



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, AUGUST 03, 2026 AT 6:00 PM
415 WEST WILEY RD, SUITE 103, DOUGLAS, MI
49406**

AGENDA

View remotely, online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/86491017926>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 864 9101 7926

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 August 3, 2026
 - B. Approve the Council Regular Meeting Minutes for July 20, 2026
 - C. Approve Invoices in the Amount of \$59,318.00
5. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY)**
6. **PUBLIC COMMUNICATION - WRITTEN**
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - A. Special Event - Douglas Halloween Parade for Adults

Motion to approve the special event permit application from Hystopolis Productions for the 28th annual Douglas Halloween Parade for Adults with the estimated cost of \$10,411.48 to be paid no later than one week prior to the event, and subject to meeting the required conditions set by the Douglas Police Department and Douglas Department of Public Works. - roll call vote

B. Permanent Traffic Control Order No. 15

Motion to approve the Permanent Traffic Control Order No. 15, establishing a prohibited truck zone on South Water Street. - roll call vote

9. REPORTS

A. Commission/Committee/Boards: Interurban, DDA, ZBA, KLHA

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 20, 2026 AT 6:00 PM
415 WEST WILEY RD, SUITE 103, DOUGLAS, MI
49406**

MINUTES

1. CALL TO ORDER: By Mayor North

2. ROLL CALL: By Clerk Kasper

PRESENT

Mayor Cathy North

Councilmember Neal Seabert

Councilmember John O'Malley

Mayor Pro-Tem Randy Walker

Councilmember Gregory Freeman

Councilmember Matt Balmer

Also Present: City Manager Lisa Nocerini, City Clerk Laura Kasper, Director of Public Works Greg Salinas,

Project Manager Jenny Pearson, Douglas Police Chief Steve Kent

ABSENT/EXCUSED: Councilmember Jeff West

3. PLEDGE OF ALLEGIANCE: Led by Mayor North

4. CONSENT CALENDAR

A. Approve the Council Meeting Agenda for July 20, 2026

B. Approve the Council Regular Meeting Minutes for July 6, 2026

C. Approve Invoices in the Amount of \$400,603.44

Motion by Balmer, second by Seabert, to approve the Consent Calendar of July 20, 2026 – Motion carried by unanimous roll call vote

5. PUBLIC COMMUNICATION – VERBAL: None

6. PUBLIC COMMUNICATION – WRITTEN: None

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS

A. Prein & Newhof Traffic/Road Presentations - Lucas Timmer, P.E.

B. ODC Network KRG Project Updates Presentation - Kelly Roche

9. REPORTS

A. Commission/Committee/Boards: Planning Commission, KLSWA

B. Administration Report

10. PUBLIC COMMUNICATION – VERBAL: None

11. COUNCIL COMMENTS: Councilmembers made final comments

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

13. ADJOURNMENT

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

Approved on this 3rd day of August 2026

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 20, 2026, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, City Clerk

07/30/2026

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			
ACH Transaction				
85194304				
54263	ABSOPURE WATER COMPANY	07/27/2026	08/03/2026	24.00
	WATER-CITY			
101-265.000-740.000	SUPPLIES			24.00
85194298				
54264	ABSOPURE WATER COMPANY	07/27/2026	08/03/2026	42.96
	WATER-PD			
101-265.000-740.000	SUPPLIES			42.96
APRIL-2026				
54230	ALLEGAN CO TREASURER	07/21/2026	08/03/2026	230.00
	APRIL 2026 MOBILE HOME TAX			
101-000.000-230.000	DUE TO OTHER GOVERNMENTS			230.00
5-2026				
54231	ALLEGAN CO TREASURER	07/21/2026	08/03/2026	227.50
	MAY 2026 MOBILE HOME TAX			
101-000.000-230.000	DUE TO OTHER GOVERNMENTS			227.50
JUNE-2026				
54232	ALLEGAN CO TREASURER	07/21/2026	08/03/2026	230.00
	JUNE 2026 MOBILE HOME TAX			
101-000.000-230.000	DUE TO OTHER GOVERNMENTS			230.00
7-22-26				
54225	ALLEGAN COUNTY SHERIFF'S DEPT.	07/22/2026	08/03/2026	216.00
	DEBTS CREW-JUNE 2026			
101-463.000-802.000	CONTRACTUAL			216.00
169545				
54226	B S & A SOFTWARE	07/17/2026	08/03/2026	301.00
	SPECIAL ASSESSMENT ANNUAL SERVICE/SUPPORT			
101-265.000-802.000	CONTRACTUAL			301.00
2646				
54267	BILLS TREE SERVICE	07/29/2026	08/03/2026	850.00
	REMOVAL OF TREE AT ROOT BEER BARREL			
101-463.000-802.010	CONTRACTUAL FORESTRY			850.00
2645				
54268	BILLS TREE SERVICE	07/29/2026	08/03/2026	1,800.00
	REMOVAL OF TREE AT DOUGLAS BOAT RAMP			
101-463.000-802.010	CONTRACTUAL FORESTRY			1,800.00
5349117506				
54218	CINTAS	07/22/2026	08/03/2026	19.01
	CITY HALL FIRST AID CABINET			
101-265.000-802.000	CONTRACTUAL			19.01
5349117505				
54219	CINTAS	07/22/2026	08/03/2026	8.03
	DPW GARAGE FIRST AID CABINET			
101-265.000-802.000	CONTRACTUAL			8.03

7-16-26				
54223	DAWN RAZA	07/16/2026	08/03/2026	21.58
	MILEAGE TO/FROM QUARTERLY ACTA MEETING IN HAMILTON, MI			
101-253.000-861.000	MILEAGE REIMBURSEMENT			21.58
303726				
54249	KERKSTRA RESTROOM SERVICE	07/24/2026	08/03/2026	190.00
	DOUGLAS MARINA PARK			
594-597.000-802.000	CONTRACTUAL			190.00
303730				
54250	KERKSTRA RESTROOM SERVICE	07/24/2026	08/03/2026	190.00
	WADES BAYOU			
594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL			190.00
303725				
54251	KERKSTRA RESTROOM SERVICE	07/24/2026	08/03/2026	115.00
	SCHULTZ DOG PARK			
101-751.000-802.000	CONTRACTUAL			115.00
303731				
54252	KERKSTRA RESTROOM SERVICE	07/24/2026	08/03/2026	115.00
	SCHULTZ PARK LAUNCH			
213-753.000-958.000	MISCELLANEOUS			115.00
303727				
54253	KERKSTRA RESTROOM SERVICE	07/24/2026	08/03/2026	305.00
	SCHULTZ PARK PLAYGROUND			
101-751.000-802.000	CONTRACTUAL			305.00
303729				
54254	KERKSTRA RESTROOM SERVICE	07/24/2026	08/03/2026	115.00
	VETERANS MEMORIAL PARK			
101-751.000-802.000	CONTRACTUAL			115.00
303728				
54255	KERKSTRA RESTROOM SERVICE	07/24/2026	08/03/2026	115.00
	UNION ST BOAT LAUNCH			
101-751.000-802.000	CONTRACTUAL			115.00
303988				
54259	KERKSTRA RESTROOM SERVICE	07/28/2026	08/03/2026	190.00
	DOUGLAS BEACH PARK			
101-751.000-802.000	CONTRACTUAL			190.00
10987332				
54265	PLUNKETT COONEY	07/27/2026	08/03/2026	1,870.00
	ATTORNEY SERVICES THROUGH 6/30/26			
101-266.000-801.000	CONTRACTUAL ATTORNEY			105.00
101-701.000-801.000	CONTRACTUAL ATTORNEY			257.50
101-701.000-801.006	CONTRACTUAL ATTORNEY ORDINANCE ENFORCE			1,507.50
10987333				
54266	PLUNKETT COONEY	07/27/2026	08/03/2026	1,372.50
	ATTORNEY SERVICES THROUGH 6/30/26			
101-266.000-801.000	CONTRACTUAL ATTORNEY			990.00
101-701.000-801.006	CONTRACTUAL ATTORNEY ORDINANCE ENFORCE			382.50
2600000644				
54224	SAUGATUCK TOWNSHIP	07/14/2026	08/03/2026	2,696.35
	CITY'S PORTION OF BLUE STAR PATHWAY ENGINEERING			

403-463.000-806.000	CONTRACTUAL ENGINEERING			2,696.35
26-0000812				
54262	SAUGATUCK TWP FIRE DISTRICT	07/27/2026	08/03/2026	400.00
	RENTAL HOME INSPECTIONS			
101-701.000-802.000	CONTRACTUAL			400.00
Type: EFT Transfer				
7-21-26				
54257	CONSTANT CONTACT	07/21/2026	08/03/2026	12.60
	CONSTANT COTACT			
101-265.000-802.000	CONTRACTUAL			12.60
204569286375				
54227	CONSUMERS ENERGY	07/22/2026	08/03/2026	81.84
	FD-EAST SIDE JULY ENERGY BILL			
101-265.000-922.000	UTILITIES			81.84
204480286470				
54228	CONSUMERS ENERGY	07/22/2026	08/03/2026	409.04
	EV CHARGING STATION JULY ENERGY BILL			
101-751.000-922.000	UTILITIES			409.04
201810602900				
54229	CONSUMERS ENERGY	07/22/2026	08/03/2026	93.53
	FD-WEST SIDE JULY ENERGY BILL			
101-265.000-922.000	UTILITIES			93.53
203946365958				
54241	CONSUMERS ENERGY	07/23/2026	08/03/2026	56.79
	SCHULTZ PARK JULY ENERGY BILL			
213-753.000-922.000	UTILITIES			56.79
205637078831				
54242	CONSUMERS ENERGY	07/23/2026	08/03/2026	41.35
	147 CENTER JULY ENERGY BILL			
101-751.000-922.000	UTILITIES			41.35
205726081547				
54248	CONSUMERS ENERGY	07/27/2026	08/03/2026	1,496.45
	CITY HALL/PD JULY ENERGY BILL			
101-265.000-922.000	UTILITIES			1,496.45
205459126713				
54258	CONSUMERS ENERGY	07/28/2026	08/03/2026	46.12
	201 S WASHINGTON JULY ENERGY BILL			
594-597.000-922.000	UTILITIES			46.12
95BLUESTARNOV				
54260	KALAMAZOO LAKE SEWER & WATER	07/28/2026	08/03/2026	214.79
	WATER BILL FROM NOVEMBER 2025			
101-265.000-922.000	UTILITIES			214.79
2995BSHSTE102				
54261	KALAMAZOO LAKE SEWER & WATER	07/28/2026	08/03/2026	277.45
	NOVEMBER 2025 INVOICE			
101-265.000-922.000	UTILITIES			277.45
6013745486				
54235	MICHIGAN GAS UTILITIES	07/21/2026	08/03/2026	127.75
	GENERATOR 6/19/26-7/20/26			
101-265.000-922.000	UTILITIES			127.75

6012496105				
54236	MICHIGAN GAS UTILITIES	07/21/2026	08/03/2026	58.02
	FIRE DEPARTMENT 6/19/26-7/20/26			
101-265.000-922.000	UTILITIES			58.02
6015584553				
54243	MICHIGAN GAS UTILITIES	07/22/2026	08/03/2026	47.14
	CITY HALL/PD GAS BILL 6/19/26-7/20/26			
101-265.000-922.000	UTILITIES			47.14
6017018029				
54256	MICHIGAN GAS UTILITIES	07/24/2026	08/03/2026	48.28
	DPW GARAGE GAS BILL 6/23/26-7/22/26			
101-265.000-922.000	UTILITIES			48.28
7-16-26				
54239	PITNEY BOWES INC	07/16/2026	08/03/2026	1,415.75
	POSTAGE METER REFILL			
101-253.000-901.000	POSTAGE			1,006.40
101-215.000-901.000	POSTAGE			409.35
6148471394				
54240	VERIZON WIRELESS	07/12/2026	08/03/2026	540.34
	CITY AND PD CELL PHONES			
101-215.000-851.000	CELL PHONES			44.94
101-301.000-851.000	CELL PHONES			275.63
101-463.000-851.000	CELL PHONES			129.89
101-701.000-851.000	CELL PHONES			44.94
101-172.000-851.000	CELL PHONES			44.94
Type: Paper Check				
31864984				
54238	4 IMPRINT	07/16/2026	08/03/2026	341.75
	COFFEE MUGS FOR AUGUST 10 EVENT			
101-301.000-740.000	SUPPLIES			341.75
29704				
54220	AQUATIC DOCTORS	07/22/2026	08/03/2026	32,602.50
	SYSTEMIC HERBICIDES			
594-597.002-802.000	CONTRACTUAL			32,602.50
1424				
54222	AXMAN ENTERPRISES INC	07/07/2026	08/03/2026	7,000.00
	EMERGENCY TREE REMOVAL-79 UNION			
101-463.000-802.010	CONTRACTUAL FORESTRY			7,000.00
10-1004150				
54247	ECONO SIGNS, LLC	07/21/2026	08/03/2026	510.64
	SIGNS			
203-463.000-746.000	TRAFFIC SIGNS & SERVICES			510.64
314126				
54244	IHLE AUTO PARTS	07/24/2026	08/03/2026	166.99
	BATTERY			
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			166.99
2026-1982				
54237	INTERFACE H2O	07/22/2026	08/03/2026	663.33
	KAYAK PROJECT			
594-597.000-820.000	MARINA OPERATIONS			663.33

77072				
54221	NEW DAWN LINEN SERVICE	07/22/2026	08/03/2026	59.72
	CITY HALL/PD RUG CLEANING			
101-265.000-802.000	COMMERCIAL CLEANING			59.72

77417				
54245	NEW DAWN LINEN SERVICE	07/27/2026	08/03/2026	59.72
	CITY HALL/PD RUG CLEANING			
101-265.000-802.000	COMMERCIAL CLEANING			59.72

2607-996092				
54216	OVERISEL LUMBER CO.	07/22/2026	08/03/2026	9.19
	GRAVEL MIX-SIGN BASE INSTALL			
203-463.000-746.000	TRAFFIC SIGNS & SERVICES			9.19

2607-995962				
54217	OVERISEL LUMBER CO.	07/22/2026	08/03/2026	35.99
	SINGLE SPIGOT TIMER BATTERY			
101-751.000-740.000	SUPPLIES			35.99

S20967				
54246	SCOTT'S LANDSCAPE MANAGMENT INC	07/22/2026	08/03/2026	141.75
	LANDSCAPE STONE			
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			141.75

BESC - 26 - 001				
54233	UFUK TURAN	07/23/2026	08/03/2026	915.25
	BD Bond Refund			
101-000.000-283.000	BESC - 26 - 001 - PVAR26-001			915.25

0000835				
54234	VANDERKOK PLUMBING LLC	07/23/2026	08/03/2026	200.00
	BD Payment Refund			
101-000.000-627.000	INSPECTION			200.00

# of Invoices:	53 # Due: 53	Totals:		59,318.00
# of Credit Memos:	0 # Due: 0	Totals:		0.00
Net of Invoices and Credit Memos:				59,318.00

--- TOTALS BY FUND ---

101 - GENERAL FUND	22,071.09
203 - LOCAL STREETS FUND	519.83
213 - SCHULTZ PARK LAUNCH RAMP	171.79
403 - BLUE STAR CORRIDOR IMPROVEMENT FUND	2,696.35
594 - DOUGLAS MARINA	33,691.95
660 - EQUIPMENT RENTAL FUND	166.99

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	1,802.75
172.000 - MANAGER	44.94
215.000 - CLERK	454.29
253.000 - TREASURER	1,027.98
265.000 - BUILDING & GROUNDS	2,972.29

266.000 - ATTORNEY	1,095.00
301.000 - POLICE	617.38
463.000 - GENERAL STREETS & ROW	13,353.82
597.000 - DOUGLAS MARINA	899.45
597.001 - WADES BAYOU	190.00
597.002 - DOUGLAS HARBOR AUTHORITY	32,602.50
701.000 - PLANNING & ZONING	2,592.44
751.000 - PARKS & RECREATION	1,326.38
753.000 - LAUNCH RAMPS	171.79
903.000 - EQUIP. REPAIRS & MAINTENANCE	166.99



CITY OF THE VILLAGE OF DOUGLAS
 415 W. Wiley Rd, Ste 103, P.O. Box 757
 Douglas, MI 49406
 Ph (269) 857-1438

www.douglasmichigan.gov
info@douglasmichigan.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

A **Special Event** is described as any non-routine social activity gathering people in a designated area on City property, right-of-way, or private property (where applicable), that requires City services to ensure safety and coordination. These events may 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 it's entirety and returned to the City Clerk's office per the City's Special Event Policy.**

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 Inc. (501 (c) (3)) Nonprofit: ☒ Yes ☐ No

Applicant Name: Erin K. Wilkinson

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

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

CONTACT PERSON ON DAY OF EVENT: Erin K. Wilkinson

PH

EVENT INFORMATION

Level Request per Special Event Policy: ☐ Level I ☐ Level II ☒ Level III

Name of Event: 28th annual Douglas Halloween Parade for Adults

Location of Event: Center Street from Ellis to Washington

Event Date(s): 10/31/2026 Start Time: 8:00 pm End Time: 12:00 am

Estimated Date/Time for: Set-Up 10:00 am (production crew) Clean-Up After Event & Sunday at 1

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 revenue to area businesses.

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

Street closure date/time: 8:00 pm (Center St) Street re-open date/time: 1:00 am

☒ Parade: (Use attached map to outline route) Parade Type: ☒ Pedestrian ☐ Vehicle
 Parade start time: 9pm Lineup/10pm parade Parade finish time: 11:30pm - 12am (ish)

Please note: Volunteers cannot be used to control traffic.

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 7 max

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

☐ 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 2 (max) ☐ No

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, proper authorization is required. 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?

- | | |
|--|--|
| ☒ Trucks – Size <u>3/4 Ton</u> Qty <u>4</u> | ☒ Trailer – Size <u>8'x24'</u> Qty <u>2</u> |
| ☒ Trash Receptacles (limit 10) – Qty <u>15</u> | ☒ Traffic cones – Qty <u>100</u> (limit ?) |
| ☒ Fencing – <u>300'</u> Ft. | ☒ Loaders – Tele or Regular |
| ☒ Barricades – Concrete Qty <u>15</u> (limit 16)  | ☐ Water Hook Up ☐ Y ☐ N |
| ☒ Barricades – 3-bar Qty <u>20</u> (limit 19)  | ☐ Electric Hook Up ☒ Y ☐ N |

DIRECTOR OF PUBLIC WORKS ONLY:

☒ Approved ☐ Denied

Approved with Conditions We will also be using 2 Big Plow Trucks

Traffic Control Trailer (Includes generator and light tower) and 100 Type A Barricades.

Signature Greg Salinas Date 7/28/2026

DOUGLAS POLICE DEPARTMENT:

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

If yes, please describe & include times: All available DPD officers.

MSP bicycle unit And additional foot officers

CHIEF OF POLICE ONLY:

☒ Approved ☐ Denied

Approved with Conditions Payment for MSP Services / DPD Services,

Sound check prior to event. Walking Parade only. No

animals or motorized Vehicles. Changes to go before Council.

Signature [Signature] Date 7-29-26

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: insurance and food vendor applications coming closer

The Applicant/Organization understand and agrees to the following:

1. Provide a certificate of insurance with all coverage deemed necessary for the event, naming the City of Douglas as an additional insured on all applicable policies. The certificate shall be submitted to the City Clerk's Office no later than 1 (one) week following notice of the event approval.
2. Comply with all local and applicable State Laws and City policies. Applicant/Organization acknowledges that the special events permit does not relieve the Applicant/Organization from meeting any requirements of law or those of other public bodies or agencies applicable to the event.
3. Applicant/Organization further understands the approval of the event may include additional requirements and/or limitations based on the City's review of this application. The Applicant/Organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary before the event may be held.
4. Applicant/Organization understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.
5. Applicant/Organization also agrees to clean-up and leave/restore the area in the condition it was found. The City is not responsible for equipment or personal items left on public property.
6. Prohibit its organization and guests from engaging in profane or inappropriate language or actions.
7. Abide by City of Douglas Ordinance Chapter 95.01 regarding Noise Nuisances.
8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

1. Upon approval of Event Permit, Applicant/Organization agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and Contactors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims, or demands arising from the operations of the Applicant/Organization due to the above referenced acts or omissions.
- B. Violations of state or federal law by Applicant/Organization, its agents, employees, servants, and Contractors whether administrative or judicial, arising from the nature and extent of this Application. Permit and/or event.
- C. Other acts of Applicant/Organization or attendees causing personal injury or property damages in connection with this event, unless resulting from the sole negligence of the City, its officers, employees, or agents.

2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such property and materials.

3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-Contractor involved in the hosting of this event.

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

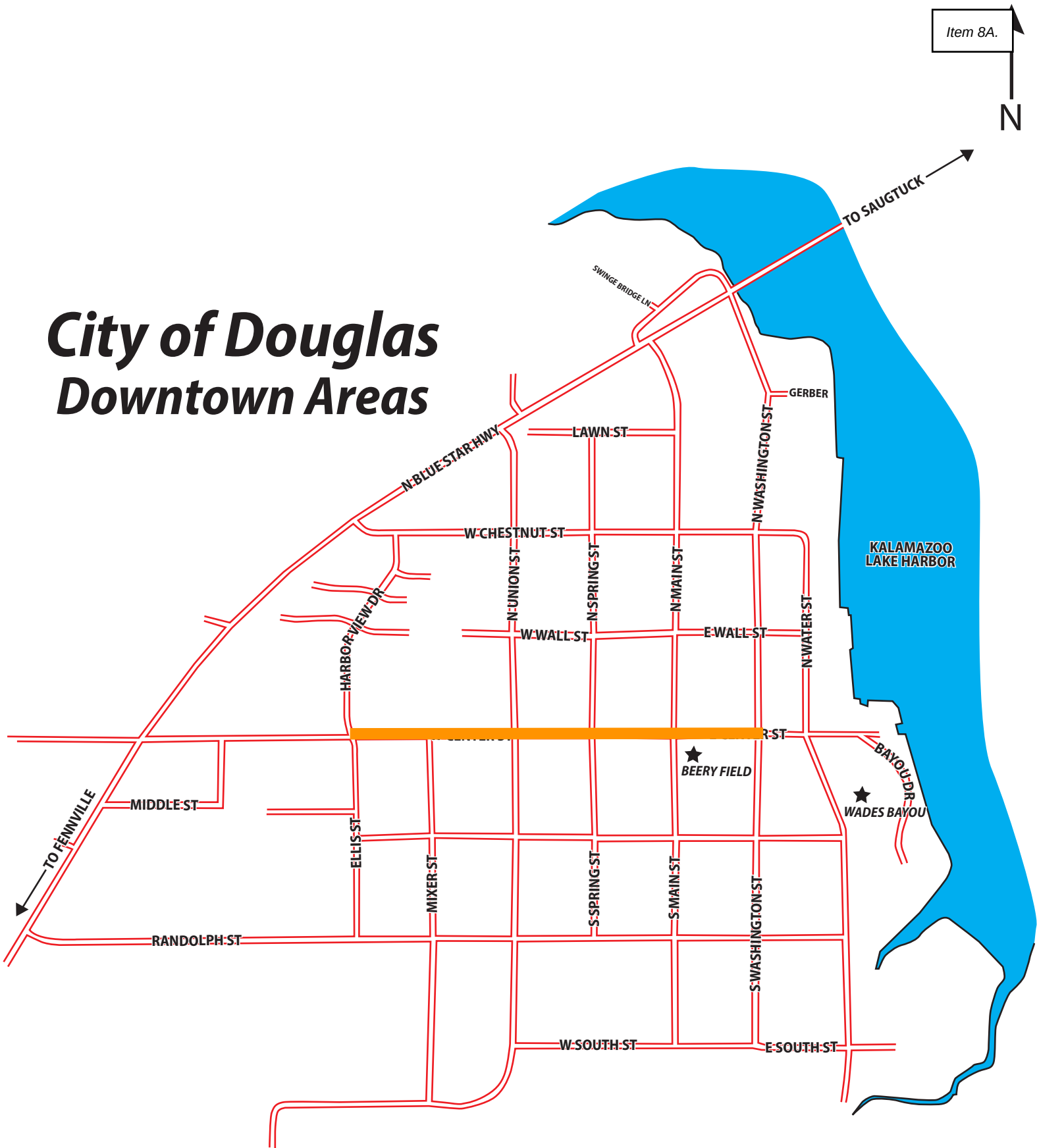
Printed Name of

Date: June 16 2026

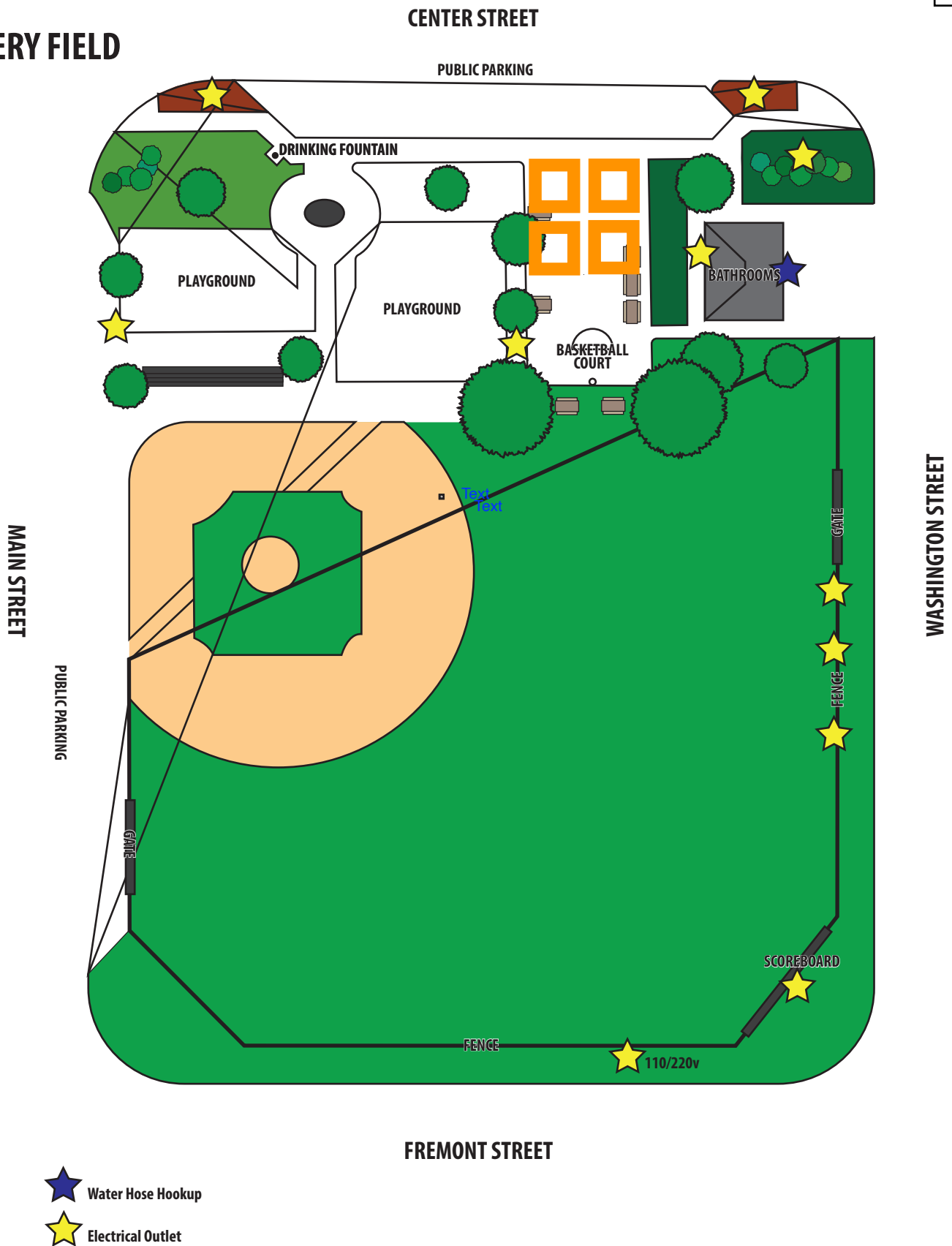
Signature of Appl

Date: June 16 2026

City of Douglas Downtown Areas



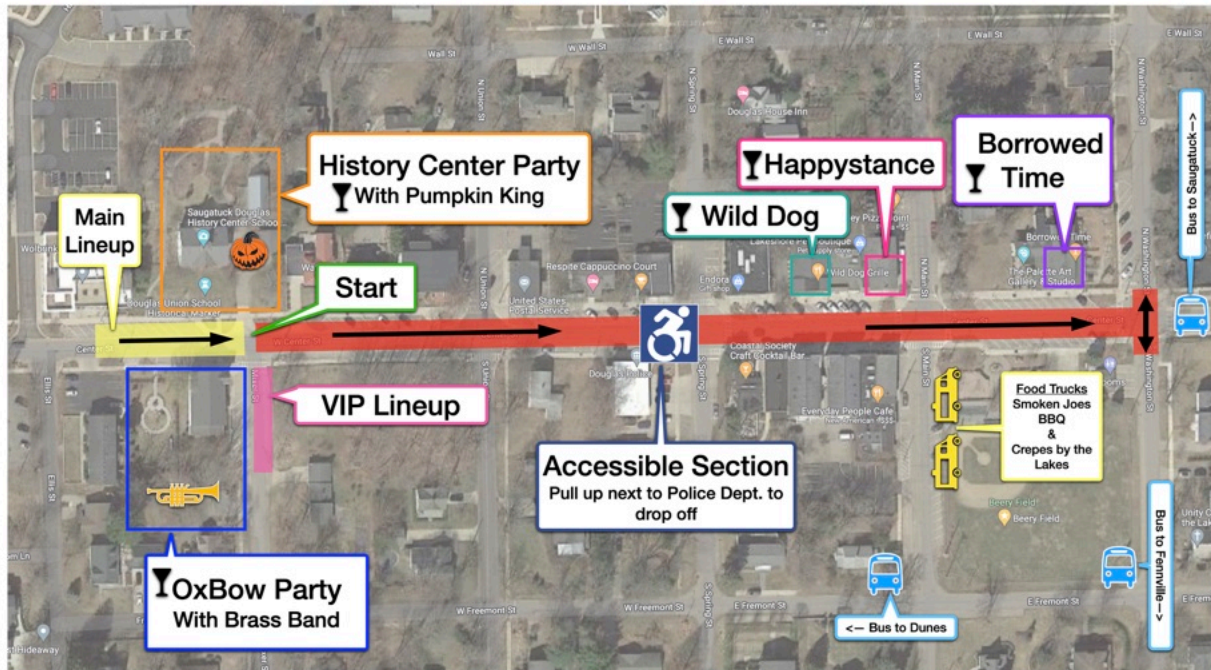
BEERY FIELD



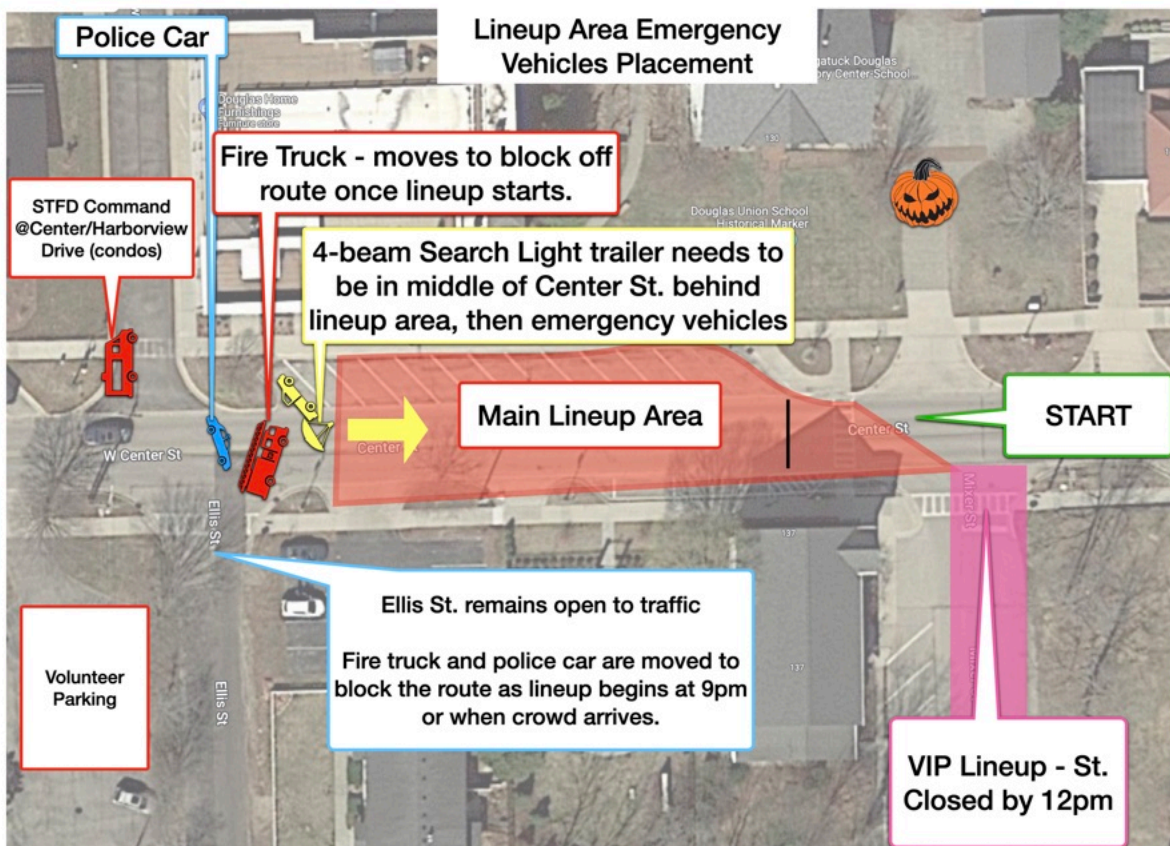
-  Water Hose Hookup
-  Electrical Outlet

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.

2026 Parade Map



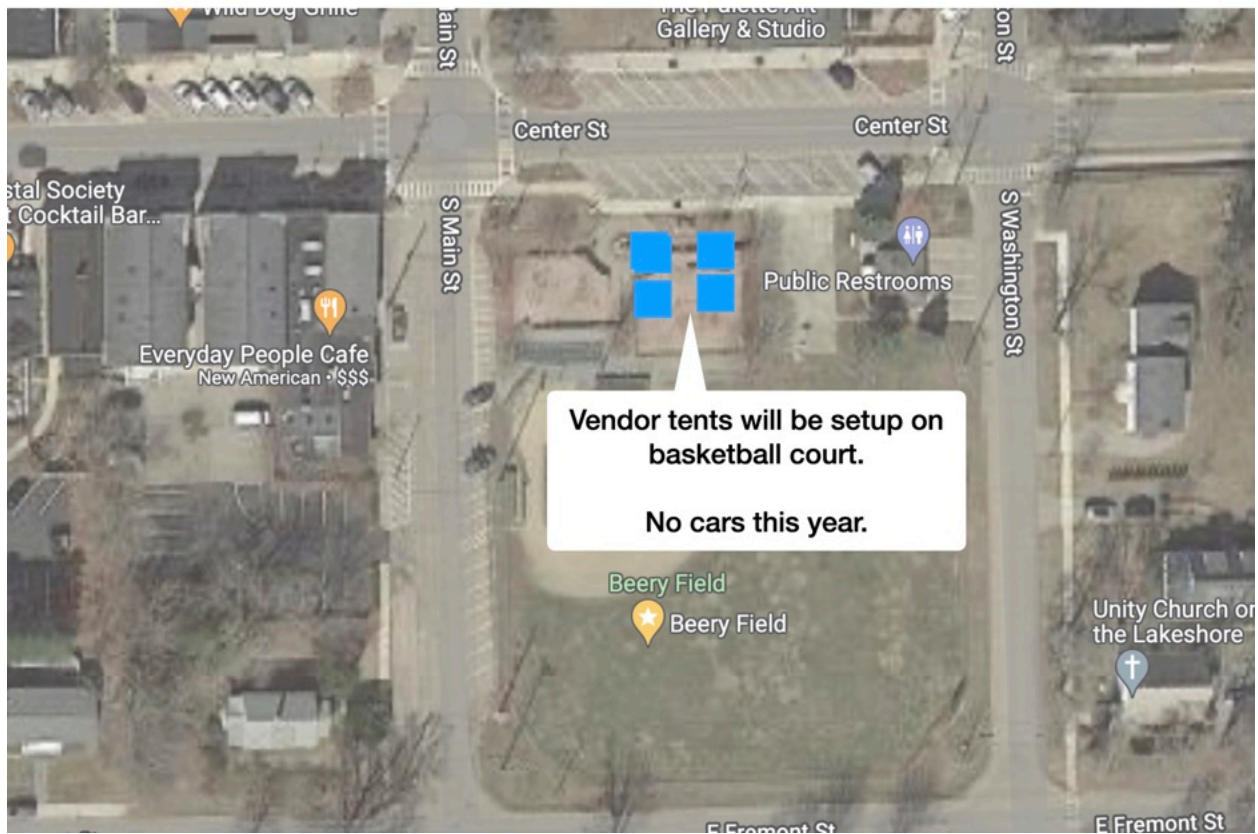
Lineup Vehicle Placement



Food Truck Placement



Vendor Tents (Max 10)



2026 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



Internal Revenue Service
District Director

Department of the Treasury

Item 8A.

Date: 8 - OCT 1986

Employer Identification Number:

36-335 988 6

Accounting Period Ending:

December 31st

Foundation Status Classification:

509(a)(2)

Advance Ruling Period Ends:

December 31, 1989

Person to Contact:

Ms. R. Wallace

Contact Telephone Number:

[REDACTED]

▷ 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(a)(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(a)(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(a)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(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.

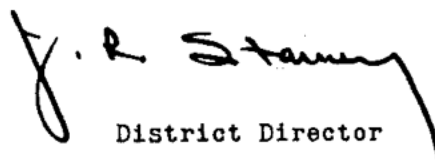
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are 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

COST CONFIRMATION FORM

The City of the Village of Douglas

415 W Wiley Rd., STE 103, P.O. Box 757

Douglas, MI 49406

Phone 269-857-1438

DATE: _____

EVENT _____

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:

DESCRIPTION	AMOUNT
Police Services:	
Douglas Police- Sergeant, 6 Officers and Police Clerk	\$1,640.65
Michigan State Police- 2 Sergeants, 10 State Troopers	\$7,148.01
Chief's salary, on duty Officer, planning hours (est. 12 hrs)	\$1,454.03 (waived per event policy)
Equipment, Supplies, and Barricades:	
Douglas Police Patrol Vehicles	\$309.54 (waived per event policy)
DPW Services:	
Contracted Help	\$600.00
6 DPW Overtime Hours	\$2,651.30
Extra Bathroom Cleaning Sunday Morning	\$131.13
DPW Director salary, planning hours (est. 12 hrs)	\$963.82 (waived per event policy)
Equipment, Supplies, and Barricades:	
Dump Trucks, Loaders, Pickup Trucks, Trailers, Bobcat UTV, Tractors	\$5,438.06 (waived per event policy)
Trash Receptacles, Trash Liners, T-Posts, Fencing	\$315.39
Concrete Barricades, 3-Bars, and Traffic Cones	\$925.00
	-\$3,000
TOTAL	\$10,411.48

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
PERMANENT TRAFFIC CONTROL ORDER

Order No. 15

Effective Date _____

When official traffic control devices conforming to the mandate of this order shall have been installed.

In accordance with the Uniform Traffic Code, as adopted by the City of the Village of Douglas, I HEREBY DIRECT: that as an engineering study has been performed and engineering recommendations made, permanent traffic control devices be placed indicating a Prohibited Truck Zone which will not allow the use/operation on South Water Street by any WB-62 (Interstate Style Semitrailer) and WB-67 (Double Bottom Style Semitrailers) Truck and Trailer Combinations on South Water Street between East Center Street and Wiley Road. The Traffic Control Devices shall be placed in accordance with the guidelines of the MMUTCD and the Uniform Traffic Code.

 Steven M. Kent, Chief of Police

Dated: _____

I, the undersigned duly qualified City Clerk of the City of the Village of Douglas, Allegan County, Michigan do hereby certify that the City Council of the City of the Village of Douglas, Michigan duly adopted the foregoing Permanent Traffic Control Order, on _____. IN WITNESS WHEREOF, I hereunto affix my official signature this _____ day of _____, 2026.

 Laura Kasper
 City Clerk

Date filed: _____

Council Action No.: _____

Traffic Control Order Book: _____

Police Department file: _____

Sign Department Installation: _____