



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, FEBRUARY 05, 2024 AT 7:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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

2. **ROLL CALL:** By Clerk Kasper

PRESENT

Mayor Cathy North

Councilmember Jerome Donovan

Councilmember Neal Seabert

Mayor Pro-Tem Randy Walker

Councilmember Gregory Freeman

Councilmember Fran Ray

Also Present City Manager Lisa Nocerini

City Clerk Laura Kasper

ABSENT

Councilmember John O'Malley

3. **PLEDGE OF ALLEGIANCE:** Led by Mayor North

4. **CONSENT CALENDAR**

A. Approve the Council Meeting Agenda for February 5, 2024

B. Approve the Council Regular Meeting Minutes for January 16, 2024

C. Approve Invoices in the amount of \$111,959.97

D. Special Event - Erin Go Bark People and Pet Parade

*Motion by Seabert, second by Ray, to approve the Consent Calendar of February 5, 2024. – Motion carried by unanimous roll call vote.*

5. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY):** Dan Urquhart stated concerns with costs of the proposed building at 415 Wiley.

6. **PUBLIC COMMUNICATION – WRITTEN:** Letter received by Councilmembers from Olaf Hubner, and on the record as part of the articles of item 8.G. for consideration.

7. **UNFINISHED BUSINESS:** None

8. **NEW BUSINESS**

- A. Root Beer Barrel Contract Addendum #1 – The purpose of this addendum is to modify section: Article II. Contract Price and Payment. This addendum amends the Contract executed on 12-6-2023 between Water Street Café, LLC and the City of Douglas. Article II, Contract Price and Payment would now include the following: With receipt of the 2024 annual \$10,000 payment the City of Douglas will install water and sewer lines to the interior of the Root Beer Barrel to connect to a sink basin. All other terms and conditions of the original Contract remain unchanged and in full force and effect. City Manager Nocerini, and Todd Martinson were present to answer Councilmembers questions.

*Motion by Seabert, second by Walker, to approve the Root Beer Barrel contract Addendum #1, allowing payment of the water and sewer renovations to be made with the 2024 annual \$10,000 payment from 505 Water Street Café, LLC. – Motion carried by unanimous roll call vote.*

- B. Root Beer Barrel Donation - The current lessee for the Root Beer Barrel, 505 Water Street Café, LLC, would like to renovate the electric at the Root Beer Barrel at their own expense as well as create additional parking. The developed donation agreement was provided in the agenda packet for consideration. City Manager Nocerini, and Todd Martinson were present to answer Councilmembers questions.

*Motion by Seabert, second by Freeman, to approve the 505 Water Street Café, LLC donation to renovate the electrical work at the Root Beer Barrel and create additional parking. – Motion carried by unanimous roll call vote.*

- C. ABM Presentation - 415 Wiley Road Project - ABM presented their proposal for the 415 Wiley property build out which included City Hall and Douglas Police Department Operations. The presentation included a process review, Wiley Building current conditions, future-proofing Douglas, and next steps. Department of Public Works offices are still being included in the project scope, however, the outer buildings in the original plan were not included in what the council will be asked to approve later in the agenda.

- D. Resolution 04-2024 - ABM Building Solutions – A Resolution authorizing the selection of ABM facility Support Services, LLC for the implementation of a design build project contingent upon the determination of funding sources, procurement process and financing, with the amount of the Project value of \$7,799,237.

*Motion by Seabert, second by Walker, to adopt resolution 04-2024, authorizing the selection of ABM Facility Support Services, LLC for the implementation of a design build project, contingent upon determination of funding sources, procurement process and financing. – Motion failed by majority roll call vote. Voting Yea: Seabert. Voting Nay: Donovan, Freeman, North, Ray, Walker*

- E. Lead Service Verification (Potholing) – Per the State of Michigan mandate requiring the identifying of water service line materials, a Request for Proposal (RFP) was advertised for lead service material verification outside on each side of the curb box which is the shut off value for the water service. The scope of work includes potholing which is an excavation process that uses vacuum suction and water jets to dig precision holes around a buried service line. This will be done to verify the water service line material underground. The contract award will be funded by the Drinking Water Asset Management (DWAM) grant. \$171,900 was estimated for this scope of work.

*Motion by Seabert, second by Freeman, to award Plummers Environmental Services the contract for lead service verification for the amount of \$84,713.00. – Motion carried by unanimous roll call vote.*

- F. Ordinance 01-2024 - Ordinance to sell 6825 W Wiley Road - Second Reading - Public Hearing (L. Nocerini)

*Motion by Seabert, second by Ray, to open the Public Hearing for Ordinance 01-2024, Ordinance to sell 6825 W Wiley Road. – Motion carried by unanimous roll call vote.*

1. Administration Comments – City Manager Nocerini and Planning and Zoning Administrator Tricia Anderson with Williams & Works gave a brief background on the property, which was annexed from Saugatuck Township, and does not currently show on the Douglas City Zoning map. The clarification of the zoning was not presently known but seemed to resemble residential R2, but with Council direction could be changed to R5 to allow for more uses. It was noted that the 2016 Master Plan designates the parcel as compact residential.

2. Public Comments – Matt Balmer mentioned discussing the property with Tricia Anderson in the past but stated that the zoning should be figured out before selling the property.

3. Council Comments – Seabert commented that if there is a zoning issue then it should be taken care of before this and wanted to make sure that attainable or affordable housing is preferred there. Walker mentioned concerns with rushing into selling the property and would like to look at the zoning along with attainable housing information first and would prefer to table the item. Donovan stated that the property needs to be listed to continue with moving forward first.

*Motion by Seabert, second by Donovan, to close the Public Hearing for Ordinance 01-2024, Ordinance to sell 6825 W Wiley Road. – Motion carried by unanimous roll call vote.*

Walker stated that the item should be tabled for more research into the information. City Manager Nocerini discussed the process of moving forward with an RFP following adoption. Seabert asked for the Council to have a meeting with Housing Next. Freeman mentioned the need for more information on the discussed items. Donovan made the motion to approve the Ordinance and if the item was either tabled or voted down then the entire ordinance process would start over.

*Motion by Donovan, second by Freeman, to adopt Ordinance 01-2024, declaring 6825 W Wiley Road as surplus property. – Motion failed by majority roll call vote. Voting Yea: Donovan. Voting Nay: Freeman, North, Ray, Seabert, Walker.*

- G. Centre Collective - Jeff Kerr and his attorney Steven Rypma were present and addressed Council requesting conditional approval. Planning and Zoning Administrator Tricia Anderson with Williams & Works and City Attorney David S. Keast with Plunkett Cooney gave a brief background on the item. Documents provided in the agenda packet listed the history of the project and detailed the conditions that have not been met. Additionally, the anticipated progress with the legal process related to the plat vacation, the strong recommendation to the City Council at this time was to take no action.

*Motion by Seabert, second by Walker, to table the Centre Collective Item. – Motion carried by unanimous roll call vote.*

## **9. REPORTS**

### **A. Commission/Committee/Boards**

1. Planning Commission – meeting this week
2. Kalamazoo Lake Sewer Water – budget passed
3. Downtown Development Authority – continued work with gateway
4. Kalamazoo Lake Harbor Authority – no meeting
5. Douglas Harbor Authority – no meeting
6. Douglas Brownfield Authority – joint meeting prior

- 7. Fire Board – no meeting
- 8. Community Recreation – no meeting
- 9. Playground Committee – no meeting

B. Administration Reports – City Manager Nocerini discussed holding a workshop meeting on February 20<sup>th</sup> at 5:30 pm, prior to the Council meeting, for the purpose of the 415 Wiley property discussions.

**10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES, ITEMS NOT ON AGENDA):** Andrea Johnson stated questions and concerns with parking at the Root Beer Barrel. Rene Miller questioned parking around the area of the Root Beer Barrel.

**11. COUNCIL COMMENTS:** Seabert mentioned the Master Plan Survey results. Donovan wanted to clarify the parking questions at the Barrel and felt that the 17-acres item was the first step closer in the process of getting attainable housing in the City. Walker would like to follow up with ABM and thank them for their work and would also like more clarity with affordable housing.

**12. MAYOR’S REPORT/COMMENTS:** Mayor North acknowledged ABM for doing a great job and would like to thank them. She also thanked the City Manager and City Staff for their work.

**13. ADJOURNMENT**

*Motion by Seabert, second by Freeman, to adjourn the meeting.*

Approved on this 20th day of February 2024

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 February 5, 2024, I further certify that the meeting was duly called and that a quorum was present.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Laura Kasper, City Clerk