



City of the Village of Douglas Administration Review Week of February 26th-March 1st, 2024

Women's History Month: At the Monday, March 4th, 2024, City Council meeting, the City of the Village of Douglas will be honoring Women's History Month with an official resolution.

Every year, March is designated Women's History Month by presidential proclamation. The month is set aside to honor women's contributions in American history. This year, the National Women's History Month theme is "Women Who Advocate for Equity, Diversity and Inclusion."

The 2024 theme recognizes women throughout the country who believe a positive future can only be achieved by eliminating bias and discrimination entirely from our lives and institutions.

Please join the City of the Village of Douglas as we celebrate Women's History Month!

New Gateway Sign: The City of the Village of Douglas Downtown Development Authority's relentless efforts over several years culminated in the approval of a new gateway sign at the corner of Blue Star Highway and Center Street during this week's meeting. Their dedication to revitalizing the area reflects a commitment to enhancing the community's aesthetic appeal and promoting economic growth. Praise Sign's estimate of 8-10 weeks for the project underscores the meticulous planning and execution required for such endeavors. This milestone marks a significant step forward in the DDA's ongoing efforts to create a vibrant and welcoming environment for residents and visitors alike.

Thank you: The City of the Village of Douglas and City Clerk Laura Kasper, wishes to extend our heartfelt gratitude to the dedicated election workers who tirelessly supported the democratic process during the 9-days of voting and on the pivotal February 27th, 2024, election day.

Thank you for upholding the integrity of our elections and for your invaluable service in facilitating the fundamental right of citizens to participate in shaping our collective future.

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 and assists 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.

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

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

Upcoming City Meetings:

City Council Meeting: Monday, March 4th, 2024 @ 7:00 p.m. at City Hall

Planning Commission Meeting: Thursday, March 14th, 2024 @ 7:00 p.m. at City Hall

City Council Meeting: Monday, March 18th, 2024 @ 7:00 p.m. at City Hall

DDA Meeting: Wednesday, March 27th, 2024 @ 2:00 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