



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, DECEMBER 18, 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 Lisa Nocerini

City Clerk Laura Kasper

City Treasurer Matt Smith

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

**4. CONSENT CALENDAR**

- A. Approve the Council Meeting Agenda for December 18, 2023
- B. Approve the Council Regular Meeting Minutes for December 4, 2023
- C. Approve the Council Closed Session Meeting Minutes for December 4, 2023
- D. Approve invoices in the amount of \$89,332.98
- E. Appointments - None
- F. Special Event - Douglas Dutchers
- G. Retirement Honors - Mark Giles, Pam Aalderink, Tino Reyes

*Motion by Seabert, second by Freeman, to approve the Consent Calendar of December 18, 2023 – Motion carried by unanimous roll call vote.*

**5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** No communication

**6. PUBLIC COMMUNICATION – WRITTEN:** No communication

**7. UNFINISHED BUSINESS**

- A. De Minimis Benefits Policy - (tabled 12/4/2023) – The amended policy was presented with additional clarification detailed. City Treasurer Smith addressed questions from Councilmembers.

*Motion by Seabert, seconded by O'Malley, to approve the de minimus benefits policy. Motion carried by roll call vote.*

*Voting Yea: Mayor North, Councilmember Seabert, Councilmember O'Malley, Mayor Pro-Tem Walker, Councilmember Freeman, Councilmember Ray*

*Voting Nay: Councilmember Donovan*

## **8. NEW BUSINESS**

- A. Park and Recreation Draft Plan – Presentation – Viridis Design Group discussed the draft of the Tri-Community Parks and Recreation Plan that was provided in the agenda packet. The draft is available for a 30-day public review period and Councilmembers provided feedback.

- B. Blue Star Trail - Phase 1 Engineering - Cost Share Grant Applications -  
FY2023-2024 - \$3,500 Budget for MDNR Trust Fund Grant  
FY2024-2025 - \$4,500 Budget for TAP Grant

Richard Donovan with the Friends of the Blue Star Trail, joined remotely to provide background and answer questions from Council.

*Motion by Seabert, second by O'Malley, to approve the Interlocal Agreement to retain engineering services with Saugatuck Township and the agreement for payment of certain engineering services with the Friends of the Blue Star Trail, and The City of Douglas. – Motion carried by unanimous roll call vote.*

*Motion by Seabert, second by Freeman, to request Prein & Newhof complete Phase 1 Engineering Services for the Wiley Road to M89 section of the Blue Star Trail at a not-to-exceed cost of \$49,000, to be paid for by Friends of the Blue Star Trail, and provide 50% of funding (\$8,000.00) splitting the cost with the Township, for TAP and Trust Fund Grant support under existing General Service Agreement. – Motion carried by unanimous roll call vote.*

- C. Westshore PUD - Approval to Ratify Execution of the Open Space Easements Agreement

Motion by Walker, second by Seabert, to ratify execution of the Open Space Easements relating to the Westshore PUD executed by the Mayor and City Clerk on November 22, 2023. – Further discussion led to open questions and additional information needed for approval.

*Motion by Seabert, second by Ray, to table the item. – Motion carried by unanimous roll call vote.*

## **9. REPORTS**

- A. Commission/Committee/Boards

1. Planning Commission – Centre Collective site plan review was passed with fifteen conditions that need to be met before Council approval, and continued Master Plan work.
2. Kalamazoo Lake Sewer Water – Councilmembers had tours of the treatment facility.
3. Downtown Development Authority – Thanked City Administration for work on the gateway sign.
4. Kalamazoo Lake Harbor Authority – No meeting
5. Douglas Harbor Authority – No meeting
6. Douglas Brownfield Authority – Open community vision meeting for 200 blue Star tomorrow.
7. Fire Board – Ice safety this month with Douglas Elementary, grant received for a stair lift, and dash cam funding received. Ten applicants are also testing for open positions.
8. Community Recreation – No meeting
9. Playground Committee – No meeting

B. Administration Reports – City Manager Nocerini thanked Douglas Elementary for the ornaments and Councilmember Seabert for taking pictures. She also reminded everyone to use caution around snowplows and thanked Todd Martinson for all his great ideas for the community and the building Committee for their research. The City holiday hours were also provided.

**10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES):** Suzanne Dixon mentioned a couple of errors that were in the Park and Recreation Draft Plan.

**11. COUNCIL COMMENTS:** O’Malley wished everyone happy holidays. Freeman also wished everyone happy holidays and found the water treatment plant tour to be very interesting. Seabert also wished everyone happy holidays and mentioned the various large projects moving forward. Donovan questioned a map in the packet. Ray attended the MML newly elected officials training the prior week and thanked the City Clerk and City Manager and wished everyone happy holidays. Walker wished everyone happy holidays.

**12. MAYOR’S REPORT/COMMENTS:** Mayor North recognized and thanked City Treasurer Smith for his outstanding work with the audit, and also wished everyone happy holidays.

**13. CLOSED SESSION**

*Motion by Seabert, second by Freeman, to enter into closed session per Sect: 8 (h) of the Open Meetings Act, to discuss an attorney-client communication relating to the recently acquired 415 Wiley Road Property. – 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.*

**14. ADJOURNMENT**

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

Approved on this 3<sup>rd</sup> day of January, 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 December 18, 2023, I further certify that the meeting was duly called and that a quorum was present.

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

Laura Kasper, City Clerk