



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, JULY 21, 2025 AT 6:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

View remotely, online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/88137864997>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 881 3786 4997

- 1. CALL TO ORDER:** By Mayor
- 2. ROLL CALL:** By Clerk
- 3. PLEDGE OF ALLEGIANCE:** Led by Mayor
- 4. CONSENT CALENDAR**
 - A.** Approve the Council Meeting Agenda for July 21, 2025
 - B.** Approve the Council Regular Meeting Minutes for July 7, 2025
 - C.** Approve Invoices in the Amount of \$200,888.52
 - D.** Approve Date Change for the Second November Meeting to 11/24/2025
 - E.** Special Event - Labor Day Bridge Walk
 - F.** Certificate of Recognition - Dan Urquhart

Motion to approve the Consent Calendar of July 21, 2025 – roll call vote

- 5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY)**
- 6. PUBLIC COMMUNICATION - WRITTEN**
- 7. UNFINISHED BUSINESS**

- A.** Special Event - Halloween Parade (Tabled 7/7/25) (L. Nocerini)

Motion to approve the special event permit application from Hystopolis Productions for the 27th annual Douglas Halloween Parade for the estimated cost of \$_____ to be paid no later than one week prior to the event. - roll call vote

8. NEW BUSINESS

A. Resolution 22-2025 - Authorizing Sale of 86 W. Center Street (L. Nocerini)

Motion to adopt resolution 22-2025, authorizing the sale of city-owned property located at 86 W. Center Street, Douglas, Michigan, to Worth Strategies, LLC, for the purchase price of \$625,000, including a no-cost lease until possession, and a deed restriction prohibiting demolition of the historic structure, and authorizing the Mayor and City Clerk to execute all necessary documents. - roll call vote

B. Resolution 21-2025 - Lot Split, 165 Main St (S. Homyen)

Motion to adopt resolution 21-2025, approving the lot split for parcel # 03-59-300-024-00 located at 165 Main Street. - roll call vote

C. Deer Management Recommendations - Tri-Community Wildlife Committee (L. Nocerini)

Motion to approve the Private Property and Homeowner Association (HOA) Guidelines and Application for Controlled Archery Hunts within the City of the Village of Douglas, as presented, and authorize the implementation of the program for the 2025-2026 MDNR-designated hunting season, excluding the use of public lands at this time. - roll call vote

9. 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
10. Tri-Community Wildlife Committee

B. Administration Report

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

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. 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
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, JULY 07, 2025 AT 6:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Mayor North

2. ROLL CALL: By Treasurer Raza

PRESENT

Mayor Cathy North

Councilmember Jerome Donovan

Councilmember Neal Seabert

Councilmember John O'Malley

Mayor Pro-Tem Randy Walker

Councilmember Gregory Freeman

Councilmember Matt Balmer, arrived late

Also Present City Treasurer Dawn Raza

Deputy Clerk Alyssa Ramirez

City Manager Lisa Nocerini (Zoom)

3. PLEDGE OF ALLEGIANCE: Led by Mayor North

4. CONSENT CALENDAR

A. Approve the Council Meeting Agenda for July 7, 2025 – *moved item D. to A.*

B. Approve the Council Regular Meeting Minutes for June 16, 2025

C. Approve the Council Workshop Minutes for June 23, 2025

D. Approve Invoices in the Amount of \$575,165.28

E. Appointments - Steven Mearouse; DBRA

Motion by Seabert, second by O'Malley, to approve the Consent Calendar of July 7, 2025, as amended. – Motion carried by unanimous roll call vote.

5. PUBLIC COMMUNICATION – VERBAL: Public comments were received.

6. PUBLIC COMMUNICATION – WRITTEN: None

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS

A. Resolution 20-2025 - Authorizing Sale of 47 W. Center Street

Motion by Freeman, second by Balmer, to adopt resolution 20-2025, authorizing the sale of City-owned property at 47 W. Center Street to Ufuk Turan for \$452,000, including a \$25,000 redevelopment

escrow, a no-cost lease until possession, and authorizing the Mayor and City Clerk to execute all necessary documents. – Motion carried by unanimous roll call vote.

- B. Republic Contract Extension Discussion - Jack Brown presentation
- C. Bid Interview - 6825 Wiley Road (17-Acres) - Mosaic Homes
- D. Special Event - Halloween Parade 2025

Motion by O'Malley, second by Seabert, to table the item to the July 21, 2025, meeting. – Motion carried by unanimous roll call vote.

9. 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
 - 10. Tri-Community Wildlife Committee
- B. Administration Report – Update from City Manager Nocerini provided.

10. PUBLIC COMMUNICATION – VERBAL: Public comments were received.

11. COUNCIL COMMENTS: Councilmembers made final comments.

12. MAYOR'S REPORT/COMMENTS: Mayor North stated final comments.

13. ADJOURNMENT

Motion by Seabert, second by Balmer, to adjourn the meeting.

Approved on this 21st day of July 2025

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 July 7, 2025, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, City Clerk

07/17/2025

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Inv Num	Vendor	Inv Date	Due Date	Inv Amt
Inv Ref#	Description	Entered By		
	GL Distribution			
89798469				
51492	ABSOPURE WATER COMPANY	07/08/2025	07/21/2025	89.10
	DPW WATER			
101-463.000-740.000	SUPPLIES			89.10
89767304				
51498	ABSOPURE WATER COMPANY	06/06/2025	07/21/2025	57.50
	CITY HALL WATER			
101-265.000-740.000	SUPPLIES			57.50
24973				
51554	ACCEL AUTO	07/14/2025	07/21/2025	154.96
	REPAIR OF 2017 CHEVEROLET SILVERADO 2500			
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			154.96
7-15-25				
51501	ALEC SMITH	07/15/2025	07/21/2025	500.00
	UNIFORM (INVOICES TOTAL \$577.68, BUT \$500 IS THE MAXIMUM)			
101-463.000-750.000	UNIFORMS			500.00
JUNE-2025				
51481	ALLEGAN CO TREASURER	07/03/2025	07/21/2025	230.00
	MOBILE HOME TAX			
101-000.000-230.000	DUE TO OTHER GOVERNMENTS			230.00
FGH8272DT				
51504	ALRO STEEL	07/08/2025	07/21/2025	1,604.65
	WALL TUBING			
213-753.000-930.000	REPAIRS & MAINTENANCE: GENERAL			1,604.65
330708				
51459	APEX SOFTWARE	06/27/2025	07/21/2025	260.00
101-257.000-802.000	CONTRACTUAL			260.00
DOUGLASCITY001				
51490	ASSESSING SOLUTIONS	07/01/2025	07/21/2025	3,333.33
	JULY ASSESSING SERVICES			
101-257.000-703.000	WAGES			3,333.33
2552				
51540	BILLS TREE SERVICE	07/05/2025	07/21/2025	1,200.00
	WADES BAYOU			
101-463.000-802.010	CONTRACTUAL FORESTRY			1,200.00
INV-006988				
51543	BLACK GOLD HOLDINGS LLC	07/09/2025	07/21/2025	620.00
	COLD PATCH			
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			310.00
203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			310.00
5465				
51470	BURNETT & KASTRAN	06/10/2025	07/21/2025	1,884.00
	ATTORNEY FEES			
101-701.000-801.000	CONTRACTUAL ATTORNEY			1,884.00

5464				
51471	BURNETT & KASTRAN	06/25/2025	07/21/2025	1,788.00
	ATTORNEY SERVICES			
101-701.000-801.000	CONTRACTUAL ATTORNEY			1,788.00
5468				
51472	BURNETT & KASTRAN	06/13/2025	07/21/2025	1,008.00
	ATTORNEY SERVICES			
101-701.000-801.000	CONTRACTUAL ATTORNEY			1,008.00
5463				
51474	BURNETT & KASTRAN	06/03/2025	07/21/2025	624.00
	ATTORNEY SERVICES			
101-301.000-801.003	CONTRACTUAL ATTORNEY PROSECUTER			624.00
02-720706				
51550	CARLETON EQUIPMENT	07/01/2025	07/21/2025	2,150.00
	BOBCAT BUCKET			
101-751.000-977.000	EQUIPMENT			2,150.00
JULY-2025DPW				
51464	COMCAST	07/10/2025	07/21/2025	369.44
	INTERNET FOR DPW			
101-463.000-851.000	TELEPHONE			369.44
17243				
51468	COMMERCIAL RECORD	06/27/2025	07/21/2025	168.00
	NOTICES			
594-597.000-820.000	MARINA OPERATIONS			168.00
201187155699				
51475	CONSUMERS ENERGY	07/07/2025	07/21/2025	1,100.48
	STREET LIGHTS			
101-463.000-925.000	STREET LIGHTS			1,100.48
201187155693				
51476	CONSUMERS ENERGY	07/07/2025	07/21/2025	13.25
	TRAFFIC LIGHTS			
101-463.000-925.000	STREET LIGHTS			13.25
206437153246				
51477	CONSUMERS ENERGY	07/07/2025	07/21/2025	1,109.73
	LED LIGHT RD			
101-463.000-925.000	STREET LIGHTS			1,109.73
202699935940				
51526	CONSUMERS ENERGY	07/15/2025	07/21/2025	51.90
	198 WASHINGTON ST			
101-463.000-922.000	UTILITIES			51.90
202699935941				
51527	CONSUMERS ENERGY	07/15/2025	07/21/2025	30.39
	11 BLUE STAR HWY			
101-463.000-922.000	UTILITIES			30.39
202699935942				
51528	CONSUMERS ENERGY	07/15/2025	07/21/2025	86.04
	50 LAKESHORE DR			
101-751.000-922.000	UTILITIES			86.04
206170385924				
51529	CONSUMERS ENERGY	07/15/2025	07/21/2025	46.16

26 BAYOU DR					
101-751.000-922.000	UTILITIES				46.16
202699935939					
51530	CONSUMERS ENERGY	07/15/2025	07/21/2025		124.34
86 CENTER ST					
101-463.000-922.000	UTILITIES				124.34
267342					
51469	CREXENDO BUSINESS SOLUTIONS	07/08/2025	07/21/2025		304.24
POLICE PHONES					
101-301.000-851.000	TELEPHONE				304.24
67724					
51546	DENOYER CHEVROLET	07/02/2025	07/21/2025		5,495.08
2017 CHEVEROLET SILVERADO					
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS				5,495.08
S106337654.001					
51517	ETNA SUPPLY CO.	07/01/2025	07/21/2025		57.00
CENTRAL SLOW CLOSE					
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL				57.00
S106362924.001					
51542	ETNA SUPPLY CO.	07/09/2025	07/21/2025		307.50
STOCK CAP					
213-753.000-930.000	REPAIRS & MAINTENANCE: GENERAL				307.50
MIHOL483452					
51505	FASTENAL COMPANY	07/01/2025	07/21/2025		50.54
BATH TISSUE					
101-751.000-740.000	SUPPLIES				50.54
MIHOL483630					
51506	FASTENAL COMPANY	07/07/2025	07/21/2025		130.69
BATH TISSUE, WIPES					
101-751.000-740.000	SUPPLIES				130.69
MIHOL483670					
51547	FASTENAL COMPANY	07/08/2025	07/21/2025		617.50
BAGS					
101-751.000-740.000	SUPPLIES				617.50
MIHOL483834					
51548	FASTENAL COMPANY	07/11/2025	07/21/2025		179.44
TOWELS					
101-751.000-740.000	SUPPLIES				179.44
14599					
51518	FOREST VIEW EXECUTIVE SERVICES	07/07/2025	07/21/2025		1,800.00
MULCH					
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL				1,800.00
01-17144					
51553	HOLLAND EQUIPMENT SERVICES	07/02/2025	07/21/2025		1,395.00
RENTAL EXCAVATOR					
101-265.000-802.000	CONTRACTUAL				1,395.00
302821					
51536	IHLE AUTO PARTS	07/09/2025	07/21/2025		233.97
BATTERY CHARGER					
101-751.000-977.000	EQUIPMENT				233.97

302819				
51537	IHLE AUTO PARTS	07/09/2025	07/21/2025	128.13
	MAINTENANCE			
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			128.13
302963				
51538	IHLE AUTO PARTS	07/14/2025	07/21/2025	13.73
	BULB			
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			13.73
302736				
51539	IHLE AUTO PARTS	07/07/2025	07/21/2025	29.60
	PRIMER			
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			29.60
348358				
51478	KENT COMMUNICATIONS	06/30/2025	07/21/2025	725.05
	SUMMER 2025 TAX BILLS			
101-253.000-900.000	PRINTING & PUBLISHING			680.00
101-253.000-901.000	POSTAGE			45.05
274303				
51462	KERKSTRA RESTROOM SERVICE	07/07/2025	07/21/2025	190.00
	DOUGLAS BEACH PARK			
101-751.000-802.000	CONTRACTUAL			190.00
3				
51572	KIMBERLY HOSSINK	07/07/2025	07/21/2025	80.00
	DPD CLEAN			
101-301.000-802.000	CONTRACTUAL			80.00
3391				
51541	LAKESHORE OUTDOORS LLC	07/07/2025	07/21/2025	780.00
	BRUSH DUMPING			
101-463.000-802.000	CONTRACTUAL			780.00
7-15-25				
51519	LEONARD MAAS	07/15/2025	07/21/2025	221.40
	DOT RECERTIFICATION & UNIFORM REIMB.			
101-463.000-802.000	CONTRACTUAL			95.00
101-463.000-750.000	UNIFORMS			126.40
71481				
51460	MCNALLY ELEVATOR COMPANY, INC.	05/28/2025	07/21/2025	3,576.95
	CATEGORY 3 TEST AND INSTALLATION OF TWO GUIDESHOES			
101-265.000-802.000	CONTRACTUAL			3,576.95
58583				
51520	MENARDS-HOLLAND	07/16/2025	07/21/2025	76.77
	PAINT CABINET			
101-265.000-740.000	SUPPLIES			76.77
58015				
51534	MENARDS-HOLLAND	07/07/2025	07/21/2025	12.68
	WADES			
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			12.68
58209				
51535	MENARDS-HOLLAND	07/10/2025	07/21/2025	29.99
	OFFICE			
101-265.000-740.000	SUPPLIES			29.99

415 WILEY					
51495	MICHIGAN GAS UTILITIES	07/15/2025	07/21/2025		1,388.56
	RELOCATE GAS SERVICE LINE AT 415 WILEY #108				
470-265.000-974.000	CONSTRUCTION				1,388.56

M0001746 7-25					
51488	MICHIGAN MUNICIPAL RISK MANAGEMENT	06/18/2025	07/21/2025		24,443.00
	PROPERTY LIABILITY & CYBER INSURANCE-GENERAL FUND CONTRIBUTION				
101-850.000-814.000	INSURANCE (LIABILITY/AUTO)				24,443.00

R0001746 7-25					
51489	MICHIGAN MUNICIPAL RISK MANAGEMENT	06/18/2025	07/21/2025		4,250.00
	PROPERTY LIABILITY & CYBER INSURANCE - RENTENTION FUND CONTRIBUTION				
101-850.000-814.000	INSURANCE (LIABILITY/AUTO)				4,250.00

4232					
51500	MICHIGAN TWP. SERVICES ALLEGAN	07/07/2025	07/21/2025		5,378.62
	PERMIT FEES JUNE 2025				
101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO				5,378.62

1996201					
51486	MILLER JOHNSON	07/07/2025	07/21/2025		1,975.00
	REVIEW OF CBA				
101-266.000-801.000	CONTRACTUAL ATTORNEY				1,975.00

58642					
51480	NEW DAWN LINEN SERVICE	07/07/2025	07/21/2025		48.72
	CITY HALL AND PD RUG CLEANING				
101-265.000-802.000	COMMERCIAL CLEANING				17.05
101-301.000-802.000	COMMERCIAL CLEANING				31.67

74257					
51502	NICK UNEMA PLUMBING & HEATING INC	06/13/2025	07/21/2025		298.29
	BACKFLOW TEST				
101-751.000-802.000	CONTRACTUAL				298.29

6-30-25					
51531	OLIVIA SCHIPPER	06/30/2025	07/21/2025		519.98
	UNIFORM REIMBURSEMENT				
101-301.000-750.000	UNIFORMS				519.98

2507-878510					
51507	OVERISEL LUMBER CO.	07/14/2025	07/21/2025		39.57
	DOCKS				
213-753.000-930.000	REPAIRS & MAINTENANCE: GENERAL				39.57

2507-87496					
51508	OVERISEL LUMBER CO.	07/01/2025	07/21/2025		37.16
	LIGHTPOST				
101-463.000-740.000	SUPPLIES				37.16

2507-875957					
51509	OVERISEL LUMBER CO.	07/07/2025	07/21/2025		22.77
	LIGHT POLES				
101-463.000-740.000	SUPPLIES				22.77

2507-879536					
51521	OVERISEL LUMBER CO.	07/16/2025	07/21/2025		78.98
	PAINT CABINET				
101-751.000-977.000	EQUIPMENT				78.98

2507-879303					

51522 OVERISEL LUMBER CO.	07/16/2025	07/21/2025	32.97
POLES			
101-463.000-740.000 SUPPLIES			32.97
2507-877977			
51551 OVERISEL LUMBER CO.	07/11/2025	07/21/2025	1.50
XMARK			
101-751.000-740.000 SUPPLIES			1.50
2507-878034			
51552 OVERISEL LUMBER CO.	07/11/2025	07/21/2025	22.99
PLANT KILLER			
101-751.000-740.000 SUPPLIES			22.99
1027753373			
51461 PITNEY BOWES INC	07/08/2025	07/21/2025	58.08
E-Z SEAL			
101-265.000-740.000 SUPPLIES			58.08
1027709152			
51483 PITNEY BOWES INC	06/30/2025	07/21/2025	69.00
POSTAGE METER LEASE			
101-215.000-802.000 CONTRACTUAL			69.00
2338			
51465 PLAYGROUND PLASTICS	06/30/2025	07/21/2025	36.23
ROUTING OF NAMES IN PLAYGROUND FENCE PICKETS			
101-751.000-930.000 REPAIRS & MAINTENANCE: GENERAL			36.23
62546			
51549 PRAISE SIGN COMPANY LLC	07/10/2025	07/21/2025	411.83
BOAT LAUNCH SIGN			
101-751.000-930.006 UNIONS REPAIRS AND MAINT			411.83
0002254512			
51545 PURITY CYLINDER GASES INC	07/14/2025	07/21/2025	30.93
SPOOL			
213-753.000-930.000 REPAIRS & MAINTENANCE: GENERAL			30.93
TIRE-55224			
51523 RELIABLE ROAD SERVICE, INC	07/16/2025	07/21/2025	169.05
TIRES & WHEELS			
660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS			169.05
TIRE-55223			
51524 RELIABLE ROAD SERVICE, INC	07/16/2025	07/21/2025	490.27
TIRES&WHEELS&FLAT REPAIR			
660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS			490.27
0240-010016143			
51463 REPUBLIC SERVICES #240	06/25/2025	07/21/2025	2,260.00
CITY OF DOUGLAS CLEANUPS			
101-463.000-802.003 CONTRACTUAL- REFUSE			2,260.00
5071638550			
51487 RICOH U.S.A, INC.	07/01/2025	07/21/2025	739.01
PRINTER			
101-265.000-802.000 CONTRACTUAL			739.01
BESC - 25 - 013			
51473 ROBERG KISTNER FAM TRUST	07/10/2025	07/21/2025	1,000.00
BD Bond Refund			

101-000.000-283.000	BESC - 25 - 013 - PVAR25-002			1,000.00
3				
51571	ROBIN BELL	07/07/2025	07/21/2025	80.00
	DPD CLEAN			
101-301.000-802.000	CONTRACTUAL			80.00
60915121				
51532	ROSE PEST SOLUTIONS	06/25/2025	07/21/2025	168.00
	PEST CONTROL			
101-265.000-802.000	CONTRACTUAL			168.00
60915145				
51533	ROSE PEST SOLUTIONS	06/25/2025	07/21/2025	55.00
	PEST CONTROL-PD			
101-301.000-802.000	CONTRACTUAL			55.00
JULY-2025				
51491	SAUGATUCK DOUGLAS CVB	07/01/2025	07/21/2025	300.00
	BEATS ON BEERY GRANT FROM DDA			
248-728.000-880.000	COMMUNITY PROMOTION			300.00
25-0000759				
51479	SAUGATUCK TWP FIRE DISTRICT	07/01/2025	07/21/2025	250.00
	STR INSPECTIONS			
101-701.000-802.000	CONTRACTUAL			250.00
25-0000767				
51499	SAUGATUCK TWP FIRE DISTRICT	07/11/2025	07/21/2025	550.00
	RENTAL HOME INSPECTIONS			
101-701.000-802.000	CONTRACTUAL			550.00
S17327				
51503	SCOTT'S LANDSCAPE MANAGMENT INC	07/09/2025	07/21/2025	1,522.00
	FERTILIZATION AT SCHULTZ PARK			
101-751.000-802.007	LANDSCAPING SERVICES			1,522.00
105940178				
51466	SHELL FLEET PLUS	07/10/2025	07/21/2025	2,056.25
	DPW FUEL			
660-903.000-860.000	GAS & OIL			2,056.25
105941489				
51467	SHELL FLEET PLUS	07/10/2025	07/21/2025	1,434.27
	POLICE FUEL			
101-301.000-860.000	GAS & OIL			1,434.27
2240757				
51525	SITE WORK SOLUTIONS INC	07/11/2025	07/21/2025	109,034.05
	2025 ROAD IMPROVEMENTS			
202-463.000-979.000	CAPITAL OUTLAY			86,306.55
203-463.000-979.000	CAPITAL OUTLAY			22,727.50
6036155032				
51484	STAPLES CONTRACT & COMMERICAL LLC	07/01/2025	07/21/2025	41.69
	OFFICE SUPPLIES			
101-265.000-740.000	SUPPLIES			41.69
6036155029				
51485	STAPLES CONTRACT & COMMERICAL LLC	07/01/2025	07/21/2025	40.76
	OFFICE SUPPLIES			
101-265.000-740.000	SUPPLIES			40.76

195277701					
51544	ULINE	07/14/2025	07/21/2025		1,982.76
	SUPPLIES				
	101-265.000-740.000	SUPPLIES			103.00
	202-463.000-740.000	SUPPLIES			939.88
	203-463.000-740.000	SUPPLIES			939.88

6116891819					
51482	VERIZON WIRELESS	06/24/2025	07/21/2025		134.80
	DPW IPADS				
	101-463.000-851.000	TELEPHONE			134.80

FON CREDIT CARD					

6-17-25					
51569	5.11 TACTICAL	06/17/2025	07/21/2025		314.76
	PBT MOUTHPIECES				
	101-301.000-977.000	EQUIPMENT			314.76

3128947317					
51564	ADOBE ACROBAT PRO	06/26/2025	07/21/2025		275.94
	ACROBAT PRO & CREATIVE CLOUD				
	101-172.000-740.000	SUPPLIES			22.50
	101-215.000-740.000	SUPPLIES			113.98
	101-701.000-740.000	SUPPLIES			70.48
	101-463.000-740.000	SUPPLIES			68.98

3973865-5648269					
51559	AMAZON MARKETPLACE	06/12/2025	07/21/2025		62.57
	ENVELOPES				
	101-215.000-740.000	SUPPLIES			62.57

7787605-3911438					
51560	AMAZON MARKETPLACE	06/13/2025	07/21/2025		85.00
	FIRST AID KIT				
	101-301.000-740.000	SUPPLIES			85.00

5402715-7301859					
51561	AMAZON MARKETPLACE	06/25/2025	07/21/2025		28.83
	DOOR HANGERS				
	101-751.000-740.000	SUPPLIES			28.83

1253718-3286632					
51562	AMAZON MARKETPLACE	06/26/2025	07/21/2025		1,334.00
	IPAD PRO				
	101-257.000-979.000	CAPITAL OUTLAY			1,334.00

3491325-8491417					
51563	AMAZON MARKETPLACE	06/26/2025	07/21/2025		642.97
	ASSESSOR SUPPLIES				
	101-257.000-979.000	CAPITAL OUTLAY			642.97

40					
51566	BACK ALLEY PIZZA	06/09/2025	07/21/2025		79.58
	COUNCIL WORKSHOP				
	101-101.000-718.000	TRAINING FUNDS			79.58

111215					
51493	DELTA HOTELS	06/06/2025	07/21/2025		869.40
	CLERK HOTEL FOR MAMC CONFERENCE				
	101-215.000-718.000	TRAINING FUNDS			869.40

LPET0310073				
51496	GANNETT CLASSIFIED	06/04/2025	07/21/2025	141.11
	PUBLIC HEARING PUBLICATION			
101-701.000-900.000	PRINTING & PUBLISHING			141.11
1998				
51567	LAKE VISTA SUPER VALU	06/07/2025	07/21/2025	5.99
	ICE FOR WATER @ PARADE EVENTS			
101-301.000-740.000	SUPPLIES			5.99
000029029				
51497	LIFELOC TECHNOLOGIES	06/20/2025	07/21/2025	88.07
	PBT MOUTHPIECES			
101-301.000-740.000	SUPPLIES			88.07
25727296				
51494	PITNEY BOWES INC	06/24/2025	07/21/2025	43.78
	INK PAD REPLACEMENT KIT			
101-215.000-740.000	SUPPLIES			43.78
154939745-001				
51555	SITEONE LANDSCAPE SUPPLY	06/16/2025	07/21/2025	83.58
	VALVE BOXES			
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			83.58
1813				
51556	STAPLES CONTRACT & COMMERICAL LLC	06/24/2025	07/21/2025	151.57
	TONER			
101-265.000-740.000	SUPPLIES			151.57
201				
51568	US POSTAL SERVICE	06/10/2025	07/21/2025	8.09
	MAILING ARM PATCHES TO NYE UNIFORM			
101-301.000-750.000	UNIFORMS			8.09
526				
51570	US POSTAL SERVICE	06/30/2025	07/21/2025	6.10
	MAILING OF SPECIMIN KIT			
101-301.000-740.000	SUPPLIES			6.10
VP_G4GS6Q3K				
51557	VISTAPRINT	06/02/2025	07/21/2025	15.89
	BUSINESS CARDS-DAWN RAZA			
101-215.000-740.000	SUPPLIES			15.89
VP_RMS3DSZX				
51565	VISTAPRINT	06/27/2025	07/21/2025	126.69
	WALL FLAGS			
101-265.000-740.000	SUPPLIES			126.69
INV310753986				
51558	ZOOM VIDEO COMMUNICATIONS, INC	06/24/2025	07/21/2025	33.98
	ZOOM WORKPLACE PRO			
101-101.000-958.000	MISCELLANEOUS			33.98
TOTAL CREDIT CARD				4,397.90
# of Invoices:	107	# Due: 107	Totals:	200,888.52
# of Credit Memos:	0	# Due: 0	Totals:	0.00
Net of Invoices and Credit Memos:				200,888.52

 --- TOTALS BY FUND ---

101 - GENERAL FUND	75,178.43
202 - MAJOR STREET FUND	89,386.03
203 - LOCAL STREETS FUND	23,977.38
213 - SCHULTZ PARK LAUNCH RAMP	1,982.65
248 - DOWNTOWN DEVELOPMENT AUTHORITY	300.00
470 - MUNICIPAL BUILDING FUND	1,388.56
594 - DOUGLAS MARINA	168.00
660 - EQUIPMENT RENTAL FUND	8,507.47

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	1,230.00
101.000 - LEGISLATIVE	113.56
172.000 - MANAGER	22.50
215.000 - CLERK	1,174.62
253.000 - TREASURER	725.05
257.000 - ASSESSING	5,570.30
265.000 - BUILDING & GROUNDS	7,970.62
266.000 - ATTORNEY	1,975.00
301.000 - POLICE	3,637.17
463.000 - GENERAL STREETS & ROW	121,593.70
597.000 - DOUGLAS MARINA	168.00
701.000 - PLANNING & ZONING	11,070.21
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	300.00
751.000 - PARKS & RECREATION	6,154.67
753.000 - LAUNCH RAMPS	1,982.65
850.000 - INSURANCE & BONDS	28,693.00
903.000 - EQUIP. REPAIRS & MAINTENANCE	8,507.47



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

www.douglasmi.gov
info@douglasmi.gov

\$50 Fee (Free for non-profit organizations)

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

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 90 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Please see the City of Douglas' Event Policy for more information. **Required Authorizing Personnel Signatures page must be completed prior to submitting it to City Hall for Council approval.** A Cost Confirmation Form will be provided to the applicant/organization after application submittal. This form will outline the total estimated costs of the event. If the total estimated costs do not exceed \$3,000, then no payment will be required. However, should costs exceed this threshold, then the applicant/organization will be responsible for the additional charges above and beyond \$3,000.

APPLICANT/ORGANIZATION INFORMATION

Organization: Encompass Wellness
 Applicant Name: April Gundy PI: [REDACTED]
 Street Address/P.O. Box: [REDACTED]
 City/State/Zip Code: [REDACTED]
 E-mail: eventsaugatuckdouglas@gmail.com
 CONTACT PERSON ON DAY OF EVENT: April Gundy PH: [REDACTED]

EVENT INFORMATION

Name of Event: LABOR DAY Bridge WALK
 Location of Event: Berry Field - Blue Star Hwy Bridge
 Event Date(s): Sept 1, 2025 Start Time: 8:00 AM End Time: 9:00 AM
 Estimated Date/Time for: Set-Up 7:30 AM Clean-Up 9:00 - 9:20 AM
 Anticipated Number of Attendees: 200 Anticipated Number of Volunteers: 12
 Event Description: event / walk will start at Berry Field, walk down Washington, under Blue Star, then cross bridge, turn around + head back

EVENT DETAILS☒ Street Closure: (Use attached map to outline proposed closure)Street closure date/time: Center St. Street re-open date/time: 745-9:15 AM☐ Parade: (Use attached map to outline route) Parade Type: ☐ Pedestrian ☐ Vehicle

Parade start time: _____ Parade finish time: _____

MUSIC:Will Music be provided during this event? ☐ Yes ☒ NoIf 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 ☒ NoIf yes, ☐ Provide Copy of Health Department Food Service License**ALCOHOL:**Will alcohol be served at your event? ☐ Yes ☒ NoIf 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: NO

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

Please visit www.douglasmi.gov to obtain the 14 Day Temporary Sign Permit application.**FIREWORKS:**Will fireworks be a part of your event? ☐ Yes ☒ NoIf yes, ☐ Provide Copy of Liability Insurance (Listing the City as additional insured)☐ Council Resolution will be Required – see City Clerk**TENTS/CANOPIES/BOOTHES:**Will tents/canopies be installed? ☐ Yes ☒ NoIf yes, ☐ Tents – Quantity _____☐ Notify the Director of the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations (Irrigation systems are located at Beery Field and Schultz Park)☐ Fill out the Tent Inspection form found at www.saugatuckfire.org and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.Will booths be set up? ☐ Yes, Quantity _____ ☒ No

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

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

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

DEPARTMENT OF PUBLIC WORKS:

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Trucks – Size _____ Qty _____ | <input type="checkbox"/> Loaders – Tele or Regular | <input type="checkbox"/> Trailer – Size _____ Qty _____ |
| <input checked="" type="checkbox"/> Traffic Control Trailer | <input type="checkbox"/> Bobcat UTV | <input type="checkbox"/> Tractor with Loader |
| <input checked="" type="checkbox"/> Barricades – Type A Qty _____ | <input type="checkbox"/> Barricades – Concrete Qty _____ | <input type="checkbox"/> Barricades – 3 Bar Qty _____ |
| <input checked="" type="checkbox"/> Trash Receptacles – Qty <u>2</u> | <input type="checkbox"/> Traffic Cones – Qty _____ | <input type="checkbox"/> Fencing - _____ feet |
| <input type="checkbox"/> Electric – Yes/No | <input type="checkbox"/> Water – Yes/No | <input type="checkbox"/> Additional Restroom Cleaning – Yes/No |

☐ Approved ☐ Denied

☐ Approved with Conditions _____

Authorized Personnel Signature _____

Date: _____

DOUGLAS POLICE DEPARTMENT:

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

If yes, please describe & include times: _____

2 additional
to be on bridge on Webster & possibly lead walk

☐ Approved ☐ Denied

☒ Approved with Conditions _____

3 officers. BLUESTAR BRIDGE W/ 2 WAY TRAFFIC
USING LANE SHUT FOR SB INTR TURN LANE. VEHICLES
(POLICE + DPW) W/ BARRICADES + CONES. PATROL VEHICLE TO
LEAD EVENT ON WASHINGTON STREET.

Authorized Personnel Signature _____

Date: 07/15/25

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

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

DEPARTMENT OF PUBLIC WORKS:

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Trucks – Size _____ Qty _____ | <input type="checkbox"/> Loaders – Tele or Regular | <input type="checkbox"/> Trailer – Size _____ Qty _____ |
| <input checked="" type="checkbox"/> Traffic Control Trailer | <input type="checkbox"/> Bobcat UTV | <input type="checkbox"/> Tractor with Loader |
| <input checked="" type="checkbox"/> Barricades – Type A Qty _____ | <input type="checkbox"/> Barricades – Concrete Qty _____ | <input type="checkbox"/> Barricades – 3 Bar Qty _____ |
| <input checked="" type="checkbox"/> Trash Receptacles – Qty <u>2</u> | <input type="checkbox"/> Traffic Cones – Qty _____ | <input type="checkbox"/> Fencing - _____ feet |
| <input type="checkbox"/> Electric – Yes/No | <input type="checkbox"/> Water – Yes/No | <input type="checkbox"/> Additional Restroom Cleaning – Yes/No |

- ☒ Approved ☐ Denied
☐ Approved with Conditions _____

Authorized Personnel Signature

Rich Zoet

Date:

DOUGLAS POLICE DEPARTMENT:

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

If yes, please describe & include times:

2 additional
to be on bridge on Auester & possibly lead walk

- ☐ Approved ☐ Denied
☐ Approved with Conditions _____

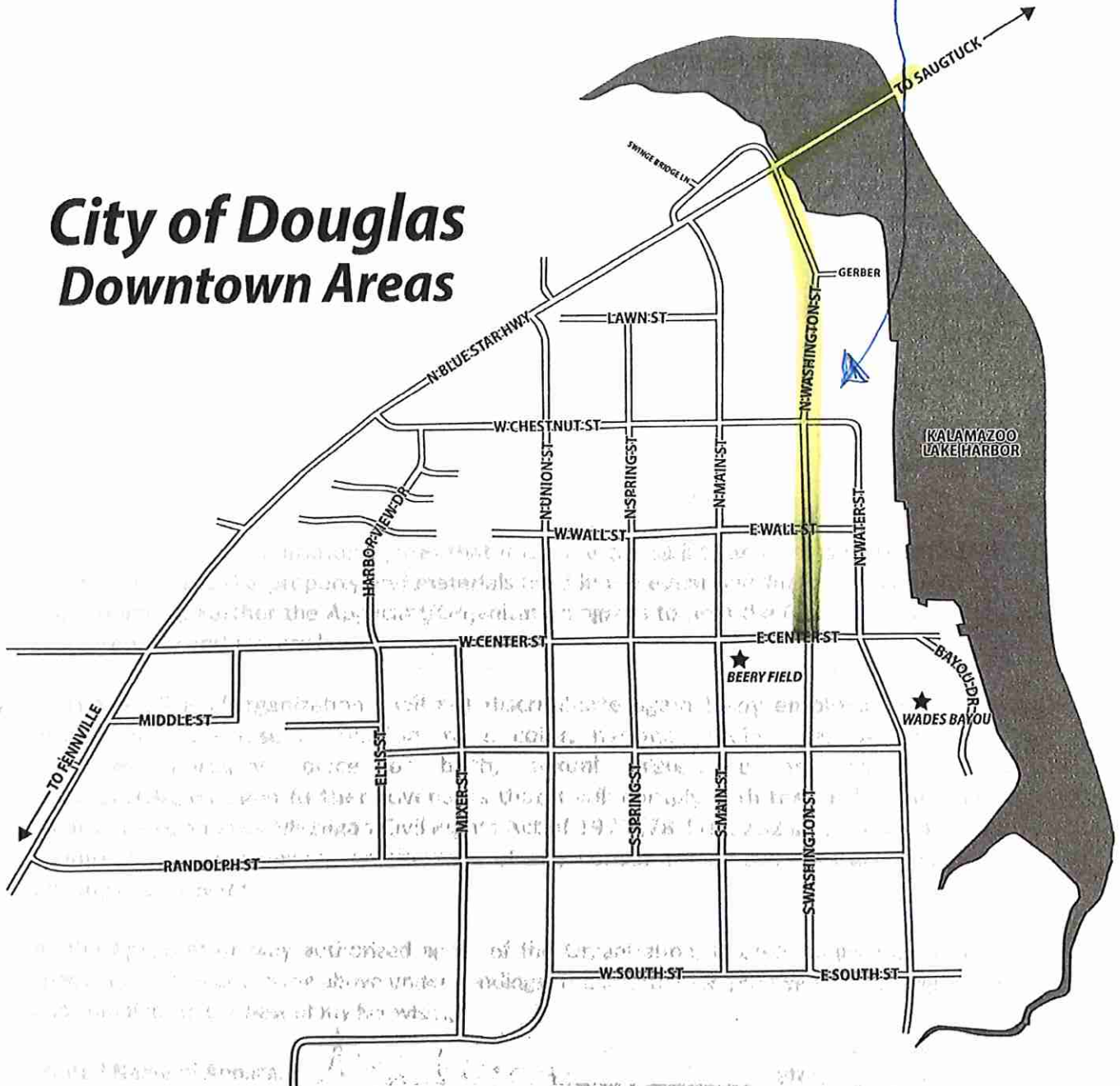
Authorized Personnel Signature

Date:

Start @ Beery Field. Close Washing
Walk From Beery Field Over Bridge Back.

N

City of Douglas Downtown Areas



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: Adrian Gandy Date: 7-1-2025

Signature of Applicant:  Date: 7-1-2025



MEMORANDUM

REGULAR CITY COUNCIL MEETING

July 21, 2025 at 6:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Special Event Permit – Halloween Parade 2025

Hystopolis Productions, a 501c3 nonprofit organization, has submitted an application for a special event permit for the 27th annual Douglas Halloween Parade for Adults to be held on Saturday, October 25th. The parade lineup will start at 9:30pm with the parade starting at 10:00pm. Music, sound amplification, and spotlights will be utilized for the event.

The application has received a departmental review from both the Police Department and the Public Works Department. Per the City's Special Event Policy, a cost confirmation form was provided to Hystopolis Production outlining the total estimated costs for City services. After initial review at the July 7th Council meeting, staff was directed to remove two police officers, since they are on duty that day, and remove all equipment costs. Below are the two cost confirmation options with and without equipment.

Option 1 – \$12,890.02 with equipment

Option 2 – \$9,330.83 without equipment

Sample Motion: I recommend City Council approve the special event permit application from Hystopolis Productions for the 27th annual Douglas Halloween Parade for the estimated cost of \$_____ to be paid no later than one week prior to the event.

COST CONFIRMATION FORM

The City of the Village of Douglas

86 W. Center St. P.O. Box 757

Douglas, MI 49406

Phone 269-857-1438

DATE: 07/21/25

EVENT Halloween Parade

This Cost Confirmation Form will be provided to the applicant/organization after application submittal. This form will outline the total estimated costs of the event. If the total estimated costs do not exceed \$3,000, then no payment will be required. However, should costs exceed this threshold, then the applicant/organization will be responsible for the additional charges above and beyond \$3,000.

Event Applicant: Hystopolis Productions / Erin Wilkinson

DESCRIPTION	OPTION #1 with equipment	OPTION #2 without equipment
	AMOUNT	AMOUNT
Police Services:		
Douglas Police and Michigan State Police Staffing	\$8,168.23	\$8,168.23
- Douglas Police - Chief, Corporal, 5 Officers, and Police Clerk (\$1,360.60)		
- Michigan State Police - 2 Sergeants, 10 State Troopers (\$6,807.63)		
Equipment, Supplies, and Barricades:		
Douglas Police Patrol Vehicles	\$300.53	
DPW Services:		
Contracted Help	\$400.00	\$400.00
DPW Overtime Hours	\$2,885.85	\$2,885.85
Extra Bathroom Cleaning Sunday Morning	\$82.38	\$82.38
Equipment, Supplies, and Barricades:		
Dump Trucks, Loaders, Pickups, Trailers, Bobcat UTV and Tractors	\$3258.66	
Trash Receptacles & Liners, T-Posts and Fencing	\$241.62	\$241.62
Concrete Barricades, 3-Bars, and Cones	\$552.75	\$552.75
	(\$3,000)	(\$3,000)
TOTAL	\$12,890.02	\$9,330.83

*Difference of \$3,559.19

Make all checks payable to **The City of the Village of Douglas**

If you have any questions concerning this invoice, contact the Clerks Department.



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

www.douglasmi.gov
info@douglasmi.gov

\$50 Fee (Free for non-profit organizations)

Date Received:	6/20/25
CITY COUNCIL ACTION:	
Approved	Denied
Date	7/7/25
POLICE DEPARTMENT ACTION:	
Approved	Denied
Date	6/30/25
DEPARTMENT OF PUBLIC WORKS ACTION:	
Approved	Denied
Date	6/30/25
Estimated Fees:	

*APPROVED w/conditions

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 90 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Please see the City of Douglas' Event Policy for more information. **Required Authorizing Personnel Signatures page must be completed prior to submitting it to City Hall for Council approval.** A Cost Confirmation Form will be provided to the applicant/organization after application submittal. This form will outline the total estimated costs of the event. If the total estimated costs do not exceed \$3,000, then no payment will be required. However, should costs exceed this threshold, then the applicant/organization will be responsible for the additional charges above and beyond \$3,000.

APPLICANT/ORGANIZATION INFORMATION

Organization: Hystopolis Productions

Applicant Name: Erin Wilkinson - Event Director PH: [REDACTED]

Street Address/P.O. Box: 3200 N. Lakeshore Dr., Ste. 2403, Chicago, IL 60657 (corporate)

City/State/Zip Code: PO Box 490, Douglas, MI 49406 (mailing)

E-mail: [REDACTED]

CONTACT PERSON ON DAY OF EVENT: Erin Wilkinson PH: [REDACTED]

EVENT INFORMATION

Name of Event: Douglas Halloween Parade for Adults - 27th Annual

Location of Event: Center Street from Ellis to Washington

Event Date(s): Saturday, Oct. 25, 2025 Start Time: 8:00 pm End Time: 12:00 am

Estimated Date/Time for: Set-Up 10/25/2025 - around noon Clean-Up 10/25 @12am & 10/26 9a

Anticipated Number of Attendees: 15-20k Anticipated Number of Volunteers: 40-50

Event Description: This is a Halloween parade for adults intended to promote tourism and drive
It is a celebration of creative arts that is fun, inclusive, and safe for everyone.

This year we may have several sponsor vehicles at the front to pose for photos with the
crowd and Pumpkin King. They' ll be parked after Center street is closed, and moved before

EVENT DETAILS

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

Street closure date/time: 8:00 pm Street re-open date/time: 12:30 am

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

Parade start time: 9pm lineup / 10 pm parade Parade finish time: 11:30-12am

MUSIC:

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

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

Time music will begin: 7 pm end: 12 am

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

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

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

ALCOHOL:

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

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

☐ Provide Copy of Michigan Liquor Control License

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

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

EVENT SIGNAGE:

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

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

FIREWORKS:

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

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

☐ Council Resolution will be Required – see City Clerk

TENTS/CANOPIES/BOOTHES:

Will tents/canopies be installed? ☒ Yes ☐ No

If yes, ☒ Tents – Quantity Max 10

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

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

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

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

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

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

DEPARTMENT OF PUBLIC WORKS:

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

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

☐ Approved ☐ Denied

☒ Approved with Conditions Approved as this permit is
as of 6/30/25

Authorized Personnel Signature

Picky L. Zet

Date:

6/30/25

DOUGLAS POLICE DEPARTMENT:

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

If yes, please describe & include times: Minimum required by DPD

☐ Approved ☐ Denied

☒ Approved with Conditions PAYMENTS FOR MSP SERVICES / DPD SERVICES

SOUND CHECK PRIOR TO EVENT. WALKING PARADE
ONLY - NO ANIMALS OR MOTORIZED VEHICLES.

CHANGES TO GO BEFORE COUNCIL.

Authorized Personnel Signature

St V

Date:

06/30/25

APPLICANT/ORGANIZATION CHECK LIST

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

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.~~ *W*
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:

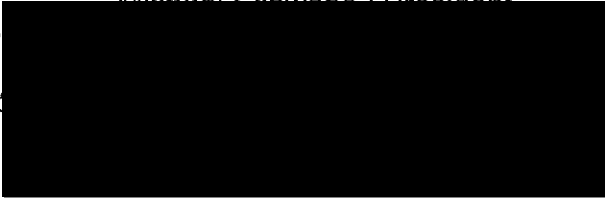
- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the 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 Michael J. Schuchman / President Date: 5/20/2025

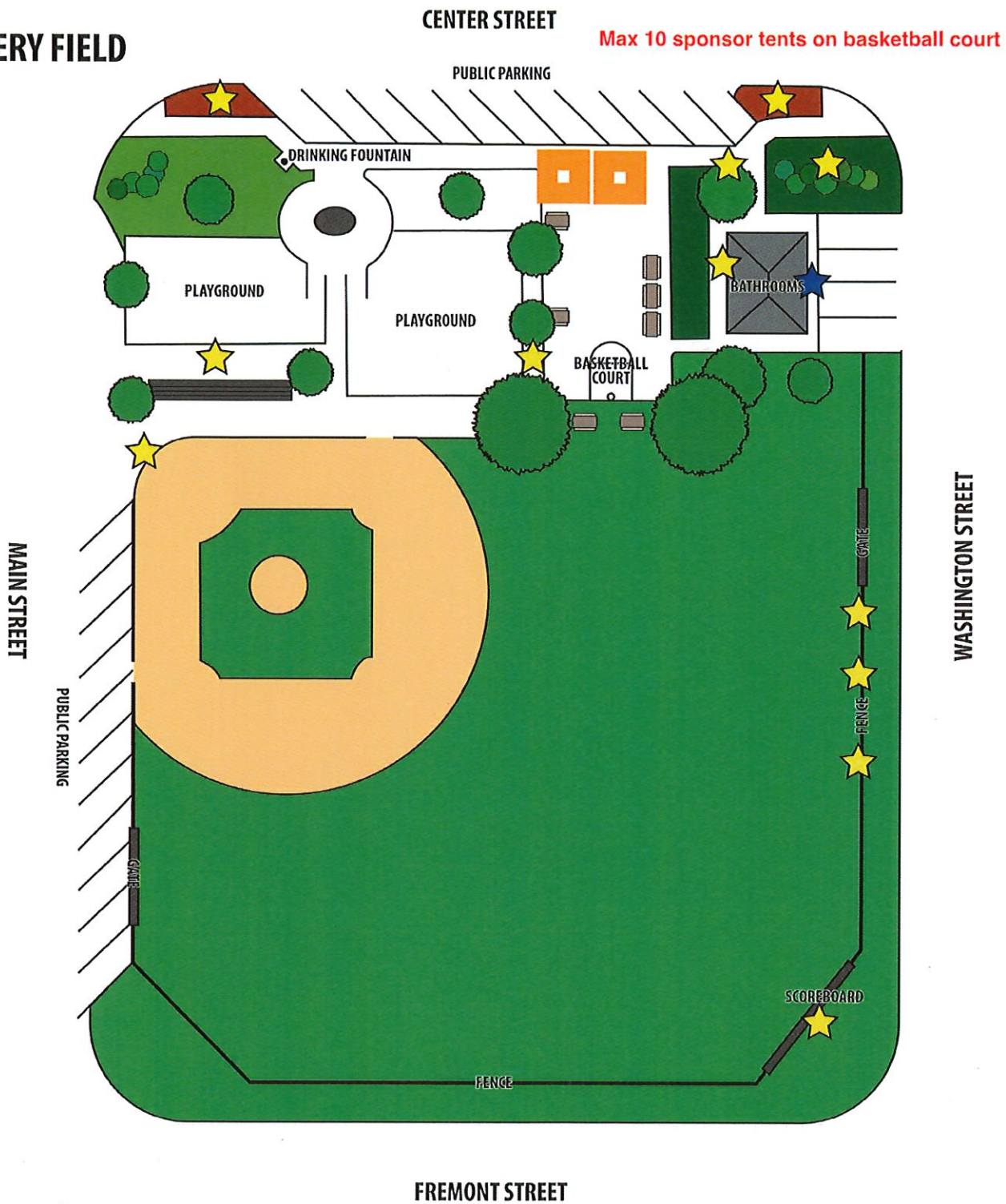
Signature of Applicant  Date: 6/26/25




City of Douglas Downtown Areas



BEERY FIELD

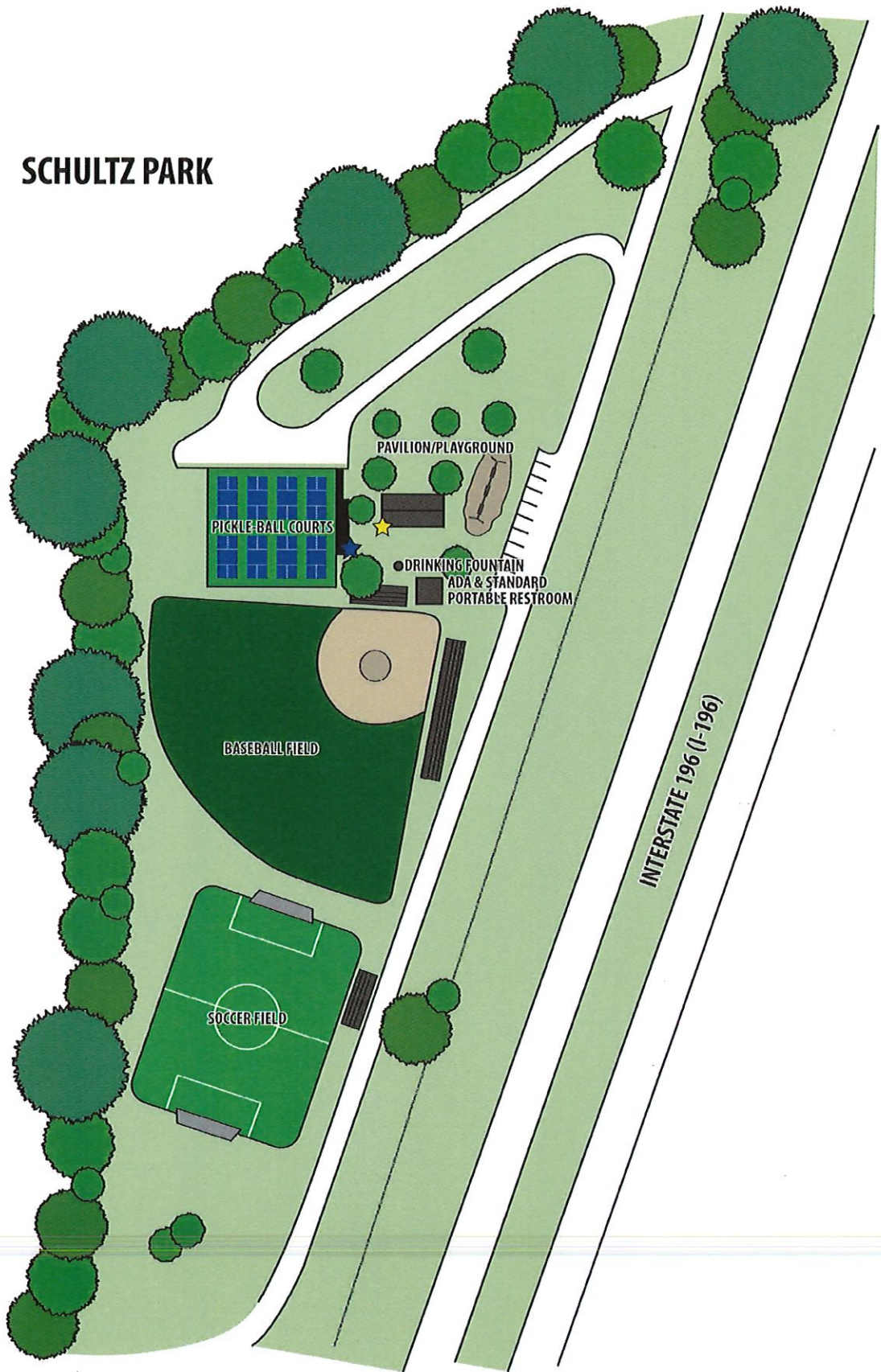


-  Water Hose Hookup
-  Electrical Outlet

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



SCHULTZ PARK

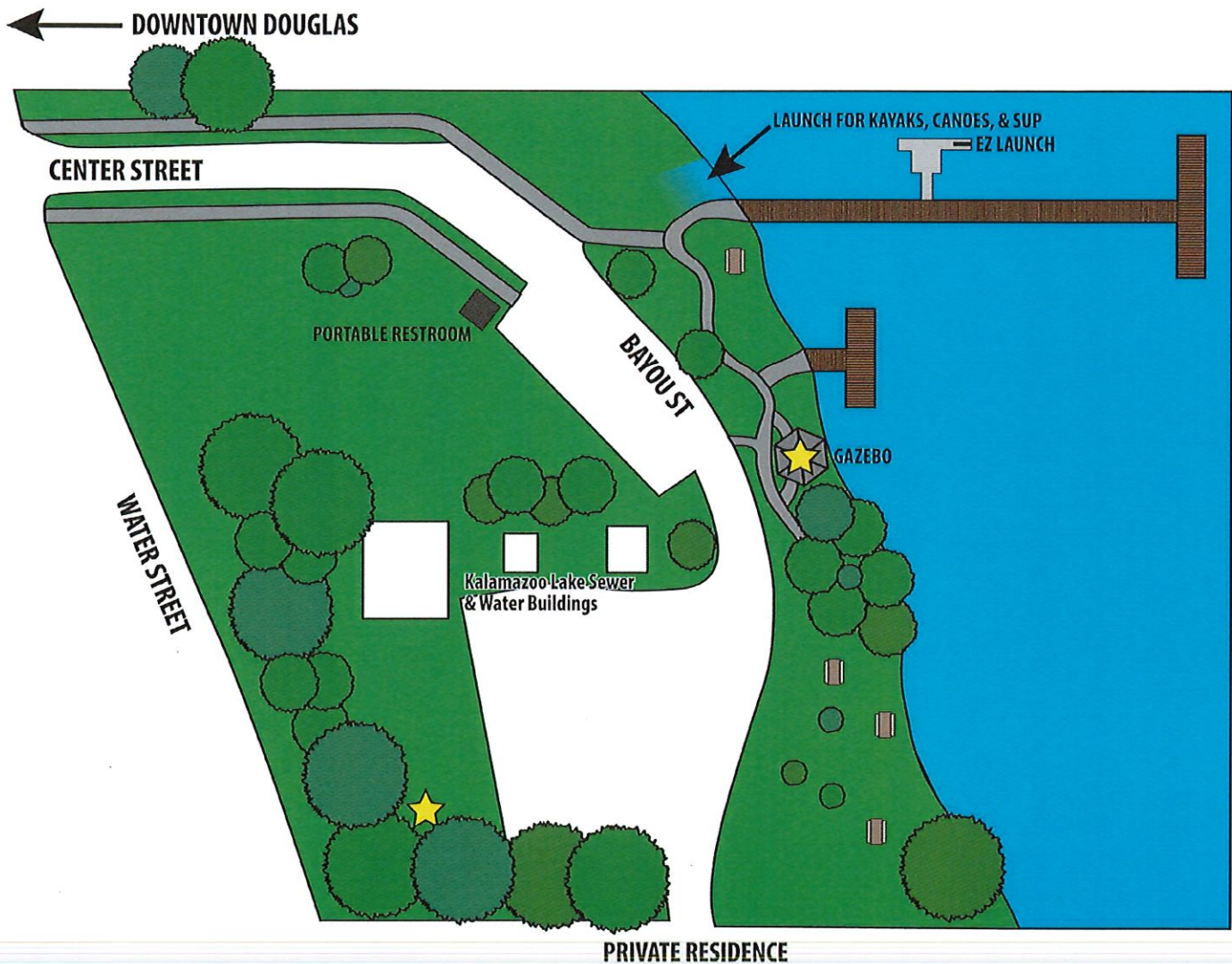


★ Electrical Outlet ★ Water Spigot

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

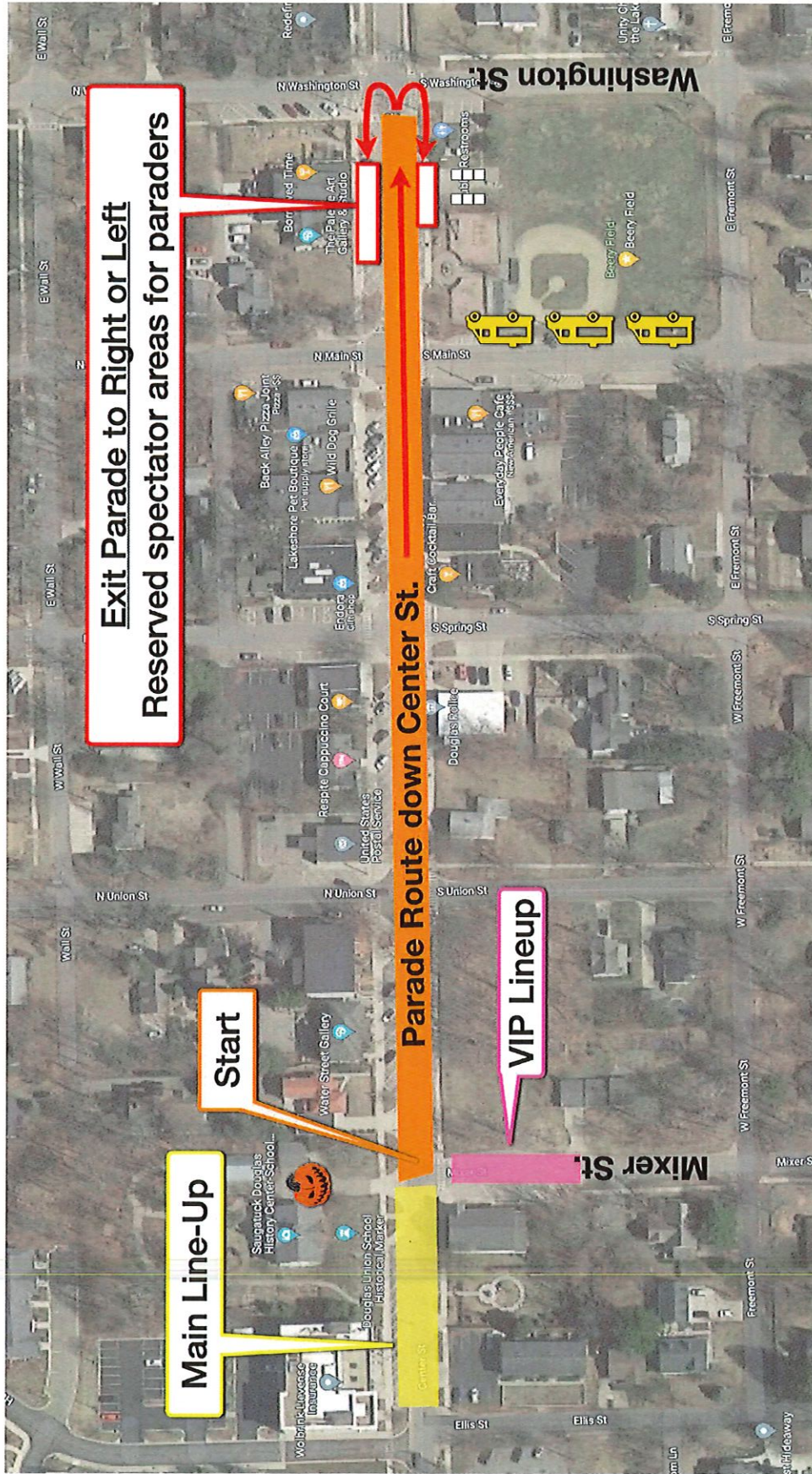


WADES BAYOU



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

2025 Douglas Halloween Parade Layout

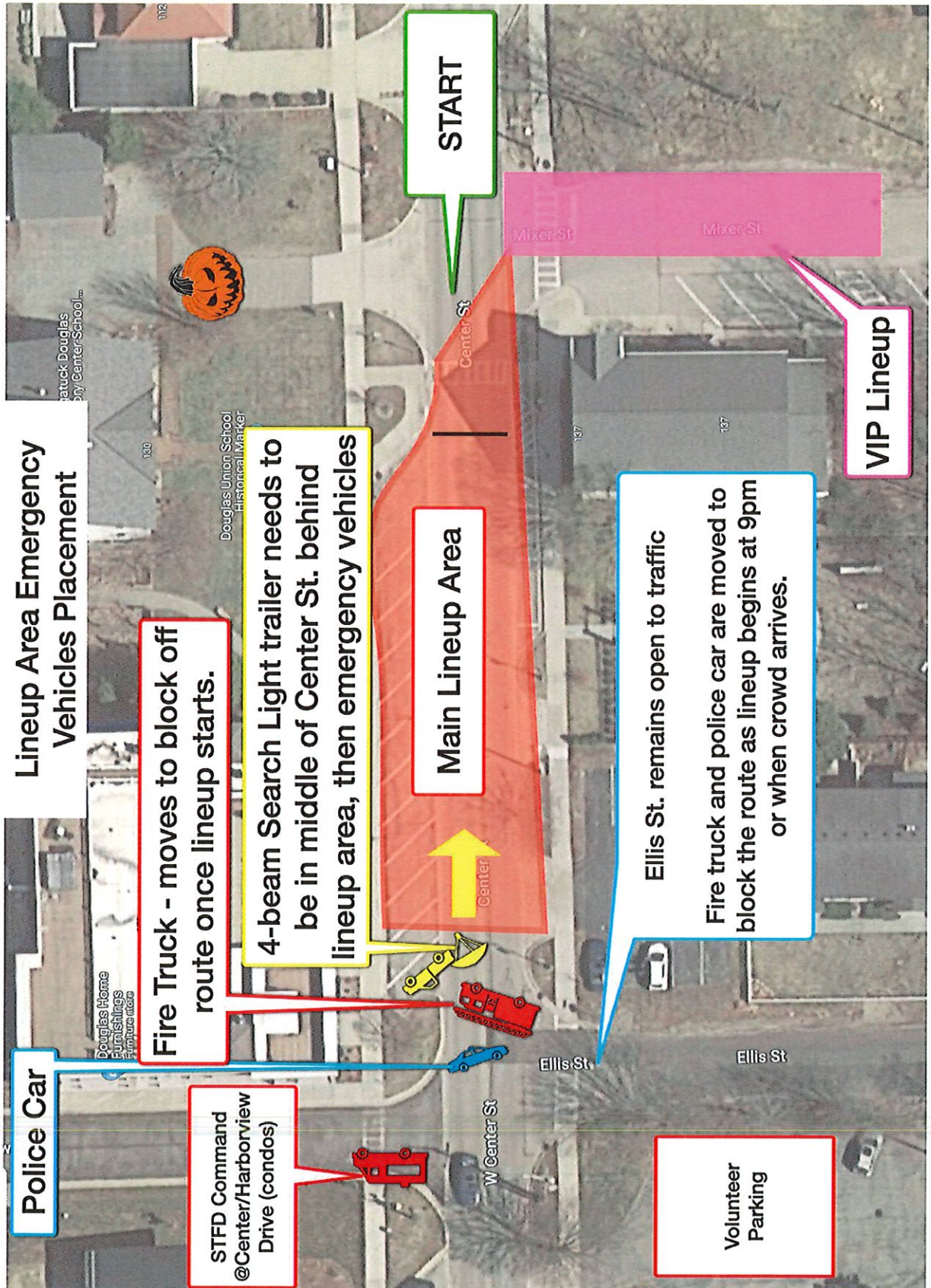


9:00 pm Lineup
9:30 pm VIP Lineup
10 pm Parade

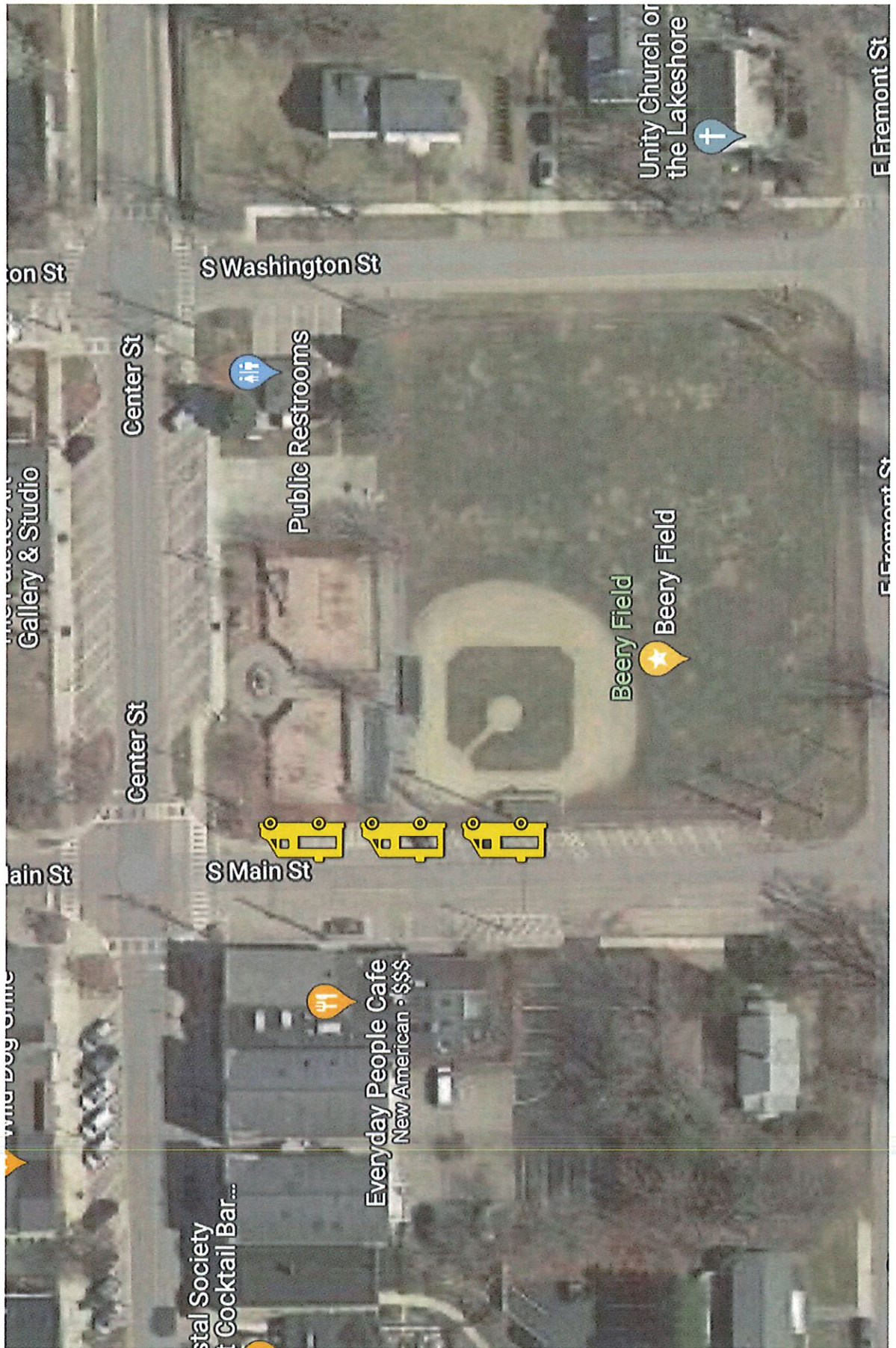
Emergency Vehicle Placement (Tentative)



Lineup Vehicle Placement



Food Truck Placement



2025 No Parking



2025 Interurban Pickup/Drop Off

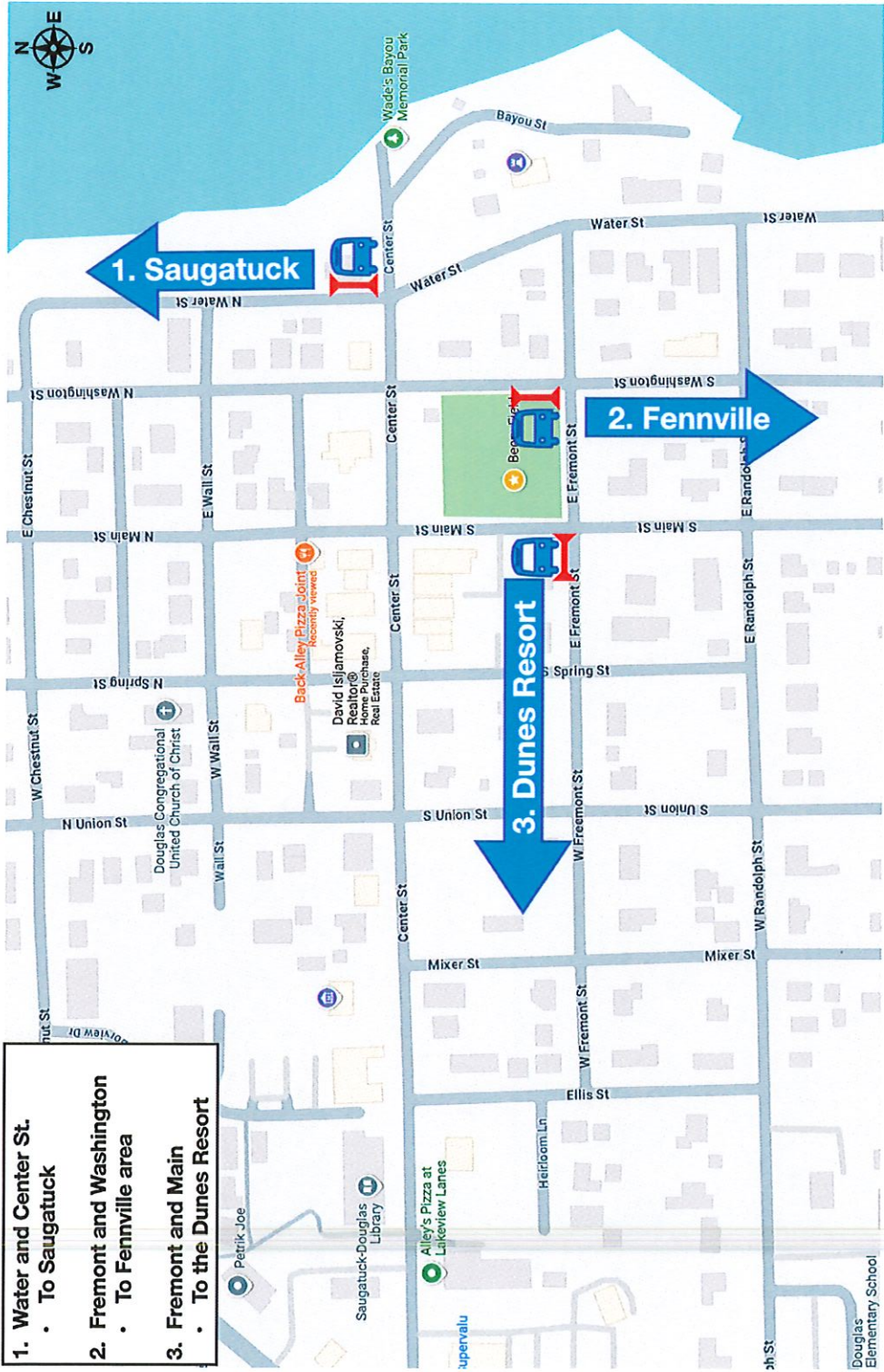


1. East Side of Water and Center St.
 - To Saugatuck
2. Fremont and West Side of Washington
 - To Fennville area
3. North Side of Fremont and Main
 - To the Dunes Resort

Pickup Areas - Need 25' blocked for pickup



2025 Interurban Douglas Pickup/Drop Off



Internal Revenue Service
District Director

Department of the Treasury

Item 7A.

Date: 8 - OCT 1986

▷ Hystopolis Productions, Inc.
441 W. North Ave.
Chicago, IL 60610

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(c)(2).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(c)(2) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(c)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(c)(2) organization.

(over)

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

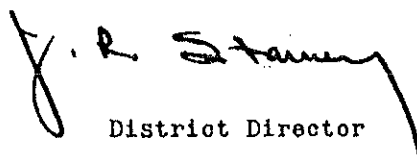
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

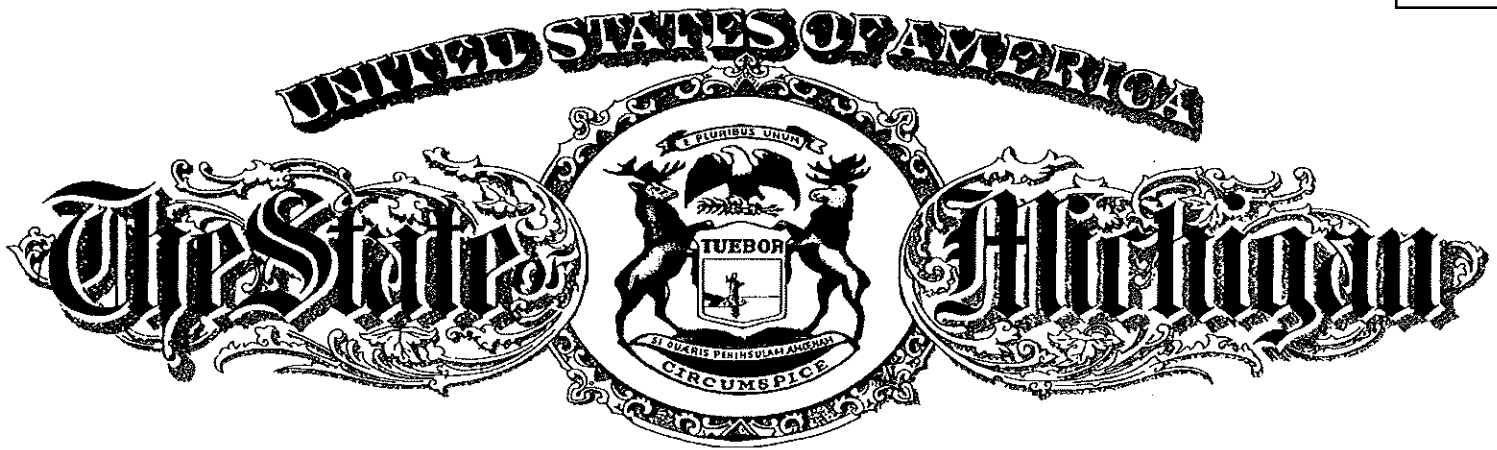
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,


District Director



Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

HYSTOPOLIS PRODUCTIONS

a nonprofit corporation existing under the laws of the state of Illinois

was validly authorized to conduct affairs in Michigan on the 1 day of April, 2019 in conformity with 1982 PA 162.

Said corporation is authorized to conduct in this state any affairs of the character set forth in its application which a domestic corporation formed under this act may lawfully conduct. The authority shall continue as long as said corporation retains its authority to conduct such affairs in the jurisdiction of its incorporation and its authority to conduct affairs in this state has not been surrendered, suspended, or revoked.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 1st day of April, 2019.

Julia Dale

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau



MEMORANDUM

TO: Douglas City Council

FROM: Lisa Nocerini, City Manager

DATE: July 21, 2025

RE: Sale of City-Owned Property at 86 W. Center Street to Worth Strategies, LLC

The City of the Village of Douglas has negotiated the sale of the City-owned property located at 86 W. Center Street, the Douglas City Hall building, to Worth Strategies, LLC, for a purchase price of \$625,000. The property was identified as surplus following the relocation of City Hall.

Key terms of the proposed sale include the following:

- At closing, the city will lease the building at no cost (\$0.00) through December 31, 2025, and will continue to maintain the facility during that time.
- A key component of this agreement is the including of a deed restriction prohibiting demolition of the structure due to its recognition as a historic building under a State of Michigan designation.

Recommended Motion:

Motion to adopt Resolution No. 22-2025, authorizing the sale of city-owned property located at 86 W. Center Street, Douglas, Michigan, to Worth Strategies, LLC, for the purchase price of \$625,000, including a no-cost lease until possession, and a deed restriction prohibiting demolition of the historic structure. The Mayor and City Clerk are authorized to execute all necessary documents.

CITY OF THE VILLAGE OF DOUGLAS**RESOLUTION NO. 22-2025****A RESOLUTION AUTHORIZING THE SALE OF CITY-OWNED PROPERTY LOCATED AT 86 W. CENTER STREET, DOUGLAS, MICHIGAN, TO WORTH STRATEGIES, LLC, INCLUDING LEASE TERMS, AND HISTORIC PRESERVATION CONDITIONS**

WHEREAS, the City of the Village of Douglas (the "City") is the owner of real property located at 86 W. Center Street, Douglas, Michigan 49406, in Allegan County (the "Property"); and

WHEREAS, the City has negotiated a sale of the Property to Worth Strategies, LLC for the agreed-upon purchase price of Six Hundred Twenty-Five Thousand Dollars (\$625,000); and

WHEREAS, the City agrees to lease the building from the buyer at no cost (\$0.00) from the date of closing until December 31, 2025, and will continue to maintain the property during this lease period; and

WHEREAS, the buyer understands and agrees that a deed restriction will be placed on the property as a condition of sale, which prohibits demolition of the structure due to its designation as a State of Michigan historic building; and

WHEREAS, the City finds this arrangement to be in the best interest of the community by supporting downtown revitalization, promoting historic preservation, and ensuring productive use of public assets.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of the Village of Douglas hereby approves the sale of the Property to Worth Strategies, LLC for the amount of \$625,000, including lease terms and the historic preservation terms described above and under further terms and conditions deemed appropriate by the City Manager and legal counsel; and

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are authorized to execute all necessary documents and take all appropriate actions to effectuate the sale and implement the terms of the agreement; and

BE IT FURTHER RESOLVED, that the proceeds from the sale shall be used in accordance with City financial policies and designated allocations as determined by the City Council.

YEAS:

NAYS:

ABSENT:

ADOPTED this 21st day of July 2025.

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Cathy North, Mayor

BY: _____
Laura Kasper, City Clerk

CERTIFICATION

I, Laura Kasper, 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 July 21, 2025, 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: _____
Laura Kasper, City Clerk

To: City of the Village of Douglas City Council

Date: July 7, 2025

From: Sean Homyen, Planning & Zoning Administrator

RE: **165 Main St – Land Split**



The Village of Friendliness – Since 1870

Jerome and Sarah Donovan is requesting to split 165 Main St zoned R-3 Neighborhood Conservation District. The purpose of this memorandum is to review the land division request pursuant to Article 17, Land Division Regulations, of the City of the Village of Douglas Zoning Ordinance.

Background and Request. The property at 165 Main St is currently vacant and zoned R-3 Neighborhood Conservation District. It is also located within the Gerber Plat. The applicant is concurrently requesting a boundary line adjustment, proposing to transfer a portion of 165 Main St to the adjacent property at 163 Main St. The boundary line adjustment has received preliminary approval; however, final approval is contingent upon the approval of the required land division to legally separate the portion to be transferred.



Parcel Ariel View

Procedure. At the July 21, 2025, City Council meeting, Council will decide whether to approve, disapprove or approve with reasonable conditions to assure compliance with applicable ordinances and the protection of the public health, safety and general welfare, the requested land division within the time required by the Land Division Act. If disapproved, the reason for disapproval shall be stated in the motion

Land Split Criteria. Section 17.03(3), Zoning Administrator Action, states that the Zoning Administrator shall recommend approval only for land split requests that fully comply with the listed standards. A written record of the Zoning Administrator's findings must be submitted to the City Council for consideration.

- a) The proposed lot as divided or as joined with an adjacent parcel constitutes a lot conforming with the requirements of the zoning district in which it is located.

Met, the proposed lots meet the minimum width, lot size, and width to depth ratio

b) The remaining property after the division has occurred constitutes a lot(s) conforming with the requirements of the zoning district in which it is located either in itself or when joined with adjacent property.

Met, the proposed lots meet the minimum width, lot size, and width to depth ratio

c) A parcel is not being divided into more divisions than permitted by the Land Division Act, P.A. 288 of 1967, as amended, and all the requirements of the Land Division Act are met (see especially Sections 108 and 109 of the Land Division Act).

Met.

d) The division does not involve an outlot intended for a future street access or is otherwise required to further subdivide adjacent property.

Met.

e) All lots resulting from the proposed division that are either occupied by a residential building or are intended for residential, commercial, industrial or other development building sites are to be at least the minimum width, area, square footage, and depth of lots in the district in which the land is located, unless the lots are not to be served by public sanitary sewer and public water service in which case they shall be of a size sufficient to receive a permit for a septic system from the County Health Department. Any lot created after the effective date of this Ordinance shall have a lot width-to-depth ratio not greater than 1 :3, unless along the Kalamazoo River.

Met.

f) All newly created lots shall have a buildable area and access to a public or approved private road. The buildable area of a lot shall be a contiguous area of land sufficient in size to erect a principal structure meeting the requirements of this Ordinance, excluding land subject to flooding, poor drainage, slopes greater than twelve (12) percent, rock outcrops, protected sand dunes, regulated wetlands, and/or land encumbered by easements that together or individually would prevent the use of the land for a permitted purpose under existing local, county, state or federal regulations.

Met. It should be noted that there is a utility pole and boxes located in the ROW of Washington St. In the future if the parcels were to be developed, the utilities would need

to be addressed to be able to provide a driveway access to the parcel.

g) The creation of flag lots is not permitted.

Met.

RECOMMENDATION. The City Council will consider the request at its July 21st, 2025 meeting. At that time, Council should carefully review any public comments, new information submitted by the applicant, and the analysis provided in this report. Staff is recommending approval of the request to split the property. A resolution and a suggested motion are provided below.

SUGGESTED MOTION

I move to adopt Resolution 21-2025, approving the lot split for parcel #03-59-300-024-00, located at 165 Main Street.

Please feel free to reach out with any questions.



Land Division / Consolidation Permit Application

For Lot Splits, Line Adjustments, and Consolidations
Application Fee \$250

The Village of Friendliness—Since 1870

Submission of this Land Division / Consolidation Application for review shall be accompanied by the City of Douglas Zoning Review Application and may require Declaration of Lot Consolidation; to conform with the Michigan Land Division Act PA 288 of 1967, Village of Douglas Subdivision Ordinance No. 118, as well as, Article 17 of the City of Douglas Zoning Ordinance.

Property Information: ☒ Lot Split ☐ Line Adjustment ☐ Consolidation ☐ Other

Address or Location: 165 Main St, Douglas, MI

Parcel Number: 03-59-300-024-00 Property Size: 0.503

Legal Property Description: See attached Survey Zoning District: R3

Size and Legal Dimensions of Proposed lot(s) to Be Created: Parcel 1- 8,963sf and Parcel 2- 8963sf

See attached survey - Parcel 1 and Parcel 2

Lots 24 & 25 ex Hwy ROW Gerber Plat

If transfer of division rights are proposed in the land transfer, please provide the detailed information about the terms and availability of the proposed division.

Property Owner Information

Name: Jerome and Sarah Donovan

Phone Number: [REDACTED] Email Address: [REDACTED]

Mailing Address / PO Box [REDACTED] City: Douglas State: MI Zip: 49406

Application Requirements

- ☒ Copy of Recorded Plat or Other Official Maps
- ☒ Affidavit Signed by Applicant with Purpose and Utilities Existing/Proposed
- ☒ Scaled Drawing Illustrating Proposed Land Division
- ☒ Proof That All Standards of the Land Division Act and the City Ordinance Has Been Met
- ☒ History and Specification of Any Previous Land Division

☒ Yes, I have read the City of Douglas Zoning Ordinance Article 17 Land Division Regulations

I hereby grant permission for City Administration, members of the Douglas City Council, Planning Commission, and/or Board of Appeals to enter the above described property (or as described in the attached) for the purpose of gathering information related to this application/request/proposal.

I hereby attest that all due and payable taxes or installments of special assessments pertaining to the land proposed to be divided are paid in full.

6/26/2025

Date

FOR INTERNAL USE ONLY

CITY OF DOUGLAS ZONING REVIEW

Approved ☐ Conditional Approval ☐ Denied ☐ Permit Number _____

Rationale _____

Fee Paid ☐ Application Requirements Met ☐

Plans reviewed by Planning Commission on: _____ Approved on: _____ (Attach Minutes)

Plans reviewed by City Council on: _____ Approved on: _____ (Attach Minutes)

Signature of Planning & Zoning Administrator _____

Date _____

P12292021PZ

165 N MAIN ST DOUGLAS, MI 49406 (Property Address)

Parcel Number: 59-300-024-00



Item 1 of 1

1 Image / 0 Sketches

Property Owner: DONOVAN JEROME & SARAH J

Summary Information

> Assessed Value: \$77,800 | Taxable Value: \$77,800

> Property Tax information found

Owner and Taxpayer Information

Owner

DONOVAN JEROME & SARAH J Taxpayer
PO BOX 107
DOUGLAS, MI 49406

SEE OWNER INFORMATION

General Information for Tax Year 2025

Property Class	402 RESIDENTIAL-VACANT	Unit	59 DOUGLAS CITY
School District	SAUGATUCK PUBLIC SCHOOLS	Assessed Value	\$77,800
MAP #	235	Taxable Value	\$77,800
ACTION	0	State Equalized Value	\$77,800
USER ALPHA 1	Not Available	Date of Last Name Change	09/17/2024
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
ADDRESS CHANGE	Not Available	Exemption	No Data to Display

Principal Residence Exemption Information

Homestead Date 12/14/2010

Principal Residence Exemption	June 1st	Final
2025	0.0000 %	0.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2024	\$81,400	\$81,400	\$27,379
2023	\$76,900	\$76,900	\$26,076
2022	\$64,400	\$64,400	\$24,835

Land Information

Zoning Code	R-3 NBHD CONSER	Total Acres	0.503
Land Value	\$155,600	Land Improvements	\$0
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	DOUGLAS CENTRAL EAST	Mortgage Code	No Data to Display
Lot Dimensions/Comments	IRREG - PIE LIKE	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
Lot 1	Not Available	Not Available
Lot 2	Not Available	Not Available
Total Frontage: 0.00 ft		Average Depth: 0.00 ft

Legal Description

LOTS 24 & 25 EX HWY R/O/W GERRER PI AT

By continuing to use this website you agree to the [BS&A Online Terms of Use](#).

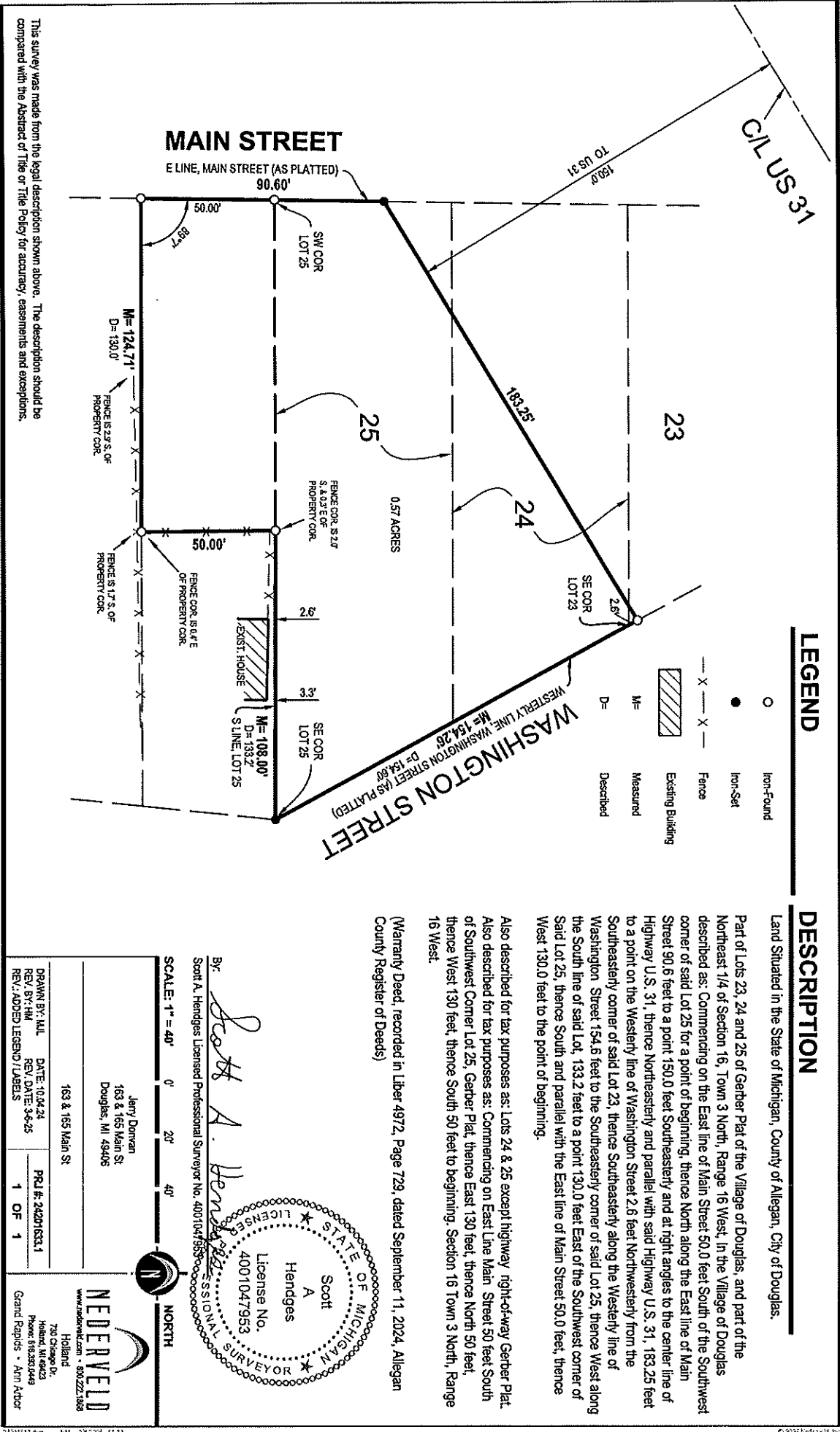
Date of Last Split/Combine	No Data to Display	Number of Splits Left	0
Date Form Filed	No Data to Display	Unallocated Div.s of Parent	0
Date Created	01/01/0001	Unallocated Div.s Transferred	0
Acreage of Parent	0.00	Rights Were Transferred	Not Available
Split Number	0	Courtesy Split	Not Available
Parent Parcel	No Data to Display		

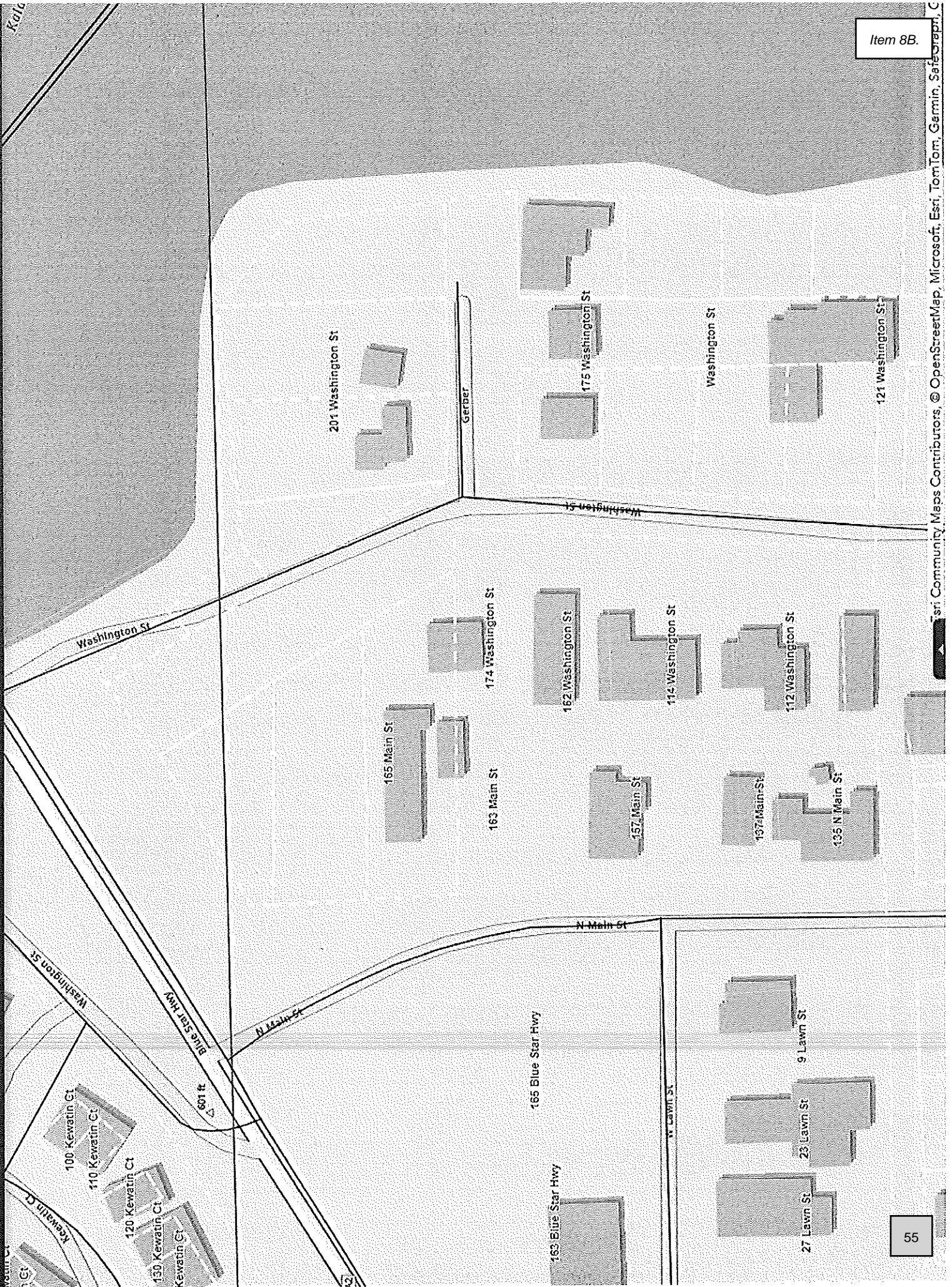
Sale History

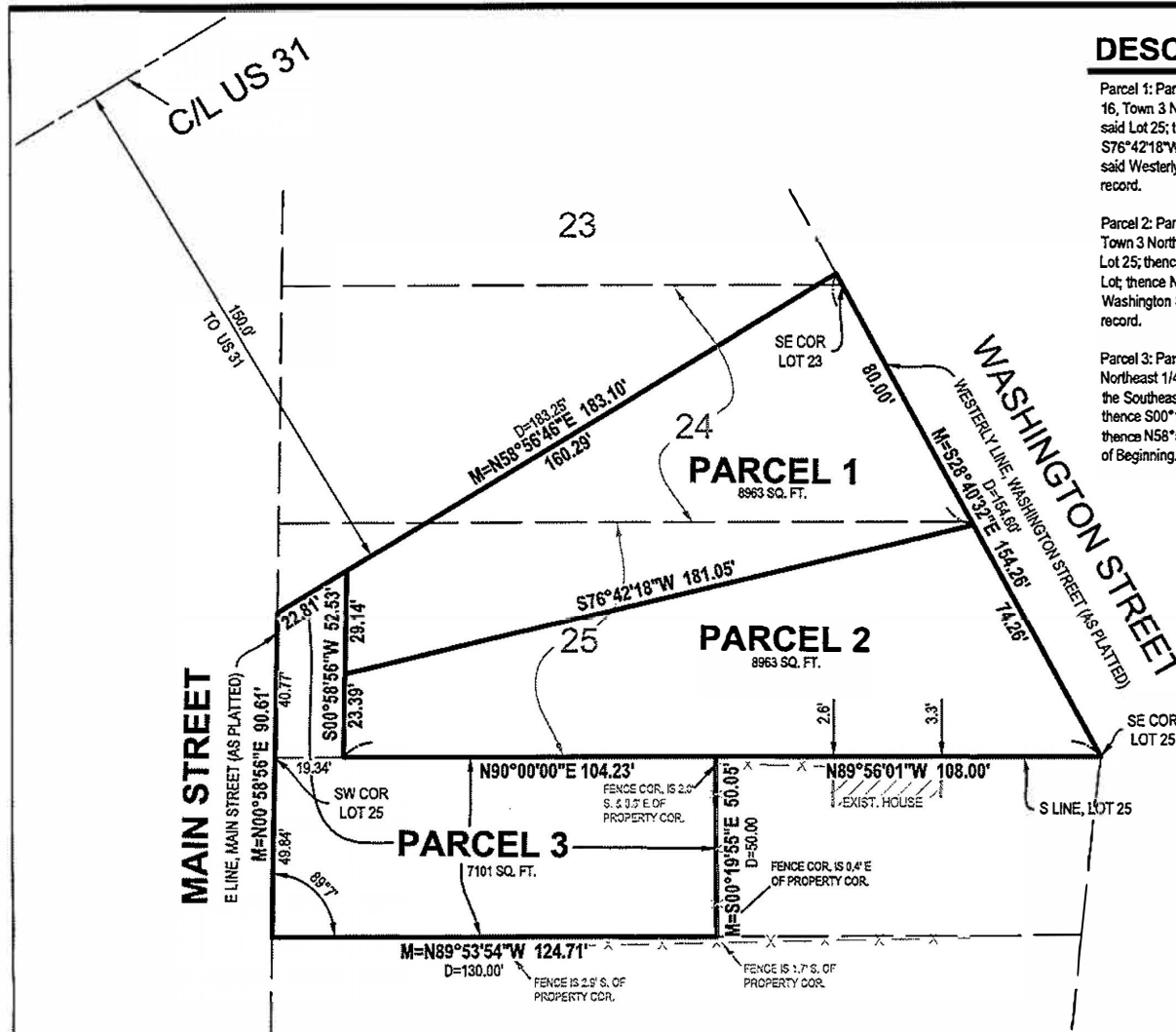
Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
09/10/2024	\$450,000.00	WD	BOMBASSEI TINA	DONOVAN JEROME & SARAH J	19-MULTI PARCEL ARM'S LENGTH	4972/729

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This sketch was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

DESCRIPTION

Parcel 1: Part of Lots 24-25 of The Gerber Plat as recorded in Liber 2 of plats, Page 32, Allegan County Register of deeds, Section 16, Town 3 North, Range 16 West, City of Douglas Allegan County, Michigan, described as: Commencing at the Southeast corner of said Lot 25; thence N28°40'32"W 74.26 feet along the Westerly line of Washington Street to the Point of Beginning; thence S76°42'18"W 181.05 feet; thence N00°58'56"E 29.14 feet; thence N58°56'46"E 160.29 feet; thence S28°40'32"E 80.00 feet along said Westerly line to the Point of Beginning. Contains 8963 square feet. Subject to easements, restrictions and rights-of-way of record.

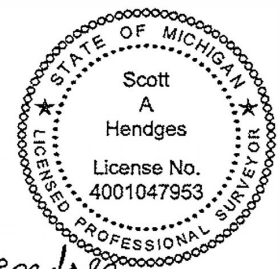
Parcel 2: Part of Lot 25 of The Gerber Plat as recorded in Liber 2 of plats, Page 32, Allegan County Register of deeds, Section 16, Town 3 North, Range 16 West, City of Douglas Allegan County, Michigan, described as: Beginning at the Southeast corner of said Lot 25; thence N89°56'01"W 108.00 feet; thence S90°00'00"W 104.23 feet (The previous 2 calls being along the South line of said Lot; thence N00°58'56"E 23.39 feet; thence N76°42'18"E 181.05 feet; thence S28°40'32"E 74.26 feet along the Westerly line of Washington Street to the Point of Beginning. Contains 8963 square feet. Subject to easements, restrictions and rights-of-way of record.

Parcel 3: Part of Lot 25 of The Gerber Plat as recorded in Liber 2 of plats, Page 32, Allegan County Register of deeds and part of the Northeast 1/4 of Section 16, Town 3 North, Range 16 West, City of Douglas Allegan County, Michigan, described as: Commencing at the Southeast corner of said Lot 25; thence N89°56'01"W 108.00 feet along the South line of said Lot to the Point of Beginning; thence S00°19'55"E 50.05 feet; thence N89°53'54"W 124.71 feet; thence N00°58'56"E 90.61 feet along the East line of Main Street; thence N58°56'46"E 22.81 feet; thence S00°58'56"W 52.53 feet; thence N90°00'00"E 104.23 feet along said South line to the Point of Beginning. Contains 7101 square feet. Subject to easements, restrictions and rights-of-way of record.

**Note: Lightly shaded improvements shown hereon are from previous Nederveld, Inc. project no. 24201633, dated 03/06/25.

LEGEND

- X — X — Fence
- Existing Building
- M= Measured
- D= Described



By: *Scott A. Hendges*
 Scott A. Hendges Licensed Professional Surveyor No. 4001047953

SCALE: 1" = 40' 0' 20' 40'



Coldwell Banker Woodland Schmidt
 Nico Leo
 P.O. Box 2717
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 Douglas, MI 49405-2717
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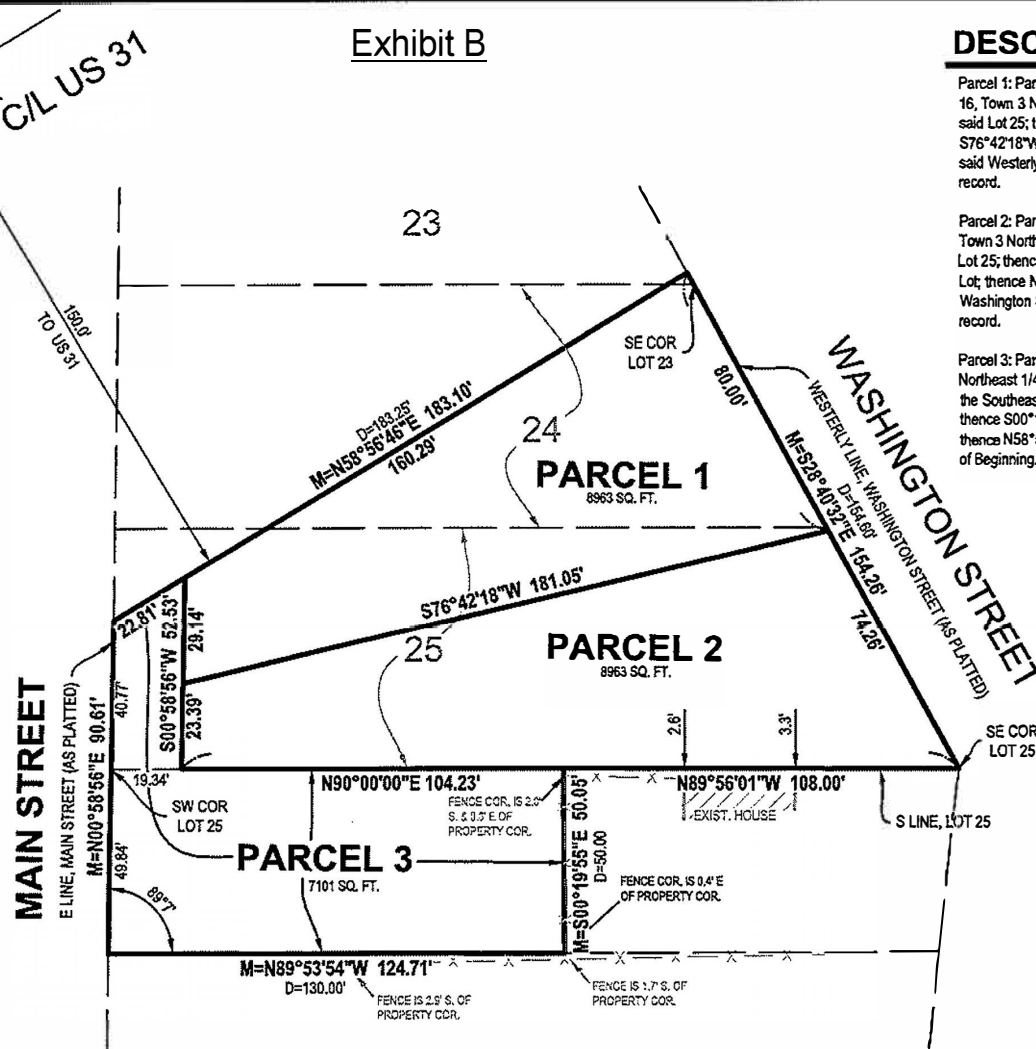
DRAWN BY: HM
 REV. BY:
 REV:

DATE: 06-18-25
 REV. DATE:

PRJ #: 25200672DSC

1 OF 1

Exhibit B



This sketch was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

DESCRIPTION

Parcel 1: Part of Lots 24-25 of The Gerber Plat as recorded in Liber 2 of plats, Page 32, Allegan County Register of deeds, Section 16, Town 3 North, Range 16 West, City of Douglas Allegan County, Michigan, described as: Commencing at the Southeast corner of said Lot 25; thence N28°40'32"W 74.26 feet along the Westerly line of Washington Street to the Point of Beginning; thence S76°42'18"W 181.05 feet; thence N00°58'56"E 29.14 feet; thence N58°56'46"E 160.29 feet; thence S28°40'32"E 80.00 feet along said Westerly line to the Point of Beginning. Contains 8963 square feet. Subject to easements, restrictions and rights-of-way of record.

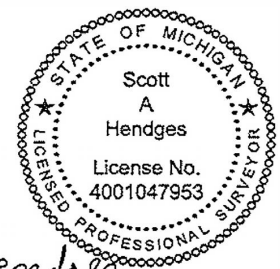
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- X — X — Fence
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SCALE: 1" = 40' 0' 20' 40'



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DRAWN BY: HM
 REV. BY:
 REV:

DATE: 06-18-25
 REV. DATE:

PRJ #: 25200672DSC
 1 OF 1

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

RESOLUTION NO. 21-2025

**RESOLUTION APPROVING LOT SPLIT
PPN: 03-59-300-024-00, 165 Main St, Douglas Michigan**

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 21st day of July, 2025, at 7:00 p.m.

PRESENT:

ABSENT:

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

RESOLUTION

WHEREAS, Article 17 of the Zoning Ordinance of the City of the Village of Douglas (“Douglas”) regulates the division and combination of platted lots and unplatted land; and

WHEREAS, the City has received a Land Division Application (Exhibit “A”) from Jerome and Sarah Donovan (“Applicants”) for the division of Parcel No. 03-59-300-024-00, located at 165 Main Street, Douglas, Michigan, and an official survey of the proposed division has been submitted and is attached hereto as Exhibit “B”; and

WHEREAS, the proposed land division shall not result in any lot with a width-to-depth ratio great than 1:3, in accordance with Article 17; and

WHEREAS, the proposed division will result in two conforming lots that meet the dimensional requirements of the R-3 Residential Zoning District; and

WHEREAS, the newly created lot has direct access to a public street and is not classified as a flag lot; and

WHEREAS, approval of the land division is contingent upon final approval by the City Council; and

WHEREAS, both resulting lots may be developed with residential structures in accordance with Section 3.11, Table of Land Uses, and all other applicable provisions of the City of the Village of Douglas Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Council of the City of Douglas approves the lot split of 165 Main St (PPN: 03-59-300-024-00) in Douglas, Michigan; for the creation of PPNS _____,
_____.
2. The split is effective upon approval by Council, and shall be recorded by the Applicant with copy provided to the City within 120 days of certification of this resolution; and
3. That any resolutions in conflict with this Resolution are deemed rescinded and revoked by the adoption of this Resolution.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 21st day of July, 2025.

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Cathy North, Mayor

BY: _____
Laura Kasper , City Clerk

CERTIFICATION

I, Laura Kasper, 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 July 21st 2025 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: _____
Laura Kasper, City Clerk



MEMO

To: Douglas City Council

From: Lisa Nocerini, City Manager

RE: Tri-Community Wildlife Committee – Deer Management Recommendations

Date: July 21st, 2025

Over the past several months, the Tri-Community Wildlife Committee—comprising representatives from the City of the Village of Douglas, the City of Saugatuck, and Saugatuck Township—has been actively working to address ongoing concerns related to deer overpopulation within our shared region. In response to extensive public input and intergovernmental discussion, the committee has developed two proposed approaches for managed archery-only hunts for each community to consider:

Option 1: Managed hunting on private properties, including individual property owners and homeowner associations (HOAs)

Option 2: Managed hunting on public lands

These options have been designed to align with the Michigan Department of Natural Resources (MDNR) designated hunting season and limit participation to archery equipment only for safety purposes. A comparative outline of both options is included in your meeting packet for review.

At this time, City Administration recommends that Council approve the implementation of the private property and HOA-based hunting program only for the 2025-2026 hunting season. Due to the potential sale and development of the City-owned 17-acre parcel—currently the only feasible public land for such use—we believe it is prudent to defer any consideration of public land hunting until a future date when land availability can be re-evaluated.

The Douglas Police Department has agreed to manage the application and permitting process for participating hunters. This will include background checks and verification of compliance with all safety and legal requirements.

Additionally, all approved private property owners and HOAs will be required to report the number of deer harvested following each hunting season. This information will be essential to tracking progress over time and evaluating the overall effectiveness of the program.

Suggested Motion: Motion to approve the Private Property and Homeowner Association (HOA) Guidelines and Application for Controlled Archery Hunts within the City of the Village of Douglas, as presented, and authorize the implementation of the program for the 2025-2026 MDNR-designated hunting season. This approval excludes the use of public lands at this time.



City of the Village of Douglas, Michigan Deer Population Management Program

PUBLIC LANDS ONLY

****ONLY ARCHERY EQUIPMENT** is permitted for all hunts in the City/Township. **The use of firearms is strictly prohibited in the City limits at all times without a permit from the City, including during the Michigan DNR-designated firearm season. Hunters conducting archery hunts during the firearm season must wear an orange vest in compliance with state safety regulations.****

Qualified Hunter Application

The City of the Village of Douglas is seeking qualified hunters to participate in a managed hunt on designated public lands to address the growing deer population. This controlled effort is intended to balance the herd size with ecological, safety, and property concerns in our community.

Applicant Information

Name: _____

Address: _____

Phone: _____

Email: _____

Driver's License #: _____

Date of Birth: _____

Hunting Qualifications

- MI DNR Hunter ID #: _____

- Valid 2025-2026 Michigan Hunting License: ☐ Yes ☐ No

- Hunter Safety Certified: ☐ Yes ☐ No

- Certification Number (if known): _____

- Years of Deer Hunting Experience: _____

- Prior Municipal/Special Hunt Participation: ☐ Yes ☐ No

If yes, please specify location/year: _____

Equipment-Count- Processing

Proficient with elevated stand use: ☐ Yes ☐ No

Planning to use a ground blind: ☐ Yes ☐ No

How many deer do you plan to harvest: _____

What are your plans for the harvested meat: (ex: donate, keep)

Michigan Sportsmen Against Hunger:

<https://www.sportsmenagainsthunger.org/michigansportsmenagainsthunger>

Doe Patrol: <https://www.doepatrolmi.com/contact-us>

Blue Star Meat: <https://bluestarmeats.com/>

Willing to hunt in any City-designated location: ☐ Yes ☐ No

Acknowledgment

By signing, I acknowledge that:

1. This application does not guarantee selection.
2. Hunters selected by the City of Douglas must attend a safety orientation with the City of Douglas Police Department.
3. Hunting is restricted to designated times and areas that the City of Douglas will provide.
4. All DNR regulations and City ordinances must be followed.
5. Harvest data must be submitted by no later than January 30th of the year following the hunt to the City.
6. In order to hunt, retrieve a deer, field dress, or otherwise you **MUST** have the permission of the landowner. Field dressing a deer on private property without

the landowner's permission is strictly prohibited. Hunters must obtain explicit consent from the property owner before performing any processing activities on their land.

7. Must maintain a safe distance from other property lines and dwellings at all times.

8. Hunting under the influence of alcohol/substances is prohibited and is subject to revocation of the issued permit by the City of Douglas.

9. All Michigan Department of Natural Resources regulations must be followed. The City of Douglas has the right to revoke a permit for violations.

ACKNOWLEDGEMENT:

Applicant Signature: _____

Date: _____

Submission Instructions:

****Return this completed form to the City of the Village of Douglas Police Department, 47 W. Center Street, Douglas, MI 49406.**

Selection Process:

Applications will be reviewed and scored based on:

- Experience and safety certification
- Previous participation in similar programs
- Geographic preference and availability

Qualified applicants will be entered into a lottery if applications exceed permitted hunter numbers. Final decisions will be made the City of the Village of Douglas.

TO BE FILLED OUT BY THE CITY OF THE VILLAGE OF DOUGLAS POLICE DEPARTMENT :

Approved: ☐ Yes ☐ No

Approved by: _____

Date Approved: _____



City of the Village of Douglas, Michigan Deer Population Management Program

HOMEOWNER ASSOCIATION (HOA)/PRIVATE PROPERTY OWNERS RULES AND GUIDELINES FOR REGULATED ARCHERY HUNTS

****ONLY ARCHERY EQUIPMENT** is permitted for all hunts in the City of the Village of Douglas. The use of firearms is strictly prohibited in the City/Township limits at all times, including during the Michigan DNR-designated firearm season. Hunters conducting archery hunts during the firearm season must wear an orange vest in compliance with state safety regulations.**

HOA Responsibility for Private Property Hunts – If an HOA or Private Property owner wishes to conduct a deer hunt on private property, it must coordinate and cover all associated costs. The City does not fund or organize hunts on private land. **The City is only allowing the use of Archery.**

- **City Approval Required** – All hunting activities, whether on public or private property, must receive formal approval from the City of the Village of Douglas.
- **State-Regulated Hunting Seasons** – Any hunting activities must take place within Michigan's official hunting seasons:
 - **Early Antlerless Firearm:** September 21–22, 2025
 - **Independence Hunt:** October 17–20, 2025
 - **Archery:** October 1–November 14, 2025, and December 1, 2025–January 1, 2026
 - **Firearm Season:** January 15th–January 30th, 2026
- **Licensed Hunters Only** – All participating hunters must obtain a valid hunting license through the Michigan Department of Natural Resources (MDNR). The City/Township is the permitting agency.
- **Compliance with State and Local Laws** – Hunters must adhere to all MDNR regulations, as well as any applicable City/Township ordinances regarding archery use.

- **Permission from HOA Property Owners** – Within an HOA, all individual property owners must give written permission before any hunting occurs on their land.
- **Safety Measures and Public Notification** – The HOA/Private Property Owner, must establish clear safety protocols, and residents should be notified in advance of any planned hunting activities.
- **Reporting Requirements** – The HOA/Private Property owner will be required to submit a post-hunt report by no later than January 30th, 2026, to the City of the Village of Douglas Police Department detailing the number of deer taken and any relevant observations. Failure to do so shall disqualify a hunter from future hunting permits from the City of the Village of Douglas.
- **Coordination with Local Authorities** – The HOA/Private Property owner must communicate with local law enforcement at the City of the Village of Douglas Police Department before conducting a hunt to ensure public safety and compliance with regulations.
- **No Baiting or Feeding** – Baiting is subject to MDNR regulations and is restricted in the Lower Peninsula of Michigan. Please refer to the Michigan Department of Natural Resources Rules and Regulations regarding baiting and feeding.
- **Ongoing City and Community Discussions** – The City of the Village of Douglas will continue to evaluate deer management strategies, and HOA/Private Property Owners are encouraged to stay informed and participate in discussions about long-term solutions.

Acknowledgements:

Before submitting an application to the City of the Village of Douglas Police Department, please note that the following must be acknowledged by the HOA/Private Property Owner:

1. All DNR regulations and City ordinances must be followed.
2. If hunting with archery equipment during firearm season, an orange vest must be worn at all times.
3. Harvest data must be submitted to the Police Department by January 30th, 2026.
4. A City/Township-issued permit and identification must be carried during hunts.
5. In order to hunt, retrieve a deer, field dress, or otherwise you **MUST** have the permission of the landowner. Field dressing a deer on private property without the landowner's permission is strictly prohibited. Hunters must obtain explicit consent from the property owner before performing any processing activities on their land.

6. Must maintain a safe distance from other property lines and dwellings at all times.
7. The City of the Village of Douglas Police Department has the right to deny an application if it is not properly filled out and filed.



**City of the Village of Douglas, Michigan
Deer Population Management Program
Qualified Hunter Application**

Homeowner Association/Private Property Application ONLY

****ONLY ARCHERY EQUIPMENT is permitted for all hunts in the City of the Village of Douglas. The use of firearms is strictly prohibited in the City limits at all times, including during the Michigan DNR-designated firearm season. Hunters conducting archery hunts during the firearm season must wear an orange vest in compliance with state safety regulations.****

Applicant Information Name:

Address: _____

Phone: _____

Email: _____

Driver's License #: _____

Date of Birth: _____

Hunting Qualifications

- MI DNR Hunter ID #: _____
- Valid 2025/2026 Michigan Hunting License: ☐ Yes ☐ No
- Hunter Safety Certified: ☐ Yes ☐ No
- Certification Number (if known): _____
- Years of Deer Hunting Experience: _____

- Prior Municipal/Special Hunt Participation: ☐ Yes ☐ No If yes, please specify location/year: _____

Equipment-Count- Processing

- Proficient with elevated stand use: ☐ Yes ☐ No
- Planning to use a ground blind: ☐ Yes ☐ No
- How many deer do you plan to harvest: _____
- What are your plans for the harvested meat: (ex: donate, keep)

**If donating, please consider reaching out to one of the organizations below or consider another organization with a mission to help feed others in need:

Michigan Sportsmen Against Hunger:

<https://www.sportsmenagainsthunger.org/michigansportsmenagainsthunger>

Doe Patrol: <https://www.doepatrolmi.com/contact-us>

Blue Star Meat: <https://bluestarmeats.com/>

Private Property Owner Authorization (To be completed by the property owner)

HOA Representative or Property Owner Name:

Property Address: _____

Parcel Size (acres): _____

Phone: _____

I, the undersigned property owner, grant permission for the applicant to hunt deer on my property as part of the City/Township Deer Population Management Program. I understand that the applicant is subject to all applicable laws, ordinances, and program requirements.

Signature of Property Owner: _____

Date: _____

Acknowledgment By signing, I acknowledge that:

8. All MDNR regulations and City/Township ordinances must be followed.
9. If archery hunting during firearm season, an orange vest must be worn at all times.
10. Harvest data must be submitted to the City/Township by January 30th, 2026.
11. A City-issued permit and identification must be carried during hunts.
12. In order to hunt, retrieve a deer, field dress, or otherwise you **MUST** have the permission of the landowner. Field dressing a deer on private property without the landowner's permission is strictly prohibited. Hunters must obtain explicit consent from the property owner before performing any processing activities on their land.
13. Must maintain a 30-yard distance from other property lines and dwellings at all times.

Signature of HOA Authorized Representative/Private Property Owner

Owner: _____

Date: _____

****Please return this application to the City of the Village of Douglas Police Department, 47 W. Center Street, Douglas, Michigan, 49406.**

The application MUST be approved by the City of the Village of Douglas Police Department before any hunting activity can commence.**

TO BE FILLED OUT BY THE CITY OF THE VILLAGE OF DOUGLAS POLICE DEPARTMENT :

Approved: ☐ Yes ☐ No

Approved by: _____

Date Approved: _____