



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, AUGUST 07, 2023 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. CALL TO ORDER: By Mayor

2. ROLL CALL: By Clerk

PRESENT

Mayor Pro-Tem Cathy North

Mayor Jerome Donovan

Councilmember Robert Naumann

Councilmember John O'Malley

Councilmember Randy Walker

Councilmember Gregory Freeman

Also Present City Manager LaBombard

ABSENT

Councilmember Neal Seabert

3. PLEDGE OF ALLEGIANCE: Led by Mayor

4. CONSENT CALENDAR

A. Approve the Council Meeting Agenda for August 7, 2023

B. Approve the July 17, 2023 Council Meeting Minutes

C. Approve the July 31, 2023 Council Special Meeting Minutes

D. Approve the August 3, 2023 Council Special Meeting Minutes

E. Approve invoices in the amount of \$300,480.87

Motion by Naumann, seconded by Freeman, to approve the Consent Calendar of August 7, 2023 – Motion carried by unanimous roll call vote.

5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES): Jeff Kerr – Appreciates the support with his application submission.

6. PUBLIC COMMUNICATION – WRITTEN: Acknowledged by Council as recorded in the agenda packet.

A. MML Meeting Notice – Included in packet for record

B. Peter Carideo Email – Included in packet for record

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

- A. Interim City Manager Discussion – A Special Meeting will be held on August 10th for interviews based on availability of candidates and adhering of noticing requirements.
- B. Baker Tilly - Water Rate Study Presentation – Discussion Item -
Ken Bosma, Prein & Newhof, spoke and Andy Campbell from BakerTilly present the financial analysis to the City Council. As required by the Michigan Department of Environment, Great Lakes, and Energy, the City is preparing a water system capital improvement plan (CIP). The CIP outlines the City’s methodology to maintain the underground water system infrastructure. Underground water infrastructure items include water mains, valves, hydrants, etc. A key component of a properly developed CIP is a funding source to accomplish the objectives of the plan. Funding sources for CIP typically come from connection fees, user capital charges, special assessments, and contributions from the general fund. The City does not currently charge residents a capital improvement charge on their water bill.
Working with Prein & Newhof and BakerTilly, the City is on schedule to complete the plan by the mid-August deadline. Prein & Newhof developed the water infrastructure CIP by reviewing water asset age, condition, material type, size, break history, and other factors. With that review complete, the list of capital improvement priorities and target completion dates was developed. Using the capital improvement list, BakerTilly has developed a funding methodology to finance the capital improvements. City Council reviewed the plan as presented in the agenda packet.
- C. Resolution 29-2023 - Purchase of 415 Wiley Road – Presentation was given by City Manager, Rich LaBombard, which included the timeline of direction given from City Council. -
The City of Douglas has negotiated a purchase agreement for \$1,500,000 for property located at 415 Wiley Road. The present value of the property is approximately \$2,000,000. The nearly 8-acre parcel and 18,000 square foot facility is proposed to be purchased for the future consolidation of all Douglas municipal services at one location.
The Douglas City Council spent several years discussing the consolidation of services and facilities to improve the delivery of municipal services and government efficiency. After a search of available properties, the 415 Wiley location is the best available location within the City boundaries to accommodate the future needs of the City. The site is situated on commercial property and has a facility that could be retrofitted to suit municipal government needs. Approximately four acres of the land are needed for the consolidation of the Department of Public Works (DPW) activities and equipment.
The facility at 415 Wiley is currently occupied by the Douglas Family Clinic. The clinic recently announced the construction of a new facility on Blue Star Highway in Saugatuck Township. The clinic anticipates moving in the summer of 2024 to its new location. Rent payments currently paid by the clinic will be made to the City of Douglas if the purchase is approved. The monthly income from the rental payment is currently \$3,000 per month. Funds for the purchase will be made with an amendment to the budget by a transfer from the general fund balance. The City has approximately \$2.1 million of investments maturing by the end of 2023 and will be able to cash flow the purchase of the property.
- Motion by North, seconded by O’Malley, to adopt Resolution 29-2023, to approve the purchase agreement between the City of the Village of Douglas and Galivan Corporation of Illinois to purchase the property located at 415 Wiley Road for a sum of \$1,500,000 plus closing costs with a transfer from the general fund balance. – Motion carried by unanimous roll call vote.*
- D. Resolution 25-2023 - Approving Condominium Plan of Center Park Place - City Planning and Zoning Administrator, Joe Blair spoke and gave a brief breakdown about the item and how the Planning Commission approved the favorable recommendation to the City Council for final approval.

Motion by Naumann, seconded by O'Maley, to adopt Resolution 25-2023 - Approving the final Condominium Plan of Center Park Place. – Motion carried by unanimous roll call vote.

- E. Resolution 27-2023 - Temporary Traffic Control Order – Police Chief Kent and Director of Public Works Zoet discussed the background of the item, which was presented in the agenda memo. A temporary all-way stop is proposed for the intersection of Bluestar Highway and Wiley Road and all legs of the intersection will be required to stop, noting that per, the City Engineer, the traffic study completed in 2021 does not warrant making the all-way stop permanent. Funds for this activity are not currently budgeted. A budget amendment to the Bluestar Corridor Fund - Capital Outlay account (403-463-979) could pay for the selected option. The Bluestar Corridor Fund was created to make improvements to the corridor. Council directed Mr. Zoet to attempt to obtain a timeline from contractors for setup of rented signaling equipment and wondered about the date for the exit 41 bridge reopening as a factor. They also discussed the possible closing of Ferry to alleviate traffic. Based on the item and costs working with a temporary order and moving timeline, the item was motioned to be tabled for the need of research of further information.

Motion by Freeman, seconded by O'Malley, to table Resolution 27-2023, in order to address Council questions to Thursday's meeting. – Motion carried by unanimous roll call vote.

- F. Ordinance 05-2023; Downtown Development Authority's Updated Development Plan and Tax Increment Financing Plan - Second Public Hearing

Motion by North, seconded by Naumann, to open the Public Hearing for Ordinance 05-2023; Downtown Development Authority's Updated Development Plan and Tax Increment Financing Plan. – Motion carried by roll call vote.

1. City Manager Comments – City Manager LaBombard referred to the prior meeting and formalities.
2. Public Comments - None
3. Council Comments – Walker mentioned the dedication of the work that the DDA has executed. North thought it was very well developed and thanked the DDA for its efforts.

Motion by Walker, seconded by Naumann, to close the Public Hearing for Ordinance 05-2023; Downtown Development Authority's Updated Development Plan and Tax Increment Financing Plan. – Motion carried by unanimous roll call vote.

Motion by Walker, seconded by Naumann, to adopt Ordinance 05-2023; amending the Downtown Development Authority Development Plan and Tax Increment Financing Plan, as determined by City Council to constitute a public purpose. – Motion carried by unanimous roll call vote.

- G. Ordinance No. 06-2023 Ground Floor Residential Ordinance Amendment – First Reading - (No Council action required) - City Planning and Zoning Administrator, Joe Blair mentioned that this item should have a review by the DDA before the second read with Council.
- H. Ordinance No. 07-2023 – Zoning Ordinance Amendment – Addition of Article 22, Signs - First Reading (No Council action required) - City Planning and Zoning Administrator, Joe Blair gave a brief background of the item to Council.

9. REPORTS

- A. Commission/Committee/Boards

1. Planning Commission - meeting Thursday, workshop
2. Kalamazoo Lake Sewer Water- Minutes link on website
3. Downtown Development Authority – No meeting
4. Kalamazoo Lake Harbor Authority – Next Tuesday will meet
5. Douglas Harbor Authority – Next Tuesday will meet
6. Douglas Brownfield Authority – Meeting cancelled
7. Fire Board – Meeting in 2-weeks from today
8. Community Recreation – No meeting
9. Playground Committee – August 22nd event - Ivy House fundraiser for Park Project

B. City Manager Written Reports – City Manager LaBombard is working on transition planning.

10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): None

11. COUNCIL COMMENTS: O’Malley acknowledged Tricia Anderson with Williams & Works for the good work she did on the sign ordinance. North and Freeman thanked police and DPW for their efforts with National Night Out. Walker reminded Council of the upcoming police Unity bike ride event on Monday.

12. MAYOR’S REPORT/COMMENTS: Mayor Donovan acknowledged the fun time he had in the dunk tank for National Night Out. He also mentioned that the Manager job is posted on MML site and North would prepare interview questions for the upcoming interviews on Thursday. He also stated that this meeting was a historic event with the 415 Wiley purchase approval.

13. ADJOURNMENT:

Motion by Walker, seconded by Naumann, to adjourn the meeting.

Approved on this 21st day of August, 2023

Signed: _____ Date: _____

Jerome Donovan, Mayor

Signed: _____ Date: _____

Laura Kasper, Interim 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 August 7, 2023, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____

Laura Kasper, Interim City Clerk