



To: Douglas City Council

From: Lisa Nocerini, City Manager

Date: November 24th, 2025

Subject: Legal Services Proposal – 415 Wiley Condominium Conversion

The attached proposal from Sikkel & Krommendyk, PLC outlines the scope and cost of legal work necessary to convert the City's property at 415 Wiley Road into a condominium structure. This conversion is required to facilitate the future anticipated sale of a portion of the building to the Saugatuck Township Fire District.

Scope of Services

For a flat fee of \$6,000, Attorney Sikkel will prepare the following legal documents:

- Master Deed
- Condominium Bylaws
- Disclosure Statement
- Escrow Agreement
- Form Purchase Agreement
- Notices of Intent
- Documents to establish the governing association for the condominium

This proposal covers legal fees only and does not include out-of-pocket expenses such as recording fees, state filing fees, certified mail costs, or the preparation of the condominium subdivision plan, which must be completed by an engineering firm. Any additional legal work will be billed at \$345 per hour.

Cost Sharing and Funding Source

The City of Douglas and the Saugatuck Township Fire District have agreed to split the costs associated with the condominium conversion. The City will utilize building sale proceeds from property transactions to cover its share of expenses related to this work.

Motion: Approve the proposal from Sikkel & Krommendyk, PLC, in the amount of \$6,000 for legal services related to the condominium conversion of the former Doctor's space at 415 Wiley Road, with 50% paid from building sale proceeds, and 50% shared equally with the Saugatuck Township Fire District.