



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, APRIL 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 Donovan

**2. ROLL CALL** – By Deputy Clerk Kasper

**PRESENT**

Mayor Pro-Tem Cathy North

Mayor Jerome Donovan

Councilmember Neal Seabert

Councilmember Robert Naumann

Councilmember John O'Malley

Councilmember Randy Walker

Councilmember Gregory Freeman

Also Present – City Manager LaBombard

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

**4. CONSENT CALENDAR**

- A. Approve the April 17, 2023 Meeting Agenda
- B. Approve the April 3, 2023 Workshop Meeting Minutes
- C. Approve the April 3, 2023 Closed Session Minutes
- D. Approve the April 3, 2023 Regular Meeting Minutes
- E. Approval of Invoices in the amount of \$122,948.68

*Motion by Seabert, with support from Naumann, to approve the Consent Calendar of April 17, 2023, with amendment to the April 17, 2023 agenda item Public Communication – Written, Suzanne Dixon Letter to Council – Motion carried by unanimous roll call vote.*

**5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)** – Suzanne Dixon, 797 Center – Spoke to Councilmembers in regard to area tourism, short-term rentals, workforce and affordable housing.

**6. PUBLIC COMMUNICATION – WRITTEN** – Letter from Suzanne Dixon dated April 16, 2023. A copy was presented to each Councilmember and acknowledged by Mayor Donovan.

**7. UNFINISHED BUSINESS** – No business to address.

**8. NEW BUSINESS** -

- A. Presentation - Library Board – Demetrhea Terrien serving as Douglas Trustee for over a year now, spoke about how the Board is currently working on their strategic plan, and working on a questionnaire for residents. She also discussed the Children’s area renovations, and that the Library now offers free Notary services.
- B. Presentation – CVB – Lisa Mize discussed the Saugatuck Douglas Area Convention and Visitors Bureau 2023 Marketing Strategy that was provided in the agenda packet. She highlighted the need to gain visitors and business during the shoulder seasons and the planned use of various social media platforms to provide influencer content to promote the area.
- C. Presentation - Don Poppe - DNR Biologist gave a presentation on the present-day challenges in deer management, which was also provided in the agenda packet, and answered Councilmembers questions after. An option discussed was for the City to review the hunting ordinance to allow hunting to occur on land with permission for the property owner. City Manager LaBombard recommended that the next step for Council should be to reach out to the Township.
- D. Special Event - Chamber Music Festival of Saugatuck - The City of Douglas has received an application for a Special Event Permit for the Chamber Music Festival of Saugatuck Season Kick-off Concert. This annual event is a free community concert intended for families, kids, and anyone who happens to be enjoying downtown Douglas. The event date is June 30, 2023 with a rain date of July 1, 2023 and would take place at Beery Field.

*Motion by Seabert, with support from O’Malley, to approve the Special Event Application for the Chamber Music Festival of Saugatuck Season Kick-off Concert on June 30, 2023 – Motion carried by unanimous roll call vote*

- E. Ethics Ordinance – Code of Ethics Ordinance – Second Reading, Public Hearing, and Adoption of Ordinance 04-2023 – An ordinance to amend Ordinance No. 171: Code of Ethics of the City of the Village of Douglas, Michigan

*Motion by Seabert, with support from North, to open the Public Hearing for Ordinance No. 04-2023 Amending Ordinance No. 171: Code of Ethics – Motion carried by unanimous roll call vote*

1. Public Comments – None

2. Staff Remarks – City Manager LaBombard stated that The City of the Village of Douglas Code of Ethics Ordinance was last amended in 2003 and took effect on January 5, 2004, and was now outdated. He listed some of the outdated language where the former ordinance references Village President, Trustees of the Village, Village Manager, and the Personnel Committee, and in order to properly administer the ordinance and manage ethics complaints, these updates are needed.

3. Council Discussion – Mayor Donovan stated the misspelling of Mayor in section 31.37.

*Motion by North, with support from Seabert, to close the Public Hearing for Ordinance No. 04-2023 Amending Ordinance No. 171: Code of Ethics – Motion carried by unanimous roll call vote*

*Motion by Seabert, with support from Freeman, to adopt Ordinance No. 04-2023, an ordinance to amend Ordinance No. 171: Code of Ethics of the City of the Village of Douglas – Motion carried by unanimous roll call vote*

- F. Update Floodplain Ordinance 01-2023 –1st Reading – Item included in the agenda packet. No Council Action Required – The ordinance is intended to designate an enforcing agency to discharge the

responsibility of the City of the Village of Douglas located in Allegan County, Michigan and to designate regulated flood hazard areas under the State Construction Code Act, Act No. 2030 of the Public Acts of 1972, as amended. Upon adoption, the City of the Village of Douglas will ordain the City's building official (Michigan Township Services of Allegan), to be designated as the enforcing agency to discharge the responsibility of the City of the Village of Douglas under Act 230.

- G. Resolution 06-2023 Commemorative Donation Policy – City Manager LaBombard explained the goal of this policy is to have a uniform set of guidelines and standardized options set in place when determining the acceptance and placement of donations and maintenance as well. These items would include trees, benches, picnic tables and/or artwork made to the City. This would only apply to public areas, and would apply to the properties with separate agreements, such as the Pride Garden.

*Motion by Seabert, with support from Freeman, to approve Resolution 06-2023 a resolution to adopt a commemorative donation policy for the City of the Village of Douglas – Motion carried by unanimous roll call vote*

- H. Res. 09-2023 Refuse Resolution - Refuse and Recycling Collection and Disposal Services Agreement – A request for proposal for Refuse Collection and Disposal Services was prepared and on October 6, 2022, two (2) proposals were received and opened publicly. Those proposers were Republic Services and Arrowaste, both from Jenison, MI. At the October 17th City Council meeting, the submittals were reviewed, and Republic Services was awarded refuse collection and disposal services. The final agreement was present in the agenda packet.

*Motion by Seabert, with support from North, to approve Resolution 09-2023 and approve the Refuse and Recycling Collection and Disposal Services Agreement with Republic Services of Jenison, MI – Motion carried by unanimous roll call vote*

- I. FY 22-23 Chip and Fog Seal Road Project – City Manager LaBombard spoke about how the bid project is through collaboration with Allegan County. He also stated that if the Council award the contract, the City will be under budget by \$19,545.29.

*Motion by Seabert, with support from O'Malley, to award Highway Maintenance & Construction of Romulus the 22-23 chip and fog seal road project for \$38,654.71 and the additional savings be looked into for other possible locations . – Motion carried by unanimous roll call vote*

## **9. REPORTS**

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

1. Planning Commission – Meets on Thursday April 20<sup>th</sup>
2. Kalamazoo Lake Sewer Water – Mayor will follow up with members.
3. Downtown Development Authority – Meets Wednesday April 26<sup>th</sup>
4. Kalamazoo Lake Harbor Authority – Meets Tuesday April 18<sup>th</sup>
5. Douglas Harbor Authority – No meeting
6. Douglas Brownfield Authority – No Meeting
7. Fire Board – Met prior to council. North stated two main issues the Board discussed were retention of staff, and 6% increase of incident calls, and also mentioned setting up a meeting with the tri communities.
8. Community Recreation – No meeting

B. Manager's Report – City Manager LaBombard gave an update on the bridge project that is delayed till May 30<sup>th</sup>. He mentioned that the new City Planner Joe Blair will be starting in the beginning of May, and also the continued Distinctly Douglas photograph submission project.

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

**11. COUNCIL COMMENTS -**

Walker – Stated that she thinks early voting is going to be a good thing and would like someone to reach out to Third Coast. She also stated the need for Council to do better with attracting visitors to the Downtown area.

Freeman – Agrees with Walker on early voting and for options to gain attraction to Downtown Douglas area. He also thanked City Manager LaBombard for the thorough tour of the City.

Naumann – Acknowledged deer solutions.

O'Malley – Mentioned the deer information received and talking to the Township first.

Seabert – Liked the deer discussion information. He also stated that business owners need to work together to fix the issue and consider the community complaints on operating hours with year-round availability. He mentioned the Council and community should check out the Planning Commission meetings.

North- Thanked DPW for presenting the great information to Council.

**12. MAYOR'S REPORT/COMMENTS -**

Mayor Donovan mentioned the opening of Wild Dog. He recognized the vendor Brian McDavid for painting the crosswalks, free of charge for the City. He stated that he reached out to Third Coast but did not hear anything back. Mayor also mentioned that municipal assets have open bids to everyone and are there to give residents the best return. He congratulated Back Alley for 25 years of business and mentioned the renaming of Point Pleasant.

**13. ADJOURNMENT -**

*Motion by North, with support from Walker, to adjourn.*

Submitted by Laura Kasper, Deputy Clerk

Adopted:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Jerome Donovan, City Mayor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pamela Aalderink, 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 April 17,2023. I further certify that the meeting was duly called and that a quorum was present.

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

Pamela Aalderink, City Clerk