



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MAY 04, 2026 AT 6:00 PM
415 WEST WILEY RD, SUITE 103, DOUGLAS, MI
49406**

AGENDA

View remotely, online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/81053120271>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 810 5312 0271

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 May 4, 2026
 - B. Approve the Council Workshop and Regular Meeting Minutes for April 20, 2026
 - C. Approve Invoices in the Amount of \$96,989.21

Motion to approve the Consent Calendar of May 4, 2026 – roll call vote

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

- A. Special Event - Buskers Night

Motion to approve the special event request from Saugatuck Douglas CVB for the September 18, 2026, Buskers Night event. - roll call vote

- B. Resolution 08-2026 - State Emergency Fund Assistance (L. Nocerini)

Motion to adopt resolution 08-2026, authorizing the request for state disaster contingency fund assistance for the slope stabilization projects for the City of the Village of Douglas. - roll call vote

C. Updated Evaluation Form & City Manager Contract Requested Changes

Motion to approve the City Manager evaluation form and authorize the Mayor to execute the amended employment agreement, including the proposed revisions. - 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. Road Committee

B. Administration Report

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

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. ADJOURNMENT

Motion to adjourn the meeting.

Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Laura Kasper, City Clerk, at (269) 857-1438, or clerk@douglasmi.gov to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN



**THE CITY OF THE VILLAGE OF DOUGLAS
WORKSHOP MEETING OF THE CITY
COUNCIL**

**MONDAY, APRIL 20, 2026 AT 5:00 PM
415 WEST WILEY RD, SUITE 103, DOUGLAS, MI
49406**

MINUTES

1. **CALL TO ORDER:** By Mayor North

2. **ROLL CALL:** By Clerk Kasper
PRESENT
Mayor Cathy North
Councilmember Neal Seabert
Councilmember John O'Malley
Mayor Pro-Tem Randy Walker
Councilmember Jeff West
Also Present City Manager Lisa Nocerini
City Clerk Laura Kasper
City Treasurer Dawn Raza
ABSENT EXCUSED - Councilmember Gregory Freeman, Councilmember Matt Balmer

3. **BUDGET WORKSHOP**
 - A. FY26-27 Health Insurance Presentation - Emily Scharnowski, Principal Benefit Advisor
 - B. Roads Presentation

4. **PUBLIC COMMUNICATION – VERBAL:** Public comments were received
5. **COUNCIL COMMENTS:** Final comments were received
6. **ADJOURNMENT**

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

Approved on this 4th day of May, 2026

Signed: _____ Date: _____
Cathy North, Mayor

Signed: _____ Date: _____
Laura Kasper, City Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a workshop meeting of the City Council of the City of the Village of Douglas held on April 20, 2026, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, City Clerk



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, APRIL 20, 2026 AT 6:00 PM
415 WEST WILEY RD, SUITE 103, DOUGLAS, MI
49406**

MINUTES

1. CALL TO ORDER: By Mayor North

2. ROLL CALL: By Clerk Kasper

PRESENT

Mayor Cathy North

Councilmember Neal Seabert

Councilmember John O'Malley

Mayor Pro-Tem Randy Walker

Councilmember Jeff West

Also Present City Manager Lisa Nocerini

City Clerk Laura Kasper

ABSENT/EXCUSED - Councilmember Gregory Freeman, Councilmember Matt Balmer

3. PLEDGE OF ALLEGIANCE: Led by Mayor North

4. CONSENT CALENDAR

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

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

C. Approve Invoices in the Amount of \$80,315.68

D. Planning Commission Reappointments - Patty Hanson, Paul Buszka

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

5. PUBLIC COMMUNICATION – VERBAL: Public comments were received

6. PUBLIC COMMUNICATION - WRITTEN

A. Greg Harvath ROW Letter

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS

A. Prein & Newhof - Water Street Presentation (L. Nocerini)

B. Water Street Slope Stabilization Project - Emergency Authorization Request (L. Nocerini)

Motion by O'Malley, second by West, to approve an amount not to exceed \$200,000 for the Water Street Slope Stabilization Project and authorize staff to proceed with emergency repairs, including contracting and construction, without a formal bidding process to be taken from the Major Street Fund

202-463.000-979.000 – Motion carried by unanimous roll call vote

- C. Lead Service Line Presentation (J. Pearson, Prein & Newhof)
- D. Lead Service Line Replacement Phase 1 RFP (J. Pearson)

Motion by West, second by Seabert, to approve awarding SWT Excavating, Inc. phase 1 of the lead service line replacement project, not to exceed \$1,300,000. – Motion carried by unanimous roll call vote

- E. Special Event Request - 2-Mile Pride Fun Color Run

Motion by Walker, second by Seabert, to approve the special event request from Encompass Wellness for the June 6, 2026, 2-Mile Pride Fun Color Run event. – Motion carried by unanimous roll call vote

- F. Root Beer Barrel Extension (L. Nocerini)

Motion by Walker, second by O'Malley, to approve the two (2) optional one (1) year extensions to the existing contract with 505 Water Street Café, LLC with a new expiration date of December 31st, 2028. – Motion carried by unanimous roll call vote

- G. SDACVB Fireworks Funding Request

Motion by West, second by Seabert, to approve a donation in the amount of \$3,000 to the Saugatuck Douglas Area Convention and Visitors Bureau (SDACVB), for the July 3, 2026 fireworks. – Motion carried by unanimous roll call vote

9. REPORTS

- A. Commission/Committee/Boards
 - 1. Planning Commission
 - 2. Kalamazoo Lake Sewer Water
 - 3. Downtown Development Authority
 - 4. Kalamazoo Lake Harbor Authority
 - 5. Douglas Harbor Authority
 - 6. Douglas Brownfield Authority
 - 7. Fire Board
 - 8. Community Recreation
 - 9. Road Committee
- B. Administration Report – City Manager Nocerini provided brief update

10. PUBLIC COMMUNICATION – VERBAL: Public comments were received

11. COUNCIL COMMENTS: Council comments were received

12. MAYOR'S REPORT/COMMENTS: Final comments were received

13. ADJOURNMENT

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

Approved on this 4th day of May 2026

Signed: _____ Date: _____
Cathy North, Mayor

Signed: _____ Date: _____
Laura Kasper, City Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of the Village of Douglas held on April 20, 2026, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, City Clerk

04/29/2026

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Inv Num	Vendor	Inv Date	Due Date	Inv Amt
Inv Ref#	Description	Entered By		
GL Distribution				
ACH Transaction				
4-16-26				
53637	ALLEGAN CO TREASURER	04/16/2026	05/04/2026	61.76
	MARCH 2026 BOR CHARGEBACKS			
101-000.000-414.000	ALLOWANCE FOR REFUNDS (BOR, MTT)			61.76
APRIL 2026				
53644	ASSESSING SOLUTIONS	04/27/2026	05/04/2026	3,333.33
	ASSESSING SOLUTIONS			
101-257.000-703.000	WAGES			3,333.33
167154				
53599	B S & A SOFTWARE	04/16/2026	05/04/2026	3,128.00
	ANNUAL SERVICE/SUPPORT FEE			
101-215.000-806.006	WEBSITE			1,042.66
101-257.000-802.000	CONTRACTUAL			1,042.67
101-701.000-806.006	WEBSITE			1,042.67
16239				
53596	D & L TRUCK AND TRAILER, LLC	04/17/2026	05/04/2026	948.98
	DPW TRUCK #10 WORK			
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			948.98
4.16.2026				
53600	DAWN RAZA	04/16/2026	05/04/2026	20.66
	MILEAGE TO TRESTLE STOP IN HAMILTON FOR ACTA MEETING (28.5 MI)			
101-253.000-861.000	MILEAGE REIMBURSEMENT			20.66
480557				
53628	HOLLAND P.T.	04/16/2026	05/04/2026	137.87
	HOSE FITTINGS/COUPLINGS			
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			137.87
4-21-2026				

53602	INTERURBAN TRANSIT AUTHORITY	04/21/2026	05/04/2026	7,109.35
	2025 TAX SETTLEMENT			
	703-000.000-274.031	TAXES - TRANSIT AUTHORITY		7,109.35

2637				
53627	KERKSTRA RESTROOM SERVICE	04/17/2026	05/04/2026	300.00
	BATHROOM AT BEERY FIELD			
	101-751.000-802.000	CONTRACTUAL		300.00

156687				
53595	PARKWAY ELECTRIC & COMMUNICATIONS	04/17/2026	05/04/2026	2,040.41
	FAN IN EVIDENCE ROOM			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		2,040.41

10662048				
53611	PLANTE MORAN	04/17/2026	05/04/2026	2,931.75
	PROFESSIONAL SERVICES FOR FINANCIAL AND ACCOUNTING ASSISTANCE THRU 4/15/2026			
	101-253.000-802.009	CONTRACTUAL FINANCIAL CONSULT		2,931.75

12486371				
53626	RAPID FIRE PROTECTION	04/13/2026	05/04/2026	325.00
	MAINTENANCE INSPECTION AND TRUCK CHARGE			
	101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL		325.00

2600000638				
53597	SAUGATUCK TOWNSHIP	04/14/2026	05/04/2026	9,712.16
	CEMETERY MAINTENANCE			
	101-751.000-809.000	SAUGATUCK TWP CEMETERY MAINT		9,712.16

26-0000802				
53598	SAUGATUCK TWP FIRE DISTRICT	04/14/2026	05/04/2026	1,800.00
	RENTAL HOME INSPECTIONS			
	101-701.000-802.000	CONTRACTUAL		1,800.00

4-21-2026				
53601	SAUGATUCK TWP FIRE DISTRICT	04/21/2026	05/04/2026	42,972.51
	2025 TAX SETTLEMENT			
	703-000.000-274.035	TAXES - SAUG. FIRE DISTRICT		42,972.51

VC3-245761				
53629	VC3 INC	04/21/2026	05/04/2026	272.55

EXCHANGE ONLINE PLAN & MICROSOFT 365 LICENSES					
	101-301.000-802.000	CONTRACTUAL			75.60
	101-265.000-802.000	CONTRACTUAL			196.95

VC3-245762					
	53630 VC3 INC		04/21/2026	05/04/2026	46.20
	EXCHANGE ONLINE PLAN				
	101-301.000-802.000	CONTRACTUAL			46.20

Type: EFT Transfer					

204391181110					
	53605 CONSUMERS ENERGY		04/22/2026	05/04/2026	222.25
	415 WILEY RD STE 101				
	101-265.000-922.000	UTILITIES			222.25

204391181109					
	53606 CONSUMERS ENERGY		04/22/2026	05/04/2026	76.19
	415 WILEY RD STE 102				
	101-265.000-922.000	UTILITIES			76.19

203056315746					
	53607 CONSUMERS ENERGY		04/22/2026	05/04/2026	125.96
	37 S WASHINGTON - BEERY RESTROOMS				
	101-751.000-922.000	UTILITIES			125.96

206793377598					
	53635 CONSUMERS ENERGY		04/24/2026	05/04/2026	55.16
	250 WILEY RD				
	213-753.000-922.000	UTILITIES			55.16

202611392998					
	53636 CONSUMERS ENERGY		04/24/2026	05/04/2026	40.23
	147 CENTER ST				
	101-751.000-922.000	UTILITIES			40.23

APRIL26 - 360400					
	53612 KALAMAZOO LAKE SEWER & WATER		04/15/2026	05/04/2026	32.50
	147 CENTER ST IRRIGATION				
	101-751.000-802.000	CONTRACTUAL			32.50

RIL26 - 382133 IRR					

53613	KALAMAZOO LAKE SEWER & WATER SCHULTZ PARK IRRIGATION 101-751.000-922.000 UTILITIES	04/15/2026	05/04/2026	337.00 337.00

APRIL26 - 382080				
53614	KALAMAZOO LAKE SEWER & WATER 486 WATER ST - DPW GARAGE 101-265.000-922.000 UTILITIES	04/15/2026	05/04/2026	92.29 92.29

APRIL26 - 361764				
53615	KALAMAZOO LAKE SEWER & WATER 25 MAIN ST IRRIGATION 101-751.000-922.000 UTILITIES	04/15/2026	05/04/2026	239.50 239.50

APRIL26 - 361762				
53616	KALAMAZOO LAKE SEWER & WATER 25 MAIN ST DRINKING FOUNTAIN 101-751.000-922.000 UTILITIES	04/15/2026	05/04/2026	109.50 109.50

APRIL26 - 380722				
53617	KALAMAZOO LAKE SEWER & WATER 26 BAYOU DRIVE IRRIGATION 101-751.000-922.000 UTILITIES	04/15/2026	05/04/2026	187.00 187.00

APRIL26 - 320450				
53618	KALAMAZOO LAKE SEWER & WATER 50 LAKESHORE DRIVE BATHROOM 101-751.000-922.000 UTILITIES	04/15/2026	05/04/2026	162.38 162.38

APRIL26 - 044403				
53619	KALAMAZOO LAKE SEWER & WATER 455 CENTER STREET 101-751.000-922.000 UTILITIES	04/15/2026	05/04/2026	187.00 187.00

APRIL26 - 362300				
53620	KALAMAZOO LAKE SEWER & WATER 201 WASHINGTON STREET 594-597.000-922.000 UTILITIES	04/15/2026	05/04/2026	121.00 121.00

APRIL26 - 361763				
53621	KALAMAZOO LAKE SEWER & WATER	04/15/2026	05/04/2026	291.66

37 WASHINGTON STREET					
101-751.000-922.000	UTILITIES				291.66

APRIL26 - 012225					
53622	KALAMAZOO LAKE SEWER & WATER	04/15/2026	05/04/2026		1,769.36
415 WILEY STE 101					
101-265.000-922.000	UTILITIES				1,769.36

APRIL26 - 012221					
53623	KALAMAZOO LAKE SEWER & WATER	04/15/2026	05/04/2026		1,825.30
415 WILEY RD STE 103					
101-265.000-922.000	UTILITIES				1,825.30

APRIL26 - 012221 IRR					
53624	KALAMAZOO LAKE SEWER & WATER	04/15/2026	05/04/2026		593.28
415 WILEY RD STE 103					
101-265.000-922.000	UTILITIES				593.28

5899886731					
53632	MICHIGAN GAS UTILITIES	04/22/2026	05/04/2026		221.81
415 WILEY STE 101					
101-265.000-922.000	UTILITIES				221.81

5900073723					
53633	MICHIGAN GAS UTILITIES	04/22/2026	05/04/2026		57.32
415 WILEY STE 108					
101-265.000-922.000	UTILITIES				57.32

5899966172					
53634	MICHIGAN GAS UTILITIES	04/22/2026	05/04/2026		153.39
415 WILEY STE 102					
101-265.000-922.000	UTILITIES				153.39

Type: Paper Check					

PAY APP 12					
53610	CARBON SIX CONSTRUCTION INC	04/17/2026	05/04/2026		5,338.60
415 WILEY RD					
470-265.000-974.000	CONSTRUCTION				5,338.60

P-INV-103682					
53608	CARRIER & GABLE, INC	04/13/2026	05/04/2026		49.00

BSH AND WILEY STOP/YIELD LIGHT RELAY				
202-463.000-746.000	TRAFFIC SIGNS & SERVICES			49.00

4-23-26				
53631	JAMES BABCOCK	04/23/2026	05/04/2026	76.36
	EASTER BUNNY CANDY DDA REIMBURSEMENT			
248-728.000-880.000	COMMUNITY PROMOTION			76.36

00206				
53603	MENARDS - SOUTH HAVEN	04/20/2026	05/04/2026	176.80
	MULCH			
101-802.000-802.000	CONTRACTUAL			176.80

4343				
53609	MICHIGAN TWP. SERVICES ALLEGAN	04/08/2026	05/04/2026	8,838.70
	MARCH PERMIT FEES AND PLAN REVIEW FEE			
101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO			8,838.70

72589				
53594	NEW DAWN LINEN SERVICE	04/20/2026	05/04/2026	59.72
	RUG CLEANING			
101-265.000-802.000	COMMERCIAL CLEANING			59.72

2604-959607				
53625	OVERISEL LUMBER CO.	04/22/2026	05/04/2026	3.49
	REPLACED ANCHOR SHECKLE ON THE MINI EXCAVATOR			
660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			3.49

6806				
53604	WMCJTC	04/16/2026	05/04/2026	405.93
	TRAINING			
101-301.000-718.000	TRAINING FUNDS			405.93

# of Invoices:	45	# Due: 45	Totals:	96,989.21
# of Credit Memos:	0	# Due: 0	Totals:	0.00
Net of Invoices and Credit Memos:				96,989.21

--- TOTALS BY FUND ---				

101 - GENERAL FUND	40,176.89
202 - MAJOR STREET FUND	49.00
213 - SCHULTZ PARK LAUNCH RAMP	55.16
248 - DOWNTOWN DEVELOPMENT AUTHORITY	76.36
470 - MUNICIPAL BUILDING FUND	5,338.60
594 - DOUGLAS MARINA	121.00
660 - EQUIPMENT RENTAL FUND	1,090.34
703 - CURRENT TAX FUND	50,081.86

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	50,143.62
215.000 - CLERK	1,042.66
253.000 - TREASURER	2,952.41
257.000 - ASSESSING	4,376.00
265.000 - BUILDING & GROUNDS	12,971.87
301.000 - POLICE	527.73
463.000 - GENERAL STREETS & ROW	49.00
597.000 - DOUGLAS MARINA	121.00
701.000 - PLANNING & ZONING	11,681.37
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	76.36
751.000 - PARKS & RECREATION	11,724.89
753.000 - LAUNCH RAMPS	55.16
802.000 - COMMUNITY PROMOTIONS	176.80
903.000 - EQUIP. REPAIRS & MAINTENANCE	1,090.34



CITY OF THE VILLAGE OF DOUGLAS
415 W. Wiley Rd, Ste 103, P.O. Box 757
Douglas, MI 49406
Ph (269) 857-1438
Payments: www.douglasmi.gov
Submissions & questions: info@douglasmi.gov
\$50.00 Fee (waived for non-profit organizations)

Date Received: 4/9/2026 AK
CITY COUNCIL ACTION:
Approved _____ Denied _____ Date _____
POLICE DEPARTMENT ACTION:
Approved Denied _____ Date 4/17/2026
DEPARTMENT OF PUBLIC WORKS ACTION:
Approved Denied _____ Date 4/17/2026
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 may also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits require approval from City Council and need to be filled out entirely 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: Saugatuck Douglas CVB Nonprofit: Yes No
Applicant Name: April Gundy PH: [REDACTED]
Street Address/P.O. Box: [REDACTED]
City/State/Zip Code: Saugatuck MI 49453
E-mail: [REDACTED]
CONTACT PERSON ON DAY OF EVENT: [REDACTED] PH: [REDACTED]

EVENT INFORMATION

Name of Event: Buskers Night
Location of Event: CENTER STREET DOWNTOWN DOUGLAS BETWEEN SPRING AND MAIN
Event Date(s): SEPTEMBER 18 2026 Start Time: 4:30 PM End Time: 7:00 PM
Estimated Date/Time for: Set-Up 9/18 4:00 PM Clean-Up 9/18 7:30 PM
Anticipated Number of Attendees: 200 Anticipated Number of Volunteers: 6
Event Description: CENTER STREET WILL BE CLOSED BETWEEN SPRING AND MAIN STREET
STREET PREFORMERS /BUSKERS WILL BE SET UP IN FRONT OF STOREFRONTS. EVENT IS TO
ENCCOURAGE PEOPLE TO COME OUT FOR SHOPPING, EATING, SOCIAL DISTRICT
BEVERAGES AND ENJOY THE ENTERTAINMENT.

EVENT DETAILS

Street Closure: (Use attached map to outline proposed closure)
 Street closure date/time: 9/18 4:00 PM Street re-open date/time: 9/18 7:30 PM

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: 4:30 PM end: 7:00 PM

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

Will booths be set up? Yes, Quantity _____ 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:

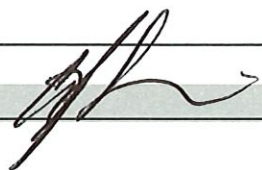
If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City. See event fee schedule for associated costs.

DEPARTMENT OF PUBLIC WORKS:

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

- Trucks – Size _____ Qty _____
- Loaders – Tele or Regular
- Trailer – Size _____ Qty _____
- Trash Receptacles (limit 10) – Qty 4
- Traffic cones – Qty _____
- Fencing – _____ Ft.
- Water Hook Up Y N
- Barricades – Concrete Qty 4 
- Electric Hook Up Y N
- Barricades – 3-bar Qty 4 
- Approved Denied
- Approved with Conditions Need Street Performers Permit

Road ~~closed~~ closed sign 2

Authorized Personnel Signature  Date: 4/17/2026

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: 04/17/2026

APPLICANT/ORGANIZATION CHECK LIST (APPLICANT TO CHECK APPLICABLE BOXES)

- 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.

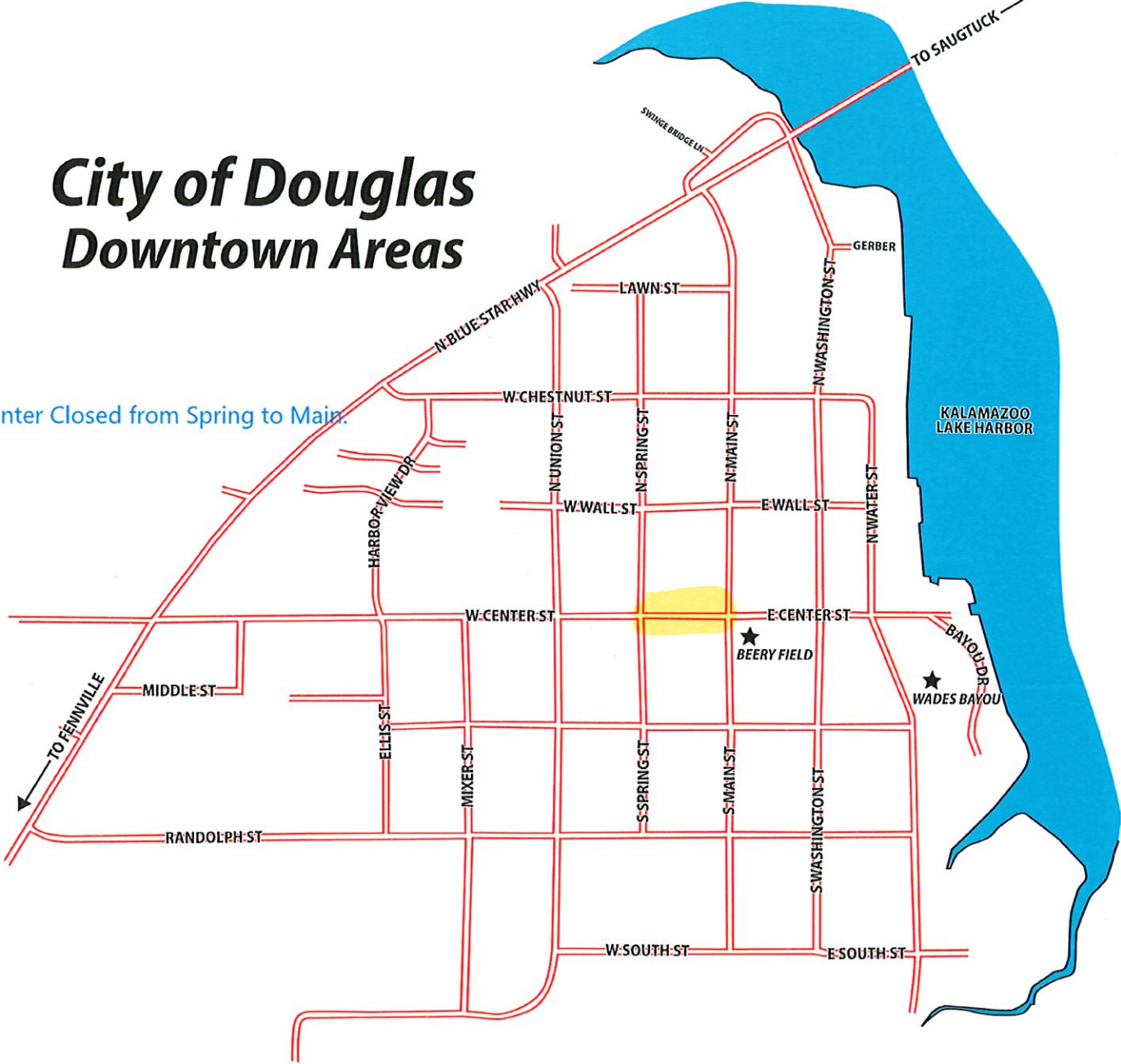
Printed Name of Applicant: April Gundy , Date: 04/09/2026

Signature of Applicant:  Date: 04/09/2026



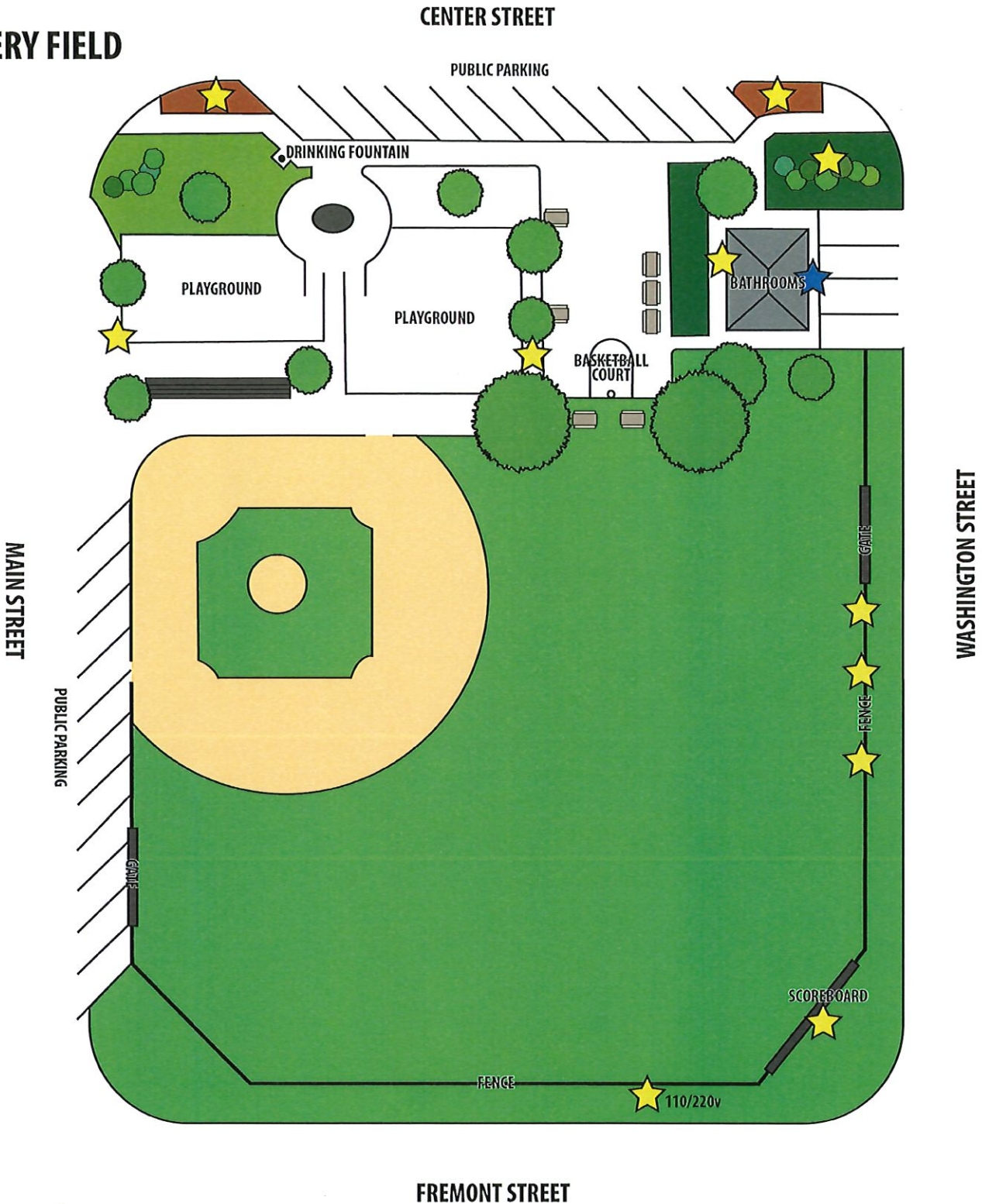
City of Douglas Downtown Areas

Center Closed from Spring to Main.





BEERY FIELD

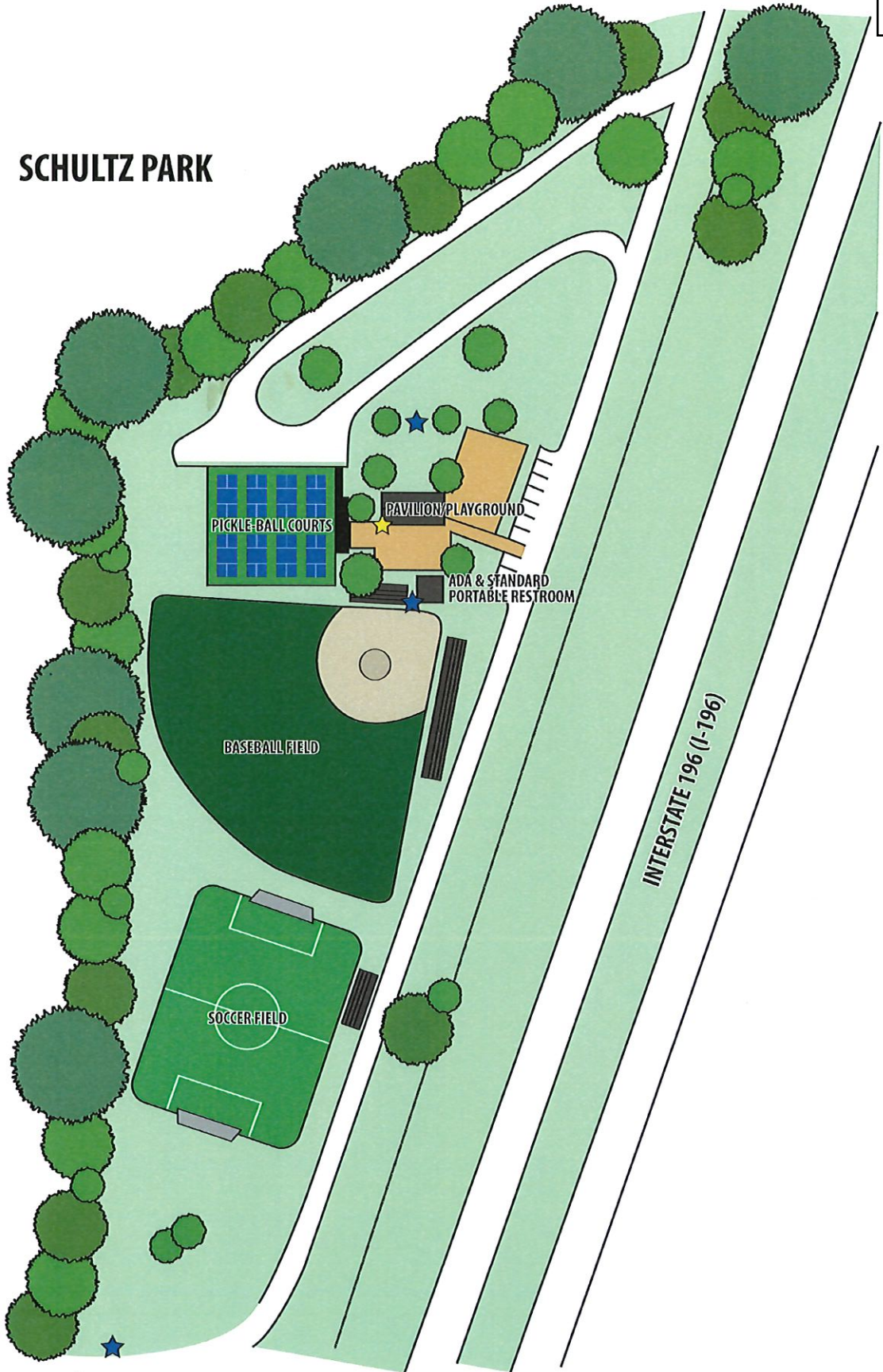


-  Water Hose Hookup
-  Electrical Outlet

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

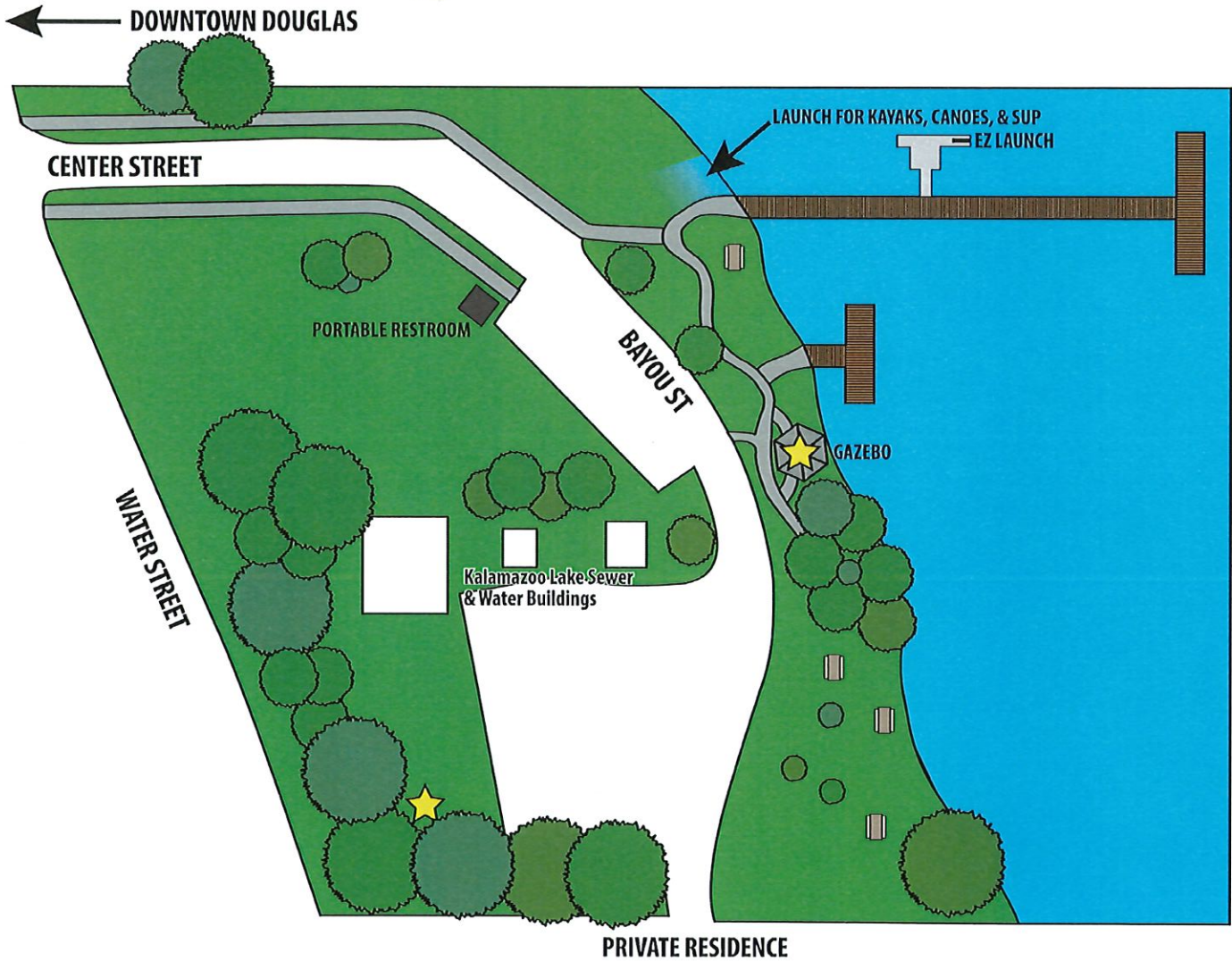


★ Electrical Outlet
 ★ Water Spigot (note: water is not for human consumption)

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



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

To: Douglas City Council

From: Lisa Nocerini, City Manager

Date: May 4, 2026

Subject: Resolution Requesting State Disaster Contingency Fund Assistance – Slope Stabilization Projects

Over the past several weeks, the City has experienced significant impacts from unusually heavy and sustained rainfall events throughout March and April. These conditions have resulted in substantial slope erosion and infrastructure damage at multiple locations within the City, most notably along Water Street, Union Street, and Wiley Road.

As outlined in the attached engineering memorandum from Prein & Newhof, these areas have experienced severe erosion, including roadway undermining, loss of shoulder support, and compromised slope stability, creating unsafe conditions that required immediate response and, in some cases, road closures.

The City has been working closely with our engineers to assess the damage and identify appropriate long-term stabilization solutions. The estimated total cost to address these failures is approximately \$605,000, broken down as follows:

- Water Street: \$140,000
- Union Street: \$165,000
- Wiley Road: \$300,000

Given the magnitude of these unplanned and emergency-related expenses, staff is recommending that the City pursue financial assistance through the State of Michigan's Disaster Contingency Fund. This program is intended to assist communities that experience severe financial burdens as a result of natural disasters.

The attached resolution formally requests that the Governor authorize funding assistance for these projects. Approval of this resolution allows the City to submit the necessary application and supporting documentation to the State.

Staff has implemented the City's emergency response protocols and continues to coordinate efforts to stabilize these areas while also identifying funding opportunities to offset costs.

I recommend approval of the resolution so that we may move forward with the application process in a timely manner.

CITY OF THE VILLAGE OF DOUGLAS, MICHIGAN
REQUEST FOR STATE DISASTER CONTINGENCY FUND ASSISTANCE

RESOLUTION NO. 08-2026

WHEREAS, the City of the Village of Douglas sustained severe losses of major proportions brought on by extreme weather events and abnormally heavy rainfall resulting in the following conditions:

Significant slope erosion and infrastructure failure at multiple locations within the City, including Water Street, Union Street, and Wiley Road, causing roadway undermining, loss of shoulder support, and unsafe travel conditions requiring emergency response and repair;

WHEREAS, the City Manager of the City of the Village of Douglas certifies that the City of the Village of Douglas Emergency Operations Plan was implemented at the onset of the disaster in March and April 2026, and all applicable disaster relief forces identified therein were exhausted;

WHEREAS, as a direct result of the disaster, public damage and expenditures were extraordinary and place an unreasonably great financial burden on the City of the Village of Douglas totaling approximately \$605,000 (Water Street: \$140,000; Union Street: \$165,000; Wiley Road: \$300,000);

NOW, THEREFORE BE IT RESOLVED THAT the City of the Village of Douglas requests the Governor authorize a grant to the City of the Village of Douglas from the State Disaster Contingency Fund pursuant to Section 19, Act 390, Public Acts of 1976, as amended.

FURTHERMORE, the City Manager is authorized to execute for and on behalf of the City of the Village of Douglas the application for financial assistance and to provide to the State any information required for that purpose.

Action taken and incorporated in the minutes of a meeting of the City Council of the City of the Village of Douglas

on May 4, 2026

Attest:

Cathy North, Mayor

Laura Kasper City Clerk



MEMORANDUM

To: Douglas City Council

From: Lisa Nocerini, City Manager

Date: May 4, 2026

Re: Updated Evaluation Form/City Manager Contract Requested Changes

At the request of Council, I am submitting for your review an updated City Manager performance evaluation form, along with my current employment agreement.

The proposed evaluation form (Attachment 1) reflects a more formal and structured approach to the annual review process. It is a professional format that provides clarity, consistency, and measurable criteria for evaluating performance. This will assist both Council and the City Manager in maintaining a clear and transparent evaluation process moving forward.

In addition, I am requesting Council consideration of the following amendments to my employment agreement:

1. Removal of Merit Increase Language

Section 18 of the current agreement provides for a merit increase of up to \$5,000 annually based on performance review. I am requesting that this language be removed and replaced with language providing for the same annual cost-of-living adjustments and/or wage increases approved by City Council for other non-union full-time employees.

This change would align the City Manager's compensation adjustments with those of staff and remove the appearance of a separate or preferential compensation structure.

2. Vacation Leave Adjustment

Section 5 of the agreement currently provides for four (4) weeks of annual vacation leave. I am requesting an adjustment to five (5) weeks annually.

Given the nature of the City Manager position, including frequent evening meetings, emergency response responsibilities, and overall workload—this adjustment would better reflect the expectations of the role and align with comparable professional management agreements.

3. Salary Language Clarification (Optional Council Consideration)

If Council elects to review the agreement at this time, it may also be beneficial to update the salary adjustment language to allow for future annual increases without requiring formal contract amendments.

I respectfully request that this item be placed on the upcoming City Council agenda to ensure compliance with the timing requirements outlined in my employment agreement.

Motion: Motion to approve the City Manager evaluation form and authorize the Mayor to execute the amended employment agreement, including the proposed revisions.



The Village of Friendliness – Since 1870

To: The City of the Village of Douglas City Council

From: Laura Kasper, City Clerk

**RE: Nominating Petitions for Douglas City Council – Notice of Filing
Deadline**

Date: May 4, 2026

NOMINATING PETITIONS are now available for the office of Douglas City Council for the November 3, 2026, General Election. Four (4) non-partisan positions will be filled for terms of two-years each. Candidates must be a U.S. Citizen, registered elector in the City and shall have been a resident of the City for not less than twelve (12) months. (per Sect. 3.3 of the City Charter).

Petitions can be obtained from the City Clerk’s Office, 415 West Wiley Rd Ste. 103, Douglas, MI 49406, Monday thru Friday, 8:00 a.m. to 4:30 p.m.

THE FILING DEADLINE IS TUESDAY JULY 21, 2026, AT 4:00 P.M.

I advise that you please consider returning your completed filing documents to me as soon as possible. This will allow sufficient time for corrections, reviewing, and validating your documents. Please reach out to me if you have any questions at – 269-857-1438 ext. 106