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## MEMORANDUM

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To: Douglas Downtown Development Authority

From: Rich LaBombard  
City Manager

Date: October 26, 2022

RE: Holiday Lighting and Decorations  
CVB \$8,000 Award

The Saugatuck Douglas Area Convention and Visitor's Bureau (CVB) approved up to \$8,000 for holiday lighting and decoration for downtown Douglas. Douglas City staff are seeking quotes from qualified vendors to provide additional services for holiday lighting and decorations in addition to the routine services currently contracted with Chips Groundcover of Holland that includes lighting eight downtown trees and installing eight lighted Fraser fir trees at specific downtown locations. Current year pricing and an additional quote for new services is attached. Additional quotes are being requested from Shine of Holland.

Staff will seek direction from the Downtown Development Authority on how to best utilize this generous donation from the CVB.

**Discussion item.**

## **Rich LaBombard**

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**From:** Randy Walker <randy@lakeshorepetboutique.com>  
**Sent:** Friday, October 21, 2022 12:40 PM  
**To:** Lisa Mize; tketelhut@gmail.com  
**Cc:** Mike Jones; Kristin Armstrong; Sherwood Forest Bed and Breakfast; Gary Kott; Eve McKeown; Rich LaBombard  
**Subject:** Re: Calendar and Grants

Lisa,

This is wonderful news. On behalf of the DDA, we sincerely thank the Saugatuck Douglas Area CVB! I believe this is a very important step in helping Douglas expand its season and bring fabulous events and opportunities to the downtown. I already have thoughts about next year!

Tim and I will reach out shortly regarding a photo opp!

Again, we thank you!,  
Randy

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**From:** Lisa Mize <Lisa@saugatuck.com>  
**Sent:** Thursday, October 20, 2022 2:00 PM  
**To:** Tim Ketelhut <tketelhut@gmail.com>; Randy Walker <randy@lakeshorepetboutique.com>  
**Cc:** Mike Jones <mike@dunesresort.com>; Kristin Armstrong <kristin@sc4a.org>; Sherwood Forest Bed and Breakfast <sf@sherwoodforestbandb.com>; Gary Kott <indakott@aol.com>; Eve McKeown <eve@saugatuck.com>; Rich LaBombard <rlabombard@ci.douglas.mi.us>  
**Subject:** Re: Calendar and Grants

Dear Randy and Tim,

The Saugatuck Douglas Area CVB board has approved your sponsorship request for \$8,000 to go toward holiday lights and decorations for downtown Douglas. The board is excited to be able to assist Douglas with the seed money for this endeavor. We understand that by funding the \$8,000 this year, it will lower the DDA's costs for the future years with Chip's Ground Cover. The board is happy to support Douglas' efforts to bring holiday magic to the downtown area, thereby attracting visitors and shoppers in the shoulder season.

The CVB understands and appreciates the role the DDA plays in bringing economic development to the downtown area. We are delighted to support you and your organization as we bring value to our communities, together!

Let me know when you're available for a photo opp check presentation. I'd like to get a picture for The Commercial Record. I'll have the accountant cut a check and it will be ready by Monday or Tuesday.

**Lisa Mize**  
Executive Director  
**Saugatuck Douglas Area Convention & Visitors Bureau**  
95 Blue Star Highway, Douglas MI 49406

P.O. Box 28, Saugatuck, Michigan 49453  
269-857-1701 (O) // 616-490-5587 (M)  
[Lisa@saugatuck.com](mailto:Lisa@saugatuck.com) // [www.saugatuck.com](http://www.saugatuck.com)

On Wed, Oct 19, 2022 at 7:58 PM Tim Ketelhut <[tketelhut@gmail.com](mailto:tketelhut@gmail.com)> wrote:

Thanks AL!

Sent from my iPhone

On Oct 19, 2022, at 7:48 PM, Lisa Mize <[Lisa@saugatuck.com](mailto:Lisa@saugatuck.com)> wrote:

Looks good to me. I'll submit it to the board of directors tonight for their review and consideration at tomorrow's meeting. I should have an answer for you by EOD tomorrow.

Thanks Tim.

**Lisa Mize**

Executive Director

**Saugatuck Douglas Area Convention & Visitors Bureau**

95 Blue Star Highway, Douglas MI 49406

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On Wed, Oct 19, 2022 at 7:28 PM Tim Ketelhut <[tketelhut@gmail.com](mailto:tketelhut@gmail.com)> wrote:

How does this look?

On Wed, Oct 19, 2022 at 3:51 PM Tim Ketelhut <[tketelhut@gmail.com](mailto:tketelhut@gmail.com)> wrote:

Hi Lisa,

Attached is the DDA's Grant Application. As you mentioned, I left some spots blank that did not apply. Does it look ok? Do you need more description?

On Wed, Mar 9, 2022 at 4:00 PM Lisa Mize <[Lisa@saugatuck.com](mailto:Lisa@saugatuck.com)> wrote:

Hi Tim,

Here is the updated SDF 2022 Calendar from our meeting. I've attached another Sponsorship Application as well. This can be filled out at any time throughout the year. As long as there are funds left in that line item, the board will consider the application.

**Lisa Mize**

Executive Director

**Saugatuck Douglas Area Convention & Visitors Bureau**

95 Blue Star Highway, Douglas MI 49406

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[Lisa@saugatuck.com](mailto:Lisa@saugatuck.com) // [www.saugatuck.com](http://www.saugatuck.com)

On Wed, Mar 9, 2022 at 1:05 PM Tim Ketelhut <[tketelhut@gmail.com](mailto:tketelhut@gmail.com)> wrote:

Hi Lisa,

Quick question(s) for you. Do you know when the CVB is updating their grant proposals applications for 2022? Also, do you have an updated SDF 2022 Calendar?

Best Regards,

Tim Ketelhut

DDA



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### Christmascapc Renewal. Prepared For:

<b>Bill To:</b>	City of Douglas		<b>Date:</b>	09-22-22
<b>Job Name (if different):</b>		<b>Primary Contact (if commercial):</b>	Jenny Pearson	
<b>Phone:</b>	269-857-1439	<b>Email:</b>	<del>douglas@ci.douglas.mi.us</del> douglasmi.gov	
<b>Billing Address, City, State, Zip:</b>	86 W. Center St. Douglas Mi. 49406			
<b>Jobsite Address:</b>	Center St. from Main to Mixer			

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

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

(\$400 job minimum)

Item #:	CUSTOMER INITIAL	Description:	Current Year:	Next Year:
1		Create Display Similar to Previous Year: (Year 3 of 3 year agreement) (8) Trees lining Center Street as requested . Trunk and Canopy Wrap. Warm White Lights. Pricing Includes Installation, Service (up to 12 service calls), Takedown and Storage. Pricing per season for 2020, 2021, and 2022 seasons.	\$967	Quoted at renewal
Set Timers for 5 pm – 8 am				

Returning your renewal quickly and allowing early installation helps ensure we can have your display installed on time.

Our installation schedule fills quickly and is affected by weather, work routes, and install time.

Any part of your display that can be installed early helps ensure we can have your display fully installed in time.

You will not be charged for items that cannot be installed due to crew's safety concerns (at their discretion).

Due to the need of walking on roofs, roofline lighting may cause premature wear to roofing materials.

It may take several visits to complete installation and takedown of your display.

See reverse side for additional information.





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### Christmascape Proposal.

<b>Bill To:</b>	City of Douglas			<b>Date:</b>	9-30-22
<b>Job Name (if different):</b>			<b>Jobsite Contact (if commercial)</b>	Jenny Pearson	
<b>Phone:</b>	269-857-1439	<b>Email:</b>	douglas@douglasmi.gov		
<b>Billing Address, City, State, Zip:</b>	86 W. Center St. Douglas MI, 49406				
<b>Jobsite Address (if different):</b>	Downtown Douglas along Center St.				

Thank you for your interest in our services! We take pride in the displays we create (we call them "Christmascares!") 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	Estimated qty /linear ft	Current Year	Next Year
1		Eight, 8-to-9-foot live Fraser Fir trees placed in PVC tubes downtown along Center Street. Lit with colors/themes of choosing. 5mm mini-LED lights. <b>Medium/heavy look. Price is for all 8 trees.</b>	TBD	3,200 total bulbs	\$1,995	\$1,395
2		Lit artificial garland along the top of both front doors of City Hall facing center street.	TBD	20'	\$195	\$85
Cords & timers (Required with Purchase)					\$120	n/a

Our installation schedule fills quickly and is affected by weather, work routes, and time.  
Any part of your display we can install early helps timely installation. It may take several visits to complete installation and takedown of your display.

You will not be charged for items that cannot be installed due to crew's safety concerns (at their discretion).  
Due to the need of walking on roofs, roofline lighting may cause premature wear to roofing materials.

Unless stated, pricing includes material, installation, service, takedown, and storage. See next page for detail.

Tree lighting can often be changed by adding or subtracting strands for a lighter or heavier look.

2022-2023



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**Christmascap Proposal.**

<b>Bill To:</b>	City of Douglas			<b>Date:</b>	10-19-22
<b>Job Name (if different):</b>			<b>Jobsite Contact (if commercial)</b>	Jenny Pearson	
<b>Phone:</b>	269-857-1439	<b>Email:</b>	douglas@douglasmi.gov		
<b>Billing Address, City, State, Zip:</b>	86 W. Center St. Douglas MI, 49406				
<b>Jobsite Address (if different):</b>	Multiple buildings on Center St.				

Thank you for your interest in our services! We take pride in the displays we create (we call them "Christmascapes!") 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	Estimated qty / linear ft	Current Year	Next Year
1.		Roofline of City Hall, front and both sides. If we can get to the west side, might require roof access. C9 LED lights	TBD	156'	\$785	\$545
2.		Trunk & branch wrap the large hardwood tree on the southeast corner of City Hall. 12' up the tree	TBD	1500 bulbs	\$665	\$365
3.		Lit 10' wreath hung on City Hall facing Center St. centered above one of the wooden double doors. 5mm mini-LED- lights. Would need to anchor securely, may require drilling into building or hanging off roof.	TBD	1	\$695	\$345
4.		Wrap all handrails of City Hall on Center St. in artificial lit garland. 5mm min LED lights. (2 small staircases & wheelchair ramp)	TBD	76'	\$755	\$225
5.		Roofline of Police department, front and both sides including the roof over the west side entrance. C9 LED lights	TBD	187'	\$925	\$655
6.		Entire roofline of Beery Field bathrooms. C9 LED light.	TBD	100'	\$495	\$345
7a.		Beery Field Tower, lighting with 5mm lights strung down from the top of each corner as well as 2 strands in each "panel" totaling 12 vertical light lines. (Can do more or less than 12 vertical light lines, just let me know).	TBD	1000 bulbs	\$445	\$245
7b.		Beery Field Tower, remove current lighting and replace with new C9 lights strung down from the top of each corner as well as 2 strands in each "panel" totaling 12 vertical light lines. (Can do more or less than 12 vertical light lines, just let me know).	Multi	640'	\$3200	\$1900
Cords & timers (required with purchase)					\$250-400	n/a

Our installation schedule fills quickly and is affected by weather, work routes, and time.

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You will not be charged for items that cannot be installed due to crew's safety concerns (at their discretion).

Due to the need of walking on roofs, roofline lighting may cause premature wear to roofing materials.

Unless stated, pricing includes material, installation, service, takedown, and storage. See next page for detail.

Tree lighting can often be changed by adding or subtracting strands for a lighter or heavier look.





3-YEAR

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### Christmascape Proposal.

<b>Bill To:</b>	City of Douglas			<b>Date:</b>	10-19-22
<b>Job Name (if different):</b>				<b>Jobsite Contact (if commercial)</b>	Jenny Pearson
<b>Phone:</b>	269-857-1439	<b>Email:</b>	douglas@douglasmi.gov		
<b>Billing Address, City, State, Zip:</b>	86 W. Center St. Douglas MI, 49406				
<b>Jobsite Address (if different):</b>	Multiple buildings on Center St.				

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	Estimated qty / linear ft	Annual Price. 2022, 2023, 2024
1.		Roofline of City Hall, front and both sides. If we can get to the west side, might require roof access. C9 LED lights	TBD	156'	\$685
2.		Trunk & branch wrap the large hardwood tree on the southeast corner of City Hall up the tree	TBD	1500 bulbs	\$495
3.		Lit 10' wreath hung on City Hall facing Center St. centered above one of the wooden double doors. 5mm mini-LED- lights. Would need to anchor securely, may require drilling into building or hanging off roof.	TBD	1	\$495
4.		Wrap all handrails of City Hall on Center St. in artificial lit garland. 5mm min LED lights. (2 small staircases & wheelchair ramp)	TBD	76'	\$425
5.		Roofline of Police department, front and both sides including the roof over the west side entrance. C9 LED lights	TBD	187'	\$795
6.		Entire roofline of Beery Field bathrooms. C9 LED light.	TBD	100'	\$425
7a.		Beery Field Tower, lighting with 5mm lights strung down from the top of each corner as well as 2 strands in each "panel" totaling 12 vertical light lines. (Can do more or less than 12 vertical light lines, just let me know).	TBD	1000 bulbs	\$325
7b.		Beery Field Tower, remove current lighting and replace with new C9 lights strung down from the top of each corner as well as 2 strands in each "panel" totaling 12 vertical light lines. (Can do more or less than 12 vertical light lines, just let me know).	Multi	640'	\$2450
Cords & timers (required with purchase)					\$110

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