



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MAY 05, 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/82038463574>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 820 3846 3574

- 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 5, 2025
 - B.** Approve the Council Regular Meeting Minutes for April 21, 2025
 - C.** Approve Invoices in the amount of \$232,004.18
 - D.** Appointments - Sue Guevara: DHA
 - E.** Special Events - Lakeshore Fall Pickleball Tournament, Memorial Day Parade, Garden Club Walk & Plant Sale

Motion to approve the Consent Calendar of May 5, 2025. – roll call vote

- 5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY)**
- 6. PUBLIC COMMUNICATION - WRITTEN**
 - A.** CVB Thank You Letter
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A.** Emergency Ordinance No. 06-2025 - Temporary Restriction on Vessel Size at Union Street Boat Launch (L. Nocerini)

Motion to open the public hearing for emergency ordinance no. 06-2025. - roll call vote

1. Administration Comments
2. Public Comments
3. Council Comments

Motion to close the public hearing for emergency ordinance no. 06-2025. - roll call vote

Motion to adopt emergency ordinance no. 06-2025, a temporary restriction on vessel size at the Union Street Boat Launch with an effective date of May 6, 2025. - roll call vote

B. City Treasurer Appointment (L. Nocerini)

Motion to approve the appointment of Dawn Raza to the position of City Treasurer effective May 7th, 2025. - roll call vote

C. Food Trucks - Discussion Item

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. 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, APRIL 21, 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 & Zoning Administrator Sean Homyen
3. **PLEDGE OF ALLEGIANCE:** Led by Mayor North
4. **CONSENT CALENDAR**
 - A. Approve the Council Meeting Agenda for April 21, 2025
 - B. Approve the Council Regular Meeting Minutes for April 7, 2025
 - C. Approve Invoices in the Amount of \$131,779.58
 - D. Appointments - Alexia Dawson: DDA, Jennifer Ludwick: PC,
Reappointments - John O'Malley: PC, Matt Balmer: PC

Motion by Freeman, second by Walker, to approve the Consent Calendar of April 21, 2025 – Motion carried by unanimous roll call vote.
5. **PUBLIC COMMUNICATION – VERBAL:** Members of the public were present, comments received.
6. **PUBLIC COMMUNICATION – WRITTEN:** Letters received into the record.
7. **UNFINISHED BUSINESS:** None
8. **NEW BUSINESS**
 - A. Ryan Kilpatrick Bid Review - Discussion
 - B. Strategic Planning Session 3 - Infrastructure - Discussion (L. Nocerini)

C. Resolution 11-2025 - 137 W Center Street Sale

Motion by Balmer, second by Seabert, to adopt resolution 11-2025, authorizing the sale of the city-owned property located at 137 W Center Street, Douglas, Michigan, to Ox-Bow. – Motion carried by unanimous roll call vote.

D. Ordinance No. 04-2025 - CivicPlus Recodification Project Adoption - Second Reading - Public Hearing (L. Kasper)

Motion by Seabert, second by Freeman, to open the public hearing for ordinance no. 04-2025. – Motion carried by unanimous roll call vote.

1. Administration Comments – City Clerk Laura Kasper provided background on the process.
2. Public Comments - None
3. Council Comments - None

Motion by Seabert, second by Balmer, to close the public hearing for ordinance no. 04-2025. – Motion carried by unanimous roll call vote.

Motion by O'Malley, second by Walker, to adopt ordinance no. 04-2025, adopting and enacting the Code entitled "Code of Ordinances, City of Douglas, Michigan," published by CivicPlus, LLC. – Motion carried by unanimous roll call vote.

E. Ordinance No. 05-2025 - 453 W Center Rezone - Second Reading - Public Hearing (S. Homyen)

Motion by Seabert, second by Balmer, to open the public hearing for ordinance no. 05-2025. – Motion carried by unanimous roll call vote.

1. Administration Comments – Planning and Zoning Administrator Sean Homyen provided background.
2. Public Comments - None
3. Council Comments – It was reminded that a site plan is not required for a rezone.

Motion by Seabert, second by Freeman, to close the public hearing for ordinance no. 05-2025. – Motion carried by unanimous roll call vote.

Motion by Balmer, second by O'Malley, to adopt ordinance no. 05-2025, an ordinance to amend the zoning ordinance and zoning map of the of the City of the Village of Douglas to rezone 453 W Center Street from R-5 Multiple Family District to C-1 Village Commercial District. – Motion carried by unanimous roll call vote.

9. REPORTS

A. Commission/Committee/Boards

1. Planning Commission – no meeting
2. Kalamazoo Lake Sewer Water – hydrant flushing
3. Downtown Development Authority – upcoming May 3rd Derby Day event
4. Kalamazoo Lake Harbor Authority – no meeting
5. Douglas Harbor Authority – will meet monthly as needed
6. Douglas Brownfield Authority – no meeting
7. Fire Board – met prior, budget approved
8. Community Recreation – no meeting

- 9. Playground Committee – no meeting
- 10. Tri-Community Wildlife Committee – meeting next month

- B. Administration Report – City Manager Nocerini, City Clerk Kasper, and Planning and Zoning Administrator Homyen provided updates.

10. PUBLIC COMMUNICATION – VERBAL: Members of the public were present, comments received.

11. COUNCIL COMMENTS: Councilmembers made final comments.

12. MAYOR’S REPORT/COMMENTS: Mayor North stated final comments.

13. ADJOURNMENT

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

Approved on this 5th day of May 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 April 21, 2025, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____

Laura Kasper, City Clerk

04/30/2025

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
89700481				
50924	ABSOPURE WATER COMPANY DPW WATER	04/11/2025	05/05/2025	66.00
101-463.000-740.000	SUPPLIES			66.00
159937				
50920	B S & A SOFTWARE BS&A ONLINE SERVICES - ANNUAL SERVICE/SUPPORT FEE	04/16/2025	05/05/2025	3,046.00
101-215.000-806.006	WEBSITE			1,015.34
101-257.000-802.000	CONTRACTUAL			1,015.33
101-701.000-806.006	WEBSITE			1,015.33
40241212#3				
50948	CARBON SIX CONSTRUCTION INC CONSTRUCTION APPLICAITON #3	04/30/2025	05/05/2025	200,809.80
470-265.000-974.000	CONSTRUCTION			200,809.80
MAY-2025				
50901	COMCAST CITY HALL PHONES	04/13/2025	05/05/2025	411.98
101-265.000-851.000	TELEPHONE			411.98
7CENTERMAY2025				
50921	COMCAST POLICE DEPARTMENT INTERNET&PHONE	04/15/2025	05/05/2025	236.15
101-301.000-851.000	TELEPHONE			236.15
205191523320				
50918	CONSUMERS ENERGY 2993 BLUE STAR HWY #101	04/21/2025	05/05/2025	198.86
101-265.000-922.000	UTILITIES			198.86
205191523319				
50919	CONSUMERS ENERGY 2993 BLUE STAR HWY #102	04/21/2025	05/05/2025	106.68
101-265.000-922.000	UTILITIES			106.68
204746584792				
50935	CONSUMERS ENERGY 147 CENTER ST	04/24/2025	05/05/2025	38.53
101-751.000-922.000	UTILITIES			38.53
202076907607				
50936	CONSUMERS ENERGY 250 WILEY RD	04/24/2025	05/05/2025	56.93
213-753.000-922.000	UTILITIES			56.93
33032				
50929	ENVIROFORENSICS COST TO CLOSEURE ANALYSIS-200 BLUE STAR	03/31/2025	05/05/2025	10,000.00
243-000.000-802.243	BLIGHT REMOVAL			10,000.00
MIHOL480900				
50940	FASTENAL COMPANY BAGS AND TISSUE	04/25/2025	05/05/2025	503.45

101-751.000-740.000	SUPPLIES			503.45
150165				
50945	GIVE EM A BRAKE SAFETY LLC	04/21/2025	05/05/2025	1,025.00
	RENTAL OF ROAD CLOSEURE EQUIPMENT			
203-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			1,025.00
150166				
50946	GIVE EM A BRAKE SAFETY LLC	04/21/2025	05/05/2025	120.00
	RENTAL OF SIGNS			
202-463.000-930.000	REPAIRS & MAINTENANCE: GENERAL			120.00
202395				
50928	GRAPHIX EMBROIDERY INC	04/23/2025	05/05/2025	36.00
	EMBROIDER LOGO ON SHIRTS-CODE ENFORCEMENT			
101-701.000-740.000	SUPPLIES			36.00
486WATERAPR25				
50903	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	88.96
	486 WATER ST NEW BARN			
101-265.000-922.000	UTILITIES			88.96
37WASHBRAPR25				
50904	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	218.34
	37 WASHINGTON-BATHROOM			
101-751.000-922.000	UTILITIES			218.34
201WASHAPR25				
50905	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	82.38
	201 WASHINGTON ST			
594-597.000-922.000	UTILITIES			82.38
00SCHULTZAPR25				
50906	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	143.75
	3100 SCHULTZ PARK DR			
101-751.000-922.000	UTILITIES			143.75
AINDRKFTNAPR25				
50907	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	99.50
	25 MAIN DRK FOUNTAIN			
101-751.000-922.000	UTILITIES			99.50
25MAINIRRAPR25				
50908	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	217.50
	25 MAIN IRRIGATION			
101-751.000-922.000	UTILITIES			217.50
ESHOREBRAPR25				
50909	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	152.38
	50 LAKESHORE DR BATHROOM			
101-751.000-922.000	UTILITIES			152.38
455CENTERAPR25				
50910	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	172.50
	455 CENTER ST			
101-751.000-922.000	UTILITIES			172.50
47CNTRIRRAPR25				
50911	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	29.50
	147 CENTER ST IRRIGATION			
101-751.000-922.000	UTILITIES			29.50
86CENTERAPR25				

50912	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	90.78
	86 CENTER ST			
	101-265.000-922.000 UTILITIES			90.78
47CNRPSAPR25				
50913	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	211.15
	47 CENTER ST POLICE STATION			
	101-301.000-922.000 UTILITIES			211.15
2995BS101APR25				
50914	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	207.70
	2995 BLUE STAR STE 101			
	101-265.000-922.000 UTILITIES			207.70
2995BSSTE102				
50915	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	207.52
	2995 BLUE STAR HWY STE 102			
	101-265.000-922.000 UTILITIES			207.52
5BSSTE106APR25				
50916	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	82.38
	2995 BLUE STAR HWY STE 106			
	101-265.000-922.000 UTILITIES			82.38
6BAYOUIRRAPR25				
50917	KALAMAZOO LAKE SEWER & WATER	04/15/2025	05/05/2025	172.50
	26 BAYOU DR IRRIGATION			
	101-751.000-922.000 UTILITIES			172.50
240074				
50930	KENT COMMUNICATIONS	04/01/2025	05/05/2025	733.57
	ESTIMATED POSTAGE FOR SUMMER 2025 TAX BILLS			
	101-215.000-901.000 POSTAGE			733.57
267812				
50902	KERKSTRA RESTROOM SERVICE	04/14/2025	05/05/2025	190.00
	DOUGLAS BEACH PARK			
	101-751.000-802.000 CONTRACTUAL			190.00
12170				
50947	MMTA	04/07/2025	05/05/2025	649.00
	2025 BASIC INSTITUTE-DAWN RAZA			
	101-215.000-718.000 TRAINING FUNDS			649.00
5446610598				
50925	MICHIGAN GAS UTILITIES	04/22/2025	05/05/2025	110.72
	415 WILEY STE 101			
	101-265.000-922.000 UTILITIES			110.72
5447578653				
50926	MICHIGAN GAS UTILITIES	04/22/2025	05/05/2025	76.37
	415 WILEY STE 102			
	101-265.000-922.000 UTILITIES			76.37
5447134275				
50927	MICHIGAN GAS UTILITIES	04/22/2025	05/05/2025	381.24
	415 WILEY STE 108			
	101-265.000-922.000 UTILITIES			381.24
5449492007				
50932	MICHIGAN GAS UTILITIES	04/23/2025	05/05/2025	148.63
	86 CENTER			

101-265.000-922.000	UTILITIES			148.63
5449392888				
50933	MICHIGAN GAS UTILITIES	04/23/2025	05/05/2025	203.89
	47 WEST CENTER ST			
101-301.000-922.000	UTILITIES			203.89
55417				
50938	NEW DAWN LINEN SERVICE	04/28/2025	05/05/2025	48.72
	CITY HALL AND PD RUG CLEANING			
101-265.000-802.000	COMMERCIAL CLEANING			15.93
101-301.000-802.000	COMMERCIAL CLEANING			32.79
2504-849604				
50939	OVERISEL LUMBER CO.	04/21/2025	05/05/2025	1.98
	BATTERY FOR CAMERA			
101-265.000-740.000	SUPPLIES			1.98
2504-848630				
50941	OVERISEL LUMBER CO.	04/17/2025	05/05/2025	135.87
	PORTA-POTTY MATERIALS			
101-751.000-740.000	SUPPLIES			135.87
2504-848986				
50942	OVERISEL LUMBER CO.	04/18/2025	05/05/2025	51.97
	PORTA-POTTY MATERIALS			
101-751.000-740.000	SUPPLIES			51.97
2504-850911				
50943	OVERISEL LUMBER CO.	04/24/2025	05/05/2025	51.96
	ART EMPORIUM			
101-265.000-740.000	SUPPLIES			51.96
2504-849591				
50944	OVERISEL LUMBER CO.	04/21/2025	05/05/2025	48.84
	PORTA-POTTY MATERIALS			
101-751.000-740.000	SUPPLIES			48.84
DD4-2025				
50923	RUTH CROWE ARTIST STUDIO	04/23/2025	05/05/2025	150.00
	DOWNTOWN DOUGLAS DOLLARS PROMOTION 6 @ \$25/EA			
248-728.000-880.000	COMMUNITY PROMOTION			150.00
INV3561097VC3				
50931	VC3 INC	04/18/2025	05/05/2025	5,123.64
	LOCATION MOVE TO 415 WILEY			
470-265.000-974.000	CONSTRUCTION			5,123.64
268				
50937	WE WASH	04/18/2025	05/05/2025	300.00
	BUOY CLEANING			
594-597.002-740.000	SUPPLIES			300.00
100228				
50934	WILLIAMS AND WORKS	04/23/2025	05/05/2025	4,461.50
	WESTSHORE, CC, SWINGBRIDGE, ZONING ORDINANCE, P&Z			
101-000.000-283.000	ESCROW			880.00
101-701.000-803.000	CONTRACTUAL CONSULTANT			3,581.50
6196				
50922	WMCJTC	04/15/2025	05/05/2025	304.06
	SPRING 2025 DISTRIBUTION			

101-301.000-718.001	TRAINING FUNDS ACT 302	304.06
# of Invoices: 48 # Due: 48 Totals:		232,004.18
# of Credit Memos: 0 # Due: 0 Totals:		0.00
Net of Invoices and Credit Memos:		232,004.18

--- TOTALS BY FUND ---

101 - GENERAL FUND	14,336.43
202 - MAJOR STREET FUND	120.00
203 - LOCAL STREETS FUND	1,025.00
213 - SCHULTZ PARK LAUNCH RAMP	56.93
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	10,000.00
248 - DOWNTOWN DEVELOPMENT AUTHORITY	150.00
470 - MUNICIPAL BUILDING FUND	205,933.44
594 - DOUGLAS MARINA	382.38

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	10,880.00
215.000 - CLERK/TREASURER	2,397.91
257.000 - ASSESSING	1,015.33
265.000 - BUILDING & GROUNDS	208,115.13
301.000 - POLICE	988.04
463.000 - GENERAL STREETS & ROW	1,211.00
597.000 - DOUGLAS MARINA	82.38
597.002 - DOUGLAS HARBOR AUTHORITY	300.00
701.000 - PLANNING & ZONING	4,632.83
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	150.00
751.000 - PARKS & RECREATION	2,174.63
753.000 - LAUNCH RAMPS	56.93



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

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

BOARD and COMMISSION APPLICATION

Name: SUE QUEVARA Date Submitted: 4/30/25

Address: P.O. Box 721 / 4 Cida Hu Lane

City / Zip: Douglas 49406

Phone: 1 177 177 E-Mail: ✓

• On which board or commission would you like to serve? Douglas Harbor Authority

• Are you a registered voter in Douglas: YES ☒ NO ☐

• Have you been a resident of the City of Douglas for at least one year? YES ☒ NO ☐

• Occupation: RETIRED WOMEN'S BASKETBALL COACH

• Please indicate any relevant information which you think should be considered for your appointment to a board or commission: I Bought my CONDO in 2002 here in Douglas. I've WATCHED ALL the growth AND would like input AS WE CONTINUE TO grow.

• Do you or an immediate family member have any professional or financial relationship that may present a potential conflict of interest for this board or commission? YES ☐ NO ☒
If yes, please explain: _____

• Are you related to anyone who is currently on any board or commission? YES ☐ NO ☒
If yes, to whom are you related? _____

• Are you presently indebted to the City of the Village of Douglas for overdue or personal property tax, special assessment, license fee or property lien? YES ☐ NO ☒
If yes, please explain: _____

• Are you currently serving as an appointee to any other City of Douglas board or commission? YES ☐ NO ☒
If yes, which board or commission? _____

• Have you been convicted of a misdemeanor within the past five years or a felony within the past ten years? YES ☐ NO ☒
If yes, explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification.

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

I HAVE BEEN A LEADER OF VARIOUS ATHLETIC PROGRAMS FOR 34 YEARS.
I KNOW HOW TO COMMUNICATE, LISTEN, INITIATE IDEAS AND COLLABORATE
WITH OTHERS. I AM VERY WILLING TO LEARN WHAT I DON'T KNOW.

- Describe your understanding of the board or commission you are applying for: The planning AND
MANAGEMENT OF HARBORS & LAKE ACCESS IN THE SAUGATUNK DOUGLAS AREA.
- Why do you want to be appointed to this board or commission? I LOVE THE WATER AND BEING
ON IT! I WOULD LIKE TO BE A PART OF THE MARINA'S GROWTH AND MAINTAINING
THE INTEGRITY OF ALL OF OUR WATERWAYS.
- Have you attended any meetings of the board or commission you are applying to? YES ____ NO ☒
- Have you reviewed the current meeting schedule of the indicated board(s) or commission(s) and determined that you can commit to regular meeting attendance and participation? YES ____ NO ☒

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

Signature

4/30/25
 Date

Return Application to:

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

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

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



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: 4/23/25
CITY COUNCIL ACTION:
Approved _____ Denied _____ Date _____
POLICE DEPARTMENT ACTION: 4/30/25
Approved ☒ Denied _____ Date 4/30/25
DEPARTMENT OF PUBLIC WORKS ACTION:
Approved ☒ Denied _____ Date 4/30/25
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: Douglas Saugatuck Pickleball Club

Applicant Name: Cristy Freese PH: [REDACTED]

Street Address/P.O. Box: PO Box 1012

City/State/Zip Code: Douglas, MI 49406

E-mail: [REDACTED]

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

EVENT INFORMATION

Name of Event: Lakeshore Fall Pickleball Tournament hosted by DSPC

Location of Event: Schultz Park Pickleball Courts & Pavilion

Event Date(s): September 6-7, 2025 Start Time: 8 am End Time: 5 pm

Estimated Date/Time for: Set-Up 9/6/25 7 am Clean-Up 9/7/2025 5 pm

Anticipated Number of Attendees: 120 Anticipated Number of Volunteers: 15

Event Description: Pickleball tournament with 3 divisions: Saturday am Women's Doubles

Saturday afternoon: Men's doubles Sunday am: Mixed Doubles Sunday afternoon: any makeup games due to weather

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/BOOTH:

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.

Revision 1.13.2025

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?

- | | | |
|---|--|---|
| <input type="checkbox"/> Trucks – Size _____ Qty _____ | <input type="checkbox"/> Loaders – Tele or Regular | <input type="checkbox"/> Trailer – Size _____ Qty _____ |
| <input type="checkbox"/> Traffic Control Trailer | <input type="checkbox"/> Bobcat UTV | <input type="checkbox"/> Tractor with Loader |
| <input type="checkbox"/> Barricades – Type A Qty _____ | <input type="checkbox"/> Barricades – Concrete Qty _____ | <input type="checkbox"/> Barricades – 3 Bar Qty _____ |
| <input checked="" type="checkbox"/> Trash Receptacles – Qty 2 _____ | <input type="checkbox"/> Traffic Cones – Qty _____ | <input type="checkbox"/> Fencing – _____ feet |
| <input type="checkbox"/> Electric – Yes/No | <input type="checkbox"/> Water – Yes/No | <input checked="" type="checkbox"/> Additional Restroom Cleaning – Yes/No |

☐ Approved ☐ Denied

☒ Approved with Conditions

Extra Trash - No problem.

We don't clean KerKstra Portable rest-rooms but we can call and ask for service

Authorized Personnel Signature

Richy I. Zoot

Date

1/23/25

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

[Signature]
Chief of Police

Date

04/30/2025

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: Certificate of Insurance - updating club insurance

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.

Revision 1.13.2025

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: Cristy Freese Date: April 23, 2025

Signature of Applicant:  Date: 4/23/25



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

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: Rob Boyce/VFW/American Legion PH [REDACTED]

Contact Name: S/D American Legion PH: _____

Street Address/P.O. Box: 248 Mason Street

City/State/Zip Code: Saugatuck, Mi. 49453

E-mail: _____

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

EVENT INFORMATION

Name of Event: Douglas Memorial Day Parade

Event Date(s): May 27, 2024 Anticipated Number of Attendees: 150 plus

Purpose of Event: To show honor to fallen military service men and women.

Location of Event: From Center near Mixer to Beery Park. Downtown Douglas.

Event Start & End Hours: 10 am - 11 am

Estimated Date/Time for Set-Up: 5/26/25 9 am

Estimated Date/Time for Clean-Up: 5/26/25 11 am

Estimated Number of Volunteers: None.

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 ☒ NoIf 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.) _____

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 ☐ NoIf yes, please describe & include times: 2 extra officers w/ theofficer on duty.☒ Street Closure: (Use attached map to outline proposed closure)Street closure date/time: 05/24/25 9:30am Street re-open date/time: 05/24/25 11:5am

Parade Type: ☒ Pedestrian ☐ Vehicle

☒ Parade Route: (Use attached map to outline route)

Parade start time: 10 AM Parade finish time: 11 AM

☐ Approved ☐ Denied

☒ Approved with Conditions PEDESTRIAN SAFETY AND VEHICLE

BARRIERS.

Authorized Personnel Signature St n. V Date: 04 / 30 / 2025

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.
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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.

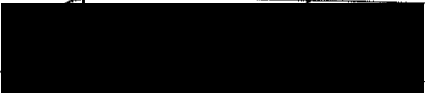
8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

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 Contractors 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: Robert Boyce Date: 04/14/25

Signature of Applicant:  Date: 04/14/25



== PARADE ROUTE

== ROAD CLOSURES

* SHORT CEREMONY / MEMORIAL @ DEERY FLAG POLE



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: 4/29/08
 CITY COUNCIL ACTION:
 Approved _____ Denied _____ Date _____
 POLICE DEPARTMENT ACTION:
 Approved ☒ Denied _____ Date 4/29/08
 DEPARTMENT OF PUBLIC WORKS ACTION:
 Approved ☒ Denied _____ Date 4/29/08
 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: Saugatuck Douglas Garden Club
 Applicant Name: Carla Vacco & Claudia Burg PH: [REDACTED]
 Street Address/P.O. Box: 2183 Lakeshore Dr.
 City/State/Zip Code: Fennville, MI 49408
 E-mail: [REDACTED]

CONTACT PERSON ON DAY OF EVENT: Carla Vacco or Claudia Burg PH: [REDACTED]
 or [REDACTED]

EVENT INFORMATION

Name of Event: Garden Walk and Plant Sale
 Location of Event: Starting at Old School House & touring Community gardens
 Event Date(s): 7-19-25 Start Time: 10 AM End Time: 4 PM
 Estimated Date/Time for: Set-Up 7-19-25 8:30 AM Clean-Up 7-19-25 4 PM
 Anticipated Number of Attendees: 300 spread out Anticipated Number of Volunteers: 30 spread thru day
 Event Description: Fund raiser for scholarships

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/BOOTH:

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.

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)
- NA* ☐ Fireworks Resolution – 60 days in advance (if applicable)
- NA* ☐ Michigan Liquor Control Commission Special Event License (if applicable)
- NA* ☐ 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.

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?

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

☐ Approved ☐ Denied

☐ Approved with Conditions _____

Nothing required of DAW

Authorized Personnel Signature _____

Date: *4/29/25*

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: *4/29/25*

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: Carla Vacco Date: 4-24-25

Signature of Applicant:  Date: 4-24-25

Saugatuck Douglas

Dear Mayor and Members of the City Council,

I am writing to sincerely thank the City of the Village of Douglas for your generous \$3,000 contribution toward the 2025 fireworks displays hosted by the Saugatuck Douglas Area Convention and Visitors Bureau.

Your support helps ensure that the July 5 fireworks show will proceed successfully, delighting thousands and reinforcing our area's reputation as a welcoming and vibrant place to visit. These events would not be possible without strong community partnerships like yours.

We deeply appreciate your commitment to enhancing our local celebrations and your ongoing support of efforts that bring our communities together.

Warm regards,

Lisa Mize
Executive Director
Saugatuck.com
lisa@saugatuck.com



MEMORANDUM

REGULAR CITY COUNCIL MEETING

May 5th, 2025

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Emergency Ordinance Limiting Vessel Size at Union Street Boat Launch

The Union Street Boat Launch has sustained recent damage due to repeated use by vessels that exceed the infrastructure's intended capacity. This has created hazardous conditions for the public, compromised the integrity of the launch, and hindered necessary remediation efforts. The launch was not designed to accommodate vessels longer than thirty-four (34) feet and continued use by such vessels poses a risk to public safety and municipal property. As City Council is aware, the administration is requesting up to \$110,000 in the upcoming FY2025-2026 budget, to repair the damages to the launch.

In response, staff have prepared an **Emergency Ordinance**, enacted under Section 8.7 of the City Charter, which places a restriction on vessel length at the launch. The ordinance takes effect on **May 6, 2025**, and prohibits launching or retrieving any vessel over thirty-four feet in length until the City Council determines that the facility is safe for larger vessel use.

Key Provisions of the Emergency Ordinance:

- Declares a public emergency due to launch damage and safety risks
- Limits vessel access to those **34 feet or shorter** in length
- Establishes a **\$500 civil infraction fine** per violation this does not preclude the city from seeking damages to the launch
- Authorizes signage, staffing, and physical barriers for enforcement
- Takes effect **immediately upon adoption** and appropriate posting

City staff recommends that Council adopt the proposed Emergency Ordinance to protect public safety and preserve City infrastructure while repairs and further evaluation are underway.

Sample Motion: "Approve the adoption of an Emergency Ordinance Declaring a Public Emergency and Placing a Restriction on Vessel Size at the Union Street Boat Launch,' effective immediately upon proper posting, and to take effect May 6, 2025.

**CITY OF THE VILLAGE OF DOUGLAS, MICHIGAN
ORDINANCE NO. 06-2025
EMERGENCY ORDINANCE – TEMPORARY RESTRICTION ON VESSEL SIZE AT
UNION STREET BOAT LAUNCH**

AN EMERGENCY ORDINANCE enacted pursuant to Section 8.7 of the City Charter of the City of the Village of Douglas, Michigan, declaring a public emergency and placing a temporary restriction on vessel size at the Union Street Boat Launch.

THE CITY OF THE VILLAGE OF DOUGLAS ORDAINS:

Section 1. Declaration of Emergency.

In accordance with Section 8.7 of the City Charter, the City Council hereby declares that an emergency exists at the Union Street Boat Launch. Due to recent use by vessels exceeding the design capacity of the launch infrastructure, significant damage has occurred to the launch surface, surrounding areas, and subsurface conditions. This damage has created hazardous conditions that threaten the health and safety of launch users and the general public and has impeded ongoing remediation efforts. The Union Street Boat Launch was not constructed to accommodate vessels exceeding thirty-four (34) feet in length, and continued use by larger vessels would exacerbate these conditions. Immediate action is required to preserve public peace, safety, and property.

Section 2. Temporary Size Limitation.

Effective **May 6, 2025**, no vessel or boat exceeding thirty-four (34) feet in length shall be permitted to launch from or retrieve at the Union Street Boat Launch. This restriction shall remain in effect until such time as the City Council determines the launch has been sufficiently repaired and deemed safe for use by larger vessels.

Section 3. Enforcement and Penalties.

Violations of this ordinance shall constitute a **civil infraction punishable by a \$500.00 fine per offense**. Each instance of launching or attempting to launch a vessel over thirty-four (34) feet in length shall constitute a separate violation. In addition, this ordinance **does not preclude the City from seeking reimbursement for any repair costs** resulting from negligent or improper use of the launch that causes damage to City property. The City may also take any necessary steps to prevent launch access by noncompliant vessels, including signage, staffing, and physical barriers.

Section 4. Posting and Effectiveness.

This emergency ordinance shall take immediate effect upon adoption by an affirmative vote of two-thirds (2/3) of the City Council members present and proper posting in at least three (3) public places within the City. The City Clerk shall enter in the ordinance book a certificate stating the time and place of such publication by posting. This

ordinance shall also be published in accordance with Section 8.9 of the Charter, but such publication shall not be a requirement for effectiveness.

Clear and visible signage will be installed at the Union Street Boat Launch entrance and adjacent areas indicating the 34-foot vessel limit, enforcement of the restriction, and associated penalties. Signage will be posted in advance of the launch entrance, near the staging area, and directly at the water's edge to ensure full visibility for all users. Additional notices may be placed on the City's website, social media channels, and at nearby marinas or harbors as appropriate.

Section 5. Severability.

If any section, clause, or provision of this ordinance is declared unconstitutional or otherwise invalid, such declaration shall not affect the validity of the remainder of the ordinance.

Introduced and Adopted by the City Council of the City of the Village of Douglas, Michigan, on May 5th, 2025

YEAS:

NAYS:

ABSENT:

Certified:

Laura Kasper, City Clerk
City of the Village of Douglas, Michigan

ATTENTION

**EMERGENCY ORDINANCE
CITY OF DOUGLAS
UNION STREET BOAT LAUNCH**

Effective Date: May 6, 2025

**No launching/retrieving of boats or
vessels over 34 feet in length. Violators
will be fined \$500 and held responsible
for damages to Union Street Boat Launch.**

Area under active surveillance.



MEMORANDUM

REGULAR CITY COUNCIL MEETING

May 5th, 2025

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Appointment of Dawn Raza to the position of City Treasurer

I am recommending the appointment of Dawn Raza to the role of City Treasurer at our upcoming meeting on Monday, May 5th.

Dawn holds a degree from Ferris State University and has been serving as the back-up Treasurer since Matt's departure. During this time, she has handled payroll, accounts payable, and several other critical financial operations for both the City and the Police Department. She has shown strong attention to detail, accuracy, and a proactive approach to learning the responsibilities of the position.

To further prepare for the Treasurer role, Dawn recently attended the Michigan Municipal Treasurers Association's Institute. This multi-day training focused on municipal accounting, cash handling, budgeting, and statutory responsibilities, and is designed specifically for new and aspiring municipal treasurers. Her completion of this program demonstrates her commitment to growing into the role and serving Douglas with a solid understanding of best practices and compliance standards.

Dawn brings a wealth of experience from her previous positions. She served as the Village Clerk in Roscommon for eight years, overseeing payroll, accounts payable, budgeting, and financial reporting. She also held administrative and financial roles at Fick & Sons Diesel Garage and Calhoun County Circuit Court, where she managed invoices, reconciliations, and general ledger functions.

Dawn's performance over the last year, her eagerness to grow, and her intention to remain with the City long term make her a strong and stable choice. Thank you for your anticipated support.

Sample Motion: Approve the appointment of Dawn Raza to the position of City Treasurer effective May 7th, 2025.