



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, DECEMBER 04, 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 Clerk

PRESENT

Mayor Cathy North

Councilmember Jerome Donovan

Councilmember Neal Seabert

Councilmember John O'Malley

Mayor Pro-Tem Randy Walker

Councilmember Gregory Freeman

Councilmember Fran Ray

ALSO PRESENT

City Manager Nocerini

City Clerk Kasper

City Treasurer Smith

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

**4. CONSENT CALENDAR**

A. Approve the Council meeting agenda for December 4, 2023

B. Approve the November 20, 2023 Council Meeting Minutes

C. Approve the invoices in the amount of \$53,709.11

D. Meeting Schedule Holiday Date Changes -

Wednesday, January 3, 2024, January 16, 2024, Tuesday, September 3, 2024

*Motion by Seabert, second by Freeman, to approve the Consent Calendar of December 4, 2023 – Motion carried by unanimous roll call vote.*

**5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** Laura Peterson, read the De minimis benefits policy attached in the agenda packet and suggested that it needed more work so the Council should not support it.

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

**7. UNFINISHED BUSINESS**

## 8. NEW BUSINESS

- A. Audit Presentation - Fiscal Year Ending June 30, 2023 – Siegfried Crandall, PC of Byron Center, Michigan completed the annual audit which included a complete review of the financial statements of the governmental activities, business-type activities, each major fund, component units, and the collective remaining fund information for the City of Douglas for the fiscal year ending June 30, 2023. City Treasurer Smith was present and Dan, with Siegfried Crandall discussed the results which showed no deficiencies and stated the City is in good standing.
- B. Resolution No. 35-2023 - Water Rate Implementation – Reported during the August 7th, 2023, City Council meeting, as required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), the City is required to prepare and submit a water system capital improvement plan (CIP) to them. A CIP outlines the City’s methodology to maintain the underground water system infrastructure. The implementation of capital improvement charges on water bills was further discussed and a necessary step to secure the future of water infrastructure and maintain the high level of service to City residents and the City simply cannot drain the general fund to remain in compliance with the state regulations.

*Motion by Seabert, second by Freeman, to approve Resolution No. 35-2023, approving the water capital charge to begin on the January 2024 bill. – Motion carried by unanimous roll call vote.*

- C. De minimis benefits policy – Councilmembers discussed that they would like to see a more defined policy and will revisit the item at the next meeting.

*Motion by Walker, seconded by O’Malley, to approve the Di Minimis Benefits Policy. – Prior to a roll call vote, the motion was amended by Walker.*

*Motion by Walker, seconded by Freeman, to table the Di Minimis Benefits Policy for the next meeting. Motion carried by unanimous roll call vote.*

## 9. CLOSED SESSION

- A. *Motion by Seabert, second by O’Malley, to enter into closed session per Sect: 8 (h) of the Open Meetings Act, to consider material exempt from discussion or disclosure by State and Federal Statute. – Motion carried by unanimous roll call vote.*

*Motion by Seabert, second by Walker, to exit from closed session, and enter back into the regular session of the City Council meeting agenda. – Motion carried by unanimous roll call vote.*

## 10. REPORTS

- A. Commission/Committee/Boards

1. Planning Commission – Meeting next week
2. Kalamazoo Lake Sewer Water – No meeting
3. Downtown Development Authority – Met prior week, gateway sign workshop, and CVB Holiday Décor Grant available.
4. Kalamazoo Lake Harbor Authority – No meeting
5. Douglas Harbor Authority – No meeting
6. Douglas Brownfield Authority – Public input session on December 19<sup>th</sup>
7. Fire Board – No meeting
8. Community Recreation – No meeting
9. Playground Committee – No meeting

- B. Administration Reports – Concerns with leaves continue and will adjust next year schedule, the burrito removal will take place on December 18<sup>th</sup>, will send out a constant contact to public, policy & charter books now available to all Councilmembers, and will continue to strive to provide Council with all information for items ahead of time.

**11. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES):** No Comments received

**12. COUNCIL COMMENTS:** O’Malley welcomed Fran Ray. Freeman congratulated City Manager Nocerini on 90-days and thanked DPW for their work with the tree lighting. Seabert and Walker welcomed Fran Ray. Ray thanked Councilmembers and City Manager Nocerini for her reports. Donovan congratulated City Manager Nocerini on being here for 90-days and suggested doing a Council open house discussion with the public sometime.

**13. MAYOR’S REPORT/COMMENTS:** Mayor North welcomed Fran Ray, thanked City Manager Nocerini for all her work and positive feedback received from the community, and she thanked DPW and DDA for the tree lighting event.

**14. ADJOURNMENT**

*Motion by Seabert, second by O’Malley, to adjourn the meeting.*

Approved on this 18<sup>th</sup> day of December 2023

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 December 4, 2023, I further certify that the meeting was duly called and that a quorum was present.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Laura Kasper, City Clerk