



**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING OF THE CITY COUNCIL  
TUESDAY, JANUARY 16, 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 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

Director of Public Works Rick Zoet

**ABSENT**

Mayor Cathy North

Councilmember Jerome Donovan

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

**4. CONSENT CALENDAR**

A. Approve the Council Meeting Agenda for January 16, 2024

B. Approve the Council Regular Meeting Minutes for January 3, 2024

C. Approve Invoices in the amount of \$36,285.80

*Motion by Seabert, second by Freeman, to approve the Consent Calendar of January 16, 2024 – Motion carried by unanimous roll call vote.*

**5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES):** Richard Donovan – submitted written communication as well but stated that Council should amend the resolution 03-2024 to include private roads or table the item. Richard Wroblewski – agreed with Richard Donovan's statements. Dan Urquhart – Stated that the tower at Beery Field should not be torn down and is a piece of Douglas history and questioned why Code Enforcement was needed. Pat Galus – stated concern with the direction of Douglas and would like to put a halt to the brush item. Mike VanLoon – had questions and concerns about the leaves and would like the Council to table the item to answer more questions. Kim Zolper – stated concerns

with Code Enforcement and number of letters being sent. Patrick Reaume – would like to be included in the leaf and brush pickup. Debbie Larsen – stated she had to pay for leaf pickup after the scheduled end date.

**6. PUBLIC COMMUNICATION – WRITTEN:** Richard Donovan letter received by Council stating opposing of agenda item 8.E. Resolution 03-2024 - Leaf and Brush Policy.

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

**8. NEW BUSINESS**

- A. Appointments/Reappointments  
Appointments - Lauren Vonk/DDA, Greg Freeman/KLSWA, Fran Ray/Fire Board  
Reappointments - Robert Sapita/DBRA

*Motion by Seabert, second by O'Malley, to approve the appointments and reappointments. Motion carried unanimous roll call vote.*

- B. Deer Harvest Report - Discussion Item (R. Rank) – Rober Rank was present and reported the outcome of the 2023 deer harvest. Mr. Rank explained how the weather was a factor in the number of deer harvested which caused more people to be out in the area, but in total over 300-lbs of venison was able to be supplied to Christian Neighbors for local families in need.

- C. Tri-Community Parks and Recreation Master Plan - Second Reading - Public Hearing (L. Nocerini)

*Motion by Freeman, second by O'Malley, to open the public hearing for the Tri-Community Parks and Recreation Master Plan. – Motion carried by unanimous roll call vote.*

1. Administration Comments – City Manager Nocerini thanked Richard Donovan for his work.
2. Public Comments – No comments received.
3. Council Comments – O'Malley recognized the updated pictures. Freeman stated the plan was impressive and very comprehensive and asked about implementation of the plan. City Manager Nocerini recommended holding off on creating a parks and recreation committee for the time being to focus on maintenance and priority needs first and then will look at options for the future planning part. Richard Donovan mentioned the plan is meant to be a wish list of items that they would like to see in the next 5-years and the plan is required by the DNR if the want to ask for grant money, and the tri-community planning aspect of this seems to be favored.

*Motion by Seabert, second by O'Malley, to close the public hearing for the Tri-Community Parks and Recreation Master Plan. – Motion carried by unanimous roll call vote.*

- D. Resolution 1-2024 - Tri-Community Parks and Recreation Master Plan (L. Nocerini)

*Motion by Freeman, second by Seabert, to adopt Resolution 1-2024, approving the Tri-Community Parks and Recreation Master Plan. – Motion carried by unanimous roll call vote.*

- E. Resolution 03-2024 - Leaf and Brush Policy (L. Nocerini) The City of Douglas has in place, a leaf and brush policy that is intended to provide a disposal source for leaves and brush specifically. The policy outlines the schedule and guidelines for those residents in the City of Douglas who live on publicly maintained roads and will be mailed to each household. Private road maintenance is not a proper use of Public Act 51 funding; therefore, the City of Douglas will not pick up leaves and brush from private roads. A letter will be sent to property owners located on private roads, along with a map that shows the roads that are considered publicly certified roads under the public act, and ensuring they are

aware that they must make alternative arrangements for their leaf and brush collection. The City Attorney's office has reviewed and provided guidance on both the leaf and brush pickup guidelines and the proper use of Public Act 51 funds. The leaf and Brush Policy schedule has been adjusted to extend the pickup season, and Council will need to investigate private road pickup options as a separate budget line item.

*Motion by Freeman, second by O'Malley, to adopt Resolution 03-2024, providing the leaf and brush policy for the residents of Douglas. – Motion carried by unanimous roll call vote.*

- F. Ord. 01-2024 Real Property Surplus - 6825 W Wiley Road - First Reading (L. Nocerini) – No required action
- G. Beery Field Tower Report (L. Nocerini) – In the towers current state, as it poses significant safety concerns for the employees and residents, two recommended options provided from an engineering perspective were discussed, as per the recommendation of the City's insurance carrier. The DPW stated that the top portion of the tower could be salvaged and placed at another location. If the City decides to retain the tower, a fence will need to be installed along with the process of tower mapping and required structural analysis along with reinforcement of the tower, all resulting in costs totaling well over tens of thousands of dollars. The direction of Council was to obtain quotes to deconstruct the tower while preserving the top portion and will look at all options after the quotes are obtained.

*Motion by Seabert, second by Ray, to approve the City Administration to move forward with obtaining quotes to deconstruct the tower at Beery Field. – Motion carried by unanimous roll call vote.*

- H. Douglas Clock Donation (L. Nocerini) – The Douglas clock located within the City's bump out at the corner of Center and Spring, and currently owned and maintained by Robin and Sharon Bauer. The clock is powered from an electrical box paid for by the City. Robin and Sharon Bauer proposed to donate the clock to the City per the agreement provided in the agenda packet. Ray recused self from voting on the item due to living within proximity of the item.

*Motion by Seabert, second by O'Malley, to approve the acceptance of the Douglas clock donation agreement subject to the City Attorney review and approval. – Motion carried by roll call vote.*

*Voting Yea: Seabert, O'Malley, Walker, Freeman*

*Voting Abstaining: Ray*

## **9. REPORTS**

- A. Commission/Committee/Boards
  - 1. Planning Commission – reviewed Master Plan Survey results and will seek guidance from Council with short-term rentals.
  - 2. Kalamazoo Lake Sewer Water – will soon finalize budget and conducting sensitivity training with staff.
  - 3. Downtown Development Authority – meeting on 24<sup>th</sup>, will discuss projects and budget.
  - 4. Kalamazoo Lake Harbor Authority – meeting on 23<sup>rd</sup> to discuss dredging and goals.
  - 5. Douglas Harbor Authority – no meeting
  - 6. Douglas Brownfield Authority – joint meeting on 2/5 with Council at 5:30.
  - 7. Fire Board – report provided to Council.
  - 8. Community Recreation – no meeting
  - 9. Playground Committee – no meeting, but continued donations needed.
- B. Administration Reports – City Manager Nocerini reminded Council about the upcoming joint Brownfield and Council meeting that will take place on February 5<sup>th</sup> at 5:30 pm. She mentioned that code enforcement is never popular but was needed to address the more than 52-unaddress

complaints that have never been kept up with, and the goal is to educate, not ticket. She thanked the DPW for their hard work on keeping the roads clear.

- 10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES):** Richard Donovan – reached out to the Playground Committee and had no response but questioned the differences between them and the Parks & Recreation Ad Hoc Committee. Dan Urquhart – stated that private road pickup was a reoccurring topic when he was on Council and mentioned standards of some roads not met. Stefani Smart – mentioned that she never had leaf pickup in her HOA, but the service they used would mulch the leaves. Dana White – stated concerns with leaf pickup and notices received in mail. Debbie Larsen – stated more transparency is needed, thought all private roads were covered, and residents need more information delivered to them.
- 11. COUNCIL COMMENTS:** Ray – learned a lot and appreciated the added information from the City Manager and Director of Public Works and would like to continue this detailed involvement with future discussions to provide a better framework for how items fit into budget. O’Malley – acknowledged DPW for doing a great job with snow and thanked City Manager Nocerini for providing more information on topics. Seabert – mentioned how clear the streets were and the workers were doing a great job. He also recognized that some areas of communication may need work. Freeman – appreciated the public input, thanked City Manager Nocerini for her hard work and she inherited a number of items that needed polishing, and thanked DPW.
- 12. MAYOR’S REPORT/COMMENTS:** Mayor Pro-Tem Walker – acknowledged that DPW did a great job keeping the roads clear of snow and appreciated their work and recognized that some areas of communication need adjusting and Council will provide information.

**13. ADJOURNMENT**

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

Approved on this 5<sup>th</sup> day of February 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 January 16, 2024, I further certify that the meeting was duly called and that a quorum was present.

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

Laura Kasper, City Clerk