



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, APRIL 01, 2024 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

View remotely, online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/85321200288>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 853 2120 0288

1. **CALL TO ORDER:** By Mayor
2. **ROLL CALL:** By Clerk
3. **PLEDGE OF ALLEGIANCE:** Led by Mayor
4. **APPOINTMENT OF CITY COUNCILMEMBER**
5. **CONSENT CALENDAR**
 - A. Approve the Council Meeting Agenda for April 1, 2024
 - B. Approve the Council Workshop Meeting Minutes for March 18, 2024
 - C. Approve the Council Regular Meeting Minutes for March 18, 2024
 - D. Approve invoices in the amount of \$116,089.08
 - E. Town Crier Race
 - F. Interurban Executive Director Update

Motion to approve the Consent Calendar of April 1, 2024. – roll call vote
6. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY)**
7. **PUBLIC COMMUNICATION - WRITTEN**
8. **UNFINISHED BUSINESS**
9. **NEW BUSINESS**

A. Special Event - Beats On Beery

Motion to approve the special event permit application from the Saugatuck Douglas CVB and provide in-kind support for the June 28, 2024 Beats on Beery event. - roll call vote

B. Special Event - Beats on Beery and Sidewalk Sales

Motion to approve the special event permit application from the Saugatuck Douglas CVB and provide in-kind support for the Beats on Beery and Sidewalk Sale event on August 15th and allow applicant to close Center Street as requested. - roll call vote

C. Beery Field Tower

Motion to approve the quote from Bill's Tree Service of Fennville, Michigan, for the Deconstruction of the Tower at Beery Field in the amount of \$4,500.00, funded by amending the budget for FY23-24, under account number 101-751-979. - roll call vote

D. Douglas Marina

Motion to approve the City Administration to issue a request for proposals for the demolition of the building structures at Douglas Marina and accept proposals not exceeding \$500.00 monthly for portable ADA complaint restrooms and a handwashing station. - roll call vote

10. REPORTS

A. Commission/Committee/Boards

1. Planning Commission
2. Kalamazoo Lake Sewer Water
3. Downtown Development Authority
4. Kalamazoo Lake Harbor Authority
5. Douglas Harbor Authority
6. Douglas Brownfield Authority
7. Fire Board
8. Community Recreation
9. Playground Committee

B. Administration Report

11. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES, ITEMS NOT ON AGENDA)

12. COUNCIL COMMENTS

13. MAYOR'S REPORT/COMMENTS

14. 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
WORKSHOP MEETING OF THE CITY
COUNCIL**

**MONDAY, MARCH 18, 2024 AT 5:30 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Mayor North

2. ROLL CALL: By Clerk Kasper

PRESENT

Mayor Cathy North

Councilmember Neal Seabert

Councilmember John O'Malley

Councilmember Gregory Freeman

Also Present City Manager Lisa Nocerini

City Clerk Laura Kasper

City Treasurer Matt Smith

ABSENT

Councilmember Jerome Donovan

Mayor Pro-Tem Randy Walker - Attended Remotely

3. STRATEGIC PLANNING SESSION

A. Police - Chief Steve Kent discussed department needs and priority items for the fiscal year of 2024/2025, including the need for an additional Officer to assist with coverage. With a shortage of available licensed officers, the hiring of another Officer would benefit the City in providing proper coverage.

B. DPW – Director of Public Works Rick Zoet led a presentation to the City Council on priority equipment needs for the fiscal year of 2024/2025. He stated how the municipality owns and maintains various pieces of equipment to maintain municipal infrastructure such as streets, parks, facilities, underground utilities, trails, and sidewalks, and the importance of how equipment is a tool that helps to efficiently perform work. Mr. Zoet introduced Cody Carpenter and Greg Salinas from the Department. They discussed DPW equipment and addressed Councilmembers questions.

4. ADJOURNMENT

Motion by Seabert, second by O'Malley, to adjourn the meeting.

Approved on this 1st day of April 2024

Signed: _____ Date: _____
Cathy North, Mayor

Signed: _____ Date: _____
Laura Kasper, City Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a workshop meeting of the City Council of the City of the Village of Douglas held on March 18, 2024, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, City Clerk



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MARCH 18, 2024 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Mayor North

2. ROLL CALL: By Clerk Kasper

PRESENT

Mayor Cathy North

Councilmember Jerome Donovan

Councilmember Neal Seabert

Councilmember John O'Malley

Councilmember Gregory Freeman

Also Present City Manager Lisa Nocerini

City Clerk Laura Kasper

ABSENT

Mayor Pro-Tem Randy Walker

3. PLEDGE OF ALLEGIANCE: Led by Mayor North

4. CONSENT CALENDAR

A. Approve the Council Meeting Agenda for March 18, 2024

B. Approve the Council Meeting Minutes for March 4, 2024

C. Approve Invoices in the amount of \$78,016.61 – *amended invoices to approve the amount of \$37,500.00, payment of ABM Final Payment not approved.*

D. Appointments/Reappointments - Dave Laakso/DDA Reappointment

Motion by Seabert, second by O'Malley, to approve the Consent Calendar of March 18, 2024, as amended. – Motion carried by roll call vote.

5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY): No communication received.

6. PUBLIC COMMUNICATION – WRITTEN: No communication received.

7. UNFINISHED BUSINESS: No business to attend to.

8. NEW BUSINESS

A. Special Event – Oktoberfest - In kind services would involve barricades, extra trash cans, and extra officers on duty when needed. Services of such have met with applicant and signed for approval.

Motion by O'Malley, second by Freeman, to approve the special event permit application from Community Pride and provide in-kind support for the Oktoberfest events on October 12th, 13th, and possibly the 14th. – Motion carried by unanimous roll call vote.

9. REPORTS

A. Commission/Committee/Boards

1. Planning Commission – rezoning request of three plats was denied for Council to approve
2. Kalamazoo Lake Sewer Water – election of officers was held, Greg Freeman nominated Secretary/Treasurer, hydrant flushing occurring, and wellhead protection project discussions
3. Downtown Development Authority – approved the gateway sign
4. Kalamazoo Lake Harbor Authority – meets next week
5. Douglas Harbor Authority – will meet in April
6. Douglas Brownfield Authority – no meeting
7. Fire Board – approval of traffic management apparatus approved with received donations, complements to Douglas DPW for maintaining the 170 hydrants in the City, and escape planning with Douglas Elementary School
8. Community Recreation – no meeting
9. Playground Committee – met to discuss topics

- ### B. Administration Report – City Manager Nocerini discussed upcoming Earth Day clean-up planning with DDA and possible tree planting involving Douglas Elementary School. Director of Public Works, Rick Zoet detailed the description of the updated 2024 leaf and brush policy and added the relation to weather factors. Hydrant maintenance was discussed further regarding resident awareness.

- 10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES, ITEMS NOT ON AGENDA):** Saugatuck Township Treasurer Jon Helmrich and Supervisor Abby Bigford discussed the Tri-Community efforts and introduced themselves to the Douglas community. Laura Peterson addressed fee schedule processes.

- 11. COUNCIL COMMENTS:** Seabert attended the MML CapCon with involved discussion of housing. Freeman thanked the Police and DPW for the detailed budget discussions and acknowledged the importance of serving on the KLSWA board. Donovan listened to the prior meeting workshop remotely and had questions regarding the budget discussion with Police matters being held in a closed session.

- 12. MAYOR'S REPORT/COMMENTS:** Mayor North acknowledged the detailed work that the DPW and Police presented for the budget workshop and stated reminder of the open Council seat.

13. ADJOURNMENT

Motion by Seabert, second By Freeman, to adjourn the meeting.

Approved on this 1st day of April 2024

Signed: _____ Date: _____
Cathy North, Mayor

Signed: _____ Date: _____
Laura Kasper, City Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of the Village of Douglas held on March 18, 2024, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, City Clerk

03/28/2024 INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
 EXP CHECK RUN DATES 04/01/2024 - 04/01/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
17540203				
47894	ABM	03/06/2024	03/18/2024	37,500.00
	ABM FINAL PAYMENT			
	101-265.000-802.000 CONTRACTUAL			37,500.00
89184684				
47977	ABSOPURE WATER COMPANY	02/29/2024	04/01/2024	72.60
	POLICE WATER			
	101-301.000-740.000 SUPPLIES			72.60
89219824				
48054	ABSOPURE WATER COMPANY	03/15/2024	04/01/2024	29.50
	DPW WATER			
	101-463.000-740.000 SUPPLIES			29.50
89184694				
48055	ABSOPURE WATER COMPANY	02/16/2024	04/01/2024	36.50
	DPW WATER			
	101-463.000-740.000 SUPPLIES			36.50
FEB24				
47989	ALLEGAN CO TREASURER	03/18/2024	04/01/2024	230.00
	MOBILE HOME TAXES			
	101-000.000-230.000 DUE TO OTHER GOVERNMENTS			230.00
3-20-24				
47992	ALLISON THOMAS E & LIANA L	03/20/2024	04/01/2024	1,530.00
	ESCROW REFUND			
	101-000.000-283.000 ESCROW			1,530.00
1ST QTR 24				
48018	MATT BALMER	03/22/2024	04/01/2024	150.00
	PC PAY			
	101-701.000-703.000 WAGES			150.00
RO11941				
47990	BARBER FORD INC.	03/15/2024	04/01/2024	2,127.89
	2023 FORD INTERCEPTOR REPAIRS			
	101-301.000-930.004 VEHICLE MAINTENANCE & REPAIRS			2,127.89
3-26-2024				
48040	BDR EXECUTIVE CUSTOM HOMES	03/26/2024	04/01/2024	851.00
	50, 60 SWING BRIDGE ESCROW REFUND			
	101-000.000-283.000 ESCROW			851.00
3-26-24				
48043	BOB TOLSMA PLUMBING INC	03/26/2024	04/01/2024	5,000.00
	3066 PEACH ESCROW REFUND			
	101-000.000-283.000 ESCROW			5,000.00
1ST QTR 24				
48017	PAUL BUSZKA	03/22/2024	04/01/2024	150.00

	PC PAY				
	101-701.000-703.000	WAGES			150.00
297563					
48052	CAMP & CRUISE		03/16/2024	04/01/2024	475.00
	KAYAK LAUNCH INSTALL				
	594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL			475.00
3-13-24					
47973	COMCAST		03/13/2024	04/01/2024	411.01
	CITY HALL				
	101-265.000-851.000	TELEPHONE			411.01
3-15-24					
47981	COMCAST		03/15/2024	04/01/2024	224.83
	POLICE OFFICE				
	101-301.000-851.000	TELEPHONE			224.83
3-8-24					
48030	COMMERCIAL RECORD		03/08/2024	04/01/2024	882.00
	PUBLIC NOTICES				
	101-463.000-900.000	PRINTING & PUBLISHING			294.00
	101-215.000-900.000	PRINTING & PUBLISHING			210.00
	101-701.000-900.000	PRINTING & PUBLISHING			378.00
1314196					
48062	COMPASS MINERALS		03/15/2024	04/01/2024	3,744.61
	ROAD SALT				
	202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			1,872.31
	203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			1,872.30
205724858441					
48071	CONSUMERS ENERGY		03/26/2024	04/01/2024	460.16
	37 WASHINGTON - BEERY FIELD RESTROOMS				
	101-751.000-922.000	UTILITIES			460.16
205724858440					
48072	CONSUMERS ENERGY		03/26/2024	04/01/2024	431.87
	DPW				
	101-265.000-922.000	UTILITIES			431.87
202254298963					
48073	CONSUMERS ENERGY		03/26/2024	04/01/2024	160.05
	POLICE				
	101-301.000-922.000	UTILITIES			160.05
202254298964					
48074	CONSUMERS ENERGY		03/26/2024	04/01/2024	153.96
	86 W CENTER				
	101-265.000-922.000	UTILITIES			153.96
202165282310					
48075	CONSUMERS ENERGY		03/20/2024	04/01/2024	148.57
	415 WILEY #100				
	101-265.000-922.000	UTILITIES			148.57
203945100773					
48076	CONSUMERS ENERGY		03/20/2024	04/01/2024	67.63
	177 WASHINGTON - DOUGLAS MARINA				
	594-597.000-922.000	UTILITIES			67.63
203589143964					

48077	CONSUMERS ENERGY 250 WILEY SCHULTZ PARK RAMP 213-753.000-922.000 UTILITIES	03/18/2024	04/01/2024	50.90 50.90

201898314752				
48078	CONSUMERS ENERGY 503 W CENTER - CENTER ST LIGHTS 101-463.000-922.000 UTILITIES	03/26/2024	04/01/2024	38.28 38.28

202165282311				
48079	CONSUMERS ENERGY 415 WILEY UNIT 108 101-265.000-922.000 UTILITIES	03/20/2024	04/01/2024	37.12 37.12

205902836779				
48080	CONSUMERS ENERGY PRIDE GARDEN 101-751.000-922.000 UTILITIES	03/18/2024	04/01/2024	36.49 36.49

203945100772				
48081	CONSUMERS ENERGY 201 WASHINGTON - DOUGLAS MARINA DOCKS 594-597.000-922.000 UTILITIES	03/20/2024	04/01/2024	36.23 36.23

205724858442				
48082	CONSUMERS ENERGY 25 MAIN ST BEERY FIELD BALL FIELD 101-751.000-922.000 UTILITIES	03/26/2024	04/01/2024	31.81 31.81

1ST QTR 24				
48011	JEROME DONOVAN BOARD PAY 101-101.000-703.000 WAGES	03/22/2024	04/01/2024	200.00 200.00

3-19-24				
47986	MARIA DROZ MARCH BOARD OF REVIEW 101-257.000-807.000 BOARD OF REVIEW	03/19/2024	04/01/2024	150.00 150.00

3-20-24				
47999	ERIC LANNING 938 CENTER REFUND ESCROW 101-000.000-283.000 ESCROW	03/20/2024	04/01/2024	685.00 685.00

MIHOL466726				
48060	FASTENAL COMPANY SAFETY HARNESS 101-463.000-740.000 SUPPLIES	03/12/2024	04/01/2024	378.26 378.26

MIHOL467029				
48061	FASTENAL COMPANY SAFETY HARNESS 101-463.000-740.000 SUPPLIES	03/19/2024	04/01/2024	656.13 656.13

751				
48083	FLAGS UNLIMITED LTD REPLACEMENT FLAGS FOR BEERY AND BS BRIDGE 202-463.000-740.000 SUPPLIES 101-751.000-740.000 SUPPLIES	03/15/2024	04/01/2024	275.00 137.50 137.50

1ST QTR 24				
48012	GREGORY FREEMAN	03/22/2024	04/01/2024	400.00

	BOARD AND ZBA PAY				
	101-101.000-703.000	WAGES			300.00
	101-701.000-703.000	WAGES			100.00

1ST QTR 24					
48024	PATTY HANSON		03/22/2024	04/01/2024	100.00
	PC PAY				
	101-701.000-703.000	WAGES			100.00

1ST QTR 24					
48019	KELLI HENEGHAN		03/22/2024	04/01/2024	150.00
	PC PAY				
	101-701.000-703.000	WAGES			150.00

453520					
48053	HOLLAND P.T.		03/22/2024	04/01/2024	79.82
	TRUCK#2 HYDRO HOSE REPAIRS				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			79.82

3-19-24					
47988	SEAN HOMYEN		03/19/2024	04/01/2024	125.00
	ZBA ONLINE CERTIFICATE TRAINING				
	101-701.000-718.000	TRAINING FUNDS			125.00

288812					
48051	IHLE AUTO PARTS		03/25/2024	04/01/2024	66.22
	PARK EQUIPMENT TOOLS				
	101-751.000-977.000	EQUIPMENT			57.93
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			8.29

1ST QTR 24					
48013	JOHN O'MALLEY		03/22/2024	04/01/2024	400.00
	BOARD AND PC PAY				
	101-101.000-703.000	WAGES			250.00
	101-701.000-703.000	WAGES			150.00

3-14-24					
47975	ROBERT JOON		03/14/2024	04/01/2024	68.34
	BOR TRAINING MILEAGE				
	101-257.000-861.000	MILEAGE REIMBURSEMENT			68.34

3-19-24					
47985	ROBERT JOON		03/19/2024	04/01/2024	138.48
	MARCH BOARD OF REVIEW				
	101-257.000-807.000	BOARD OF REVIEW			138.48

486WATERFEB24					
47960	KALAMAZOO LAKE SEWER & WATER		03/15/2024	04/01/2024	68.23
	486 WATER NEW BARN				
	101-265.000-922.000	UTILITIES			68.23

201WASHFEB24					
47961	KALAMAZOO LAKE SEWER & WATER		03/15/2024	04/01/2024	72.64
	201 WASHINGTON				
	594-597.000-922.000	UTILITIES			72.64

37WASHFEB24					
47962	KALAMAZOO LAKE SEWER & WATER		03/15/2024	04/01/2024	171.93
	37 WASHINGTON BATHROOMS				
	101-751.000-922.000	UTILITIES			171.93

3100SCHULTZFEB24					

47963	KALAMAZOO LAKE SEWER & WATER 3100 SCHULTZ PARK DR 101-751.000-922.000 UTILITIES	03/15/2024	04/01/2024	55.75 55.75

25MAINIRRFEB24				
47964	KALAMAZOO LAKE SEWER & WATER 25 MAIN ST IRRIGATION 101-751.000-922.000 UTILITIES	03/15/2024	04/01/2024	111.50 111.50

25MAINFEB24				
47965	KALAMAZOO LAKE SEWER & WATER 25 MAIN DRINKING FOUNTAIN 101-751.000-922.000 UTILITIES	03/15/2024	04/01/2024	22.30 22.30

50LKSHRFEB24				
47966	KALAMAZOO LAKE SEWER & WATER 50 LAKESHORE DR BATHROOMS 101-751.000-922.000 UTILITIES	03/15/2024	04/01/2024	63.33 63.33

47CENTERFEB24				
47967	KALAMAZOO LAKE SEWER & WATER 47 CENTER 101-301.000-922.000 UTILITIES	03/15/2024	04/01/2024	168.36 168.36

86CENTERFEB24				
47968	KALAMAZOO LAKE SEWER & WATER 86 W CENTER 101-265.000-922.000 UTILITIES	03/15/2024	04/01/2024	81.93 81.93

147CENTERIRRFEB24				
47969	KALAMAZOO LAKE SEWER & WATER 147 CENTER -PRIDE GARDEN 101-751.000-922.000 UTILITIES	03/15/2024	04/01/2024	22.30 22.30

455CENTERFEB24				
47970	KALAMAZOO LAKE SEWER & WATER ROOT BEER BARREL 101-751.000-922.000 UTILITIES	03/15/2024	04/01/2024	74.00 74.00

415WILEYFEB24				
47971	KALAMAZOO LAKE SEWER & WATER 415 WILEY BUILDING 101-265.000-922.000 UTILITIES	03/15/2024	04/01/2024	63.56 63.56

26BAYOUDRFEB24				
47972	KALAMAZOO LAKE SEWER & WATER 26 BAYOU DR IRRIGATION 101-751.000-922.000 UTILITIES	03/15/2024	04/01/2024	74.00 74.00

3-21-24				
48025	LAURA KASPER MILEAGE AND TRAINING EXP 101-215.000-861.000 MILEAGE REIMBURSEMENT	03/21/2024	04/01/2024	26.80 26.80

1ST QTR 24				
48021	KEN KUTZEL ZBA PAY 101-701.000-703.000 WAGES	03/22/2024	04/01/2024	100.00 100.00

242304				
47991	KERKSTRA RESTROOM SERVICE DOUGLAS BEACH	03/18/2024	04/01/2024	180.00

	101-751.000-802.000	CONTRACTUAL			180.00
242566					
48003	KERKSTRA RESTROOM SERVICE DOUGLAS MARINA HANDICAP		03/29/2024	04/01/2024	190.00
	594-597.000-802.000	CONTRACTUAL			190.00
242567					
48004	KERKSTRA RESTROOM SERVICE WADES BAYOU		03/29/2024	04/01/2024	190.00
	594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL			190.00
242563					
48005	KERKSTRA RESTROOM SERVICE SCHULTZ PARK		03/29/2024	04/01/2024	305.00
	101-751.000-802.000	CONTRACTUAL			305.00
242560					
48006	KERKSTRA RESTROOM SERVICE UNION ST BOAT LAUNCH		03/29/2024	04/01/2024	115.00
	101-751.000-802.000	CONTRACTUAL			115.00
242562					
48007	KERKSTRA RESTROOM SERVICE SCHULTZ PARK BOAT LAUNCH		03/29/2024	04/01/2024	115.00
	213-753.000-958.000	MISCELLANEOUS			115.00
242564					
48008	KERKSTRA RESTROOM SERVICE DOG PARK		03/29/2024	04/01/2024	115.00
	101-751.000-802.000	CONTRACTUAL			115.00
242561					
48009	KERKSTRA RESTROOM SERVICE VETERANS MEMORIAL PARK		03/29/2024	04/01/2024	115.00
	101-751.000-802.000	CONTRACTUAL			115.00
41872189					
48046	LINDE GAS & EQUIPMENT FUEL TANK RENT		03/22/2024	04/01/2024	40.02
	660-903.000-860.000	GAS & OIL			40.02
3-14-24					
47974	PAUL MARINEAU BOR TRAINING MILEAGE		03/14/2024	04/01/2024	68.34
	101-257.000-861.000	MILEAGE REIMBURSEMENT			68.34
3-19-24					
47987	PAUL MARINEAU MARCH BOARD OF REVIEW		03/19/2024	04/01/2024	150.00
	101-257.000-807.000	BOARD OF REVIEW			150.00
108753					
48050	MARK'S BODY SHOP IN VEHICLE LAPTOP HOLDER		03/21/2024	04/01/2024	75.00
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			75.00
27964					
48049	MENARDS-HOLLAND IMPROVE KIOSK NEAR PD		03/14/2024	04/01/2024	23.98
	101-802.000-958.000	MISCELLANEOUS			23.98
4962140150					

48064	MICHIGAN GAS UTILITIES 201 WASHINGTON ST DOUGLAS MARINA 594-597.000-922.000 UTILITIES	03/21/2024	04/01/2024	68.08 68.08
4959277108				
48065	MICHIGAN GAS UTILITIES 415 WILEY 101-265.000-922.000 UTILITIES	03/20/2024	04/01/2024	236.33 236.33
4960878857				
48066	MICHIGAN GAS UTILITIES 47 CENTER 101-301.000-922.000 UTILITIES	03/21/2024	04/01/2024	183.53 183.53
4963317832				
48067	MICHIGAN GAS UTILITIES 486 WATER 101-265.000-922.000 UTILITIES	03/22/2024	04/01/2024	283.84 283.84
4962505845				
48068	MICHIGAN GAS UTILITIES 86 CENTER 101-265.000-922.000 UTILITIES	03/21/2024	04/01/2024	130.04 130.04
4046				
48029	MICHIGAN TWP. SERVICES ALLEGAN PERMIT FEES 101-701.000-804.000 CONTRACTUAL BUILDING INSPECTIO	03/15/2024	04/01/2024	1,143.60 1,143.60
36714				
48000	NEW DAWN LINEN SERVICE COMMERCIAL CLEANING 101-265.000-802.000 COMMERCIAL CLEANING 101-301.000-802.000 COMMERCIAL CLEANING	03/18/2024	04/01/2024	42.78 15.01 27.77
71528				
48031	NICK UNEMA PLUMBING & HEATING INC METER PITS FOR LEAD SERVICE REPLACEMENT 450-536.000-974.000 CONSTRUCTION	03/20/2024	04/01/2024	6,907.32 6,907.32
1ST QTR 24				
48010	CATHY NORTH BOARD PAY 101-101.000-703.000 WAGES	03/22/2024	04/01/2024	225.00 225.00
357156826001				
48001	ODP BUSINESS SOLUTIONS OFFICE SUPPLIES 101-215.000-740.000 SUPPLIES 101-265.000-740.000 SUPPLIES	03/06/2024	04/01/2024	53.88 39.49 14.39
2403-742937				
48057	OVERISEL LUMBER CO. KEYS 101-265.000-740.000 SUPPLIES	03/15/2024	04/01/2024	2.83 2.83
2403-742634				
48058	OVERISEL LUMBER CO. KEYS 101-265.000-740.000 SUPPLIES	03/14/2024	04/01/2024	2.83 2.83
2403-744995				

48059	OVERISEL LUMBER CO. BIRCH DOWEL 101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL	03/25/2024	04/01/2024	2.19
1ST QTR 24					2.19
48020	LOUISE PATTISON PC AND ZBA PAY 101-701.000-703.000	WAGES	03/22/2024	04/01/2024	250.00
3-26-24					250.00
48041	PENINSULA FIBER NETWORK, LLC UTILITY PERFORMANCE BOND REFUND 101-000.000-283.000	ESCROW	03/26/2024	04/01/2024	10,000.00
2-16-24					10,000.00
47980	PITNEY BOWES INC POSTAGE 101-215.000-901.000	POSTAGE	02/16/2024	04/01/2024	604.50
80342					604.50
48069	PREIN & NEWHOF DWAM AMP 450-536.000-974.000	CONSTRUCTION	03/05/2024	04/01/2024	636.40
80341					636.40
48070	PREIN & NEWHOF DWAM DSMI 450-536.000-974.000	CONSTRUCTION	03/05/2024	04/01/2024	4,241.00
1ST QTR 24					4,241.00
48022	TARUE PULLEN ZBA PAY 101-701.000-703.000	WAGES	03/22/2024	04/01/2024	100.00
1ST QTR 24					100.00
48014	FRANCES A RAY COUNCIL PAY 101-101.000-703.000	WAGES	03/22/2024	04/01/2024	200.00
1ST QTR 24					200.00
48023	BILL SCHUMACHER ZBA PAY 101-701.000-703.000	WAGES	03/22/2024	04/01/2024	100.00
13777					100.00
48047	SCOTT'S LANDSCAPE MANAGMENT INC RESTOCK BULK LIQUID BRINE 202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	12/08/2023	04/01/2024	3,680.00
					1,840.00
					1,840.00
13794					
48048	SCOTT'S LANDSCAPE MANAGMENT INC MILLINGS FOR BARREL PARKING LOT 101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL	12/08/2023	04/01/2024	1,550.00
3-13-24					1,550.00
47978	NEAL SEABERT PARKING AND MILEAGE 101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING	03/13/2024	04/01/2024	166.68
					30.00
					136.68
1ST QTR 24					

48015	NEAL SEABERT	03/22/2024	04/01/2024	400.00
	BOARD AND PC PAY			
	101-101.000-703.000	WAGES		250.00
	101-701.000-703.000	WAGES		150.00

262742				
48056	SHARE CORPORATION	03/14/2024	04/01/2024	136.33
	PICKLEBALL COURT CRACK FIX SUPPLIES AND RUST PREVENTION			
	101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL		102.68
	101-265.000-740.000	SUPPLIES		33.65

3-19-24				
48063	MATT SMITH	03/19/2024	04/01/2024	44.05
	VISION REIMBURSE			
	101-215.000-719.000	INSURANCE BENEFITS		44.05

6218447				
48086	TAFT STETTINIUS & HOLLISTER LLP	01/23/2024	04/01/2024	2,461.50
	ENVIROMENTAL RESPONSE RECOVERY			
	243-000.000-802.243	BLIGHT REMOVAL		2,461.50

6273215				
48087	TAFT STETTINIUS & HOLLISTER LLP	03/13/2024	04/01/2024	2,666.00
	ENVIROMENTAL RESPONSE RECOVERY			
	243-000.000-802.243	BLIGHT REMOVAL		2,666.00

INV00304997				
48044	USA BLUE BOOK	03/13/2024	04/01/2024	115.81
	STORM DRAIN RESEARCH			
	202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL		57.91
	203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL		57.90

INV6880VC3				
47976	VC3 INC	03/14/2024	04/01/2024	203.00
	SERVER REPAIRS			
	101-215.000-802.000	CONTRACTUAL		203.00

3-26-24				
48042	VERITA TELECOMMUNICATIONS CORP	03/26/2024	04/01/2024	5,000.00
	UTILITY PERFORMANCE BOND REFUND			
	101-000.000-283.000	ESCROW		5,000.00

9959037574				
47979	VERIZON WIRELESS	03/12/2024	04/01/2024	404.80
	CITY ISSUED PHONES			
	101-215.000-851.000	TELEPHONE		43.80
	101-301.000-851.000	TELEPHONE		43.80
	101-463.000-851.000	TELEPHONE		185.80
	101-701.000-851.000	TELEPHONE		43.80
	101-172.000-851.000	TELEPHONE		43.80
	101-101.000-851.000	TELEPHONE		43.80

3912				
48002	VORK BROTHERS PAINTING LLC	03/20/2024	04/01/2024	3,832.50
	DOUGLAS BRIDGE LIGHT POLE PAINTING PARTIAL PAYMENT			
	202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL		3,832.50

1ST QTR 24				
48016	RANDY WALKER	03/22/2024	04/01/2024	250.00
	BOARD PAY			

	101-101.000-703.000	WAGES			250.00
98104					
47997	WILLIAMS AND WORKS		03/19/2024	04/01/2024	5,287.80
	PLANNING CONSULTATION SERVICES				
	101-701.000-803.000	CONTRACTUAL CONSULTANT			5,287.80
98107					
47998	WILLIAMS AND WORKS		03/15/2024	04/01/2024	547.50
	MASTER PLAN UPDATE				
	101-701.000-803.000	CONTRACTUAL CONSULTANT			547.50
3-25-24					
48045	RICKY ZOET		03/25/2024	04/01/2024	133.59
	DPW UNIFORM REIMBURSEMENT				
	101-463.000-750.000	UNIFORMS			133.59
	Purchase Card Vendor: 10071 CARDMEMBER SERVICE				
2709055034					
47959	ADOBE ACROBAT PRO		03/13/2024	04/01/2024	275.94
	ADOBE SUBS				
	101-172.000-740.000	SUPPLIES			46.49
	101-215.000-740.000	SUPPLIES			137.97
	101-701.000-740.000	SUPPLIES			68.99
	101-463.000-740.000	SUPPLIES			22.49
113-1974608-4766638					
47873	AMAZON MARKETPLACE		02/29/2024	04/01/2024	41.98
	ASSESSING SUPPLIES				
	101-257.000-740.000	SUPPLIES			41.98
114-6466242-8874658					
47876	AMAZON MARKETPLACE		02/09/2024	04/01/2024	85.73
	POLICE SHELVING				
	101-301.000-740.000	SUPPLIES			85.73
113-2349594-1831428					
47880	AMAZON MARKETPLACE		03/05/2024	04/01/2024	85.00
	CITY HALL STEP REPAIR				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			85.00
114-1008771-03852231					
47905	AMAZON MARKETPLACE		02/21/2024	04/01/2024	18.03
	OFFICE SUPPLIES				
	101-215.000-740.000	SUPPLIES			18.03
114-3653096-2388230					
47906	AMAZON MARKETPLACE		02/21/2024	04/01/2024	26.99
	CITY HALL SUPPLIES				
	101-265.000-740.000	SUPPLIES			26.99
114-3344945-9197017					
47907	AMAZON MARKETPLACE		02/21/2024	04/01/2024	29.98
	CHRISTMAS LIGHT CLIPS				
	101-802.000-958.000	MISCELLANEOUS			29.98
114-3533353-0322604					
47909	AMAZON MARKETPLACE		02/16/2024	04/01/2024	43.43
	OFFICE AND CITY HALL SUPPLIES				
	101-215.000-740.000	SUPPLIES			26.24
	101-265.000-740.000	SUPPLIES			17.19

113-1597769-1607447					
47910	AMAZON MARKETPLACE	02/27/2024	04/01/2024		31.90
	CODE ENFORCER SUPPLIES				
	101-701.000-740.000	SUPPLIES			31.90

113-9277715-9351418					
47937	AMAZON MARKETPLACE	03/05/2024	04/01/2024		49.89
	CITY HALL SUPPLIES, AED TAGS, STEP REPAIRS				
	101-215.000-740.000	SUPPLIES			14.95
	101-265.000-740.000	SUPPLIES			15.95
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			18.99

113-1456309-2662602					
47938	AMAZON MARKETPLACE	03/04/2024	04/01/2024		57.72
	SUPPLIES				
	101-215.000-740.000	SUPPLIES			42.82
	101-701.000-740.000	SUPPLIES			14.90

113-8898480-4516214					
47982	AMAZON MARKETPLACE	03/15/2024	04/01/2024		22.99
	DOWNTOWN MAP REPAIRS				
	101-802.000-958.000	MISCELLANEOUS			22.99

2-20-24					
47794	BACK ALLEY PIZZA	02/20/2024	04/01/2024		51.80
	WORKSHOP FOOD				
	101-101.000-958.000	MISCELLANEOUS			51.80

2-27-24					
47913	BACK ALLEY PIZZA	02/27/2024	04/01/2024		51.80
	ELECTION MEALS				
	101-262.000-740.000	SUPPLIES			51.80

2-27-24					
47995	BACK ALLEY PIZZA	02/27/2024	04/01/2024		44.85
	ELECTION FOOD				
	101-262.000-740.000	SUPPLIES			44.85

13746856-1					
47911	GRADUATE HOTEL	03/05/2024	04/01/2024		163.40
	TRAINING LODGING				
	248-728.000-718.000	TRAINING FUNDS			163.40

P28731					
47845	GREENMARK EQUIPMENT, INC	02/27/2024	04/01/2024		116.50
	FIX UPGRADE SPRAY BAR FOR BRINE TANKS				
	203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			58.25
	202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			58.25

P28734					
47846	GREENMARK EQUIPMENT, INC	02/27/2024	04/01/2024		79.47
	FIX BRINE TANK HANDLE				
	202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			39.74
	203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			39.73

GG-4581					
47996	GROUND GRABBA	03/14/2024	04/01/2024		132.97
	INSTALL NEW BENCH AT DOUGLAS BEACH				
	101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			132.97

54836A					

47953	HILTON DOUBLE TREE LODGING CAP CON SEABERT	03/12/2024	04/01/2024	154.81
	101-101.000-718.002 MISC TRAVEL EXPENSES-TRAINING			154.81

3-11-24				
47931	HOPCAT POLICE TRAINING MEALS	03/11/2024	04/01/2024	54.93
	101-301.000-718.002 MISC TRAVEL EXPENSES-TRAINING			54.93

3-10-24				
47952	MICH ASSOCIATION OF MUNICIPAL CLERK CLERK TRAINING	03/10/2024	04/01/2024	400.00
	101-215.000-718.000 TRAINING FUNDS			400.00

2-27-24				
47993	MICH ASSOCIATION OF MUNICIPAL CLERK CLERK TRAINING	02/27/2024	04/01/2024	50.00
	101-215.000-718.000 TRAINING FUNDS			50.00

2-29-24				
47912	MICHIGAN DOWNTOWN ASSOCIATION MDA SPRING WORKSHOP - WALKER	02/29/2024	04/01/2024	50.00
	248-728.000-718.000 TRAINING FUNDS			50.00

3-14-24				
47984	MICHIGAN MUNICIPAL LEAGUE REFUND MML TRAINING	03/14/2024	04/01/2024	(350.00)
	101-172.000-718.000 TRAINING FUNDS			(350.00)

2-25-24				
47994	THE FARMHOUSE DELI ELECTION FOOD	02/25/2024	04/01/2024	58.00
	101-262.000-740.000 SUPPLIES			58.00

VP_NQWM6WBX				
47936	VISTAPRINT PZ ADMIN BUSINESS CARDS	03/08/2024	04/01/2024	36.02
	101-701.000-740.000 SUPPLIES			36.02

VP_3PPSSGN5				
47983	VISTAPRINT BUSINESS CARDS	02/26/2024	04/01/2024	42.80
	101-301.000-740.000 SUPPLIES			42.80

131-51874133-8576575				
47908	ZAZZLE INTERURBAN AWARD	02/21/2024	04/01/2024	59.23
	101-802.000-958.000 MISCELLANEOUS			59.23

INV242691551				
47892	ZOOM VIDEO COMMUNICATIONS, INC MONTHLY ZOOM	02/24/2024	04/01/2024	29.98
	101-101.000-958.000 MISCELLANEOUS			29.98

Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE				1,996.14

# of Invoices:	137	# Due: 122	Totals:	116,439.08
# of Credit Memos:	1	# Due: 1	Totals:	(350.00)
Net of Invoices and Credit Memos:				116,089.08

--- TOTALS BY FUND ---

101 - GENERAL FUND	85,796.75
202 - MAJOR STREET FUND	7,838.21
203 - LOCAL STREETS FUND	3,868.18
213 - SCHULTZ PARK LAUNCH RAMP	165.90
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	5,127.50
248 - DOWNTOWN DEVELOPMENT AUTHORITY	213.40
450 - WATER SEWER FUND	11,784.72
594 - DOUGLAS MARINA	1,099.58
660 - EQUIPMENT RENTAL FUND	194.84

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	28,423.50
101.000 - LEGISLATIVE	1,985.39
172.000 - MANAGER	(259.71)
215.000 - CLERK/TREASURER	1,861.65
257.000 - ASSESSING	617.14
262.000 - ELECTION	154.65
265.000 - BUILDING & GROUNDS	39,787.58
301.000 - POLICE	3,194.48
463.000 - GENERAL STREETS & ROW	5,860.36
464.000 - GENERAL STREETS WINTER & ROW	7,620.58
536.000 - WATER SYSTEM	11,784.72
597.000 - DOUGLAS MARINA	434.58
597.001 - WADES BAYOU	665.00
701.000 - PLANNING & ZONING	9,314.19
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	213.40
751.000 - PARKS & RECREATION	3,934.65
753.000 - LAUNCH RAMPS	165.90
802.000 - COMMUNITY PROMOTIONS	136.18
903.000 - EQUIP. REPAIRS & MAINTENANCE	194.84



CITY OF THE VILLAGE OF DOUGLAS
 86 West Center Street, P.O. Box 757
 Douglas, MI 49406
 (269) 857-1438 phone / (269) 857-4751 fax

www.douglasmi.gov
info@douglasmi.gov
 Payable Online At: tinyurl.com/PayItOnline

Fee waived as we are non-profit

Item 5E.

CITY COUNCIL ACTION: Approved Denied
 POLICE DEPARTMENT: Approved Denied
 DEPT. PUBLIC WORKS: Approved Denied

Fee: \$50 *SBIC3*
 Received by:

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, 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 60 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. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Town Crier Races PH: 269.857.2133
 Contact Name: Susan Poolman PH: 269.227.3448
 Street Address/P.O. Box: PO Box 1040
 City/State/Zip Code: Douglas, MI 49406
 E-mail: towncrierrace@gmail.com
 CONTACT PERSON ON DAY OF EVENT: Rick Bauer PH: 616.848.9313

EVENT INFORMATION

Name of Event: Town Crier Race Event - 22nd Year
 Event Date(s): 06/15/2024 Anticipated Number of Attendees: 800
 Purpose of Event: \$\$ for SPS CC, Track & Running Club
 Location of Event: Event starts at SHS, then ends in Douglas in front of Beery Field
 Event Start & End Hours: 6:00am - 11:30am
 Estimated Date/Time for Set-Up: 06/15/2024 - 5:45am
 Estimated Date/Time for Clean-Up: 06/15/2024 - 11:30am/12pm
 Estimated Number of Volunteers: 30-50

EVENT DETAILS

MUSIC:

Will Music be provided during this event? Yes No
If yes, type of music proposed: Live Amplification Recorded Loudspeakers
Time music will begin: _____ end: _____

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, across a street, or on City property. Which of the following signs are requested for this event?

- Temporary Signs: Number requested: _____ Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Signage at Event Site: Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

Please see the City Clerk to obtain the correct application based on the event signage requested.

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 attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

If yes, 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 Special Event Requirements for Tent Structures form and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.

Booths – Quantity _____

Tents – Quantity _____

Awnings – Quantity _____

Tables – Quantity _____

Portable Toilets – Quantity _____

The City of Douglas does not have tents, tables, or chairs available for rental.

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) CVB, social media, local newspaper along with different runner media outlets

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.

DEPARTMENT OF PUBLIC WORKS:

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

Trash Receptacles – Quantity 4

Barricades – Quantity 14

Traffic Cones – Quantity 10?

No Parking Signs – Quantity _____

Fencing – Quantity _____

Electric

Water

Restroom Cleaning

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature *Picky L Zpet* Date: 3/25/24

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: We believe so. Typically we set up a meeting with

everyone (city officials) to see what we need for day of

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

Street closure date/time: 06/15/24 @ 6am Street re-open date/time: 06/15/24 @ 11:30am

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____

Approved Denied

Approved with Conditions _____

(+ 2 officers)

Authorized Personnel Signature St. M. M.

Date: 03/26/2024

APPLICANT/ORGANIZATION CHECK LIST

Completed Application

Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)

Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)

sup. will be provided

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 (if applicable)

Police Department Authorized Personnel Signature (if applicable)

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 Contactors 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: Susan Poolman Date: 03/22/2024


Signature of Applicant: *Susan L. Poolman* Date: 03/22/2024

*This is what we had for
2023 and will update
as we get closer*

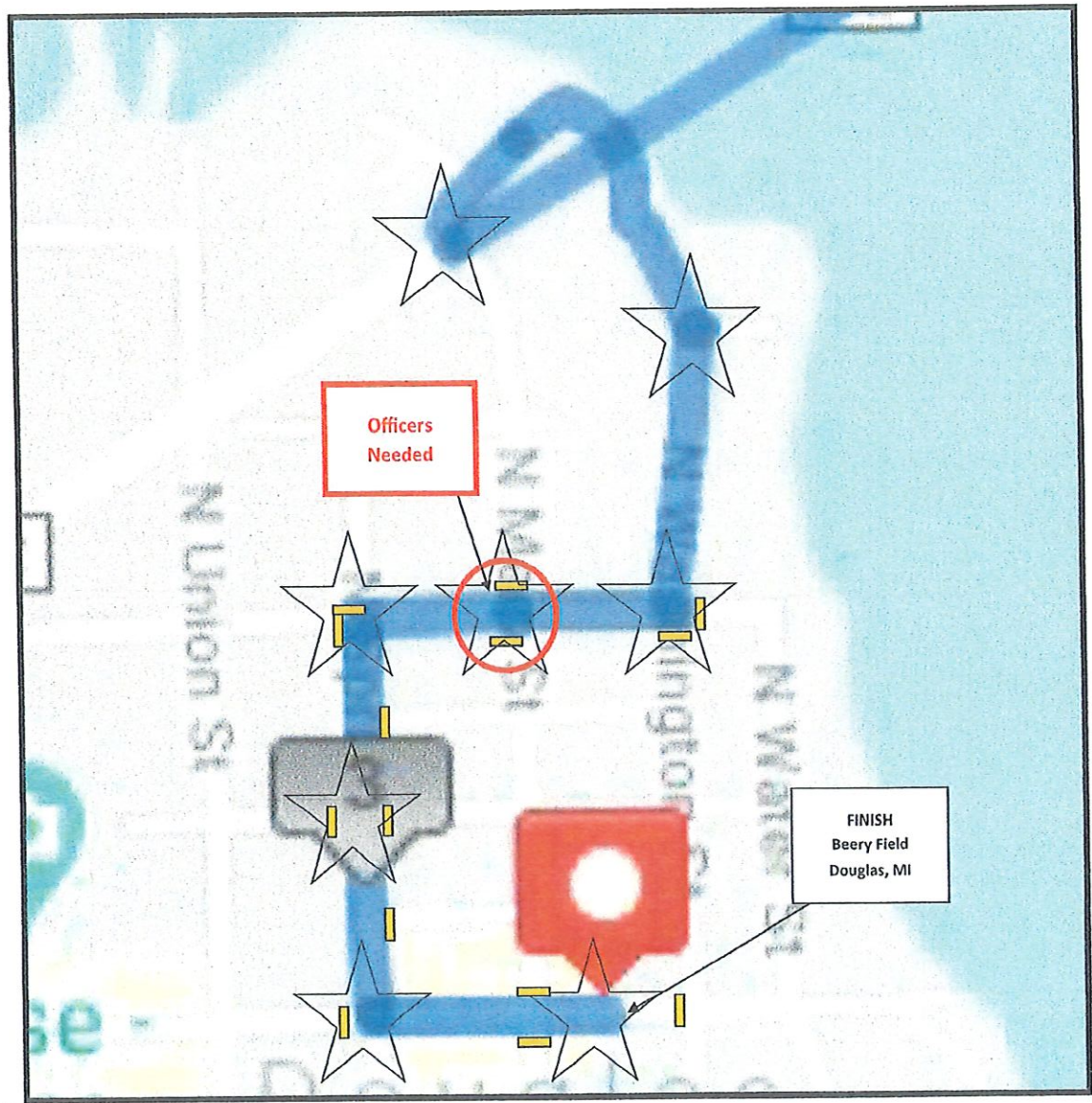
● Douglas Notes

- Cones will need to be setup night before so no one parks in the section of the finish line in front of Beery Field
 - Night officer to put cones out, Ricky will supply to them
 - Need on Borrowed Time side and Beery Field side
- J3 Timing will need power in downtown Douglas
 - They would setup on opposite side of Borrowed Time
 - See attached image of Downtown Douglas
- DPW to setup barricades according to our map
 - Should be setup in Douglas no later than 7:45am
- DPW to clean up and remove barricades after race event
- Water Station #3 (Bridge - Washington/Blue Star)
 - 1 Trash receptacle needed with bags
 - 3 Bar barricade and a no thru traffic sign
- Water Station #1 (Lakeshore & Wiley)
 - 1 Trash receptacle needed with bags
 - Fire Dpt setup - Sue to follow up on this
- Finish Line
 - 2 - 4 Trash receptacles needed
- Beery Field Bathrooms
 - Open at 7am
- We would need someone from the Downtown Douglas Authority to notify the businesses on Center St that are between Spring St and Washington St that the road is closed until 11/11:30am *- I can email them*
- Police Officers
 - It was mentioned that there are "Floating Officers" that could help during the event
- Need officials on the corner of Spring and Chestnut
- Interurban Transit
 - We'll have them picking up runners on the corner of Center & Washington starting at 8:30am and then on the half hour until Noon or sooner *and have a sandwich board w/ that for a Plu.*

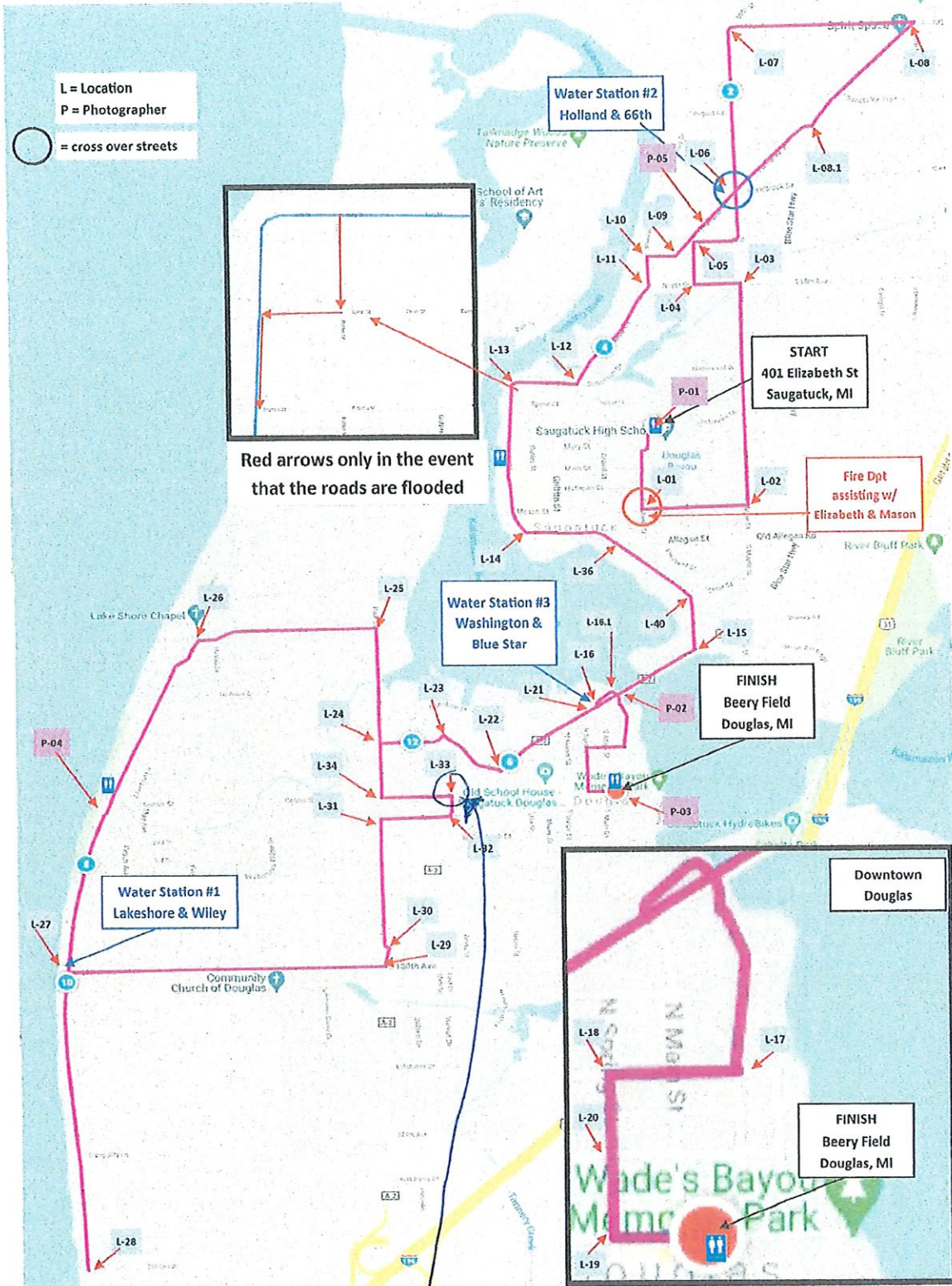
Downtown Douglas

 = Officers Needed

 = barricade
 = partial barricade
 = volunteers



Town Crier Races - Half Marathon

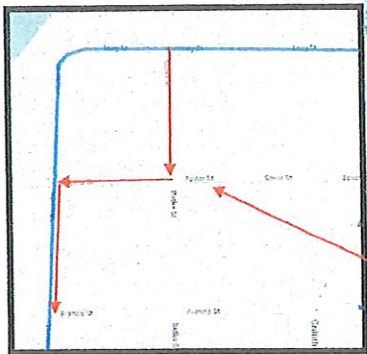
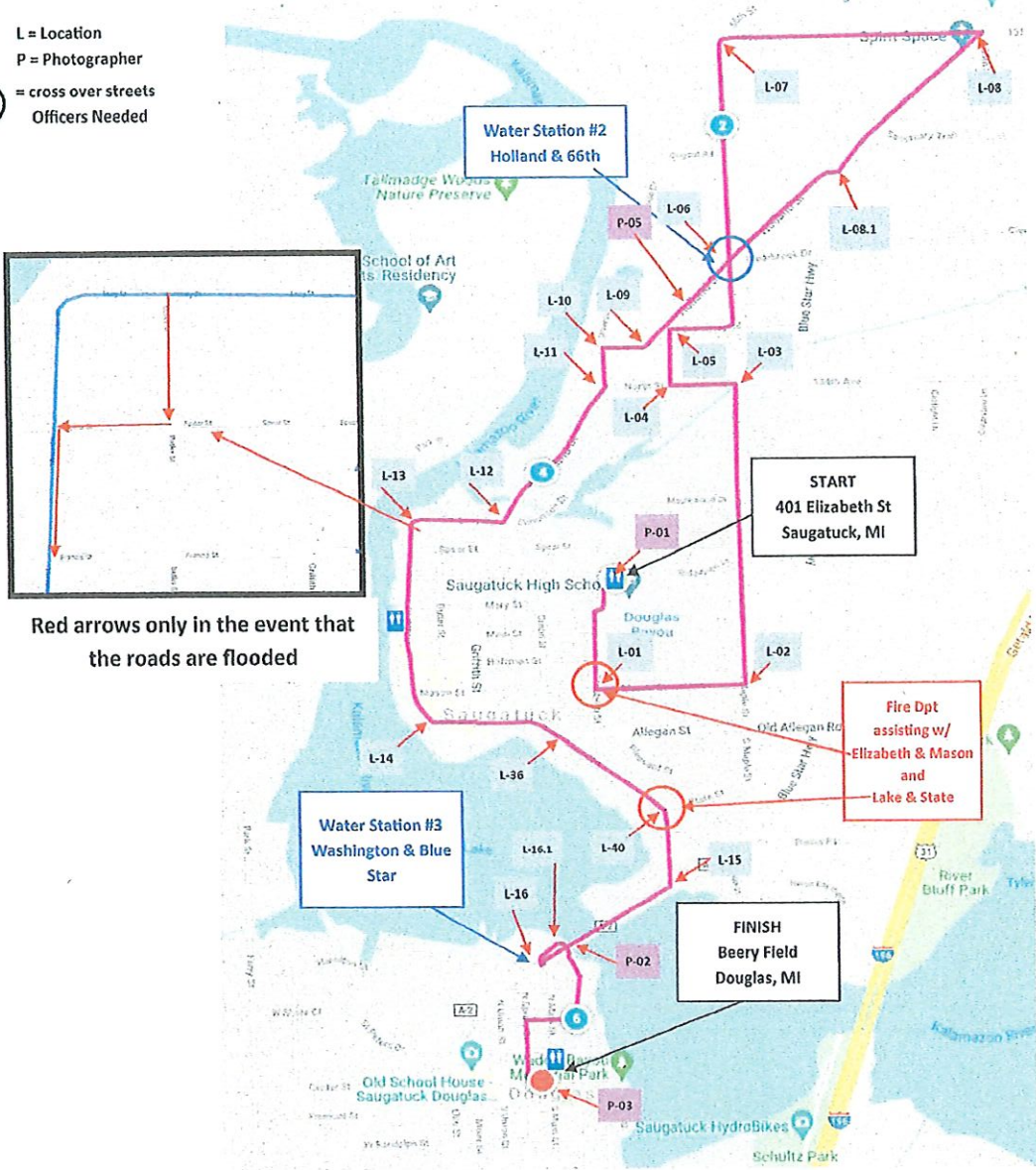


L-33 needs an assist

Public Restrooms

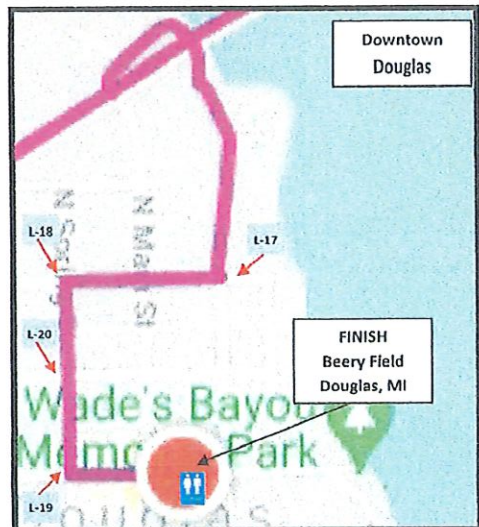
Town Crier Races - 10k

L = Location
 P = Photographer
 = cross over streets
 Officers Needed

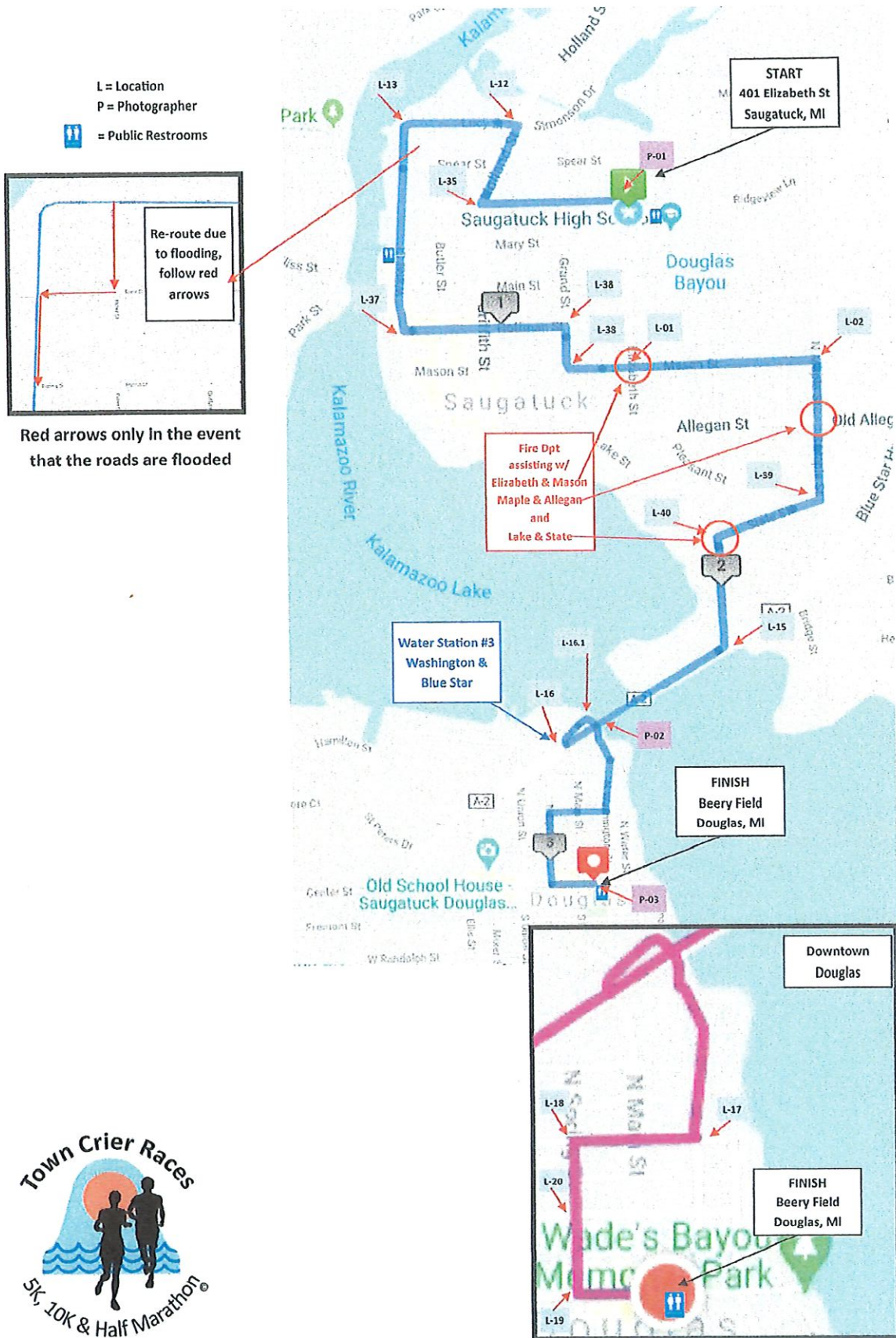


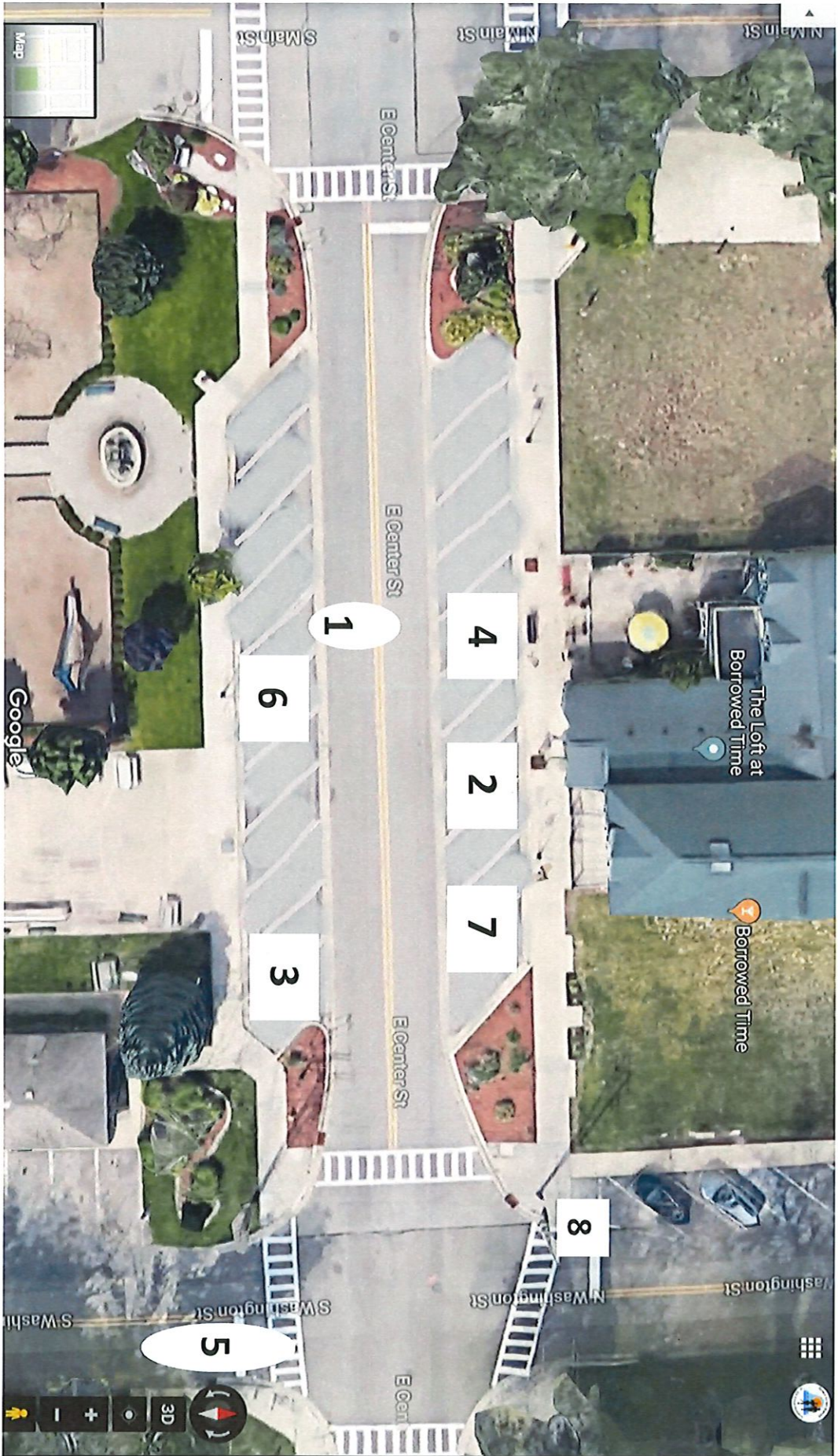
Red arrows only in the event that the roads are flooded

= Public Restrooms



Town Crier Races - 5k





#1 = Finish line gantry

#2 = Food/Water Table
State Farm Insurance

#7 = Awards/Announcer
(10 x 15 tent??)

#3 = Biggby Coffee

#4 = Medical Tent??

#8 = Interurban Pickup
Sandwich Board

#5 = Kids Free Fun Run

#6 = J3 Timing



MEMORANDUM

REGULAR CITY COUNCIL MEETING

April 1, 2024 at 7:00 PM

TO: City Council

FROM: Laura Kasper, City Clerk

SUBJECT: Special Event Permit – Beats on Beery – June 28

The Saugatuck Douglas Convention and Visitors Bureau (CVB) would like to hold a “Beats on Beery” event. It will be a music in the park event similar to Saugatuck’s. This event will be held on Friday, June 28, 2024, and feature two bands. The first band will be from 4:30pm – 6:30pm and the second band will be from 7:00pm - 9:00pm. Beery Field will be reserved from 3:00pm to 10:00pm for set up and clean up. Applicant will provide a platform/stage as well as a canopy covering the stage. Around the park will be various yard games. Several side performers may also be present. This event is a free event with people encouraged to bring their own chairs or blankets. The CVB will encourage downtown businesses to either help sponsor the event or offer fun enticement to draw people to shop, grab drinks, or dine at a local restaurant.

In kind services would be extra trash cans set up and extra officers on duty.

Sample Motion: I recommend City Council approve the special event permit application from the Saugatuck Douglas CVB and provide in-kind support for the Beats on Beery event on June 28th.



CITY OF THE VILLAGE OF DOUGLAS
86 West Center Street, P.O. Box 757
Douglas, MI 49406
(269) 857-1438 phone / (269) 857-4751 fax
www.douglasmich.gov
info@douglasmich.gov
Payable Online At: tinyurl.com/PayItOnline

CITY COUNCIL ACTION: Approved Denied
POLICE DEPARTMENT: Approved Denied
DEPT. PUBLIC WORKS: Approved Denied
Fee: \$50
Received by:

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A Special Event is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, 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 60 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. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Saugatuck Douglas CVB PH: (269)857-1701
Contact Name: April Gundy PH: (231)878-8566
Street Address/P.O. Box: 2805 62nd Street
City/State/Zip Code: Fennville
E-mail: eventssaugatuckdouglas@gmail.com
CONTACT PERSON ON DAY OF EVENT: AprilGundy PH: (231)878-8566

EVENT INFORMATION

Name of Event: Beats On Beery
Event Date(s): June 21-28 Anticipated Number of Attendees: 200
Purpose of Event: Live Music on Beery Field, there will be a small platform to elevate entertainmet, with small canopy covering them. Games, and other family friendly entertainmnet will outline field.
Location of Event: Beery Field
Event Start & End Hours: 4:30pm-9:00pm
Estimated Date/Time for Set-Up: 6/21@3:00pm 6/28
Estimated Date/Time for Clean-Up: 6/22@8:00am 6/29
Estimated Number of Volunteers: 20

EVENT DETAILS

MUSIC:

Will Music be provided during this event? Yes No

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

Time music will begin: 4:30pm end: 9:00pm

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, across a street, or on City property. Which of the following signs are requested for this event?

Temporary Signs: Number requested: _____ Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

Signage at Event Site: Location(s): @Beery Field
Description of signs: will display bands and sponsors.
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

Please see the City Clerk to obtain the correct application based on the event signage requested.

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 attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

If yes, 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 Special Event Requirements for Tent Structures form and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.

- Booths – Quantity _____
- Tents – Quantity _____
- Awnings – Quantity _____
- Tables – Quantity _____
- Portable Toilets – Quantity _____

The City of Douglas does not have tents, tables, or chairs available for rental.

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) CVB, Banner/fliers, and social media.

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.

DEPARTMENT OF PUBLIC WORKS:

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

- Trash Receptacles – Quantity _____
- Barricades – Quantity _____
- Traffic Cones – Quantity _____
- No Parking Signs – Quantity _____
- Fencing – Quantity _____
- Electric _____
- Water _____
- Restroom Cleaning _____

Approved Denied

Approved with Conditions RZ has DPW notes

Authorized Personnel Signature Picky L. Zoet Date: 3/12/24

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: Plus 2 foot officers

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

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

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature Stm. [Signature] Date: 03/12/24

APPLICANT/ORGANIZATION CHECK LIST

- Completed Application
- Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)
- Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)
- 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 (if applicable)
- Police Department Authorized Personnel Signature (if applicable)

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 Contactors 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: April Gundy Date: 3/2/2024

Signature of Applicant: _____ Date: 3/2/2024



MEMORANDUM
REGULAR CITY COUNCIL MEETING
April 1, 2024 at 7:00 PM

TO: City Council

FROM: Laura Kasper, City Clerk

SUBJECT: Special Event Permit – Beats on Beery and Sidewalk Sales – August 15

The Saugatuck Douglas Convention and Visitors Bureau (CVB) would like to hold a “Beats on Beery and Sidewalk Sale” event. It will be a music in the park event similar to the June 28th event but will also include sidewalk sales. This event will be held on Thursday, August 15, 2024.

For the Sidewalk Sale portion of the event the CVB is requesting that Center Street between Spring Street to Washington Street be closed from 9:00am to 6:00pm. This will provide for one hour of set up and clean-up with the event open to the public from 10:00am to 5:00pm. Vendor sales/show spaces will be available for \$30. This money will be used for planning and execution of future events.

The live music portion, Beats on Beery, will be from 6:00pm-8:00pm. Applicant will provide a platform/stage as well as a canopy covering the stage. Around the park will be various yard games. Several side performers may also be present. This event is a free event with people encouraged to bring their own chairs or blankets. The CVB will encourage downtown businesses to either help sponsor the event or offer fun enticement to draw people to shop, grab drinks, or dine at a local restaurant.

In kind services would be barricade set up and removal, extra trash cans placed, and extra officers on duty.

Sample Motion: I recommend City Council approve the special event permit application from the Saugatuck Douglas CVB and provide in-kind support for the Beats on Beery and Sidewalk Sale event on August 15th and allow applicant to close Center Street as requested.



CITY OF THE VILLAGE OF DOUGLAS
86 West Center Street, P.O. Box 757
Douglas, MI 49406
(269) 857-1438 phone / (269) 857-4751 fax
www.douglasmichigan.gov
info@douglasmichigan.gov
Payable Online At: tinyurl.com/PayItOnline

CITY COUNCIL ACTION: Approved Denied
POLICE DEPARTMENT: Approved Denied
DEPT. PUBLIC WORKS: Approved Denied
Fee: \$50 → 5013
Received by:

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, 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 60 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. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Saugatuck Douglas CVB PH: (269)857-1701
Contact Name: April Gundy PH: (231)878-8566
Street Address/P.O. Box: 2805 62nd Street
City/State/Zip Code: Fennville
E-mail: eventssaugatuckdouglas@gmail.com
CONTACT PERSON ON DAY OF EVENT: April Gundy PH: (231)878-8566

EVENT INFORMATION

Name of Event: Beats On Beery & Side Walk Sales w/art & craft vendors.
Event Date(s): August 15 Anticipated Number of Attendees: 200
Purpose of Event: Live Music on Beery Field, there will be a small platform to elevate entertainmet, with small canopy covering them. Games, and other family friendly entertainmnet will outline field. During the day will feature Side Walk sales.
Location of Event: Beery Field. Center Street from Spring to Washington closure
Event Start & End Hours: 8:00 am - 9:00 pm
Estimated Date/Time for Set-Up: 8:00 am 8/15
Estimated Date/Time for Clean-Up: :00 am 8/16 for Taylor Rental pickup ✕
Estimated Number of Volunteers: 20

EVENT DETAILS**MUSIC:**

Will Music be provided during this event? Yes No

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

Time music will begin: 6:00 end: 8:00

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, across a street, or on City property. Which of the following signs are requested for this event?

- Temporary Signs: Number requested: _____ Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Signage at Event Site: Location(s): @Beery Field
Description of signs: will display bands and sponsors.
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

Please see the City Clerk to obtain the correct application based on the event signage requested.

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 attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

If yes, 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 Special Event Requirements for Tent Structures form and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.

- Booths – Quantity _____
- Tents – Quantity _____
- Awnings – Quantity _____
- Tables – Quantity _____
- Portable Toilets – Quantity _____

The City of Douglas does not have tents, tables, or chairs available for rental.

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) CVB, Banner/fliers, and social media.

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.

DEPARTMENT OF PUBLIC WORKS:

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

- Trash Receptacles – Quantity _____
- Barricades – Quantity _____
- Traffic Cones – Quantity _____
- No Parking Signs – Quantity _____
- Fencing – Quantity _____
- Electric _____
- Water _____
- Restroom Cleaning _____

Approved Denied

Approved with Conditions RZ has DPW notes

Authorized Personnel Signature Rich Zoet Date: 3/12/24

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: Plus 2 foot officers

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

Street closure date/time: 9am 8/15/24 Street re-open date/time: 6pm 8/15/24

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 Contactors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

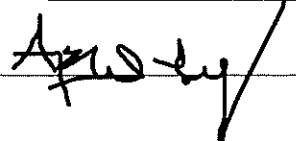
- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the 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.

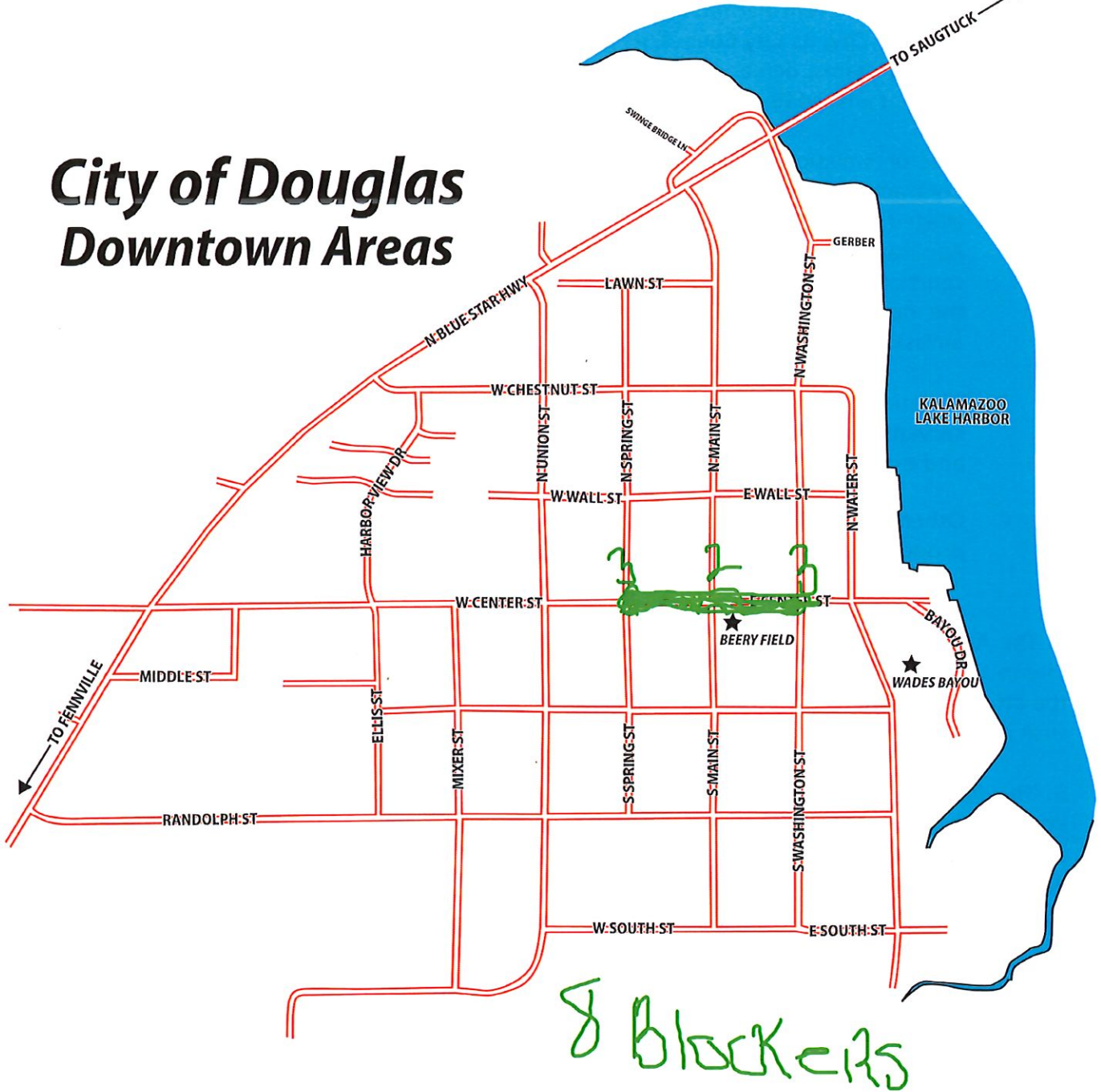
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: April Gundy Date: 3/2/2024

Signature of Applicant:  Date: 3/2/2024



City of Douglas Downtown Areas





The Village of Friendliness – Since 1870

To: The City of the Village of Douglas City Council

From: Lisa Nocerini, City Manager

RE: Tower at Beery Field

Date: Monday, April 1, 2024

During the January 16, 2024, council meeting, the City Administration was directed to seek quotes for the deconstruction of the tower at Beery Field. As instructed, the city administration promptly initiated the process, considering the significant safety concerns associated with the deteriorating condition of the tower and the unavailability of funding to address the remediation.

We are pleased to report that we have received three quotes as requested. However, it is essential to note that one of the quotes was disqualified due to the vendor's inability to provide the necessary coverage required for such a project.

With the remaining two quotes in hand, we are now prepared to present them for your review and consideration. Each quote has been thoroughly evaluated to ensure compliance with safety standards and budgetary constraints.

I would like to express our gratitude for your continued attention to this matter and your commitment to ensuring the safety of our community spaces.

Quote #1: Melching, Inc	\$10,950.00
Quote #2: Bill's Tree Service	\$4500.00

Each quote includes cutting the poles down to the ground surface, hauling the structural materials away, and allowing the City to keep the directional wind spinner with the Douglas name for potential future use.

Sample Motion: I recommend City Council accept the quote from Bill's Tree Service of Fennville, Michigan, for the Deconstruction of the Tower at Beery Field, in the amount of \$4500.00. Funding for this project will be an amended budget item for FY23-24, under account number 101-751-979.



The Village of Friendliness – Since 1870

To: The City of the Village of Douglas City Council

From: Lisa Nocerini, City Manager

RE: Douglas Marina

Date: Monday, April 1, 2024

The City Administration, including the Department of Public Works, has been closely monitoring the facilities located at Douglas Marina. As you are aware, they have continued to degrade over time, posing significant concerns regarding safety and functionality.

Recent inspections have revealed extensive black mold infestation in the bathroom facilities, rendering them unfit for use. Additionally, the furnace, crucial for preventing pipe freeze year-round, has ceased functioning, and the water tank is currently non-operational. Addressing these issues would demand a substantial financial investment, which unfortunately, we do not have available amidst our growing list of critical projects.

Therefore, I am seeking council approval to initiate the process of soliciting proposals for the demolition of these buildings. Fortunately, there are funds allocated for additional finger piers which can be redirected towards covering the demolition costs. Acknowledging the importance of the marina's facilities for our community, we have also explored alternative solutions. We have received quotes for temporary ADA compliant portable restrooms and a handwashing station, ensuring continued access to essential amenities for a fee of approximately \$500.00 per month with the facilities available from April through October.

I urge the council to consider this proposal seriously considering the urgent need to address the deteriorating state of the marina facilities and to allocate resources where they are most needed.

Funding for the demolition project will be an amended budget item in FY23-24, from account number 594-597-979, utilizing existing funding that was set aside for the additional finger piers at the Douglas Marina. (\$31,000.00)

Sample Motion: I recommend that the City Council direct the City Administration to issue a request for proposals for the demolition of the building structures at Douglas Marina and accept proposals not exceeding \$500.00 monthly for portable ADA complaint restrooms and a handwashing station.