



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, MARCH 02, 2026 AT 6:00 PM  
415 WEST WILEY RD, SUITE 103, DOUGLAS, MI  
49406**

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**AGENDA**

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**View remotely, online or by phone -**

**Join online by visiting:** <https://us02web.zoom.us/j/87112704121>

**Join by phone by dialing:** +1 (312) 626-6799 | **Then enter "Meeting ID":** 871 1270 4121

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 March 2, 2026
  - B. Approve the Council Meeting Minutes for February 17, 2026
  - C. Approve Invoices in the Amount of \$68,891.40

*Motion to approve the Consent Calendar of March 2, 2026 – roll call vote*
5. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY)**
6. **PUBLIC COMMUNICATION - WRITTEN**
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
  - A. SCA 2026 Programming - Presentation
  - B. Special Event - Easter Parade

*Motion to [approve/deny] the Easter Parade special event request. - roll call vote*

  - C. Ordinance No. 01-2026 - Chicken Permit Ordinance Amendments - First Reading/No Action
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. 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](mailto: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  
TUESDAY, FEBRUARY 17, 2026 AT 6:00 PM  
415 WEST WILEY RD, SUITE 103, DOUGLAS, MI  
49406**

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**MINUTES**

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1. **CALL TO ORDER:** By Mayor Pro-Tem Walker

2. **ROLL CALL:** By Clerk Kasper

PRESENT

Councilmember Neal Seabert

Mayor Pro-Tem Randy Walker

Councilmember Gregory Freeman

Councilmember Matt Balmer

Councilmember Jeff West

Also Present City Manager Lisa Nocerini

City Clerk Laura Kasper

ABSENT: Mayor Cathy North, Councilmember John O'Malley

3. **PLEDGE OF ALLEGIANCE:** Led by Mayor Pro-Tem Walker

4. **CONSENT CALENDAR**

A. Approve the Council Meeting Agenda for February 17, 2026

B. Approve the Council Meeting Minutes for February 2, 2026

C. Approve Invoices in the Amount of \$108,094.86

D. Special Event - Douglas Duck Dash

*Motion by Balmer, second by Seabert, to approve the Consent Calendar of February 17, 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. Interlocal Governmental Agreement - Blue Star Trail Engineering Services with Prein & Newhof

*Motion by Balmer, second by Seabert, to approve the Interlocal Governmental Agreement between the City of the Village of Douglas and Saugatuck Township for engineering services related to the Wiley Road to M-89 segment of the Blue Star Trail, with engineering services provided by Prein & Newhof, and authorize the City Manager to execute the agreement and any related documents. – 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. Tri-Community Wildlife Committee
- B. Administration Report - City Manager Nocerini provided updates

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

**11. COUNCIL COMMENTS:** Councilmembers made final comments

**12. MAYOR’S COMMENTS:** Mayor Pro-Tem Walker provided final comments

**13. ADJOURNMENT**

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

Approved on this 2<sup>nd</sup> day of March 2026

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Randy Walker, Mayor Pro-Tem

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 February 17, 2026, I further certify that the meeting was duly called and that a quorum was present.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Laura Kasper, City Clerk

02/26/2026 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				
85032672				
53203	ABSOPURE WATER COMPANY	02/13/2026	03/02/2026	34.00
	5 GALLON JUGS FOR 486 WATER ST X 4			
	101-463.000-740.000 SUPPLIES			34.00
85032663				
53204	ABSOPURE WATER COMPANY	02/13/2026	03/02/2026	63.50
	5 GALLON JUGS X 6 - POLICE DEPT.			
	101-301.000-740.000 SUPPLIES			63.50
31737669				
53245	ABSOPURE WATER COMPANY	12/04/2025	03/02/2026	23.89
	FILTER AND COOLER H&C 12/04/2025 TO 12/31/2025			
	101-265.000-740.000 SUPPLIES			23.89
27884				
53249	ACCEL AUTO	02/11/2026	03/01/2026	897.19
	TRUCK #5 FULL SERVICE			
	660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS			897.19
01-2026				
53217	ALLEGAN CO TREASURER	02/20/2026	03/02/2026	27,828.83
	DRAIN ASSESSMENT AT LARGE-WARNOCK PETITION YEAR 10 OF 10			
	101-463.000-979.011 CAPITAL OUTLAY-DRAINS			27,828.83
JAN2026				
53232	ALLEGAN COUNTY SHERIFF'S DEPT.	02/18/2026	03/02/2026	737.00
	DEBTS CREW ASSISTED DPW SUPERVISOR WITH VARIOUS PROJECTS			
	101-463.000-802.000 CONTRACTUAL			737.00
25002642				
53250	BRIX PLUMBING, LLC	02/09/2026	03/02/2026	13,924.00
	WATER SERVICE INSTALLATION AND ENGINEERS			
	450-536.000-806.003 CONTRACTURAL ENGINNERING LEAD LINE REPLA			13,924.00
291771				
53246	KERKSTRA RESTROOM SERVICE	02/16/2026	03/02/2026	190.00
	HANDICAP PORTABLE RESTROOM RENTAL			
	101-751.000-802.000 CONTRACTUAL			190.00
5990207				
53200	MICHIGAN MUNICIPAL LEAGUE	02/11/2026	03/02/2026	5,843.00
	POLICY PREMIUM 7/1/2025 - 7/1/2026			
	101-257.000-722.000 WORKERS COMPENSATION			5,843.00
5990207				
53233	MML WORKERS' COMP FUND	02/11/2026	03/02/2026	5,843.00
	POLICY PREMIUM 7/1/2025 TO 7/1/2026			
	101-101.000-722.000 WORKERS COMPENSATION			39.22
	101-172.000-722.000 WORKERS COMPENSATION			619.85
	101-215.000-722.000 WORKERS COMPENSATION			271.60
	101-257.000-722.000 WORKERS COMPENSATION			336.61
	101-265.000-722.000 WORKERS COMPENSATION			262.56
	101-301.000-722.000 WORKERS COMPENSATION			2,107.95
	101-463.000-722.000 WORKERS COMPENSATION			331.17
	101-701.000-722.000 WORKERS COMPENSATION			446.59
	101-751.000-722.000 WORKERS COMPENSATION			232.25

	202-463.000-722.000	WORKERS COMPENSATION			337.70
	202-464.000-722.000	WORKERS COMPENSATION			143.62
	203-463.000-722.000	WORKERS COMPENSATION			337.70
	203-464.000-722.000	WORKERS COMPENSATION			104.58
	101-253.000-722.000	WORKERS COMPENSATION			271.60
-----					
10973282					
	53236	PLUNKETT COONEY	02/13/2026	03/02/2026	2,722.50
		ATTORNEY FEES RE P&Z			
	101-000.000-283.000	ESCROW			2,092.50
	101-266.000-801.000	CONTRACTUAL ATTORNEY			157.50
	101-701.000-801.000	CONTRACTUAL ATTORNEY			472.50
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10973281					
	53242	PLUNKETT COONEY	02/13/2026	03/02/2026	87.50
		ATTORNEY FEES			
	101-701.000-801.000	CONTRACTUAL ATTORNEY			52.50
	101-266.000-801.000	CONTRACTUAL ATTORNEY			35.00
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26-0000797					
	53201	SAUGATUCK TWP FIRE DISTRICT	02/12/2026	03/02/2026	750.00
		RENTAL HOME INSPECTIONS & REINSPECTION			
	101-701.000-802.000	CONTRACTUAL			750.00
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VC3-238795					
	53229	VC3 INC	02/17/2026	03/02/2026	272.55
		EXCHANGE ONLINE PLAN 1, MICROSOFT 365 BUSINESS STANDARD			
	101-301.000-802.000	CONTRACTUAL			272.55
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VC3-239242					
	53231	VC3 INC	02/20/2026	03/02/2026	116.60
		CLOUD PROTECTION			
	101-265.000-802.000	CONTRACTUAL			116.60
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VC3-238796					
	53247	VC3 INC	02/24/2026	03/02/2026	75.60
		EXCHANGE ONLINE (PLAN 1)			
	101-301.000-802.000	CONTRACTUAL			75.60
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6008681					
	53199	VITAL RECORDS CONTROL	01/31/2026	03/02/2026	53.00
		DESTRUCTION BIN			
	101-265.000-802.000	CONTRACTUAL			53.00
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102180					
	53243	WILLIAMS AND WORKS	01/31/2026	03/02/2026	1,997.50
		PLANNING CONSULTATION SERVICES			
	101-000.000-283.000	ESCROW			932.25
	101-701.000-803.000	CONTRACTUAL CONSULTANT			1,065.25
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102187					
	53244	WILLIAMS AND WORKS	01/31/2026	03/02/2026	1,013.75
		PROFESSIONAL SERVICES			
	101-701.000-803.000	CONTRACTUAL CONSULTANT			1,013.75
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Type: EFT Transfer					
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FEB 2026					
	53237	COMCAST	02/16/2026	03/02/2026	24.42
		SERVICES FROM 2/16/2026 TO 3/15/2026			
	101-265.000-851.000	TELEPHONE			24.42
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263882956					
	53248	COMCAST	02/15/2026	03/02/2026	460.00
		415 WILEY RD, STE 104			
	101-265.000-802.000	TELEPHONE			460.00
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204124119612					
53218	CONSUMERS ENERGY	02/23/2026	03/02/2026		57.13
	250 WILEY ROAD				
	213-753.000-922.000	UTILITIES			57.13
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201276491739					
53219	CONSUMERS ENERGY	02/23/2026	03/02/2026		38.80
	147 CENTER ST				
	101-751.000-922.000	UTILITIES			38.80
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203412213926					
53221	CONSUMERS ENERGY	02/19/2026	03/02/2026		241.98
	2993 BLUE STAR HWY #101				
	101-265.000-922.000	UTILITIES			241.98
-----					
204658034359					
53222	CONSUMERS ENERGY	02/19/2026	03/02/2026		108.51
	37 S WASHINGTON ST UNIT 2				
	101-751.000-922.000	UTILITIES			108.51
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203412213925					
53223	CONSUMERS ENERGY	02/19/2026	03/02/2026		113.31
	2993 BLUE STAR HWY #102				
	101-265.000-922.000	UTILITIES			113.31
-----					
206259684482					
53227	CONSUMERS ENERGY	02/24/2026	03/02/2026		1,270.40
	2993 BLUE STAR HWY #100				
	101-265.000-922.000	UTILITIES			1,270.40
-----					
5824643633					
53238	MICHIGAN GAS UTILITIES	02/19/2026	03/02/2026		42.54
	415 WILEY RD, STE 101				
	101-265.000-922.000	UTILITIES			42.54
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5823278753					
53239	MICHIGAN GAS UTILITIES	02/19/2026	03/02/2026		49.84
	415 WILEY RD, STE 108				
	101-265.000-922.000	UTILITIES			49.84
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5823776080					
53240	MICHIGAN GAS UTILITIES	02/19/2026	03/02/2026		339.51
	415 WILEY RD, APT 102				
	101-265.000-922.000	UTILITIES			339.51
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5827381891					
53241	MICHIGAN GAS UTILITIES	02/19/2026	03/02/2026		857.00
	486 WATER ST				
	101-265.000-922.000	UTILITIES			857.00
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00909006165257					
53228	PITNEY BOWES INC	02/24/2026	03/02/2026		300.00
	POSTAGE METER REFILL				
	101-215.000-901.000	POSTAGE			300.00
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960727					
53234	TRACTOR SUPPLY COMPANY	02/24/2026	03/02/2026		124.93
	PEAK BOOT SCRUBBER AND TRV DEF 5GAL				
	101-265.000-740.000	SUPPLIES			22.99
	660-903.000-860.000	GAS & OIL			101.94
-----					
6135890386					
53224	VERIZON WIRELESS	02/12/2026	03/02/2026		603.15
	CITY PHONES				
	101-215.000-851.000	TELEPHONE			44.17
	101-301.000-851.000	TELEPHONE			257.75

101-463.000-851.000	TELEPHONE			212.89
101-701.000-851.000	TELEPHONE			44.17
101-172.000-851.000	TELEPHONE			44.17
<hr/>				
Type: Paper Check				
<hr/>				
355757				
53235	KENT COMMUNICATIONS	02/18/2026	03/02/2026	613.87
	ASSESSMENT NOTICES AND POSTAGE			
101-257.000-900.000	PRINTING & PUBLISHING			613.87
<hr/>				
97178				
53202	MENARDS - SOUTH HAVEN	02/13/2026	03/02/2026	299.00
	13KW TANKLESS ELEC 240V - BEERY FIELD RESTROOMS HOT WATER HEATER ON DEMAND REPLACEMENT UNIT			
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			299.00
<hr/>				
2252026				
53230	MICHIGAN STATE UNIVERITY	02/24/2026	03/02/2026	700.00
	ZBA ONLINE CERTIFICATE COURSE FOR ZBA MEMBERS			
101-701.000-718.000	TRAINING FUNDS			700.00
<hr/>				
69693				
53220	NEW DAWN LINEN SERVICE	02/23/2026	03/02/2026	59.72
	RUG CLEANING			
101-265.000-802.000	COMMERCIAL CLEANING			59.72
<hr/>				
91544847				
53205	TERMINIX	02/16/2026	03/02/2026	56.94
	PEST CONTROL - 486 WATER STREET			
101-265.000-802.000	CONTRACTUAL			56.94
<hr/>				
91544845				
53206	TERMINIX	02/16/2026	03/02/2026	56.94
	PEST CONTROL - 415 WILEY ROAD			
101-265.000-802.000	CONTRACTUAL			56.94
<hr/>				
# of Invoices:	40	# Due: 40	Totals:	68,891.40
# of Credit Memos:	0	# Due: 0	Totals:	0.00
Net of Invoices and Credit Memos:				68,891.40

--- TOTALS BY FUND ---

101 - GENERAL FUND	52,987.54
202 - MAJOR STREET FUND	481.32
203 - LOCAL STREETS FUND	442.28
213 - SCHULTZ PARK LAUNCH RAMP	57.13
450 - WATER SEWER FUND	13,924.00
660 - EQUIPMENT RENTAL FUND	999.13

--- TOTALS BY DEPT/ACTIVITY ---

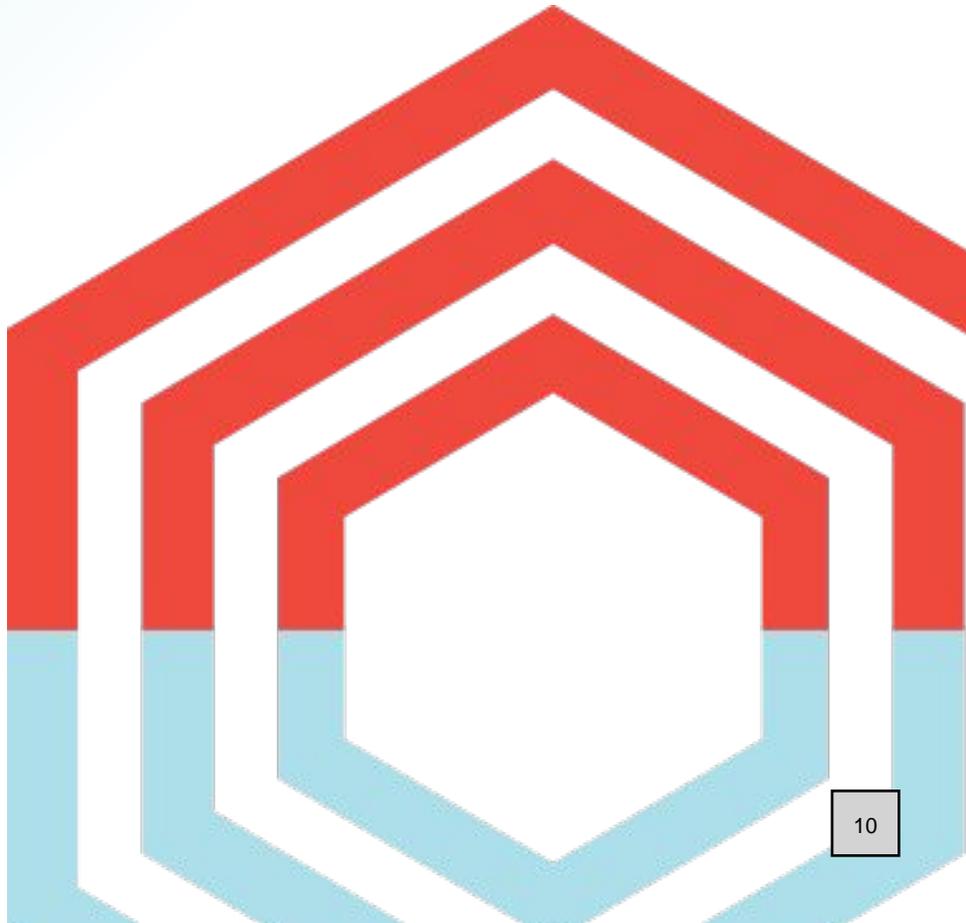
000.000 -	3,024.75
101.000 - LEGISLATIVE	39.22
172.000 - MANAGER	664.02
215.000 - CLERK	615.77
253.000 - TREASURER	271.60
257.000 - ASSESSING	6,793.48
265.000 - BUILDING & GROUNDS	4,051.64
266.000 - ATTORNEY	192.50
301.000 - POLICE	2,777.35

463.000 - GENERAL STREETS & ROW	29,819.29
464.000 - GENERAL STREETS WINTER & ROW	248.20
536.000 - WATER SYSTEM	13,924.00
701.000 - PLANNING & ZONING	4,544.76
751.000 - PARKS & RECREATION	868.56
753.000 - LAUNCH RAMPS	57.13
903.000 - EQUIP. REPAIRS & MAINTENANCE	999.13



# 2026 Programming

Connecting people  
Building community  
Transforming lives through the arts





SAUGATUCK  
CENTER FOR THE ARTS

Item 8A.

## Our Mission:

**Creating connections,  
building community, and  
transforming lives through the arts!**



# Performance

## **Hempy Keyboard Series // Sundays @ 2pm**

- January 18
- February 1 + 15
- March 1 + 8



# Performance

APRIL 24 + 25: **Heartache Tonight** (Eagles Tribute)

*MAY 2: Saugatuck High School Prom*

*MAY 16: Dance Asylum Spring Recital*

MAY 21 + 22: **The Second City**



# Performance

JULY 17 + 18: **Laura Bell Bundy** (Theater)

JULY 23 + 24: **Jeremy Verwys** (Performance Studio)

SEPT 4 + 5: **"Why Not Me Too"** Cabaret (Theater)



# Performance

SEPTEMBER 17: Jen Hatmaker with Wade Rouse

OCTOBER 16 + 17: Honky Tonk Chicks

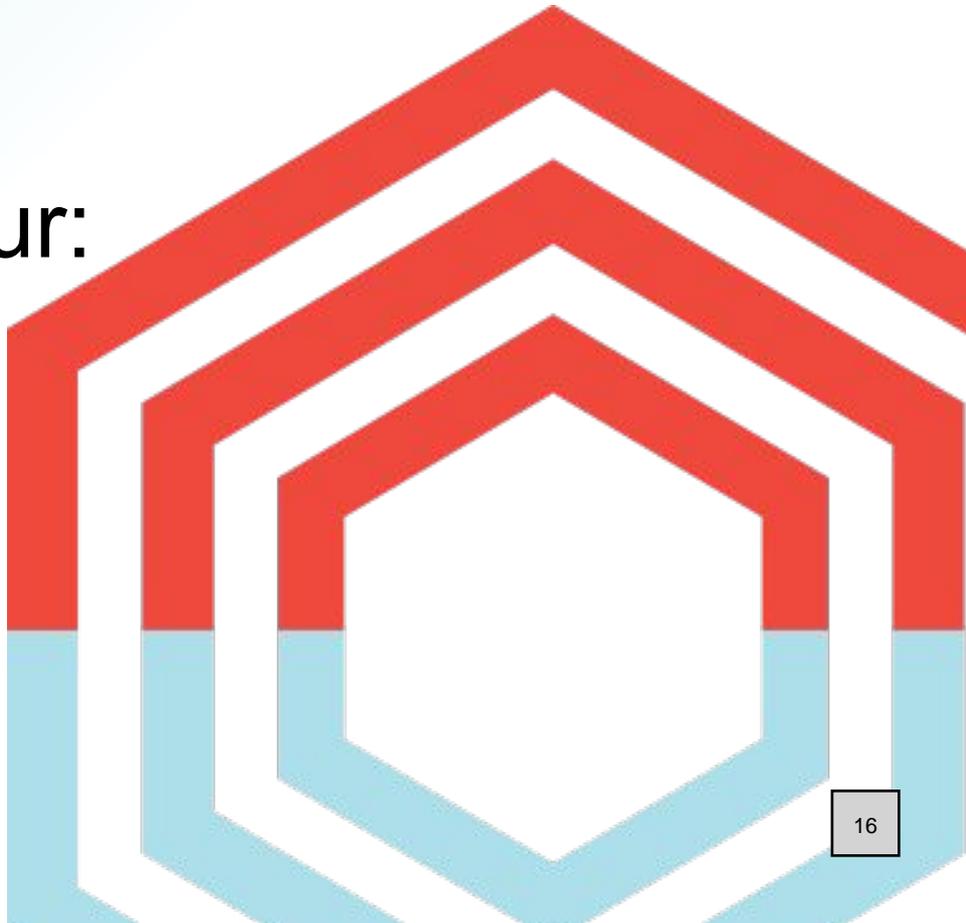
NOVEMBER 6: Brian Oberlin (Performance Studio)

NOVEMBER 13 + 14: Rufus Ferguson Jazz Trio



# Mountainfilm on Tour: Saugatuck

**March 21** | Community Festival  
March 15-25 | Children's Film Fest



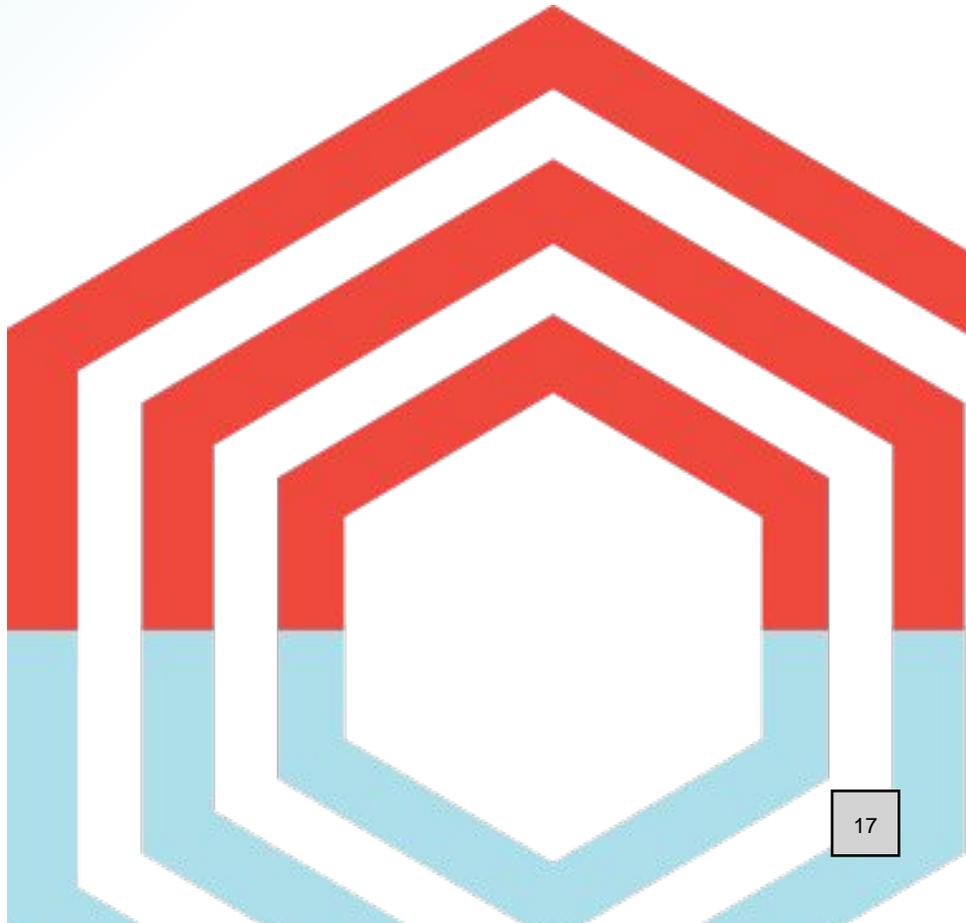


# Markets

April 11 | Spring Artisan Market

May 22 - Sept 25 | Farmer's Market

December 5 | Holiday Market

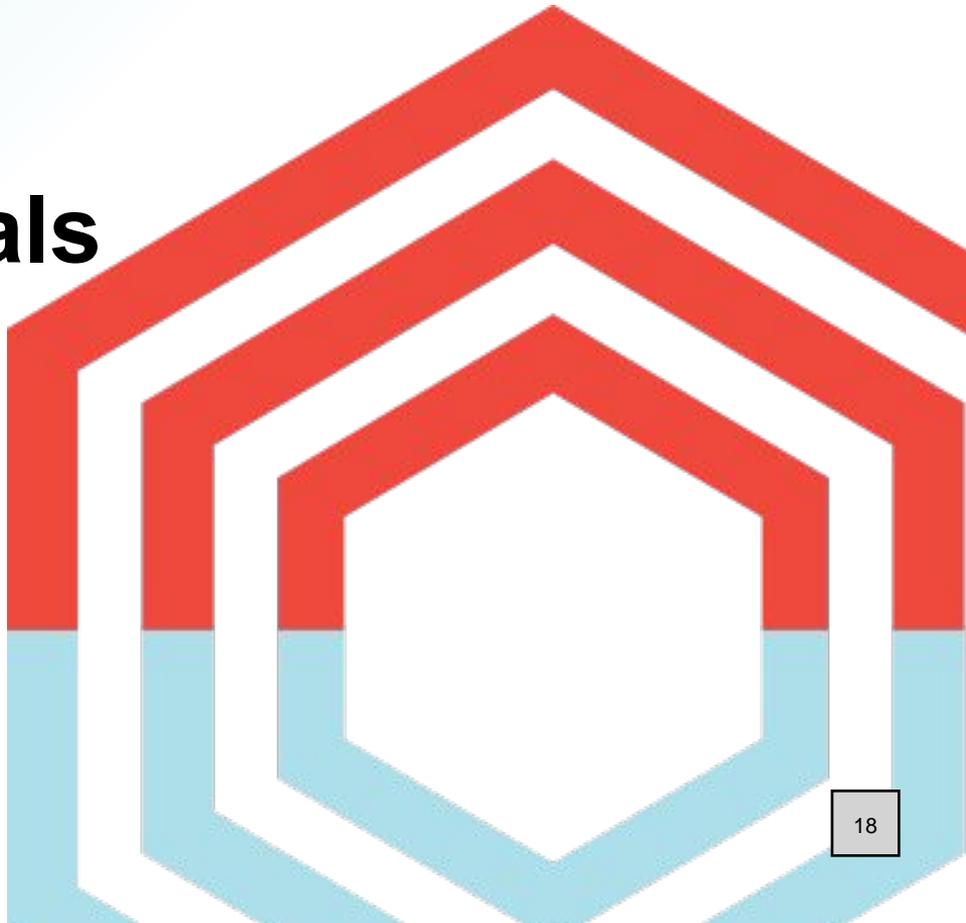




# Weddings & Rentals

**May 30 - October 10** | weddings  
most Saturdays

**Corporate rentals + community  
events** all year long





# Children's Summer Camps

June - August at the SCA  
and with partners like Velo Kids,  
Saugatuck Library, and ODC



# Professional THEATER

## Into The Woods | June 19 - July 12

Be careful what you wish for! Stephen Sondheim's dazzling, witty, and heartfelt musical *Into the Woods* takes everyone's favorite fairy tale characters and intertwines their stories in a thrilling mashup of magic, mischief, and consequences.



# Professional THEATER

## Once | August 7 - 30

*Once* is a breathtaking, emotionally charged musical about the power of connection, creativity, and the songs that bring us together. Performed by a cast of actor-musicians who play their own instruments live on stage, this intimate, joy-filled musical reminds us that sometimes the simplest moments can change everything.





**A community in FLOW listens deeply—to place, to people, and to possibility.” — *Unknown***





# Creative Fellow

Heather Winia

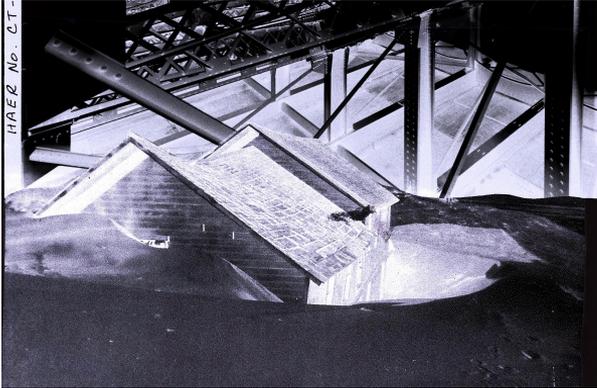
January - December 2026

[@heather.grooves](#)

Year-long fellowship; Heather will collaborate with our exhibition artists + educators, bringing movement to programs and spaces.

# The ARTISTS

Item 8A.



## Artist in Residence

Jaer Medina

January - December 2026

[@jaermedina](#) [@creaholland](#)

Holland based artist, educator, community organizer  
Founder, CREA (Holland) community based art space  
Program Assistant, Cultureworks (Holland)

Year-long residency using Corridor Gallery + working with other exhibition artists.



## Spring Exhibit Kayla Powers

Through May 2026

[@kayla.powers](https://www.instagram.com/kayla.powers)

Place-based fiber artist

Visiting Artist programming focused on Kayla's exhibit in Holland Schools, afterschool programs, and Herrick Library

# The ARTISTS

Item 8A.



## Summer Exhibit Bryanna Manning

May - September 2026

[@bryannamanningart](https://www.instagram.com/bryannamanningart)

Holland based painter

June 6 opening event @ SCA // FREE for the community  
Meet Bryanna, experience her exhibition, groove to  
live music, enjoy food + beverages

# Creative Educational Programming

Our student programming is built on a *Connected Arts Learning Framework* which develops healthy social and emotional learning, stokes literacy, builds soft skills, and introduces students to creative career paths.

We provide all programs **COST FREE** for schools, afterschool programs, libraries, and other nonprofit partners!



# Creative Educational Programming

Programming is connected to our exhibitions

**Kayla Powers:** Environmental sustainability, biodiversity among MI native plants, chemistry of making paint from plants, harvesting / dying / weaving / sewing.

**Bryanna Manning:** Great Lakes ecosystem / sustainability and care for the lake, shoreline, and woodlands / watersheds / individual and group responsibility for caretaking and impact.



Item 8A.



## Our partners

Saugatuck + Douglas, Fennville, Holland, West Ottawa, Zeeland Schools.

Herrick and Saugatuck District Libraries.

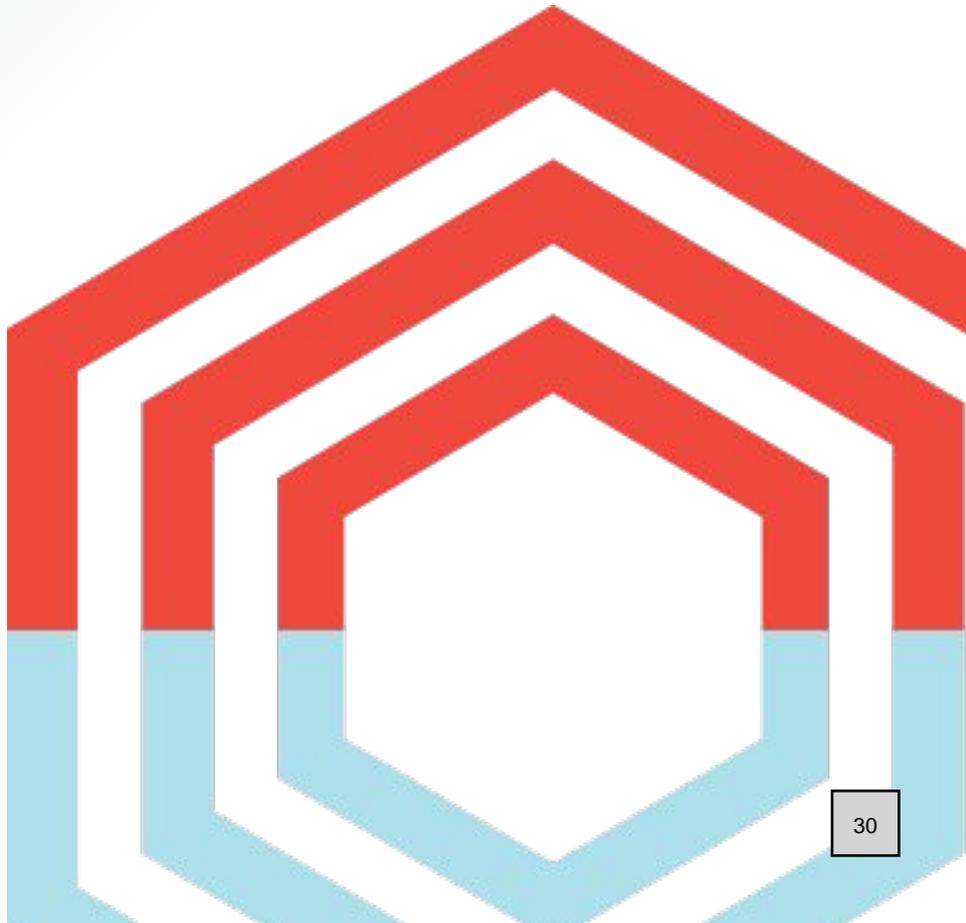
Latin Americans United for Progress, CultureWorks, Boys + Girls Clubs.



# Thank you!

Creating connections, building community, and transforming lives through the arts!

400 Culver St., Saugatuck, MI 49453  
(269) 857-2399 | [sc4a.org](http://sc4a.org)



RECEIVED  
FEB 20 2026



CITY OF THE VILLAGE OF DOUGLAS  
86 West Center Street, P.O. Box 757  
Douglas, MI 49406  
(269) 857-1438 phone  
[www.douglasmi.gov](http://www.douglasmi.gov)  
[info@douglasmi.gov](mailto:info@douglasmi.gov)  
\$50 Fee (Free for non-profit organizations)

Date Received: 2/20/2026  
CITY COUNCIL ACTION:  
Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
POLICE DEPARTMENT ACTION:  
Approved  Denied \_\_\_\_\_ Date 2/24/2026  
DEPARTMENT OF PUBLIC WORKS ACTION:  
Approved  Denied \_\_\_\_\_ Date 2/23/26  
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: Annual Douglas Easter Parade  
Applicant Name: Jessica Potter PH: [REDACTED]  
Street Address/P.O. Box: [REDACTED]  
City/State/Zip Code: Fennville, MI 49408  
E-mail: [REDACTED]  
CONTACT PERSON ON DAY OF EVENT: Jessica Potter PH: [REDACTED]

### EVENT INFORMATION

Name of Event: Annual Douglas Easter Bonnet Contest, Parade and Candy Hunt  
Location of Event: Center St. from in front of Respite to Beery Field  
Event Date(s): Saturday 4/4/2026 Start Time: 12:30p End Time: 2:00p  
Estimated Date/Time for: Set-Up 11 am 4/4/2026 Clean-Up 4/4/2026 3:30pm  
Anticipated Number of Attendees: 300 Anticipated Number of Volunteers: 6  
Event Description: Annual Easter bonnet contest, followed by parade to Berry field for candy hunt

**EVENT DETAILS**

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

Street closure date/time: 12:30 Street re-open date/time: 2:00pm

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

Parade start time: 1:15 Parade finish time: 1:20

**MUSIC:**

Will Music be provided during this event?  Yes  No

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

Time music will begin: \_\_\_\_\_ end: \_\_\_\_\_

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

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

If yes,  Provide Copy of Health Department Food Service License

**ALCOHOL:**

Will alcohol be served at your event?  Yes  No

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

Provide Copy of Michigan Liquor Control License

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

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

**EVENT SIGNAGE:**

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

Please visit [www.douglasmi.gov](http://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 \_\_\_\_\_

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](http://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](http://www.douglasmi.gov) for application. Pick up and drop off are the responsibility of the applicant.

**REQUIRED AUTHORIZING PERSONNEL SIGNATURES:**

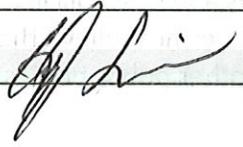
If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City. See event fee schedule for associated costs.

**DEPARTMENT OF PUBLIC WORKS:**

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

- Trucks – Size \_\_\_\_\_ Qty \_\_\_\_\_
- Loaders – Tele or Regular
- Trailer – Size \_\_\_\_\_ Qty \_\_\_\_\_
- Trash Receptacles (limit 10) – Qty \_\_\_\_\_
- Traffic Cones – Qty \_\_\_\_\_
- Fencing - \_\_\_\_\_ feet
- Electric Hook Up – Yes/No
- Water Hook Up – Yes/No
- Barricades – Concrete Qty \_\_\_\_\_ 
- Barricades – 3 Bar Qty \_\_\_\_\_ 

- Approved  Denied
- Approved with Conditions \_\_\_\_\_

Authorized Personnel Signature  Date: 2/23/2026

**DOUGLAS POLICE DEPARTMENT:**

Will this event require additional officers & equipment?  Yes  No

If yes, please describe & include times: \_\_\_\_\_

+ 2 FOR A BRIEF PERIOD

- Approved  Denied
- Approved with Conditions \_\_\_\_\_

Authorized Personnel Signature  Date: 02/24/26

**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: \_\_\_\_\_

The Applicant/Organization understand and agrees to the following:

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

### HOLD HARMLESS/INDEMNITY

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

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

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

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

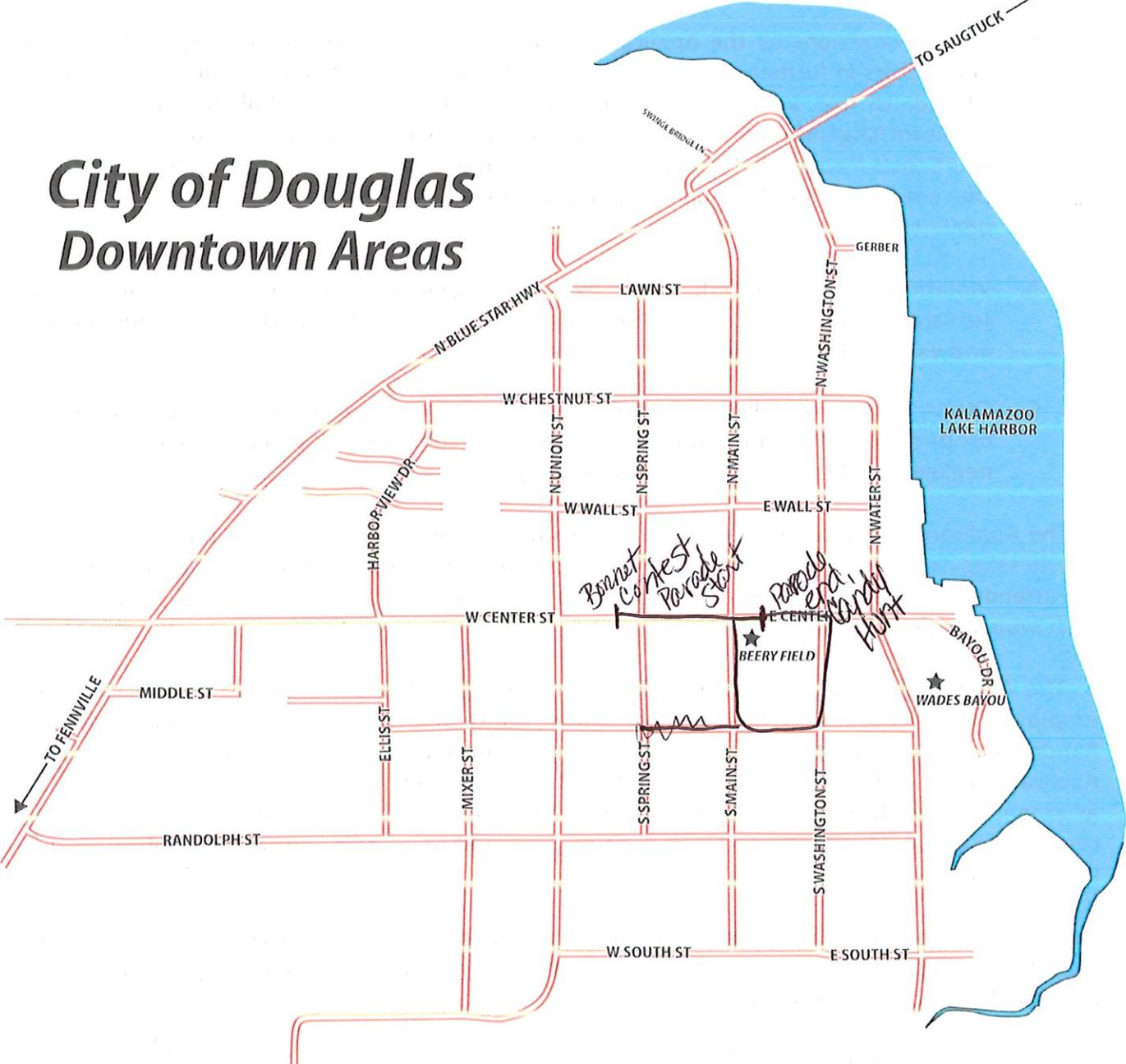
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: Jessica Potter Date: 2/19/2026

Signature of Applicant:  Date: 2/19/2026



# City of Douglas Downtown Areas





# BEERY FIELD

CENTER STREET

PUBLIC PARKING

DRINKING FOUNTAIN

PLAYGROUND

PLAYGROUND

BASKETBALL COURT

BATHROOMS

MAIN STREET

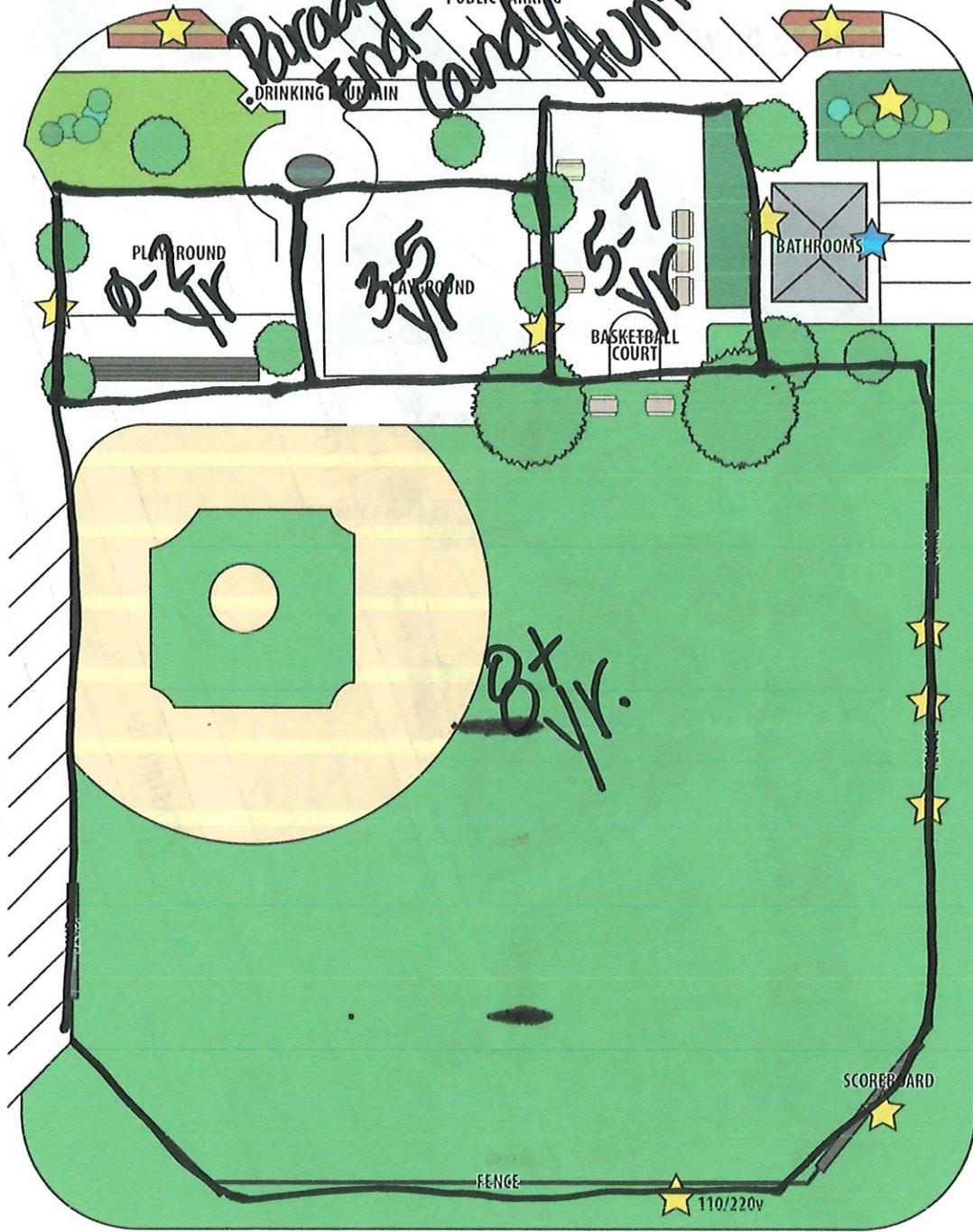
PUBLIC PARKING

WASHINGTON STREET

FREMONT STREET

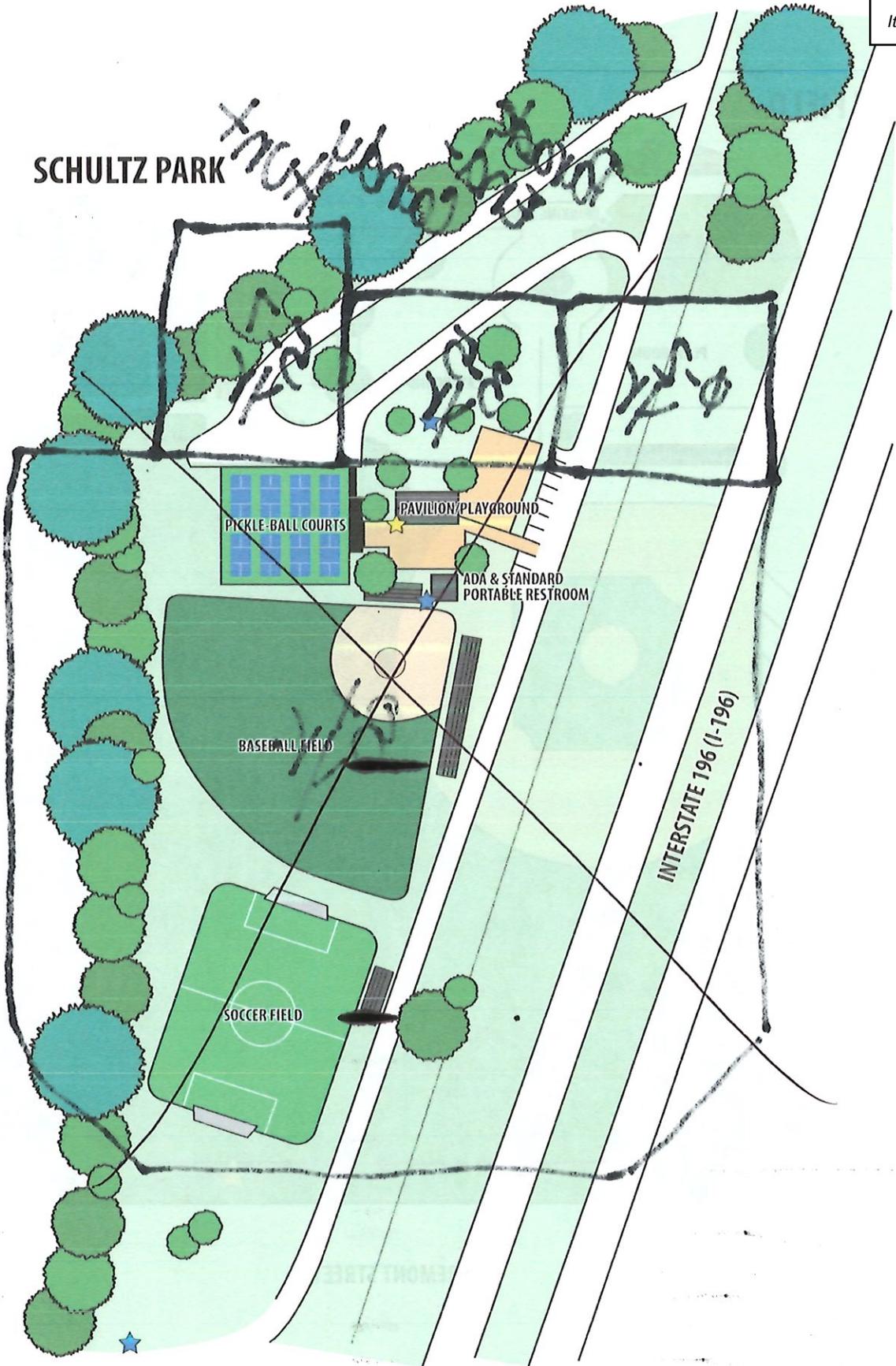
-  Water Hose Hookup
-  Electrical Outlet

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: water is not for human consumption)

**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.**

**To:** City of the Village of Douglas City Council  
**Date:** March 2, 2026  
**From:** Sean Homyen, Planning & Zoning Administrator  
**RE:** Amendment to Chicken Ordinance



*The Village of Friendliness – Since 1870*

**Background.** As Council is aware, a code enforcement action was initiated after the City received a complaint regarding chickens on a neighboring property. The City currently regulates the keeping of chickens through a permit process administered by the City Clerk or designee. The enforcement matter ultimately resulted in a legal dispute, during which concerns were raised regarding the ordinance and the permit process. The City Attorney reviewed the existing ordinance and identified areas where the permit procedures could be clarified and improved. One of the primary changes is that neighbor comments will be considered as part of the review process but will no longer automatically result in denial of a permit.

### **Summary of Amendments**

The amendments include:

- Clarifying permit application requirements
- Establishing certified mail notice to adjacent property owners
- Allowing neighbor comments to be considered as part of the review process without automatically resulting in permit denial
- Establishing review criteria for permit approval
- Creating an appeal process to City Council
- Clarifying permit renewal procedures

Overall, the amendments are intended to clarify the permit process and improve administration of chicken permits. The amendments are primarily administrative in nature and do not expand where chickens are permitted within the City.

A full copy of the proposed ordinance is included in the packet for Council review.

**Process.** The proposed ordinance is scheduled for First Reading on March 2, 2026, and Second Reading and adoption on March 16, 2026. If adopted, the ordinance will be published on March 26, 2026, and will become effective April 15, 2026.

Please feel free to reach out with any questions.

## PROPOSED DRAFT ORDINANCE REVISIONS

### § 92.32 CHICKEN PERMITS.

Any person wanting to keep chickens within the city shall first apply for and obtain a permit from the City Clerk or their designee, before that person may legally keep chickens within the city. Regulations pertaining to permits shall be as follows:

(A) Any person applying for a permit to keep chickens within the city shall submit a permit application on a form promulgated by the City Clerk or their designee, and shall pay an application fee established by resolution of the City Council. Application components shall include applicant/owner's name, address, phone number, email, zoning review of application, confirmation of receipt of the U.S. Department of Health and Human Services Center for Disease Control (CDC) and Prevention's "Healthy Families and Flocks" publication (# CS274178A), and other relevant information.

(B) If the applicant is not the owner of the real property on which he or she wants to keep chickens, the applicant must provide the written consent of the owner of the real property and a copy of the signed lease. The lease term must be a minimum of one year. Without such written consent, the permit application may not be granted.

(C) Once a completed application form, application fee, and written consent of the owner of the real property have been submitted to the City Clerk or their designee, the city shall within ten business days send by certified mail written notice of the application for a permit to keep chickens to the following:

(1) The physical property address of all adjacent real properties. For purposes of this division, "adjacent real properties" shall include all properties sharing a common lot line with the real property on which chickens are proposed to be kept, but shall not include properties sharing only a common corner point, without footage on a common lot line.

(2) The address of record for the owner of all adjacent real properties, if that address of record is different from the physical property address.

(D) If the City Clerk or their designee receives any comments regarding the issuance of a permit from any person required to be notified of the permit application within 21 days from mailing the written notice of the permit application, then those comments will be added to the permit application file.

(E) The City Clerk or their designee shall review the permit application in light of the following factors:

(1) The size of the lot on which chickens are proposed to be kept;

(2) The adequacy of the applicant's plans for housing and confining the chickens; and

## PROPOSED DRAFT ORDINANCE REVISIONS

(3) Other factors relevant to the applicant's particular circumstances regarding compliance with current zoning requirements and this ordinance; however

(4) No permit shall be denied based on the objection of an adjacent real property owner.

(F) If the City Clerk or their designee grants the request for the permit, he or she shall do so in writing, which writing shall state the property address at which chickens may be kept, as well as the number of chickens allowed to be kept, and any other conditions of the permit to keep chickens.

(G) If the City Clerk or their designee denies the request for the permit, he or she shall do so in writing, and shall state the reasons for such denial. Notice of denial shall be sent to the applicant by certified mail.

(H) If the City Clerk or their designee denies the request for the permit, the applicant shall be permitted to appeal the denial to the City Council within thirty (30) days of receipt of the denial notice.

(I) An initial permit shall be valid for a period of one year. If, in the judgment of the City Clerk or their designee, the permittee has abided by all subchapter provisions and permit conditions, and has not created a nuisance to the owners or occupants of adjacent properties or the neighborhood, the permit may be renewed for multiple one-year periods. Each renewal may include an on-site inspection and neighbor notification. No permit issued pursuant to this subchapter shall remain valid past the date on which this subchapter either expires or is repealed, whichever is earlier. Annual renewal of permits does not require reapplication in the same manner as an initial permit.

(J) Any permit may be suspended or revoked by the City Clerk or their designee, by written notice to the permit holder, upon a finding that the permittee has violated applicable city ordinance provisions or permit conditions.

(K) A permit as described above is personal to the applicant. Such a permit may not be transferred to another individual. If ownership of the underlying real property on which the chickens are kept is transferred, the permit does not run with the land, and a person desiring to keep chickens on the property must apply for a new permit

**CITY OF THE VILLAGE OF DOUGLAS**

**ALLEGAN COUNTY, MICHIGAN**

**ORDINANCE NO. 01-2026**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES**

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

An ordinance to amend the Code of Ordinances of the City of the Village of Douglas by amending Chapter 4 – Animals, Article II – Chickens, Section 4-39, Subsections (1), (2), (3), (3)(a), (3)(b), (4), (5), (5)(b), (5)(c), (5)(d), (6), (7), (8), and (9) regarding Chicken Permits; and to repeal all ordinances or parts of ordinances in conflict therewith.

**THE CITY OF THE VILLAGE OF DOUGLAS HEREBY ORDAINS:**

**SECTION 1: PREAMBLE**

**WHEREAS** the City of the Village of Douglas previously adopted regulations governing the keeping of chickens within the City; and

**WHEREAS** the City Council has determined that amendments to Chapter 4 – Animals, Article II – Chickens, Section 4-39 are necessary to clarify and update the permitting procedures and administrative review process; and

**WHEREAS** the City Council finds that these amendments will promote public health, safety, and welfare by ensuring consistent standards for permit issuance, neighbor notification, and renewal procedures; and

**WHEREAS** the City Council further finds that updating these provisions will provide clearer guidance to applicants and adjacent property owners while maintaining appropriate oversight of chicken permits within the City.

**SECTION 2: AMENDMENT.** An ordinance to amend Chapter 4 – Animals, Article II – Chickens, Section 4-39, Subsections (1), (2), (3), (3)(a), (3)(b), (4), (5), (5)(b), (5)(c), (5)(d), (6), (7), (8), and (9) are hereby amended to read as follows:

- (1) Any person applying for a permit to keep chickens within the City shall submit a permit application on a form promulgated by the City Clerk or their designee, and shall pay an application fee established by resolution of the City Council. Application components shall include applicant/owner's name, address, phone number, email, zoning review of application, confirmation of receipt of the U.S. Department of Health and Human Services Center for Disease Control (CDC) and Prevention's "Healthy Families and Flocks" publication (# CS274178A), and other relevant information.
- (2) If the applicant is not the owner of the real property on which he or she wants to keep chickens, the applicant must provide the written consent of the owner of the real property and a copy of the signed lease. The lease term must be a minimum of one year. Without such written consent, the permit application may not be granted.
- (3) Once a completed application form, application fee, and written consent of the owner of the real property have been submitted to the City Clerk or their designee, the City shall within ten business days send by certified mail written notice of the application for a permit to keep chickens to the following:
  - (a) The physical property address of all adjacent real properties. For purposes of this division, "adjacent real properties" shall include all properties sharing a common lot line with the real property on which chickens are proposed to be kept, but shall not include properties sharing only a common corner point, without footage on a common lot line.
  - (b) The address of record for the owner of all adjacent real properties, if that address of record is different from the physical property address.
- (4) If the City Clerk or their designee receives any comments regarding the issuance of a permit from any person required to be notified of the permit application within 21 days from mailing the written notice of the permit application, then those comments will be added to the permit application file.

(5) The City Clerk or their designee shall review the permit application in light of the following factors:

- (a) The size of the lot on which chickens are proposed to be kept;
- (b) The adequacy of the applicant's plans for housing and confining the chickens; and
- (c) Other factors relevant to the applicant's particular circumstances regarding compliance with current zoning requirements and this ordinance.
- (d) No permit shall be denied based on the objection of an adjacent real property owner.

(6) If the City Clerk or their designee grants the request for the permit, he or she shall do so in writing, which writing shall state the property address at which chickens may be kept, as well as the number of chickens allowed to be kept, and any other conditions of the permit to keep chickens.

(7) If the City Clerk or their designee denies the request for the permit, he or she shall do so in writing, and shall state the reasons for such denial. Notice of denial shall be sent to the applicant by certified mail.

(8) If the City Clerk or their designee denies the request for the permit, the applicant shall be permitted to appeal the denial to the City Council within thirty (30) days of receipt of the denial notice.

(9) An initial permit shall be valid for a period of one year. If, in the judgment of the City Clerk or their designee, the permittee has abided by all subchapter provisions and permit conditions, and has not created a nuisance to the owners or occupants of adjacent properties or the neighborhood, the permit may be renewed for multiple one-year periods. Each renewal may include an on-site inspection and neighbor notification. No permit issued pursuant to this subchapter shall remain valid past the date on which this subchapter either expires or is repealed, whichever is earlier. Annual renewal of permits does not require reapplication in the same manner as an initial permit.

**SECTION 3. SEVERABILITY.** If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

**SECTION 4. REPEALER.** All other ordinances or portions of ordinances inconsistent with this ordinance are hereby repealed.

**SECTION 5. PUBLICATION.** Within fifteen (15) days of its adoption, this Ordinance or a notice of adoption summarizing this Ordinance, as required by law, shall be published by the City Clerk in a newspaper of general circulation in the City in accordance with Act 110 of 2006.

**SECTION 6. EFFECTIVE DATE.** This Ordinance shall become effective twenty (20) days after the date of publication.

[SIGNATURES ON FOLLOWING PAGE]

Ordinance Offered by:

Ordinance Supported by:

Ayes:

Nays:

Abstain:

Absent:

**First Reading: March 2, 2026**

**Second Reading: March 16, 2026**

**Date of Publication: March 26, 2026**

**Effective Date: April 15, 2026**

**ORDINANCE DECLARED ADOPTED THIS 16<sup>th</sup> DAY OF March 2026**

\_\_\_\_\_  
Cathy North, Mayor

\_\_\_\_\_  
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 an Ordinance adopted by the Douglas City Council at a regular meeting held on Monday, March 16, 2026, 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 this Act.

CITY OF THE VILLAGE OF DOUGLAS

By: \_\_\_\_\_  
City Clerk, City of the Village of Douglas