



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, AUGUST 21, 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 Pro-Tem Cathy North

Mayor Jerome Donovan

Councilmember Neal Seabert

Councilmember Robert Naumann

Councilmember John OMalley

Councilmember Randy Walker

Councilmember Gregory Freeman

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

**4. CONSENT CALENDAR**

A. Approve the Agenda for August 21, 2023 – Amend section items 8E to 8D, Item 14 to 8F, 8F to 8G.

B. Approve the August 7, 2023 City Council Regular Meeting Minutes

C. Approve the August 10, 2023 City Council Special Meeting Minutes

D. Approve the invoices in the amount of \$62,787.77

E. Date Change -

Ordinance No. 06-2023 - Ground-floor Residential Text Amendment - Public Hearing will be on the September 6, 2023 agenda.

*Motion by Seabert, seconded by Naumann, to approve the Consent Calendar of August 21, 2023, as amended. – Motion carried by unanimous roll call vote.*

**5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** None

**6. PUBLIC COMMUNICATION - WRITTEN**

A. Gary L. Vandenberg – Letter – Recorded and presented in agenda packet.

**7. UNFINISHED BUSINESS:** None

**8. NEW BUSINESS**

- A. Special Event - Adult Halloween Parade** – Councilmembers reviewed the submission from Hystopolis Productions, a 501c3 non-profit organization. City departments have initially met with the applicant prior to Council approval and will coordinate finalization meetings after approval. Traditionally, the City has contributed its support to the event in the form of in-kind services such as policing, staffing, portable restrooms, barricading, donation of equipment, event setup, and post event clean up. Erin Wilkinson, Hystopolis Director of Events, joined remotely to answer Councilmembers questions. The Police Chief is coordinating with local first responders to provide additional security and traffic control on the evening of the event. Saugatuck Township Fire District will assist with barricading the parade route and traffic control.

*Motion by Freeman, seconded by Naumann, to approve the special event permit application from Hystopolis Productions and provide in-kind support for the 25th Annual Douglas Halloween Parade for Adults, to be held on Saturday, October 28th, 2023. – Motion carried by unanimous roll call vote.*

- B. Special Event - Out On The Lakeshore Fall Speedo Run** - The City received a special event application for a 1-Mile Fall Speedo Run. The event will take place on September 30<sup>th</sup>, 2023 from 11:00 am to 1:00 pm. The purpose of the event is a 1-mile fundraiser run in the City of Douglas. Funds raised will go to Out On The Lakeshore, a 501c3 nonprofit providing programming and resources to the LGBTQ+ community along the lakeshore. Both the Department of Public Works and the Douglas Police Department have met with the applicant prior to Council approval.

*Motion by Seabert, seconded by Walker, to approve the special event application from Out On The Lakeshore for the 1-Mile Fall Speedo Run on September 30th, 2023, from 11:00 am to 1:00 pm. - Motion carried by unanimous roll call vote.*

- C. Special Event - Douglas Elementary School Walk A Thon Parade** - The Douglas Elementary School Parent Teacher Organization has submitted an application for a Walk A Thon to be held on Monday, October 2, 2023 from 12:30 pm to 1:30 pm. Elementary School children are fundraising for the Douglas PTO. In celebration of their success, they will parade through downtown Douglas alongside the Police, Fire, and Saugatuck High School Marching Band. The walk will begin at the school grounds, turning left onto Ellis St. and right onto Center St., right onto Spring St and then back down to Randolph St. Both the Department of Public Works and the Douglas Police Department have met with the applicant prior to Council approval.

*Motion by North, seconded by Freeman, to approve the special event application by Douglas Elementary School Parent Teacher Organization to hold a Walk A Thon Parade on Monday, October 2nd, 2023, from 12:30 pm to 1:30 pm. – Motion carried by unanimous roll call vote.*

- D. AED Discussion** - Councilmember Walker led the discussion item about Automated External Defibrillator (AED). The City budgeted \$23,800 for the purchase of AEDs and cabinets for FY 23-24. Saugatuck-Douglas Fire Chief and Deputy Chief spoke about AEDs and answered questions from Councilmembers.

- E. Ordinance No. 07-2023** - Zoning Ordinance Amendment - Second Read - Public Hearing

*Motion by Seabert, seconded by Freeman, to open the Public Hearing for Ordinance No. 07-2023, Zoning Ordinance amendment, addition of Article 22; Signs. – Motion carried by unanimous roll call vote.*

**1. Planning & Zoning Administrator Comments** - City Planning and Zoning Administrator, Joe Blair, gave a brief background on the item.

**2. Public Comments** – None

**3. Council Comments** – Councilmembers asked Mr. Blair about the enforcement process, and for further information on the definitions of sign types.

*Motion by Seabert, seconded by O'Malley, to close the Public Hearing for Ordinance No. 07-2023, Zoning Ordinance amendment, addition of Article 22; Signs. - Motion carried by unanimous roll call vote.*

*Motion by Freeman, seconded by Seabert, to adopt Ordinance No. 07-2023, Zoning Ordinance amendment, addition of Article 22; Signs. - Motion carried by unanimous roll call vote.*

**F. Staff Written Reports - Manager Report** – City Manager LaBombard gave a brief update on the finalizing of Manager transition items. He also mentioned that Verizon approached the City about adding a tower at Beery Field. Councilmembers also thanked him for his work as City Manager, as this was his last Council meeting with the City.

**G. Second Interview** - Lisa Nocerini – Councilmembers asked the City Manager candidate follow-up questions to her first interview, which took place during the special meeting on August 10, 2023.

## **9. CLOSED SESSION:**

*Motion by Seabert, seconded by Freeman, to enter into closed session per Sect: 8 (1)(h) of the Open Meetings Act, to discuss with the City Attorney material exempt from discussion or disclosure by state and federal statute. – Motion carried by unanimous roll call vote.*

*Motion by Freeman, seconded O'Malley, to exit from closed session and enter back into the regular session of City Council. - Motion carried by unanimous roll call vote.*

**10. REPORT ON CITY MANAGER AND INTERIM CITY MANAGER SEARCH:** Councilmembers discussed offering the City Manager Position to Lisa Nocerini, and agreed she is qualified and would be a good fit for the position. They also discussed appointing the Interim City Clerk or another internal staff member as the Interim City Manager for the period of time before Lisa Nocerini could start.

*Motion by North, seconded by Walker, to offer the position of City Manager to Lisa Nocerini, subject to the provisions and negotiations of the City Manager Employment contract. – Motion carried by unanimous roll call vote.*

North amended her motion to include the salary being offered.

*Motion by North, seconded by Walker, to offer the position of City Manager to Lisa Nocerini, at the yearly salary of \$100,000 per year, subject to the provisions and negotiations of the City Manager Employment contract. – Motion carried by unanimous roll call vote.*

## **11. REPORTS**

**A. Commission/Committee/Boards:**

1. Planning Commission – No meeting
2. Kalamazoo Lake Sewer Water – Minutes on website
3. Downtown Development Authority – Meeting next week
4. Kalamazoo Lake Harbor Authority – No meeting
5. Douglas Harbor Authority – No meeting
6. Douglas Brownfield Authority – No meeting
7. Fire Board – Met prior, received donations, and purchased five new hoses.

- 8. Community Recreation – No meeting
- 9. Playground Committee – Upcoming funding event at the Ivy House.

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

**13. COUNCIL COMMENTS:** Walker mentioned the Police shoreline bike ride that passed through Douglas, and thanked Matt Balmer for feeding the group. Freeman stated interest in the possibility of hiring a temporary Interim City Manager from outside of the office, so as not to disrupt current staff workflow. Seabert stated full recovery from recent illness and was glad to be back in person. O’Malley reminded all of the upcoming road closure that will occur at nighttime on September 7<sup>th</sup>. Naumann mentioned his friend was riding with the police and thanked Walker for her involvement. North recognized the efforts by Walker at a recent fundraising event and thanked Mayor Donovan for his work with finding a new City Manager.

**14. MAYOR’S REPORT/COMMENTS:** Mayor Donovan was impressed with the police bike ride and would like to plan for next one. He also thanked Rich LaBombard for his work with the City and stated that Lisa Nocerini would be a good fit for the City.

**15. ADJOURNMENT**

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

Approved on this 6th day of September, 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 21, 2023, I further certify that the meeting was duly called and that a quorum was present.

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

