



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

AGENDA

View remotely, online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/87848041418>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 878 4804 1418

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 January 21, 2025
 - B. Approve the Council Regular Meeting Minutes for January 6, 2025
 - C. Approve Invoices in the Amount of \$70,505.83
 - D. Appointments/Reappointments
Reappointments - Brownfield: Matt Balmer, Suzanne Dixon, Robert Sapita
Appointments - Brownfield: Lee Utke. BOR: Sue Nelson
 - E. Special Events
Erin Go Bark People & Pet Parade, Douglas Easter Parade, Community Pride 2025, Douglas Farmers Market 2025, Beats on Beery
- Motion to approve the Consent Calendar of January 21, 2025. – 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. Ordinance No. 01-2025 - Surplus Real Property - 86 W. Center Street - First Reading (No Action Required)
- B. Ordinance No. 02-2025 - Surplus Real Property - 47 W. Center Street - First Reading (No Action Required)
- C. Special Event Policy

Motion to approve the Special Event Policy as presented with the effective date of _____. - roll call vote

9. REPORTS

A. Commission/Committee/Boards

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

B. Administration Report

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

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. CLOSED SESSION

Motion to enter into closed session per Sect: 8 (d) of the Open Meetings Act, to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. - roll call vote

Motion to exit from closed session and enter back into the regular session of 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, JANUARY 06, 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
Planning and Zoning Administrator Sean Homyen
City Treasurer Jenn Tien
3. **PLEDGE OF ALLEGIANCE:** Led by Mayor North
4. **CONSENT CALENDAR**
 - A. Approve the Council Meeting Agenda for January 6, 2025
 - B. Approve the Council Regular Meeting Minutes for December 16, 2024
 - C. Approve Invoices in the Amount of \$161,128.77
 - D. Appointments/Reappointments
Reappointments - Beth Stefanchik: DDA, Aleshia Balmer: DDA, Paul Marineau: BOR
Appointment – Scott Phelps: Alternate FBOA

Motion by Balmer, second by O'Malley, to approve the Consent Calendar of January 6, 2025, as amended. – Motion carried by unanimous roll call vote.
5. **PUBLIC COMMUNICATION – VERBAL:** Commissioner Lubbers provided county updates. Tracey Shafroth provided positive comments about the city 17-acre/affordable housing project.
6. **PUBLIC COMMUNICATION – WRITTEN:** Bob Kenny letter of support regarding the 17-acre/affordable housing project.
7. **UNFINISHED BUSINESS:** None

8. NEW BUSINESS

- A. Audit Presentation Fiscal Year Ending June 30, 2024 (L. Nocerini, J. Tien) Siegfried Crandall, PC presented their findings of the annual budget audit.
- B. DDA 2024 Informational/Annual Report - Presentation (DDA Members) Aleshia Balmer, Chair of the DDA presented the report.
- C. Flywheel Companies RFP (L. Nocerini, R. Kilpatrick) Ryan Kilpatrick addressed Councilmember's questions and feedback.

Motion by Balmer, second by Seabert, to approve issuing a Request for Proposals (RFP), for the redevelopment of the 17-acre site owned by the City of Douglas, with the goal to attract qualified developers to address critical housing needs. – Motion carried by unanimous roll call vote.

- D. Happystance Social District Permit (S. Homyen)

Motion by O'Malley, second by Walker, to approve the Social District Permit application submitted by Happystance, acknowledging that it has met all requirements under state regulations (MCL 436.1551). – Motion carried by unanimous roll call vote.

- E. Resolution No. 01-2025 - Draft Master Plan Distribution (S. Homyen)

Motion by Balmer, second by O'Malley, to adopt Resolution No. 01-2025, approving the draft Master Plan update for distribution. – Motion carried by unanimous roll call vote.

- F. Event Policy – Discussion item only

9. REPORTS

- A. Commission/Committee/Boards
 1. Planning Commission – meets Thursday
 2. Kalamazoo Lake Sewer Water – communities met for draft agreement review
 3. Downtown Development Authority – meets on the 22nd
 4. Kalamazoo Lake Harbor Authority – no meeting
 5. Douglas Harbor Authority – no meeting
 6. Douglas Brownfield Authority – no meeting
 7. Fire Board – outgrowing space and looking into options
 8. Community Recreation – no meeting
 9. Playground Committee – no meeting
 10. Tri-Community Wildlife Committee – deer survey is available, results from the public input will be reviewed at the February meeting.
- B. Administration Report – City Manager Nocerini comments – deer survey is open to the public, reminder to the public to stop feeding the deer, the MDNR will fine you if caught feeding them, Wildlife Committee is working towards a balanced approach to address the deer population, Ferry Street pre-con meeting next week, and the DDA passport program is active through January 31st.

- 10. **PUBLIC COMMUNICATION – VERBAL:** Ron Willis had city dashboard questions. Michelle mentioned concerns with BDR trails and tree removals.

- 11. **COUNCIL COMMENTS:** Donovan liked the 6:00 PM start time. Balmer mentioned that the trails are on a private development, and the city cannot necessarily control. O'Malley and Freeman wished everyone a

happy new year. Seabert mentioned looking into the Labor Day bridge walk plan and painting the outbuildings at Wade’s and reminded everyone to take the deer survey. Walker also would like to look into painting the buildings at Wade’s, reminded to shop local, and thanked Lisa and Sean for their work and direction with the DDA.

12. MAYOR’S REPORT/COMMENTS: Mayor North congratulated Treasurer Tien for an excellent audit, the completion of the 6-month goals for City Manager Nocerini, and thanked Councilmembers for their work on everything.

13. ADJOURNMENT

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

Approved on this 21st day of January 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 January 6, 2025, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, City Clerk

01/15/2025

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Inv Num	Vendor	Inv Date	Due Date	Inv Amt
Inv Ref#	Description	Entered By		
GL Distribution				

89565015				
50162	ABSOPURE WATER COMPANY	12/20/2024	01/21/2025	17.00
	DPW WATER			
	101-265.000-740.000 SUPPLIES			17.00

01-2025				
50245	ALEC SMITH	01/14/2025	01/21/2025	5.00
	REIMBURSE MEDICAL RECORDS FOR CDL			
	101-463.000-718.000 TRAINING FUNDS			5.00

12-2024				
50163	ALLEGAN CO TREASURER	12/31/2024	01/21/2025	230.00
	MOBILE HOME TAX - DEC 2024			
	101-000.000-230.000 DUE TO OTHER GOVERNMENTS			230.00

12-2024				
50164	ALLEGAN COUNTY SHERIFF'S DEPT.	12/31/2024	01/21/2025	82.00
	DEBT CREW DEC 2024			
	101-463.000-802.000 CONTRACTUAL			82.00

PSI115159				
50202	ARCOSA SHORING PRODUCTS INC	01/07/2024	01/21/2025	710.00
	STREET PLATE RENTAL			
	203-463.000-930.000 REPAIRS & MAINTENANCE: GENERAL			710.00

INV-005652				
50241	BLACK GOLD HOLDINGS LLC	01/07/2025	01/21/2025	465.00
	COLD PATCH			
	202-463.000-930.000 REPAIRS & MAINTENANCE: GENERAL			232.50
	203-463.000-930.000 REPAIRS & MAINTENANCE: GENERAL			232.50

11994				
50225	BOB TOLSMA PLUMBING INC	01/14/2025	01/21/2025	1,550.00
	91 MIXER - REPLACE WATER LINE			
	450-536.000-974.000 CONSTRUCTION			1,550.00

2457				
50165	BREWER'S CITY DOCK INC	12/18/2024	01/21/2025	1,020.95
	LIMESTONE			
	203-463.000-930.000 REPAIRS & MAINTENANCE: GENERAL			1,020.95

5404				
50166	BURNETT & KASTRAN	12/13/2024	01/21/2025	1,404.00
	ATTORNEY FEES - POLICE & CODE ENFORCEMENT			
	101-301.000-801.003 CONTRACTUAL ATTORNEY PROSECUTER			672.00
	101-701.000-801.000 CONTRACTUAL ATTORNEY			732.00

5405				
50167	BURNETT & KASTRAN	12/13/2024	01/21/2025	492.00
	ATTORNEY FEES - POLICE & CODE ENFORCEMENT			
	101-301.000-801.003 CONTRACTUAL ATTORNEY PROSECUTER			264.00
	101-701.000-801.000 CONTRACTUAL ATTORNEY			228.00

5406				
50168	BURNETT & KASTRAN	12/13/2024	01/21/2025	372.00

ATTORNEY FEES - POLICE				
101-301.000-801.003	CONTRACTUAL ATTORNEY PROSECUTER			372.00

5407				
50169	BURNETT & KASTRAN	12/18/2024	01/21/2025	432.00
ATTORNEY FEES - POLICE & CODE ENFORCEMENT				
101-301.000-801.003	CONTRACTUAL ATTORNEY PROSECUTER			168.00
101-701.000-801.000	CONTRACTUAL ATTORNEY			264.00

5410				
50170	BURNETT & KASTRAN	12/27/2024	01/21/2025	672.00
ATTORNEY FEES - POLICE & CODE ENFORCEMENT				
101-301.000-801.003	CONTRACTUAL ATTORNEY PROSECUTER			372.00
101-701.000-801.000	CONTRACTUAL ATTORNEY			300.00

02-682943				
50173	CARLETON EQUIPMENT	10/21/2024	01/21/2025	150.00
RENTAL OF AUGER DRIVE				
101-463.000-802.000	CONTRACTUAL			150.00

02-681805				
50174	CARLETON EQUIPMENT	10/15/2024	01/21/2025	450.00
RENTAL OF AUGER DRIVE				
101-265.000-802.000	CONTRACTUAL			450.00

327578				
50171	CIVICPLUS LLC	01/01/2025	01/21/2025	2,619.75
MUNICICODE MEETINGS ANNUAL SERVICE				
101-215.000-802.000	CONTRACTUAL			2,619.75

01-2025				
50176	CODY CARPENTER	01/10/2025	01/21/2025	439.34
UNIFORM REIMBURSEMENT				
101-463.000-750.000	UNIFORMS			439.34

2-2025				
50175	COMCAST	01/05/2025	01/21/2025	369.75
PHONES DPW FEB 2025				
101-463.000-851.000	TELEPHONE			369.75

02-2025				
50247	COMCAST	01/13/2025	01/21/2025	412.58
CITY HALL TELEPHONES				
101-265.000-851.000	TELEPHONE			412.58

BESC - 24 - 013				
50151	CONSUMERS ENERGY	01/03/2025	01/21/2025	5,000.00
BD Bond Refund				
101-000.000-283.000	BESC - 24 - 013 - PROW24-014			5,000.00

203411607528				
50177	CONSUMERS ENERGY	01/06/2025	01/21/2025	32.00
251 CENTER ST SIGN				
101-463.000-922.000	UTILITIES			32.00

203411607529				
50178	CONSUMERS ENERGY	01/06/2025	01/21/2025	250.21
86 CENTER ST				
101-463.000-922.000	UTILITIES			250.21

203411607530				
50179	CONSUMERS ENERGY	01/06/2025	01/21/2025	64.54

	198 WASHINGTON				
	101-463.000-922.000	UTILITIES			64.54
203411607531					
50180	CONSUMERS ENERGY		01/06/2025	01/21/2025	32.18
	11 BLUE STAR				
	101-463.000-922.000	UTILITIES			32.18
203411607532					
50181	CONSUMERS ENERGY		01/06/2025	01/21/2025	37.43
	50 LAKESHORE				
	101-751.000-922.000	UTILITIES			37.43
202966619694					
50182	CONSUMERS ENERGY		01/06/2025	01/21/2025	205.34
	26 BAYOU				
	101-751.000-922.000	UTILITIES			205.34
205814226204					
50183	CONSUMERS ENERGY		12/31/2024	01/21/2025	1,309.10
	STREET LIGHTS				
	101-463.000-925.000	STREET LIGHTS			1,309.10
205814226196					
50184	CONSUMERS ENERGY		12/31/2024	01/21/2025	12.13
	TRAFFIC LIGHTS				
	101-463.000-925.000	STREET LIGHTS			12.13
205636249403					
50185	CONSUMERS ENERGY		12/31/2024	01/21/2025	1,144.38
	LED LIGHTS				
	101-463.000-925.000	STREET LIGHTS			1,144.38
225561					
50172	CREXENDO BUSINESS SOLUTIONS		01/08/2025	01/21/2025	304.34
	POLICE PHONE SYSTEM JAN 2025				
	101-301.000-851.000	TELEPHONE			304.34
15225					
50186	D & L TRUCK AND TRAILER, LLC		01/02/2025	01/21/2025	516.29
	VEH #10 - SPEED SENSOR LABOR & PARTS				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			516.29
SI25-28530					
50242	DETROIT SALT COMPANY		01/14/2025	01/21/2025	3,732.19
	ROCK SALT				
	202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			1,866.09
	203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			1,866.10
01-2025					
50248	TOM DOANE		01/14/2025	01/21/2025	97.38
	MICHIGAN ASSESSORS ASSOC DUES				
	101-257.000-908.000	DUES/FEES/PUBLICATIONS			97.38
INV80012					
50240	DORNBOS SIGN INC		01/10/2025	01/21/2025	80.92
	AUTISTIC CHILD AREA SIGN				
	203-463.000-746.000	TRAFFIC SIGNS & SERVICES			80.92
MIHOL477116					
50244	FASTENAL COMPANY		01/08/2025	01/21/2025	127.55
	HAND SOAP				

101-265.000-740.000	SUPPLIES			127.55
2047				
50238	FCG TRUCK DRIVER TRAINING INC	01/03/2025	01/21/2025	2,500.00
	CDL B TEST TRAINING FOR CODY CARPENTER			
101-463.000-718.000	TRAINING FUNDS			2,500.00
030013348				
50187	GALLS	12/26/2024	01/21/2025	188.56
	UNIFORM - DYER			
101-301.000-750.000	UNIFORMS			188.56
030035875				
50188	GALLS	12/28/2024	01/21/2025	56.28
	UNIFORM - DYER			
101-301.000-750.000	UNIFORMS			56.28
1315-4372094				
50239	GLASS ENTERPRISE AUTO GLASS	01/10/2025	01/21/2025	320.00
	BACK WINDOW REPLACEMENT 2021 CHEV			
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			320.00
464043				
50243	HOLLAND P.T.	01/09/2025	01/21/2025	21.53
	CAM LOCK			
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			21.53
01-2025				
50189	KYLE HOOKER	01/10/2025	01/21/2025	68.89
	UNIFORM REIMBURSEMENT			
101-463.000-750.000	UNIFORMS			68.89
297700				
50190	IHLE AUTO PARTS	01/09/2025	01/21/2025	51.16
	2.5 DEF			
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			51.16
238241				
50194	KENT COMMUNICATIONS	12/10/2024	01/21/2025	817.50
	POSTAGE FOR ASSESSMENT NOTICES			
101-257.000-901.000	POSTAGE			817.50
3061				
50192	LAKESHORE OUTDOORS LLC	12/31/2024	01/21/2025	80.00
	BRUSH DUMPING			
101-463.000-802.000	CONTRACTUAL			80.00
706279				
50191	LAMB INDUSTRIAL SUPPLY	01/07/2025	01/21/2025	39.35
	DRILL STOPS, C SINK, TAP EASE LUBE			
101-751.000-977.000	EQUIPMENT			39.35
706220				
50193	LAMB INDUSTRIAL SUPPLY	01/06/2025	01/21/2025	117.99
	MAG TAP & DRILL SET			
101-751.000-977.000	EQUIPMENT			117.99
01-2025				
50196	LEONARD MAAS	01/07/2025	01/21/2025	280.25
	OPTICAL REIMBURSEMENT			
101-463.000-719.000	INSURANCE BENEFITS			280.25
109081				

50197	MARK'S BODY SHOP	01/04/2025	01/21/2025	400.00
	WATER LEAK ON PASSENGER FRONT FLOOR			
	101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS		400.00
47622				
50227	MENARDS-HOLLAND	01/13/2025	01/21/2025	632.41
	GAS PUMP KIT, FLEX CORD, LOW PROFILE CREEPER			
	101-751.000-977.000	EQUIPMENT		78.64
	203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES		199.00
	202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES		200.00
	101-265.000-740.000	SUPPLIES		154.77
12-2024				
50041	MICHIGAN ASSOC OF MUNICIPAL CLERKS	12/19/2024	01/21/2025	700.00
	CLERK INSTITUTE FOR DAWN RAZA			
	101-215.000-718.000	TRAINING FUNDS		700.00
4160				
50195	MICHIGAN TWP. SERVICES ALLEGAN	01/08/2025	01/21/2025	4,299.30
	PERMIT FEES DEC 2024			
	101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO		4,299.30
910149L				
50199	MUNICIPAL ADVISORY COUNCIL OF MICH	12/31/2024	01/21/2025	500.00
	2024 CAPITAL IMPROVEMENT BOND ISSUANCE FEES			
	470-265.000-974.000	CONSTRUCTION		500.00
INV83625				
50236	MUNICIPAL SUPPLY CO.	12/31/2024	01/21/2025	632.50
	COLLAR, RAKE, BROOM, HOOK, PROBING ROD			
	202-463.000-740.000	SUPPLIES		175.00
	203-463.000-740.000	SUPPLIES		175.00
	101-751.000-977.000	EQUIPMENT		282.50
50046				
50200	NEW DAWN LINEN SERVICE	01/06/2025	01/21/2025	45.52
	RUGS - CITY HALL & PD			
	101-265.000-802.000	COMMERCIAL CLEANING		15.93
	101-301.000-802.000	COMMERCIAL CLEANING		29.59
403879603001				
50201	ODP BUSINESS SOLUTIONS	12/30/2024	01/21/2025	99.86
	COPY PAPER, COFFEE, FORKS			
	101-265.000-740.000	SUPPLIES		99.86
2501-826214				
50228	OVERISEL LUMBER CO.	01/10/2025	01/21/2025	4.59
	WIRE TOGGLE SWITCH			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		4.59
2501-824739				
50229	OVERISEL LUMBER CO.	01/04/2025	01/21/2025	167.70
	RAGS, PAINT, GLOVES			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		132.71
	101-463.000-740.000	SUPPLIES		34.99
2501-824718				
50230	OVERISEL LUMBER CO.	01/04/2025	01/21/2025	60.71
	PAINT SUPPLIES			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		60.71

2501-824416					
50231	OVERISEL LUMBER CO.	01/02/2025	01/21/2025		42.99
	DIABLO CARBIDE				
	101-751.000-977.000	EQUIPMENT			42.99
2501-824395					
50232	OVERISEL LUMBER CO.	01/02/2025	01/21/2025		14.96
	DRIVE BITS				
	101-751.000-977.000	EQUIPMENT			14.96
2501-825318					
50233	OVERISEL LUMBER CO.	01/07/2025	01/21/2025		18.94
	FASTENERS				
	101-265.000-740.000	SUPPLIES			4.95
	101-751.000-977.000	EQUIPMENT			13.99
2501-826204					
50234	OVERISEL LUMBER CO.	01/10/2025	01/21/2025		24.78
	COVER BOX, TOGGLE SWITCH				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			24.78
2501-826224					
50235	OVERISEL LUMBER CO.	01/10/2025	01/21/2025		91.95
	GLOVES, FEEDER SCOOP, SNOW PUSHER, SHOVEL				
	101-463.000-740.000	SUPPLIES			19.99
	202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			71.96
10938163					
50203	PLUNKETT COONEY	12/31/2024	01/21/2025		742.50
	ATTY FEES - SPECIALTY				
	101-000.000-283.000	ESCROW			742.50
86243					
50204	PREIN & NEWHOF	01/07/2025	01/21/2025		2,833.50
	DWAM				
	450-536.000-974.000	CONSTRUCTION			2,833.50
86244					
50205	PREIN & NEWHOF	01/07/2025	01/21/2025		481.50
	DWAM				
	450-536.000-974.000	CONSTRUCTION			481.50
86194					
50206	PREIN & NEWHOF	01/06/2025	01/21/2025		97.00
	WESTSHORE PUD				
	101-000.000-283.000	ESCROW			97.00
86277					
50207	PREIN & NEWHOF	01/07/2025	01/21/2025		1,992.00
	2025 ROAD IMPROVEMENTS				
	203-463.000-806.000	CONTRACTUAL ENGINEERING			1,992.00
86259					
50217	PREIN & NEWHOF	01/07/2025	01/21/2025		1,591.20
	GENERAL CONSULTING				
	101-701.000-806.000	CONTRACTUAL ENGINEERING			1,591.20
3643					
50208	RAF ELECTRIC	01/08/2025	01/21/2025		13,800.00
	BERRY FIELD ELECTRICAL IMPROVEMENTS				
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL			912.50

	101-751.000-979.000	CAPITAL OUTLAY			6,443.75
	248-728.000-979.000	CAPITAL OUTLAY			6,443.75

0240-009833821					
	50209	REPUBLIC SERVICES #240	12/31/2024	01/21/2025	621.00
		GARBAGE SERVICE DPW JAN 2025			
	101-463.000-802.003	CONTRACTUAL- REFUSE			621.00

2500000577					
	50215	SAUGATUCK TOWNSHIP	01/03/2025	01/21/2025	930.37
		WATER/SEWER CONTRACT			
	101-266.000-801.000	CONTRACTUAL ATTORNEY			930.37

25-0000707					
	50210	SAUGATUCK TWP FIRE DISTRICT	01/07/2025	01/21/2025	350.00
		RENTAL HOME INSPECTIONS			
	101-701.000-802.000	CONTRACTUAL			350.00

15120					
	50213	SCOTT'S LANDSCAPE MANAGMENT INC	01/07/2025	01/21/2025	1,758.40
		SNOW REMOVAL 1/3/25 & 1/4/25			
	202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING			879.20
	203-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING			879.20

102108538					
	50211	SHELL FLEET PLUS	01/06/2025	01/21/2025	1,291.54
		POLICE FUEL -			
	101-301.000-860.000	GAS & OIL			1,291.54

102108166					
	50212	SHELL FLEET PLUS	01/06/2025	01/21/2025	1,849.07
		DPW FUEL			
	660-903.000-860.000	GAS & OIL			1,849.07

116264					
	50214	SIEGFRIEDCRANDALL PC	12/31/2024	01/21/2025	250.00
		AUDITING SERVICES YEAR END 6/30/24			
	101-223.000-802.000	CONTRACTUAL			250.00

2935					
	50224	SLANT	01/02/2025	01/21/2025	700.00
		2025 WEB HOSTING AND MAINTENANCE			
	101-215.000-806.006	WEBSITE			700.00

6517849					
	50218	TAFT STETTINIUS & HOLLISTER LLP	12/19/2024	01/21/2025	2,682.00
		ENVIRONMENTAL RESPONSE RECOVERY 200 BLUE STAR			
	243-000.000-802.243	BLIGHT REMOVAL			2,682.00

12-2024					
	50216	MICHAEL TORREZ	01/06/2025	01/21/2025	85.76
		MILEAGE REIMBURSEMENT DEC 2024			
	101-701.000-861.000	MILEAGE REIMBURSEMENT			85.76

VC3-184751					
	50219	VC3 INC	01/09/2025	01/21/2025	255.50
		CITY LICENSES EXCHANGE PLAN			
	101-215.000-802.000	CONTRACTUAL			255.50

VC3-184753					
	50220	VC3 INC	01/09/2025	01/21/2025	102.00
		CLOUD PROTECTION			

101-215.000-802.000	CONTRACTUAL			102.00

VC3-184752				
50221 VC3 INC		01/09/2025	01/21/2025	44.00
PD EXCHANGE PLAN				
101-301.000-802.000	CONTRACTUAL			44.00

6102001055				
50226 VERIZON WIRELESS		12/24/2024	01/21/2025	134.80
DPW IPADS				
101-463.000-851.000	TELEPHONE			134.80

12-2024				
50223 RANDY WALKER		12/04/2024	01/21/2025	137.80
REIMBURSE JASON QUIZNO RECEPTION				
101-101.000-958.000	MISCELLANEOUS			137.80

110252				
50246 LEONARD MAAS		01/10/2025	01/21/2025	185.00
LUBE WAS, EPOXY PRIMER, STORAGE TANKS				
203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			50.00
202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			50.00
101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS			45.00
101-751.000-977.000	EQUIPMENT			40.00

11P100667				
50237 WESTERN MI FLEET PARTS		01/07/2025	01/21/2025	46.82
HOLDER TUBE				
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			46.82

15120				
50222 WILCOX NEWSPAPERS		12/27/2024	01/21/2025	77.00
AD - ORDINANCE #09-2024				
101-215.000-900.000	PRINTING & PUBLISHING			77.00

37A04E70-0002				
50198 ZAH NOW		01/13/2025	01/21/2025	350.00
PHOTOGRAPHY FOR RIBBON CUTTING CEREMONY 1/21/25				
101-101.000-958.000	MISCELLANEOUS			350.00

# of Invoices:	89	# Due: 89	Totals:	70,505.83
# of Credit Memos:	0	# Due: 0	Totals:	0.00
Net of Invoices and Credit Memos:				70,505.83

 --- TOTALS BY FUND ---

101 - GENERAL FUND	42,529.79
202 - MAJOR STREET FUND	3,474.75
203 - LOCAL STREETS FUND	7,205.67
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	2,682.00
248 - DOWNTOWN DEVELOPMENT AUTHORITY	6,443.75
450 - WATER SEWER FUND	4,865.00
470 - MUNICIPAL BUILDING FUND	500.00
660 - EQUIPMENT RENTAL FUND	2,804.87

 --- TOTALS BY DEPT/ACTIVITY ---

000.000 -	8,751.50
101.000 - LEGISLATIVE	487.80
215.000 - CLERK/TREASURER	4,454.25
223.000 - AUDITOR	250.00
257.000 - ASSESSING	914.88
265.000 - BUILDING & GROUNDS	2,917.93
266.000 - ATTORNEY	930.37
301.000 - POLICE	4,207.31
463.000 - GENERAL STREETS & ROW	12,249.42
464.000 - GENERAL STREETS WINTER & ROW	6,061.55
536.000 - WATER SYSTEM	4,865.00
701.000 - PLANNING & ZONING	7,850.26
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	6,443.75
751.000 - PARKS & RECREATION	7,316.94
903.000 - EQUIP. REPAIRS & MAINTENANCE	2,804.87



CITY OF THE VILLAGE OF DOUGLAS
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 info@douglasmi.gov
 Payable Online At: tinyurl.com/PayItOnline

Item 4E.

CITY COUNCIL ACTION:	Approved	Denied
POLICE DEPARTMENT:	Approved	Denied
DEPT. PUBLIC WORKS:	Approved	Denied
Fee:	\$50 ✓	
Received by:	DR 1/6/25	

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Lakeshore Pet Boutique PH: [REDACTED]
 Contact Name: Randy Walker PH: [REDACTED]
 Street Address/P.O. Box: 10 W. Center St.
 City/State/Zip Code: Douglas, MI 49406
 E-mail: [REDACTED]
 CONTACT PERSON ON DAY OF EVENT: [REDACTED] PH: [REDACTED]

EVENT INFORMATION

Name of Event: Erin Go Bark People and Pet Parade
 Event Date(s): March 8, 2025 Anticipated Number of Attendees: 50
 Purpose of Event: To continue the annual tradition of celebrating St. Patrick's Day with people and pets.
 Location of Event: Center St. from Spring St. into Beery Field
 Event Start & End Hours: Line up at 11:15am, start at 11:30am
 Estimated Date/Time for Set-Up: 30 minutes
 Estimated Date/Time for Clean-Up: 30 minutes
 Estimated Number of Volunteers: 6

EVENT DETAILS**MUSIC:**

Will Music be provided during this event? Yes No

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

Time music will begin: _____ end: _____

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

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

If yes, Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? Yes No

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

Provide Copy of Michigan Liquor Control License

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

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

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way, across a street, or on City property. Which of the following signs are requested for this event?

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

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

FIREWORKS:

Will fireworks be a part of your event? Yes No

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

Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

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

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

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

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

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) Social Media, Saugatuck on Sunday radio show

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City.

DEPARTMENT OF PUBLIC WORKS:

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

- Trash Receptacles – Quantity _____
- Barricades – Quantity 8
- Traffic Cones – Quantity _____
- No Parking Signs – Quantity _____
- Fencing – Quantity _____
- Electric
- Water
- Restroom Cleaning

- Approved Denied
- Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: _____

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

Street closure date/time: 11:00 Am Street re-open date/time: 1:00 pm

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: 11:30 Am Parade finish time: 12:00 pm

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

APPLICANT/ORGANIZATION CHECK LIST

- Completed Application
- Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)
- Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)
- Fireworks Resolution – 60 days in advance (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)
- Requirements for Tent Structures (if applicable)
- Department of Public Works Authorized Personnel Signature (if applicable)
- Police Department Authorized Personnel Signature (if applicable)

If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

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

8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

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

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

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

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

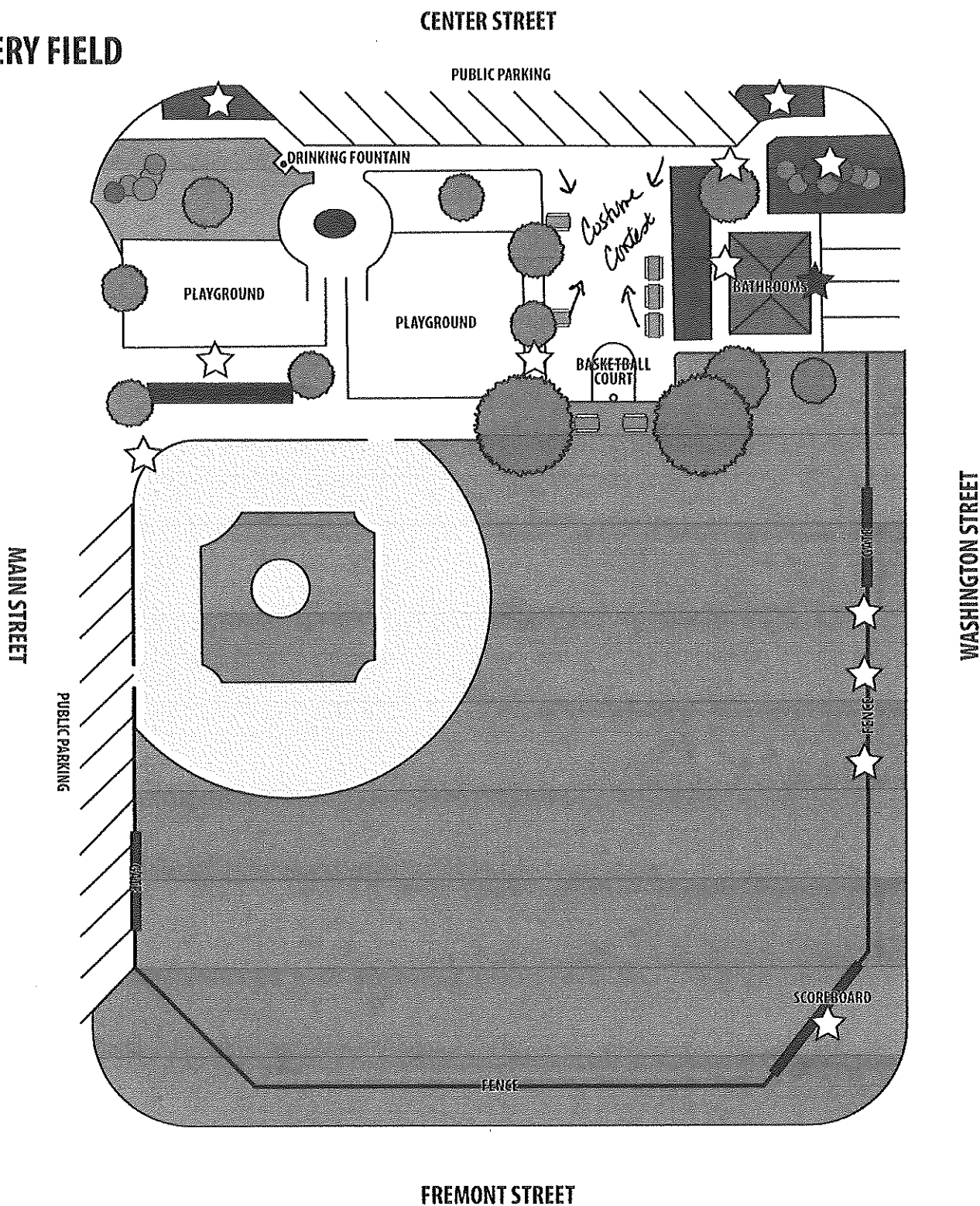
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.



Printed Name of Applicant: Randy Walker Date: 1-6-25

Signature of Applicant:  Date: 1-6-25



BEERY FIELD



-  Water Hose Hookup
-  Electrical Outlet

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



CITY OF THE VILLAGE OF DOUGLAS
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www.douglasmi.gov
info@douglasmi.gov
Payable Online At: tinyurl.com/PayltOnline

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

Fee: \$50 ✓ cash
Received by: DR

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Douglas Easter Parade PH: _____
Contact Name: Jessica Potter PH: _____
Street Address/P.O. Box: _____
City/State/Zip Code: _____
E-mail: _____
CONTACT PERSON ON DAY OF EVENT: Jessica Potter PH: _____

EVENT INFORMATION

Name of Event: Annual Douglas Easter Parade
Event Date(s): Saturday 4/19/2025 Anticipated Number of Attendees: 300-400
Purpose of Event: Annual Easter Festivities - Parade, Bonnet contest, Egg Hunt
Location of Event: Center street from Police department to Beery Field and Beery Field
Event Start & End Hours: 1:00pm - 3:00pm
Estimated Date/Time for Set-Up: 4/19/2025 11:00am
Estimated Date/Time for Clean-Up: 4/19/2025 immediately following event
Estimated Number of Volunteers: 8-10

EVENT DETAILS**MUSIC:**

Will Music be provided during this event? Yes No

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

Time music will begin: _____ end: _____

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

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

If yes, Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? Yes No

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

Provide Copy of Michigan Liquor Control License

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

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

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way, across a street, or on City property. Which of the following signs are requested for this event?

- Temporary Signs: Number requested: _____ Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Signage at Event Site: Location(s): along parade route and at Beery Field
Description of signs: thank you signs for sponsor/donors and event signage to mark age groups
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

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

FIREWORKS:

Will fireworks be a part of your event? Yes No

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

Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

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

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

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

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

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) CVB calendar, social media calendars, social media, flyers, local businesses

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City.

DEPARTMENT OF PUBLIC WORKS:

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

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

- Approved Denied
- Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: _____

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

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

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

APPLICANT/ORGANIZATION CHECK LIST

- Completed Application
- Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)
- Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)
- Fireworks Resolution – 60 days in advance (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)
- Requirements for Tent Structures (if applicable)
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If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

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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.

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HOLD HARMLESS/INDEMNITY

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- 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.

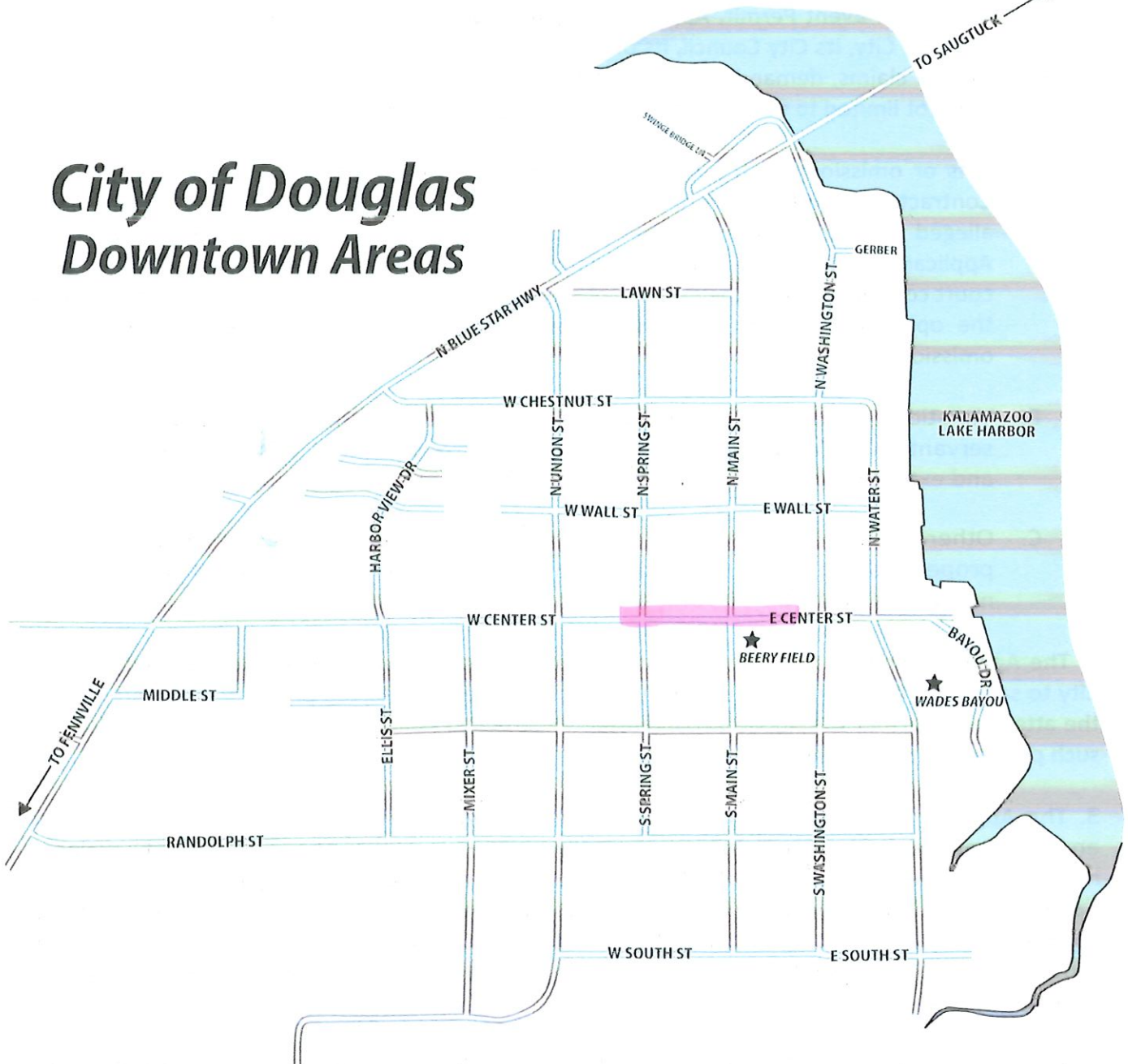
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: Jessica Potter Date: 1/9/2025

Signature of Applicant:  Date: 1/9/2025



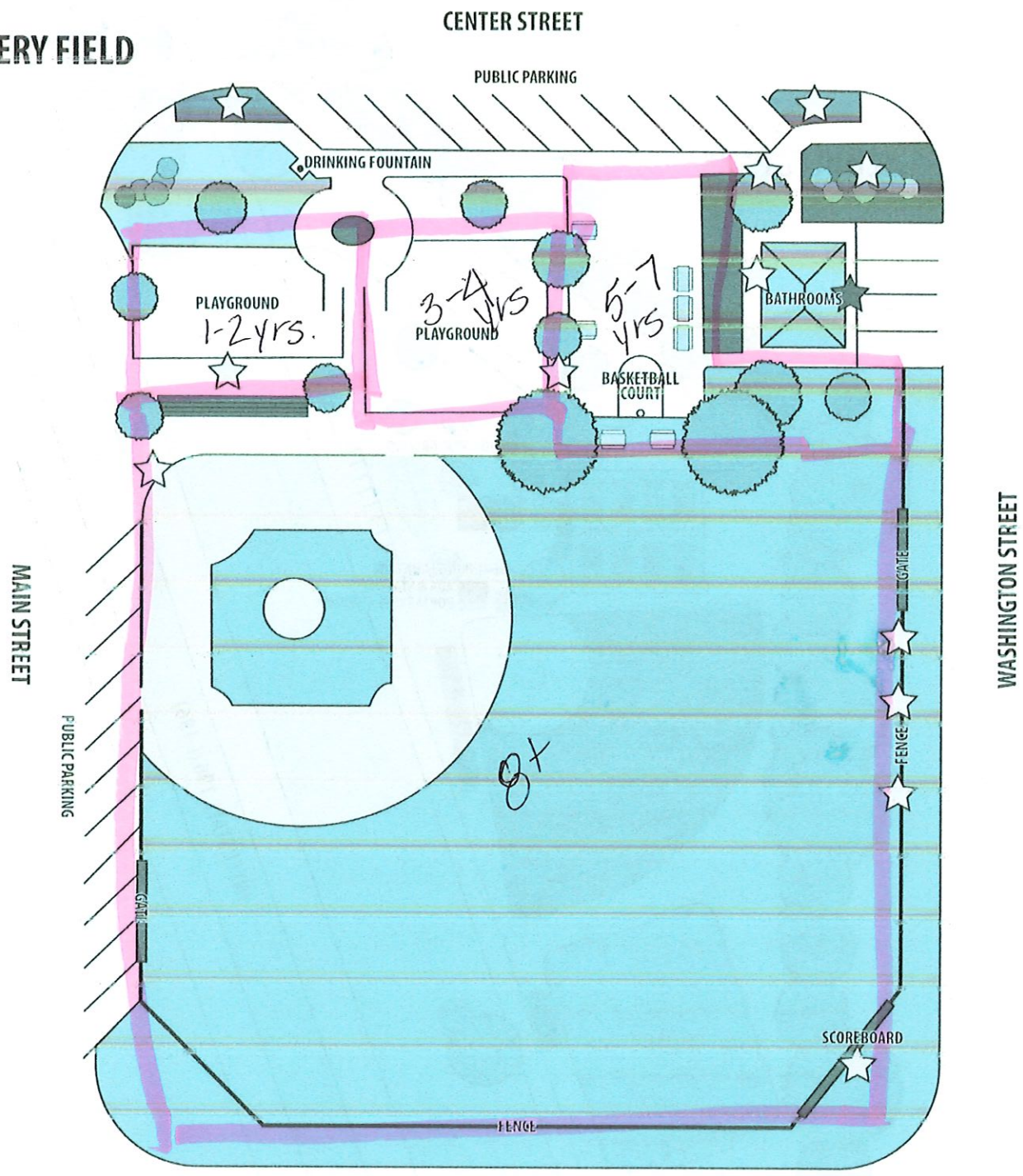
City of Douglas Downtown Areas



*Parade Route from
Police Dept, down Center
St. to Beery Field*



BEERY FIELD



-  Water Hose Hookup
-  Electrical Outlet

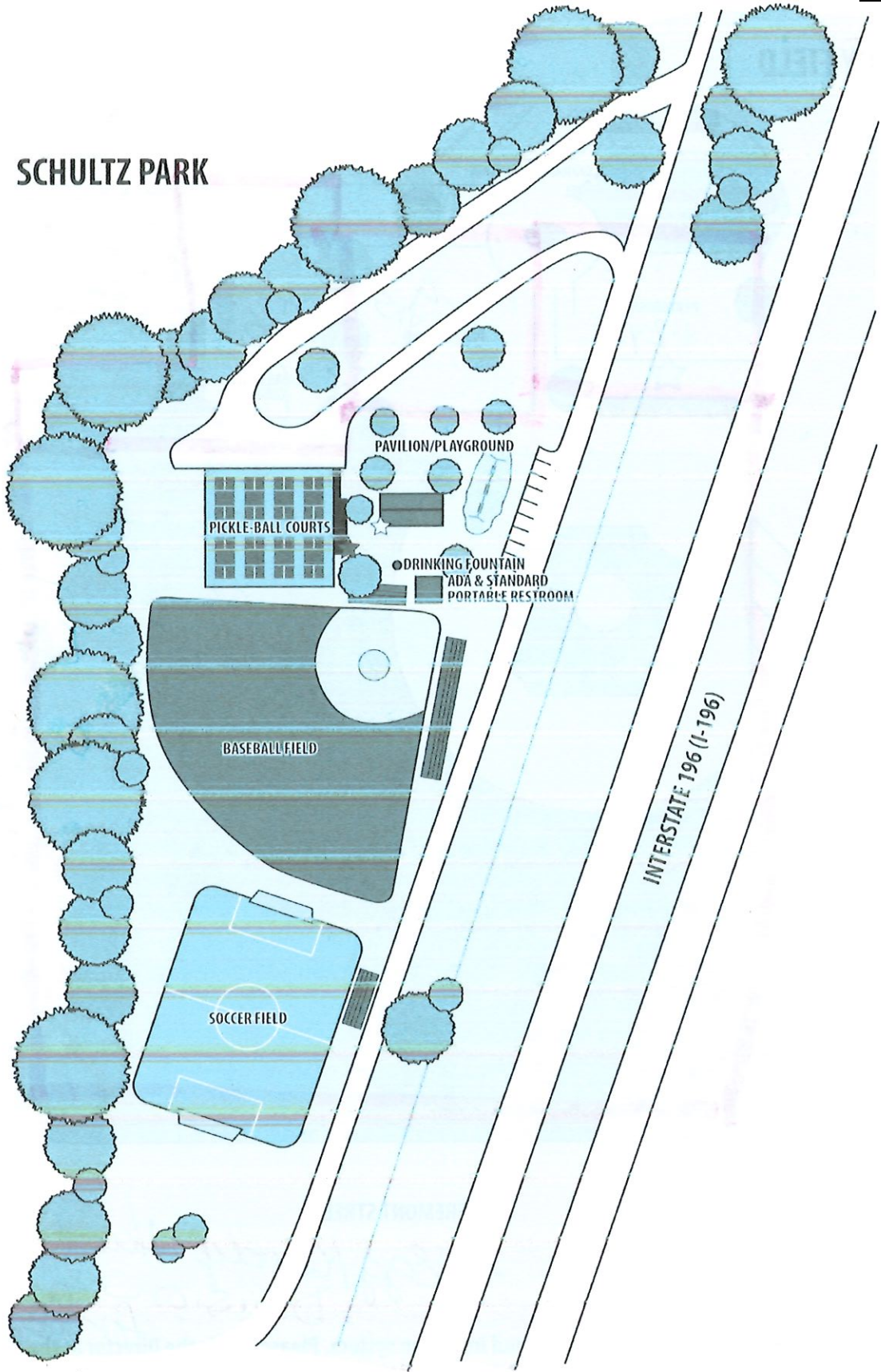
FREMONT STREET

*Egg/Candy Hunt
Division at Park
for age groups*

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



SCHULTZ PARK



☆ Electrical Outlet ★ Water Spigot

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



CITY OF THE VILLAGE OF DOUGLAS
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www.douglasmich.gov
info@douglasmich.gov
Payable Online At: tinyurl.com/PayItOnline

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

Fee: \$50
Received by:

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A Special Event is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event. A Park Reservation permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Community Pride MI PH: [Redacted]
Contact Name: Troy Weiland PH: [Redacted]
Street Address/P.O. Box: P.O. Box 437
City/State/Zip Code: Douglas, MI 49406
E-mail: CommunityPrideMI@gmail.com

CONTACT PERSON ON DAY OF EVENT: [Redacted] PH: [Redacted]

EVENT INFORMATION

Name of Event: PRIDE Festival
Event Date(s): June 7, 2025 Anticipated Number of Attendees: 3,000
Purpose of Event: Annual LGBTQ+ Celebration in the Douglas/Saugatuck communities
Location of Event: Beery Field; Parade in the morning will run from Saugatuck to Douglas
Event Start & End Hours: 10:30 AM to 6:00 PM
Estimated Date/Time for Set-Up: As early as 6/4/25 at 8am
Estimated Date/Time for Clean-Up: No later than EOD 6/8/25
Estimated Number of Volunteers: 50

RECEIVED
AUG 27 2024
BY:

EVENT DETAILS**MUSIC:**

Will Music be provided during this event? Yes No

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

Time music will begin: 11:30AM end: 6:00PM

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

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

If yes, Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? Yes No

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

Provide Copy of Michigan Liquor Control License

Please describe measures to be taken to prohibit the sale of alcohol to minors: Beery Field enclosed/

Fenced area, Gate at entrance, ID Check, wrist bands for 21+, volunteers instructed on wrist bands

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

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way, across a street, or on City property. Which of the following signs are requested for this event?

- Temporary Signs: Number requested: _____ Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Signage at Event Site: Location(s): 1)Center/Blue Star 2)Main/Blue Star 3)Beery Field
Description of signs: Event Promotion, dates/times, QR Codes in festive PRIDE colors
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

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

FIREWORKS:

Will fireworks be a part of your event? Yes No

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

Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

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

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

Booths – Quantity 30

Tents – Quantity ~~16~~ 4

Awnings – Quantity _____

Tables – Quantity ~~20~~

Portable Toilets – Quantity 6-10

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

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) Web site, CVB, local paper, social media promotions

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City.

DEPARTMENT OF PUBLIC WORKS:

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

Trash Receptacles – Quantity 10

Barricades – Quantity _____

Traffic Cones – Quantity _____

No Parking Signs – Quantity 20

Fencing – Quantity Beery Field

Electric

Water

Restroom Cleaning

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: Direct traffic for invasion i

several officers

Street Closure: (Use attached map to outline proposed closure) Freemont (Down Mill/Washington)

Street closure date/time: 6/6/25 11:00 am Street re-open date/time: 6/9/25 1:00 pm

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: 11:00 Parade finish time: 12:00

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

APPLICANT/ORGANIZATION CHECK LIST

- Completed Application
- Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)
- Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)
- Fireworks Resolution – 60 days in advance (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)
- Requirements for Tent Structures (if applicable)
- Department of Public Works Authorized Personnel Signature (if applicable)
- Police Department Authorized Personnel Signature (if applicable)

If document(s) are missing, please explain: Will obtain prior to event

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:

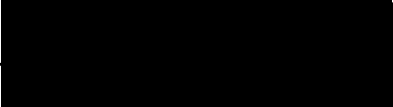
- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the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

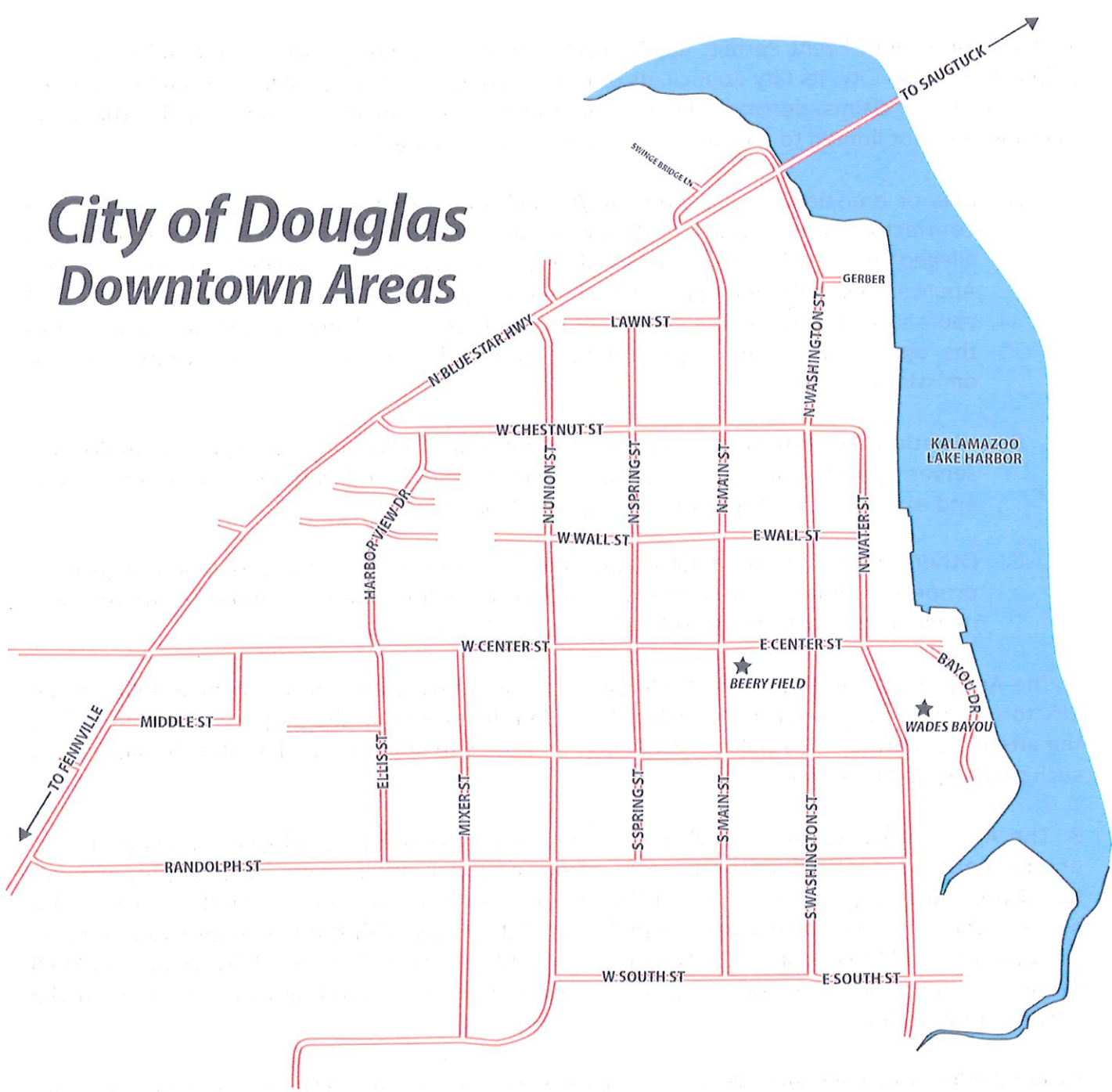
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: Troy Weiland Date: 8/26/24

Signature of Applicant:  Date: 8/26/24



City of Douglas Downtown Areas



October 16, 2024

City of the Village of Douglas
86 West Center Street
PO Box 757
Douglas, MI 49406

Dear City of Village of Douglas Members,

As you know, we had a great first season of our Douglas Farmers Market! Thank you for the opportunity. Most that participated this past season are looking forward to being back again in 2025!

After discussion with the DDA & City manager, we've added the potential to sign up for either June - August OR June - September. As noted below, we will confirm by April 15th, 2025 if we have at least 10 vendors sign up for this to go forward.

We also discussed adding six more spaces that would be on Center Street right in front of the cement pad. This will give us a total of 21 spaces. As some know, I was a vendor at the South Haven Farmers Market. Every year in the park where we were at, we destroyed the grass with setup, breakdown along with the foot traffic of guests. After much consideration, we decided that we would only have three spaces in Beery Field off of the cement pad.

Another possibility that we are looking into is having wineries at the Farmers Market. Please see attached information from MIFMA to this application and know research is being done on how this could/would work.

I want to thank all of you for your support with this season's weekly Tuesday Farmers Market in Downtown Douglas and look forward to another season!

Kind regards,


Susan L. Poolman
Douglas Farmers Market



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

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

Item 4E.

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

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Douglas Farmers Market PH: [REDACTED]

Contact Name: Susan Poolman PH: [REDACTED]

Street Address/P.O. Box: [REDACTED]

City/State/Zip Code: [REDACTED]

E-mail: douglasfarmersmkt@gmail.com

CONTACT PERSON ON DAY OF EVENT: Susan Poolman PH: [REDACTED]

EVENT INFORMATION

Name of Event: Douglas Farmers Market

Event Date(s): Tues | June - Aug or June - Sept Anticipated Number of Attendees: 20-21

Purpose of Event: To provide fresh fruits, vegetables, meats, eggs, cheeses, tea blends, baked goods, food producing plants, honey, maple syrup, greens, cut flowers and more Please see attached paperwork

Location of Event: Beery Field

Event Start & End Hours: 10am-2pm

Estimated Date/Time for Set-Up: Tues | 7:30am

Estimated Date/Time for Clean-Up: Tues | 2pm

Estimated Number of Volunteers: 1 or 2

EVENT DETAILS**MUSIC:**

Will Music be provided during this event? Yes No Please see attached paperwork
 If yes, type of music proposed: Live Amplification Recorded Loudspeakers
 Time music will begin: maybe: 10am end: maybe: 2pm

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

Will Food Vendors/Concessions be available at your event? Yes No attached
 If yes, Provide Copy of Health Department Food Service License paperwork

ALCOHOL:

At this time, wine sales at market are being researched thus the reason for choosing yes
 Will alcohol be served at your event? Yes No Please see attached paperwork
 If yes, Provide Copy of Liquor Liability Insurance (Listing the City as additional insured)
 Provide Copy of Michigan Liquor Control License
 Please describe measures to be taken to prohibit the sale of alcohol to minors: _____

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

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way, across a street, or on City property. Which of the following signs are requested for this event?

- Temporary Signs: Number requested: 10 Maximum size is 2'x2'
 (Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Banner Signage: Maximum size is 14'x4'
 (Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Signage at Event Site: Location(s): Yard signs 18" H x 24" W and Sandwich Board Sign (dog rules & thank you)
 Description of signs: See attached
 (Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

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

FIREWORKS:

Will fireworks be a part of your event? Yes No
 If yes, Provide Copy of Liability Insurance (Listing the City as additional insured)
 Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No Please see attached paperwork

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

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

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

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

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) Saugatuck/Douglas Area CVB, Douglas DDA, Facebook

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City.

DEPARTMENT OF PUBLIC WORKS:

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

- Trash Receptacles – Quantity 2
- Traffic Cones – Quantity 12
- Fencing – Quantity _____
- Water
- Barricades – Quantity 1 - 2 Jersey Barricades
- No Parking Signs – Quantity _____
- Electric
- Restroom Cleaning

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: _____

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

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

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

APPLICANT/ORGANIZATION CHECK LIST

- Completed Application
- Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)
- Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)
- Fireworks Resolution – 60 days in advance (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)
- Requirements for Tent Structures (if applicable)
- Department of Public Works Authorized Personnel Signature (if applicable)
- Police Department Authorized Personnel Signature (if applicable)

If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

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

8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

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

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

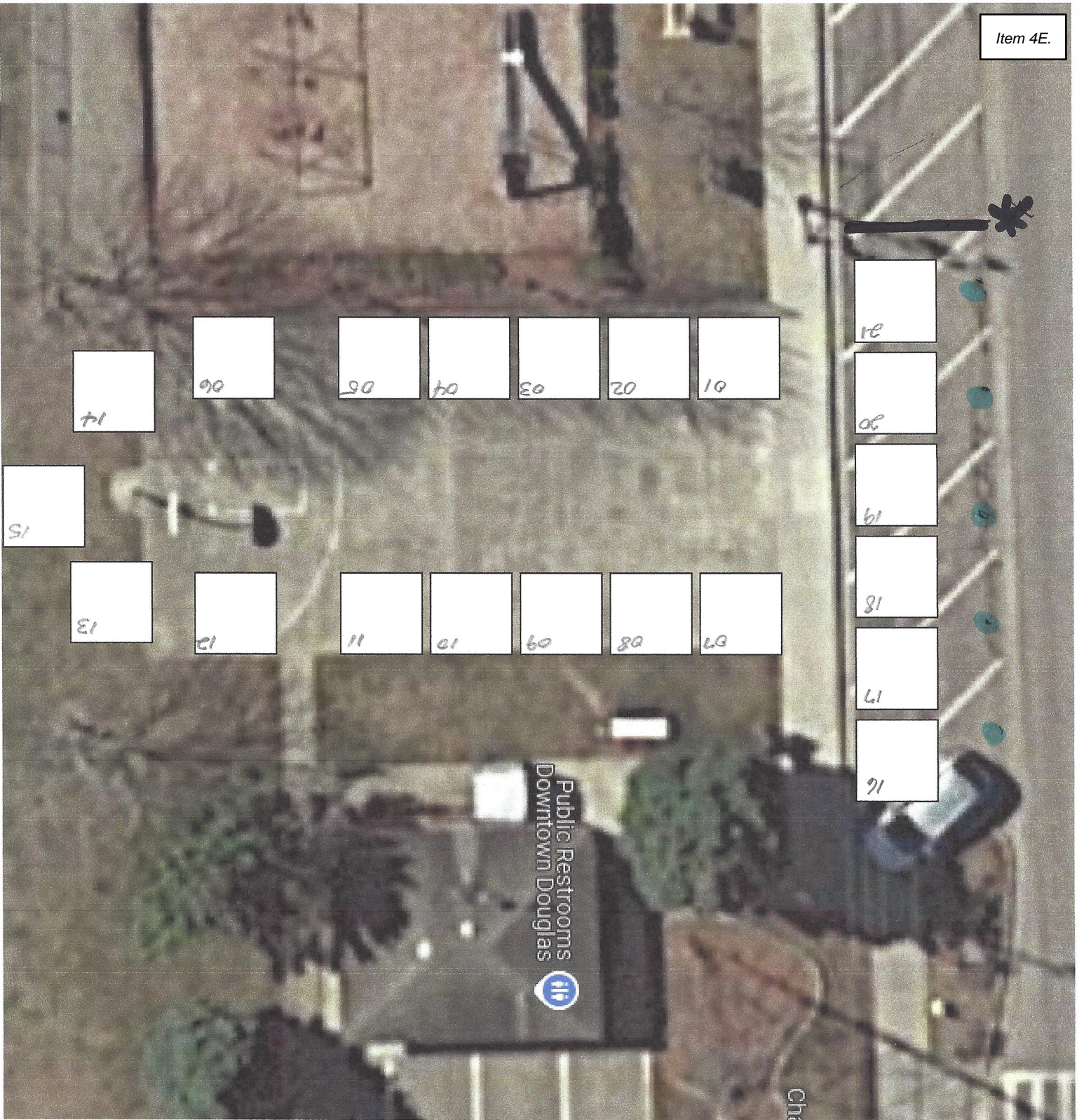
2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such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

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

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

Printed Name of Applicant: Susan L. Poolman Date: 10/16/2024

Signature of Applicant:  Date: 10/16/2024



Person Barrier

= cones with no Parking Signs

2025 Douglas Farmers Market Details

1. Location / Days / Time

- a. Downtown Douglas at Beery Field
- b. All Tuesdays, June - August (13 Tuesdays)
- c. Potential of All Tuesdays June - September (18 Tuesdays)
 - i. If we have at least 10 vendors sign up, we can include September
 - ii. Confirmation would be no later than April 15th, 2025
- d. Times
 - i. 7:30am | Vendors start setting up
 - ii. 10am-2pm | Farmers Market Hours
 - iii. 2pm | Vendors start tearing down

2. Vendor Spaces

- a. 21 Spaces | 10' x 10' Spaces
 - i. Vendors would bring their own tents and weights, no staking of tents would be allowed due to irrigation lines in the park
 - ii. 12 Spaces would be on the cement pad
 - iii. 3 Spaces would be in the grassy part of Beery Field off the cement pad
 - iv. 6 Spaces would be on Center Street
- b. Our 80/20 space rule will be followed again
 - i. **Farmers** | produce, meats, eggs, flowers
 - 1. There is a farmer that uses their goats milk to make their soaps and brings to market along with chicken eggs when available
 - 2. There is a farmer that sells the flowers they grow
 - ii. **Food** | Cheese, sourdough breads, baked goods, etc
 - iii. **Artisans** | soaps, lotions, candles, dog treats, jewelry, etc

3. Advertising

a. Social Media

- i. Douglas Farmers Market Facebook Page
 1. www.douglasfarmersmkt.com point to this page

b. Signage

- i. Yard Signs | Image attached
 1. 18" H x 24" W
 2. 6 at most
 - a. Signs would be put out Monday mornings
 - b. Signs would be taken down after market on Tuesdays
 - c. 2 of which are in a half sandwich board sign at the entrance into market as last season
- ii. Tall Sandwich Sign
 1. 36"H x 24" W
 - a. Displayed day of market at Beery Field
 - i. One side is "Dog Friendly"
 - ii. Other side is "Thanks for Shopping . . ."
- iii. Banner
 1. We'll be using the same banner from 2024
 2. 36" H x 72" W
 - a. Displayed under the new Downtown Douglas sign
 - b. Banner would go up on Monday mornings
 - c. Banner would be taken down Tuesday after market
- iv. Feather Flags
 1. Will be in the same locations as this past summer

c. Local media papers/magazines

d. Hotels, Motels, Airbnb, VRBO etc

4. Miscellaneous

a. Barricades / Cones

- i. Spoke with Chief Kent, Ricky & Sean on 10/16/2024
 - 1. may need 1 or 2 jersey barricades as described in the layout attached
 - 2. 6-7 Cones with no parking signs to go out Monday evenings for those spaces needed for vendors as described in the layout attached

b. Music

- i. We stream live Cosy 103.7 out of South Haven, we have permission
- ii. If there is another station that we can stream live, please let me know, we can alternate

c. Food Vendors/Concessions

- i. It was mentioned to see if Birdie Holley would want the kids from the SPS system use the concession stand as a fund-raiser
 - 1. What paperwork would they need to fill out
 - 2. Would like for this to be free of charge if possible for them since it would be for fund-raising
 - 3. What would be allowed for them to sell

d. Shopping Bags - Idea for market

- i. FMkt Passport + Bag
- ii. Shopping Bags - Sponsor??

e. Insurance

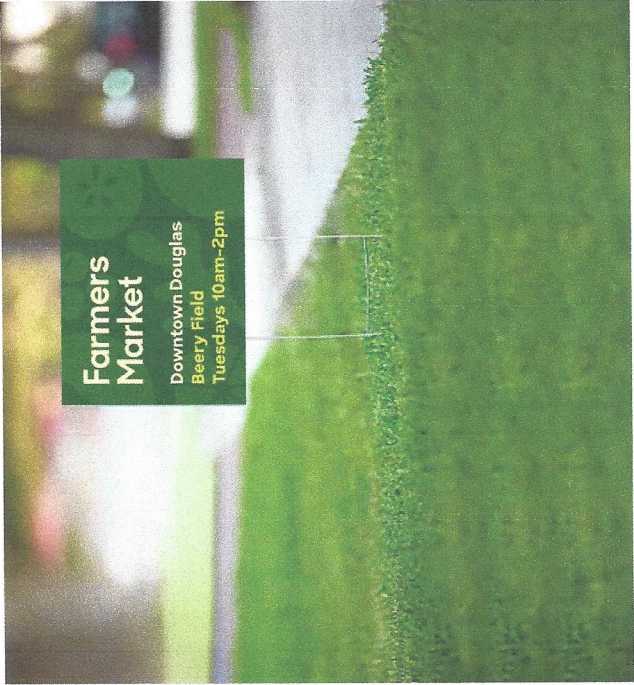
- i. Once a vendor is approved, their insurance would be submitted naming the City of Douglas as additionally insured Copies would be provided to the city clerk as they come in

f. Potential Wine Sales at Farmers Market (see attached paperwork)

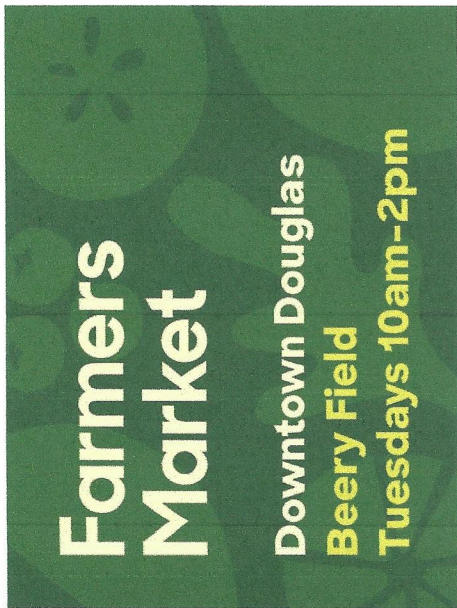
- i. Feature a different winery each Tuesday
 - 1. Their fee \$21 per day
 - 2. They have to have 50,000 gallons or less produced in a calendar year
 - 3. What paperwork would the city need
 - 4. Just to name a few
 - a. Modales
 - b. Michigan Wine Co
 - c. Cogdal Vineyards
 - d. Fenn Valley
 - e. Cranes Wines

Monday Morning Placement	Tuesday Afternoon Removal	Size of Banner
06/02/2025	06/03/2025	22" H x 92" W
06/09/2025	06/10/2025	
06/16/2025	06/17/2025	
06/23/2025	06/24/2025	
06/30/2025	07/01/2025	
07/07/2025	07/08/2025	
07/14/2025	07/15/2025	
07/21/2025	07/22/2025	
07/28/2025	07/29/2025	
08/04/2025	08/05/2025	
08/11/2025	08/12/2025	
08/18/2025	08/19/2025	
08/25/2025	08/26/2025	
09/01/2025	09/02/2025	Potential September Dates
09/08/2025	09/09/2025	
09/15/2025	09/16/2025	
09/22/2025	09/23/2025	
09/29/2025	09/30/2025	

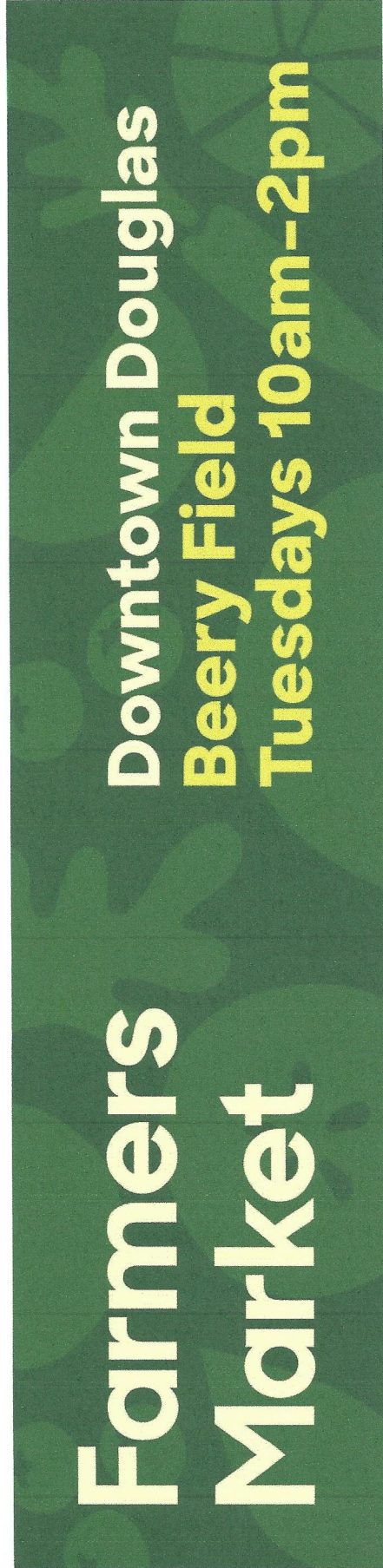
Yard signs ?
Banner Dates 2025



Yard Sign 24x18



Banner 92x22





Wine Sales at FARMERS MARKETS

Item 4E.

In 2013, Public Act 100 was approved by the legislature and signed into law, allowing farmers markets across the State of Michigan to accept any qualified small wine maker for the purpose of sampling and selling their products at the market. The current definition of a qualified small winemaker is an entity that produces 50,000 gallons or less in one calendar year. Under the law, these wineries can serve three 2 ounce samples of wine per customer and sell their product on site in a specific designated area within the market.

According to the Michigan Craft Beverage Council (formerly the Michigan Grape & Wine Industry Council), Michigan consistently ranks in the top fifth in the nation for wine production. Michigan Excise Tax records show 379 small wine makers bottled more than 1.3 million gallons of wine, mead and cider in 2017.

By 2017, of the 379 small winemakers in Michigan, 44 have received one or more permits to sell at farmers markets. The role of farmers markets across the state of Michigan is to give citizens direct access to fresh produce and locally produced foods, and to support local businesses. As Michigan farmers markets continue to thrive, qualified small wineries have begun utilizing this opportunity to connect with local customers. This has helped qualified small wine makers (which include the sale of grape wine, hard cider and mead) increase overall sales, build relationships with other local vendors and spread the word about their vineyards and tasting rooms. It also has allowed the consumer to discover new businesses, support local food systems, and help stimulate a growing Michigan economy.

Today's Challenge

Farmers market permits have been a valuable tool and have aided in the growth of many small wineries across Michigan. However, because of the industry's growing popularity and success, a large portion of small wine makers are approaching the 5,000 gallon limit or already exceed it, making them unable to take advantage of this great opportunity.

"I have met many people at the market who have been instrumental in our business growth either in marketing, other retail sales opportunities and/or capital investor opportunities. I am able to tell customers about both our downtown Muskegon tasting room and our tasting room at the vineyard in New Era. No one sells your product as good as you can. We are currently producing between 1,000-1,200 cases a year (2,300-2,800 gallons) and increasing our limit would allow us to continue selling at markets a little longer as we are still growing.

—Renae Goralski, Oceana Winery and Vineyard



"Selling at the Midland Farmers Market has had a positive impact on our business. Being that we're a seasonal business, it's nice to have another outlet for our product and the market has helped us grow recognition of our name and brand."

— Nicole Ward,
Forgotten Ciders





“Modern Craft winery is in full support of increasing the amount of wine production in order to be eligible to participate in farmers markets. Modern Craft resides its tasting rooms in small rural communities for the most part where farmers markets are as routine as cars on the highway. Farmers markets in these rural areas, while common, struggle with finding vendors. We have been invited to participate in many community based farmers markets, but have had to decline because we are not eligible based on our scale of production. We should absolutely be able to support these communities as our reach is not nearly strong enough to penetrate larger markets. The economic impact from raising this limit would be felt across the whole industry for others just like us.”

—Tom Nixon, Modern Craft Wine

Solution

In recognition of the growing wine industry within the State of Michigan and the desire to see small businesses thrive, **the limit set by law to sell at farmers markets should increase to at least 15,000 gallons produced per year.** This could expand eligibility to an estimated 364 (96%) businesses holding a small wine makers license which would increase the ability of farmers markets statewide to recruit small winemakers as vendors, allow more opportunities for wine makers to promote a growing industry within the state, and will expand consumer exposure to more local businesses.

Benefits of Raising the Production Limit:

- Updating the gallon production limit would increase the number of small businesses in the State of Michigan that can benefit from building relationships with local consumers at farmers market.
- Allow small qualified small wineries to maintain market access as they produce more wine.
- A modernized threshold would give farmers market managers a greater ability to recruit wineries to be vendors at markets.
- More locally owned businesses could reach interested customers.
- A slightly higher eligibility limit of 15,000 gallons produced, better reflects the current and projected growth of the wine industry in Michigan.



#FarmersMarketsMI

480 Wilson Road, Room 172 Natural Resources Building
East Lansing, MI 48824
Ph: 517-432-3381 • www.mifma.org



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

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

Item 4E.

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

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Saugatuck Douglas CVB PH: [REDACTED]

Contact Name: April Gundy PH: _____

Street Address/P.O. Box: Blue Star Hwy

City/State/Zip Code: Douglas, MI 49406

E-mail: saugatuckdouglasevents@gmail.com

CONTACT PERSON ON DAY OF EVENT: April Gundy PH: [REDACTED]

EVENT INFORMATION

Name of Event: Beats On Beery

Event Date(s): June 26, 2025 Anticipated Number of Attendees: 150

Purpose of Event: Live Music on Beery Field, family friendly music event.
Taylor rental will bring in stage and small canopy tent

Location of Event: Beery Field

Event Start & End Hours: June 26, 2025

Estimated Date/Time for Set-Up: June 26 10:00 am Taylor Rental

Estimated Date/Time for Clean-Up: June 27, 10:00 am Taylor Rental

Estimated Number of Volunteers: 4

EVENT DETAILS**MUSIC:**

Will Music be provided during this event? Yes No

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

Time music will begin: _____ end: _____

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

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

If yes, Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? Yes No

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

Provide Copy of Michigan Liquor Control License

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

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

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way, across a street, or on City property. Which of the following signs are requested for this event?

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

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

FIREWORKS:

Will fireworks be a part of your event? Yes No

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

Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

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

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

Booths – Quantity 0

Tents – Quantity _____

Awnings – Quantity 1

Tables – Quantity _____

Portable Toilets – Quantity 0

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

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) Area business, fliers, banner on gateway sign, on the CVB website as well as social media.

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City.

DEPARTMENT OF PUBLIC WORKS:

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

Trash Receptacles – Quantity _____

Barricades – Quantity _____

Traffic Cones – Quantity _____

No Parking Signs – Quantity _____

Fencing– Quantity _____

Electric

Water

Restroom Cleaning

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ *Date:* _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: _____

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

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

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

APPLICANT/ORGANIZATION CHECK LIST

Completed Application

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

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

Fireworks Resolution – 60 days in advance (if applicable)

Michigan Liquor Control Commission Special Event License (if applicable)

Health Department Food Service License (if applicable)

Requirements for Tent Structures (if applicable)

Department of Public Works Authorized Personnel Signature (if applicable)

Police Department Authorized Personnel Signature (if applicable)

If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

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

8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

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

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

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

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

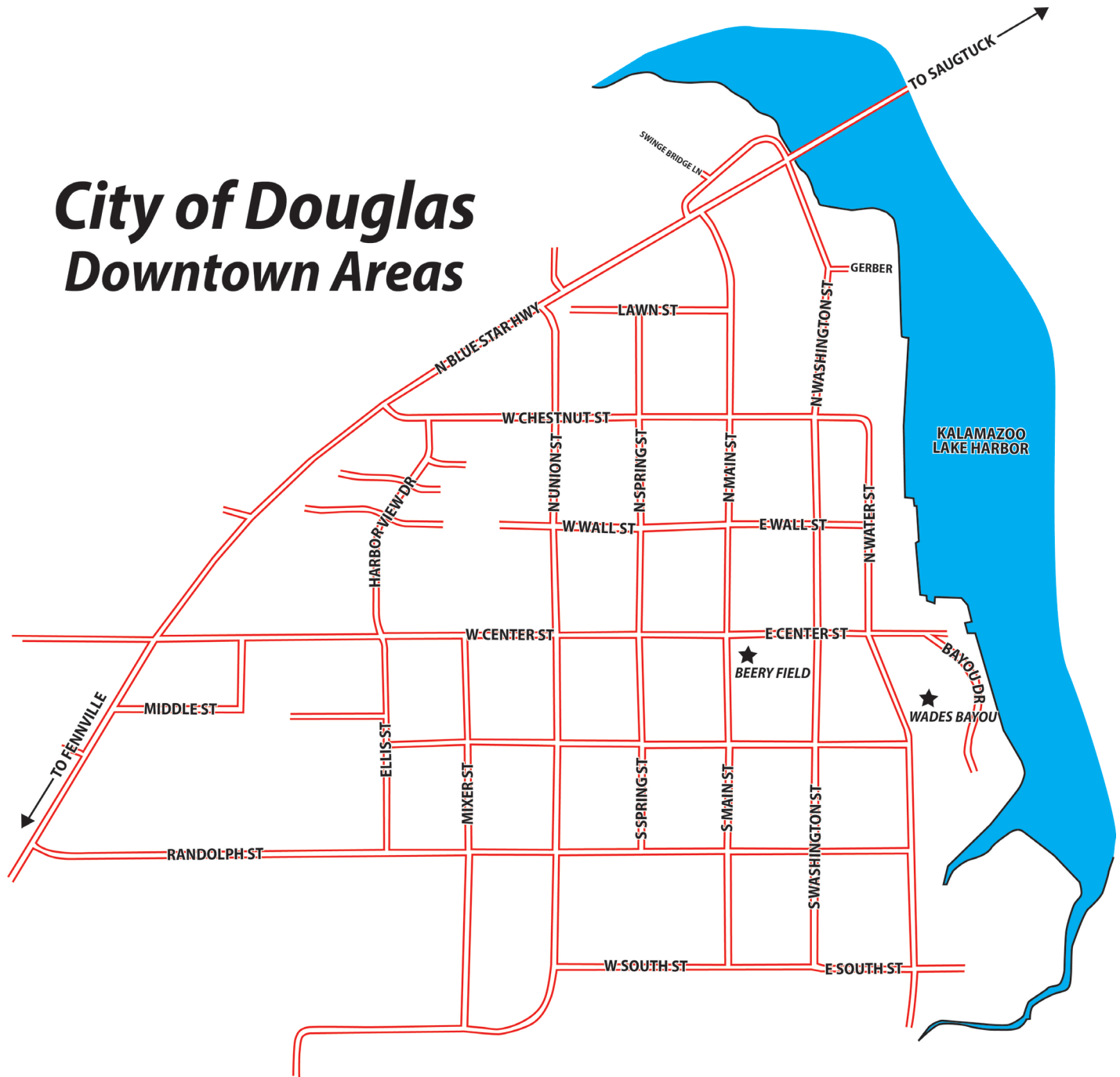
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: _____ Date: _____

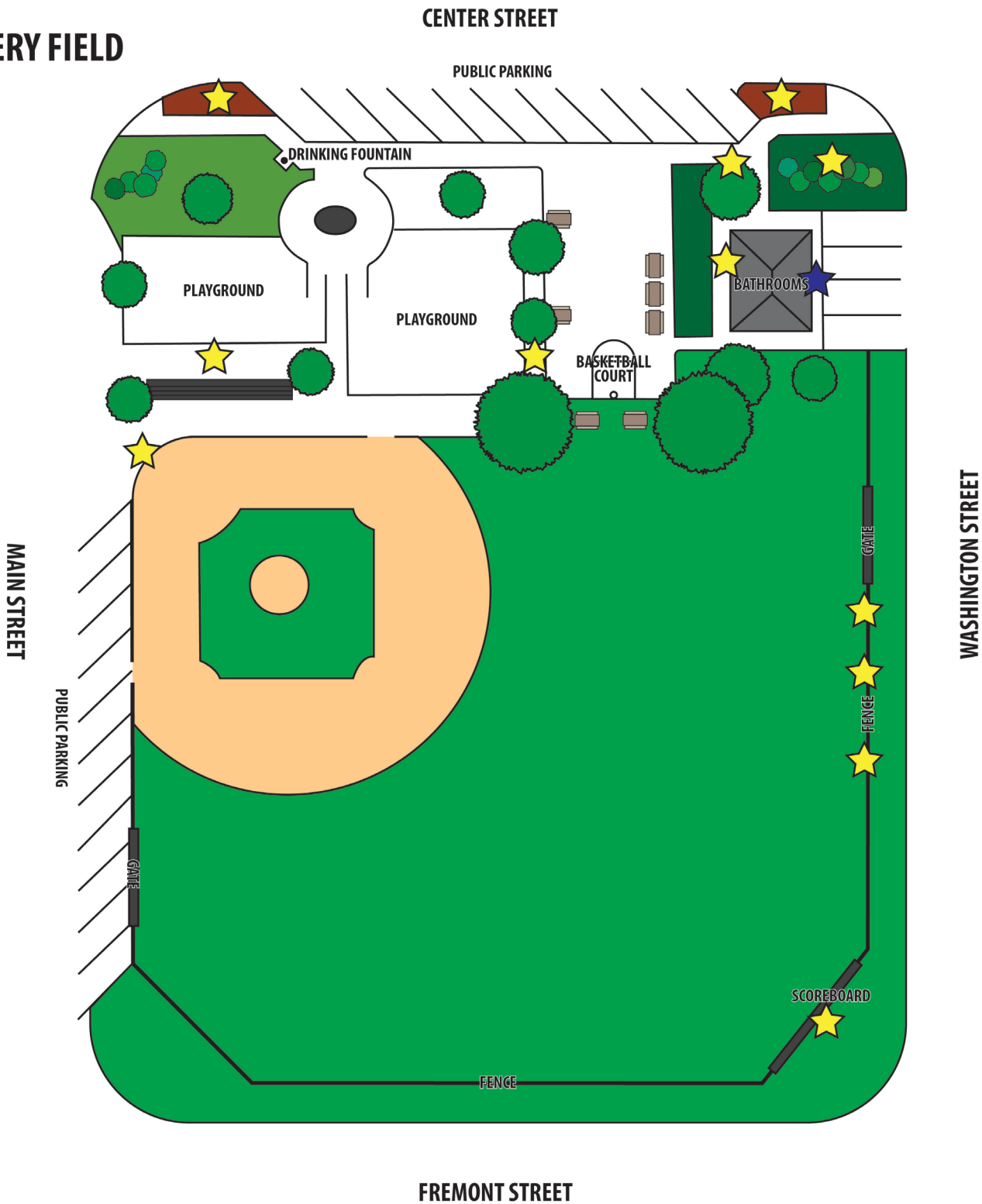
Signature of Applicant: _____ Date: _____





City of Douglas Downtown Areas



BEERY FIELD

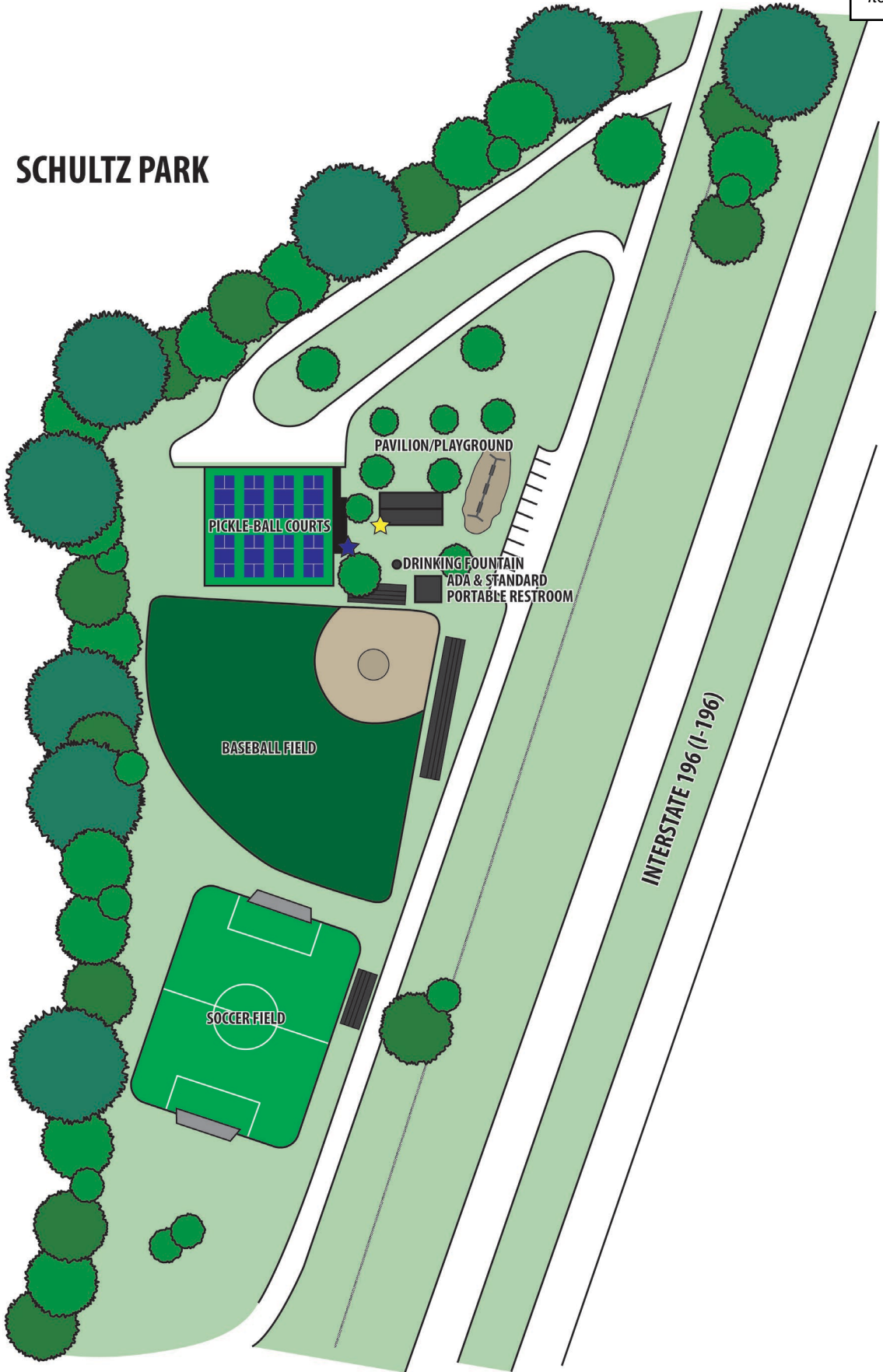


-  Water Hose Hookup
-  Electrical Outlet

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



SCHULTZ PARK

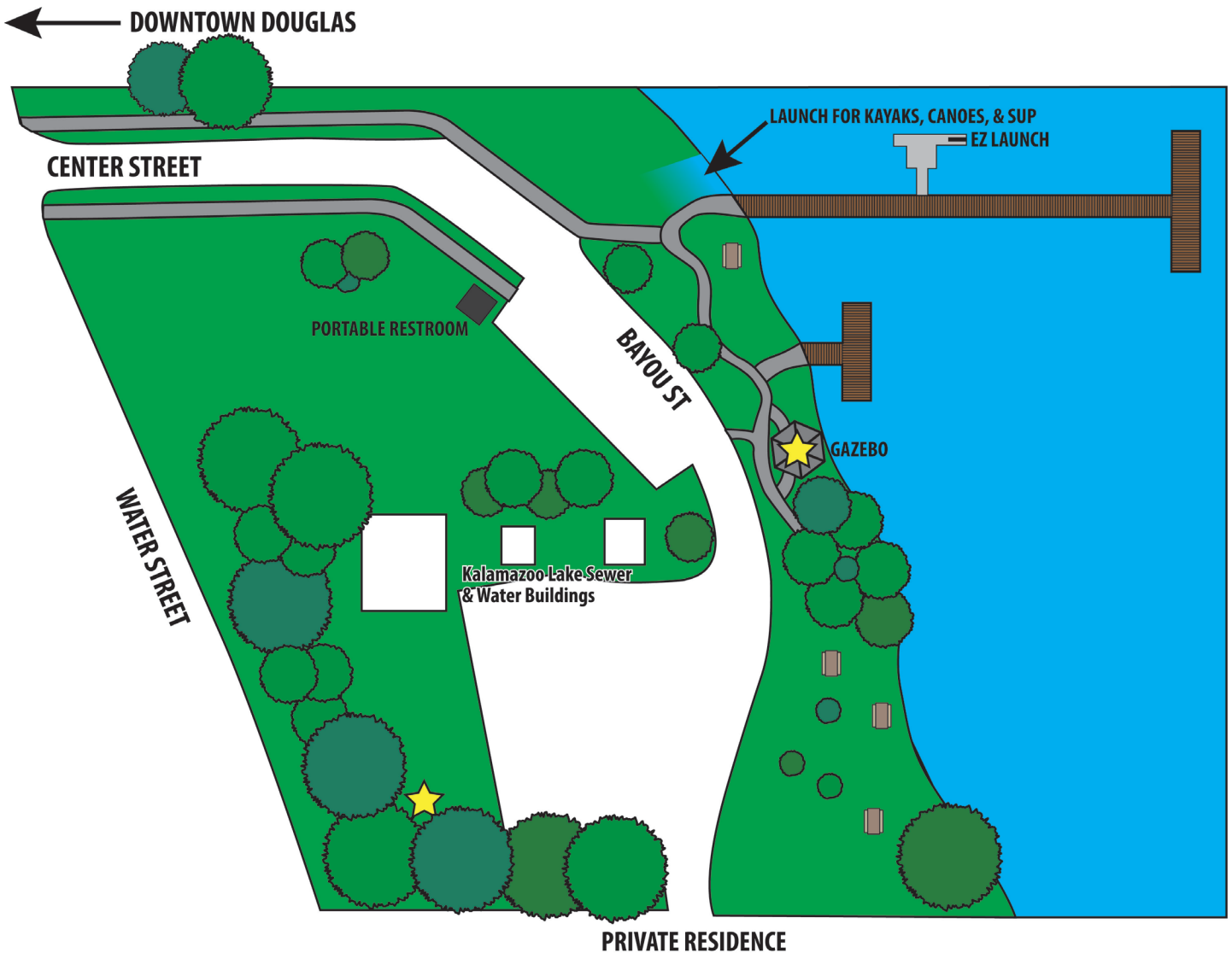


 Electrical Outlet
  Water Spigot

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



WADES BAYOU



 Electrical Outlet

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



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Item 4E.

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

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Saugatuck Douglas CVB PH: [REDACTED]

Contact Name: April Gundy PH: _____

Street Address/P.O. Box: Blue Star Hwy

City/State/Zip Code: Douglas, MI 49406

E-mail: saugatuckdouglasevents@gmail.com

CONTACT PERSON ON DAY OF EVENT: April Gundy PH: [REDACTED]

EVENT INFORMATION

Name of Event: Beats On Beery

Event Date(s): July 31, 2025 Anticipated Number of Attendees: 150

Purpose of Event: Live Music on Beery Field, family friendly music event.
Taylor rental will bring in stage and small canopy tent

Location of Event: Beery Field

Event Start & End Hours: July 31, 2025

Estimated Date/Time for Set-Up: July 31 10:00 am Taylor Rental

Estimated Date/Time for Clean-Up: July 31, 10:00 am Taylor Rental

Estimated Number of Volunteers: 4

EVENT DETAILS**MUSIC:**

Will Music be provided during this event? Yes No

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

Time music will begin: _____ end: _____

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

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

If yes, Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? Yes No

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

Provide Copy of Michigan Liquor Control License

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

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

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way, across a street, or on City property. Which of the following signs are requested for this event?

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- Signage at Event Site: Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

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

FIREWORKS:

Will fireworks be a part of your event? Yes No

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

Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

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

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

Booths – Quantity 0

Tents – Quantity _____

Awnings – Quantity 1

Tables – Quantity _____

Portable Toilets – Quantity 0

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

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) Area business, fliers, banner on gateway sign, on the CVB website as well as social media.

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City.

DEPARTMENT OF PUBLIC WORKS:

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

Trash Receptacles – Quantity _____

Barricades – Quantity _____

Traffic Cones – Quantity _____

No Parking Signs – Quantity _____

Fencing– Quantity _____

Electric

Water

Restroom Cleaning

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ *Date:* _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: _____

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

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

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

APPLICANT/ORGANIZATION CHECK LIST

Completed Application

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

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

Fireworks Resolution – 60 days in advance (if applicable)

Michigan Liquor Control Commission Special Event License (if applicable)

Health Department Food Service License (if applicable)

Requirements for Tent Structures (if applicable)

Department of Public Works Authorized Personnel Signature (if applicable)

Police Department Authorized Personnel Signature (if applicable)

If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

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HOLD HARMLESS/INDEMNITY

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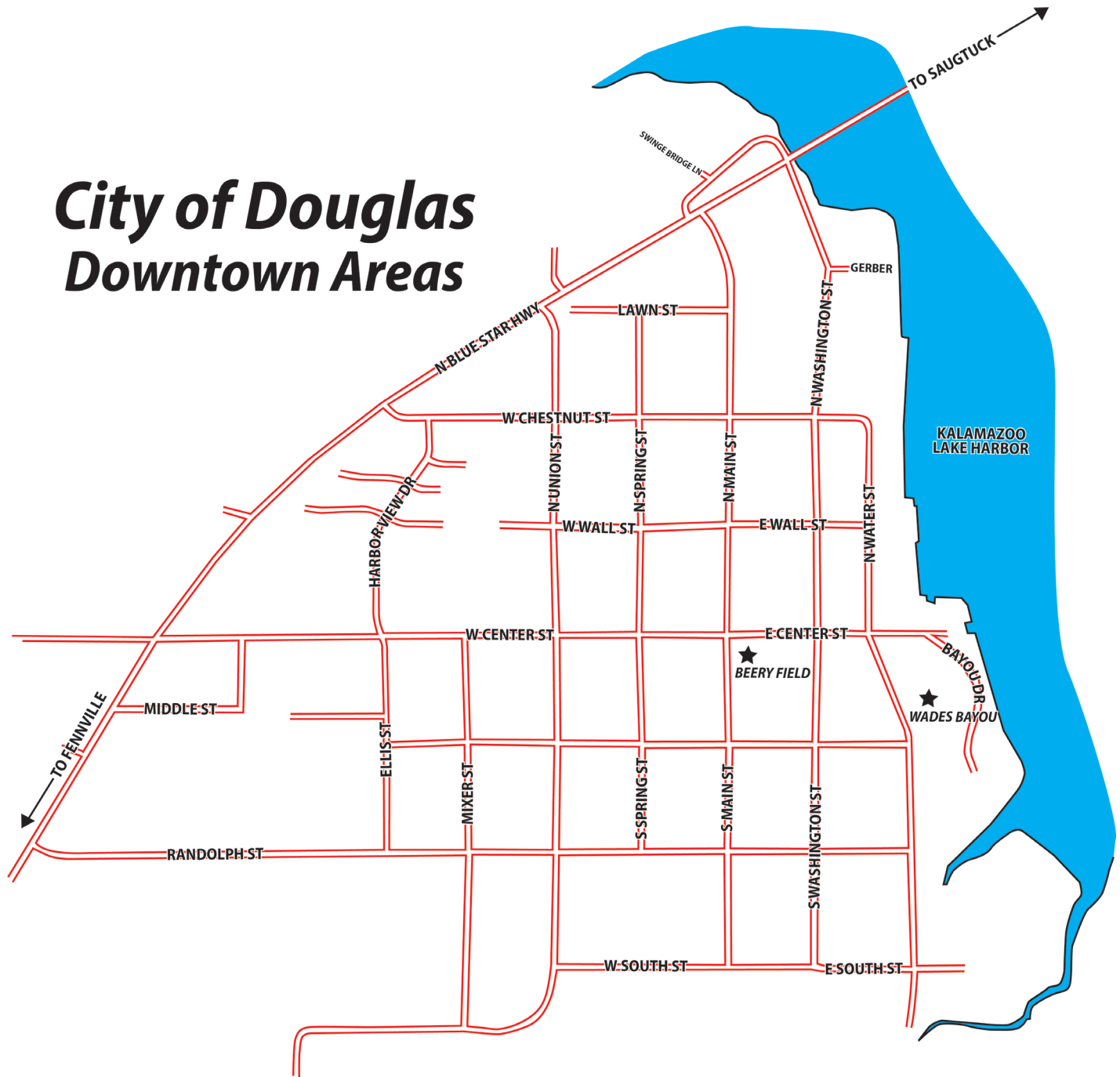
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: April Gundy Date: 01/06/25

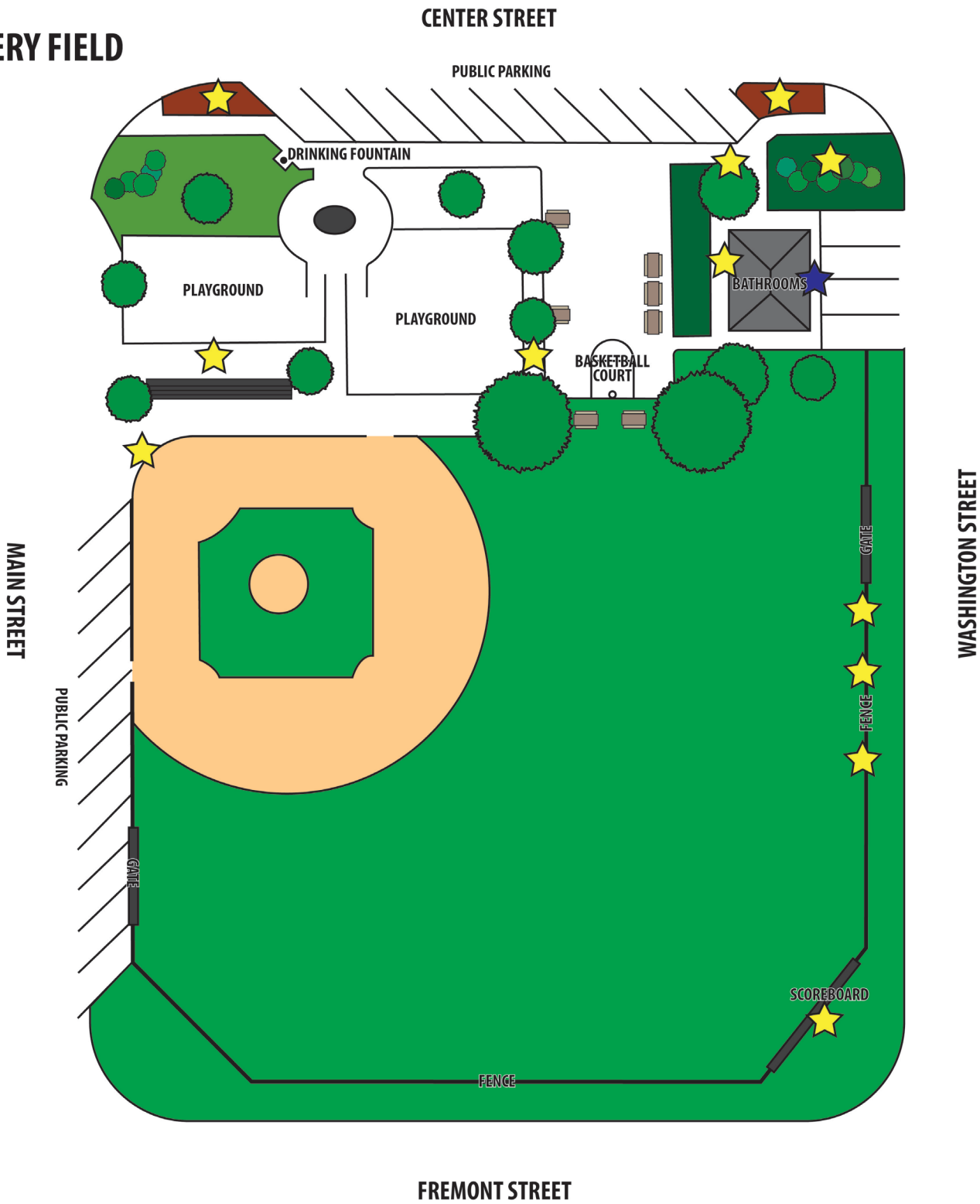
Signature of Applicant: _____ Date: _____





City of Douglas Downtown Areas



BEERY FIELD

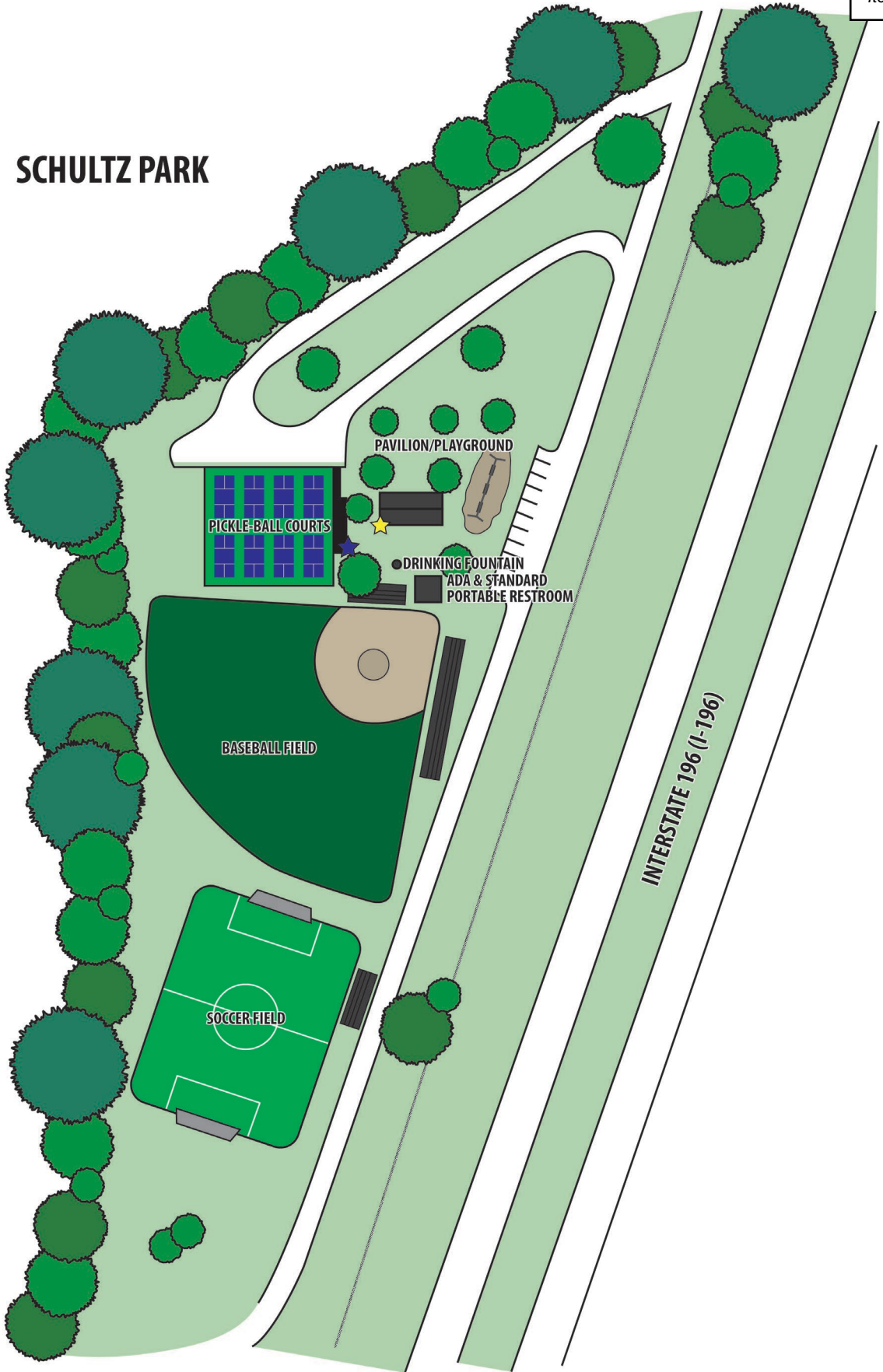


-  Water Hose Hookup
-  Electrical Outlet

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



SCHULTZ PARK

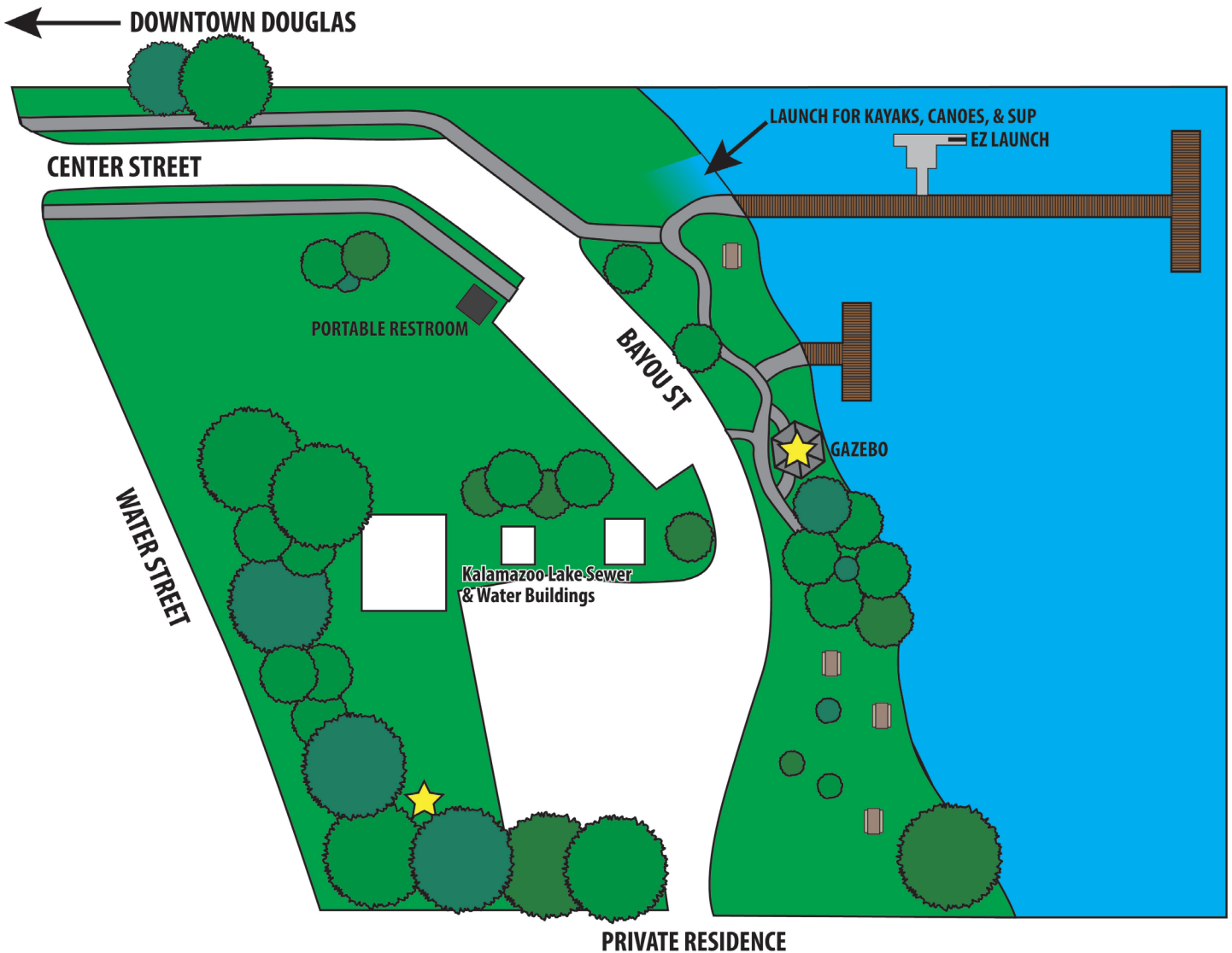


 Electrical Outlet
  Water Spigot

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



WADES BAYOU



 Electrical Outlet

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



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Item 4E.

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

APPLICATION FOR SPECIAL EVENT PERMIT

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APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Saugatuck Douglas CVB PH: [REDACTED]

Contact Name: April Gundy PH: _____

Street Address/P.O. Box: Blue Star Hwy

City/State/Zip Code: Douglas, MI 49406

E-mail: saugatuckdouglasevents@gmail.com

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

EVENT INFORMATION

Name of Event: Beats On Beery

Event Date(s): August 28, 2025 Anticipated Number of Attendees: 150

Purpose of Event: Live Music on Beery Field, family friendly music event.
Taylor rental will bring in stage and small canopy tent

Location of Event: Beery Field

Event Start & End Hours: August 28, 2025

Estimated Date/Time for Set-Up: August 28 10:00 am Taylor Rental

Estimated Date/Time for Clean-Up: August 28, 10:00 am Taylor Rental

Estimated Number of Volunteers: 4

EVENT DETAILS

MUSIC:

Will Music be provided during this event? Yes No

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

Time music will begin: _____ end: _____

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

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

If yes, Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? Yes No

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

Provide Copy of Michigan Liquor Control License

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

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

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way, across a street, or on City property. Which of the following signs are requested for this event?

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

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

Signage at Event Site: Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

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

FIREWORKS:

Will fireworks be a part of your event? Yes No

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

Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

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

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

Booths – Quantity 0

Tents – Quantity _____

Awnings – Quantity 1

Tables – Quantity _____

Portable Toilets – Quantity 0

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

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) Area business, fliers, banner on gateway sign, on the CVB website as well as social media.

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City.

DEPARTMENT OF PUBLIC WORKS:

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

Trash Receptacles – Quantity _____

Barricades – Quantity _____

Traffic Cones – Quantity _____

No Parking Signs – Quantity _____

Fencing– Quantity _____

Electric

Water

Restroom Cleaning

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ *Date:* _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: _____

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

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

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

APPLICANT/ORGANIZATION CHECK LIST

Completed Application

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

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

Fireworks Resolution – 60 days in advance (if applicable)

Michigan Liquor Control Commission Special Event License (if applicable)

Health Department Food Service License (if applicable)

Requirements for Tent Structures (if applicable)

Department of Public Works Authorized Personnel Signature (if applicable)

Police Department Authorized Personnel Signature (if applicable)

If document(s) are missing, please explain: _____

The Applicant/Organization understand and agrees to the following:

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

8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

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

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

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

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

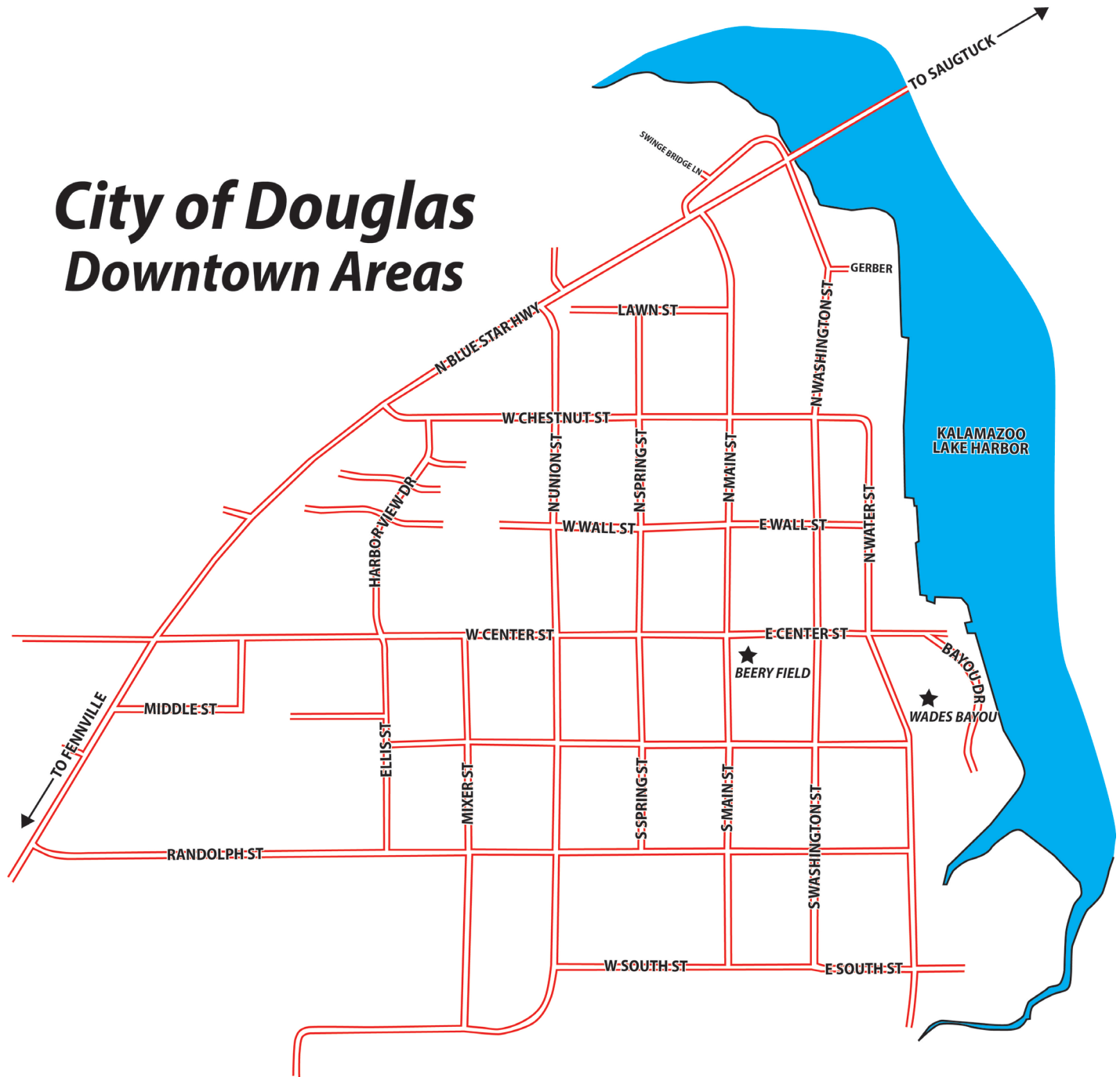
As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: _____ Date: 01/06/25

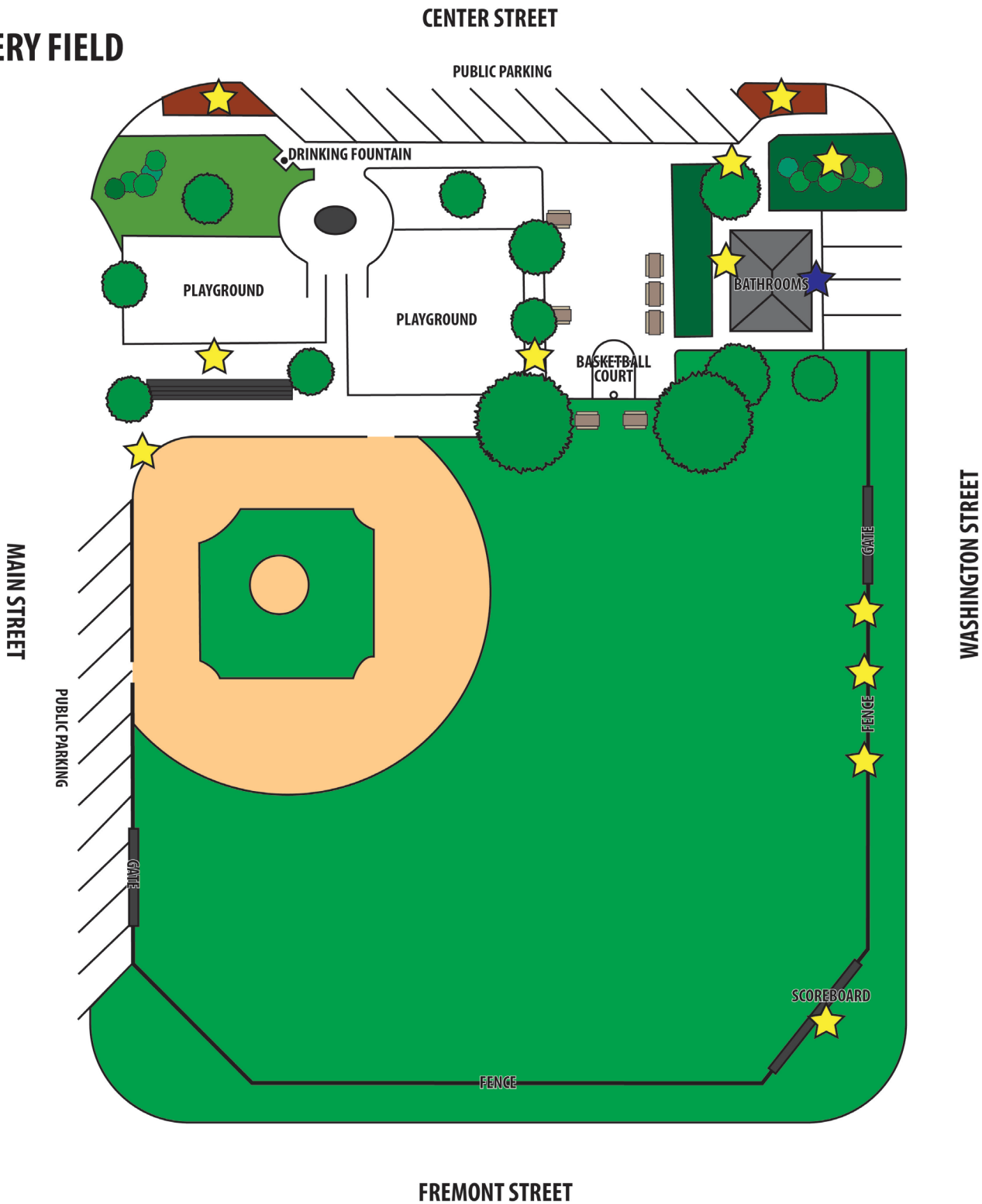
Signature of Applicant: _____ Date: _____





City of Douglas Downtown Areas



BEERY FIELD

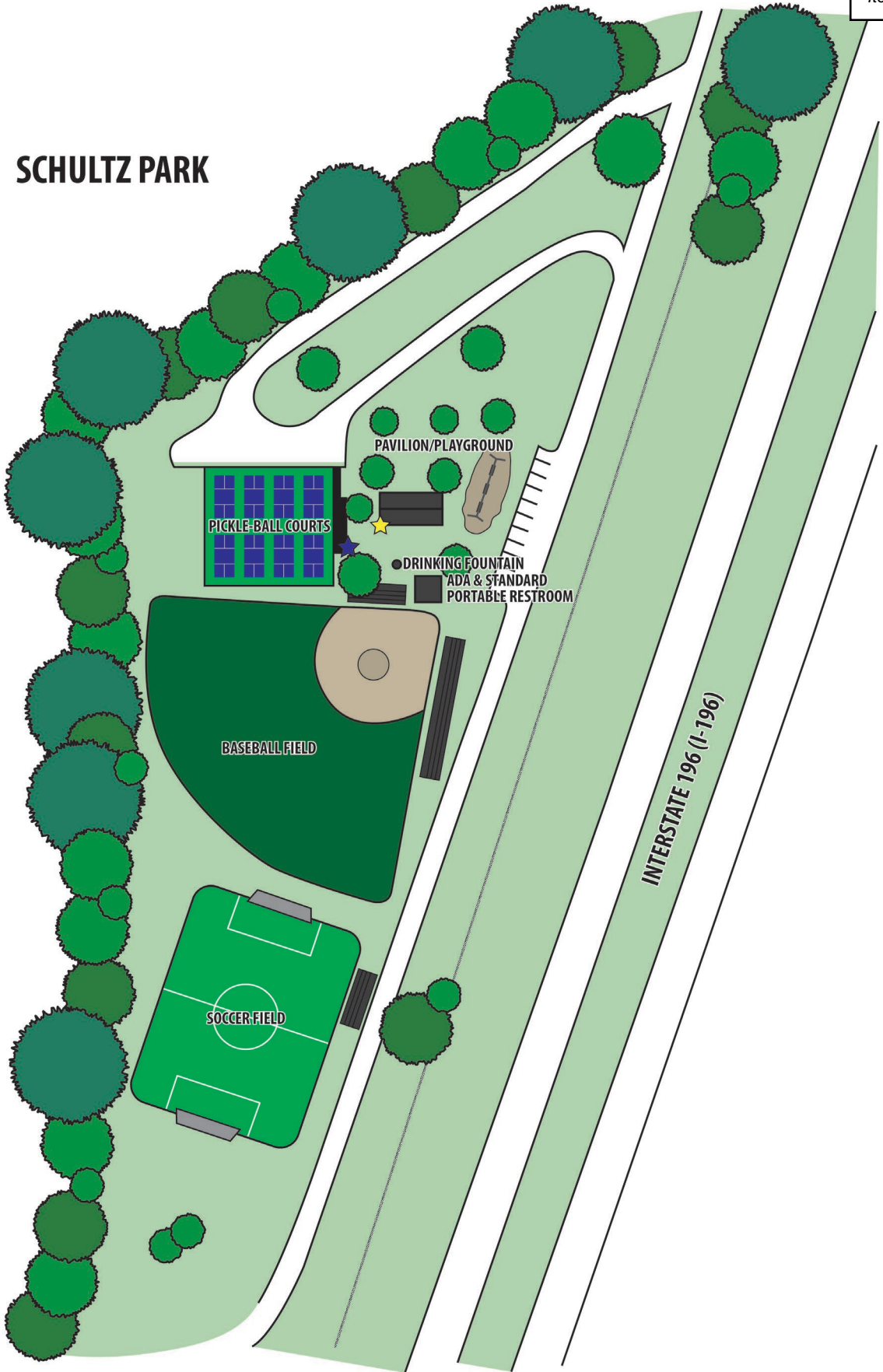


-  Water Hose Hookup
-  Electrical Outlet

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



SCHULTZ PARK

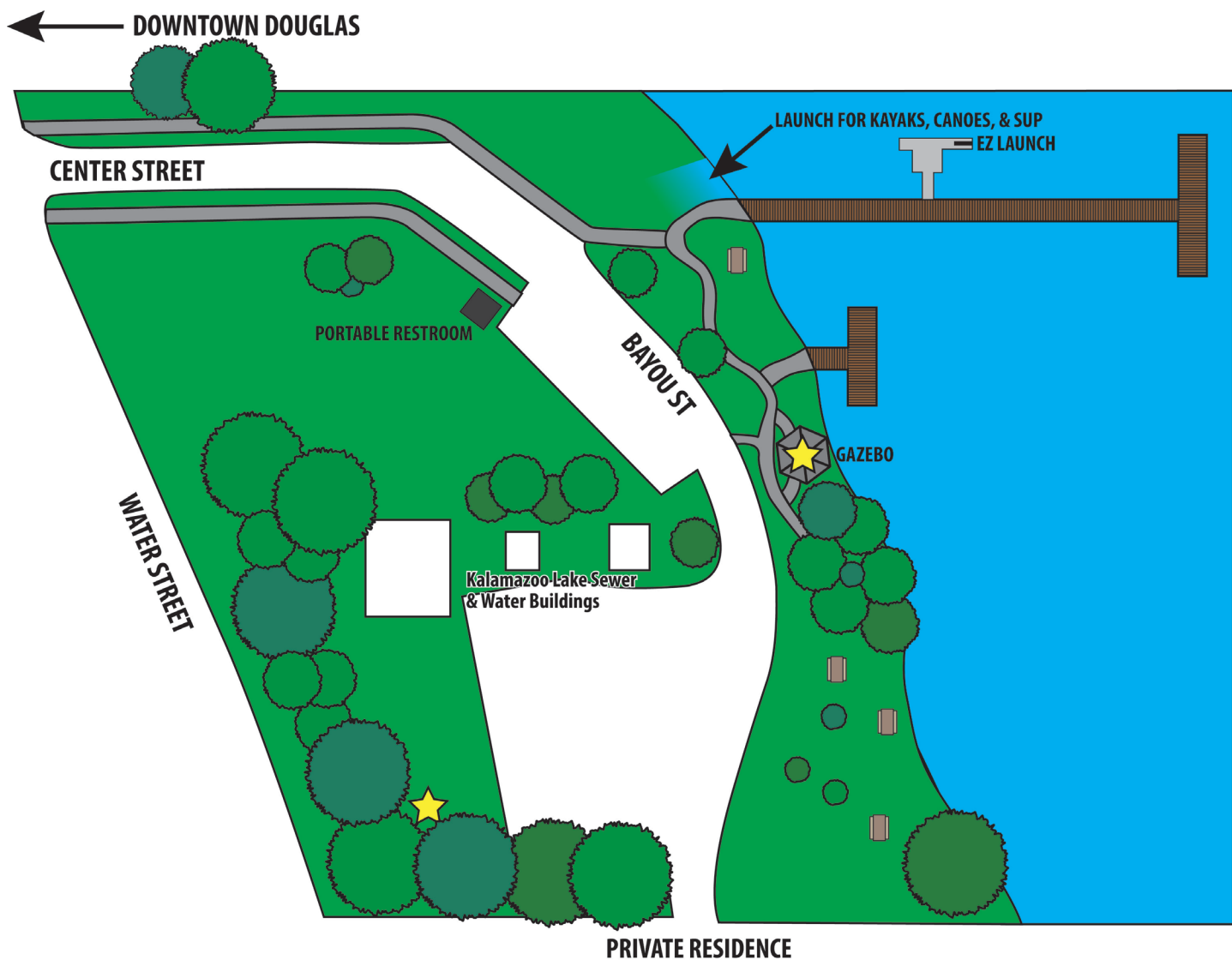


 Electrical Outlet
  Water Spigot

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



WADES BAYOU



 Electrical Outlet

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



MEMORANDUM

REGULAR CITY COUNCIL MEETING

January 21, 2025, at 6:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Ordinance to sell 86 W Center Street – Ordinance 01-2025 – First Reading

The Douglas City Council has directed the City Manager to sell public property owned by the City of Douglas located at 86 W Center Street. Per the requirements of Ordinance 09-2024, an ordinance to *Establish Procedures for Transfer of Surplus Real Property for the City of the Village of Douglas*, the sale of surplus real property shall be done by passing an ordinance.

A review of Chapter 13 of the City Charter, also specifies that, “The City may not sell any cemetery, park or any part thereof unless approved by a majority vote of the electors voting thereon at any general or special election.” The property located at 86 W Center Street is neither a park or cemetery.

The current assessed value of the property is approximately \$460,000.

The property is deemed to be surplus due to the City seeking to use those funds.

If the City Council agrees to sell the property, the City Manager will instruct the City’s realtor to list the property for sale.

First reading – No action required

**CITY OF THE VILLAGE OF DOUGLAS,
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 01-2025**

**AN ORDINANCE TO DEEM 86 W CENTER STREET, AS SURPLUS REAL PROPERTY,
FOR THE CITY OF THE VILLAGE OF DOUGLAS**

THE CITY OF THE VILLAGE OF DOUGLAS DOES HEREBY ORDAIN:

SECTION 1: PURPOSE

The purpose of this ordinance is to provide authorization for the disposal of City owned surplus real property, 86 W Center Street, PNN: 03-59-551-001-00, Zoned C-1, Village Commercial District. This ordinance is intended to authorize the sale of real property that is transparent to the community, fair, equitable, and consistent with the best interests of the City.

SECTION 2: METHODS OF SALE

- The following are the four (4) allowable methods of transfer of Surplus Real Property:
- A. Sale or lease through sealed bids/offer
- B. Sale through Real Estate Broker
- C. Sale through Auction
- D. Unsolicited Offers

SECTION 3: AUTHORIZATION TO SELL

The City is hereby authorized to sell the real property identified as 86 W Center Street, in accordance with the terms and conditions set forth in Ordinance 09-2024, an Ordinance to Establish Procedures for Transfer of Surplus Real Property.

SECTION 4: TERMS OF SALE

The terms of sale, including the accepted bid and any other conditions of sale, shall be approved by the City Council.

SECTION 5: AUTHORIZATION TO EXECUTE DOCUMENTS

The City Manager is hereby authorized to execute any and all documents necessary to complete the sale of the real property, including purchase agreements, deeds, and escrow instructions, subject to final approval of the sale by the City Council subject to section 4 above.

Ordinance Offered by: _____

Ordinance Supported by: _____

Ayes:

Nays:

Abstain:



MEMORANDUM

REGULAR CITY COUNCIL MEETING

January 21, 2025, at 6:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Ordinance to sell 47 W Center Street – Ordinance 02-2025 – First Reading

The Douglas City Council has directed the City Manager to sell public property owned by the City of Douglas located at 47 W Center Street. Per the requirements of Ordinance 09-2024, an ordinance to *Establish Procedures for Transfer of Surplus Real Property for the City of the Village of Douglas*, the sale of surplus real property shall be done by passing an ordinance.

A review of Chapter 13 of the City Charter, also specifies that, “The City may not sell any cemetery, park or any part thereof unless approved by a majority vote of the electors voting thereon at any general or special election.” The property located at 47 W Center Street is neither a park or cemetery.

The current assessed value of the property is approximately \$310,000.

The property is deemed to be surplus due to the City seeking to use those funds.

If the City Council agrees to sell the property, the City Manager will instruct the City’s realtor to list the property for sale.

First reading – No action required

**CITY OF THE VILLAGE OF DOUGLAS,
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 02-2025**

**AN ORDINANCE TO DEEM 47 W CENTER STREET, AS SURPLUS REAL PROPERTY,
FOR THE CITY OF THE VILLAGE OF DOUGLAS**

THE CITY OF THE VILLAGE OF DOUGLAS DOES HEREBY ORDAIN:

SECTION 1: PURPOSE

The purpose of this ordinance is to provide authorization for the disposal of City owned surplus real property, 47 W Center Street, PNN: 03-59-150-002-00, Zoned C-1, Village Commercial District. This ordinance is intended to authorize the sale of real property that is transparent to the community, fair, equitable, and consistent with the best interests of the City.

SECTION 2: METHODS OF SALE

- The following are the four (4) allowable methods of transfer of Surplus Real Property:
- A. Sale or lease through sealed bids/offer
- B. Sale through Real Estate Broker
- C. Sale through Auction
- D. Unsolicited Offers

SECTION 3: AUTHORIZATION TO SELL

The City is hereby authorized to sell the real property identified as 47 W Center Street, in accordance with the terms and conditions set forth in Ordinance 09-2024, an Ordinance to Establish Procedures for Transfer of Surplus Real Property.

SECTION 4: TERMS OF SALE

The terms of sale, including the accepted bid and any other conditions of sale, shall be approved by the City Council.

SECTION 5: AUTHORIZATION TO EXECUTE DOCUMENTS

The City Manager is hereby authorized to execute any and all documents necessary to complete the sale of the real property, including purchase agreements, deeds, and escrow instructions, subject to final approval of the sale by the City Council subject to section 4 above.

Ordinance Offered by: _____

Ordinance Supported by: _____

Ayes:

Nays:

Abstain:



The Village of Friendliness – Since 1870

To: The city of the Village of Douglas City Council

From: Lisa Nocerini, City Manager

RE: Special Event Policy Request for Approval

Date: January 21st, 2025

The purpose of the Special Events Policy is to establish consistent guidelines for managing special events within the City. It outlines a coordinated approach for processing and implementing events, ensuring that public resources are managed responsibly while supporting community activities.

The City of the Village of Douglas has long recognized the significant community and economic benefits of special events, including cultural enrichment, economic stimulation, and enhanced community identity. However, as the number and complexity of special events grow, it has become essential to implement a clear and consistent policy to manage these events effectively. This proposed policy, which takes into account both city staff and council feedback, will streamline the permitting process, ensure fair cost allocation, and provide transparency for event organizers regarding fees and responsibilities.

The following are some of the key policy provisions you are considering:

- **Application Process:** Event organizers must submit applications at least 90 days before the event date to allow for thorough review and coordination by City departments.
- **Cost Allocation:**
 - Events with costs exceeding \$3,000 will require payment for additional charges beyond this threshold.
 - Fees are determined based on actual resource use, with detailed cost confirmation provided to organizers.
- **Fee Schedule:** Includes charges for public safety, Department of Public Works services, equipment, supplies, and barricades. Regular employee work hours are not included in additional costs.

- **Payment Requirements:** Payments for costs exceeding \$3,000 must be submitted at least one week before the event. Failure to pay will result in permit cancellation.
- **Annual Review:** Fees and policy provisions will be reviewed and adjusted annually to ensure alignment with community and financial goals.

Staff recommends that the City Council approve the Special Events Policy as outlined and requests that you provide a date that the policy will take effect.

Recommended Motion: Approve the Special Event Policy as presented with the effective date of _____.



CITY OF THE VILLAGE OF DOUGLAS EVENT POLICY (DRAFT)

PURPOSE:

The purpose of this policy is to establish consistent guidelines for managing special events within the City of the Village of Douglas. It outlines how departments will coordinate efforts in processing and implementing special events, with the goal of streamlining the event permitting process, ensuring fair cost allocation, and providing transparency to event organizers/organizations regarding fees and responsibilities.

This policy applies to all events, including parades, festivals, and public gatherings requiring city resources.

POLICY:

I. General Considerations:

The City of the Village of Douglas recognizes the community benefits of special events, including cultural enrichment, economic growth, and enhanced community identity. The City aims to support these goals while establishing regulations that balance event needs with public resource management. Special events are an integral part of various departments' service obligations.

II. Definition of a Special Event:

A special event is any non-routine social activity gathering people in a designated area on City property, right-of-way, or private property (where applicable), that requires City services to ensure safety and coordination.

III. Event Application and Permit Process

To ensure adequate time for planning, coordination, and resource allocation, the applicant/event organization are required to submit an application to the City Clerk at least 90 (ninety) days prior to the scheduled event date. Any changes to the event, once approved, must go back to the department review team (City Clerk/Police Department/Public Works) and possibly, the City Council, potentially causing delays in approval.

The application will receive a departmental review from the Douglas Police Department and the Department of Public Works (DPW) to determine municipal costs.

A COST CONFIRMATION FORM will be provided to the applicant/event 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 additional charges beyond \$3,000.

Employees (Police and Public Works), who are scheduled for a workday, shall not be included in the calculation of additional costs. Hours worked beyond their regular shift shall be charged to the event organizer.

After departmental review, the permit will be forwarded to the City Clerk and placed on the City Council agenda for approval.

IV. Fees for Special Events: The City will determine the costs for services, which typically include:

- **Public Safety:** The City will charge for additional officers based on actual need.
- **Department of Public Works (DPW) Services:** Charges apply only for work outside regular hours.
- **Equipment & Supplies:** Fees apply for exceptional or additional requirements.
- **Barricades:** Fees will be assessed for barricades needed for traffic control and public safety, with the possibility of waived fees in certain cases.

Hourly Rate: See Fee Schedule. Charges include employee wages, FICA, and any applicable overtime or holiday pay.

Equipment Charges: See Fee Schedule.

Replacement Costs: Charges for missing or damaged City equipment, supplies, grounds, and facilities.

NOTE: Rates are subject to change annually.

V. Payments

If costs exceed \$3,000, applicant/event organization are required to pay the total estimated fee no later than one week prior to the event. Failure to submit payment by the deadline will result in a cancellation of the event permit.

MOVING FORWARD:

The City Council reserves the right to review and adjust fees and requirements annually. This policy will be reviewed regularly to ensure it meets the needs of the community and aligns with the City's financial goals.

Effective Date: [Insert Date]

Approved by: [Insert Approval Date]

City of the Village of Douglas

FEE SCHEDULE: www.douglasmi.gov, Forms and Permits, City Fees



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

www.douglasmi.gov
info@douglasmi.gov

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

Date Received: _____
CITY COUNCIL ACTION: Approved____ Denied____ Date _____
POLICE DEPARTMENT ACTION: Approved____ Denied____ Date _____
DEPARTMENT OF PUBLIC WORKS ACTION: Approved____ Denied____ Date _____
Estimated Fees: _____

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk’s office a minimum of 90 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Please see the City of Douglas’ Event Policy for more information. **Required Authorizing Personnel Signatures page must be completed prior to submitting it to City Hall for Council approval.** A Cost Confirmation Form will be provided to the applicant/organization after application submittal. This form will outline the total estimated costs of the event. If the total estimated costs do not exceed \$3,000, then no payment will be required. However, should costs exceed this threshold, then the applicant/organization will be responsible for the additional charges above and beyond \$3,000.

APPLICANT/ORGANIZATION INFORMATION

Organization: _____

Applicant Name: _____ PH: _____

Street Address/P.O. Box: _____

City/State/Zip Code: _____

E-mail: _____

CONTACT PERSON ON DAY OF EVENT: _____ **PH:** _____

EVENT INFORMATION

Name of Event: _____

Location of Event: _____

Event Date(s): _____ Start Time: _____ End Time: _____

Estimated Date/Time for: Set-Up _____ Clean-Up _____

Anticipated Number of Attendees: _____ Anticipated Number of Volunteers: _____

Event Description: _____

EVENT DETAILS

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

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

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

Parade start time: _____ Parade finish time: _____

MUSIC:

Will Music be provided during this event? Yes 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 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 and Schultz Park)

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

Will booths be set up? Yes, Quantity _____ No

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

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

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

DEPARTMENT OF PUBLIC WORKS:

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

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

- Approved Denied
 - Approved with Conditions _____
-
-
-

Authorized Personnel Signature _____ *Date:* _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: _____

- Approved Denied
 - Approved with Conditions _____
-
-
-

Authorized Personnel Signature _____ *Date:* _____

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: _____ Date: _____

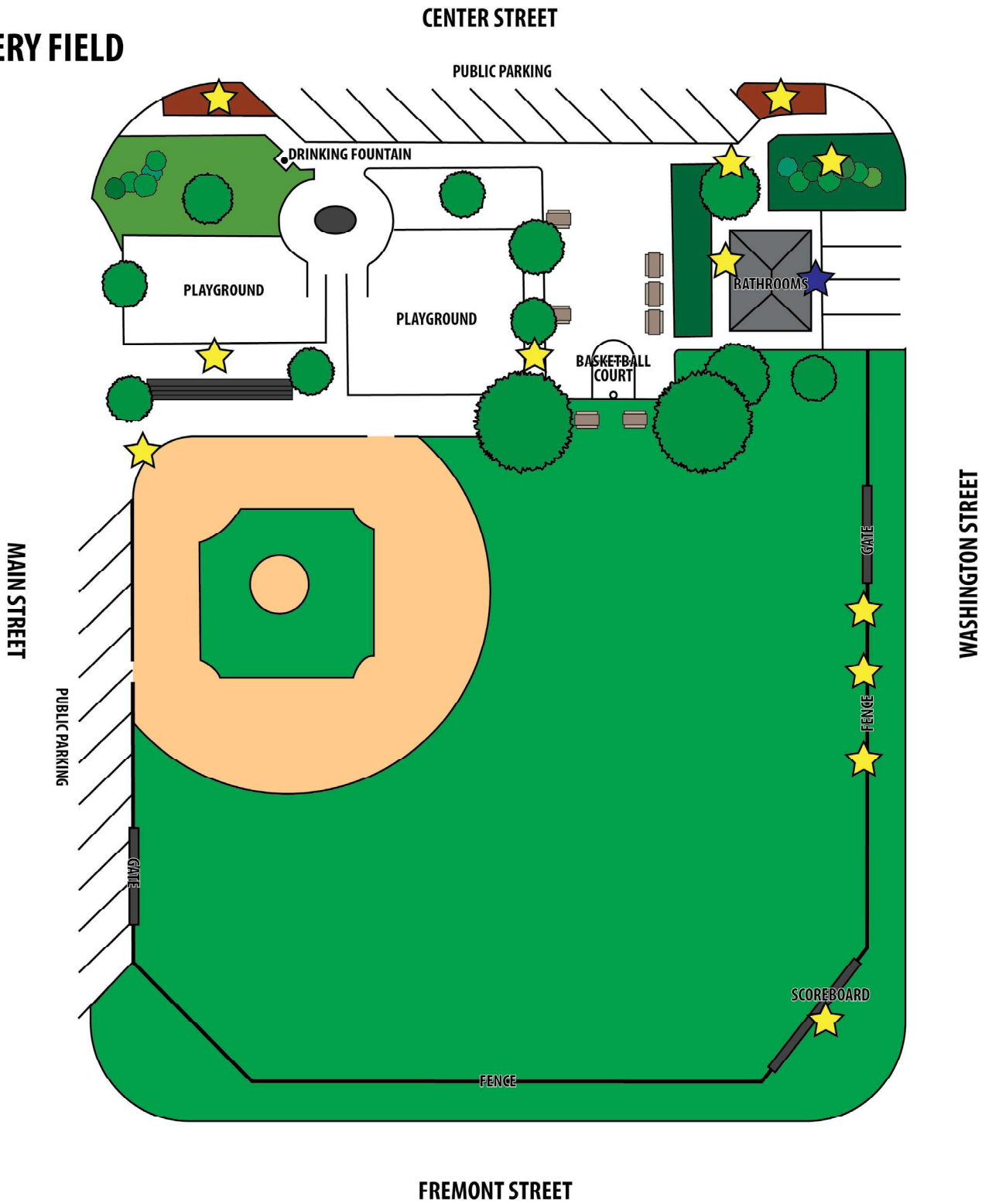
Signature of Applicant: _____ Date: _____



City of Douglas Downtown Areas



BEERY FIELD

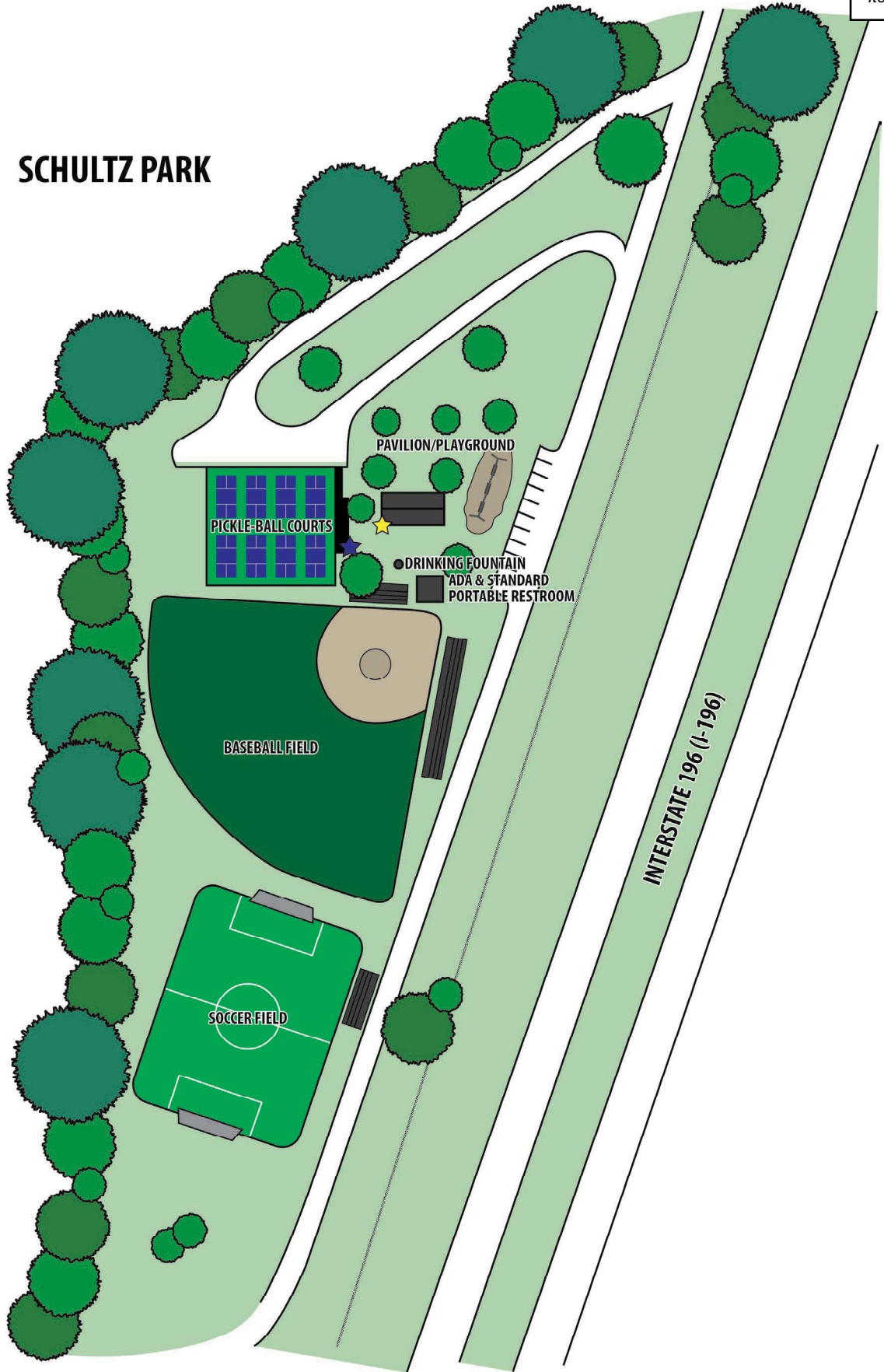


-  Water Hose Hookup
-  Electrical Outlet

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



SCHULTZ PARK

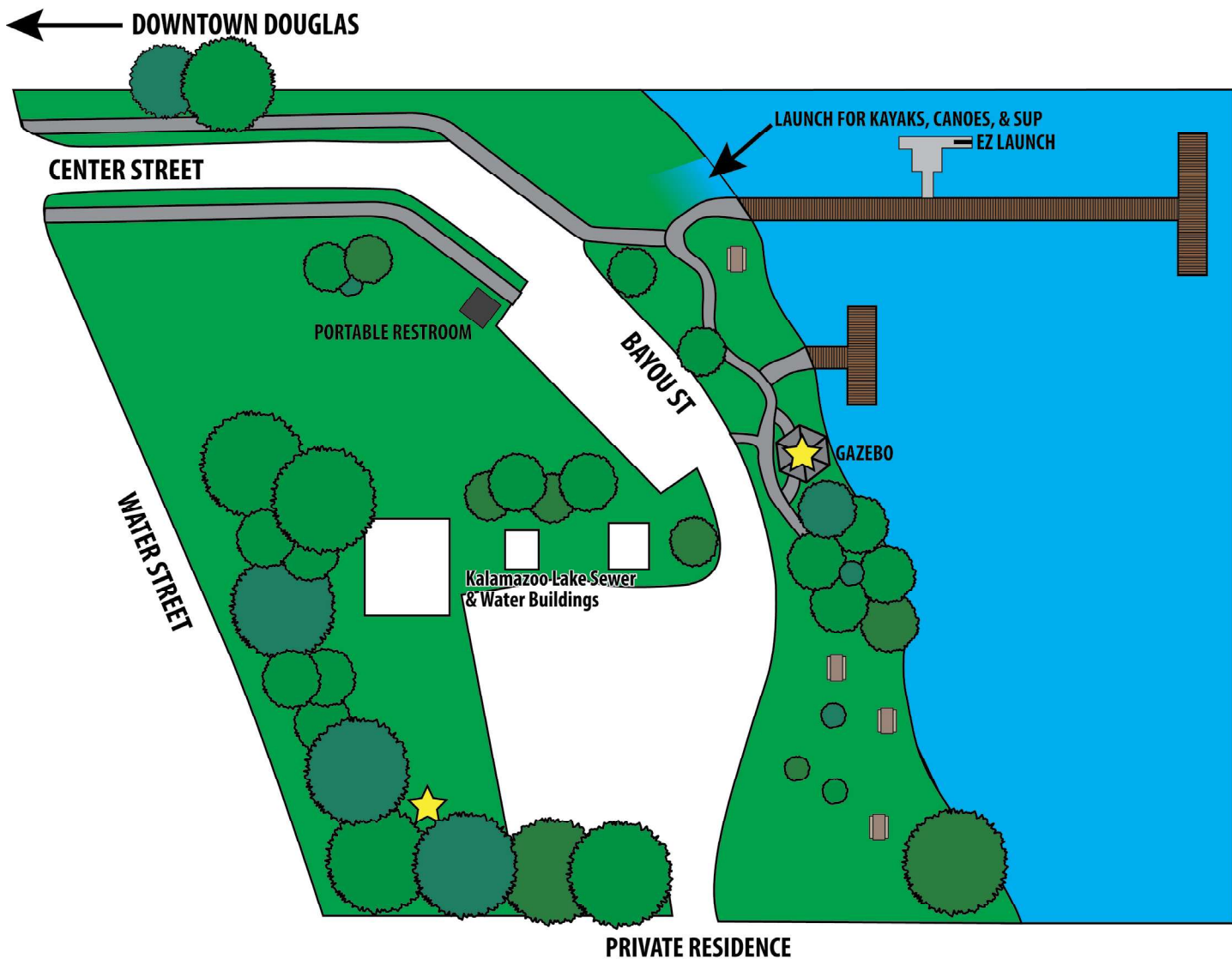


 Electrical Outlet
  Water Spigot

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



WADES BAYOU



★ Electrical Outlet

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

DRAFT

COST CONFIRMATION FORM

The City of the Village of Douglas

For City Use Only

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

Douglas, MI 49406

Phone 269-857-1438

DATE: _____

EVENT _____

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

Event Applicant:

DESCRIPTION	AMOUNT
Police Services:	
DPW Services:	
Equipment, Supplies, and Barricades:	
TOTAL	-\$3,000

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

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

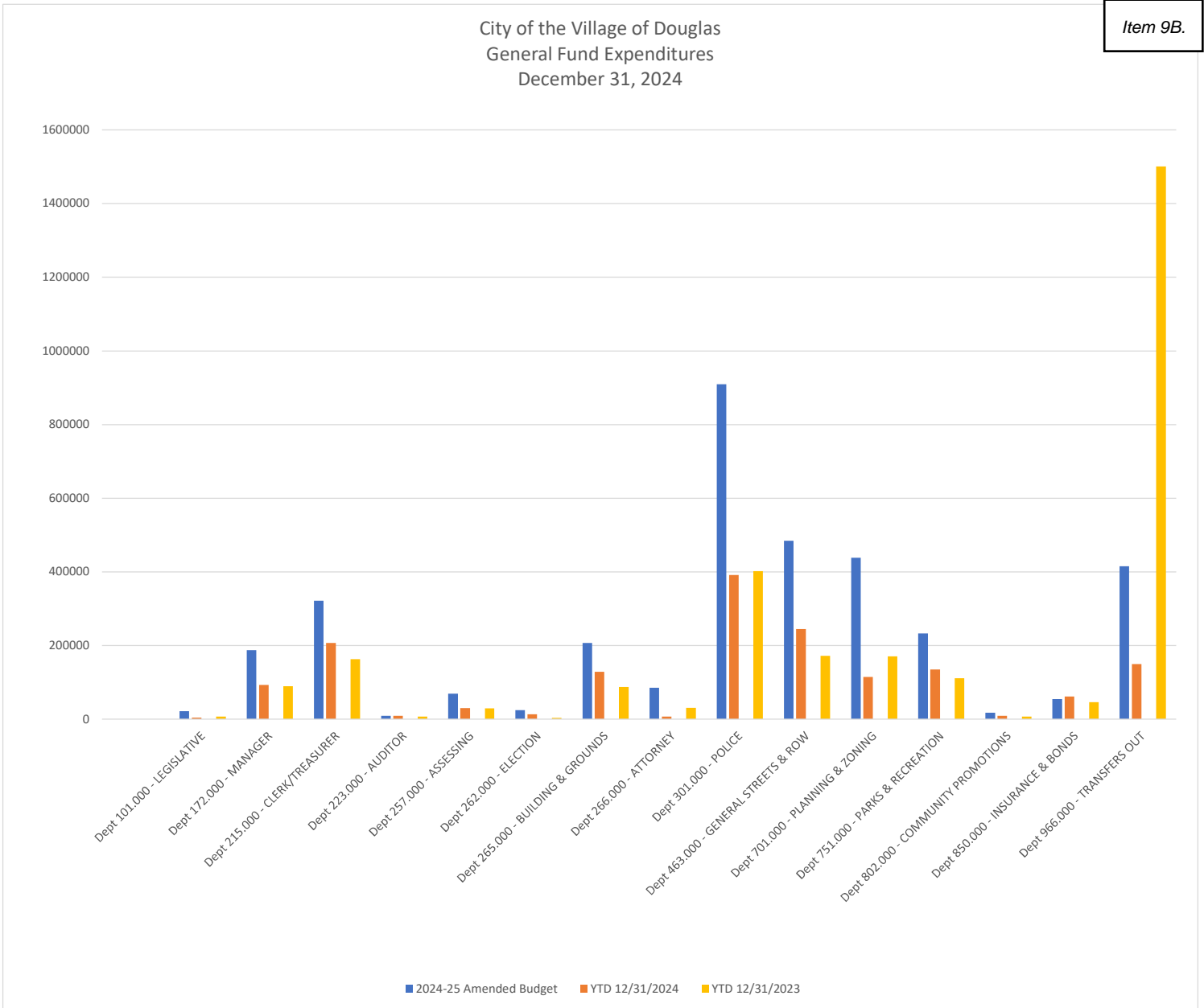
EVENT SERVICES	Regular Rate	Overtime Rate	Holiday Rate
Douglas Police Department			
Chief (Salary Position)	\$45.61 max per hour	\$45.61 max per hour	\$45.61 max per hour
Corporal	\$37.21 max per hour	\$55.82 max per hour	\$93.03 max per hour
Police Officer	\$32.77 max per hour	\$49.16 max per hour	\$81.93 max per hour
Police Clerk	\$24.75 max per hour	\$37.13 max per hour	\$49.50 max per hour
Department of Public Works			
Director (Salary Position)	\$41.29 max per hour	\$41.29 max per hour	\$41.29 max per hour
Supervisor	\$30.63 max per hour	\$45.95 max per hour	\$61.26 max per hour
DPW Employee	\$27.46 max per hour	\$41.19 max per hour	\$54.92 max per hour
Equipment (based on MDOT Schedule C 2024 Rental Rates)			
<ul style="list-style-type: none"> • 7400 Diesel Truck \$56.15 per hour • 3/4 and 1/2 Ton 4x4 Truck \$29.77 per hour • 1/2 Ton 2wd Truck \$12.27 per hour • Gehl ALT750 (Tele Loader) \$84.74 per hour • Gehl AL650 Diesel Loader (Loader) \$75.37 per hour • International HV Plow Truck \$56.15 per hour • Street Vac Trailer \$55.81 per hour • Backpack Leaf Blower \$3.67 per hour • 5' x 15' Trailer, 5' x 10' Trailer, and 8' x 8' Tilt Bed Trailer \$11.29 per hour • 7'x16' Tilt Bed Trailer \$14.11 per hour • 8'x24' Trailer \$14.11 per hour • Traffic Control Trailer (includes generator and light tower) \$115.61 per hour • Bobcat UTV \$14.43 per hour • John Deere Tractor with loader \$49.16 per hour • Bobcat Mini Skid \$15.84 per hour • Barricades – Type A \$2.25 each • Barricades – Concrete \$9 each • Barricades – 3 Bar \$7.50 each 			
Supplies/Misc.			
<ul style="list-style-type: none"> • Trash Receptacles \$10.08 each • Traffic Cones \$1.35 each • Fencing \$0.90 per 100 foot • Additional Restroom Cleaning Employee Hourly Rate • Trash Can Liners \$1.14 per liner • T-Posts for Fencing \$0.22 per T-Post 			
Missing/Damaged Equipment, Supplies, Grounds, and/or Facilities	Estimated Cost to Replace		

**City of the Village of Douglas
Cash & Investments Summary
12/31/2024**

	<u>Identifier</u>	<u>Matures</u>	<u>Rate</u>	<u>Market Value</u>	<u>Totals</u>
<u>Cash</u>					
Huntington Bank - Common Checking				1,957,314.34	
Huntington Bank - Tax & Trust				1,224,147.44	3,181,461.78
D.A. Davidson			1.50%	12,022.51	12,022.51
Michigan Class - Capital Improvement Bond			4.69%	3,328,008.39	3,328,008.39
<u>CD's</u>					
MBS:					
Cornerston Community Bank	21923LAP8	3/7/2025	5.15%	250,302.50	
Total CD's					250,302.50
Total Cash & Equivalents					<u>6,771,795.18</u>
<u>Bonds</u>					
D.A. Davidson:					
Fedl Farm Credit Bank Bond	3133EJ5H8	1/16/2025	2.85%	149,908.50	
Fedl Home loan Mtg Corp	3134GXKR4	7/15/2025	0.40%	293,769.00	
Fedl Home loan Mtg Corp	3134GWUC8	12/30/2025	0.50%	192,606.00	
Fed Home Loan Bank Bond Step	3130AKSV9	1/28/2026	0.75%	240,755.00	
Fedl Farm Credit Bank Bond	3133ELENO	12/18/2029	2.25%	<u>141,778.14</u>	1,018,816.64
MBS:					
Fed Home Loan Bank Bond Step	3130amfn7	5/26/2026	0.75%	145,279.50	
Pinckney mich commnity schools	722205NW7	5/1/2028	1.84%	<u>91,253.00</u>	236,532.50
Michigan Class			5.42%	<u>1,846,208.25</u>	<u>1,846,208.25</u>
Total Investments					<u>3,101,557.39</u>
Total Cash & Investments					<u>9,873,352.57</u>
Cash & Investments					
				Prior Month	3,297.79
				Prior Year	5,313,304.95
Fund	12/31/2024				
101 - General Fund	3,612,720.06				
202 - Major Street	209,319.47				
203 - Local Streets	90,902.18				
213 - Schultz Park Launch Ramp	158,446.53				
243 - Brownfield Redevelopment Authority	94,000.20				
244 - Harbor Authority	4,438.44				
248 - DDA	107,245.19				
403 - Blue Star Corridor Improvement Fund	239,075.08				
450 - Water & Sewer Fund	332,264.08				
470 - Municipal Building Fund	3,384,338.15				
594 - Douglas Marina	114,261.14				
660 - Equipment Rental Fund	509,680.13				
701 - Trust and Agency	0.00				
703 - Current Tax Receiving	<u>951,734.39</u>				
	<u>9,808,425.04</u>				
Petty Cash	275.05				
	<u>9,808,700.09</u>				
	0.00				

City of the Village of Douglas
 General Fund Expenditures
 December 31, 2024

Item 9B.



Department	2024-25 Amended Budget	YTD 12/31/2024	% Budget Used	YTD 12/31/2023
Dept 101.000 - LEGISLATIVE	22,176.00	4,005.16	18.06	6,978.40
Dept 172.000 - MANAGER	188,150.00	93,440.23	49.66	90,084.31
Dept 215.000 - CLERK/TREASURER	322,185.00	207,290.61	64.34	163,142.43
Dept 223.000 - AUDITOR	9,600.00	9,350.00	97.40	7,500.00
Dept 257.000 - ASSESSING	69,512.00	30,060.55	43.25	29,744.27
Dept 262.000 - ELECTION	24,310.00	13,161.76	54.14	3,876.26
Dept 265.000 - BUILDING & GROUNDS	207,290.00	129,313.91	62.38	87,481.96
Dept 266.000 - ATTORNEY	85,000.00	7,399.25	8.71	30,615.50
Dept 301.000 - POLICE	909,665.00	391,755.70	43.07	402,186.52
Dept 463.000 - GENERAL STREETS & ROW	484,608.00	244,737.50	50.50	172,525.78
Dept 701.000 - PLANNING & ZONING	438,560.00	115,157.51	26.26	170,881.83
Dept 751.000 - PARKS & RECREATION	232,620.00	134,961.60	58.02	111,795.69
Dept 802.000 - COMMUNITY PROMOTIONS	17,500.00	9,625.44	55.00	7,351.23
Dept 850.000 - INSURANCE & BONDS	54,727.00	62,250.00	113.75	45,987.00
Dept 966.000 - TRANSFERS OUT	415,520.00	1,501,237.78	36.10	1,501,237.78
TOTALS	3,481,423.00	1,602,509.22	46.03%	2,831,388.96

User: JENN

DB: Douglas

PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2024 NORM (ABNORM)	MONTH 12/31/24 INCR (DECR)	BALANCE NORM (ABNORM)		12/31/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-402.000	CURRENT REAL PROPERTY TAX	3,119,016.00	3,034,298.13	4,430.21	84,717.87	97.28	2,817,000.26
101-000.000-414.000	ALLOWANCE FOR REFUNDS (BOR, MTT)	0.00	(880.15)	(128.02)	880.15	100.00	0.00
101-000.000-434.000	MOBILE HOME TAX	500.00	276.00	46.00	224.00	55.20	276.00
101-000.000-445.000	INTEREST & PENALTIES: DELQ TAX	5,000.00	2,137.68	175.18	2,862.32	42.75	549.91
101-000.000-447.000	TAX COLLECTION FEES	121,809.00	90,301.53	2,555.53	31,507.47	74.13	92,923.41
101-000.000-453.000	SPECIAL ASSESSMENT REVENUE	5,891.00	0.00	0.00	5,891.00	0.00	3,625.27
101-000.000-474.000	INTEREST ON SPECIAL ASSESSMENTS	1,010.00	0.00	0.00	1,010.00	0.00	67.97
101-000.000-476.000	BUSINESS LICENSE FEES	11,000.00	215.00	0.00	10,785.00	1.95	75.00
101-000.000-477.000	FRANCHISE FEES	17,000.00	3,896.14	0.00	13,103.86	22.92	4,274.64
101-000.000-543.001	LAW ENFORCEMENT TRAINING	1,000.00	5,998.35	5,000.00	(4,998.35)	599.84	949.80
101-000.000-543.100	STATE REVENUE: LIQUOR LICENSE	7,000.00	4,808.65	0.00	2,191.35	68.70	7,722.00
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	45,000.00	33,777.78	0.00	11,222.22	75.06	32,919.60
101-000.000-573.001	METRO ACT	7,000.00	0.00	0.00	7,000.00	0.00	0.00
101-000.000-574.000	STATE REVENUE: SALES TAX	158,025.00	53,908.00	24,894.00	104,117.00	34.11	56,731.00
101-000.000-603.000	POLICE ADMINISTRATION FEE	1,000.00	204.50	0.00	795.50	20.45	239.89
101-000.000-626.001	ROAD CUT FEES	3,000.00	1,600.00	200.00	1,400.00	53.33	700.00
101-000.000-627.000	BUILDING FEES	65,000.00	37,745.50	9,299.00	27,254.50	58.07	31,231.00
101-000.000-627.001	RENTAL INSPECTION FEE	10,500.00	6,300.00	2,800.00	4,200.00	60.00	5,750.00
101-000.000-628.000	PLANNING & ZONING FEES	80,000.00	7,300.00	150.00	72,700.00	9.13	58,161.75
101-000.000-651.000	LAUNCH FEES	7,250.00	6,686.64	0.00	563.36	92.23	5,508.00
101-000.000-657.000	ORDINANCE FINES - POLICE	3,500.00	5,818.15	733.25	(2,318.15)	166.23	2,632.65
101-000.000-665.000	INTEREST INCOME	0.00	67,384.54	11,588.92	(67,384.54)	100.00	139,110.59
101-000.000-667.000	RENT	19,600.00	52,308.34	1,200.00	(32,708.34)	266.88	14,800.00
101-000.000-674.000	DONATIONS	0.00	1,440.00	(10.00)	(1,440.00)	100.00	39,026.36
101-000.000-675.000	OTHER REVENUE	9,000.00	35,504.49	4,590.50	(26,504.49)	394.49	24,788.90
101-000.000-675.001	REIMBURSEMENTS LOCAL GOV	3,710.00	17,967.24	8,944.25	(14,257.24)	484.29	3,709.75
101-000.000-698.000	INSURANCE REIMBURSEMENTS	5,000.00	0.00	0.00	5,000.00	0.00	3,000.00
101-000.000-699.213	TRANSFER IN SCHULTZ PARK LAUNCH	6,000.00	0.00	0.00	6,000.00	0.00	23,250.00
Total Dept 000.000		3,712,811.00	3,468,996.51	76,468.82	243,814.49	93.43	3,369,023.75
TOTAL REVENUES		3,712,811.00	3,468,996.51	76,468.82	243,814.49	93.43	3,369,023.75
Expenditures							
Dept 101.000 - LEGISLATIVE							
101-101.000-703.000	WAGES	9,000.00	2,200.00	0.00	6,800.00	24.44	2,050.00
101-101.000-718.000	TRAINING FUNDS	4,500.00	0.00	0.00	4,500.00	0.00	1,285.00
101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING	4,000.00	0.00	0.00	4,000.00	0.00	1,752.85
101-101.000-722.000	WORKERS COMPENSATION	36.00	24.69	0.00	11.31	68.58	25.50
101-101.000-740.000	SUPPLIES	400.00	107.64	0.00	292.36	26.91	132.40
101-101.000-851.000	TELEPHONE	540.00	222.83	44.51	317.17	41.26	218.70
101-101.000-861.000	MILEAGE REIMBURSEMENT	650.00	0.00	0.00	650.00	0.00	278.38
101-101.000-900.000	PRINTING & PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-101.000-908.000	DUES/FEES/PUBLICATIONS	1,050.00	1,011.00	0.00	39.00	96.29	963.00
101-101.000-958.000	MISCELLANEOUS	1,000.00	439.00	69.27	561.00	43.90	272.57
Total Dept 101.000 - LEGISLATIVE		22,176.00	4,005.16	113.78	18,170.84	18.06	6,978.40
Dept 172.000 - MANAGER							
101-172.000-702.000	SALARIES	133,250.00	68,219.78	15,193.41	65,030.22	51.20	62,005.00
101-172.000-718.000	TRAINING FUNDS	1,500.00	0.00	0.00	1,500.00	0.00	0.00
101-172.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-172.000-719.000	INSURANCE BENEFITS	13,750.00	6,525.58	1,108.72	7,224.42	47.46	6,087.06

User: JENN

DB: Douglas

PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2024 NORM (ABNORM)	MONTH 12/31/24 INCR (DECR)	BALANCE NORM (ABNORM)		12/31/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-172.000-720.000	PAYROLL TAXES	9,500.00	5,187.93	1,156.96	4,312.07	54.61	5,013.00
101-172.000-721.000	MERS BENEFITS	14,500.00	7,491.05	1,207.73	7,008.95	51.66	7,927.09
101-172.000-721.001	457 CONTRIBUTION	10,500.00	5,519.44	889.62	4,980.56	52.57	6,212.21
101-172.000-722.000	WORKERS COMPENSATION	200.00	137.13	0.00	62.87	68.57	141.00
101-172.000-740.000	SUPPLIES	500.00	136.49	22.50	363.51	27.30	296.34
101-172.000-813.000	MEETINGS	500.00	0.00	0.00	500.00	0.00	0.00
101-172.000-851.000	TELEPHONE	650.00	222.83	44.51	427.17	34.28	346.61
101-172.000-861.000	MILEAGE REIMBURSEMENT	1,000.00	0.00	0.00	1,000.00	0.00	700.00
101-172.000-900.000	PRINTING & PUBLISHING	100.00	0.00	0.00	100.00	0.00	150.00
101-172.000-908.000	DUES/FEES/PUBLICATIONS	1,200.00	0.00	0.00	1,200.00	0.00	0.00
Total Dept 172.000 - MANAGER		188,150.00	93,440.23	19,623.45	94,709.77	49.66	90,084.31
Dept 215.000 - CLERK/TREASURER							
101-215.000-702.000	SALARIES	191,000.00	91,943.54	15,020.40	99,056.46	48.14	84,464.16
101-215.000-718.000	TRAINING FUNDS	2,500.00	1,114.17	0.00	1,385.83	44.57	1,275.00
101-215.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,500.00	417.72	0.00	1,082.28	27.85	638.55
101-215.000-719.000	INSURANCE BENEFITS	27,500.00	18,043.70	2,951.18	9,456.30	65.61	17,909.02
101-215.000-720.000	PAYROLL TAXES	15,500.00	7,247.85	1,141.41	8,252.15	46.76	6,533.98
101-215.000-721.000	MERS BENEFITS	33,500.00	15,852.61	2,593.07	17,647.39	47.32	12,949.84
101-215.000-722.000	WORKERS COMPENSATION	335.00	229.71	0.00	105.29	68.57	236.40
101-215.000-740.000	SUPPLIES	4,000.00	2,577.67	476.11	1,422.33	64.44	1,705.71
101-215.000-802.000	CONTRACTUAL	28,000.00	17,940.70	176.25	10,059.30	64.07	30,892.18
101-215.000-802.009	CONTRACTUAL FINANCIAL CONSULT	0.00	46,212.50	2,097.50	(46,212.50)	100.00	0.00
101-215.000-806.006	WEBSITE	6,000.00	0.00	0.00	6,000.00	0.00	200.00
101-215.000-851.000	TELEPHONE	1,000.00	592.15	156.09	407.85	59.22	327.03
101-215.000-861.000	MILEAGE REIMBURSEMENT	750.00	369.94	185.59	380.06	49.33	481.58
101-215.000-900.000	PRINTING & PUBLISHING	5,000.00	1,627.00	725.00	3,373.00	32.54	2,891.50
101-215.000-901.000	POSTAGE	4,000.00	2,366.71	55.61	1,633.29	59.17	1,382.48
101-215.000-908.000	DUES/FEES/PUBLICATIONS	1,600.00	754.64	181.00	845.36	47.17	1,255.00
Total Dept 215.000 - CLERK/TREASURER		322,185.00	207,290.61	25,759.21	114,894.39	64.34	163,142.43
Dept 223.000 - AUDITOR							
101-223.000-802.000	CONTRACTUAL	9,600.00	9,350.00	2,150.00	250.00	97.40	7,500.00
Total Dept 223.000 - AUDITOR		9,600.00	9,350.00	2,150.00	250.00	97.40	7,500.00
Dept 257.000 - ASSESSING							
101-257.000-703.000	WAGES	56,800.00	27,248.12	4,362.24	29,551.88	47.97	26,447.55
101-257.000-718.000	TRAINING FUNDS	350.00	0.00	0.00	350.00	0.00	170.94
101-257.000-718.002	MISC TRAVEL EXPENSES-TRAINING	550.00	0.00	0.00	550.00	0.00	238.64
101-257.000-720.000	PAYROLL TAXES	4,600.00	2,084.48	333.72	2,515.52	45.31	2,023.23
101-257.000-722.000	WORKERS COMPENSATION	170.00	116.58	0.00	53.42	68.58	117.93
101-257.000-740.000	SUPPLIES	500.00	41.87	41.87	458.13	8.37	30.72
101-257.000-802.000	CONTRACTUAL	2,350.00	260.00	0.00	2,090.00	11.06	260.00
101-257.000-806.006	WEBSITE	500.00	0.00	0.00	500.00	0.00	0.00
101-257.000-807.000	BOARD OF REVIEW	750.00	0.00	0.00	750.00	0.00	0.00
101-257.000-813.000	MEETINGS	100.00	0.00	0.00	100.00	0.00	0.00
101-257.000-851.000	TELEPHONE	192.00	222.00	222.00	(30.00)	115.63	192.00
101-257.000-861.000	MILEAGE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00	0.00
101-257.000-900.000	PRINTING & PUBLISHING	900.00	0.00	0.00	900.00	0.00	0.00
101-257.000-901.000	POSTAGE	800.00	0.00	0.00	800.00	0.00	0.00

User: JENN

DB: Douglas

PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2024 NORM (ABNORM)	MONTH 12/31/24 INCR (DECR)	BALANCE NORM (ABNORM)		12/31/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-257.000-908.000	DUES/FEES/PUBLICATIONS	450.00	87.50	87.50	362.50	19.44	136.19
Total Dept 257.000 - ASSESSING		69,512.00	30,060.55	5,047.33	39,451.45	43.25	29,744.27
Dept 262.000 - ELECTION							
101-262.000-703.000	WAGES	14,760.00	10,252.50	0.00	4,507.50	69.46	900.00
101-262.000-720.000	PAYROLL TAXES	0.00	455.57	0.00	(455.57)	100.00	13.88
101-262.000-740.000	SUPPLIES	4,250.00	1,903.46	366.30	2,346.54	44.79	2,247.08
101-262.000-900.000	PRINTING & PUBLISHING	150.00	12.50	0.00	137.50	8.33	49.00
101-262.000-901.000	POSTAGE	4,500.00	537.73	0.00	3,962.27	11.95	666.30
101-262.000-930.000	REPAIRS & MAINTENANCE: GENERAL	650.00	0.00	0.00	650.00	0.00	0.00
Total Dept 262.000 - ELECTION		24,310.00	13,161.76	366.30	11,148.24	54.14	3,876.26
Dept 265.000 - BUILDING & GROUNDS							
101-265.000-703.000	WAGES	40,000.00	29,393.88	3,899.83	10,606.12	73.48	23,583.83
101-265.000-705.000	WAGES - SEASONAL	5,000.00	1,078.48	0.00	3,921.52	21.57	7,380.46
101-265.000-719.000	INSURANCE BENEFITS	10,750.00	9,894.30	1,316.20	855.70	92.04	6,622.76
101-265.000-720.000	PAYROLL TAXES	3,500.00	2,345.95	295.08	1,154.05	67.03	2,497.02
101-265.000-721.000	MERS BENEFITS	5,250.00	3,756.88	508.26	1,493.12	71.56	2,962.41
101-265.000-722.000	WORKERS COMPENSATION	490.00	336.00	0.00	154.00	68.57	342.90
101-265.000-740.000	SUPPLIES	12,500.00	7,207.26	1,654.35	5,292.74	57.66	3,199.27
101-265.000-802.000	CONTRACTUAL	20,000.00	17,723.20	825.89	2,276.80	88.62	6,985.30
101-265.000-851.000	TELEPHONE	5,100.00	2,060.13	412.50	3,039.87	40.39	2,017.45
101-265.000-922.000	UTILITIES	19,000.00	8,843.60	1,793.84	10,156.40	46.55	3,815.51
101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	25,000.00	5,578.43	486.72	19,421.57	22.31	7,312.24
101-265.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	37,200.00	20,510.74	3,421.60	16,689.26	55.14	13,291.85
101-265.000-942.000	LEASE- COPIER	0.00	113.75	0.00	(113.75)	100.00	0.00
101-265.000-979.000	CAPITAL OUTLAY	23,500.00	20,471.31	0.00	3,028.69	87.11	7,470.96
Total Dept 265.000 - BUILDING & GROUNDS		207,290.00	129,313.91	14,614.27	77,976.09	62.38	87,481.96
Dept 266.000 - ATTORNEY							
101-266.000-801.000	CONTRACTUAL ATTORNEY	85,000.00	7,399.25	793.25	77,600.75	8.71	30,615.50
Total Dept 266.000 - ATTORNEY		85,000.00	7,399.25	793.25	77,600.75	8.71	30,615.50
Dept 301.000 - POLICE							
101-301.000-702.000	SALARIES	88,250.00	41,531.58	6,828.62	46,718.42	47.06	40,385.87
101-301.000-703.000	WAGES	327,350.00	137,586.67	27,029.92	189,763.33	42.03	133,706.65
101-301.000-704.000	WAGES - PARTTIME	6,000.00	7,650.00	1,350.00	(1,650.00)	127.50	1,116.93
101-301.000-706.000	WAGES - OVERTIME	38,500.00	13,786.45	4,252.96	24,713.55	35.81	12,303.35
101-301.000-707.000	SICK PAYOUT	5,400.00	4,839.80	4,839.80	560.20	89.63	13,273.08
101-301.000-708.000	SPECIAL EVENTS WAGES	0.00	3,510.96	0.00	(3,510.96)	100.00	3,706.32
101-301.000-709.000	WAGES - OFFICE	50,000.00	25,552.61	4,511.40	24,447.39	51.11	23,305.17
101-301.000-718.000	TRAINING FUNDS	3,000.00	284.35	0.00	2,715.65	9.48	0.00
101-301.000-718.001	TRAINING FUNDS ACT 302	2,000.00	1,680.42	0.00	319.58	84.02	332.43
101-301.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,500.00	0.00	0.00	1,500.00	0.00	0.00
101-301.000-719.000	INSURANCE BENEFITS	124,750.00	59,816.26	10,556.18	64,933.74	47.95	61,364.84
101-301.000-720.000	PAYROLL TAXES	41,100.00	18,201.85	3,863.36	22,898.15	44.29	17,000.00
101-301.000-721.000	MERS BENEFITS	77,400.00	34,625.63	6,847.33	42,774.37	44.74	26,000.00
101-301.000-722.000	WORKERS COMPENSATION	6,000.00	4,114.35	0.00	1,885.65	68.57	3,000.00

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-740.000	SUPPLIES	3,000.00	2,197.04	374.39	802.96	73.23	2,201.83
101-301.000-750.000	UNIFORMS	8,000.00	2,623.52	81.00	5,376.48	32.79	1,459.50
101-301.000-801.003	CONTRACTUAL ATTORNEY PROSECUTER	5,000.00	8,088.00	0.00	(3,088.00)	161.76	2,280.00
101-301.000-802.000	CONTRACTUAL	5,000.00	2,033.58	512.13	2,966.42	40.67	2,059.78
101-301.000-814.000	INSURANCE (LIABILITY/AUTO)	14,165.00	0.00	0.00	14,165.00	0.00	13,296.00
101-301.000-851.000	TELEPHONE	12,000.00	4,122.42	786.07	7,877.58	34.35	3,804.78
101-301.000-860.000	GAS & OIL	17,500.00	8,547.46	1,270.14	8,952.54	48.84	6,611.18
101-301.000-908.000	DUES/FEES/PUBLICATIONS	250.00	31.22	31.22	218.78	12.49	0.00
101-301.000-922.000	UTILITIES	7,250.00	2,249.16	444.81	5,000.84	31.02	1,890.06
101-301.000-930.000	REPAIRS & MAINTENANCE: GENERAL	2,000.00	155.00	0.00	1,845.00	7.75	0.00
101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS	30,000.00	6,525.38	1,480.00	23,474.62	21.75	10,991.75
101-301.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	20,000.00	0.00	0.00	20,000.00	0.00	9,999.94
101-301.000-977.000	EQUIPMENT	2,250.00	2,001.99	0.00	248.01	88.98	0.00
101-301.000-979.000	CAPITAL OUTLAY	12,000.00	0.00	0.00	12,000.00	0.00	10,164.10
Total Dept 301.000 - POLICE		909,665.00	391,755.70	75,059.33	517,909.30	43.07	402,186.52
Dept 463.000 - GENERAL STREETS & ROW							
101-463.000-703.000	WAGES	113,600.00	40,543.87	5,794.42	73,056.13	35.69	27,372.18
101-463.000-705.000	WAGES - SEASONAL	3,625.00	2,289.48	0.00	1,335.52	63.16	1,492.98
101-463.000-708.000	SPECIAL EVENTS WAGES	0.00	5,987.24	0.00	(5,987.24)	100.00	7,881.27
101-463.000-718.000	TRAINING FUNDS	2,500.00	12.73	12.73	2,487.27	0.51	1,627.50
101-463.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,250.00	0.00	0.00	1,250.00	0.00	113.01
101-463.000-719.000	INSURANCE BENEFITS	28,750.00	12,734.57	1,925.59	16,015.43	44.29	8,054.82
101-463.000-720.000	PAYROLL TAXES	8,500.00	3,763.09	437.48	4,736.91	44.27	2,814.67
101-463.000-721.000	MERS BENEFITS	12,250.00	5,442.51	661.58	6,807.49	44.43	4,338.90
101-463.000-722.000	WORKERS COMPENSATION	2,890.00	1,981.74	0.00	908.26	68.57	2,036.22
101-463.000-740.000	SUPPLIES	12,500.00	5,379.87	928.22	7,120.13	43.04	3,465.41
101-463.000-740.003	BANNERS	1,000.00	0.00	0.00	1,000.00	0.00	137.21
101-463.000-740.004	BENCHES	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-463.000-750.000	UNIFORMS	6,000.00	3,549.29	804.87	2,450.71	59.15	3,284.06
101-463.000-802.000	CONTRACTUAL	26,500.00	5,661.00	0.00	20,839.00	21.36	17,375.12
101-463.000-802.003	CONTRACTUAL- REFUSE	6,000.00	3,713.40	613.83	2,286.60	61.89	2,105.84
101-463.000-802.007	LANDSCAPING SERVICES	4,000.00	541.50	0.00	3,458.50	13.54	1,315.65
101-463.000-802.010	CONTRACTUAL FORESTRY	27,500.00	4,340.00	2,540.00	23,160.00	15.78	11,800.00
101-463.000-806.000	CONTRACTUAL ENGINEERING	15,000.00	2,868.70	0.00	12,131.30	19.12	5,034.20
101-463.000-851.000	TELEPHONE	9,200.00	4,324.00	746.01	4,876.00	47.00	4,062.00
101-463.000-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00	0.00
101-463.000-908.000	DUES/FEES/PUBLICATIONS	2,000.00	540.00	0.00	1,460.00	27.00	762.37
101-463.000-922.000	UTILITIES	6,000.00	2,702.87	433.72	3,297.13	45.05	2,195.08
101-463.000-925.000	STREET LIGHTS	25,000.00	12,612.01	2,486.09	12,387.99	50.45	10,520.95
101-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	7,500.00	920.00	0.00	6,580.00	12.27	1,126.60
101-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	78,120.00	41,182.08	4,761.78	36,937.92	52.72	17,721.96
101-463.000-979.000	CAPITAL OUTLAY	50,570.00	83,647.55	67,018.40	(33,077.55)	165.41	3,034.90
101-463.000-979.011	CAPITAL OUTLAY-DRAINS	32,853.00	0.00	0.00	32,853.00	0.00	32,852.88
Total Dept 463.000 - GENERAL STREETS & ROW		484,608.00	244,737.50	89,164.72	239,870.50	50.50	172,525.78
Dept 701.000 - PLANNING & ZONING							
101-701.000-702.000	SALARIES	80,670.00	40,737.90	6,576.25	39,932.10	50.50	26,918.85
101-701.000-703.000	WAGES	19,400.00	8,771.59	1,156.00	10,628.41	45.21	2,378.00
101-701.000-718.000	TRAINING FUNDS	5,500.00	580.00	0.00	4,920.00	10.55	1,000.00
101-701.000-718.002	MISC TRAVEL EXPENSES-TRAINING	1,250.00	0.00	0.00	1,250.00	0.00	0.00
101-701.000-719.000	INSURANCE BENEFITS	21,250.00	6,643.49	1,125.44	14,606.51	31.26	7,000.00

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2024 NORM (ABNORM)	MONTH 12/31/24 INCR (DECR)	BALANCE NORM (ABNORM)		12/31/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-701.000-720.000	PAYROLL TAXES	9,250.00	3,701.12	586.14	5,548.88	40.01	2,216.32
101-701.000-721.000	MERS BENEFITS	15,750.00	7,257.12	1,167.50	8,492.88	46.08	3,850.39
101-701.000-722.000	WORKERS COMPENSATION	240.00	164.58	0.00	75.42	68.58	169.26
101-701.000-740.000	SUPPLIES	2,000.00	936.29	93.96	1,063.71	46.81	733.22
101-701.000-801.000	CONTRACTUAL ATTORNEY	75,000.00	(16,339.37)	0.00	91,339.37	(21.79)	50,712.50
101-701.000-802.000	CONTRACTUAL	9,500.00	10,378.25	61.75	(878.25)	109.24	2,725.00
101-701.000-803.000	CLERK	70,000.00	13,133.06	2,848.25	56,866.94	18.76	20,746.92
101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO	65,000.00	30,037.95	16,034.85	34,962.05	46.21	22,759.90
101-701.000-806.000	CONTRACTUAL ENGINEERING	55,000.00	7,815.85	0.00	47,184.15	14.21	26,641.45
101-701.000-806.006	WEBSITE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-701.000-851.000	TELEPHONE	1,250.00	402.15	86.09	847.85	32.17	175.02
101-701.000-861.000	MILEAGE REIMBURSEMENT	250.00	769.53	113.23	(519.53)	307.81	52.40
101-701.000-900.000	PRINTING & PUBLISHING	5,000.00	168.00	0.00	4,832.00	3.36	470.00
101-701.000-901.000	POSTAGE	500.00	0.00	0.00	500.00	0.00	8.56
101-701.000-908.000	DUES/FEES/PUBLICATIONS	750.00	0.00	0.00	750.00	0.00	698.00
Total Dept 701.000 - PLANNING & ZONING		438,560.00	115,157.51	29,849.46	323,402.49	26.26	170,881.83
Dept 751.000 - PARKS & RECREATION							
101-751.000-703.000	WAGES	47,750.00	30,284.95	886.85	17,465.05	63.42	16,216.67
101-751.000-705.000	WAGES - SEASONAL	3,500.00	6,995.50	0.00	(3,495.50)	199.87	2,899.96
101-751.000-719.000	INSURANCE BENEFITS	12,750.00	9,722.58	304.56	3,027.42	76.26	3,435.26
101-751.000-720.000	PAYROLL TAXES	4,250.00	3,001.57	67.10	1,248.43	70.63	1,502.98
101-751.000-721.000	MERS BENEFITS	6,250.00	3,870.66	100.78	2,379.34	61.93	2,081.23
101-751.000-722.000	WORKERS COMPENSATION	635.00	435.42	0.00	199.58	68.57	446.25
101-751.000-740.000	SUPPLIES	13,000.00	4,844.03	32.63	8,155.97	37.26	5,113.97
101-751.000-802.000	CONTRACTUAL	18,000.00	7,994.40	190.00	10,005.60	44.41	13,315.00
101-751.000-802.007	LANDSCAPING SERVICES	3,750.00	1,741.50	0.00	2,008.50	46.44	915.65
101-751.000-806.000	CONTRACTUAL ENGINEERING	0.00	0.00	0.00	0.00	0.00	155.00
101-751.000-809.000	SAUGATUCK TWP CEMETERY MAINT	9,000.00	0.00	0.00	9,000.00	0.00	500.00
101-751.000-922.000	UTILITIES	16,000.00	11,346.87	1,920.43	4,653.13	70.92	9,715.67
101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL	8,500.00	9,933.10	619.00	(1,433.10)	116.86	1,316.34
101-751.000-930.006	UNIONS REPAIRS AND MAINT	2,000.00	0.00	0.00	2,000.00	0.00	0.00
101-751.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	44,640.00	21,914.87	122.74	22,725.13	49.09	9,430.45
101-751.000-958.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	2,255.36
101-751.000-977.000	EQUIPMENT	3,500.00	4,593.61	25.60	(1,093.61)	131.25	1,657.15
101-751.000-979.000	CAPITAL OUTLAY	39,095.00	18,282.54	0.00	20,812.46	46.76	40,838.75
Total Dept 751.000 - PARKS & RECREATION		232,620.00	134,961.60	4,269.69	97,658.40	58.02	111,795.69
Dept 802.000 - COMMUNITY PROMOTIONS							
101-802.000-802.000	CONTRACTUAL	0.00	6,458.00	0.00	(6,458.00)	100.00	0.00
101-802.000-958.000	MISCELLANEOUS	17,500.00	3,167.44	2,806.63	14,332.56	18.10	7,351.23
Total Dept 802.000 - COMMUNITY PROMOTIONS		17,500.00	9,625.44	2,806.63	7,874.56	55.00	7,351.23
Dept 850.000 - INSURANCE & BONDS							
101-850.000-814.000	INSURANCE (LIABILITY/AUTO)	54,727.00	62,250.00	13,681.75	(7,523.00)	113.75	45,987.00
Total Dept 850.000 - INSURANCE & BONDS		54,727.00	62,250.00	13,681.75	(7,523.00)	113.75	45,
Dept 966.000 - TRANSFERS OUT							

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2024 NORM (ABNORM)	MONTH 12/31/24 INCR (DECR)	BALANCE NORM (ABNORM)		12/31/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-966.000-995.202	TRANSFER OUT MAJOR ST	40,520.00	0.00	0.00	40,520.00	0.00	0.00
101-966.000-995.203	TRANSFER OUT LOCAL ST	100,000.00	0.00	0.00	100,000.00	0.00	0.00
101-966.000-995.243	TRANSFER OUT BROWNFIELD	60,000.00	0.00	0.00	60,000.00	0.00	0.00
101-966.000-995.450	TRANSFER OUT WATER/SEWER FUND	50,000.00	0.00	0.00	50,000.00	0.00	0.00
101-966.000-995.470	TRANSFER OUT MUNICIPAL BUILDING	150,000.00	150,000.00	0.00	0.00	100.00	1,501,237.78
101-966.000-995.594	TRANSFER OUT DOUGLAS MARINA	15,000.00	0.00	0.00	15,000.00	0.00	0.00
Total Dept 966.000 - TRANSFERS OUT		415,520.00	150,000.00	0.00	265,520.00	36.10	1,501,237.78
TOTAL EXPENDITURES		3,481,423.00	1,602,509.22	283,299.17	1,878,913.78	46.03	2,831,388.96
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		3,712,811.00	3,468,996.51	76,468.82	243,814.49	93.43	3,369,023.75
TOTAL EXPENDITURES		3,481,423.00	1,602,509.22	283,299.17	1,878,913.78	46.03	2,831,388.96
NET OF REVENUES & EXPENDITURES		231,388.00	1,866,487.29	(206,830.35)	(1,635,099.29)	806.65	537,634.79

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2024	MONTH 12/31/24	BALANCE		12/31/2023
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)		NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000.000							
202-000.000-546.000	STATE GRANT: ACT 51	197,500.00	65,130.31	15,203.39	132,369.69	32.98	63,217.40
202-000.000-546.001	SNOW REMOVAL	40,000.00	0.00	0.00	40,000.00	0.00	0.00
202-000.000-581.000	GRANTS: HWYS & STREETS(CO.)	81,500.00	0.00	0.00	81,500.00	0.00	0.00
202-000.000-665.000	INTEREST INCOME	0.00	4,388.52	0.00	(4,388.52)	100.00	0.00
202-000.000-699.101	TRANSFER IN - GENERAL FUND	40,520.00	0.00	0.00	40,520.00	0.00	0.00
Total Dept 000.000		359,520.00	69,518.83	15,203.39	290,001.17	19.34	63,217.40
TOTAL REVENUES		359,520.00	69,518.83	15,203.39	290,001.17	19.34	63,217.40
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
202-463.000-703.000	WAGES	83,750.00	39,732.12	5,492.53	44,017.88	47.44	31,997.78
202-463.000-719.000	INSURANCE BENEFITS	21,750.00	9,743.71	1,435.61	12,006.29	44.80	6,408.13
202-463.000-720.000	PAYROLL TAXES	7,250.00	3,019.61	415.66	4,230.39	41.65	2,422.46
202-463.000-721.000	MERS BENEFITS	10,750.00	5,104.43	716.10	5,645.57	47.48	4,041.73
202-463.000-722.000	WORKERS COMPENSATION	2,520.00	1,728.03	0.00	791.97	68.57	1,775.67
202-463.000-740.000	SUPPLIES	3,500.00	970.49	0.00	2,529.51	27.73	1,230.12
202-463.000-746.000	TRAFFIC SIGNS & SERVICES	9,615.00	2,429.00	52.97	7,186.00	25.26	5,799.86
202-463.000-802.000	CONTRACTUAL	29,000.00	920.53	0.00	28,079.47	3.17	1,781.25
202-463.000-806.000	CONTRACTUAL ENGINEERING	13,500.00	900.00	0.00	12,600.00	6.67	5,804.80
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	20,000.00	4,776.99	1,936.05	15,223.01	23.88	607.70
202-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	78,120.00	36,300.26	5,827.54	41,819.74	46.47	19,337.81
202-463.000-979.000	CAPITAL OUTLAY	71,900.00	14,310.00	14,310.00	57,590.00	19.90	3,604.56
Total Dept 463.000 - GENERAL STREETS & ROW		351,655.00	119,935.17	30,186.46	231,719.83	34.11	84,811.87
Dept 464.000 - GENERAL STREETS WINTER & ROW							
202-464.000-703.000	WAGES	32,000.00	8,155.48	7,687.77	23,844.52	25.49	3,665.92
202-464.000-719.000	INSURANCE BENEFITS	8,750.00	2,067.54	2,047.57	6,682.46	23.63	746.91
202-464.000-720.000	PAYROLL TAXES	2,750.00	616.89	581.58	2,133.11	22.43	279.86
202-464.000-721.000	MERS BENEFITS	4,250.00	998.54	947.69	3,251.46	23.50	426.13
202-464.000-722.000	WORKERS COMPENSATION	970.00	665.16	0.00	304.84	68.57	681.09
202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	17,000.00	2,731.41	2,731.41	14,268.59	16.07	2,800.01
202-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	30,000.00	2,637.60	2,637.60	27,362.40	8.79	356.10
202-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	29,760.00	14,716.78	14,176.58	15,043.22	49.45	2,667.83
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		125,480.00	32,589.40	30,810.20	92,890.60	25.97	11,623.85
TOTAL EXPENDITURES		477,135.00	152,524.57	60,996.66	324,610.43	31.97	96,435.72
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		359,520.00	69,518.83	15,203.39	290,001.17	19.34	63,217.40
TOTAL EXPENDITURES		477,135.00	152,524.57	60,996.66	324,610.43	31.97	96,435.72
NET OF REVENUES & EXPENDITURES		(117,615.00)	(83,005.74)	(45,793.27)	(34,609.26)	70.57	(33,218.32)

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2023 NORM (ABNORM)
Fund 203 - LOCAL STREETS FUND							
Revenues							
Dept 000.000							
203-000.000-546.000	STATE GRANT: ACT 51	83,250.00	27,478.76	6,414.36	55,771.24	33.01	26,645.70
203-000.000-546.001	SNOW REMOVAL	18,000.00	0.00	0.00	18,000.00	0.00	0.00
203-000.000-581.000	GRANTS: HWYS & STREETS(CO.)	127,500.00	0.00	0.00	127,500.00	0.00	0.00
203-000.000-665.000	INTEREST INCOME	0.00	3,446.71	0.00	(3,446.71)	100.00	0.00
203-000.000-699.203	TRANSFER IN-LOCAL ST	100,000.00	0.00	0.00	100,000.00	0.00	0.00
Total Dept 000.000		328,750.00	30,925.47	6,414.36	297,824.53	9.41	26,645.70
TOTAL REVENUES		328,750.00	30,925.47	6,414.36	297,824.53	9.41	26,645.70
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
203-463.000-703.000	WAGES	87,750.00	39,033.32	5,473.09	48,716.68	44.48	31,408.64
203-463.000-719.000	INSURANCE BENEFITS	22,750.00	9,593.53	1,466.63	13,156.47	42.17	6,686.66
203-463.000-720.000	PAYROLL TAXES	7,500.00	2,961.83	413.95	4,538.17	39.49	2,386.82
203-463.000-721.000	MERS BENEFITS	11,250.00	4,956.92	661.27	6,293.08	44.06	3,946.94
203-463.000-722.000	WORKERS COMPENSATION	2,415.00	1,656.03	0.00	758.97	68.57	1,702.68
203-463.000-740.000	SUPPLIES	3,500.00	371.07	0.00	3,128.93	10.60	1,074.81
203-463.000-746.000	TRAFFIC SIGNS & SERVICES	9,615.00	2,604.01	0.00	7,010.99	27.08	2,807.27
203-463.000-802.000	CONTRACTUAL	25,000.00	0.00	0.00	25,000.00	0.00	2,281.25
203-463.000-806.000	CONTRACTUAL ENGINEERING	14,000.00	0.00	0.00	14,000.00	0.00	2,739.15
203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL	15,000.00	41,527.25	951.02	(26,527.25)	276.85	3,622.52
203-463.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	81,840.00	35,446.58	6,077.75	46,393.42	43.31	18,634.40
203-463.000-979.000	CAPITAL OUTLAY	98,500.00	19,710.00	19,710.00	78,790.00	20.01	2,980.00
Total Dept 463.000 - GENERAL STREETS & ROW		379,120.00	157,860.54	34,753.71	221,259.46	41.64	80,271.14
Dept 464.000 - GENERAL STREETS WINTER & ROW							
203-464.000-703.000	WAGES	24,000.00	5,969.69	5,160.87	18,030.31	24.87	2,350.86
203-464.000-719.000	INSURANCE BENEFITS	6,750.00	1,260.47	1,089.90	5,489.53	18.67	397.55
203-464.000-720.000	PAYROLL TAXES	2,250.00	451.87	390.56	1,798.13	20.08	179.13
203-464.000-721.000	MERS BENEFITS	3,250.00	802.40	672.99	2,447.60	24.69	284.23
203-464.000-722.000	WORKERS COMPENSATION	695.00	476.58	0.00	218.42	68.57	488.46
203-464.000-740.000	SUPPLIES	300.00	0.00	0.00	300.00	0.00	11.99
203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES	17,000.00	2,747.39	2,747.39	14,252.61	16.16	2,729.36
203-464.000-802.002	CONTRACTUAL-SIDEWALK PLOWING	25,000.00	2,637.60	2,637.60	22,362.40	10.55	356.10
203-464.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	22,320.00	9,011.22	8,779.84	13,308.78	40.37	2,017.01
Total Dept 464.000 - GENERAL STREETS WINTER & ROW		101,565.00	23,357.22	21,479.15	78,207.78	23.00	8,814.69
TOTAL EXPENDITURES		480,685.00	181,217.76	56,232.86	299,467.24	37.70	89,085.83
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		328,750.00	30,925.47	6,414.36	297,824.53	9.41	26,645.70
TOTAL EXPENDITURES		480,685.00	181,217.76	56,232.86	299,467.24	37.70	89,085.83
NET OF REVENUES & EXPENDITURES		(151,935.00)	(150,292.29)	(49,818.50)	(1,642.71)	98.92	(62,440.13)

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Item 9B.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2023 NORM (ABNORM)
Fund 213 - SCHULTZ PARK LAUNCH RAMP							
Revenues							
Dept 000.000							
213-000.000-651.000	LAUNCH FEES	30,000.00	19,447.30	0.00	10,552.70	64.82	17,365.73
213-000.000-665.000	INTEREST INCOME	0.00	2,582.72	0.00	(2,582.72)	100.00	0.00
213-000.000-675.000	OTHER REVENUE	0.00	1,500.00	0.00	(1,500.00)	100.00	0.00
Total Dept 000.000		30,000.00	23,530.02	0.00	6,469.98	78.43	17,365.73
TOTAL REVENUES		30,000.00	23,530.02	0.00	6,469.98	78.43	17,365.73
Expenditures							
Dept 753.000 - LAUNCH RAMPS							
213-753.000-922.000	UTILITIES	800.00	284.31	70.95	515.69	35.54	278.82
213-753.000-930.000	REPAIRS & MAINTENANCE: GENERAL	2,000.00	425.29	0.00	1,574.71	21.26	18.00
213-753.000-958.000	MISCELLANEOUS	2,000.00	1,368.50	0.00	631.50	68.43	341.73
Total Dept 753.000 - LAUNCH RAMPS		4,800.00	2,078.10	70.95	2,721.90	43.29	638.55
Dept 966.000 - TRANSFERS OUT							
213-966.000-995.101	TRANSFER OUT GF	6,000.00	0.00	0.00	6,000.00	0.00	23,250.00
213-966.000-995.594	TRANSFER OUT DOUGLAS MARINA	64,750.00	0.00	0.00	64,750.00	0.00	0.00
Total Dept 966.000 - TRANSFERS OUT		70,750.00	0.00	0.00	70,750.00	0.00	23,250.00
TOTAL EXPENDITURES		75,550.00	2,078.10	70.95	73,471.90	2.75	23,888.55
Fund 213 - SCHULTZ PARK LAUNCH RAMP:							
TOTAL REVENUES		30,000.00	23,530.02	0.00	6,469.98	78.43	17,365.73
TOTAL EXPENDITURES		75,550.00	2,078.10	70.95	73,471.90	2.75	23,888.55
NET OF REVENUES & EXPENDITURES		(45,550.00)	21,451.92	(70.95)	(67,001.92)	47.10	(6,522.82)

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2023 NORM (ABNORM)
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Revenues							
Dept 000.000							
243-000.000-528.000	OTHER FEDERAL GRANTS	480,989.00	0.00	0.00	480,989.00	0.00	11,130.73
243-000.000-665.000	INTEREST INCOME	0.00	1,922.37	0.00	(1,922.37)	100.00	0.00
243-000.000-699.101	TRANSFER IN - GENERAL FUND	60,000.00	0.00	0.00	60,000.00	0.00	0.00
Total Dept 000.000		540,989.00	1,922.37	0.00	539,066.63	0.36	11,130.73
TOTAL REVENUES		540,989.00	1,922.37	0.00	539,066.63	0.36	11,130.73
Expenditures							
Dept 000.000							
243-000.000-802.243	BLIGHT REMOVAL	566,158.00	21,542.75	12,823.75	544,615.25	3.81	29,197.45
243-000.000-803.000	CONTRACTUAL CONSULTANT	0.00	0.00	0.00	0.00	0.00	4,248.53
Total Dept 000.000		566,158.00	21,542.75	12,823.75	544,615.25	3.81	33,445.98
TOTAL EXPENDITURES		566,158.00	21,542.75	12,823.75	544,615.25	3.81	33,445.98
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		540,989.00	1,922.37	0.00	539,066.63	0.36	11,130.73
TOTAL EXPENDITURES		566,158.00	21,542.75	12,823.75	544,615.25	3.81	33,445.98
NET OF REVENUES & EXPENDITURES		(25,169.00)	(19,620.38)	(12,823.75)	(5,548.62)	77.95	(22,315.25)

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Item 9B.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2023 NORM (ABNORM)
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY							
Revenues							
Dept 000.000							
245-000.000-665.000	INTEREST INCOME	0.00	75.94	0.00	(75.94)	100.00	0.00
Total Dept 000.000		0.00	75.94	0.00	(75.94)	100.00	0.00
TOTAL REVENUES		0.00	75.94	0.00	(75.94)	100.00	0.00
Fund 245 - TRI-COMMUNITY HARBOR AUTHORITY:							
TOTAL REVENUES		0.00	75.94	0.00	(75.94)	100.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	75.94	0.00	(75.94)	100.00	0.00

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2024	MONTH 12/31/24	BALANCE		12/31/2023
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)		NORM (ABNORM)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
248-000.000-417.000	TAX INCREMENT RECAPTURE	62,807.00	64,511.65	8,370.35	(1,704.65)	102.71	50,003.95
248-000.000-665.000	INTEREST INCOME	0.00	1,501.00	0.00	(1,501.00)	100.00	0.00
248-000.000-675.000	OTHER REVENUE	0.00	804.49	0.00	(804.49)	100.00	260.00
Total Dept 000.000		62,807.00	66,817.14	8,370.35	(4,010.14)	106.38	50,263.95
TOTAL REVENUES		62,807.00	66,817.14	8,370.35	(4,010.14)	106.38	50,263.95
Expenditures							
Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-728.000-703.001	DDA ADMINISTRATION	9,000.00	4,500.00	4,500.00	4,500.00	50.00	3,900.00
248-728.000-718.000	TRAINING FUNDS	1,000.00	0.00	0.00	1,000.00	0.00	0.00
248-728.000-802.001	CONTRACTUAL-PLANNING STUDY	0.00	0.00	0.00	0.00	0.00	176.76
248-728.000-802.100	BUSINESS INCENTIVE PROGRAM	5,000.00	284.16	0.00	4,715.84	5.68	0.00
248-728.000-880.000	COMMUNITY PROMOTION	27,000.00	13,887.64	5,921.09	13,112.36	51.44	8,297.14
248-728.000-979.000	CAPITAL OUTLAY	15,560.00	6,642.65	0.00	8,917.35	42.69	43,199.67
Total Dept 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY		57,560.00	25,314.45	10,421.09	32,245.55	43.98	55,573.57
TOTAL EXPENDITURES		57,560.00	25,314.45	10,421.09	32,245.55	43.98	55,573.57
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		62,807.00	66,817.14	8,370.35	(4,010.14)	106.38	50,263.95
TOTAL EXPENDITURES		57,560.00	25,314.45	10,421.09	32,245.55	43.98	55,573.57
NET OF REVENUES & EXPENDITURES		5,247.00	41,502.69	(2,050.74)	(36,255.69)	790.98	(5,309.62)

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2023 NORM (ABNORM)
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND							
Revenues							
Dept 000.000							
403-000.000-439.000	MRE TAX	105,000.00	0.00	0.00	105,000.00	0.00	517.51
403-000.000-665.000	INTEREST INCOME	0.00	4,090.15	0.00	(4,090.15)	100.00	0.00
Total Dept 000.000		105,000.00	4,090.15	0.00	100,909.85	3.90	517.51
TOTAL REVENUES		105,000.00	4,090.15	0.00	100,909.85	3.90	517.51
Expenditures							
Dept 463.000 - GENERAL STREETS & ROW							
403-463.000-806.000	CONTRACTUAL ENGINEERING	0.00	0.00	0.00	0.00	0.00	118.00
403-463.000-979.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	25,900.33
Total Dept 463.000 - GENERAL STREETS & ROW		0.00	0.00	0.00	0.00	0.00	26,018.33
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	26,018.33
Fund 403 - BLUE STAR CORRIDOR IMPROVEMENT FUND:							
TOTAL REVENUES		105,000.00	4,090.15	0.00	100,909.85	3.90	517.51
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	26,018.33
NET OF REVENUES & EXPENDITURES		105,000.00	4,090.15	0.00	100,909.85	3.90	(25,500.82)

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2023 NORM (ABNORM)
Fund 450 - WATER SEWER FUND							
Revenues							
Dept 000.000							
450-000.000-602.000	CONNECTION FEES, WATER	25,000.00	13,000.00	0.00	12,000.00	52.00	8,000.00
450-000.000-602.001	CONNECTION FEES, SEWER	25,000.00	12,900.00	0.00	12,100.00	51.60	12,500.00
450-000.000-604.000	CAPITAL CHARGE	377,784.00	78,568.00	0.00	299,216.00	20.80	0.00
450-000.000-665.000	INTEREST INCOME	0.00	4,005.10	0.00	(4,005.10)	100.00	0.00
450-000.000-675.000	OTHER REVENUE	0.00	10,093.50	0.00	(10,093.50)	100.00	0.00
450-000.000-679.001	REIMBURSE FROM STATE	0.00	104,120.56	0.00	(104,120.56)	100.00	26,033.17
450-000.000-699.101	TRANSFER IN - GENERAL FUND	50,000.00	0.00	0.00	50,000.00	0.00	0.00
Total Dept 000.000		477,784.00	222,687.16	0.00	255,096.84	46.61	46,533.17
TOTAL REVENUES		477,784.00	222,687.16	0.00	255,096.84	46.61	46,533.17
Expenditures							
Dept 000.000							
450-000.000-974.000	CONSTRUCTION	70,000.00	120.00	0.00	69,880.00	0.17	0.00
Total Dept 000.000		70,000.00	120.00	0.00	69,880.00	0.17	0.00
Dept 536.000 - WATER SYSTEM							
450-536.000-703.000	WAGES	0.00	4,963.08	0.00	(4,963.08)	100.00	6,542.85
450-536.000-719.000	INSURANCE BENEFITS	0.00	1,571.86	0.00	(1,571.86)	100.00	1,800.78
450-536.000-720.000	PAYROLL TAXES	0.00	375.27	0.00	(375.27)	100.00	494.95
450-536.000-721.000	MERS BENEFITS	0.00	539.79	0.00	(539.79)	100.00	711.01
450-536.000-721.001	457 CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	13.62
450-536.000-806.000	CONTRACTUAL ENGINEERING	20,000.00	4,061.00	0.00	15,939.00	20.31	4,800.40
450-536.000-941.001	EQUIPMENT RENT-EQUIPMENT FUND	0.00	2,843.07	0.00	(2,843.07)	100.00	3,164.35
450-536.000-974.000	CONSTRUCTION	572,500.00	80,434.82	11,252.50	492,065.18	14.05	36,916.55
Total Dept 536.000 - WATER SYSTEM		592,500.00	94,788.89	11,252.50	497,711.11	16.00	54,444.51
Dept 537.000 - SEWER SYSTEM							
450-537.000-806.000	CONTRACTUAL ENGINEERING	20,000.00	0.00	0.00	20,000.00	0.00	0.00
450-537.000-974.000	CONSTRUCTION	10,500.00	3,900.00	0.00	6,600.00	37.14	0.00
Total Dept 537.000 - SEWER SYSTEM		30,500.00	3,900.00	0.00	26,600.00	12.79	0.00
TOTAL EXPENDITURES		693,000.00	98,808.89	11,252.50	594,191.11	14.26	54,444.51
Fund 450 - WATER SEWER FUND:							
TOTAL REVENUES		477,784.00	222,687.16	0.00	255,096.84	46.61	46,533.17
TOTAL EXPENDITURES		693,000.00	98,808.89	11,252.50	594,191.11	14.26	54,444.51
NET OF REVENUES & EXPENDITURES		(215,216.00)	123,878.27	(11,252.50)	(339,094.27)	57.56	(7,911.34)

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2023 NORM (ABNORM)
Fund 470 - MUNICIPAL BUILDING FUND							
Revenues							
Dept 000.000							
470-000.000-665.000	INTEREST INCOME	0.00	5,525.65	5,008.39	(5,525.65)	100.00	0.00
470-000.000-667.000	RENT	0.00	0.00	0.00	0.00	0.00	38,466.17
470-000.000-696.000	PROCEEDS FROM BOND	0.00	3,323,000.00	3,323,000.00	(3,323,000.00)	100.00	0.00
470-000.000-699.101	TRANSFER IN - GENERAL FUND	150,000.00	150,000.00	0.00	0.00	100.00	1,501,237.78
Total Dept 000.000		150,000.00	3,478,525.65	3,328,008.39	(3,328,525.65)	2,319.02	1,539,703.95
TOTAL REVENUES		150,000.00	3,478,525.65	3,328,008.39	(3,328,525.65)	2,319.02	1,539,703.95
Expenditures							
Dept 265.000 - BUILDING & GROUNDS							
470-265.000-974.000	CONSTRUCTION	150,000.00	94,187.50	669.85	55,812.50	62.79	1,512,298.28
Total Dept 265.000 - BUILDING & GROUNDS		150,000.00	94,187.50	669.85	55,812.50	62.79	1,512,298.28
TOTAL EXPENDITURES		150,000.00	94,187.50	669.85	55,812.50	62.79	1,512,298.28
Fund 470 - MUNICIPAL BUILDING FUND:							
TOTAL REVENUES		150,000.00	3,478,525.65	3,328,008.39	(3,328,525.65)	2,319.02	1,539,703.95
TOTAL EXPENDITURES		150,000.00	94,187.50	669.85	55,812.50	62.79	1,512,298.28
NET OF REVENUES & EXPENDITURES		0.00	3,384,338.15	3,327,338.54	(3,384,338.15)	100.00	27,405.67

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2023 NORM (ABNORM)
Fund 594 - DOUGLAS MARINA							
Revenues							
Dept 000.000							
594-000.000-654.000	SEASONAL SLIP FEES	26,000.00	6,500.00	0.00	19,500.00	25.00	6,950.00
594-000.000-654.001	TRANSIENT SLIP	0.00	0.00	0.00	0.00	0.00	1,225.00
594-000.000-665.000	INTEREST INCOME	0.00	1,107.87	0.00	(1,107.87)	100.00	0.00
594-000.000-667.001	WADE'S BAYOU PARK RENTAL	7,000.00	6,700.27	0.00	299.73	95.72	6,811.50
594-000.000-674.000	DONATIONS	0.00	100,000.00	0.00	(100,000.00)	100.00	0.00
594-000.000-699.101	TRANSFER IN - GENERAL FUND	15,000.00	0.00	0.00	15,000.00	0.00	0.00
594-000.000-699.213	TRANSFER IN SCHULTZ PARK LAUNCH	64,750.00	0.00	0.00	64,750.00	0.00	0.00
Total Dept 000.000		112,750.00	114,308.14	0.00	(1,558.14)	101.38	14,986.50
TOTAL REVENUES		112,750.00	114,308.14	0.00	(1,558.14)	101.38	14,986.50
Expenditures							
Dept 597.000 - DOUGLAS MARINA							
594-597.000-802.000	CONTRACTUAL	3,500.00	980.00	0.00	2,520.00	28.00	1,853.00
594-597.000-820.000	MARINA OPERATIONS	10,000.00	3,992.61	0.00	6,007.39	39.93	437.93
594-597.000-922.000	UTILITIES	5,000.00	733.69	106.11	4,266.31	14.67	782.29
594-597.000-979.000	CAPITAL OUTLAY	37,200.00	38,875.57	0.00	(1,675.57)	104.50	6,322.75
Total Dept 597.000 - DOUGLAS MARINA		55,700.00	44,581.87	106.11	11,118.13	80.04	9,395.97
Dept 597.001 - WADES BAYOU							
594-597.001-930.000	REPAIRS & MAINTENANCE: GENERAL	6,000.00	10,916.82	0.00	(4,916.82)	181.95	1,262.00
594-597.001-974.000	CONSTRUCTION	14,000.00	881.27	0.00	13,118.73	6.29	0.00
Total Dept 597.001 - WADES BAYOU		20,000.00	11,798.09	0.00	8,201.91	58.99	1,262.00
Dept 597.002 - DOUGLAS HARBOR AUTHORITY							
594-597.002-740.000	SUPPLIES	5,000.00	0.00	0.00	5,000.00	0.00	7.99
594-597.002-802.000	CONTRACTUAL	70,750.00	34,360.00	0.00	36,390.00	48.57	39,535.00
Total Dept 597.002 - DOUGLAS HARBOR AUTHORITY		75,750.00	34,360.00	0.00	41,390.00	45.36	39,542.99
TOTAL EXPENDITURES		151,450.00	90,739.96	106.11	60,710.04	59.91	50,200.96
Fund 594 - DOUGLAS MARINA:							
TOTAL REVENUES		112,750.00	114,308.14	0.00	(1,558.14)	101.38	14,986.50
TOTAL EXPENDITURES		151,450.00	90,739.96	106.11	60,710.04	59.91	50,200.96
NET OF REVENUES & EXPENDITURES		(38,700.00)	23,568.18	(106.11)	(62,268.18)	60.90	(35,214.46)

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2024 NORM (ABNORM)	MONTH 12/31/24 INCR (DECR)	BALANCE NORM (ABNORM)		12/31/2023 NORM (ABNORM)
Fund 660 - EQUIPMENT RENTAL FUND							
Revenues							
Dept 000.000							
660-000.000-665.000	INTEREST INCOME	0.00	8,353.32	0.00	(8,353.32)	100.00	0.00
660-000.000-673.000	SALE OF EQUIPMENT	0.00	1,625.00	0.00	(1,625.00)	100.00	28,536.00
660-000.000-676.000	EQUIPMENT CHARGES - NON DPW	20,000.00	0.00	0.00	20,000.00	0.00	9,999.94
660-000.000-676.001	EQUIPMENT CHARGES -DPW	372,000.00	181,925.60	43,167.83	190,074.40	48.90	86,265.66
Total Dept 000.000		392,000.00	191,903.92	43,167.83	200,096.08	48.96	124,801.60
TOTAL REVENUES		392,000.00	191,903.92	43,167.83	200,096.08	48.96	124,801.60
Expenditures							
Dept 902.000 - DPW EQUIPMENT PURCHASES							
660-902.000-979.000	CAPITAL OUTLAY	248,436.00	105,627.02	0.00	142,808.98	42.52	145,600.49
Total Dept 902.000 - DPW EQUIPMENT PURCHASES		248,436.00	105,627.02	0.00	142,808.98	42.52	145,600.49
Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE							
660-903.000-860.000	GAS & OIL	30,000.00	13,112.28	2,903.91	16,887.72	43.71	8,813.01
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	70,000.00	23,048.53	1,250.40	46,951.47	32.93	45,807.72
Total Dept 903.000 - EQUIP. REPAIRS & MAINTENANCE		100,000.00	36,160.81	4,154.31	63,839.19	36.16	54,620.73
TOTAL EXPENDITURES		348,436.00	141,787.83	4,154.31	206,648.17	40.69	200,221.22
Fund 660 - EQUIPMENT RENTAL FUND:							
TOTAL REVENUES		392,000.00	191,903.92	43,167.83	200,096.08	48.96	124,801.60
TOTAL EXPENDITURES		348,436.00	141,787.83	4,154.31	206,648.17	40.69	200,221.22
NET OF REVENUES & EXPENDITURES		43,564.00	50,116.09	39,013.52	(6,552.09)	115.04	(75,419.62)

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/24 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 12/31/2023 NORM (ABNORM)
Fund 703 - CURRENT TAX FUND							
Revenues							
Dept 000.000							
703-000.000-402.001	TAX ADDITIONS CITY OPERATING	0.00	3,079,080.14	7,010.87	(3,079,080.14)	100.00	2,849,107.26
703-000.000-402.002	TAX ADDITIONS ADMIN FEE	0.00	99,691.20	11,819.14	(99,691.20)	100.00	93,610.87
703-000.000-402.003	TAX ADDITIONS SET	0.00	1,412,226.78	3,215.52	(1,412,226.78)	100.00	1,306,749.19
703-000.000-402.004	TAX ADDITIONS SPS	0.00	2,286,891.09	621,361.47	(2,286,891.09)	100.00	2,209,883.57
703-000.000-402.005	TAX ADDITIONS ALLEGAN COUNTY	0.00	1,214,958.96	2,766.29	(1,214,958.96)	100.00	1,124,214.75
703-000.000-402.006	TAX ADDITIONS CO ROAD	0.00	95,116.35	95,116.35	(95,116.35)	100.00	88,980.91
703-000.000-402.007	TAX ADDITIONS CO SENIOR	0.00	46,481.63	46,481.63	(46,481.63)	100.00	45,438.52
703-000.000-402.008	TAX ADDITIONS CO MEDICAL CARE	0.00	23,073.07	23,073.07	(23,073.07)	100.00	22,561.09
703-000.000-402.009	TAX ADDITIONS CO CONSERVATION	0.00	9,223.78	9,223.78	(9,223.78)	100.00	9,020.65
703-000.000-402.010	TAX ADDITIONS TRANSIT	0.00	46,728.96	46,728.96	(46,728.96)	100.00	46,084.09
703-000.000-402.011	TAX ADDITIONS FIRE DIST	0.00	237,794.21	237,794.21	(237,794.21)	100.00	229,936.47
703-000.000-402.012	TAX ADDITIONS LIBRARY	0.00	65,321.96	65,321.96	(65,321.96)	100.00	67,889.25
703-000.000-402.013	TAX ADDITIONS OAISD	0.00	1,434,867.05	3,267.05	(1,434,867.05)	100.00	1,340,417.66
703-000.000-402.015	TAX ADDITIONS CO DRAINS	0.00	21,662.93	21,662.93	(21,662.93)	100.00	23,649.96
703-000.000-402.016	TAX ADDITIONS CITY SPECIALS	0.00	3,713.28	3,713.28	(3,713.28)	100.00	4,262.80
703-000.000-447.000	TAX COLLECTION FEES	0.00	9,389.67	9,263.61	(9,389.67)	100.00	517.70
Total Dept 000.000		0.00	10,086,221.06	1,207,820.12	(10,086,221.06)	100.00	9,462,324.74
TOTAL REVENUES		0.00	10,086,221.06	1,207,820.12	(10,086,221.06)	100.00	9,462,324.74
Expenditures							
Dept 000.000							
703-000.000-956.001	TAX DEDUCTIONS CITY OPERATING	0.00	3,079,080.14	7,010.87	(3,079,080.14)	100.00	2,849,107.26
703-000.000-956.002	TAX DEDUCTIONS ADMIN FEE	0.00	99,691.20	11,819.14	(99,691.20)	100.00	93,610.87
703-000.000-956.003	TAX DEDUCTIONS SET	0.00	1,412,226.78	3,215.52	(1,412,226.78)	100.00	1,306,749.19
703-000.000-956.004	TAX DEDUCTIONS SPS	0.00	2,286,891.09	621,361.47	(2,286,891.09)	100.00	2,209,883.57
703-000.000-956.005	TAX DEDUCTIONS ALLEGAN COUNTY	0.00	1,214,958.96	2,766.29	(1,214,958.96)	100.00	1,124,214.75
703-000.000-956.006	TAX DEDUCTIONS CO ROAD	0.00	95,116.35	95,116.35	(95,116.35)	100.00	88,980.91
703-000.000-956.007	TAX DEDUCTIONS CO SENIOR	0.00	46,481.63	46,481.63	(46,481.63)	100.00	45,438.52
703-000.000-956.008	TAX DEDUCTIONS CO MEDICAL CARE	0.00	23,073.07	23,073.07	(23,073.07)	100.00	22,561.09
703-000.000-956.009	TAX DEDUCTIONS CO CONSERVATION	0.00	9,223.78	9,223.78	(9,223.78)	100.00	9,020.65
703-000.000-956.010	TAX DEDUCTIONS TRANSIT	0.00	46,728.96	46,728.96	(46,728.96)	100.00	46,084.09
703-000.000-956.011	TAX DEDUCTIONS FIRE DIST	0.00	237,794.21	237,794.21	(237,794.21)	100.00	229,936.47
703-000.000-956.012	TAX DEDUCTIONS LIBRARY	0.00	65,321.96	65,321.96	(65,321.96)	100.00	67,889.25
703-000.000-956.013	TAX DEDUCTIONS OAISD	0.00	1,434,867.05	3,267.05	(1,434,867.05)	100.00	1,340,417.66
703-000.000-956.015	TAX DEDUCTIONS CO DRAINS	0.00	21,662.93	21,662.93	(21,662.93)	100.00	23,649.96
703-000.000-956.016	TAX DEDUCTIONS CITY SPECIALS	0.00	3,713.28	3,713.28	(3,713.28)	100.00	4,262.80
Total Dept 000.000		0.00	10,076,831.39	1,198,556.51	(10,076,831.39)	100.00	9,461,807.04
TOTAL EXPENDITURES		0.00	10,076,831.39	1,198,556.51	(10,076,831.39)	100.00	9,461,807.04
Fund 703 - CURRENT TAX FUND:							
TOTAL REVENUES		0.00	10,086,221.06	1,207,820.12	(10,086,221.06)	100.00	9,462,324.74
TOTAL EXPENDITURES		0.00	10,076,831.39	1,198,556.51	(10,076,831.39)	100.00	9,461,807.04
NET OF REVENUES & EXPENDITURES		0.00	9,389.67	9,263.61	(9,389.67)	100.00	517.70

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PERIOD ENDING 12/31/2024

Item 9B.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	YTD BALANCE
		AMENDED BUDGET	12/31/2024	MONTH 12/31/24	BALANCE		12/31/2023
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)		NORM (ABNORM)
TOTAL REVENUES - ALL FUNDS		6,272,411.00	17,759,522.36	4,685,453.26	(11,487,111.36)	283.14	14,726,514.73
TOTAL EXPENDITURES - ALL FUNDS		6,481,397.00	12,487,542.42	1,638,583.76	(6,006,145.42)	192.67	14,434,808.95
NET OF REVENUES & EXPENDITURES		(208,986.00)	5,271,979.94	3,046,869.50	(5,480,965.94)	2,522.65	291,705.78

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Item 9B.

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/15/2024	AP	ALLEGAN CO SET			
AP Trx #: 48517					
		TAXES - SET	703-000.000-274.005	1,937.67	
		INTEREST-SET	703-000.000-274.007	77.52	
		Vnd: 10247 Invoice: 24TAXDISB#11	703-000.000-202.000		2,015.19
		Expected Check Run: 12/20/2024			
				2,015.19	2,015.19
12/15/2024	AP	ALLEGAN CO TAXES			
AP Trx #: 48518					
		TAXES - ALLEGAN COUNTY	703-000.000-274.013	1,667.00	
		INTEREST- ALLEGAN COUNTY	703-000.000-274.015	66.64	
		COUNTY ROAD	703-000.000-274.017	16,739.90	
		COUNTY SENIOR	703-000.000-274.021	8,180.68	
		COUNTY - MEDICAL CARE FACILITY	703-000.000-274.025	4,060.95	
		COUNTY - CONSERVATION	703-000.000-274.029	1,623.58	
		SPECIAL ASSESSMENT DRAIN	703-000.000-274.053	3,961.86	
		Vnd: 10252 Invoice: 24TAXDISB#11	703-000.000-202.000		36,300.61
		Expected Check Run: 12/20/2024			
				36,300.61	36,300.61
12/15/2024	AP	INTERURBAN TRANSIT AUTHORITY			
AP Trx #: 48519					
		TAXES - TRANSIT AUTHORITY	703-000.000-274.031	8,285.45	
		Vnd: 10229 Invoice: 24TAXDISB#11	703-000.000-202.000		8,285.45
		Expected Check Run: 12/20/2024			
				8,285.45	8,285.45
12/15/2024	AP	OAISD OPERATING			
AP Trx #: 48520					
		TAXES - OAISD	703-000.000-274.043	1,968.75	
		INTEREST-OAISD	703-000.000-274.045	78.73	
		Vnd: 10253 Invoice: 24TAXDISB#11	703-000.000-202.000		2,047.48
		Expected Check Run: 12/20/2024			
				2,047.48	2,047.48
12/15/2024	AP	SAUGATUCK TWP FIRE DISTRICT			
AP Trx #: 48521					
		TAXES - SAUG. FIRE DISTRICT	703-000.000-274.035	49,543.18	
		Vnd: 10074 Invoice: 24TAXDISB#11	703-000.000-202.000		49,543.18
		Expected Check Run: 12/20/2024			
				49,543.18	49,543.18

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Item 9B.

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/15/2024	AP	SAUGATUCK-DOUGLAS LIBRARY	Invoice: 24TAXDISB#11 Ref#: 49986(2024 TAX DISBURSEMENT #11)		
AP Trx #: 48522		TAXES - LIBRARY DISTRICT	703-000.000-274.039	12,314.31	
		Vnd: 10028 Invoice: 24TAXDISB#11	703-000.000-202.000		12,314.31
		Expected Check Run: 12/20/2024		12,314.31	12,314.31
12/15/2024	AP	SPS BUILDING	Invoice: 24TAXDISB#11 Ref#: 49980(2024 TAX DISBURSEMENT #11)		
AP Trx #: 48523		TAXES - SAUGATUCK SCHOOLS	703-000.000-274.009	4,953.96	
		INTEREST-SCHOOL	703-000.000-274.011	3.19	
		Vnd: 10250 Invoice: 24TAXDISB#11	703-000.000-202.000		4,957.15
		Expected Check Run: 12/20/2024		4,957.15	4,957.15
12/15/2024	AP	SPS DEBT	Invoice: 24TAXDISB#11 Ref#: 49981(2024 TAX DISBURSEMENT #11)		
AP Trx #: 48524		TAXES - SAUGATUCK SCHOOLS	703-000.000-274.009	34,741.56	
		INTEREST-SCHOOL	703-000.000-274.011	22.27	
		Vnd: 10249 Invoice: 24TAXDISB#11	703-000.000-202.000		34,763.83
		Expected Check Run: 12/20/2024		34,763.83	34,763.83
12/15/2024	AP	SPS OPERATING	Invoice: 24TAXDISB#11 Ref#: 49982(2024 TAX DISBURSEMENT #11)		
AP Trx #: 48525		TAXES - SAUGATUCK SCHOOLS	703-000.000-274.009	89,919.08	
		INTEREST-SCHOOL	703-000.000-274.011	93.70	
		Vnd: 10248 Invoice: 24TAXDISB#11	703-000.000-202.000		90,012.78
		Expected Check Run: 12/20/2024		90,012.78	90,012.78
12/15/2024	AP	SPS REC	Invoice: 24TAXDISB#11 Ref#: 49983(2024 TAX DISBURSEMENT #11)		
AP Trx #: 48526		TAXES - SAUGATUCK SCHOOLS	703-000.000-274.009	2,476.58	
		INTEREST-SCHOOL	703-000.000-274.011	1.59	
		Vnd: 10251 Invoice: 24TAXDISB#11	703-000.000-202.000		2,478.17
		Expected Check Run: 12/20/2024		2,478.17	2,478.17
Cash/Payable Account Totals:				242,718.15	242,718.15
		ACCOUNTS PAYABLE	703-000.000-202.000		242,718.15
			TOTAL INCREASE IN PAYABLE:		242,718.15

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Item 9B.

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/10/2025	AP	ALLEGAN CO SET			
AP Trx #: 48793					
		TAXES - SET	703-000.000-274.005	1,154.16	
		INTEREST-SET	703-000.000-274.007	46.17	
		Vnd: 10247 Invoice: 24TAXDISB#12	703-000.000-202.000		1,200.33
		Expected Check Run: 01/10/2025			
				1,200.33	1,200.33
01/10/2025	AP	ALLEGAN CO TAXES			
AP Trx #: 48794					
		TAXES - ALLEGAN COUNTY	703-000.000-274.013	992.94	
		INTEREST- ALLEGAN COUNTY	703-000.000-274.015	39.71	
		COUNTY ROAD	703-000.000-274.017	41,974.47	
		COUNTY SENIOR	703-000.000-274.021	20,512.11	
		COUNTY - MEDICAL CARE FACILITY	703-000.000-274.025	10,182.07	
		COUNTY - CONSERVATION	703-000.000-274.029	4,070.42	
		SPECIAL ASSESSMENT DRAIN	703-000.000-274.053	9,064.28	
		Vnd: 10252 Invoice: 24TAXDISB#12	703-000.000-202.000		86,836.00
		Expected Check Run: 01/10/2025			
				86,836.00	86,836.00
01/10/2025	AP	CORELOGIC CENTRALIZED REFUNDS			
AP Trx #: 48795					
		DUE TO TAX PAYERS	703-000.000-275.000	630.33	
		Vnd: TAX MISC Invoice: 01/02/2025	703-000.000-202.000		630.33
		Expected Check Run: 01/10/2025			
				630.33	630.33
01/10/2025	AP	CORELOGIC CENTRALIZED REFUNDS			
AP Trx #: 48796					
		DUE TO TAX PAYERS	703-000.000-275.000	3,603.06	
		Vnd: TAX MISC Invoice: 01/02/2025	703-000.000-202.000		3,603.06
		Expected Check Run: 01/10/2025			
				3,603.06	3,603.06
01/10/2025	AP	CORELOGIC CENTRALIZED REFUNDS			
AP Trx #: 48797					
		DUE TO TAX PAYERS	703-000.000-275.000	2,031.03	
		Vnd: TAX MISC Invoice: 01/02/2025	703-000.000-202.000		2,031.03
		Expected Check Run: 01/10/2025			
				2,031.03	2,031.03

User: JENN
DB: Douglas

Item 9B.

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/10/2025	AP	INTERURBAN TRANSIT AUTHORITY	Invoice: 24TAXDISB#12 Ref#: 50160 (2024 TAX DISBURSEMENT #12)		
AP Trx #: 48798		TAXES - TRANSIT AUTHORITY	703-000.000-274.031	20,621.29	
		Vnd: 10229 Invoice: 24TAXDISB#12	703-000.000-202.000		20,621.29
		Expected Check Run: 01/10/2025		20,621.29	20,621.29
01/10/2025	AP	OAISD OPERATING	Invoice: 24TAXDISB#12 Ref#: 50153 (2024 TAX DISBURSEMENT #12)		
AP Trx #: 48799		TAXES - OAISD	703-000.000-274.043	1,172.66	
		INTEREST-OAISD	703-000.000-274.045	46.91	
		Vnd: 10253 Invoice: 24TAXDISB#12	703-000.000-202.000		1,219.57
		Expected Check Run: 01/10/2025		1,219.57	1,219.57
01/10/2025	AP	SAUGATUCK TWP FIRE DISTRICT	Invoice: 24TAXDISB#12 Ref#: 50159 (2024 TAX DISBURSEMENT #12)		
AP Trx #: 48800		TAXES - SAUG. FIRE DISTRICT	703-000.000-274.035	104,937.52	
		Vnd: 10074 Invoice: 24TAXDISB#12	703-000.000-202.000		104,937.52
		Expected Check Run: 01/10/2025		104,937.52	104,937.52
01/10/2025	AP	SAUGATUCK-DOUGLAS LIBRARY	Invoice: 24TAXDISB#12 Ref#: 50161 (2024 TAX DISBURSEMENT #12)		
AP Trx #: 48801		TAXES - LIBRARY DISTRICT	703-000.000-274.039	28,826.24	
		Vnd: 10028 Invoice: 24TAXDISB#12	703-000.000-202.000		28,826.24
		Expected Check Run: 01/10/2025		28,826.24	28,826.24
01/10/2025	AP	SPS BUILDING	Invoice: 24TAXDISB#12 Ref#: 50154 (2024 TAX DISBURSEMENT #12)		
AP Trx #: 48802		TAXES - SAUGATUCK SCHOOLS	703-000.000-274.009	10,372.21	
		INTEREST-SCHOOL	703-000.000-274.011	1.89	
		Vnd: 10250 Invoice: 24TAXDISB#12	703-000.000-202.000		10,374.10
		Expected Check Run: 01/10/2025		10,374.10	10,374.10
01/10/2025	AP	SPS DEBT	Invoice: 24TAXDISB#12 Ref#: 50155 (2024 TAX DISBURSEMENT #12)		
AP Trx #: 48803		TAXES - SAUGATUCK SCHOOLS	703-000.000-274.009	72,738.10	
		INTEREST-SCHOOL	703-000.000-274.011	13.27	
		Vnd: 10249 Invoice: 24TAXDISB#12	703-000.000-202.000		72,751.37
		Expected Check Run: 01/10/2025		72,751.37	72,751.37

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DB: Douglas

Item 9B.

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/10/2025	AP	SPS OPERATING	Invoice: 24TAXDISB#12 Ref#: 50156(2024 TAX DISBURSEMENT #12)		
AP Trx #: 48804		TAXES - SAUGATUCK SCHOOLS	703-000.000-274.009	183,517.36	
		INTEREST-SCHOOL	703-000.000-274.011	69.25	
		Vnd: 10248 Invoice: 24TAXDISB#12	703-000.000-202.000		183,586.61
		Expected Check Run: 01/10/2025			
				183,586.61	183,586.61
01/10/2025	AP	SPS REC	Invoice: 24TAXDISB#12 Ref#: 50157(2024 TAX DISBURSEMENT #12)		
AP Trx #: 48805		TAXES - SAUGATUCK SCHOOLS	703-000.000-274.009	5,185.57	
		INTEREST-SCHOOL	703-000.000-274.011	0.95	
		Vnd: 10251 Invoice: 24TAXDISB#12	703-000.000-202.000		5,186.52
		Expected Check Run: 01/10/2025			
				5,186.52	5,186.52
				521,803.97	521,803.97
Cash/Payable Account Totals:					
		ACCOUNTS PAYABLE	703-000.000-202.000		521,803.97
			TOTAL INCREASE IN PAYABLE:		521,803.97