



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, MARCH 04, 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 Pro-Tem Walker

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

PRESENT

Councilmember Jerome Donovan

Councilmember Neal Seabert

Councilmember John O'Malley

Mayor Pro-Tem Randy Walker

Councilmember Gregory Freeman

Also Present City Manager Lisa Nocerini

City Clerk Laura Kasper

Deputy Clerk Sean Homyen

ABSENT

Mayor Cathy North

3. **PLEDGE OF ALLEGIANCE:** Led by Mayor Pro-Tem Walker

4. **PRESENTATIONS/HONORS:** Retirement Honor - Phyllis Yff accepted a plaque from Council honoring her years of dedication to the Interurban Transit Authority.

5. **CONSENT CALENDAR**

A. Approve the Council Meeting Agenda for March 4, 2024

B. Approve the Council Workshop Meeting Minutes for February 20, 2024

C. Approve the Council Regular Meeting Minutes for February 20, 2024

D. Approve invoices in the amount of \$54,569.51

E. Appointment - Cathy North/Fire Board

F. Special Event - Community Pride

*Motion by Seabert, second by O'Malley, to approve the Consent Calendar of March 4, 2024. – Motion carried by unanimous roll call vote.*

6. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY):** No communication.

7. **PUBLIC COMMUNICATION – WRITTEN:** No communication received.

8. **UNFINISHED BUSINESS:** No unfinished business to attend to.

9. **NEW BUSINESS**

A. Resignation - Fran Ray

*Motion by Freeman, second by Seabert, to accept the resignation of Fran Ray from Douglas City Council. – Motion carried by unanimous roll call vote.*

B. Housing Committee Appointments - 3 Members – The appointment of Councilmembers interested in serving on the new committee was discussed. The purpose of the committee will be to discuss future housing options in the City. The current Building Committee members: Walker, Seabert, and Mayor North have expressed their interest in the appointments.

C. Planning and Zoning Administrator Appointment – Sean Homyen – Recommendation from City Manager Nocerini and Interim Planning and Zoning Administrator Tricia Anderson with Williams & Works, to appoint Sean Homyen as Planning and Zoning Administrator.

*Motion by Seabert, second by Freeman, to approve the appointment of Sean Homyen as the City Planning and Zoning Administrator. – Motion carried by unanimous roll call vote.*

D. Resolution 07-2024 - Honoring Women's History Month – A resolution proclaiming March as Women's History Month in the City of the Village of Douglas.

*Motion by Freeman, second by O'Malley, to adopt resolution 7-2024, Honoring Women's History Month. – Motion carried by unanimous roll call vote.*

E. Resolution 08-2024 - Cemetery Services Agreement - Entering into an Agreement with Saugatuck Township for Cemetery Services for the term of July 1, 2024, to June 30, 2026.

*Motion by Seabert, second by O'Malley, to adopt resolution 08-2024, entering into a three-year agreement with Saugatuck Township for Cemetery services and authorize the Mayor and City Clerk to sign on behalf of the City. – Motion carried by unanimous roll call vote.*

10. **REPORTS**

A. Commission/Committee/Boards

1. Planning Commission – Meets on March 14, Master Plan will be discussed.
2. Kalamazoo Lake Sewer Water – Met week prior, discussed bills and repairs.
3. Downtown Development Authority – Approved the gateway sign at last meeting and will take about 8-10 weeks before install.
4. Kalamazoo Lake Harbor Authority – No meeting
5. Douglas Harbor Authority – No meeting
6. Douglas Brownfield Authority – No meeting
7. Fire Board – No meeting
8. Community Recreation – No meeting
9. Playground Committee – No meeting

B. Administration Report – City Manager Nocerini congratulated Phyllis Yff on her retirement, thanked Fran Ray for serving on Council, and congratulated Sean Homyen and his appointment as Planning and Zoning Administrator. She mentioned that 2-RFQ's are posted regarding the 415 Wiley property, and thanked Treasurer Matt Smith for his hard work researching the numbers. In addition, she discussed her continued efforts to push for funding critical projects from legislators and shared her idea of creating a wall of resolutions passed by Council.

- 11. **PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES, ITEMS NOT ON AGENDA):** Laura Peterson requested more clarity with leaf and brush definitions. Area resident Laura shared concerns with area deer population problem. Susan Pastor shared concerns with area deer population problem. Dana White stated that he sent an email and is watching.
- 12. **COUNCIL COMMENTS:** Donovan congratulated Sean Homyen on his new position and congratulated Clerk Kasper on her work with the election. O’Malley thanked City Manager Nocerini for all her information and congratulated Sean Homyen on his new position. Seabert Congratulated Sean Homyen, thanked City Clerk Kasper for her work on the election, thanked DPW for the presentation tour, acknowledged Fran Ray’s work on Council, and mentioned that the deer issue is still a work in progress. Freeman thanked DPW for the tour, congratulated Sean Homyen, congratulated Clerk Kasper with the election, liked the idea of a resolution wall, and would like to look at defining what is affordable housing in Douglas.
- 13. **MAYOR’S REPORT/COMMENTS:** Mayor Pro-Tem Walker welcomed Sean Homyen to his new position as Planning and Zoning Administrator, will be going on tour with DPW, looking at workforce housing definitions with Housing Next, and is attending the Michigan Downtown Association conference this month.

**14. ADJOURNMENT**

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

Approved on this 18th day of March 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 March 4, 2024, I further certify that the meeting was duly called and that a quorum was present.

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