



City of the Village of Douglas Administration Review Week of March 4th-8th, 2024

2024 Leaf and Brush Pick-Up: This is a reminder that leaf and brush pickup will for 2024 will commence in April. Please remember to follow the guidelines in the flyer that was sent to all public road residences. If piles are not in compliance with the leaf and brush program, they will not be picked up and a door hanger may be placed indicating what was found and correction action necessary, by the Code Enforcement Officer or Department of Public Works.

- Leaves must be unbagged (paper yard waste bags accepted).
- Leaves and brush **must be separated** and placed behind the curb or road edge of the paved portion of the roadway; however, it must be reachable with the leaf truck or grapple claw.
- Leaves and brush can be placed out up to, but not earlier than, three (3) days before scheduled pick-up. Leaves and brush placed out after 7:00 a.m. on the scheduled day will not be picked up.
- Brush must be stacked neatly in the same direction parallel to the road.
- Leaf and brush piles must not exceed 8-feet in length, 6-feet in width, and 4-feet in height. If the pile exceeds the required size, please separate them into multiple piles.
- Branches cannot be larger than 6 feet long and 6 inches in diameter.

Pick-up Schedule for the month of April is as follows:

East of Blue Star Highway

April 2nd & 16th: Leaf and Brush

West of Blue Star Highway

April 9th and 23rd: Leaf and Brush

For future pick-up dates, please refer to the leaf and brush pick-up schedule and guidelines.

New Planning & Zoning Administrator Appointment: At the City of the Village of Douglas City Council meeting on Monday, March 4th, the Council approved the City Manager's recommendation to appoint Sean Homyen as the Planning and Zoning Administrator. Sean brings a wealth of experience to the position and will do an outstanding job for the City. Congratulations Sean!

Fran Ray: The City of the Village of Douglas would like to offer our heartfelt thanks to Fran Ray who has served as a member of the City Council since November of 2023. Fran has resigned due to relocation to another community. We wish her all the best with her future endeavors.

Open City Council Seat: With the resignation of Fran Ray, the City of the Village of Douglas is taking applications to fill her unexpired term on the City Council. The term will end November 2025.

Applicants must be a resident of the City of Douglas for not less than one year and shall be a registered voter. Council meetings are held on the 1st and 3rd Mondays of each month, year-round.

Interested parties should file a Boards & Commission application located online at <https://douglasmi.gov>

All applications should be returned to the City Clerk's office no later than March 26, 2024. Applications may be submitted by mail: City of Douglas, PO Box 757, Douglas, MI 49406 or by email: clerk@douglasmi.gov

Interviews will be held at the April 1, 2024, City Council meeting.

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 provides 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.

Interested parties can submit their resume to Laura Kasper, Douglas City Clerk.
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

Join the fun: Calling all people and pets! Don't miss the People and Pets Parade on Saturday, March 9th, 2024, at 11:30 a.m. If you would like to participate, please join the parade participants in front of Respite Cappuccino Court, located at 48 Center Street, in downtown Douglas! All are welcome!

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:

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

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