



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, OCTOBER 06, 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/82907017125>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 829 0701 7125

- 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 October 6, 2025
 - B.** Approve the Council Regular Meeting Minutes for September 15, 2025
 - C.** Approve Invoices in the Amount of \$422,243.13
 - D.** Appointments - Jim Babcock: DDA, Cynthia Miller: DDA

Motion to approve the Consent Calendar of October 6, 2025 – roll call vote
- 5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY)**
- 6. PUBLIC COMMUNICATION - WRITTEN**
 - A.** KRG Thank You Letter
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A.** Ordinance No. 07-2025 - International Fire Code, 2024 Edition Adoption - First Read, No Action (S. Homyen)
 - B.** 14 Ferry Street - Illegal Sign (Discussion/Action) (S. Homyen)

C. Cleaning Services Award (L. Nocerini)

Motion to approve awarding the cleaning services contract to Cleaning Power LLC for 415 Wiley Road in the amount of \$495 per bi-weekly cleaning. - roll call vote

D. Resolution 24-2025 - Dutch Republic Revocable License Agreement (S. Homyen)

Motion to adopt resolution 24-2025, approving the Revocable License Agreement with Dutch Republic, for the sign located within the Blue Star Highway right-of-way at 435 Blue Star Highway. - roll call vote

E. General Code Ordinance No. 132 Memorandum

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. CLOSED SESSION

Motion to enter closed session per section 8(1)(e) and (h) of the Open Meetings Act, to consider advice of counsel and material exempt from discussion or disclosure by state or federal statute rules, and regulations. - roll call vote

Motion to exit from closed session and enter back into regular session of the City Council. - roll call vote

14. ADJOURNMENT

Motion to adjourn the meeting.

Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Laura Kasper, City

Clerk, at (269) 857-1438, or clerk@douglasmi.gov to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, SEPTEMBER 15, 2025 AT 6:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. **CALL TO ORDER:** By Mayor North
2. **ROLL CALL:** By Clerk Kasper
PRESENT
Mayor Cathy North
Councilmember Jerome Donovan
Councilmember Neal Seabert
Councilmember John O'Malley
Mayor Pro-Tem Randy Walker
Councilmember Gregory Freeman
Councilmember Matt Balmer
Also Present City Manager Lisa Nocerini
City Clerk Laura Kasper
3. **PLEDGE OF ALLEGIANCE:** Led by Mayor North
4. **CONSENT CALENDAR**
 - A. Approve the Council Meeting Agenda for September 15, 2025, *Amended; removal of item 8. E.*
 - B. Approve the Council Regular Meeting Minutes for September 2, 2025
 - C. Approve Invoices in the Amount of \$217,866.50

Motion by Seabert, second by Freeman, to approve the Consent Calendar of September 15, 2025, as amended. – Motion carried by unanimous roll call vote.

5. **PUBLIC COMMUNICATION – VERBAL:** None
6. **PUBLIC COMMUNICATION – WRITTEN**
 - A. Robert Karns Hazardous Waste Collection Letter
7. **UNFINISHED BUSINESS:** None
8. **NEW BUSINESS**
 - A. Warming Station Presentation/Discussion - Lisa Mize, SDCVB
 - B. Saugatuck Township Wastewater Purchase Request (L. Nocerini)

Motion by Seabert, second by Balmer, to approve the sale of 55,000 gallons per day (gpd) of unused

wastewater treatment capacity to Saugatuck Township in the amount of \$252,340.00. – Motion carried by unanimous roll call vote.

C. Prosecutorial Services Agreement (L. Nocerini)

Motion by Balmer, second by Seabert, to approve the engagement of Orton, Tooman, Hale, McKnown & Kiel, P.C. to provide prosecutorial services for the City of the Village of Douglas effective October 1, 2025. – Motion carried by unanimous roll call vote.

D. Wade's Bayou Concession (L. Nocerini)

Motion by O'Malley, second by Seabert, to approve the last one (1) year extension to the existing contract with Third Coast Surf Shop, Inc. – 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 - City Manager Nocerini provided updates.

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

11. COUNCIL COMMENTS: Councilmembers stated final comments.

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

13. CLOSED SESSION

- A. *Motion by Walker, second by O'Malley, to enter into closed session per Sec: 15.268, sub-section 8 (a) of the Open Meetings Act, to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. – Motion carried by majority roll call vote. Voting Yea: Balmer, Freeman, North, O'Malley, Walker. Voting Nay: Donovan, Seabert*

Motion by Walker, second by O'Malley, to exit from closed session and return to the regular meeting of City Council. – Motion carried by unanimous roll call vote.

Motion by Balmer, second by O'Malley, to approve the City Manager merit increase of \$5,000 effective on September 15, 2025. – Motion carried by majority roll call vote. Voting Yea: Balmer, Freeman, North, O'Malley, Seabert, Walker. Voting Nay: Donovan.

14. ADJOURNMENT

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

Approved on this 6th day of October 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 September 15, 2025, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, City Clerk

10/03/2025

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Inv Num	Vendor	Inv Date	Due Date	Inv Amt
Inv Ref#	Description			
	GL Distribution			
ACH Transaction				
79596543				
52016	ABSOPURE WATER COMPANY	08/31/2025	10/06/2025	62.20
	ABOSUPURE DIS 5GAL (4), DEPOSIT BOTTLE 5G (4), AND H&C WHITE COOLER			
101-301.000-802.000	CONTRACTUAL			62.20
89880939				
52112	ABSOPURE WATER COMPANY	09/26/2025	10/06/2025	88.25
	DPW WATER			
101-463.000-740.000	SUPPLIES			88.25
DOUGLASCITY25-10				
52135	ASSESSING SOLUTIONS	10/01/2025	10/06/2025	3,333.33
	ASSESSING CONTRACT			
101-257.000-703.000	WAGES			3,333.33
CSW-050004				
52041	CIRBA SOLUTIONS	09/30/2025	10/06/2025	121.95
	WERECYCLE BATTERY BOX MEDIUM			
101-265.000-740.000	SUPPLIES			121.95
10-1-25				
52116	DAWN RAZA	10/01/2025	10/06/2025	300.00
	VISION REIMBURSEMENT. RECEIPTS TOTAL \$417.95. MAXIMUM IS \$300			
101-253.000-719.000	INSURANCE BENEFITS			300.00
9-25-25				
52128	DAWN RAZA	09/25/2025	10/06/2025	287.00
	MILEAGE FOR MMTA CONFERENCE-BELLAIRE			
101-253.000-718.002	MISC TRAVEL EXPENSES-TRAINING			287.00
R201120688:01				
52074	K&R TRUCK REPAIRS	09/22/2025	10/06/2025	15,702.35
	REPAIRS FOR 2015 INTERNATIONAL			
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			15,702.35
9-29-25				
52032	LAURA KASPER	09/29/2025	10/06/2025	146.30
	MILEAGE FOR BOE WORKSHOP-LANSING			
101-262.000-718.002	MISC TRAVEL EXPENSES-TRAINING			146.30
281194				
52120	KERKSTRA RESTROOM SERVICE	10/01/2025	10/06/2025	115.00
	UNION ST BOAT LAUNCH			
101-751.000-802.000	CONTRACTUAL			115.00
281192				
52121	KERKSTRA RESTROOM SERVICE	10/01/2025	10/06/2025	115.00
	SCHULTZ PARK BOAT LAUNCH			
213-753.000-958.000	MISCELLANEOUS			115.00
281196				
52122	KERKSTRA RESTROOM SERVICE	10/01/2025	10/06/2025	190.00
	WADES BAYOU			
594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL			190.00
281193				
52123	KERKSTRA RESTROOM SERVICE	10/01/2025	10/06/2025	305.00
	SCHULTZ PARK PLAYGROUND AREA			
101-751.000-802.000	CONTRACTUAL			305.00

281191				
52124	KERKSTRA RESTROOM SERVICE	10/01/2025	10/06/2025	190.00
	DOUGLAS MARINA PARK			
	594-597.000-802.000	CONTRACTUAL		190.00
281190				
52125	KERKSTRA RESTROOM SERVICE	10/01/2025	10/06/2025	115.00
	SCHULTZ PARK DOG PARK			
	101-751.000-802.000	CONTRACTUAL		115.00
281195				
52126	KERKSTRA RESTROOM SERVICE	10/01/2025	10/06/2025	115.00
	VETERANS MEMORIAL PARK			
	101-751.000-802.000	CONTRACTUAL		115.00
9-29-25				
52031	LISA NOCERINI	09/29/2025	10/06/2025	749.04
	REIMBURSEMENT FOR MICHIGAN DOWNTOWN DAY/DDA WILD DOG EVENT-FOOD			
	248-728.000-880.000	COMMUNITY PROMOTION		749.04
9-25-25				
52113	OLIVIA SCHIPPER	09/25/2025	10/06/2025	82.78
	MEAL REIMBURSEMENT WHILE AT FTO TRAINING 9/15/25-9/18/25			
	101-301.000-718.000	TRAINING FUNDS		82.78
9-10-25				
52127	JENNIFER PEARSON	09/10/2025	10/06/2025	55.39
	VISION REIMBURSEMENT			
	101-215.000-719.000	INSURANCE BENEFITS		55.39
112700				
52029	PINCHIN	06/27/2025	10/06/2025	720.00
	CLEANUP PLANNING AND GRANT MANAGEMENT ACTIVITIES - 200 BLUE STAR HWY			
	243-000.000-802.243	BLIGHT REMOVAL		720.00
113949				
52030	PINCHIN	09/26/2025	10/06/2025	250.00
	ENVIRONMENTAL CONSULTING AND MANAGEMENT			
	243-000.000-802.243	BLIGHT REMOVAL		250.00
110352-2				
52118	PINCHIN	01/21/2025	10/06/2025	132.50
	INVOICE WAS NOT PAID IN FULL FROM INVOICE DATED 1/21/25-EPA GRANT-200 BLUE STAR			
	243-000.000-802.243	BLIGHT REMOVAL		132.50
10542601				
52048	PLANTE MORAN	09/29/2025	10/06/2025	2,981.25
	CONTRACTUAL FINANCIAL CONSULTING			
	101-253.000-802.009	CONTRACTUAL FINANCIAL CONSULT		2,981.25
10535275				
52084	PLANTE MORAN	09/16/2025	10/06/2025	7,787.50
	SERVICES RENDERED THROUGH 9/12/25 INCLUDING AUDIT PREP AND REVIEW, FA DISPOSALS, GASB 101, ETC			
	101-253.000-802.009	CONTRACTUAL FINANCIAL CONSULT		7,787.50
10960876				
52087	PLUNKETT COONEY	09/30/2025	10/06/2025	3,879.48
	SERVICES THRU 8/31/2025			
	101-701.000-801.000	CONTRACTUAL ATTORNEY		45.00
	101-266.000-801.000	CONTRACTUAL ATTORNEY		3,834.48
10547024				
52047	PM GROUP BENEFIT	09/30/2025	10/06/2025	833.00
	BENEFIT PLAN ADMINISTRATIVE SUPPORT SERVICES			
	101-265.000-802.000	CONTRACTUAL		833.00
91073				

52046	PREIN & NEWHOF	09/08/2025	10/06/2025	691.00
	CENTER COLLECTIVE ESCROW ACTIVITY 7/27/25-8/30/25			
	101-000.000-283.000	ESCROW		691.00
91131				
52053	PREIN & NEWHOF	09/08/2025	10/06/2025	340.00
	2025 ROAD IMPROVEMENTS. BILLING PERIOD: 7/27/25-8/30/25			
	202-463.000-806.000	CONTRACTUAL ENGINEERING		340.00
91147				
52054	PREIN & NEWHOF	09/08/2025	10/06/2025	3,705.00
	BLUE STAR HWY/WILEY RD TRAFFIC IMPACT ANALYSIS. BILLING PERIOD: 7/27/25-8/30/25			
	101-463.000-806.000	CONTRACTUAL ENGINEERING		3,705.00
91144				
52055	PREIN & NEWHOF	09/08/2025	10/06/2025	258.00
	2026 ROAD IMPROVEMENTS. BILLING PERIOD: 7/27/25-8/30/25			
	202-463.000-806.000	CONTRACTUAL ENGINEERING		258.00
91110				
52056	PREIN & NEWHOF	09/08/2025	10/06/2025	1,218.25
	CITY OF DOUGLAS DWAM. BILLING PERIOD: 7/27/25-8/30/25			
	450-536.000-806.000	CONTRACTUAL ENGINEERING		1,218.25
91139				
52057	PREIN & NEWHOF	09/08/2025	10/06/2025	9,375.30
	PROFESSIONAL SERVICES. BILLING PERIOD: 8/1/25-8/31/25			
	101-701.000-806.000	CONTRACTUAL ENGINEERING		8,902.30
	101-463.000-806.000	CONTRACTUAL ENGINEERING		473.00
91148				
52109	PREIN & NEWHOF	09/08/2025	10/06/2025	1,079.00
	ESCROW-SAFE HARBOR TOWER MARINA, 7/27/25-8/30/25			
	101-000.000-283.000	ESCROW		1,079.00
3963				
52079	RAF ELECTRIC	09/17/2025	10/06/2025	1,125.00
	RELOCATE AED CABINETS			
	101-751.000-740.000	SUPPLIES		935.00
	594-597.000-820.000	MARINA OPERATIONS		190.00
60923107				
52136	ROSE PEST SOLUTIONS	09/24/2025	10/06/2025	168.00
	PEST CONTROL-CITY HALL			
	101-265.000-802.000	CONTRACTUAL		168.00
60923129				
52137	ROSE PEST SOLUTIONS	09/24/2025	10/06/2025	55.00
	PEST CONTROL - POLICE DEPARTMENT			
	101-301.000-802.000	CONTRACTUAL		55.00
25-0000782				
52129	SAUGATUCK TWP FIRE DISTRICT	09/11/2025	10/06/2025	550.00
	120KEWATIN, 6924 SECOND, AND RE INSPECTION AT 68 WALL			
	101-701.000-802.000	CONTRACTUAL		550.00
25-0000785				
52138	SAUGATUCK TWP FIRE DISTRICT	09/29/2025	10/06/2025	600.00
	RENTAL HOME INSPECTIONS			
	101-701.000-802.000	CONTRACTUAL		600.00
56717-00				
52076	TERMINAL SUPPLY CO	09/16/2025	10/06/2025	78.48
	SEALED WATERPROOF WIRE CONNECT			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		78.48
INV3564270VC3				

52052	VC3 INC	09/30/2025	10/06/2025	11,026.00
	LABOR - FIXED FEE - PROJECT ONE-TIME - PROACTIVE			
	470-265.000-974.000	CONSTRUCTION		11,026.00
VC3-220369				
52088	VC3 INC	09/30/2025	10/06/2025	46.20
	EXCHANGE ONLINE (PLAN 1)			
	101-301.000-802.000	CONTRACTUAL		46.20
VC3-220368				
52133	VC3 INC	09/16/2025	10/06/2025	272.55
	MICROSOFT OFFICE 365-CITY LICENSES-MONTHLY BILLING FOR SEPTEMBER			
	101-265.000-802.000	CONTRACTUAL		272.55
VC3-220370				
52134	VC3 INC	09/16/2025	10/06/2025	107.12
	CLOUD PROTECTION-SEPTEMBER			
	101-265.000-802.000	CONTRACTUAL		107.12
9-23-25				
52117	RANDY WALKER	09/23/2025	10/06/2025	239.02
	DINNER: \$160.52, PARKING: \$48.00, MILEAGE: \$30.50 - MML CONFERENCE-GRAND RAPIDS MI			
	101-101.000-718.002	MEAL - THE CHOPHOUSE GRAND RAPIDS - MML		160.52
	101-101.000-718.002	CITY OF GRAND RAPIDS PARKNG - MML CONF		48.00
	101-101.000-718.002	MILEAGE TO GRAND RAPIDS		30.50
-25 DDA SUPPLIES				
52119	RANDY WALKER	09/30/2025	10/06/2025	150.00
	FALL DECORATIONS - BALES OF STRAW			
	248-728.000-880.000	COMMUNITY PROMOTION		150.00
101112				
52042	WILLIAMS AND WORKS	08/23/2025	10/06/2025	1,525.00
	ESCROW&GENERAL SUPPORT & ASSISTANCE TO PZA 7/27/25-8/23/25			
	101-701.000-803.000	CONTRACTUAL CONSULTANT		535.00
	101-000.000-283.000	ESCROW		990.00
101118				
52043	WILLIAMS AND WORKS	08/23/2025	10/06/2025	1,155.00
	ZONING ORDINANCE UPDATE PROJECT			
	101-701.000-803.000	CONTRACTUAL CONSULTANT		1,155.00
Type: EFT Transfer				
SS2/73901				
52014	ALTA EQUIPMENT CO.	08/20/2025	10/06/2025	4,646.79
	10 A/C ISSUE & 2 SPEED CAB HEATING/AIR CONDITIONING SYSTEM - PARTS, LABOR, AND MISC.			
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		4,646.79
9-2025				
52105	COMCAST	09/05/2025	10/06/2025	369.54
	DPW INTERNET & PHONES 9/18/25-10/17/25			
	101-463.000-851.000	TELEPHONE		369.54
9-2025 CITY HALL				
52106	COMCAST	09/05/2025	10/06/2025	412.30
	CITY HALL INTERNET & PHONES 9/27/25-10/26/25			
	101-265.000-851.000	TELEPHONE		412.30
9-2025 PD				
52107	COMCAST	09/15/2025	10/06/2025	236.20
	POLICE DEPARMTNET INTERNET & PHONES 9/29/25-10/28/25			
	101-301.000-851.000	TELEPHONE		236.20
206704136583				
52020	CONSUMERS ENERGY	10/07/2025	10/06/2025	387.44
	ACC # 1030 5033 3238, PERIOD 8/14/25-9/14/25			

101-265.000-922.000	UTILITIES			387.44
206704136584				
52021	CONSUMERS ENERGY	10/07/2025	10/06/2025	508.94
	ACC # 1030 5033 3246, PERIOD 8/14/25-9/14/25			
101-265.000-922.000	UTILITIES			508.94
203767915523				
52022	CONSUMERS ENERGY	10/07/2025	10/06/2025	253.31
	ACC # 1001 0545 0694			
101-751.000-922.000	UTILITIES			253.31
206970857531				
52023	CONSUMERS ENERGY	10/07/2025	10/06/2025	55.14
	ACC # 1030 3134 7828			
213-753.000-922.000	UTILITIES			55.14
203678971676				
52024	CONSUMERS ENERGY	10/07/2025	10/06/2025	38.07
	ACC # 1030 4596 7116			
101-751.000-922.000	UTILITIES			38.07
204212894748				
52027	CONSUMERS ENERGY	09/26/2025	10/06/2025	44.86
	201 S WASHINGTON STREET			
594-597.000-922.000	UTILITIES			44.86
201098315587				
52033	CONSUMERS ENERGY	09/30/2025	10/06/2025	304.95
	2993 BLUE STAR HWY #100, 8/20/25-9/18/25			
101-265.000-922.000	UTILITIES			304.95
201098315588				
52034	CONSUMERS ENERGY	09/30/2025	10/06/2025	320.06
	2993 BLUE STAR HWY #108, 8/20/25-9/18/25			
101-265.000-922.000	UTILITIES			320.06
201721165820				
52035	CONSUMERS ENERGY	09/30/2025	10/06/2025	113.04
	37 S WASHINGTON ST UNIT 1, 8/26/25-9/24/25			
101-751.000-922.000	UTILITIES			113.04
201721165821				
52036	CONSUMERS ENERGY	09/30/2025	10/06/2025	36.89
	25 MAIN STREET, 8/26/25-9/24/25			
101-751.000-922.000	UTILITIES			36.89
201721165819				
52037	CONSUMERS ENERGY	09/30/2025	10/06/2025	332.10
	486 WATER STREET, 8/26/25-9/24/25			
101-265.000-922.000	UTILITIES			332.10
205369716797				
52038	CONSUMERS ENERGY	09/30/2025	10/06/2025	542.94
	503 W CENTER STREET, 8/26/25-9/24/25			
101-463.000-922.000	UTILITIES			542.94
205013785184				
52039	CONSUMERS ENERGY	09/30/2025	10/06/2025	218.22
	47 CENTER STREET, 8/26/25-9/24/25			
101-301.000-922.000	UTILITIES			218.22
205013785185				
52040	CONSUMERS ENERGY	09/30/2025	10/06/2025	208.94
	86 CENTER STREET, 8/26/25-9/24/25			
101-265.000-922.000	UTILITIES			208.94
T25-486 WATER ST				

52090	KALAMAZOO LAKE SEWER & WATER	09/30/2025	10/06/2025	87.58
	486 WATER ST NEW BARN OCT. 2025			
	101-265.000-922.000 UTILITIES			87.58

5-37	WASHINGTON			
52091	KALAMAZOO LAKE SEWER & WATER	09/30/2025	10/06/2025	263.75
	37 WASHINGTON - BATHROOM OCT. 2025			
	101-751.000-922.000 UTILITIES			263.75

201	WASHINGTON			
52092	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	121.69
	201 WASHINGTON ST OCT 2025			
	594-597.000-922.000 UTILITIES			121.69

5-3100	SCHULTZ P			
52093	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	857.23
	3100 SCHULTZ PARK DRIVE OCT. 2025			
	101-751.000-922.000 UTILITIES			857.23

25-50	LAKESHORE			
52094	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	159.87
	50 LAKESHORE DRIVE BATHROOM OCT. 2025			
	101-751.000-922.000 UTILITIES			159.87

5-25	MAIN FOUNT			
52095	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	29.84
	25 MAIN DRINKING FOUNTAIN OCT. 2025			
	101-751.000-922.000 UTILITIES			29.84

5-25	MAIN IRRIGA			
52096	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	680.33
	25 MAIN IRRIGATION OCT. 2025			
	101-751.000-922.000 UTILITIES			680.33

5-25	86 CENTER			
52097	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	91.08
	86 W. CENTER ST OCT. 2025			
	101-265.000-922.000 UTILITIES			91.08

5-25	47 CENTER			
52098	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	211.87
	47 CENTER STREET - POLICE STATION OCT. 2025			
	101-301.000-922.000 UTILITIES			211.87

5-147	CENTER IRR			
52099	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	97.45
	147 CENTER STREET IRRIGATION OCT. 2025			
	101-751.000-802.000 CONTRACTUAL			97.45

5-25	455 CENTER			
52100	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	177.10
	455 CENTER STREET OCT. 2025			
	101-751.000-922.000 UTILITIES			177.10

5-2995	BS STE101			
52101	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	207.81
	2995 BLUE STAR HWY SUITE 101 OCT. 2025			
	101-265.000-922.000 UTILITIES			207.81

5-2995	BS STE102			
52102	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	239.97
	2995 BLUE STAR HWY SUITE 102 OCT. 2025			
	101-265.000-922.000 UTILITIES			239.97

5-2995	BS STE106			
52103	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	82.38
	2995 BLUE STAR HWY SUITE 106 OCT. 2025			

101-265.000-922.000	UTILITIES			82.38
OCT25-26 BAYOU				
52104	KALAMAZOO LAKE SEWER & WATER	10/01/2025	10/06/2025	481.30
	26 BAYOU DRIVE IRRIGATION OCT. 2025			
101-751.000-922.000	UTILITIES			481.30
49082886				
52059	MCCLLOUD SERVICES	09/29/2025	10/06/2025	56.94
	PEST CONTROL FOR DPW GARAGE			
101-265.000-802.000	CONTRACTUAL			56.94
49082877				
52060	MCCLLOUD SERVICES	09/15/2025	10/06/2025	56.94
	PEST CONTROL			
101-265.000-802.000	CONTRACTUAL			56.94
5636749691				
52064	MICHIGAN GAS UTILITIES	09/30/2025	10/06/2025	39.92
	415 WILEY STREET, APT 108, 8/20/25-9/18/25			
101-265.000-922.000	UTILITIES			39.92
5637704149				
52065	MICHIGAN GAS UTILITIES	09/30/2025	10/06/2025	47.25
	47 W CENTER STREET, 8/21/25-9/21/25			
101-301.000-922.000	UTILITIES			47.25
5639142824				
52066	MICHIGAN GAS UTILITIES	09/30/2025	10/06/2025	43.71
	486 WATER STREET, 8/24/25-9/22/25			
101-265.000-922.000	UTILITIES			43.71
5637764572				
52067	MICHIGAN GAS UTILITIES	09/30/2025	10/06/2025	58.51
	86 CENTER STREET, 8/21/25-9/21/25			
101-265.000-922.000	UTILITIES			58.51
5637858314				
52068	MICHIGAN GAS UTILITIES	09/30/2025	10/06/2025	39.92
	415 WILEY STE 101, 8/20/25-9/18/25			
101-265.000-922.000	UTILITIES			39.92
5637206713				
52083	MICHIGAN GAS UTILITIES	09/30/2025	10/06/2025	39.92
	415 WILEY RD APT 102, 8/20/25-9/18/25			
101-265.000-922.000	UTILITIES			39.92
1028193769				
52044	PITNEY BOWES INC	09/30/2025	10/06/2025	111.25
	STANDARD SLA-EQUIPMENT SERVICE AGREEMENT			
101-265.000-740.000	SUPPLIES			111.25
1028224328				
52111	PITNEY BOWES INC	09/30/2025	10/06/2025	69.00
	POSTAGE METER RENTAL-JUNE 30-SEPTEMBER 29			
101-265.000-802.000	CONTRACTUAL			69.00
158233048-001				
52063	SITEONE LANDSCAPE SUPPLY	09/23/2025	10/06/2025	100.71
	LESCO DOUBLE EAGLE SEED BLEND 50 LB			
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			50.36
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			50.35
OCT 2025				
52080	T-MOBILE USA	09/29/2025	10/06/2025	425.12
	AED DEVICES			
101-265.000-802.000	CONTRACTUAL			425.12

179821				
52069	TRACTOR SUPPLY COMPANY	09/01/2025	10/06/2025	115.97
	SUPPLIES			
101-463.000-740.000	SUPPLIES			26.97
101-751.000-977.000	EQUIPMENT			89.00
6123384864				
52108	VERIZON WIRELESS	09/12/2025	10/06/2025	612.14
	CITY CELL PHONES			
101-215.000-851.000	TELEPHONE			43.87
101-301.000-851.000	TELEPHONE			218.35
101-463.000-851.000	TELEPHONE			262.18
101-701.000-851.000	TELEPHONE			43.87
101-172.000-851.000	TELEPHONE			43.87
Type: Paper Check				
001-25015				
52131	ALCOGARE LLC	09/24/2025	10/06/2025	1,825.00
	SCANNING OF 1,825 FILES			
470-265.000-974.000	CONSTRUCTION			1,825.00
AUGUST-2025				
52028	ALLEGAN CO TREASURER	09/26/2025	10/06/2025	230.00
	MOBILE HOME TAX-AUGUST 2025			
101-000.000-230.000	DUE TO OTHER GOVERNMENTS			230.00
AUG-25				
52025	ALLEGAN COUNTY SHERIFF'S DEPT.	08/31/2025	10/06/2025	474.00
	DEBTS CREW - AUGUST 2025			
101-463.000-802.000	CONTRACTUAL			474.00
9-29-25				
52114	ANTHONY D BROWN	09/29/2025	10/06/2025	92.16
	REIMBURSEMENT FOR INCINERATOR CHARGE AT KENT COUNTY			
101-301.000-802.000	CONTRACTUAL			92.16
INV-007913				
52075	BLACK GOLD HOLDINGS LLC	09/17/2025	10/06/2025	465.00
	UPM COLD PATCH			
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			232.50
203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			232.50
8022				
52061	BREWER'S CITY DOCK INC	09/30/2025	10/06/2025	3,163.23
	PLAIN RIP RAP, LIMESTONE DELIVERY, CRUSHED CONCRETE, CONCRETE DELIVERY			
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			1,054.41
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			1,054.41
203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			1,054.41
PAY APP 8				
52045	CARBON SIX CONSTRUCTION INC	09/30/2025	10/06/2025	312,896.22
	415 WILEY RD - PAY APPLICATION #8			
470-265.000-974.000	CONSTRUCTION			312,896.22
12764065				
52081	CERTASITE	09/16/2025	10/06/2025	557.05
	FIRE EXTINGUISHERS ANNUAL INSPECTION-POLICE DEPARTMENT			
101-301.000-802.000	CONTRACTUAL			557.05
12763978				
52082	CERTASITE	09/16/2025	10/06/2025	1,269.60
	FIRE EXTINGUISHERS ANNUAL INSPECTION			
101-265.000-802.000	CONTRACTUAL			1,269.60
032390515				

52015	GALLS	08/29/2025	10/06/2025	188.99
	STRYKE PDU RAPID L/S			
	101-301.000-750.000 UNIFORMS			188.99
9643933816				
52078	GRAINGER	09/17/2025	10/06/2025	11.92
	MALE THREADED MAGNET MOUNT			
	101-751.000-977.000 EQUIPMENT			11.92
203793				
52017	GRAPHIX EMBROIDERY INC	08/06/2025	10/06/2025	0.00
	APEX PANT STORM 38X32			
	101-301.000-750.000 UNIFORMS			90.00
204187				
52049	GRAPHIX EMBROIDERY INC	09/04/2025	10/06/2025	100.00
	UNIFORMS-DDPW, QTY 10, RATE 10/ITEM			
	101-463.000-750.000 UNIFORMS			100.00
304967				
52071	IHLE AUTO PARTS	09/12/2025	10/06/2025	25.63
	POLICE HMMWV			
	101-301.000-930.004 VEHICLE MAINTENANCE & REPAIRS			25.63
304935				
52072	IHLE AUTO PARTS	09/11/2025	10/06/2025	32.97
	SCAN TOOL			
	101-751.000-977.000 EQUIPMENT			32.97
305113				
52073	IHLE AUTO PARTS	09/17/2025	10/06/2025	113.80
	STRAIGHT TUBING			
	660-903.000-930.004 VEHICLE MAINTENANCE & REPAIRS			113.80
INVPRA11255732				
52115	LEXIPOL LLC	07/01/2025	10/06/2025	1,029.60
	POLICEONE ACADEMY ANNUAL RATE 8/1/25-7/31/26			
	101-301.000-718.001 TRAINING FUNDS ACT 302			1,029.60
8-11-25				
52050	MICHIGAN ASSOC OF MUNICIPAL CLERK	08/11/2025	10/06/2025	350.00
	2025 MAMC MASTER ACADEMY - TUES & WED ONLY			
	101-215.000-718.000 TRAINING FUNDS			350.00
61977				
52077	MENARDS-HOLLAND	09/10/2025	10/06/2025	303.80
	DOUGLAS BEACH BATHROOMS			
	101-265.000-740.000 SUPPLIES			303.80
12970				
52110	MMTA	10/01/2025	10/06/2025	99.00
	MEMBERSHIP RENEWAL THROUGH DECEMBER 31, 2026			
	101-253.000-908.000 DUES/FEES/PUBLICATIONS			99.00
9-13-25				
52130	MICHAEL BURMEISTER	09/13/2025	10/06/2025	700.00
	SEPTEMBER ART IN DOUGLAS REIMBURSEMENT			
	248-728.000-880.000 COMMUNITY PROMOTION			700.00
4257				
52013	MICHIGAN TWP. SERVICES ALLEGAN	09/08/2025	10/06/2025	3,456.00
	PERMIT FEES AUGUST 2025			
	101-701.000-804.000 CONTRACTUAL BUILDING INSPECTION			3,456.00
62484				
52058	NEW DAWN LINEN SERVICE	09/29/2025	10/06/2025	48.72
	CITY HALL AND PD RUG CLEANING			

101-265.000-802.000	COMMERCIAL CLEANING		16.69
101-301.000-802.000	COMMERCIAL CLEANING		32.03
61833			
52089	NEW DAWN LINEN SERVICE	09/15/2025	10/06/2025
	CITY HALL AND PD RUG CLEANING		48.72
101-265.000-802.000	COMMERCIAL CLEANING		16.69
101-301.000-802.000	COMMERCIAL CLEANING		32.03
118822			
52139	ODC NETWORK	08/15/2025	10/06/2025
	SUPPORT OF KALAMAZOO RIVER GREENWAY FOR THE 2025-26 FISCAL YEAR		5,000.00
101-802.000-958.000	MISCELLANEOUS		5,000.00
2509-898527			
52085	OVERISEL LUMBER CO.	09/30/2025	10/06/2025
	FASTENERS, NUTS, BOLTS, WASHERS		72.61
101-265.000-740.000	SUPPLIES		72.61
2509-898490			
52086	OVERISEL LUMBER CO.	09/30/2025	10/06/2025
	TRUCK 1 - 2X12X10 SYP		20.75
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		20.75
183311			
52132	RIVERSIDE FIRE & SECUIRTY LLC	09/30/2025	10/06/2025
	ANNUAL FIRE SUPRESION MONITORING FEE		1,195.00
101-265.000-802.000	CONTRACTUAL		540.00
470-265.000-974.000	CONSTRUCTION		655.00
204247			
52070	RUSTY EDGES SHARPENING	09/16/2025	10/06/2025
	3 SAW CHAINS		30.00
101-463.000-740.000	SUPPLIES		30.00
S18010			
52026	SCOTT'S LANDSCAPE MANAGMENT INC	09/23/2025	10/06/2025
	NUT LOCK, BOLT, AND BRUSH GUTTER POLY/WIRE		394.66
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		394.66
S17944			
52062	SCOTT'S LANDSCAPE MANAGMENT INC	09/30/2025	10/06/2025
	FERTILIZER AND IRRIGATION SYSTEM SERVICE CALL		873.50
101-751.000-802.007	LANDSCAPING SERVICES		873.50
86599			
52019	SPECTRUM PRINTERS, INC	09/16/2025	10/06/2025
	PRECINCT KIT		54.73
101-262.000-740.000	SUPPLIES		54.73
874443			
52051	WESTENBROEK MOWER INC.	09/30/2025	10/06/2025
	B&C GAL SILVER STIHL OIL, HS GEAR BOX GREASE/80 GM		62.95
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS		62.95
# of Invoices:	126 # Due: 125	Totals:	422,243.13
# of Credit Memos:	0 # Due: 0	Totals:	0.00
Net of Invoices and Credit Memos:			422,243.13
--- TOTALS BY FUND ---			
101 - GENERAL FUND			66,822.83
202 - MAJOR STREET FUND			1,884.91
203 - LOCAL STREETS FUND			1,286.91

213 - SCHULTZ PARK LAUNCH RAMP	170.14
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	1,102.50
248 - DOWNTOWN DEVELOPMENT AUTHORITY	1,599.04
450 - WATER SEWER FUND	1,218.25
470 - MUNICIPAL BUILDING FUND	326,402.22
594 - DOUGLAS MARINA	736.55
660 - EQUIPMENT RENTAL FUND	21,019.78

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	4,092.50
101.000 - LEGISLATIVE	239.02
172.000 - MANAGER	43.87
215.000 - CLERK	449.26
253.000 - TREASURER	11,454.75
257.000 - ASSESSING	3,333.33
262.000 - ELECTION	201.03
265.000 - BUILDING & GROUNDS	334,299.37
266.000 - ATTORNEY	3,834.48
301.000 - POLICE	3,135.56
463.000 - GENERAL STREETS & ROW	10,348.46
536.000 - WATER SYSTEM	1,218.25
597.000 - DOUGLAS MARINA	546.55
597.001 - WADES BAYOU	190.00
701.000 - PLANNING & ZONING	15,287.17
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	1,599.04
751.000 - PARKS & RECREATION	5,780.57
753.000 - LAUNCH RAMPS	170.14
802.000 - COMMUNITY PROMOTIONS	5,000.00
903.000 - EQUIP. REPAIRS & MAINTENANCE	21,019.78



City of the Village of Douglas 86 W.
Center St.
PO Box 757
Douglas, MI 49406
PH: 269-857-1438

Received By: _____
Sent To: _____
Date: _____
Appointed Date: _____

Item 4D.

BOARD and COMMISSION APPLICATION

Name: Jim Babcock Date Submitted: 9-30-25

Address: 417 Summer Grove Drive, [REDACTED]

City / Zip: Douglas, MI 49406

Phone: [REDACTED] E-Mail: [REDACTED]

- On which board or commission would you like to serve? DDA
- Are you a registered voter in Douglas: YES X NO
- Have you been a resident of the City of Douglas for at least one year? YES X NO
- Occupation: Restaurant Server/Retail clerk/Radio show host/Event host
- Please indicate any relevant information which you think should be considered for your appointment to a board or commission: I love Douglas and have marketing, event and spokes person experience.
- Do you or an immediate family member have any professional or financial relationship that may present a potential conflict of interest for this board or commission? YES NO X
If yes, please explain:
- Are you related to anyone who is currently on any board or commission? YES NO X
If yes, to whom are you related?
- Are you presently indebted to the City of the Village of Douglas for overdue or personal property tax, special assessment, license fee or property lien? YES NO X
If yes, please explain:
- Are you currently serving as an appointee to any other City of Douglas board or commission? YES NO
If yes, which board or commission? Community Pride, MI
- Have you been convicted of a misdemeanor within the past five years or a felony within the past ten years? YES NO X
If yes, explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification.

- What kind of experience, education, community activities, organizations have you belonged to and how do you think your involvement would benefit the community? (Attach additional page if needed)
Sending along my resume to accompany this application

- Describe your understanding of the board or commission you are applying for: _____
Collaborating with other Douglas residents and business owners to enrich and celebrate the city of Douglas to make this a better place to live and work.
- Why do you want to be appointed to this board or commission? _____
Because I love Douglas and feel like I have skills to benefit the board and ultimately the city.

- Have you attended any meetings of the board or commission you are applying to? YES ____ NO X
- Have you reviewed the current meeting schedule of the indicated board(s) or commission(s) and determined that you can commit to regular meeting attendance and participation? YES X NO ____

I understand this appointment will require substantial effort on my part and I am willing to devote the necessary time to carry out the responsibilities and requirements of the position.

Signature of the applicant

Date

Return Application to:

City of Douglas
86 W. Center St.
PO Box 757
Douglas, MI 49406-0757
Email: clerk@douglasmi.gov
Fax: 269-857-4751

For further information, please call the City Clerk's Office at 269-857-1438.

Thank you for your interest in serving the City of the Village of Douglas.

JIM BABCOCK

Douglas, MI | 818.601.8701 | jbabcock0330@gmail.com

SUMMARY OF QUALIFICATIONS

Innovative **Workforce Engagement** executive with more than 25 years of leadership experience building engagement strategies and experiences to support organizational growth, business transformation and employee development.

- **Communication Strategist** – Develop large-scale strategies and programs focused on brand strategy, business transformation and leadership vision using multiple communication channels to maximize business results.
- **Employee Engagement** – Design reward, recognition and on-site informational/entertainment programs/events that build employee culture and maximize employee satisfaction.
- **Leadership Development** – Develop and facilitate products and programs to elevate leadership skills among all levels of the workforce.
- **Facilitator/Host** – Since 1988, have hosted hundreds of Disney and non-Disney executive-led, employee recognition and philanthropic events for audiences ranging from 50 to 2,000, in addition to developing and facilitating managerial, support and skill-based/familiarization programs throughout The Walt Disney Company.

PROFESSIONAL EXPERIENCE

The Walt Disney Company – Walt Disney Parks and Resorts, Anaheim, CA

January 2018 – December 2020 (Retired) **FACILITATOR, DISNEY INSTITUTE**
Facilitate the complete portfolio of *Disney Institute* single day and multi-day business programs to external business leaders seeking Disney's approach to delivering consistently exceptional customer experiences, hiring and engaging great employees, and adapting Disney's approach to great leadership.

The Walt Disney Company – Disney Consumer Products & Interactive Media (DCPI), Glendale, CA

July 2016 – January 2018 **SENIOR MANAGER, DCPI EVENT PLANNING AND INTEGRATION**
Lead, collaborate and build strategic consensus among a diverse group of stakeholders – within DCPI and across other divisions of The Walt Disney Company – for the development of large-scale, complex and high-profile events. This role also oversees the collaboration of executive involvement and briefings for all high-profile media and speaking engagements, in addition to ensuring timely and concise communications for all event information to DCPI executives.

Select Achievements:

- Bring together and lead cross-platform meetings and projects to ensure cross-divisional strategic prioritization and integration around high profile press and business-to-business events including Licensing Expo, DCPI's Licensing and Retail Summit, D23 and San Diego Comicon.
- Drive strategic development and presentation of high profile event updates with core team members to senior executives for key initiatives.
- Collaborate with Executive engagement team and other key partners to develop concise, holistic event briefs and executive direction

June 2012 –
July 2016

DIRECTOR, INTERNAL COMMUNICATIONS

Provided more than 7,000 employees and key business partners with strategic, engaging, timely and informative communication using optimal, multi-channel platforms. This role reported to the senior vice president, Disney Consumer Products & Interactive Media (DCPI) Communications and managed a team of nine professionals.

Select Achievements:

- Created an executive communications program that influenced where, when and how leadership communicates business strategies and goals to internal audiences. Positioned executives as thoughtful, forward-leaning leaders and enhanced DCPI's reputation as a transformative force within the consumer product, publishing and gaming industries.
- Developed a structure to support licensee and retailer communications that utilized key channels (including DisneyConsumerProducts.com, newsletters, licensing meetings, and more) to deliver messages and critical information in a coherent, timely and compelling manner.
- Built, supported and optimized new and existing message delivery platforms to maximize impact and engagement, while providing metrics and analysis to influence communications planning and strategy.
- Ensured that all internal meetings, events and activities were fueled by the overarching objective to bring business priorities, employee engagement opportunities, and executive messaging to life, enhancing and celebrating DCPI's unique culture.

July 2008 –
June 2012

DIRECTOR, CAST COMMUNICATIONS

Conceived and constructed a communications and culture-building function from the ground up that provided strategic, engaging and informative communications for all levels of Disney's vertical Disney Store business, including more than 250 store locations, a distribution/call center and a corporate office location of nearly 5,000 employees.

Select Achievements:

- Partnered directly with president and senior executive team to communicate key strategic business messages.
- Developed, managed and maintained multiple communication vehicles including town hall meetings, conferences, employee portal, company newsletter, email, executive meet and greets, and more.
- Created, launched and maintained culture building program that included events, celebrations and programs.

*March 2005 –
July 2008*

DIRECTOR, RETAIL SALES AND MARKETING COMMUNICATIONS

Responsible for developing, implementing and maintaining an internal communications structure for the Retail Sales and Marketing (RSM) division of Disney Consumer Products, including managing a team of two professionals.

Select Achievements:

- Worked directly with executive vice president of RSM to develop all messaging for the division including emails, portal articles, speeches and town hall meetings.
- Developed the strategic objectives for bi-annual global sales meetings in North America, Canada, Japan and Europe that provided information and direction to more than 5,000 top Disney licensees.
- Implemented an annual RSM Global Summit that provided development, informational presentations, best practice sharing, and divisional recognition to more than 100 RSM business leaders.

*October 2000 –
November 2004*

DIRECTOR, CAST DEVELOPMENT AND COMMUNICATIONS

Provided strategic vision and day-to-day management of 11 professionals comprised of corporate development, employee communications, employee events and field development. Reported to vice president, Human Resources.

Select Achievements:

- Worked directly with president and senior executive team to communicate quarterly "state of the company" presentations for 500 corporate employees.
- Developed and implemented key human resource strategies, including diversity, employee retention, and succession planning with senior HR management team.
- Led the development and execution of an annual management conference with worldwide attendance of 500 field-based managers, senior field managers and corporate managers.

*October 1997 –
October 2000*

MANAGER, CAST DEVELOPMENT AND COMMUNICATIONS

Established vision for and day-to-day management of the Field Employee Development and Employee Communications teams. Position reported to vice president of Human Resources.

December 1993 – **TRAINING SUPERVISOR /CAST DEVELOPMENT MANAGER**
 October 1997 Managed the Field Development team of three training professionals responsible for designing, writing, implementing and facilitating development programs for store employees and managers.

The Walt Disney Company – The Disney University, Burbank, CA

June 1993 – **SENIOR EMPLOYEE DEVELOPMENT REPRESENTATIVE**
 December 1993 Developed and facilitated managerial, support and familiarization classes for nearly 5,000 Burbank, California-based Disney employees while supervising a staff of three training professionals and one support position. Additional responsibilities included employee scheduling, financial reporting and departmental budget.

October 1989 – **EMPLOYEE DEVELOPMENT REPRESENTATIVE**
 June 1993 Responsible for developing and facilitating all corporate employee programs including managerial and support staff development/skill-building, crisis management and new employee orientation.

The Walt Disney Company – Disneyland, Anaheim, CA

June 1986 – **THEME PARK OPERATIONS HOST/LEAD/TRAINING FACILITATOR**
 October 1989

EDUCATION

April 1985 **Western Michigan University, Kalamazoo, Michigan**
 Bachelor of Arts, with Major in Marketing and Minor in Business Administration

AWARDS

- *Spirit of Disneyland Award – 1988*
- *Disney Store Spirit Award – 1995*
- *Disney Store Coaches Award – 1998*
- *DCP Retail Sales and Marketing Collaborator of the Year – 2007*

ADDITIONAL INTERESTS

April 2002 – **Performed in numerous improvisational comedy shows as a co-founder of**
 Present **Stage 10 Theatre Company, a board member for Arroyo Working Theatre and a member of LA's Impro Theatre.**



JIM BABCOCK had a long and rich career with The Walt Disney Company (his dream job), spanning nearly 35 years before retiring in 2021. He joined the Disneyland Resort in Anaheim, California in 1986, selling candy on Main Street. Over the years, Jim has held leadership positions at Disney Corporate offices, Disney Consumer Products, and as a facilitator at *Disney Institute*.

Since 1989, he has hosted hundreds of internal and external events for Disney and other companies/non-profits with audiences ranging from 15 to 2,000. They have included award presentations, fund-raising galas, red-carpet interviews, and televised home shopping appearances.

Jim has also performed short- and long-form improv comedy throughout Los Angeles since 2002 as a member of Arroyo Working Theatre, Impro Theater Student Company and Stage 10 Theatre Company.

Today, Jim is happily in semi-retirement and living his best life with husband Armando in the fabulous village of Douglas, MI. He is a server at Saugatuck's acclaimed Coast 236 restaurant, a frequent co-host on "Saugatuck On Sunday" radio show with Gregory Muncey, a Community Pride MI board member, and a host for various local events and fundraisers.



City of the Village of Douglas 86 W.
Center St.
PO Box 757
Douglas, MI 49406
PH: 269-857-1438

Received By: _____
Sent To: _____
Date: _____
Appointed Date: _____

Item 4D.

BOARD and COMMISSION APPLICATION

Name: Cynthia (Cindy) Miller Date Submitted: 9/25/2025

Address: 50 E. Center St.

City / Zip: Douglas, MI 49406

Phone: [REDACTED] E-Mail: [REDACTED]

- On which board or commission would you like to serve? DDA
- Are you a registered voter in Douglas: YES ____ NO X
- Have you been a resident of the City of Douglas for at least one year? YES ____ NO X
- Occupation: Aesthetic Nurse Specialist/Co-Founder - The Alámar Integrative Medical Spa
- Please indicate any relevant information which you think should be considered for your appointment to a board or commission: Please See Attached.
- Do you or an immediate family member have any professional or financial relationship that may present a potential conflict of interest for this board or commission? YES ____ NO X
If yes, please explain: N/A
- Are you related to anyone who is currently on any board or commission? YES ____ NO X
If yes, to whom are you related? N/A
- Are you presently indebted to the City of the Village of Douglas for overdue or personal property tax, special assessment, license fee or property lien? YES ____ NO X
If yes, please explain: N/A
- Are you currently serving as an appointee to any other City of Douglas board or commission? YES ____ NO X
If yes, which board or commission? N/A
- Have you been convicted of a misdemeanor within the past five years or a felony within the past ten years? YES ____ NO X
If yes, explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification.

- What kind of experience, education, community activities, organizations have you belonged to and how do you think your involvement would benefit the community? (Attach additional page if needed)
Please See Attached _____

- Describe your understanding of the board or commission you are applying for: Please See Attached _____

- Why do you want to be appointed to this board or commission? Please See Attached _____

- Have you attended any meetings of the board or commission you are applying to? YES ☒ NO _____
- Have you reviewed the current meeting schedule of the indicated board(s) or commission(s) and determined that you can commit to regular meeting attendance and participation? YES ☒ NO _____

I understand this appointment will require substantial effort on my part and I am willing to devote the necessary time to carry out the responsibilities and requirements of the position.

Cynthia J. Miller

Signature of the applicant

9/25/2025

Date

Return Application to:

City of Douglas
86 W. Center St.
PO Box 757
Douglas, MI 49406-0757
Email: clerk@douglasmi.gov
Fax: 269-857-4751

For further information, please call the City Clerk's Office at 269-857-1438.

Thank you for your interest in serving the City of the Village of Douglas.

Please indicate any relevant information which you think should be considered for your appointment to a board or commission:

I am committed to long-term involvement in Douglas and see my role as a business owner as more than just operating a business—it is about contributing to the vitality of the downtown district. I am eager to listen, learn, and collaborate with others to help strengthen and promote the unique character of Douglas. My goal is to be an active, reliable, and engaged participant who supports both the vision and the practical needs of the Downtown Development Authority.

What kind of experience, education, community activities, organizations have you belonged to and how do you think your involvement would benefit the community?

I hold a Master's Degree in Forensic Nursing and have extensive experience in leadership, education, and community service throughout my nursing career. I have served as Chair of multiple committees, including the Unit-Based Council, Peer Review, and the National Nursing Council, where I was responsible for guiding practice improvements, ensuring quality and safety, and representing the voice of frontline nurses.

I am an active member of several professional organizations, including the American Nurses Association, Emergency Nurses Association, Trauma Nurses Association, and the International Association of Forensic Nurses. These memberships have kept me engaged in current best practices, national initiatives, and collaborative professional development.

In my most recent role prior to my current position, I served as the Magnet Program Director for University of Michigan Health – West. In that role, I led an organization-wide initiative to obtain Magnet® accreditation, a prestigious recognition of nursing excellence awarded by the American Nurses Credentialing Center. This work required oversight of quality outcomes, professional development, and collaboration across disciplines to strengthen the entire health system.

In addition to my leadership and administrative experience, I am also actively involved in community education. I teach **Stop the Bleed** and **CPR** courses, empowering individuals with lifesaving skills that strengthen community preparedness and resilience.

Beyond my professional contributions, I am committed to community involvement. I currently serve as Chair of the Social Committee for the East Shore Harbor Condominiums, where I work to build community engagement, coordinate events, and foster a sense of connection among residents.

Additionally, I have pursued numerous continuing education certifications and specialty certificates, reflecting my commitment to lifelong learning and professional growth.

Through these experiences, I bring strong leadership, organizational, and communication skills, as well as a proven ability to build collaboration and improve systems. My background will allow me to contribute meaningfully to the community by promoting excellence, encouraging engagement, and helping to foster a supportive, inclusive environment.

Describe your understanding of the board or commission you are applying for

The Downtown Development Authority (DDA) of Douglas is responsible for promoting the vitality and growth of the city's downtown district. Its role includes supporting local businesses through incentive and grant programs, encouraging events and activities that bring people downtown, and investing in public improvements such as banners, signage, lighting, and streetscape enhancements that make the area more attractive and welcoming. The DDA also oversees the community's Downtown Development Plan and Tax Increment Financing (TIF) Plan, which allow increased property tax revenue from downtown to be reinvested directly into infrastructure and projects that spur further redevelopment. In addition, the DDA administers funding allocations for events and business improvements, markets the downtown as a destination, and helps maintain public spaces in partnership with the city. By engaging the community, ensuring transparency, and coordinating with local organizations, the DDA fosters civic pride, supports economic development, and enhances the overall quality of life for residents and visitors in Douglas.

Why do you want to be appointed to this board or commission?

One of the reasons we became business owners in Douglas was for the opportunity to get more involved and make a difference in the community. I want to serve on the Downtown Development Authority to help the downtown area grow, thrive, and remain a vibrant place for both businesses and visitors. As a business owner, I would also like to gain a better understanding of what is happening in the downtown area so that I can actively help promote it and share that energy with others. I believe that being directly involved will not only strengthen my ability to support my own business, but also allow me to contribute to the overall success and identity of downtown Douglas.

Dear Lisa + Douglas City Council—

Thank you for supporting the Kalamazoo River Greenway. ODC Network looks forward to working with you and the community.

Best,
Kelly Roche



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
269 857-3000 / Fax: 269 857-1228
E-mail: info@saugatuckfire.org

September 10th, 2025

City Council
City of the Village of Douglas
86 W. Center Street
Douglas, MI 49406

RE: Formal Request to Adopt the 2024 International Fire Code

Dear Mayor North and Members of the City Council,

On behalf of the Saugatuck Township Fire District, I am writing to formally request that the City of the Village of Douglas update its fire code ordinance to adopt the 2024 edition of the International Fire Code (IFC), as amended.

Currently, the State of Michigan has adopted the 2021 Michigan Building Code (MBC), which provides the regulatory framework for construction and occupancy across the state. However, the City's ordinance still references the 2015 edition of the IFC. This creates a significant gap between our fire safety regulations and both state standards and modern fire protection practices. Unfortunately, the delay was unavoidable because the Fire District was waiting for the State of Michigan to adopt the 2021 MBC which occurred in April of this year.

While adopting the 2021 IFC would bring the city into alignment with the MBC, it would not fully address several of the most pressing safety challenges we face today. The 2024 IFC goes further, introducing important new provisions that directly mitigate modern risks that were not fully addressed in either the 2015 or 2021 editions. There are numerous other minor changes and wording clarifications between the 2021 and 2024 editions of the IFC, however we believe the following ones are the most impactful:

Key Advancements in the 2024 IFC Over 2015 and 2021 IFC:

- Lithium-Ion Battery Hazards – New requirements for storage, charging, and repair facilities, including safeguards against thermal runaway fires. Dedicated provisions for storage exceeding 15 cubic feet requiring sprinkler protection and advanced detection systems. Mandated fire safety and evacuation planning for occupancies handling lithium-ion batteries.



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



- Micromobility Devices (E-Bikes, Scooters, Wheelchairs) – Clear charging safety rules, spacing requirements, and prohibitions on hazardous practices such as daisy-chained extension cords. Specialized detection requirements for facilities where multiple devices are stored or charged indoors.
- Energy Storage Systems (ESS) – Expanded regulation of residential, commercial, and utility-scale ESS installations. New requirements for commissioning, monitoring, and fire suppression tailored to energy storage facilities.
- Solar Energy Systems – Enhanced provisions for rooftop access, rapid shutdown systems, and photovoltaic system markings, improving firefighter safety during emergencies.

Why Adoption Matters:

- Eliminate the gap between the City's outdated 2015 IFC reference and the current State-adopted 2021 MBC.
- Provide a modern and science-based regulatory framework that addresses emerging risks from lithium-ion batteries, micromobility devices, energy storage, and solar systems.
- Ensure the Fire District has the most effective and current tools to safeguard residents, businesses, and emergency responders.

We respectfully request that this matter be placed on an upcoming City Council agenda for consideration and discussion. Should you require additional documentation, supporting code comparisons, or technical input, our office is ready to assist.

Thank you for your leadership and continued commitment to public safety. We greatly value our partnership in protecting the community we serve.

Sincerely,

Chris Mantels
Deputy Chief / Fire Inspector
Saugatuck Township Fire District

Greg Janik
Fire Chief / Fire Marshal
Saugatuck Township Fire District

Cc: Lisa Nocerini - City Manager (via email)
Sean Homyen – Zoning Administrator (via email)
Dan Poll – Building Official (via email)

**CITY OF THE VILLAGE OF DOUGLAS
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 07-2025**

**AN ORDINANCE TO AMEND THE
CITY OF THE VILLAGE OF DOUGLAS CODE OF ORDINANCES
CHAPTER 14: FIRE PREVENTION AND PROTECTION
TO ADOPT THE INTERNATIONAL FIRE CODE, 2024 EDITION**

Councilmember _____ supported by Councilmember _____, moved the adoption of the following Ordinance:

**THE CITY OF THE VILLAGE OF DOUGLAS DOES HEREBY ORDAIN AS
FOLLOWS:**

Section 1. Amendment of Section 14-42. Section 14-42 of the City of Douglas Code of Ordinances (“City Code”) is amended to read in its entirety as follows:

Sec. 14-42. INTERNATIONAL FIRE CODE

- (A) **Adoption of Code.** Pursuant to authority granted by Section 3(k) of the Home Rule Cities Act, Michigan Public Act 279 of 1909, being MCL 117.1 et seq., as amended, the *International Fire Code, 2024 Edition* (the “Code”), including all appendices, as published by the International Code Council, a copy of which is on file in the office of the City Clerk, is adopted as the Fire Code of the City of Douglas and all of the regulations, provisions, terms, conditions, and penalties of the Code are hereby adopted and made a part hereof, as if fully set out in this Ordinance, together with any additions, deletions, and changes stated in this Section.
- (B) All other provisions of Chapter 14: Fire Prevention and Protection to remain as currently written.
- (C) 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.

- (D) This Ordinance shall be effective twenty (20) days after its publication, or a publication of a summary thereof, in a newspaper of general circulation in the City.

Ayes:

Nays:

Abstain:

Absent:

First Reading: October 6, 2025

Second Reading: October 20, 2025

Date of Publication: October 30, 2025

Effective Date: November 8, 2025

ORDINANCE DECLARED ADOPTED THIS 20th DAY OF October 2025

Cathy North, Mayor

Laura Kasper, City Clerk

Ordinance Adoption Date: October 20, 2025

Ordinance Effective Date: November 8, 2025

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, October 20, 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 requires by this Act.

CITY OF THE VILLAGE OF DOUGLAS

By: _____
City Clerk, City of the Village of Douglas

To: City of the Village of Douglas City Council

Date: October 6, 2025

From: Sean Homyen, Planning & Zoning Administrator

RE: 14 Ferry St – Illegal Sign



The Village of Friendliness – Since 1870

Background. Staff received a complaint regarding a sign installed at 14 Ferry Street. Following a visual inspection and review of City records, it was determined that no sign permit application had been submitted. As a result, the sign was installed in violation of Section 22.04, Sign Permit Procedures of the Zoning Ordinance.

On August 19, 2025, staff issued a letter to the property owner requiring that they either obtain a sign permit or remove the sign by September 18, 2025. On September 2, 2025, the property owner submitted a sign permit application. Upon further review of the application and the sign ordinance, staff determined that the requested sign is not permitted within the zoning district. Staff also confirmed with the property owner that the sign was not associated with a short-term rental.

For reference, a copy of the regulations identifying signs permitted in residential districts is attached to this memo.

Section 23.04, Enforcement, outlines the procedure that the Zoning Administrator must follow when initiating enforcement on an alleged violation. Subsection 2 provides the required content to be included in a letter notifying a property owner of said violation:

“.....The notice shall advise the owner, or party of interest in writing, that within thirty (30) days the violation shall be corrected, or the owner, or party of interest shall request a hearing on the violation before the City Council. If so requested, the Zoning Administrator shall notify the owner or party of interest of the time and place of a hearing to be held before the City Council. At said hearing, the person to whom the Notice of Violation is addressed shall have the opportunity to show cause why said violation should not be ordered to be corrected or why said enforcement action would cause an undue hardship” *The property owner has requested a hearing before City Council to contest the violation and has claimed that enforcement would create an ‘undue hardship.’*

Undue hardship is defined as an unreasonable expectation created by the property’s unique attributes, such as size, shape, or topography. Personal circumstances alone are not considered grounds for undue hardship under the ordinance.

At the October 6, 2025, regular meeting, the City Council is tasked with hearing testimony from the Zoning Administrator, the owner of 14 Ferry St, and any other interested party who wishes

to speak on the matter. Section 23.04.3 indicates that “the City Council may extend the time by which the violations must be corrected, for a period not to exceed 6 months, however, the City Council shall not allow such violations to exist longer than this period.” If the City Council finds that undue hardship does exist on the property that would prevent the property owner from complying with the ordinance, its findings should be clearly stated in the record, as well as any specific timeframes or deadlines that would be placed on the new order to correct the violation. If the City Council finds that undue hardship does not exist, findings should be clearly stated in the record with any new deadlines for correcting the violation.

Procedurally, if the City Council orders the correction within a specific timeframe and the property owner does not fulfill their obligation to follow the order and abate the violation within that timeframe, enforcement will then move into civil infraction proceedings, whereby the property owner will be subject to fines and/or an appearance in district court.

A copy of the enforcement letter and the sign permit application are attached to this memo. A record of staff’s communication with the property owner is available to Council upon request.

Please feel free to reach out with any questions regarding the issue.



8/19/2025

BECKMAN VINCENT

██████████
14 N FERRY ST
DOUGLAS, MI 49406

RE: 14 N FERRY ST, Douglas, MI 49406 – 59-017-031-20

Dear BECKMAN VINCENT,

The City has become aware that a sign was installed without obtaining a permit at 14 N FERRY ST. This is a violation of the City of the Village of Douglas Zoning Ordinance.

Section 22.04 of the City of the Village of Douglas Zoning Ordinance states:

Section 22.04 Sign Permit Procedures

- A. Permit Required.** Prior to the commencement of the erection, alteration or structural change to a sign or other advertising structure, with the exception of the signs listed in Section 22.04.B and identified as “exempt”, a zoning permit must be obtained in accordance with the process set forth in Section 23.03, Permit Procedures and Regulations.

Therefore, please either obtain a sign permit or remove the sign from the property within 30 days of the date of this letter. Failure to comply with City Ordinances may result in the issuance of a civil infraction citation and/or fines. The City may abate the nuisance and assess the cost thereof against the property per Section 95.40 of the City of the Village of Douglas Code of Ordinances.

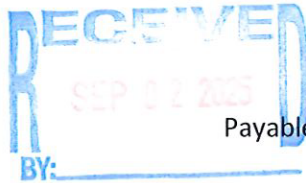
Please feel free to contact me with any comments, questions or concerns that you may have at one of the numbers or email listed below. Thank you in advance for your cooperation regarding this matter and I look forward to working with you to resolve this matter.

Sean Homyen
Planning & Zoning Administrator
pzadmin@douglasmi.gov
(269)857-1438 Ex.107

A. Signs Permitted in Residential Districts, R-1, R-2, R-3, R-4, R-5, R-6, or other districts that contain a residential or mixed-use (with the exception of PUD districts):

Item 8B.

Form		Maximum Number	Maximum Area (per sign)	Maximum Height (per sign)	Illumination Permitted	Minimum Setback
Monument	Residential Development/ Subdivision	1	48 sq. ft.	6'	Yes (external only)	15' from any property line
	Short-Term Rental	1	6 sq. ft.	4'	no	5' from any property line
	Non-Residential Uses	1	48 sq. ft.	6'	Yes	15' from any property line
Wall	Home Occupations	1	2 sq. ft.	N/A	No	N/A
	Short-term Rental Use	1	4 sq. ft.	N/A	No	N/A
	Non-Residential Use	1 per street frontage	Not to exceed 10% of the wall face to which it is affixed	N/A	Yes (external only)	N/A
Temporary Signs		Permitted in accordance with Section 22.05.15				
Electronic Reader Boards (monument signs only)		Permitted for essential services and public entities	Not more than 50% of sign copy area	6	Yes	15' from any property line
Projecting Signs	Short-term Rental Use	1	4 sq. ft.	N/A	No	N/A
	Non-Residential Use	1	8 sq. ft.	N/A	No	N/A
	Home Occupations	1	2 sq. ft.	N/A	No	N/A



Item 8B.

Sign Permit Application

Application Fee \$200

Payable Online Option at: tinyurl.com/PayItOnline**The Village of Friendliness—Since 1870**☐ Yes, I have read Article 22 of the City of Douglas Zoning Ordinance**Sign Location Information**Address of Existing or Proposed Sign: 14 Ferry St Parcel Number: 59-017-031-20Zoning District: _____ Current Use: ☒ Residential ☐ Commercial Business Name: _____Existing Building Face (or tenant space frontage in the case of a multi-tenant building) Square Footage: (for wall signs only):
_____ square feet**Property Owner Information:**Name: Vincent BeckmanAddress / PO Box: _____ City: Douglas State: MI Zip: 49406

Phone Number: _____ Email Address: _____

Applicant Information: (if different than owner)

Name: _____ Company: _____

Address / PO Box: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Additional Information:☒ New Sign: ☐ Repair: ☐ Reface of Existing Sign ☐ New Business ☐ Existing BusinessIllumination: ☐ existing ☐ new (specify type): _____Proposed/Existing Sign Type ☐ Pylon or Pole Sign ☐ Wall Sign ☒ Monument/Ground Mount Sign ☐ Roof Sign☐ Projecting sign ☐ Marquee Sign ☐ Awning Sign ☐ Sidewalk ☐ Other (please specify): _____Proposed Sign Area 12 sq. ft Proposed Height 3' 9" Dimensions 4' x 3'

Additional Documentation Required:

Please submit the following with this application. Applications lacking the required additional documentation will not be processed:

1. Sign rendering – Please submit a drawing that provides dimensional details (square footage, height, clearance) as well as a graphic illustration of the sign copy area.
2. Attachment or Structural Details – Please provide a drawing that indicates the method of attachment (concerning wall, marquee, awning, roof, and projecting signs)
3. Site Plan (not required for wall, marquee, awning, roof, or projecting signs). Please indicate the sign location and the distance to property lines. Proposed sidewalks signs must include door locations and public rights of way locations.

Certification

I hereby grant permission for City Staff to enter the above-referenced property for the purpose of gathering information related to this application.

I hereby certify that the above information is true and accurate to the best of my knowledge, true and accurate.

Signature _____

Date _____

8/27/25

FOR INTERNAL USE ONLY**CITY OF DOUGLAS ZONING REVIEW**

Approved ☐ Conditional Approval ☐ Denied ☐

Rationale _____

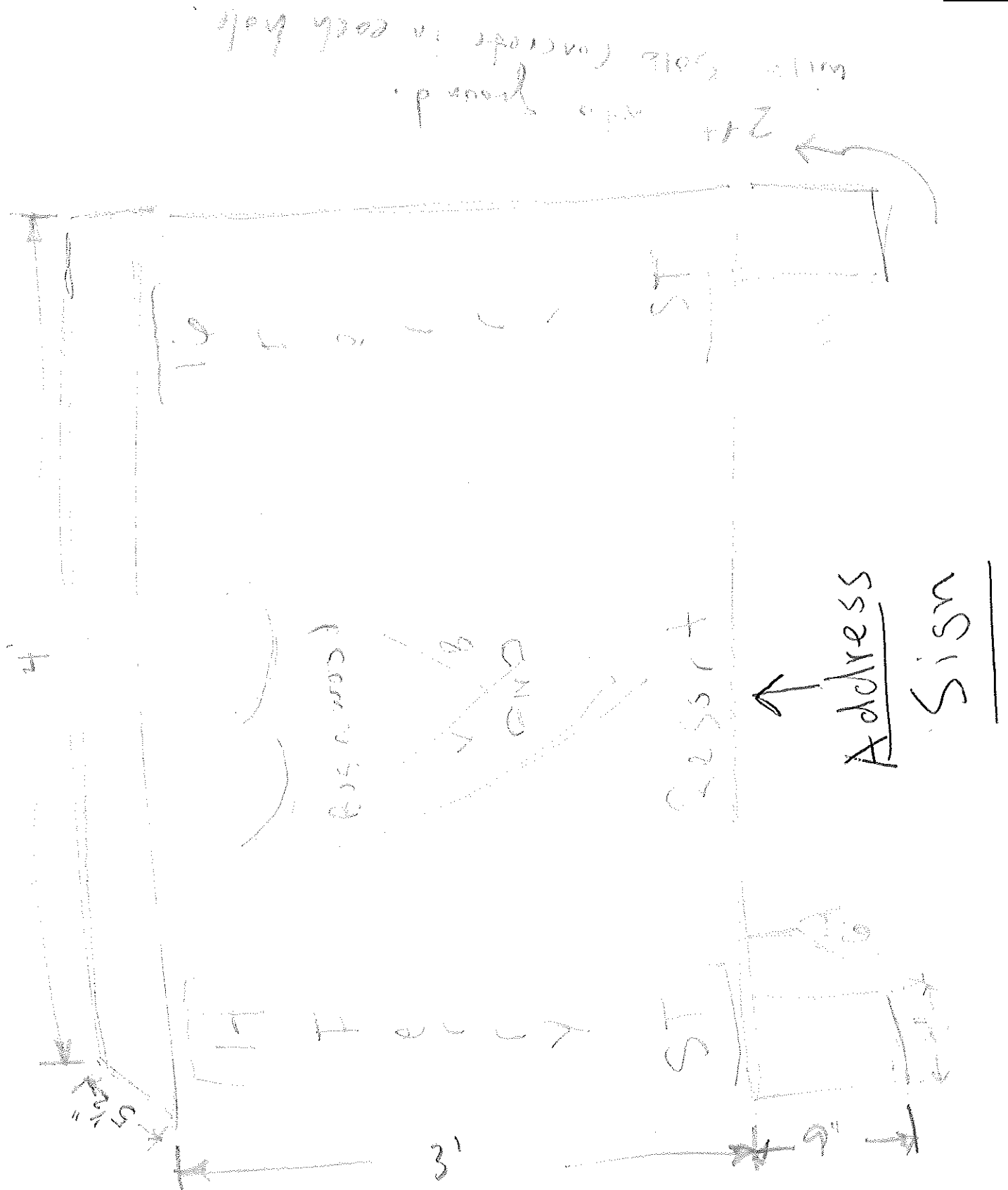
Fee Paid ☐ Application Complete ☐

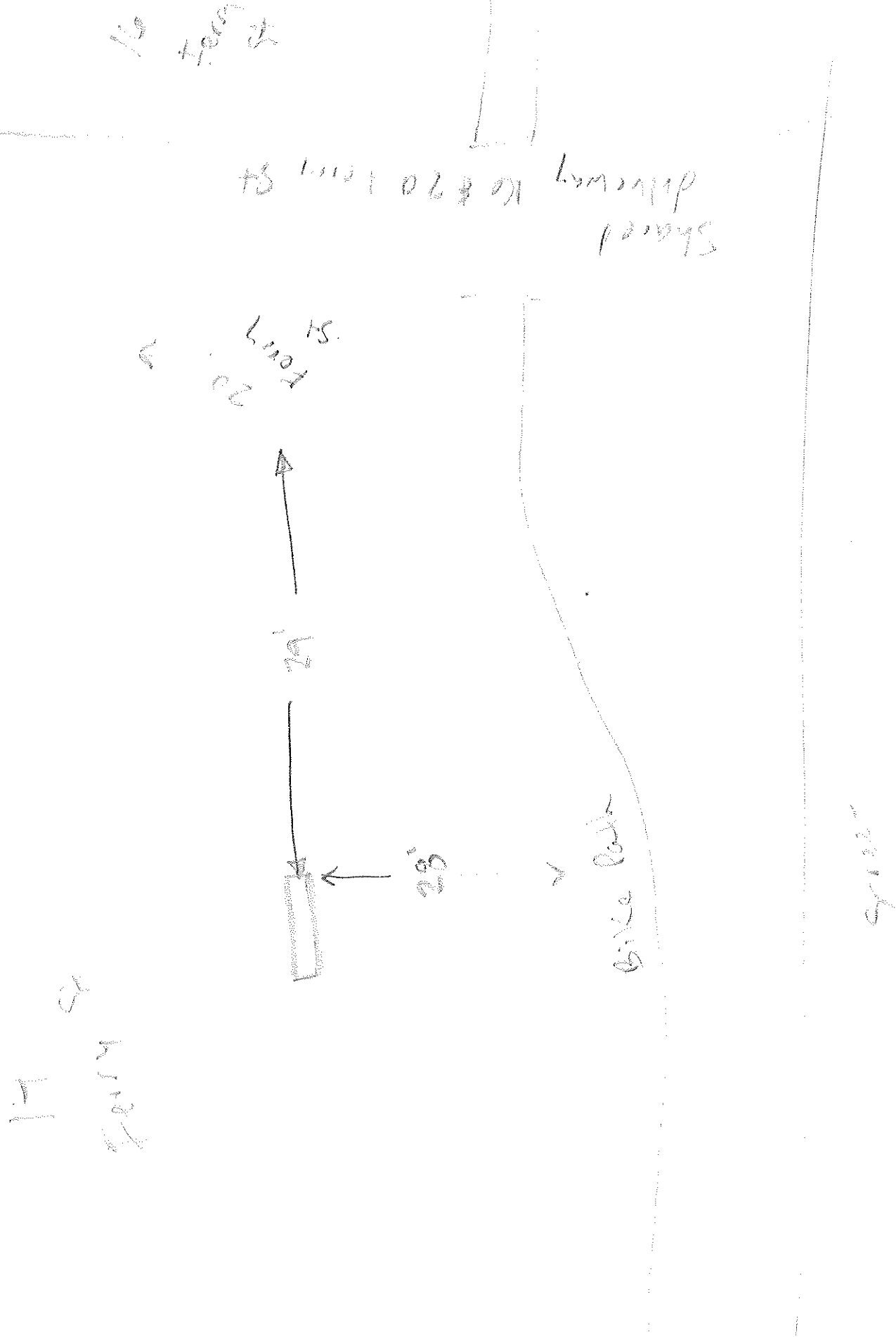
Signature of Planning and Zoning Administrator _____

Date _____

Conditions:

Updated 9/20/2023





From: Vincent Beckman <vincentbeckman@gmail.com>

Sent: Thursday, October 2, 2025 4:20 PM

To: Sean Homyen <pzadmin@DouglasMI.gov>

Subject: Re: 14 Ferry St - Sign Permit

Item 8B.

Sean,

Hope you are having a good day. Regarding the sign, it is there for address purposes. It gets a little confusing since there is a shared driveway with one of the properties. The sign also tells a story of the land and myself. The properties used to be on a golf course called West Shore. As a child growing up, my father, Vincent Beckman III and grandfather, Vincent Beckman II would take me golfing there all the time. From these experiences, I learned that this land is really a special place. They have both passed away and I feel very lucky to live in the old golf club house. I wanted to share this with my sign. Besides having the addresses of my properties, it also has my initials, VBIV and a golf reference since the sign is on the old golf course. I made the sign as small as possible to reflect all of this in good taste.

The enforcement action would cause undue hardship because I have spent a lot of time and money on this project.

Sincerely,

--

Vincent Beckman, IV, M.Ed.

Tanta Chicago

Arbella Chicago

Nice Ice Chicago

VBD Group LLC

(m) 773.706.7793

www.tantachicago.com

www.arbellachicago.com

<http://www.niceicecompany.c>



MEMORANDUM

REGULAR CITY COUNCIL MEETING

October 6, 2025, at 6:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Cleaning Services Contact for 415 Wiley Road

With the move to the new location at 415 Wiley Road, City staff issued a request for qualifications (RFQ) for cleaning services. The Police Department building has had regular bi-weekly cleanings, while the City Hall building has been kept clean by City staff when time permits. Unfortunately, the RFQ received zero response. Staff then reached out to RFQ recipients individually to see if they could provide feedback on the RFQ. Three of the five companies asked if they could still provide a quote.

The quotes are as follows:

DeAlba's Cleaning LLC - \$1,000 per bi-weekly cleaning

Cleaning Power LLC - \$685 per bi-weekly cleaning

The third company has yet to submit a quote

Staff then took the lowest quote, Cleaning Power LLC., for a tour, which resulted in the quote being revised to \$495 per bi-weekly cleaning.

Funds for this contractual service will be taken from General Fund – Building and Grounds, Contractual - 101-265-802.

Sample Motion – I recommend City Council award the cleaning service contract to Cleaning Power LLC for 415 Wiley Road in the amount of \$495 per bi-weekly cleaning.

To: City of the Village of Douglas City Council

Date: October 6, 2025

From: Sean Homyen, Planning & Zoning Administrator

RE: Dutch Republic (435 BS) – Revocable License Agreement



The Village of Friendliness – Since 1870

Background. The City previously entered into a revocable license agreement with Green Koi to allow a freestanding pylon identity sign within the Blue Star Highway right-of-way, adjacent to 435 Blue Star Highway. That business has since closed, and the property is now occupied by Dutch Republic, under new ownership.

The existing sign remains in place and the owner has requested to rebrand the existing sign for Dutch Republic. Because the prior license was specific to the former business, a new license agreement is required to authorize Dutch Republic's rebranding and continued use and maintenance of the sign within the public right-of-way.

Agreement. The new Revocable License Agreement (attached) between the City and Dutch Republic:

- Grants a revocable license for the continued placement and maintenance of the existing freestanding pylon identity sign within the Blue Star Highway right-of-way.
- Requires Dutch Republic to provide liability insurance and protect the City.
- Confirms that the license may be revoked by the City upon 30 days' written notice.
- Provides that the Licensee is responsible for all costs associated with installation, maintenance, or removal of the sign.
- Establishes that the agreement is not an easement and conveys no property rights in the right-of-way.

Resolution. Resolution No. 24-2025 (attached) authorizes the City to enter into the new Revocable License Agreement with Dutch Republic. Adoption of the resolution will allow the Mayor and City Clerk to execute the agreement on behalf of the City.

Recommendation. Staff recommends that City Council adopt Resolution No. 24-2025, approving the Revocable License Agreement with Dutch Republic for the existing freestanding pylon identity sign located within the Blue Star Highway right-of-way at 435 Blue Star Highway.

STREET SIGN REVOCABLE LICENSE AGREEMENT

This revocable license agreement is entered into this 6th day of October 2025, by and between the **City of the Village of Douglas**, a Michigan municipal corporation of Allegan County, Michigan, of 86 West Center Street, Douglas, Michigan, 49406-0757 (the “City”) and **Dutch Douglas, LLC dba Dutch Republic**, 435 Blue Star Highway, Douglas, MI 49406 (the “Licensee”).

Background

The portion of Blue Star Highway which is in the City has been dedicated to the public (the “right-of- way”) and is under the jurisdiction of the City. The Licensee is the owner of the property adjacent to the Right-of-Way and legally described in **Exhibit A**. The Licensee would like to rebrand the existing sign in the Right-of- Way (“Sign Improvements”) illustrated in **Exhibit B**. The City acknowledges and consents to the location and maintenance of the Sign Improvements in the Right-of-Way as provided under the terms and conditions of this Agreement and Permit.

Now, therefore, the parties agree as follows:

Terms

1. Use of Right-of-Way. The City hereby grants to Licensee a revocable license to use and maintain the Sign Improvements in the Right-of-Way. Except as expressly provided in this Agreement, Licensee agrees to use the Right-of-Way in accordance with the Douglas Ordinance Code and all applicable laws, ordinances, regulations, and City policies. This Agreement is not intended to grant the Licensee an easement or any other real property right in the Right-of-Way. The Licensee acknowledges that this Agreement is not an exclusive license, and the Licensee shall not restrict access to, or ingress and egress in, on, under or above the Right-of-Way or public property.
2. Indemnification. The Licensee hereby covenants and agrees to indemnify, defend, and hold harmless the City from any claims, demands, or suits by any person or entity arising out of or connected with its use of the Right-of-Way specifically for the Sign Improvements. This covenant of indemnification shall include any attorney fees and costs incurred by the City in connection with the defense of such claims, demands or suits of any person or entity. All expenses incurred by the Licensee in the installation, use, maintenance and removal of said Sign Improvements shall be the sole expense of the Licensee.
3. Release. The Licensee does further waive and release the City from any claim, demand or suit resulting from damage to the Licensee’s use of the Right-of-Way for the purposes of construction and maintenance of Sign Improvements. The Licensee does further release and quitclaim to the City any and all rights it has or may acquire in and to the Right-of-Way. The Licensee hereby agrees to make no claims in or to the Right-of-Way except as a License pursuant to the terms of this Agreement.
4. Restoration of Right-of-Way. In the event that the Licensee should alter or change any public improvement within the public Right-of-Way or public property as a result of the use of the Right-of-Way for sign improvements as anticipated and set forth in this Agreement and within 60 days of termination of this Agreement, the Licensee shall restore the public improvement so altered or changed to its original condition to the extent as is reasonably practicable without expense to the City. The Licensee shall also remove the Sign Improvements within 30 days of

termination of this Agreement. Failure of the Licensee to comply with the provisions of this paragraph shall permit the City to restore the public improvements and remove the Sign Improvements. The Licensee acknowledges that the City's costs to restore the public improvements and remove the Sign Improvements shall constitute a lien on the Licensee's property.

5. Termination of License. The Licensee acknowledges that this Agreement can be terminated and revoked by the City upon thirty (30) days written notice to the Licensee mailed by regular mail to: **Dutch Douglas, LLC dba Dutch Republic, 435 Blue Star Highway, Douglas, MI 49406.** In the event of revocation, the Licensee hereby waives any claims, actions or demands against the City for the use of the Right-of-Way and does further acknowledge that its use of the Right-of-Way is at the sole and complete risk of the Licensee without representation by the City as to the duration of this Agreement.
6. Insurance. The Licensee shall provide a certificate of insurance acceptable to the City listing the City and its employees, officers, officials and agents as additional insureds and requiring thirty (30) days prior, written notice to the City before cancellation or reduction in coverage. The general liability limits shall be \$300,000.00 per person and \$300,000.00 per occurrence.
7. Assignability. This Agreement shall be assignable by the Licensee only upon the express written consent of the City. The City hereby delegates the consent to the assignment of this agreement to the City Manager.
8. Complete Agreement. This Agreement constitutes the entire Agreement between the City and the Licensee and no covenant, warranty or agreement exists which has not been incorporated herein.
9. Sign Permit. An application for a sign permit shall be filed with the office of the Zoning Administrator. Approval of all sign permits shall be contingent upon the applicant and Licensee demonstrating the ability to comply with all provisions of the Sign Ordinance.
10. Binding Effect. This Agreement is binding upon the parties hereto, their successors, heirs, or assigns, and the covenants, conditions and terms thereof shall run with the land.
11. Fee. It is acknowledged that the Licensee has paid Sign Permit/License fees to the City the sum of \$200.00 and the associated Revocable Sign/License Agreement fees of \$250.00 due upon execution of this agreement as reimbursement for the City's legal and administrative preparation of this Agreement, and each year thereafter, per the City of the Village of Douglas Schedule of Fees.
12. Recording of Agreement. The City and the Licensee agree that either party may record this Agreement with the Allegan County Register of Deeds.

In witness thereof, the parties hereto have caused this Agreement to be executed on the date first noted above.

Witnesses:

City of the Village of Douglas

By _____
Cathy North,
Mayor

By _____
Laura Kasper,
City Clerk

Notary:

Dutch Douglas, LLC dba Dutch Republic

By _____

Print Name: Sean Lyden

Title: President

STATE OF MICHIGAN)
)ss.
COUNTY OF ALLEGAN)

On this _____ day of _____, 2025, before me, a Notary Public in and for said County, appeared **Cathy North, Sean Lyden, and Laura Kasper**, to me personally known, who, being by me duly sworn, did each for himself/herself say that they are, respectively, the Mayor and City Clerk of the City of Village of Douglas, the corporation named in and which executed the within instrument, and that said instrument was signed and sealed on behalf of the City of the Village of Douglas by authority of its City Council; and said **Cathy North, Sean Lyden, and Laura Kasper** acknowledged said instrument to be the free act and deed of the said City of the Village of Douglas.

Notary Public, Allegan County, Michigan
Acting in Allegan County, Michigan
My Commission Expires: _____

EXHIBIT A
“Legal Description”

435 BLUE STAR HWY., DOUGLAS, MI 49406 | PPN: 59-016-072-11

BEG 356'E & 158'N OF SW COR SW 1/4 TH N 172.3' TH W TO BLUE STAR HWY TH S'LY ALG SD
HWY TO A PT 158' N OF S SEC LIN TH E TO POB SEC 16 T3N R16W (97)

EXHIBIT B
"Sign Improvements"

PLOT PLAN

**Dutch Republic**

Dutch Republic
435 Blue Star Hwy, Douglas, MI 49406

Parcel # 59-016-072-12

A Replacement Wall Sign
51.67 SQFT
120' from curb

B Existing Ground Sign
24.5 SQFT
25' from curb

Building: 13'h x 85'w
Ground Sign: 17' OAH



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

RESOLUTION NO. 24-2025

**RESOLUTION APPROVING A REVOCABLE LICENSE AGREEMENT TO PERMIT
A PERMANENT ON-PREMISES FREESTANDING PYLON IDENTITY SIGN
WITHIN THE BLUE STAR HIGHWAY RIGHT-OF-WAY
AT DUTCH REPUBLIC, 435 BLUE STAR HIGHWAY, DOUGLAS, MI 49406**

At a 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 6th day of October 2025, at 7:00 p.m.

PRESENT: Council Members:

ABSENT: Council Members:

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

RESOLUTION

WHEREAS, Sean Lyden (“Applicant”), a business owner operating Dutch Republic at 435 Blue Star Highway, Douglas, Michigan, 49406.

WHEREAS, The City of the Village of Douglas shall enter into a Revocable License Agreement (“License Agreement”) with Dutch Republic (Sean Lyden), to permit the continued placement and maintenance of the existing On-Premises Freestanding Pylon Identity Sign within the Blue Star Highway Right-of-Way; and

WHEREAS, the Council of the City of the Village of Douglas finds that it is in the best

interest of Douglas to enter into the License Agreement.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the License Agreement with Dutch Republic (Sean Lyden) is approved.
2. That the Mayor and the City Clerk are authorized to sign the License Agreement on behalf of the City of the Village of Douglas.
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 6th day of October 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 October 6th, 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

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

RESOLUTION NO. 39-2020

**RESOLUTION APPROVING A REVOCABLE LICENSE AGREEMENT TO PERMIT
A PERMANENT ON-PREMESIS FREESTANDING PYLON IDENTITY SIGN
WITHIN THE BLUE STAR HIGHWAY RIGHT-OF-WAY
AT GREEN KOI DOUGLAS, 435 BLUE STAR HIGHWAY, DOUGLAS, MI 49406**

At a 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 7th day of December 2020, at 7:00 p.m.

PRESENT: Council Members: Donovan, Miller, Mooradian, North Seabert, Van Loon, Lion

ABSENT: Council Members:

The following resolution was offered by Councilperson North, and supported by Councilperson Miller.

RESOLUTION

WHEREAS, Green Koi Douglas (Koi Holdings LLC) is a business operating at 435 Blue Star Highway, Douglas, Michigan 49406.

WHEREAS, The City of the Village of Douglas desires to enter into a Revocable License Agreement ("License Agreement") with Green Koi Douglas (Koi Holdings LLC), for the purpose of allowing a sign to be placed within the Blue Star Highway Right-of-Way.

WHEREAS, the Council of the City of the Village of Douglas finds that it is in the best interest of Douglas to enter into the License Agreement.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the License Agreement with Green Koi Douglas (Koi Holdings LLC) is approved.
2. That the Mayor and the City Clerk are authorized to sign the License Agreement on behalf of the City of the Village of Douglas.
3. That any resolutions in conflict with this Resolution are deemed rescinded and revoked by the adoption of this Resolution.

YEAS: Council Members: Donovan, Miller, Mooradian, North, Seabert, Van Loon

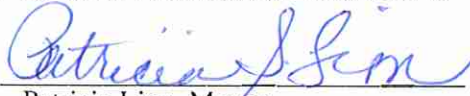
NAYS: Council Members: Lion

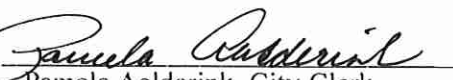
ABSTAIN: Council Members: None

ABSENT: Council Members: None

ADOPTED this 7th day of December 2020.

CITY OF THE VILLAGE OF DOUGLAS

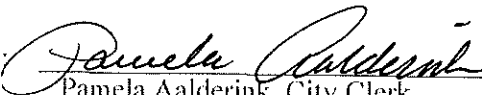
BY: 
Patricia Lion, Mayor

BY: 
Pamela Aalderink, City Clerk

CERTIFICATION

I, Pamela Aalderink, 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 December 7, 2020 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: 
Pamela Aalderink, City Clerk



MEMORANDUM

REGULAR CITY COUNCIL MEETING

October 6, 2025, at 6:00 PM

TO: City Council

FROM: Councilmembers Balmer, Freeman, O'Malley

SUBJECT: General Code Ordinance 132

We would like to have the following topic added to the upcoming city council agenda, please.

We wish to protect the City's publicly owned property, help maintain order, and an aesthetically clean and pleasing environment of our downtown public spaces, as well as all other areas of public property within the city limits. We believe that any writing or drawing on public property is a violation of Ordinance 132, Malicious Destruction of Property. We believe that the Ordinance is content neutral. It is not the content of what is being drawn, or written, but the actual act of writing or drawing is an act of marring and defacing public property. The Ordinance does not distinguish between permanent, or temporary writing or drawing, therefore both acts are a violation of the Ordinance. Writing, or drawing without City Council approval from the city constitutes vandalism, per Ordinance 132 of the General Code of Ordinance of the City of Douglas.

We will be asking for an opinion from city staff and will be requesting a legal opinion from the city attorney, if needed.