

## MEMORANDUM



**To:** City Council

**From:** Rich LaBombard  
City Manager

**Date:** October 17, 2022

**Subject:** Saugatuck Douglas History Center  
Letter of Agreement - Amendment #1  
Resolution 35-2022

The attached Letter of Agreement and Amendment #1 outlines the terms and conditions proposed for the second installation of historical markers as part of the Saugatuck Douglas History Center's initiative entitled "History Lives Here". The project aims to install high quality markers detailing important historical features at key locations in the community. The project previously was given approval to install markers at Wades Bayou and the Old School House. The History Center proposes two additional markers to be located on City owned property located at Beery Field and Douglas Beach per the terms of Letter of Agreement – Amendment #1. If approved, the City Manager and staff will assist with the location of the markers to avoid future development projects or underground utilities.

No municipal funds are required for this activity.

**I recommend City Council approve Resolution 35-2022 and approve Amendment #1 to the Letter of Agreement for historic markers to be installed at the proposed locations.**

Letter of Agreement – Amendment #1

Between the City of the Village of Douglas and

The Saugatuck Douglas History Center

This Amendment #1 to the Letter of Agreement, dated January 26, 2022, sets forth the terms of agreement between the **City of the Village of Douglas**, 86 W. Center Street, Douglas, Michigan, represented by its City Council and the City Manager, and the **Saugatuck Douglas History Center – School House Campus**, 130 W. Center Street, Douglas, Michigan, represented by its Executive Director, to amend the Letter of Agreement to add additional historical markers subject to the same terms and conditions of the original Agreement.

Two additional markers are proposed to be installed as part of the History Center’s “History Lives Here” program at the following locations, subject to the agreed upon site locations in coordination with the Saugatuck Douglas History Center Executive Director and the City Manager and/or assigned staff:

- Beery Field – Center Street
- Douglas Beach – Lakeshore Drive

Saugatuck Douglas History Center

City of the Village of Douglas

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Mayor

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Board of Director

\_\_\_\_\_  
City Clerk

Date \_\_\_\_\_

Date \_\_\_\_\_

## Letter of Agreement (LOA) – City of Douglas

This letter sets forth the terms of an agreement reached between the City of Douglas, represented by its City Council and City Manager, and the Saugatuck Douglas History Center (SDHC), represented by its Executive Director, for the Historical Markers Project. The project is defined as the creation, installation and upkeep of four historical markers on city property. The purpose of the agreement is to detail the terms of the installation, maintenance and, if exercised, the removal of the Historical Markers.

SDHC will be responsible for the design, development and cost of the historical marker structures, based on input from the designated city DPW associate.

SDHC will be responsible for the delivery and installation costs and process, in coordination with the designated city DPW associate.

SDHC will be solely responsible for the determination and development of all content displayed on the interpretive panels affixed to the historic markers.

SDHC will be responsible for the cost to produce and affix the interpretive panels on the marker structures.

SDHC will be responsible for the installation and costs of the city required concrete base upon which the Historical Marker structures will be affixed, in the pre-selected and approved placement with each of the defined properties as agreed and documented during the Council approval process.

SDHC will coordinate with the designated city DPW associate, to arrange for Miss Dig markings prior to site preparation for the concrete base.

SDHC will coordinate with the designated city DPW associate to prepare the site for installation of the concrete base.

The city will be responsible for the grounds maintenance around the concrete base as part of its general maintenance of the park area where the Historic Markers are installed.

The SDHC will be responsible for the timely repair and or replacement, and costs associated with such, for damage to the Historic Markers which the SDHC deems necessary in the professional appearance of said Markers.

The city will be responsible for the liability of the Historical Markers on city property, under its umbrella policy.

The SDHC is the sole owner of the Historical Markers and May remove, at its own expense, the structures and concrete pads following written notification of 90 days to the city manager.

The city may require the removal of the Historical Marker structures, with advance written notice of no less than 90 days. In the event of city required removal of one or all of the Historical Markers, the city will be responsible for the removal of the concrete pad and repair of the ground upon which it sat. Should the city provide a mutually agreeable site for marker relocation, the city will be responsible for the relocation or replacement of the concrete base, with the SDHC responsible for the re-installment of the Historical Marker structure(s).

Upon agreement by the city and SDHC, any additional Historical Markers installed will be subject to the terms of this letter of agreement, with any mutually agreed upon amendments.

Signature indicates agreement to the terms above.

Jerome DeNunzio  
Print Name

Jerome DeNunzio  
Signature

January 25, 2022  
Date of Signing

City Mayor

City of Douglas

Eric F Gollanck  
Print Name

Eric F Gollanck  
Signature

1/26/2022  
Date of Signing

Executive Director

Saugatuck Douglas History Center

PAMELA HALDERINK  
Print Name

Pamela Halderink  
Signature

January 25, 2022  
Date of Signing

City Clerk

City of Douglas

1-25-2022

Saugatuck-Douglas History Center

# **"HISTORY LIVES HERE": SHDC HISTORY MARKER PROJECT**

## **DESCRIPTION OF MARKERS**

- Vertical 7' high V-shaped steel structure
- Steel structure bolted to concrete base
- Two waterproof and fade proof 24" x 48" panels showing context and images of site history bolted to steel structure
- Panels fabricated from same materials that were used for Root Beer Barrel and Fish Shanty
- Panel material guaranteed for a 10 year lifespan (can last up to 20 year)

## **PROPOSED TOPICS AND LOCATIONS OF MARKERS**

### **SAUGATUCK**

- Wicks Park next to Chain Ferry (both panels on Chain Ferry)
- Wicks Park southwest corner next to river (Both panels on shipbuilding)
- Cook Park at site of Big Pavilion (one panel on Big Pavilion, other on steamship tourism)
- Coghlin Park southwest corner at site of Fruit Exchange Building (one panel on the Fruit Exchange, other panel on fruit growing industry)

### **DOUGLAS**

- Old School House (both panels on Old School House and grounds)
- Wade's Bayou (one panel on the Basket Factory, second panel on lumber industry)

## **INSTALLATION AND LONG-TERM MAINTENANCE**

- Installation completed by SDHC with supervision by City's DPW
- SDHC will be responsible for on-going maintenance, repair and replacement of panels, concrete base and steel structure
- Installation is scheduled to be completed prior to the Memorial day weekend, 2022.

## **FUNDING**

- Funding will come from sponsorship of a panel for \$2,000
- Donor will be recognized on their sponsored panel (For example, business name/logo, individual(s) names with or without business name and logo, family name, "In Honor of" or "In Memory of" memorial dedication.

## **COUNCIL APPROVAL STEPS**

- Verbal agreement from Council for SDHC to proceed at meeting introducing project
- Council will approve a "Letter of Agreement" to document above with authorized signatures from the City and SDHC

**CITY OF THE VILLAGE OF DOUGLAS  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN**

**RESOLUTION NO. 35 -2022**

**A RESOLUTION TO APPROVE THE AMENDMENT TO THE HISTORIC MARKER LETTER  
OF AGREEMENT**

At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 17th day of October 2022, at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson                      and supported by  
Councilperson                      .

**RESOLUTION**

**WHEREAS**, The Saugatuck Douglas History Center's "History Lives Here" initiative, is a project which aims to install high quality markers detailing important historical features at key locations in the community, and

**WHEREAS**, The project was previously given approval to install markers at Wades Bayou and the Old School House, and

**WHEREAS**, The History Center proposes two additional markers to be located on City owned property located at Beery Field and Douglas Beach.



**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The City of the Village of Douglas City Council approves Amendment #1 to the Letter of Agreement for historic markers to be installed at the proposed two additional locations.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

**ADOPTED** this 17<sup>th</sup> day of October 2022

**CITY OF THE VILLAGE OF DOUGLAS**

BY: \_\_\_\_\_  
Jerome Donovan, Mayor                      Date

BY: \_\_\_\_\_  
Pamela Aalderink, City Clerk              Date

**CERTIFICATION**

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, October 17th, 2022 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

**CITY OF THE VILLAGE OF DOUGLAS**

BY: \_\_\_\_\_  
Pamela Aalderink, City Clerk