



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, JULY 17, 2023 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

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

PRESENT

Mayor Pro-Tem Cathy North

Mayor Jerome Donovan

Councilmember Neal Seabert

Councilmember Robert Naumann

Councilmember John O'Malley

Councilmember Gregory Freeman

Also Present - City Manager LaBombard

ABSENT

Councilmember Randy Walker

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

4. **CONSENT CALENDAR:**

A. Approve the Agenda for July 17, 2023

B. Approve the July 5, 2023 Closed Session Minutes

C. Approve the July 5, 2023 City Council Meeting Minutes

D. Approve invoices in the amount of \$204,053.34

E. Appointments:

1. Rick Zoet to the Parks and Recreation Ad Hoc Committee

*Motion by Seabert, seconded by Naumann, to approve the Consent Calendar of July 17, 2023, with amendment to the July 17, 2023 agenda: removal of item 8. E. Resolution 25-2023; Center Park Place Condo Master Deed Amendment III. – Motion carried by unanimous roll call vote.*

5. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** Phyllis with Interurban gave an update on a grant they received for building upgrades. Jeff with Allegan County gave a couple updates on renewable energy efforts, and body cameras for Allegan County police use for training and safety. He also mentioned a grant received for broadband upgrades. Jeff Kerr stated that progress has been made on Centre Collective and is hoping to be on the next agenda.

**6. PUBLIC COMMUNICATION – WRITTEN:** None

**7. UNFINISHED BUSINESS:** None

**8. NEW BUSINESS**

A. Resolution 26-2023 - Appoint Interim City Clerk

*Motion by North, seconded by Seabert, to adopt Resolution 26-2023 and appoint Ms. Laura Kasper as the City Clerk on an interim basis for the City of the Village of Douglas. – Motion carried by unanimous roll call vote.*

Ms. Laura Kasper accepted her appointment of Interim City Clerk and received her Oath of Office from retiring City Clerk Pamela Aalderink.

B. Special Event - Labor Day Bridge Walk – Approval of special event permit from Scott Kierzek with Saugatuck Public Schools Community Recreation.

*Motion Seabert, Seconded by O'Malley, to approve the September 4, 2023 Labor Day Bridge Walk special event application submitted by Saugatuck Public Schools Community Recreation. – Motion carried by unanimous roll call vote.*

C. Park Use Policy - To establish written standards for the rental of specific park facilities.

*Motion by Seabert, seconded by Naumann, to approve the Park Use Policy establishing a set of rules and regulations for the reservation of city public parks. – Motion carried by unanimous roll call vote.*

D. Policy - Lost and Found - The policy provides standards for municipal staff for the handling of lost, found, abandoned, or unclaimed personal property.

*Motion by Seabert, seconded by Freeman, to approve the Lost and Found Personal Property Policy establishing a standard for municipal staff regarding lost and found property. – Motion carried by unanimous roll call vote.*

F. Viridis Proposal - Update 5-Year Park Plan – City Manager LaBombard gave a brief update stating the Cities of Douglas and Saugatuck, Saugatuck Township, and the Saugatuck Public Schools have agreed to work together to update the joint 5-Year Parks and Recreation Plan. The current Parks and Recreation Master Plan expires in February 2024, and the City has formed an Ad Hoc Parks and Recreation Committee.

*Motion by Seabert, seconded by Naumann, to accept the proposal from Viridis Design group of Grand Rapids, Michigan, to update the joint 5-Year Parks and Recreation Plan, the cost of which is to be equally shared by the City of Douglas, Saugatuck Township, City of Saugatuck, and Saugatuck Public Schools. – Motion carried by unanimous roll call vote.*

G. Baker Tilly - Water Agreement - EGLE requires that an updated water agreement be submitted no later than December 31, 2023. Baker Tilly will track and report actual hours spent with each unit to determine final cost share. The City has budgeted for this item.

*Motion by Naumann, seconded by Seabert, to accept proposal from Baker Tilly of East Lansing, Michigan to act as advisory consultant in update of the KLSWA water agreement with the tentative cost share as proposed. – Motion carried by unanimous roll call vote.*

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

*Motion by Seabert, seconded by North, to open the Public Hearing for Ordinance 05-2023; Downtown Development Authority's updated Development Plan and Tax Increment Financing Plan.*

1. City Manager Comments – City Manager LaBombard explained that following the public hearing, City Council shall determine if the development plan and TIF constitutes a public purpose, and if so, the City Council shall then approve or reject the plan or approve it with modification by ordinance based on the considerations listed in the agenda packet. The City attorney has reviewed the ordinance. This ordinance will require two public hearings prior to approval. The second public hearing will be on August 7, 2023.

2. Public Comments – Phyllis with Interurban asked if anything would apply to her, which it would not.

3. Council Comments – No Council comments.

*Motion by North, seconded by Seabert, 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.*

I. Ordinance 02-2023 - To Sell 291 66th Street Property - Public Hearing and Second Reading

*Motion by Freeman, seconded by Seabert, to open the Public Hearing for Ordinance 02-2023; Ordinance to sell 66th Street Property.*

1. City Manager Comments – City Manager LaBombard gave a brief outline of the item. City Council had directed him to sell public property owned by the City of Douglas located at 291 66th Street. Per the requirements of Ordinance 02-2022, an ordinance to Establish Procedures for Transfer of Surplus Real Property for the City of the Village of Douglas, the sale of surplus real property shall be done by passing an ordinance. A review of Chapter 13 of the City Charter, also specifies that, “The City may not sell any cemetery, park or any part thereof unless approved by a majority vote of the electors voting thereon at any general or special election.” The property located at 291 66th Street is neither a park or cemetery. If approved the ordinance would be affective 20 days after publication and the method of sale would be through sealed bids/offers after a notice of intent- request for bid is advertised.

2. Public Comments – None

3. Council Comments – Naumann questioned if there was a minimum amount that the property could go for. North asked who appraised it. City Manager LaBombard said the ordinance states no lower than 80% of the appraised value and it was last appraised by our City Assessor in 2020. He also mentioned the property is zoned R1. Donovan also mentioned that the local paper had a front-page story on this and that seemed to get the word out.

*Motion by North, seconded by Naumann, to close the Public Hearing for Ordinance 02-2023; Ordinance to sell 66th Street Property. – Motion carried by unanimous roll call vote.*

*Motion by Seabert, seconded by Freeman, to direct the City Manager to prepare a request for bids for disposal of public property located at 291 66th Street, Douglas, Michigan. – Motion carried by unanimous roll call vote.*

- J. Shawn Phillip Morin - Sculpture Acquisition – Maryjo Lemanski, formerly of the Saugatuck Douglas Fennville Art Initiative (SDFAI) has approached the City of Douglas about an opportunity to acquire a new public art installation using insurance proceeds from a damaged sculpture. The damaged sculpture was located at Wades Bayou and was damaged in 2020 and found to be irreparable. A claim was filed, and the City received insurance proceeds in the amount of \$1,750 in April 2023. Ms. Lemanski proposes the City acquire a sculpture by artist Shawn Phillip Morin. Two sculptures are available for approximately \$4,500 each and were presented in the agenda packet. The City would have to contribute the balance of approximately \$2,750 from general fund or from community fund raising efforts. Council members favored the red piece titled “Courage Under Fire”.

*Motion by Seabert, seconded by Naumann, to allow the use of insurance proceeds to acquire a sculpture by Shawn Phillip Morin to be located at Wades Bayou Park. – Motion carried by unanimous roll call vote.*

## **9. REPORTS**

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

1. Planning Commission – Met July 13<sup>th</sup>, ground floor residential change and sign ordinance passed.
2. Kalamazoo Lake Sewer Water – Link to minutes on website.
3. Downtown Development Authority – Meeting next week.
4. Kalamazoo Lake Harbor Authority – Cancelled, next meeting August 15<sup>th</sup>
5. Douglas Harbor Authority – Cancelled, bids for additional docs can go to Council
6. Douglas Brownfield Authority – No meeting
7. Fire Board – Met prior to Council meeting, and calls were up 3.5% as of June 2022.
8. Community Recreation – No meeting
9. Playground Committee – August 22<sup>nd</sup> fund raising event at Ivy House.

### **B. Staff Written Reports**

1. City Manager – City Manager LaBombard - Parks and Recreation Ad Hoc Committee will meet for first session on Wednesday. Looking into the temporary stop signs at Wiley and Blue Star. Clerk position will be posted this week. EGLE is requesting sandbags to be removed at the beach, but the City is looking into options with them. Congratulations to Pam and Laura.

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

- 11. COUNCIL COMMENTS:** Freeman congratulated Laura and acknowledge the Root Beer Barrell for the recent positive media. Seabert mentioned a couple trees that needed attention, but stated the City was looking good and staff was doing a great job, and congratulated Pam and Laura. North stated Venetian Festival was coming up, and bike lanes on Blue Star need to be more visible. Naumann congratulated Laura and stated that he would not be running in the November election. O’Malley thanked Pam and congratulated Laura. He also stated that the City was looking great and DPW taking care of it.

- 12. MAYOR’S REPORT/COMMENTS:** Mayor Donovan mentioned the upcoming Douglas Social event will take place at the Old School House. He also welcomed Laura to the Interim Clerk role and thanked the Police for their work.

## **13. ADJOURNMENT:**

*Motion by Seabert, seconded by Naumann, to adjourn the meeting.*

Approved on this 7th 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 July, 17, 2023, I further certify that the meeting was duly called and that a quorum was present.

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