



## **City of the Village of Douglas Administration Review Week of February 12<sup>th</sup>-16<sup>th</sup>, 2024**

**415 Wiley Road:** While the City Council did not move forward with the plans provided by ABM Building Solutions, LLC, that doesn't mean the conversation about the 415 Wiley property is over. Please join in person or listen via zoom to the City Council Workshop on Tuesday, February 20<sup>th</sup>, 2024, at 5:30 p.m. to hear further discussion about the 415 Wiley Road property. Please visit <https://douglas-mi.municodemeetings.com/> to access the zoom link and agenda.

**Congratulations Phyllis!:** The City of the Village of Douglas would like to offer our heartfelt gratitude to Phyllis Yff, who has proudly served as Director of the Interurban Transit Authority for the last 10 years, on her decision to retire.

Phyllis's passion and vision have greatly enhanced public transportation in the surrounding communities, and she has shown exceptional leadership and dedication at the Interurban Transit Authority. As Phyllis embarks on this new chapter in her retirement, we hope that it is filled with joy, relaxation, and all the fulfillment she deserves. Best wishes always, Phyllis!

### **Job Opening:**

Deputy Clerk – Level 1/Office Assistant - Full-Time Starting Salary \$19.00 per hour

The City of the Village of Douglas is seeking a full-time person to serve as Deputy Clerk – Level 1/Office Assistant. This is an administrative office position, providing assistance to department heads and the City Manager. In the absence of the City Clerk, the individual will be responsible for fulfilling the City Clerk functions presently prescribed in applicable State, City Charter, and City Ordinances. This person is the first contact with the public whether via phone or in person and handles clerical/administrative functions, including Planning and Zoning, Treasurer, Clerk, Assessor, Department of Public Works, and City Manager. As Deputy Clerk this individual will assist the City Clerk with elections, training election inspectors, and any employees assigned to help with Clerk functions. The candidate should be a positive problem solver with excellent communication and computer skills. Associated degree or higher preferred. For a complete list of essential job functions and requirements, visit [www.douglasmi.gov](http://www.douglasmi.gov).

Interested parties can submit their resume to Laura Kasper, Douglas City Clerk, by March 7, 2024, or until the position is filled. Please call 269-857-1438 ext. 106 with questions.

Physical Address: 86 W Center St., Douglas, MI 49406

Mailing Address: PO Box 757, Douglas, MI 49406

Email Address: [clerk@douglasmi.gov](mailto:clerk@douglasmi.gov)

**Remember to Shop & Dine Local:** In a world where you can shop and dine anywhere, please remember to support small & support local. We have so many amazing places to choose from. Let's continue to support our entire business community year-round. We appreciate you!  
#shop&dinedouglasmichigan

**City Offices Closure:** The City of the Village of Douglas City offices will be closed on Monday, February 19<sup>th</sup>, 2024, for the President's Day holiday. Therefore, the City Council meeting will be held on Tuesday, February 20<sup>th</sup>, 2024, at 7:00 p.m., with the 415 Wiley Road Workshop discussion at 5:30 p.m., the same evening.

**Upcoming City Meetings:**

Monday, February 19<sup>th</sup>, 2024: City Offices Closed for President's Day

Tuesday, February 20<sup>th</sup>, 2024: City Council Workshop at 5:30 p.m. regarding 415 Wiley Road

Tuesday, February 20<sup>th</sup>, 2024: City Council Meeting at 7:00 p.m. at City Hall

**City of the Village of Douglas City Council:**

Cathy North, Mayor

Randy Walker, Mayor Pro-Tem

Neal Seabert, Councilmember

Jerry Donovan, Councilmember

John O'Malley, Councilmember

Greg Freeman, Councilmember

Fran Ray, Councilmember

**City of the Village of Douglas Contact Information:**

Website: <https://douglasmi.gov/>

City Hall: 269-857-1438

Police Department Non-Emergency: 269-857-4339

Saugatuck Township Fire District Non-Emergency: 269-857-3000

Department of Public Works: 269-857-2763

Kalamazoo Lake Sewer and Water Authority: 269-857-2709

Saugatuck-Douglas District Library: 269-857-8241

\*For emergencies, please call 911\*