4. Applicant/Organization understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.
5. Applicant/Organization also agrees to clean-up and leave/restore the area in the condition it was found. The City is not responsible for equipment or personal items left on public property.
6. Prohibit its organization and guests from engaging in profane or inappropriate language or actions.
7. Abide by City of Douglas Ordinance Chapter 95.01 regarding Noise Nuisances.
8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

1. Upon approval of Event Permit, Applicant/Organization agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and Contractors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims, or demands arising from the operations of the Applicant/Organization due to the above referenced acts or omissions.
- B. Violations of state or federal law by Applicant/Organization, its agents, employees, servants, and Contractors whether administrative or judicial, arising from the nature and extent of this Application. Permit and/or event.
- C. Other acts of Applicant/Organization or attendees causing personal injury or property damages in connection with this event, unless resulting from the sole negligence of the City, its officers, employees, or agents.

2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such property and materials.

3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-Contractor involved in the hosting of this event.

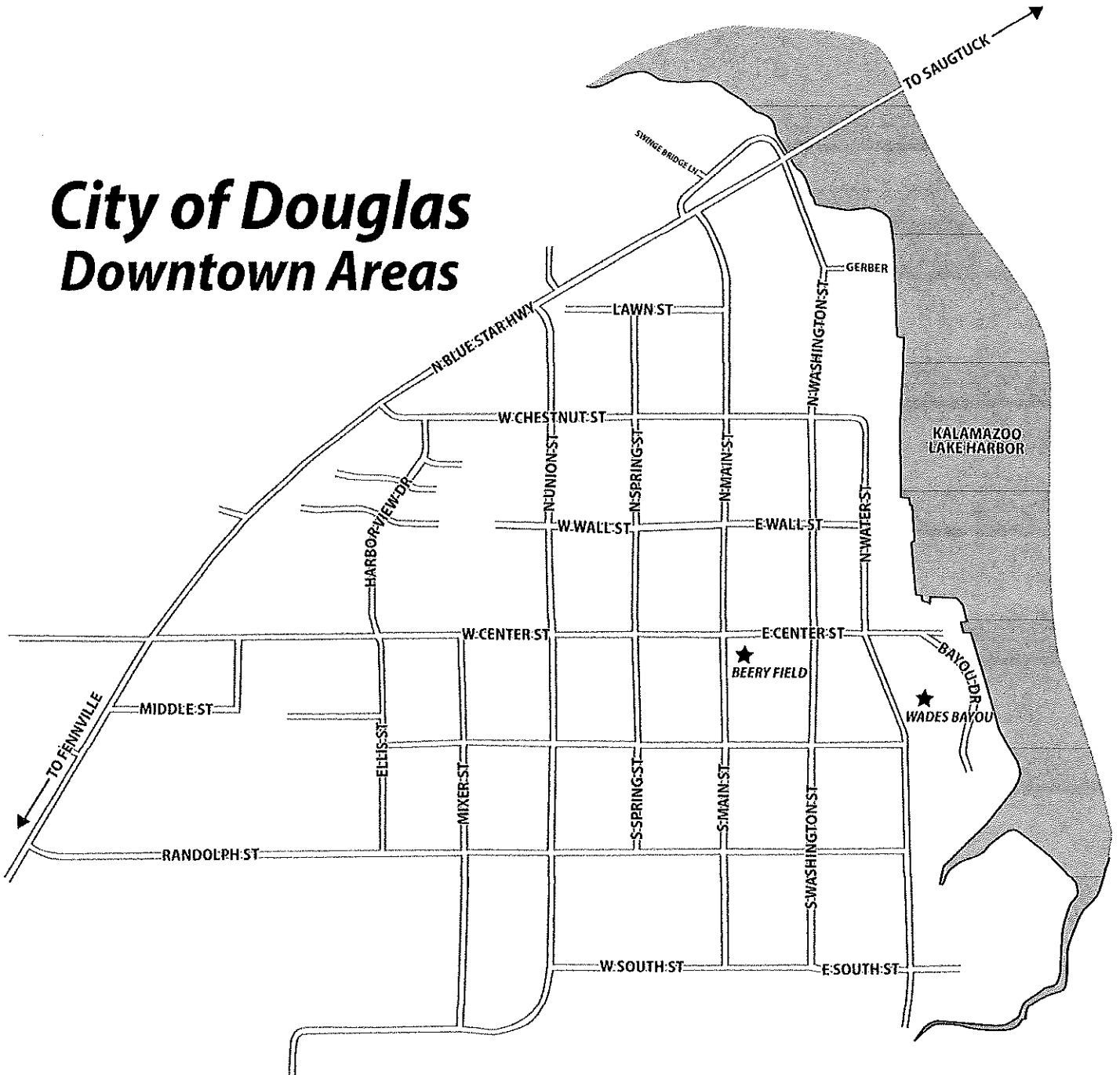
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: Kelly Fowler Date: 9/10/25

Signature of Applicant: Kelly Fowler Date: 9/10/25

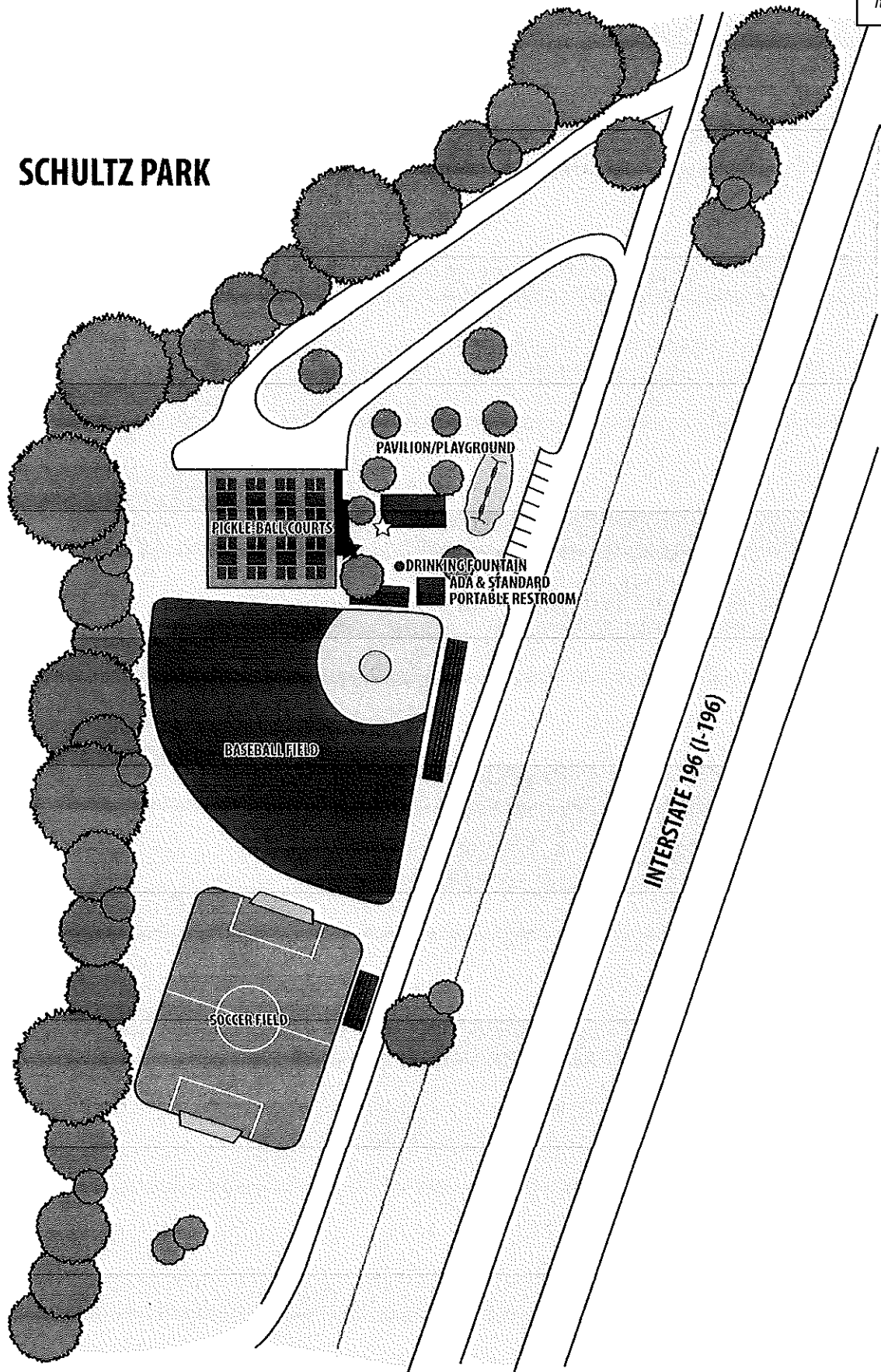
N

City of Douglas Downtown Areas





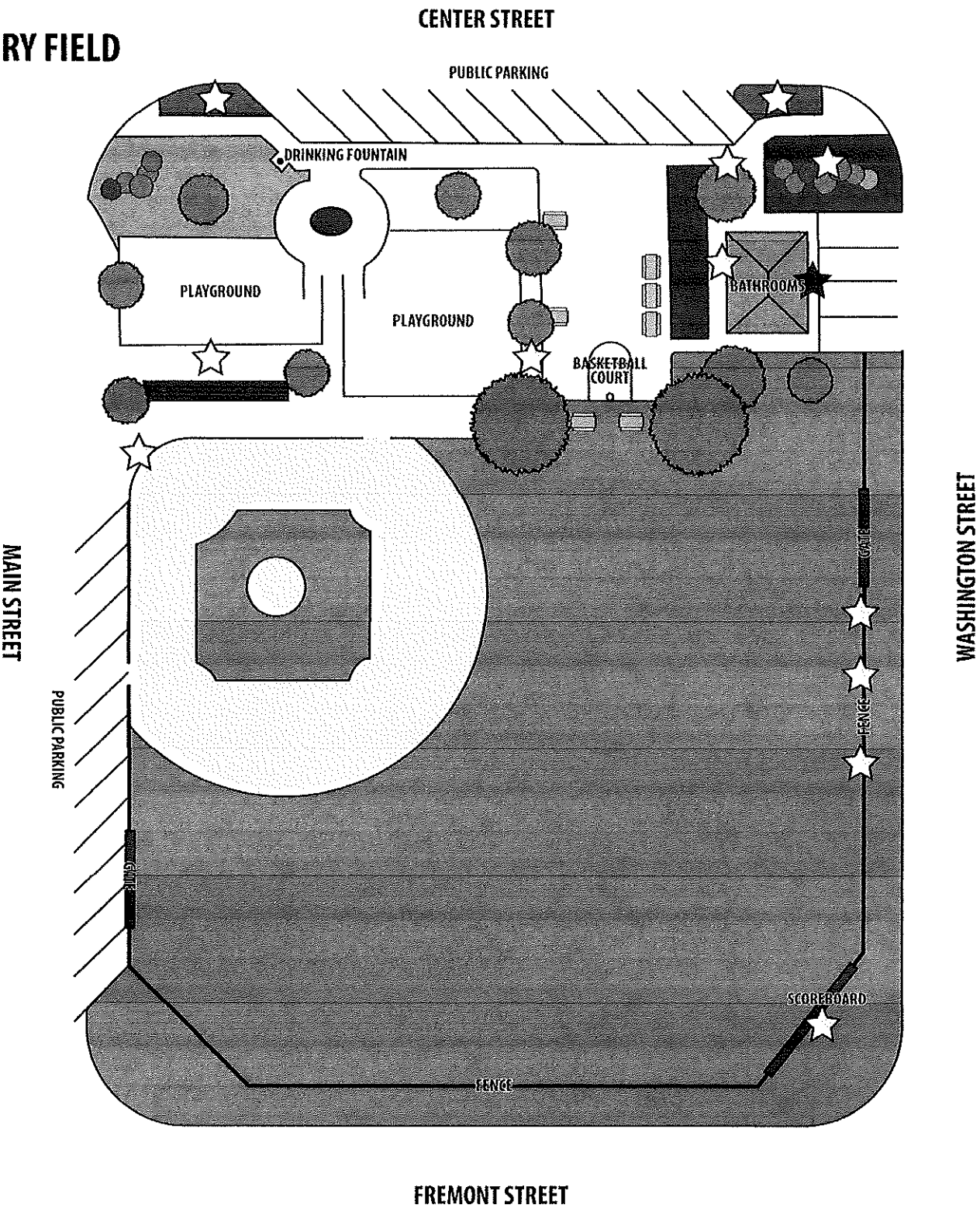
SCHULTZ PARK



☆ Electrical Outlet ★ Water Spigot

Note: Schultz Park has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.

BEERY FIELD

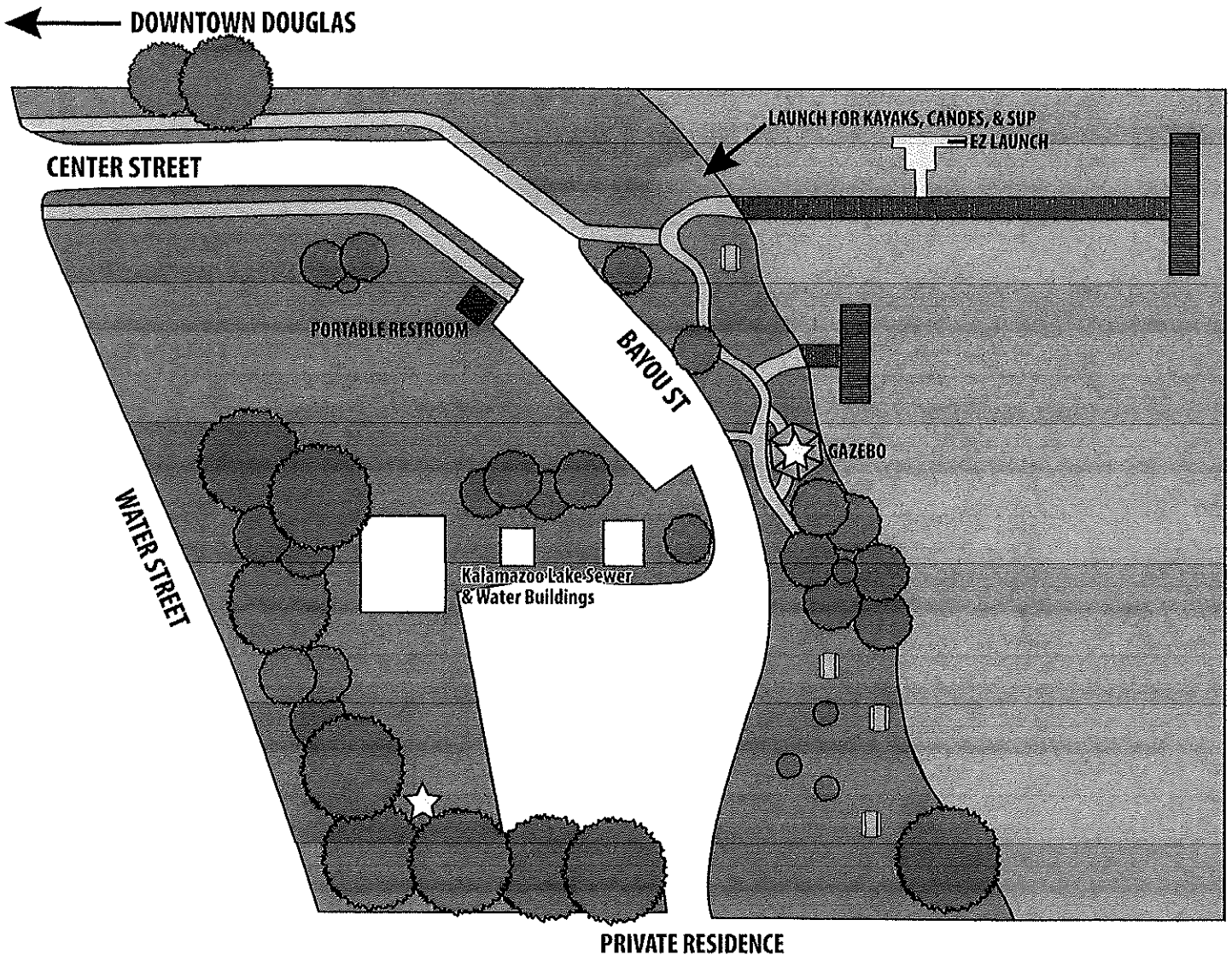


- ★ Water Hose Hookup
- ☆ Electrical Outlet

Note: Beery Field has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



WADES BAYOU



Note: Wades Bayou has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



DDA AC	Item 10E.
Approved	_____
Denied	_____
Date	_____

Douglas Downtown Development Authority Community Events Grant Program Application

EVENT PRESENTER INFORMATION

Name: Halle Oczepke

Name of Organization(s): Saugatuck - Douglas History Center

Address: 130 Center St PO Box 617 Douglas, MI 49406

Phone: (269) 857-5751 Email: director@mysdhistory.org

How many years have you been in the Douglas Downtown Development Authority District? 19 yrs

EVENT INFORMATION (use additional sheets if needed)

Event Name: Douglas Halloween Party Before the Parade

Event Date(s): October 25, 2025 Event Start & End Hours: 6:00 PM - 10:00 PM

Event Location: 130 Center St Douglas, MI 49406

Describe your event in detail and how it will benefit the DDA District.

Please see attached document.

Anticipated Number of Attendees: 500

Attendees Demographics (ages, special interests, where are they coming from, etc.) _____

Estimated Number of Volunteers: 40

Estimated Date/Time for Set-Up: 10/10/25 Estimated Date/Time for Clean-Up: 10/26/25

List the local businesses involved and include how businesses are participating in the event: _____

List your methods to advertise and promote the event as well as downtown and local businesses: _____

Funding amount requested: \$1,750.⁰⁰ (Include an itemized budget for the total costs of the event)

DDA FUNDING HISTORY

1. Is this the first time you have applied for DDA funding for an event? Yes ☐ No ☒
2. If yes, how many times have you applied previously? Approx 6 times
3. Is this a reoccurring event? Yes ☒ No ☐

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

Have you submitted a Special Event Application to City Council for approval? Yes ☐ No ☒
 If yes, was it approved? Yes ☐ No ☐ N/A


 Signature of Applicant

9/16/2025
 Date

ALL DECISIONS CONCERNING THE COMMUNITY EVENTS FUNDING PROGRAM APPLICATION PROCESS, INCLUDING ELIGIBILITY AND/OR CONTAINING ELIGIBILITY FOR FUNDING, ARE WITHIN THE SOLE DISCRETION OF THE DDA BOARD AND ARE FINAL.

Please return application and supporting documentation to:

**City of Douglas
 Downtown Development Authority
 86 West Center, PO Box 757
 Douglas, Michigan 49406**

**COMPLETE THIS APPLICATION IN ITS ENTIRETY; INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.
 PLEASE RETAIN A COPY OF THIS ENTIRE APPLICATION FOR YOUR RECORDS.**

Describe your event in detail and how it will benefit the DDA District:

The SDHC's Halloween Party Before the Parade is a spirited and dynamic event, providing a valuable space for visitors to Saugatuck-Douglas to kick off their night of spooky fun before the start of the Douglas Halloween Parade for adults at 10:00 PM. This ticketed event offers a variety of local beverages, photo opportunities, a VIP Room with exclusive offerings, and the highly anticipated costume contest, featuring \$1,000 in prizes. This year, we have hired a local professional photographer to take photos of attendees in their costumes, which they will be able to download for free after the event. We will be professionally filming the costume contest in front of the History Center for attendees to watch from the back garden on a large-scale outdoor screen.

Attendee Demographics (ages, special interests, where they are coming from, etc.):

The target market for this event are new and long-term residents of the Saugatuck-Douglas area, History Center community members, as well as visitors coming to Downtown Douglas for an evening, a weekend, or a longer stay in October. Our expected visitors are adults (18+) attending the Downtown Douglas Halloween Parade for Adults.

Our expanded lighting and decorating program will also attract and engage visitors coming to Douglas during the two weeks leading up to parade night from October 10-25, 2025. The History Center directly serves the 5,686 local residents of the Saugatuck-Douglas area and surrounding townships by promoting awareness of the community's history.

As the area's only collecting institution for art and historical archives, the SDHC also serves as caretaker for our community's memories and priceless artifacts. The SDHC also works with Saugatuck Public Schools on programming and enrichment. SPS consists of three schools serving 815 students from across the region. In 2024, our exhibits engaged over 7,000 visitors representing 46 of the states in the United States, 5 Canadian provinces, and 28 foreign countries.

List the local businesses involved and include how businesses are participating in the event:

The History Center is illuminated and decorated to create a spooky atmosphere for parade goers visiting the DDA District. On the evening of the event, costumed visitors fill the grounds and are also drawn to the spectacle of the city as a whole. Our expanded lighting and decorating program will also attract and engage visitors coming to Douglas during the two weeks leading up to parade night from October 10-25, 2025.

- Event Host - Saugatuck - Douglas History Center
- Current Sponsors - Edward Jones - Barb McNally, Dunes View/The Little Store, Retro Boat Rentals/The Red Dock

List your methods to advertise and promote the event, as well as downtown and local businesses:

- Web - featured SDHC and Saugatuck-Douglas CVB websites
- Social Media - SDHC Facebook and Instagram (3.2K followers; 761 followers)
- Print Media - flyers distributed to local businesses, hotels, and B&Bs
- Email - event invitation to 950+ contacts, including previous years' attendees
- Publicity - press release will be shared with local, regional, and statewide media contacts (Commercial Record, Holland Sentinel, MLive, WoodTV8, Bridge Michigan, Michigan News Network/WWJ Newsradio 950)

Description of Expenditures	Allocated Expenses		
	DDA Expense	Other Expenses	Total Expenses
Exterior Lighting from October 10-25 at History Center	\$1,500		\$1,500
AV for event, VIP space, film screen, costume contest		\$1,050	\$1,050
Photographer services		\$450	\$450
Printing for posters and signage		\$500	\$500
Portajohn rental		\$450	\$450
Advertising - Commercial Record		\$1,440	\$1,440
Fencing for event grounds on Center Street	\$250		\$250
Food and alcohol for fundraiser		\$1,500	\$1,500
Total Budget	\$ 1750	\$ 5,390	\$ 7,140



DOUGLAS DOWNTOWN DEVELOPMENT AUTHORITY

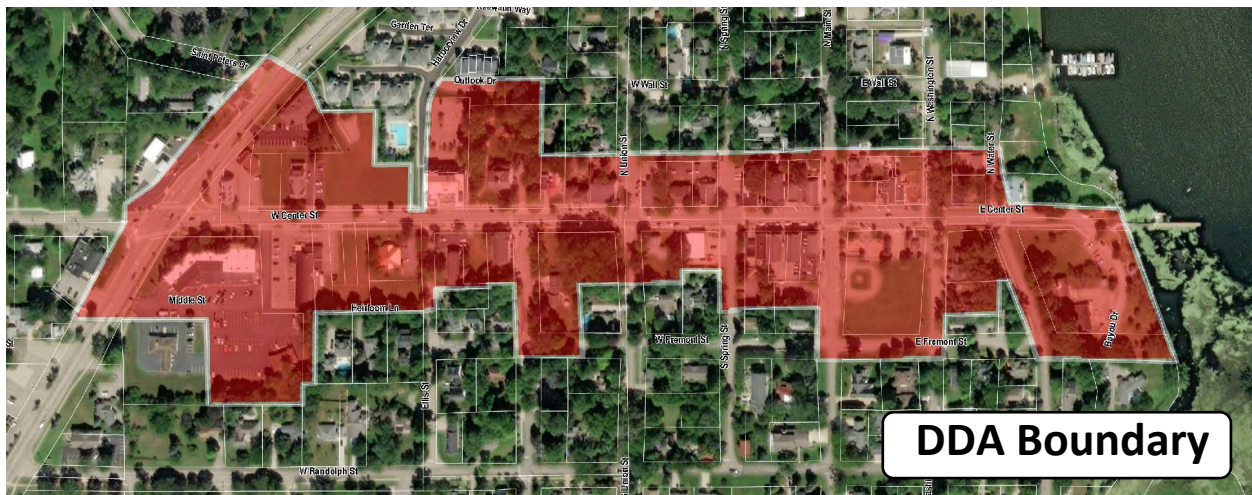
Community Events Grant Reimbursement Program Guideline

PROGRAM GUIDELINES

The City of Douglas Downtown Development Authority (DDA) was originally created in 1997 to reverse the pattern of deterioration in the downtown area and to plan for and implement certain public improvements considered necessary for future economic growth. The goals of the DDA are detailed in its Development Plan, adopted in 2006. The DDA intends to support qualified downtown events with funding to promote the downtown district and increase foot traffic.

The DDA is seeking a partner relationship with event presenters to help promote Douglas's Downtown District. Local organizations planning to present a public event(s) in downtown Douglas may submit an application for funding in accordance with the guidelines described below.

Funding recommendations are reviewed at the end of each quarter.



The maximum amount awarded to a local organization under the program is \$5,000. Events will be funded only to the extent that funding is available.

REQUIREMENTS

- The event must include participation of local downtown businesses.
- The event presenter(s) must market the event as well as promote the DDA.
- The event must be open to the public.

Note: Preference will be given to events which attract a diversity of participation

CONDITIONS OF ELIGIBILITY

- Event presenter(s) must receive City Council approval with a Special Events Application prior to

- seeking grant funding.
- DDA monies awarded must be used towards qualifying expenses related to Douglas's downtown, local businesses, and marketing events. Funds are disbursed as reimbursement after applicant presents itemized receipts.
- All necessary insurance and security must be provided by the event presenter(s).
- Event presenter(s) must work with City of Douglas' City Council/Administration/DPW/Police and Saugatuck Township Fire District on road closures, use of public space and services, and other issues.
- Event must use the DDA logo on all materials and link to the DDA website (if applicable).
- Event presenter(s) must complete a Community Events Grant Funding Application and provide related information.
- Funds cannot be used for events restricted to private or exclusive participation.
- Funds cannot be used for fundraisers.
- Itemized receipts must be presented equaling the amount requested.
- Event presenter(s) receiving DDA event funding must submit a written final summary on the event(s) and how DDA funds were used prior to consideration of a new application.
- Funded event presenter(s) may be asked to appear and submit their report at a DDA meeting following the event.

Please note that the above list is not all-inclusive. Final determinations of eligibility requirements are governed by the DDA Board.

AWARD PAYMENTS

- DDA awards are paid to recipients as reimbursements.
- All event(s) must be in compliance with the aforementioned requirements.
- Original receipts for services performed must be provided to receive reimbursement.
- After satisfactory review by DDA Business Incentive Program sub-committee, payment will be made to the award recipient as soon as possible by the City Treasurer

GRANT FUNDING TIMELINE

Community Events Grant Program applications are accepted, reviewed, and awarded on an ongoing basis depending on the availability of funds in the DDA budget.

QUESTIONS

Please contact the City Clerk's office at clerk@douglasmi.gov or 269.857.1438 for questions. For more information on the DDA please visit our website at www.douglasmi.gov.



DDA A	Item 10F.
Approved	_____
Denied	_____
Date	_____

Douglas Downtown Development Authority Community Events Grant Program Application

EVENT PRESENTER INFORMATION

Name: Kate Nguyen

Name of Organization(s): Ox-Bow School of Art & Artists' Residency

Address: 137 Center St.

Phone: 269-283-0874 Email: kate@reedumbrellainc.com

How many years have you been in the Douglas Downtown Development Authority District? _____

EVENT INFORMATION (use additional sheets if needed)

Event Name: Cavern Tavern

Event Date(s): October 25, 2025 Event Start & End Hours: 5-10 p.m.

Event Location: Ox-Bow House

Describe your event in detail and how it will benefit the DDA District.

We will have a pre-party before the Halloween parade. We will have the Great Lakes Brass

Band performing, drinks served and a Halloween-themed art exhibit. This party and these activations

will help bring patrons downtown before the parade and increase traffic to other businesses.

Anticipated Number of Attendees: 250

Attendees Demographics (ages, special interests, where are they coming from, etc.) Guests that we have
see attend in the past are 21 and above, many coming from local areas of Saugatuck, Holland,
Grand Rapids, Douglas and south. We have also had numerous visitors from Chicago.

Estimated Number of Volunteers: 12

Estimated Date/Time for Set-Up: 10/25 11am Estimated Date/Time for Clean-Up: 10/26 10 am

List the local businesses involved and include how businesses are participating in the event: _____

We have Saugatuck Brewing Company as our headline sponsor this year

Other businesses are welcome to market as a whole and participate in joining forces to bring a large crowd down to the parade and to our party that

will raise valuable money for the arts.

List your methods to advertise and promote the event as well as downtown and local businesses: _____

We have advertised on social media, through our organization's newsletter, through posters around town and on our building. We plan some additional

advertisements in local publications as well.

Funding amount requested: \$1,000 (Include an itemized budget for the total costs of the event)

DDA FUNDING HISTORY

1. Is this the first time you have applied for DDA funding for an event? Yes ☐ No ☒
2. If yes, how many times have you applied previously? 1
3. Is this a reoccurring event? Yes ☒ No ☐

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

Have you submitted a Special Event Application to City Council for approval? Yes ☒ No ☐

If yes, was it approved? Yes ☐ No ☐

Kate Nguyen

9/16/25

Signature of Applicant

Date

ALL DECISIONS CONCERNING THE COMMUNITY EVENTS FUNDING PROGRAM APPLICATION PROCESS, INCLUDING ELIGIBILITY AND/OR CONTAINING ELIGIBILITY FOR FUNDING, ARE WITHIN THE SOLE DISCRETION OF THE DDA BOARD AND ARE FINAL.

Please return application and supporting documentation to:

**City of Douglas
Downtown Development Authority
86 West Center, PO Box 757
Douglas, Michigan 49406**

**COMPLETE THIS APPLICATION IN ITS ENTIRETY; INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.
PLEASE RETAIN A COPY OF THIS ENTIRE APPLICATION FOR YOUR RECORDS.**



City of Douglas DDA Reimbursement Form

Name: _____

Organization: _____

Address: _____

Phone Number: _____

Event/Project Name: _____

Date(s) of Event/Project: _____

Total Amount Approved: _____

***Please attach receipts**

Signature of Recipient: _____ Date: _____

For Office Use Only:

Approved by: _____

Date Approved: _____

Amount Approved: _____

Notes: _____

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

September 9, 2025

Dear Members of the Douglas Downtown Development Authority:

As some of you may be aware, the HeartSafe Tri-Community of the Saugatuck Area is a recently formed local organization aiming to make the tri-communities 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.

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 upcoming loss of the centrally located police department and city hall, whose buildings house interior AEDs, it is even more imperative to replace those 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 only has access to two 24-hour, exterior AED devices located at Beery Field and Douglas Marina. Though there are other devices located inside buildings,

they lack visibility and 24-hour immediate access to a publicly available AED. 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 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 awareness of the HeartSafe Tri-Community of the Saugatuck Area 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 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

My original intent was to purchase the AED and request that the City purchase the outdoor cabinet, but I am open to working with the DDA on cost sharing that works for both of us.

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 - \$1,694.00, plus shipping
- Installation - ???

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



MEMORANDUM

Downtown Development Authority

September 24, 2025 at 10:00 AM

TO: Downtown Development Authority (DDA)
FROM: Jenny Pearson, Project Manager
SUBJECT: Banner Replacement

The Downtown Development Authority (DDA) has budgeted funds for the replacement of the DDA district banners. There are essentially two styles of banner material to choose from: sunbrella and vinyl. Sunbrella banners have an estimated life span of 5-10 years, and vinyl banners have an estimated life span of 2-3 years. While sunbrella banners last longer they do have limitations with the designs and color. Please see attached Stock Sunbrella Colors with Pantone Approximations sheet for color options.

The DDA district consists of 35, 24" x 51" (small), banners, stretching from Blue Star Highway to Water Street, whereas the Blue Star Corridor has 11 large, 30" x 72" (large), banners from Center Street to the bridge.

Cost breakdown:

Small Banners

- 1 sunbrella design for all 35 banners = \$3,405.50
- 2 sunbrella designs per season for a total of 8 sunbrella designs = \$11,827.80 (vinyl is \$8,186.00)

Large Banners

- 3 sunbrella designs for the 11 banners (4,4,3) = \$1,532.40 (vinyl is \$1,205.25)

Note: Consort offers free design services for up to 4 hours, with \$50 per hour after 4 hours.

Please find attached their Spring/Summer and Fall/Winter/Holiday popular designs. However, all of their designs can be found on <https://www.kalamazoobannerworks.com/products/shop>, there are so many to review. Please note our banner size is not one of the 3 sizes their Ready to Print designs come in, however, they can custom design the designs to our sizes.

Staff is asking for further guidance on material, designs, and number of designs per year/season.

Funds have been budgeted under: Downtown Development Authority, Capital Outlay 248-728-979 for \$11,800, and Blue Star Corridor Improvement Funds, Capital Outlay 403-463-979 for \$3,000

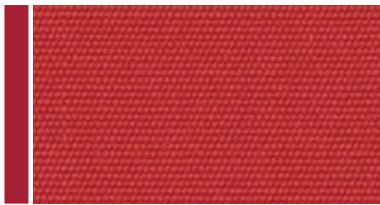
Suggested Motion: I recommend the Downtown Development Authority purchase new banners for the downtown district and the Blue Star Highway corridor, not to exceed \$11,800 and \$3,000 in their respective funds.

STOCK SUNBRELLA COLORS WITH PANTONE APPROXIMATIONS

We utilize nine standard Sunbrella colors. Other Sunbrella banner colors may be used, but are subject to an additional fee. Please contact your Sales Representative for more information.

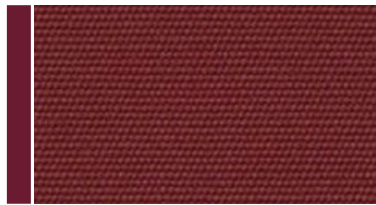
The colors shown on this sheet are reasonable representations of Sunbrella colors. We cannot guarantee the colors which appear on your monitor will match the colors on the final banner. Upon request, we will mail out a complimentary swatch guide of the nine standard colors.

The swatches below show a solid line representing how the colors will appear on a mock up and a patch showing the threads of the fabric.



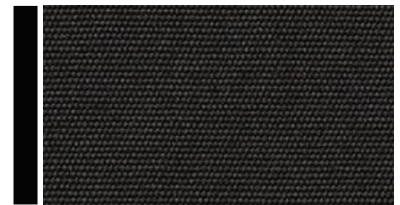
Jockey Red

PMS 201c



Burgundy

PMS 7421c



Black



Sea Grass

PMS 3295c



Forest Green

PMS 3305c



Persian Green

PMS 322c



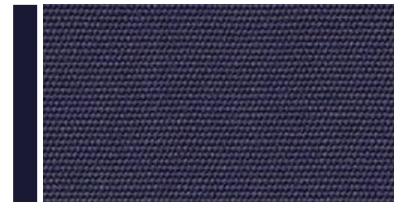
Pacific Blue

PMS 2945c



Med Blue

PMS 7686c



Capt Navy

PMS 5255c

NEW! Fall, Holiday & Winter Designs



24908
Happy Harvest
VINYL ONLY



24909
Spooky Pumpkins
VINYL ONLY



24910
Turkey Time
VINYL ONLY



25811
Cozy Season
Holiday Flavors
Captain Navy



25812
Snow Quilt
Pacific Blue



25813
Berry Bright
Forest Green



25814
Kwanzaa Spirit
Black



25815
Festival of Light
Med Blue



24916
Golden New Year
VINYL ONLY



24917
Pass the Beads
VINYL ONLY



25818
Lucky Charm
Forest Green

Please note: A minimum quantity of four banners per design is required.



24812
Bountiful Harvest
Forest Green



24913
Haunted House
VINYL ONLY



24914
Grateful Leaves
VINYL ONLY



24915
Country Pumpkin
VINYL ONLY



24916
Classic Autumn
VINYL ONLY



24917
Autumn Skies
VINYL ONLY



24918
Welcome Holly
VINYL ONLY



24819
Pastel Pines
Captain Navy



24820
Christmas Tree Farm
Captain Navy



24921-set
Poinsettia Bouquet
VINYL ONLY



24822
Under the Stars
Captain Navy



23927
Forest Pines
VINYL ONLY



23828
Hanging Ornaments
Forest Green



23833
Gingerbread Cookies
Jockey Red



23835
Birch Tree Deer
Forest Green



23936
City Center
VINYL ONLY



23934
Winter Tour
VINYL ONLY



22926
Color Tour
VINYL ONLY



22824
Tis the Season
Forest Green



22822
Swirling Pumpkins
Burgundy



22821-set
Fall Wreath
Black



22819-set
Vintage Ornaments
Persian Green



22818
Good Will to All
Forest Green



21820
Fall Festival
Med Blue



21822
Snow Serenade
Captain Navy



21824
Joy Bell
Burgundy



21923
Snowman & Penguin
VINYL ONLY



20920
Holiday Streamers
VINYL ONLY



20917
Joy Streamers
VINYL ONLY



20818
Filigree Tree
Forest Green



20815
Santa Bear
Captain Navy



20816
Home for the Holidays
Forest Green



20821-set
Falling Leaves
Burgundy



15216
Holiday Reindeer
Forest Green



16215
Seasonal Ornaments
Black



16118
Holiday Collage
Jockey Red



16216
Autumn Acorns
Forest Green



16117-set
Snowflake Divide
Pacific Blue / Captain Navy



15317
Season's Greetings
Forest Green



17110
Midnight Flight
Captain Navy



13120
Let There Be Joy
Jockey Red



19940
All That Glitters
VINYL ONLY



13318
Fall Day
Burgundy



09219-set
Star Tree
Forest Green



09327
Fancy Wreath-Red
Jockey Red



07328-set
Joyous Ringing
Forest Green



09314
Leaf Collage
Captain Navy



06307
Lake Sunset
Forest Green



06423
Lamppost
Captain Navy



09936
Country Snowman
VINYL ONLY



05315-set
Pine Ornaments
Jockey Red



05322-set
Fall Maples
Burgundy



08227
Winter's Night
Med Blue



13222
Whispering Winds
Forest Green



06229-set
Doves of Peace
Jockey Red



07222
Color Rush
Forest Green



12323
Blue Wonder
Pacific Blue



19943
Starlight
VINYL ONLY



18216
Best of Holiday
Forest Green



20383
Autumn Oak
Burgundy



13315-set
Mr. Scarecrow
Captain Navy



20247-set
Double Winter Wonderland
Pacific Blue



93672
Holiday Greetings
Sea Grass



93673-set
Greetings Double Wreath
Sea Grass



92652
Winter Snow
Pacific Blue



Ready-to-Print • **Eight New Designs!**
SPRING & SUMMER

Please note:
A minimum quantity of four banners per design is required.

All designs displayed are copyrighted. Reproduction without expressed written permission is prohibited. Consort reserves the right to improve ink/fabric colors.

Illustrations are provided as reasonable representations.



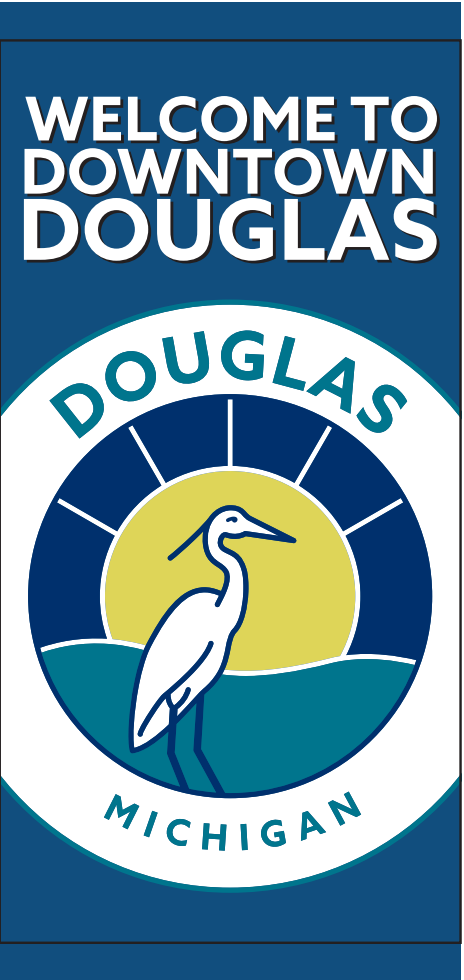
Option 1



Option 2

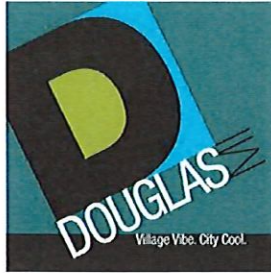


Option 3



Option 4





MEMORANDUM

To: Douglas Downtown Development Authority
From: Lisa Nocerini, City Manager
Date: September 24th, 2025
Subject: Budget Amendment/Christmas Decorations

The DDA approved funding in the existing budget in the amount of \$2,668.33 under Downtown Marketing for Christmas decorations in the downtown that are installed by Chips Groundcovering.

Unfortunately, the amount that should have been approved was \$6,805.00, and an amendment to the DDA budget is being requested in the amount of \$4,536.66 to cover the difference. The DDA Treasurer has recommended that the funds be taken out of the Community Promotions Budget.

Suggested Motion:

Approve a budget amendment under the Community Promotions Budget in the amount of \$4,546.66 for Christmas decorations for the 2025-2026 holiday season.



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax - 616.546.9210

DDA Budget
+ City Budget

Item 101.

Christmascape Renewal.

Bill To:	City of Douglas		Date:	04-24-24
Job Name (if different):		Jobsite Contact (if commercial)	Jenny Pearson	
Phone:	269-857-1439	Email:	douglas@douglasmi.gov	
Billing Address, City, State, Zip:	86 W. Center St. Douglas MI, 49406			
Jobsite Address (if different):	Various areas			

Thank you for your interest in our services! We take pride in the displays we create (we call them "Christmascapecs!") for your enjoyment and we hope to work with you soon.

Please initial at each desired item. \$750 first-year job minimum. \$400 next-year minimum. Please complete top-portion of reverse side for scheduling

Item #:	CUSTOMER INITIAL	Description:	Color of Lights	Annual Pricing, 2025, 2026, 2027 Season
		2025 Proposal: Create Christmascape Display Similar to previous year. (Pricing reflects annual pricing with 3 year agreement)		
1		8 trees through downtown area (along Center St)	Warm white	\$1045
2		12' Artificial Christmas Tree in Gazebo		\$1395
3		9 Trees at Beery Field Park (trunk and canopy wrap)	Warm white	\$1895
4		2 deciduous trees near Gazebo at Wades Bayou	Warm white	\$1050
5		Various Trees near parking area at Wades Bayou	Warm White	\$1595
6		(8) Fresh-Cut Fraser Firs through downtown area.		\$1545
7		Artificial garland (with lights) along top of front doors at City Hall		\$125
8		(9) ginkgo trees lining Center Street. Trunk & Canopy Wrap	Warm White	\$395
9		Lighting of 20' evergreen Tree near Beery Field (does not include tree installation.	tbd	\$475
10		Roofline of City Hall, front and both sides (if west side is accessible). Might require roof access. C9 lights Switched to year-round use (03-22-23)	Warm white	n/a
11		Roofline of Police Department, front and both sides, including the roof over the west entrance. C9 LED lights Switched to year-round use (03-22-23)	Warm White	n/a
12		Roofline of Beery Field bathrooms. C9 LED lights Switched to year-round use (03-22-23)	Warm white	n/a
13		Outline "Downtown" sign (and arrow) at Bluestar & Center St. with rope light. Switched to year-round use. (03-22-23)	Warm White	n/a
14		Gazebo at Wades Bayou (deduct \$250 if no "vertical" runs) Switched to year-round use. (03-22-23)	TBD	n/a
15		Cords & timers.		\$0
16		Additional Service (with \$5,000 minimum acceptance)- Pricing Includes up to 15 service calls per (3-month) season. Service calls typically completed within 4 business days of notice of the closest business day, weather and safety depending (Saturday and Sunday calls will be processed Monday). Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. No Sunday or Holiday call-outs		

City 2,765
DDA 6,805



14-Day Temporary Sign Permit Application

REQUIRED ONLY FOR TEMPORARY MANUAL READER BOARDS AND TEMPORARY BANNER SIGNS

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

The Village of Friendliness – Since 1870

Location Information:

Address of parcel where the temporary sign is proposed: 1)Main&Blue Star 2)Beery Field 3)Enterprise&BS

Parcel Number: _____ Current Zoning of Parcel(s): _____ Existing Use of Property: _____

Name of Business: Community Pride Purpose of temporary sign Promote Oktoberfest 2025

Property Owner Information:

Name: City of Douglas

Phone Number: _____ Email Address: _____

Address / PO Box _____ City: _____ State: _____ Zip: _____

Applicant Information (if different than owner):

Name: Troy Weiland, Secretary Company: Community Pride

Phone Number: 515-778-1103 Email Address: troytweiland@gmail.com

Address / PO Box P.O. Box 437 City: Douglas State: MI Zip: 49406

Temporary Sign Application Requirements (Section 22.05.15):

- ☒ Site plan that shows the proposed location of temporary sign and setbacks from property lines.
- ☒ Dates the temporary sign is planned to be placed: From Sep. 27 to Oct. 11
- ☒ \$50 fee and \$50 deposit, to be returned to the applicant following removal of the temporary sign at the end of the allowable 14 days.
- ☒ Rendering or graphic of proposed temporary sign
- ☒ Sign Ordinance Acknowledgment (on the reverse side)

I, _____ (Owner), hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Signature of Owner

Date

I, Troy Weiland (Applicant), hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Troy Weiland
Applicant

September 9, 2025

Date

Section 22.05.15 Temporary Signs in The City of the Village of Douglas

1. **Temporary Signs.** Temporary signs as defined in Section 22.03 are permitted in all zoning districts, subject to the following restrictions:
 - a. Sidewalk signs shall not be deemed temporary signs
 - b. All temporary signs shall be subject to the prohibitions outlined in Section 22.06.
 - c. Wire-framed signs:
 - i. Up to two (2) wire-framed temporary signs are permitted per parcel.
 - ii. Wire-framed temporary signs shall not be subject to the requirements of Section 23.03, Permit Procedures and Regulations.
 - d. Up to two (2) feather signs are permitted on parcels within the C-2 and L-I zoning districts, and are not subject to the requirements of Section 23.03, Permit Procedures and Regulations.
 - e. The following regulations shall apply to **temporary manual reader boards** and **temporary banner signs**:
 - i. Temporary banners and manual reader boards are not permitted in residential districts.
 - ii. One (1) temporary banner sign shall be permitted on non-residential parcels within the C-1, C-2 and L-I, and PUD zoning districts, or on parcels in residential districts when associated with a non-residential use.
 - iii. One (1) temporary manual reader board shall be permitted on non-residential parcels within the C-2, PUD, and L-I zoning districts, or on parcels in residential districts when associated with a non-residential use.
 - iv. A parcel located in the C-2, PUD, or L-I zoning districts shall not have both a temporary banner sign and a temporary manual reader board during the same period of time.
 - v. A temporary sign permit is required for any proposed temporary banner sign or temporary manual reader board signs. An application for a temporary sign permit shall be submitted to the Zoning Administrator that contains, at minimum, the following information, and is subject to the following procedures:
 1. A site plan that contains the proposed location of the temporary manual reader board or temporary banner.
 2. A stated period of time that the temporary manual reader board or temporary banner sign is proposed to be erected, not to exceed 14 days total.
 3. The applicant shall submit a deposit in the amount of \$50, to be reimbursed after the temporary manual reader board is removed in accordance with the dates indicated on the application.
 4. The zoning administrator shall issue the zoning permit for the temporary banner or temporary manual reader board upon receipt of the required application information noted above and upon determining that the proposed temporary banner or temporary manual reader board is in compliance with the provisions of this ordinance.
 5. The \$50 deposit shall be forfeited if the sign has not been removed by the 15th day.

Acknowledgment

I, Troy Weiland (owner or applicant) have read the above ordinance section as it pertains to the requirements of the temporary sign application and the allowable duration of the temporary sign.

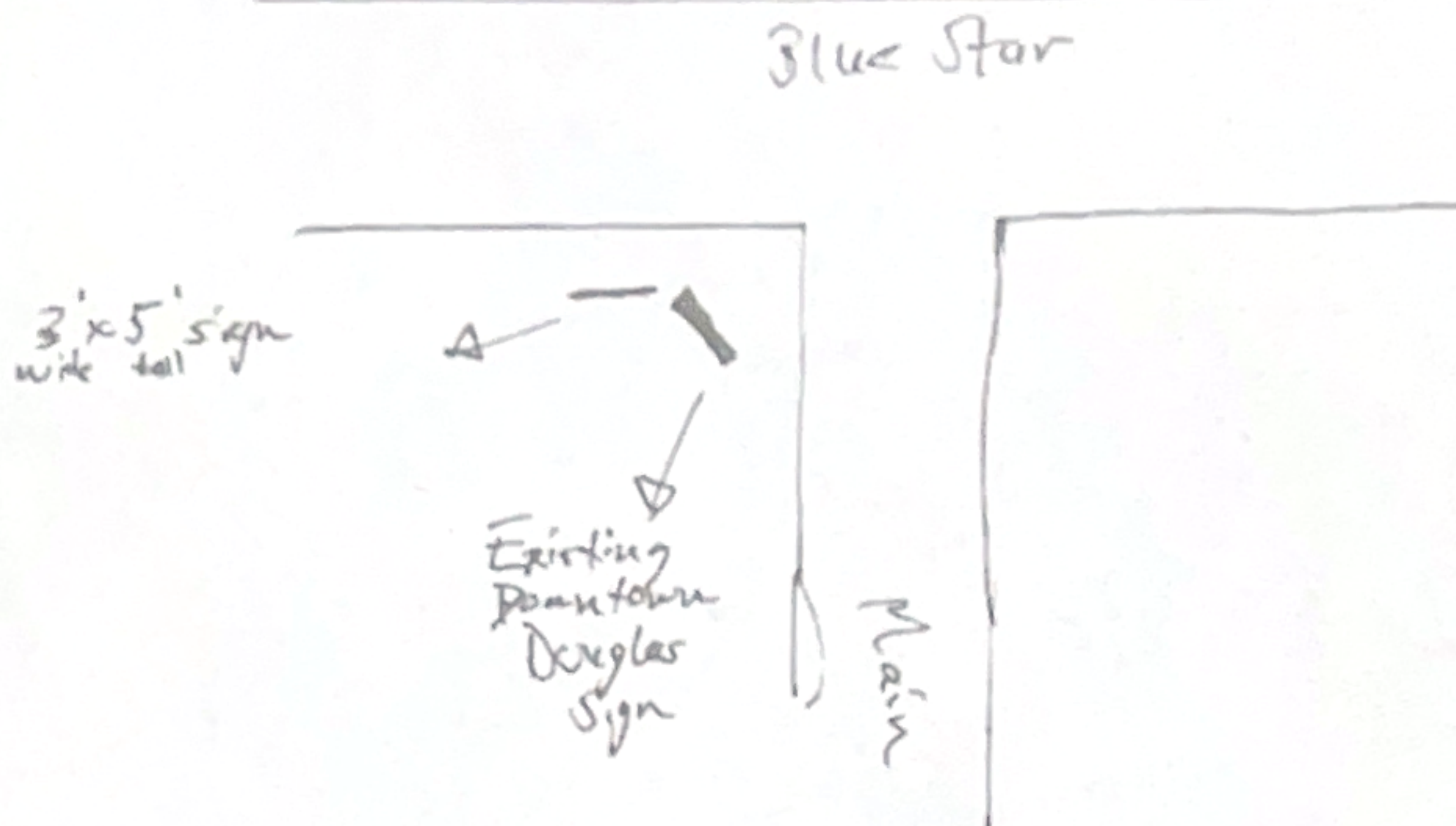
Troy Weiland
Signature

September 9, 2025

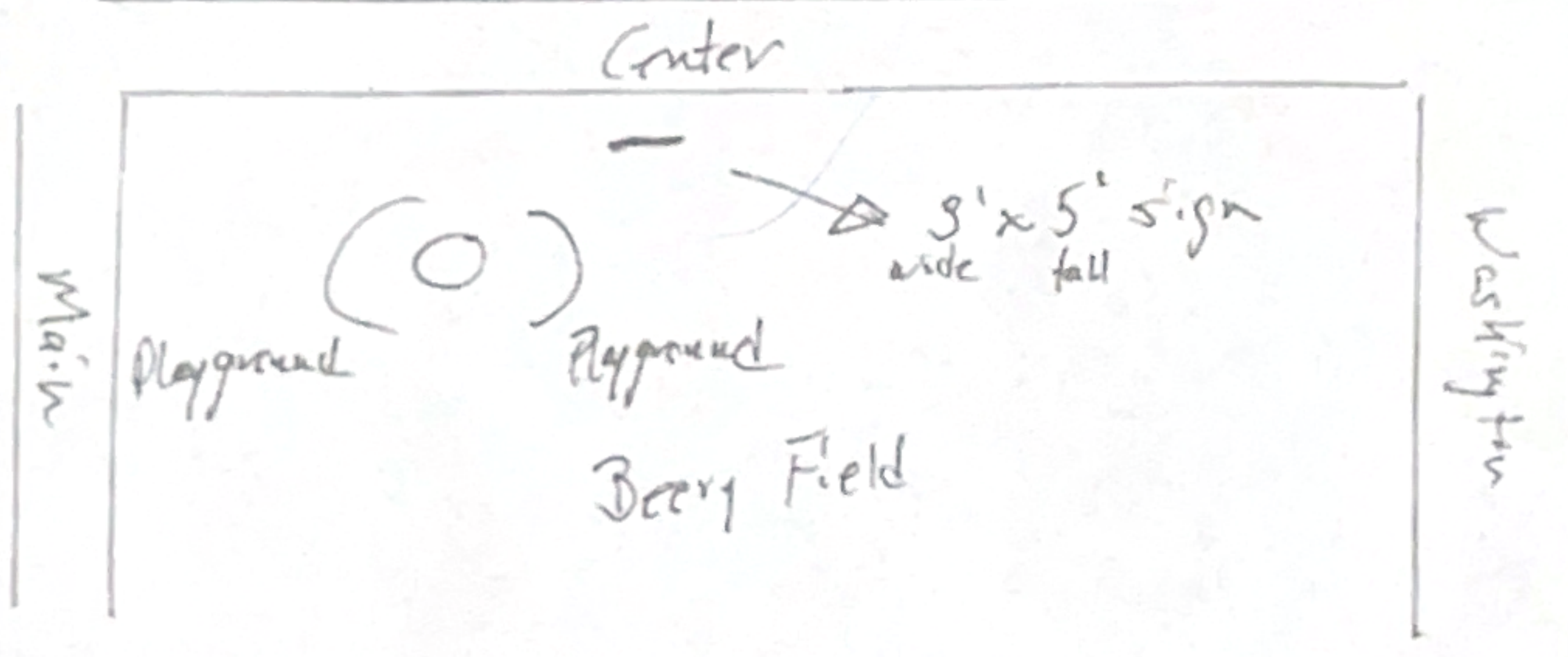
Date

Temporary Sign Locations

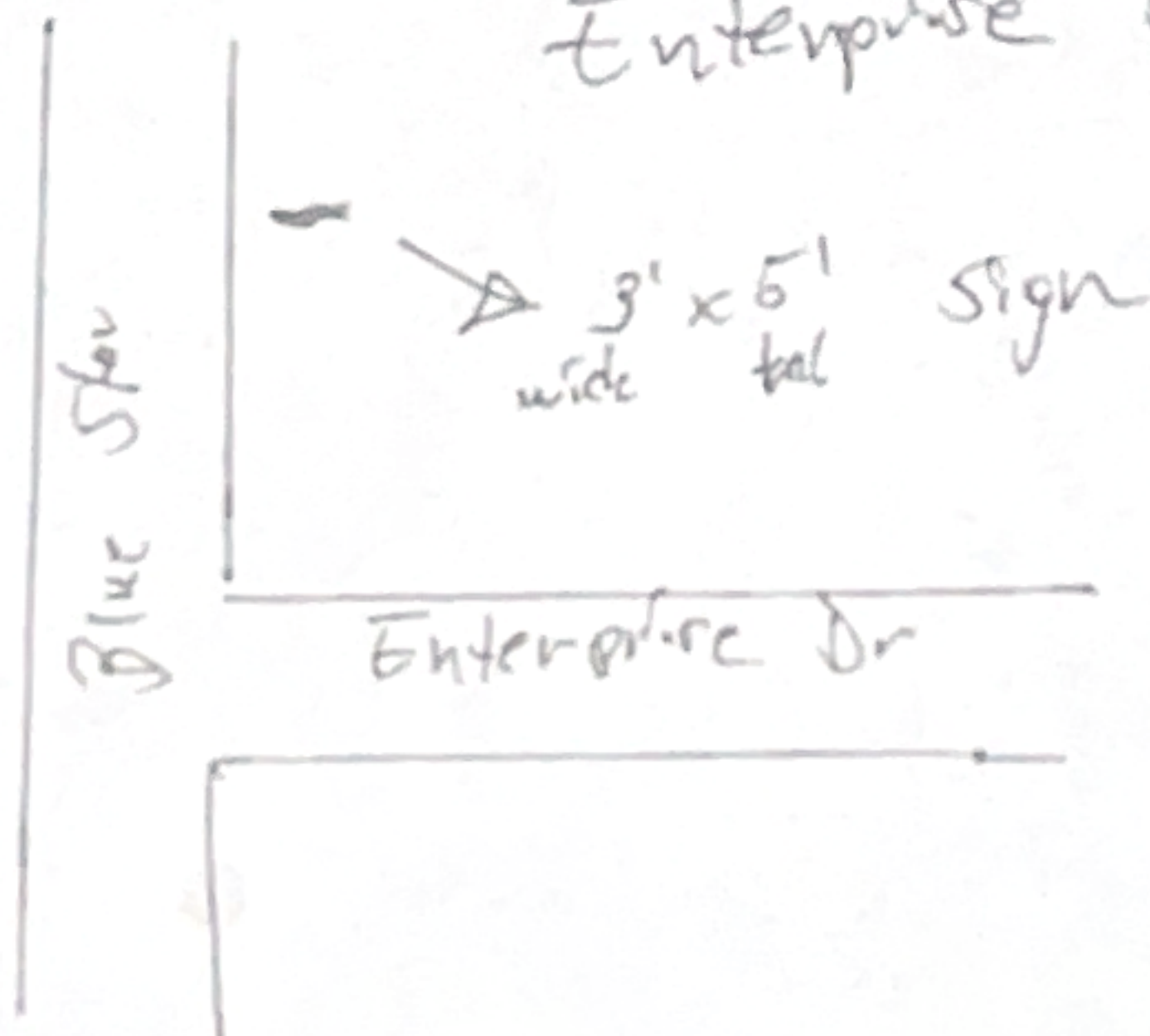
① Main St. e Blue Star



② Beery Field



③ Enterprise Drive e Blue Star





Downtown Development Authority Temporary Gateway Banner Application

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: Troy Weiland, Secretary Organization: Community Pride
Phone Number: 515-778-1103 Email Address: troytweland@gmail.com
Address / PO Box: P.O. Box 437 City: Douglas State: MI Zip: 49406

Banner Information:

Event Name: Oktoberfest 2025 Event Dates: Saturday, October 11, 2025
Banner Dimensions: 22" x 94" Dates of event banner is promoting: October 11, 2025

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).

Oktoberfest is a large community entertainment event held annually the 2nd weekend of October in Downtown Douglas. The event promotes all that our town has to offer, in this beautiful time of year and during our shoulder season when we aim to bring not only local attendees but also travelers back to town.

Community Pride has now been putting on events locally for over five years, and we hope to play off the huge successes we had both during our 2025 Pride

Week events and last year's Oktoberfest celebration

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.

Troy Weiland
Signature of Applicant

September 9, 2025

Date

86 W. Center Street • PO Box 757 • Douglas, MI 49406 • Ph (269)857-1438 • Fx (269)857-4751 • www.douglasmi.gov

Oktoberfest

**SATURDAY,
OCTOBER 11**

**12PM–5PM
BEERY FIELD**

COMMUNITY PRIDE

SAUGATUCK-DOUGLAS

SATURDAY, OCTOBER 11

Oktoberfest

12PM–5PM
BEERY FIELD

Item 10J.

COMMUNITY PRIDE

SAUGATUCK-DOUGLAS

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