



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, OCTOBER 02, 2023 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

**To attend remotely please consider joining online or by phone.
Join online by visiting:**<https://us02web.zoom.us/j/86141163935>
Join by phone by dialing: +1 (312) 626-6799 | Then enter "Meeting ID": 861 4116 3935

- 1. CALL TO ORDER:** By Mayor
- 2. ROLL CALL:** By Clerk
- 3. PLEDGE OF ALLEGIANCE:** Led by Mayor
- 4. CONSENT CALENDAR**
 - A.** Approve the Council Meeting Agenda for October 2, 2023
 - B.** Approve the September 18, 2023 Council Regular Meeting Minutes
 - C.** Approve invoices in the amount of \$1,558,095.36
 - D.** Appointments - Election Inspectors - November 7, 2023 General ElectionMotion to approve the Consent Calendar of October 2, 2023 – roll call vote
- 5. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**
- 6. PUBLIC COMMUNICATION - WRITTEN**
 - A.** Knights of Columbus - Letter
 - B.** Robert Karns - Letter
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A.** Ordinance 06-2023 - Zoning Text Amendment - Second Read - Public HearingMotion to open the public hearing for Ordinance 06-2023; zoning text amendment. - roll call vote

1. Administration Comments
2. Public Comments
3. Council Comments

Motion to close the public hearing for Ordinance 06-2023; zoning text amendment. - roll call vote

Motion to adopt Ordinance 06-2023, zoning text amendment - section 26.13(2)(b) - Ground Floor Residential. - roll call vote

B. Wildlife Management - Discussion Item

C. Snow and Ice Request For Proposal Award

Motion to award Scotts Landscape Management, Inc. of Allegan the Snow and Ice Removal Contract, with inclusion of a five (5) percent cost of living increase. - roll call vote

D. Roadway Assessment and Updated Asset Management Plan Budget Amendment

Motion to approve the proposal from Prein & Newhof to provide a roadway condition assessment and updated asset management plan and amend the budget by \$2,000. - roll call vote

E. Ordinance Officer Position

Motion to approve the posting and hiring of a part-time Ordinance Officer position. - roll call vote

9. REPORTS

A. Commission/Committee/Boards

1. Planning Commission
2. Kalamazoo Lake Sewer Water
3. Downtown Development Authority
4. Kalamazoo Lake Harbor Authority
5. Douglas Harbor Authority
6. Douglas Brownfield Authority
7. Fire Board
8. Community Recreation
9. Playground Committee

B. Administration Reports

10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. ADJOURNMENT:

Motion to adjourn the meeting.

Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Laura Kasper, City Clerk, at (269) 857-1438, or clerk@douglasmi.gov to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, SEPTEMBER 18, 2023 AT 7:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

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 O'Malley

Councilmember Randy Walker

Councilmember Gregory Freeman

Also Present - City Manager, Lisa Nocerini

City Clerk, Laura Kasper

3. PLEDGE OF ALLEGIANCE: Led by Mayor

4. CONSENT CALENDAR

A. Approve the Agenda for September 18, 2023 – Amend to remove item 8.C. - Special Event - Halloween Parade Amendment from agenda due to the request being withdrawn from applicant.

B. Approve the September 6, 2023 City Council Regular Meeting Minutes

C. Approve the invoices in the amount of \$70,405.60

D. Appointment - Library Board Trustee - One Open Seat

1. Janice Krakowski

E. Appointments - Water & Sewer Agreement Discussions

1. Mayor Jerome Donovan

2. Mayor Pro Tem Cathy North

3. Councilmember Gregory Freeman

Motion by Seabert, seconded by Walker, to approve the Consent Calendar of September 18, 2023. – Motion carried by unanimous roll call vote.

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

6. PUBLIC COMMUNICATION – WRITTEN: None

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

- A. Resolution 32-2023 – To appoint Ms. Laura L. Kasper as the City Clerk for the City of the Village of Douglas.

Motion by Freeman, seconded by North, to adopt Resolution 32-2023 appointing Ms. Laura L. Kasper to the position of City Clerk for the City of the Village of Douglas. – Motion carried by unanimous roll call vote.

- B. Resolution 31-2023 - Early Voting Plan - Establishing of the City of Douglas Early Voting Precinct which will be located at Douglas City Hall, 86 West Center Street, Douglas, Michigan 49406, for the City of the Village of Douglas' registered voters for nine (9) consecutive days beginning the seconded Saturday before election day through the Sunday before election day during the hours of 9:00 a.m. to 5:00 p.m. for all State and Federal elections, per the State Constitution.

Motion by Seabert, seconded by O'Malley, to adopt Resolution 31-2023 approving the early voting plan for the City of the Village of Douglas. – Motion carried by unanimous roll call vote.

9. REPORTS

- A. Commission/Committee/Boards

1. Planning Commission – Met on the 12th, workshop with Tricia Anderson of Williams & Works, discussed the City Master Plan.
2. Kalamazoo Lake Sewer Water – Link to minutes on website.
3. Downtown Development Authority – Meeting on the 27th, Blessing of the animals at Beery Field on October 1st at 2:00pm, October 14th is Oktoberfest, and tree lighting event planning for November 25th.
4. Kalamazoo Lake Harbor Authority – Meeting tomorrow
5. Douglas Harbor Authority – Meeting tomorrow
6. Douglas Brownfield Authority – No meeting, there was communication with PM Environmental regarding next stages of cleanup, more information is in process.
7. Fire Board – Met prior to Council, incidents were up by 3% from this time last year, and a grant was awarded for \$10,000 for a thermal imager, and cost recovery of \$2,600 received for a prior incident.
8. Community Recreation- Meeting next Tuesday.
9. Playground Committee – No meeting

- B. Administration Reports – City Manager, Nocerini – Reached out to State Representative, Joey Andrews regarding lead line funding as a budget line item and will keep pushing. Closing coming up on the 24th for the Wiley property, updates will be provided with progression. Progress with water asset discussions will continue to move forward. Reminder to not remove the placed marking stakes along Blue Star, as they are marking for the new wayfinding signage. Reached out to Consumers Energy for possible assistance with light pole painting. November General Election is well under way, and contact Clerk Kasper if you have not received an AV application yet.

- 10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES):** Demetrhea Terrien, thanked Council on the appointment of Janice to the Library Board, Suggested a City Hall staff and Council open house or meet and greet with the community, and also suggested a new microphone for the podium.

- 11. COUNCIL COMMENTS:** Walker liked the open house idea and is excited about the direction of where Douglas is going with the new City Manager and Clerk. Naumann welcomed City Manager Nocerini and congratulated City Clerk Kasper. He also acknowledged that the deer issue is still active. North

congratulated City Clerk Kasper and recognized the great job City Manager Nocerini is doing. Freeman, O'Malley and Seabert all agreed and liked the open house idea. Seabert also acknowledged the deer issue.

12. MAYOR'S REPORT/COMMENTS: Mayor Donovan mentioned the upcoming open house at Palette Hair School on Sunday and the Hayworth site is making great progress with discussions to be soon underway.

13. ADJOURNMENT:

Motion by Seabert, seconded by North, to adjourn the meeting.

Approved on this 2nd day of October, 2023

Signed: _____ Date: _____
Jerome Donovan, 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 September 18, 2023, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____
Laura Kasper, City Clerk

09/28/2023

INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS
 EXP CHECK RUN DATES 10/02/2023 - 10/03/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt
88979353				
46763	ABSOPURE WATER COMPANY POLICE WATER 101-301.000-740.000 SUPPLIES	08/31/2023	10/02/2023	59.70 59.70
1961755				
46827	ACTION INDUSTRIAL SUPPLY CO SAFETY EQUIPMENT 101-463.000-750.000 UNIFORMS	09/14/2023	10/02/2023	1,082.54 1,082.54
1923				
46824	ALL AROUND CONCRETE LLC SIDEWALK REPAIR AFTER LEAD SERVICE REPLACEMENT BY THE COVE 101-463.000-930.000 REPAIRS & MAINTENANCE: GENERAL	09/26/2023	10/02/2023	1,082.50 1,082.50
9-26-23				
46780	BILLY BROWN UNIFORM REIMBURSEMENT 101-463.000-750.000 UNIFORMS	09/26/2023	10/02/2023	149.41 149.41
2850				
46831	BRUCE'S BLACKTOP REPAIR ASPHALT - REIMBURSED BY INSURANCE 203-463.000-930.000 REPAIRS & MAINTENANCE: GENERAL	09/19/2023	10/02/2023	3,000.00 3,000.00
3RDQTR23				
46818	PAUL BUSZKA PLANNING PAY 101-701.000-703.000 WAGES	09/26/2023	10/02/2023	100.00 100.00
9-25-23				
46775	CHICAGO TITLE OF MICHIGAN INC CLOSING WILEY BUILDING 470-265.000-974.000 CONSTRUCTION	09/25/2023	10/02/2023	1,494,457.11 1,494,457.11
9-25-23				
46779	CODY CARPENTER UNIFORM REIMBURSEMENT 101-463.000-750.000 UNIFORMS	09/25/2023	10/02/2023	129.44 129.44
9-27-23				
46821	CODY CARPENTER DPW UNIFORM REIMBURSEMENT 101-463.000-750.000 UNIFORMS	09/27/2023	10/02/2023	265.00 265.00
9-13-23				
46733	COMCAST CITY HALL 101-265.000-851.000 TELEPHONE	09/13/2023	10/02/2023	402.31 402.31
202965907659				
46788	CONSUMERS ENERGY 250 WILEY SCHULTZ PARK RAMP 213-753.000-922.000 UTILITIES	09/18/2023	10/02/2023	52.69 52.69

204745735295					
46789	CONSUMERS ENERGY	09/22/2023	10/02/2023		43.38
	177 WASHINGTON - POINT PLEASANT				
	594-597.000-922.000 UTILITIES				43.38
204478755765					
46790	CONSUMERS ENERGY	09/20/2023	10/02/2023		37.28
	PRIDE GARDEN				
	101-751.000-922.000 UTILITIES				37.28
204745735294					
46791	CONSUMERS ENERGY	09/22/2023	10/03/2023		37.48
	201 WASHINGTON - POINT PLEASANT DOCKS				
	594-597.000-922.000 UTILITIES				37.48
3RDQTR23					
46811	JEROME DONOVAN	09/26/2023	10/02/2023		450.00
	COUNCIL PAY				
	101-101.000-703.000 WAGES				450.00
15849					
46752	DOUGLAS SHELL	09/14/2023	10/02/2023		110.00
	CAR 1				
	101-301.000-930.004 VEHICLE MAINTENANCE & REPAIRS				110.00
15842					
46782	DOUGLAS SHELL	09/13/2023	10/02/2023		99.45
	SERVICE VEHICLE #2				
	101-301.000-930.004 VEHICLE MAINTENANCE & REPAIRS				99.45
858561					
46781	TREVOR DYER	08/29/2023	10/02/2023		275.00
	DYER UNIFORM REIMBURSEMENT				
	101-301.000-750.000 UNIFORMS				275.00
10-984926					
46796	ECONO SIGNS, LLC	08/30/2023	10/02/2023		309.09
	TRAFFIC SIGNS				
	202-463.000-746.000 TRAFFIC SIGNS & SERVICES				154.54
	203-463.000-746.000 TRAFFIC SIGNS & SERVICES				154.55
10-984843					
46833	ECONO SIGNS, LLC	08/25/2023	10/02/2023		836.84
	PEDESTRIAN SIGNS				
	203-463.000-746.000 TRAFFIC SIGNS & SERVICES				418.42
	202-463.000-746.000 TRAFFIC SIGNS & SERVICES				418.42
MIHOL460039					
46808	FASTENAL COMPANY	09/11/2023	10/02/2023		36.86
	PINS FOR JD TRACTORS				
	101-463.000-740.000 SUPPLIES				36.86
MIHOL460368					
46809	FASTENAL COMPANY	09/20/2023	10/02/2023		(36.86)
	RETURNS				
	101-463.000-740.000 SUPPLIES				(36.86)
1689					
46799	FCG TRUCK DRIVER TRAINING INC	09/20/2023	10/02/2023		1,525.00
	CDL TRAINING				
	101-463.000-718.000 TRAINING FUNDS				1,525.00
3RDQTR23					
46816	GREGORY FREEMAN	09/26/2023	10/02/2023		350.00

	COUNCIL AND PLANNING PAY				
	101-101.000-703.000	WAGES			300.00
	101-701.000-703.000	WAGES			50.00

3RDQTR23					
46819	KELLI HENEGHAN		09/26/2023	10/02/2023	100.00
	PLANNING PAY				
	101-701.000-703.000	WAGES			100.00

447075					
46807	HOLLAND P.T.		09/26/2023	10/02/2023	256.85
	GRAPPLE REPAIR				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			256.85

9-27-23					
46822	KYLE HOOKER		09/27/2023	10/02/2023	135.72
	TRAINING MILEAGE				
	101-463.000-740.000	SUPPLIES			135.72

283726					
46826	IHLE AUTO PARTS		09/18/2023	10/02/2023	33.76
	CHEVY SILVERADO REPAIRS				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			33.76

3RDQTR23					
46814	JOHN O'MALLEY		09/26/2023	10/02/2023	350.00
	COUNCIL & PLANNING PAY				
	101-101.000-703.000	WAGES			300.00
	101-701.000-703.000	WAGES			50.00

R201102260:01					
46771	K&R TRUCK REPAIRS		09/12/2023	10/02/2023	1,282.85
	TRUCK REPAIRS				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			1,282.85

X201071289:01					
46829	K&R TRUCK REPAIRS		09/18/2023	10/02/2023	117.15
	REFLECTOR TRIANGLES				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			117.15

X201071289:02					
46830	K&R TRUCK REPAIRS		09/18/2023	10/02/2023	39.05
	REFLECTOR TRIANGLES				
	660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS			39.05

486WATERAUG23					
46736	KALAMAZOO LAKE SEWER & WATER		09/15/2023	10/02/2023	66.83
	486 WATER NEW BARN				
	101-265.000-922.000	UTILITIES			66.83

37WASHAUG23					
46737	KALAMAZOO LAKE SEWER & WATER		09/15/2023	10/02/2023	172.08
	37 WASHINGTON BATHROOMS				
	101-751.000-922.000	UTILITIES			172.08

201WASHAUG23					
46738	KALAMAZOO LAKE SEWER & WATER		09/15/2023	10/02/2023	66.25
	201 WASHINGTON				
	594-597.000-922.000	UTILITIES			66.25

3100SCHLTZAUG23					
46739	KALAMAZOO LAKE SEWER & WATER		09/15/2023	10/02/2023	292.63
	3100 SCHULTZ PARK DR				
	101-751.000-922.000	UTILITIES			292.63

25MAINAUG23					
46740	KALAMAZOO LAKE SEWER & WATER	09/15/2023	10/02/2023		7.89
	25 MAIN DRINKING FOUNTAIN				
	101-751.000-922.000 UTILITIES				7.89

25MAINIRRAUG23					
46741	KALAMAZOO LAKE SEWER & WATER	09/15/2023	10/02/2023		592.89
	25 MAIN ST IRRIGATION				
	101-751.000-922.000 UTILITIES				592.89

50LKSHRAUG23					
46742	KALAMAZOO LAKE SEWER & WATER	09/15/2023	10/02/2023		119.40
	50 LAKESHORE DR BATHROOMS				
	101-751.000-922.000 UTILITIES				119.40

147CENTAUG23					
46743	KALAMAZOO LAKE SEWER & WATER	09/15/2023	10/02/2023		51.32
	147 CENTER -PRIDE GARDEN				
	101-751.000-922.000 UTILITIES				51.32

86CENTERAUG23					
46744	KALAMAZOO LAKE SEWER & WATER	09/15/2023	10/02/2023		56.50
	86 W CENTER				
	101-265.000-922.000 UTILITIES				56.50

47CENTERAUG23					
46745	KALAMAZOO LAKE SEWER & WATER	09/15/2023	10/02/2023		129.39
	47 CENTER				
	101-301.000-922.000 UTILITIES				129.39

455CENTERAUG23					
46746	KALAMAZOO LAKE SEWER & WATER	09/15/2023	10/02/2023		41.73
	ROOT BEER BARREL				
	101-751.000-922.000 UTILITIES				41.73

26BAYOUAUG23					
46747	KALAMAZOO LAKE SEWER & WATER	09/15/2023	10/02/2023		272.01
	26 BAYOU DR IRRIGATION				
	101-751.000-922.000 UTILITIES				272.01

233177					
46835	KERKSTRA RESTROOM SERVICE	09/27/2023	10/02/2023		105.00
	VETERANS MEMORIAL PARK				
	101-751.000-802.000 CONTRACTUAL				105.00

233178					
46836	KERKSTRA RESTROOM SERVICE	09/27/2023	10/02/2023		180.00
	WADES BAYOU				
	594-597.001-930.000 REPAIRS & MAINTENANCE: GENERAL				180.00

233172					
46837	KERKSTRA RESTROOM SERVICE	09/27/2023	10/02/2023		180.00
	DOUGLAS MARINA				
	594-597.000-802.000 CONTRACTUAL				180.00

233176					
46838	KERKSTRA RESTROOM SERVICE	09/27/2023	10/02/2023		105.00
	UNION ST BOAT LAUNCH				
	101-751.000-802.000 CONTRACTUAL				105.00

233174					
46839	KERKSTRA RESTROOM SERVICE	09/27/2023	10/02/2023		103.00
	SCHULTZ PARK BOAT LAUNCH				
	213-753.000-958.000 MISCELLANEOUS				103.00

233171					
46840	KERKSTRA RESTROOM SERVICE DOG PARK 101-751.000-802.000	CONTRACTUAL	09/27/2023	10/02/2023	105.00 105.00
233175					
46841	KERKSTRA RESTROOM SERVICE THE BARREL 101-751.000-802.000	CONTRACTUAL	09/27/2023	10/02/2023	285.00 285.00
233173					
46842	KERKSTRA RESTROOM SERVICE SCHULTZ PARK 101-751.000-802.000	CONTRACTUAL	09/27/2023	10/02/2023	285.00 285.00
BYR-14950					
46828	KUBOTA OF WEST MICHIGAN HAND TOOLS 101-751.000-977.000	EQUIPMENT	09/13/2023	10/02/2023	511.98 511.98
09/27/2023					
46823	LONE BEECH AND BRANCHES LLC 2023 Sum Tax Refund 59-710-002-00 703-000.000-277.000	REFUNDS/OVERPAYMENTS	09/27/2023	10/02/2023	8,539.62 8,539.62
16863					
46825	MENARDS-HOLLAND SUPPLIES FOR BARRICADES 202-463.000-740.000	SUPPLIES	09/20/2023	10/02/2023	139.51 139.51
40392					
46784	MICHIGAN ASSOCIATION OF PLANNING PLANNING & ZONING POSITION AD 101-701.000-900.000	PRINTING & PUBLISHING	09/21/2023	10/02/2023	75.00 75.00
4739473119					
46792	MICHIGAN GAS UTILITIES 201 WASHINGTON ST POINT PLEASANT 594-597.000-922.000	UTILITIES	09/21/2023	10/02/2023	12.88 12.88
4739845606					
46793	MICHIGAN GAS UTILITIES 47 CENTER 101-301.000-922.000	UTILITIES	09/21/2023	10/02/2023	43.47 43.47
4740182949					
46794	MICHIGAN GAS UTILITIES 486 WATER 101-265.000-922.000	UTILITIES	09/21/2023	10/02/2023	43.84 43.84
4739509731					
46795	MICHIGAN GAS UTILITIES 86 CENTER 101-265.000-922.000	UTILITIES	09/21/2023	10/02/2023	46.93 46.93
3973					
46758	MICHIGAN TWP. SERVICES ALLEGAN AUGUST PERMITS 101-701.000-804.000	CONTRACTUAL BUILDING INSPECTIO	09/11/2023	10/02/2023	12,003.00 12,003.00
389207					
46832	MML LIABILITY AND PROPERTY POOL INSURANCE ON WILEY BUILDING 101-850.000-814.000	INSURANCE (LIABILITY/AUTO)	09/27/2023	10/02/2023	2,232.00 2,232.00

28661					
46768	NEW DAWN LINEN SERVICE	09/18/2023	10/02/2023		42.78
	COMMERCIAL CLEANING				
	101-265.000-802.000	COMMERCIAL CLEANING			15.01
	101-301.000-802.000	COMMERCIAL CLEANING			27.77
9810					
46801	NEWCOMER SERVICE & REPAIR	09/25/2023	10/02/2023		39.96
	PLOW PARTS				
	202-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			19.98
	203-464.000-740.001	SNOW AND ICE REMOVAL SUPPLIES			19.98
70580					
46798	NICK UNEMA PLUMBING & HEATING INC	09/21/2023	10/02/2023		285.00
	STORM SEWER JETTING AND CLEANING				
	202-463.000-802.000	CONTRACTUAL			142.50
	203-463.000-802.000	CONTRACTUAL			142.50
3RDQTR23					
46813	CATHY NORTH	09/26/2023	10/02/2023		300.00
	COUNCIL PAY				
	101-101.000-703.000	WAGES			300.00
330024736001					
46759	ODP BUSINESS SOLUTIONS	09/06/2023	10/02/2023		18.59
	POLICE SUPPLIES				
	101-301.000-740.000	SUPPLIES			18.59
330024734001					
46760	ODP BUSINESS SOLUTIONS	09/07/2023	10/02/2023		60.43
	POLICE SUPPLIES				
	101-301.000-740.000	SUPPLIES			60.43
330024733001					
46761	ODP BUSINESS SOLUTIONS	09/07/2023	10/02/2023		73.98
	POLICE SUPPLIES				
	101-301.000-740.000	SUPPLIES			73.98
330024164001					
46762	ODP BUSINESS SOLUTIONS	09/06/2023	10/02/2023		79.99
	POLICE SUPPLIES				
	101-301.000-740.000	SUPPLIES			79.99
253238					
46810	ONE CAUSE	09/26/2023	10/02/2023		995.00
	ANNUAL DONATION WEBSITE FEE - DONATION FUNDED				
	101-751.000-958.000	MISCELLANEOUS			995.00
1543					
46800	OVERISEL ELECTRIC LLC	09/22/2023	10/02/2023		400.00
	BEERY FIELD OVERHEAD/FIELD LIGHTS				
	101-751.000-802.000	CONTRACTUAL			400.00
2309-703340					
46802	OVERISEL LUMBER CO.	09/26/2023	10/02/2023		2.79
	REPAIR AT THE BEACH				
	101-751.000-930.000	REPAIRS & MAINTENANCE: GENERAL			2.79
2309-700998					
46803	OVERISEL LUMBER CO.	09/18/2023	10/02/2023		15.96
	BANNER PARTS				
	101-463.000-740.003	BANNERS			15.96
2309-700563					

46804	OVERISEL LUMBER CO. BANNER REPLACEMENT PARTS 101-463.000-740.003	BANNERS	09/15/2023	10/02/2023	31.75
					31.75
2309-700842					
46805	OVERISEL LUMBER CO. HOSE 101-265.000-740.000	SUPPLIES	09/18/2023	10/02/2023	13.98
					13.98
2309-700135					
46806	OVERISEL LUMBER CO. DPW SUPPLIES 101-265.000-740.000	SUPPLIES	09/14/2023	10/02/2023	31.97
					31.97
3RDQTR23					
46820	LOUISE PATTISON PLANNING PAY 101-701.000-703.000	WAGES	09/26/2023	10/02/2023	100.00
					100.00
3RDQTR23					
46812	ROBERT NAUMANN COUNCIL PAY 101-101.000-703.000	WAGES	09/26/2023	10/02/2023	200.00
					200.00
23					
46734	RUG BUG PRODUCTIONS LLC MUSICAL SOLO ART IN DOUGLAS 248-728.000-880.000	COMMUNITY PROMOTION	09/11/2023	10/02/2023	200.00
					200.00
2300000470					
46772	SAUGATUCK TOWNSHIP TRI-COMMUNITY REC PLAN 101-701.000-803.000	CONTRACTUAL CONSULTANT	09/13/2023	10/02/2023	1,125.00
					1,125.00
2300000477					
46773	SAUGATUCK TOWNSHIP SIGNS FOR TRI-COMMUNITY REC PLAN 101-701.000-803.000	CONTRACTUAL CONSULTANT	09/14/2023	10/02/2023	94.37
					94.37
23-625					
46767	SAUGATUCK TWP FIRE DISTRICT RENTAL HOME INSPECTIONS 101-701.000-802.000	CONTRACTUAL	09/14/2023	10/02/2023	250.00
					250.00
23-626					
46787	SAUGATUCK TWP FIRE DISTRICT RENTAL HOME INSPECTIONS 101-701.000-802.000	CONTRACTUAL	09/20/2023	10/02/2023	125.00
					125.00
9-25-23					
46778	SAUGATUCK-DOUGLAS HIST SOCIETY COMMUNITY PROMOTIONS REIMBURSEMENT JULY AND AUG EVENTS 248-728.000-880.000	COMMUNITY PROMOTION	09/24/2023	10/02/2023	754.35
					754.35
20050845					
46774	SCHNEIDER TIRE OUTLET TIRES PATROL CAR 101-301.000-930.004	VEHICLE MAINTENANCE & REPAIRS	09/13/2023	10/02/2023	668.00
					668.00
3RDQTR23					
46815	NEAL SEABERT COUNCIL AND PLANNING PAY 101-101.000-703.000	WAGES	09/26/2023	10/02/2023	300.00
					250.00
					50.00

75877					
46766	SPECTRUM PRINTERS, INC ELECTION SUPPLIES 101-262.000-740.000	SUPPLIES	09/12/2023	10/02/2023	62.80 62.80
6124386					
46748	TAFT STETTINIUS & HOLLISTER LLP ENVIROMENTAL REPSONSE RECOVERY 243-000.000-803.000	CONTRACTUAL CONSULTANT	09/12/2023	10/02/2023	974.53 974.53
9-25-23					
46785	TIM ERLANDSON CONSTRUCTION LLC SIDEWALK WORK 248-728.000-979.000 203-463.000-979.000	CAPITAL OUTLAY CAPITAL OUTLAY	09/25/2023	10/02/2023	8,940.00 5,960.00 2,980.00
9944310659					
46735	VERIZON WIRELESS CITY ISSUED PHONES 101-215.000-851.000 101-301.000-851.000 101-463.000-851.000 101-101.000-851.000 101-701.000-851.000 101-172.000-851.000	TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE	09/12/2023	10/02/2023	569.45 43.76 43.76 335.38 43.76 43.76 59.03
VP_L56D3W6Q					
46757	VISTAPRINT BUSINESS CARDS 101-215.000-740.000 101-172.000-740.000	SUPPLIES SUPPLIES	09/19/2023	10/02/2023	49.81 24.91 24.90
3RDQTR23					
46817	RANDY WALKER COUNCIL PAY 101-101.000-703.000	WAGES	09/26/2023	10/02/2023	250.00 250.00
97142					
46776	WILLIAMS AND WORKS PLANNING CONSULTATION SERVICES 101-701.000-803.000	CONTRACTUAL CONSULTANT	09/21/2023	10/02/2023	4,365.00 4,365.00
9-26-23					
46783	RICKY ZOET DPW UNIFORM REIMBURSEMENT 101-463.000-750.000	UNIFORMS	09/26/2023	10/02/2023	157.65 157.65
Purchase Card Vendor: 10071 CARDMEMBER SERVICE					
2551953816					
46750	ADOBE ACROBAT PRO ADOBE SUBS 101-172.000-740.000 101-215.000-740.000 101-701.000-740.000 101-463.000-740.000	SUPPLIES SUPPLIES SUPPLIES SUPPLIES	09/13/2023	10/02/2023	265.94 45.24 132.97 66.49 21.24
39925008					
46786	ALLEGAN COUNTY REGISTER OF DEEDS RECORDING FEES 101-215.000-802.000	CONTRACTUAL	09/25/2023	10/02/2023	31.50 31.50
114-3007895-9370658					

46764	AMAZON MARKETPLACE BOAT LAUNCH PASS CARD STOCK 213-753.000-958.000	MISCELLANEOUS	09/19/2023	10/02/2023	28.73
-----					28.73
114-2648174-9017835					
46765	AMAZON MARKETPLACE HOLIDAY DECORATIONS 101-802.000-958.000	MISCELLANEOUS	09/19/2023	10/02/2023	59.98
-----					59.98
114-3635184-2719433					
46769	AMAZON MARKETPLACE SUPPLIES 101-265.000-740.000	SUPPLIES	09/15/2023	10/02/2023	34.45
-----					34.45
114-2703260-1580203					
46770	AMAZON MARKETPLACE PHONE CASES AND SUPPLIES 101-265.000-740.000	SUPPLIES	09/12/2023	10/02/2023	117.01
	101-463.000-740.000	SUPPLIES			23.95
-----					93.06
4083					
46797	EVCHARGESOLUTIONS.COM REPLACEMENT RETRACTOR CABLE CLAMPS 101-265.000-930.000	REPAIRS & MAINTENANCE: GENERAL	08/30/2023	10/02/2023	174.88
-----					174.88
16591					
46834	FIREWIRE SAFETY WIRE 660-903.000-930.004	VEHICLE MAINTENANCE & REPAIRS	09/27/2023	10/02/2023	154.95
-----					154.95
9-15-23					
46751	GRAND TRAVERSE RESORT HOTEL REFUND 101-701.000-718.002	MISC TRAVEL EXPENSES-TRAINING	09/15/2023	10/02/2023	(140.00)
-----					(140.00)
9-7-23					
46755	GRAND TRAVERSE RESORT DEPOSIT ON HOTEL 101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING	09/07/2023	10/02/2023	240.00
-----					240.00
9-7-23					
46756	GRAND TRAVERSE RESORT DEPOSIT ON HOTEL 101-101.000-718.002	MISC TRAVEL EXPENSES-TRAINING	09/07/2023	10/02/2023	280.00
-----					280.00
64274					
46754	MICHIGAN MUNICIPAL LEAGUE MML CONFERENCE 101-101.000-718.000	TRAINING FUNDS	09/07/2023	10/02/2023	1,190.00
-----					1,190.00
8-28-23					
46749	US POSTAL SERVICE POSTAGE 101-301.000-740.000	SUPPLIES	08/28/2023	10/02/2023	5.50
-----					5.50
9-19-23					
46753	US POSTAL SERVICE POSTAGE 101-301.000-740.000	SUPPLIES	09/19/2023	10/02/2023	9.55
-----					9.55
INV220343905					
46777	ZOOM VIDEO COMMUNICATIONS, INC MONTHLY ZOOM 101-101.000-958.000	MISCELLANEOUS	09/24/2023	10/02/2023	29.98
-----					29.98

Total Purchase Card Vendor: 10071 CARDMEMBER SERVICE			2,482.47
# of Invoices:	108	# Due: 107	Totals: 1,558,272.22
# of Credit Memos:	2	# Due: 2	Totals: (176.86)
Net of Invoices and Credit Memos:			1,558,095.36

--- TOTALS BY FUND ---

101 - GENERAL FUND	37,030.33
202 - MAJOR STREET FUND	874.95
203 - LOCAL STREETS FUND	6,715.45
213 - SCHULTZ PARK LAUNCH RAMP	184.42
243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND	974.53
248 - DOWNTOWN DEVELOPMENT AUTHORITY	6,914.35
470 - MUNICIPAL BUILDING FUND	1,494,457.11
594 - DOUGLAS MARINA	519.99
660 - EQUIPMENT RENTAL FUND	1,884.61
703 - CURRENT TAX FUND	8,539.62

--- TOTALS BY DEPT/ACTIVITY ---

000.000 -	9,514.15
101.000 - LEGISLATIVE	3,833.74
172.000 - MANAGER	129.17
215.000 - CLERK/TREASURER	233.14
262.000 - ELECTION	62.80
265.000 - BUILDING & GROUNDS	1,495,367.76
301.000 - POLICE	1,704.58
463.000 - GENERAL STREETS & ROW	12,575.09
464.000 - GENERAL STREETS WINTER & ROW	39.96
597.000 - POINT PLEASANT	339.99
597.001 - WADES BAYOU	180.00
701.000 - PLANNING & ZONING	18,457.62
728.000 - DOWNTOWN DEVELOPMENT AUTHORITY	6,914.35
751.000 - PARKS & RECREATION	4,382.00
753.000 - LAUNCH RAMPS	184.42
802.000 - COMMUNITY PROMOTIONS	59.98
850.000 - INSURANCE & BONDS	2,232.00
903.000 - EQUIP. REPAIRS & MAINTENANCE	1,884.61



MEMORANDUM
REGULAR CITY COUNCIL MEETING
October 2, 2023 at 7:00 PM

TO: City Council

FROM: Laura Kasper, City Clerk

SUBJECT: November 7, 2023 Election Inspector Appointments

Upon recommendation from the City Clerk, the City Council appoints the listed Election Inspectors to work the November 7, 2023, General Election.

The City of the Village of Douglas City Clerk has assigned the following individuals to work as Election Inspectors for the November 7, 2023 General Election.

- Jean Neve
- Greg Harvath
- Lawrence Basgall
- Louise Pattison

Additionally, there will be assistance from the Deputy Clerk on Election Day, which the appointment of is anticipated for mid-October.



KNIGHTS OF COLUMBUS

September 19, 2023

City of Douglas
86 W. Center St.
Douglas, MI 49406

Attn: Jerome Donovan and City Council

Once again, we are asking for your participation in the Knights of Columbus' Annual Tootsie Roll Drive that helps Michigan citizens with Intellectual and Developmental Disabilities. The drive will take place October 6th and 7th. We will be working with local merchants to solicit donations to this worthy cause. As usual, we will be wearing our familiar yellow and red aprons to identify our Knights and volunteers

Over the years our members have collected thousands of dollars to aid less fortunate individuals in our immediate community. Several local organizations have come to depend upon our support for some of their critical needs and we try not to disappoint them. This is a volunteer drive. No Knights or volunteers are paid salaries, or are any expenses compensated. Our rewards are the smiles and enthusiastic applause for our Knights when we hand out Tootsie Rolls and the checks to the local organizations we support.

On behalf of our local Council, thank you for your years of support and I hope to hear from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dennis Dreyer', with a long horizontal flourish extending to the right.

Dennis Dreyer
Grand Knight
Council 8687
P.O. Box 941
Douglas, MI 49406

Robert Karns rjk303@yahoo.com

Fri 9/29/2023 10:16 AM

Jenny, I stopped in your office today, Sept. 29, 2023, only an hour or so ago to ask if I could speak to someone relative to the traffic conditions along Blue Star Highway, specifically between Main St. and Center St. This, of course, involves the structural changes that were made to traffic flow in order to accommodate the grant monies for a bike and walking trail. Just before I went to the city offices I stopped by the Douglas Police Department and had a short conversation with officer Reyes. He mentioned that police sentiment was never very strong in favor of the changes that occurred to traffic flow, and that even a state police officer had problems navigating the narrow avenue and ended up hitting one the curbs along the way.

There are so many troubling issues regarding these changes it's hard to know where to start. Let me begin by reminding the city council members that there is an underlying concern for public safety due to the narrow lanes of traffic that resulted from the project. One of our neighbors on Amity St. was in a head-on accident (July 3rd, 2022) in front of St. Peters catholic church... no tickets were issued in this accident!?! This person just went through the last of his corrective surgeries this week, over a year after the accident occurred. In my opinion this accident would not have occurred if two lanes never became one lane.

Each and every day that I drive along this route I witness scores of drivers on, and over, the center yellow line. This occurs in both directions of traffic flow. Surely there is something wrong when drivers cannot stay within the width of their lane. Making a left-hand turn from Blue Star Hwy onto Union Street is terrifying when passing cars in both directions are mere inches from the sides of my vehicle.

As I wrote to the city council months ago (via the city's website), my bet is that the city leaders thought it would be a nice addition to our way of life, here in Douglas, when they voted to make these traffic-flow changes. Unfortunately the project has caused safety concerns that did not exist before the project began. Few people seem to even use the new bike trail (walking trail), and why should they? there was, and still is, the original bike trail right next to it.

This public safety concern needs to be fully addressed by The City of the Village of Douglas, and they need to own up to reversing inadequate traffic problems. I urge all city council members to rethink this situation in the name of safe travels to all city residents and tourists alike. Please use this concern for a future city council meeting by making it an agenda item: I'd like to be informed of any date and time the issue is addressed so that I may attend the meeting.

Thank you,
Robert Karns
(Douglas resident)

williams&works

engineers | surveyors | planners

MEMORANDUM

To: City of The Village of Douglas City Council
Date: September 28, 2023
From: Tricia Anderson, AICP
RE: **Proposed Amendment to Section 26.13:
 Ground Floor Residential Special Land Use Standards**

At the October 2, 2023, the City Council will consider the final approval and second reading of the proposed amendment concerning Section 26.13 of the City of the Village of Douglas Zoning Ordinance. At the first reading, held on August 7, 2023, the City Council recommended that the DDA provide feedback on the proposed amendment which would affect properties within the boundaries of the DDA that are zoned C-1, Village Center.

As you may recall, C-1 Village Center, allows mixed-use buildings by right, provided that the ground floor contains a commercial use that is facing the street. As a special land use, this district allows mixed-use buildings to contain ground-floor residential as a special land use if the following standards shown in Figure 1 can be met.

The area highlighted in yellow is the section that is proposed to be removed from this section, this standard precludes some of the C-1 zoned parcels from being able to allow ground-floor residential. Again, we believe the intent of this standard was for proposed ground floor residential uses to abut another residential use, however, zoning districts that permit residential uses, such as C-1

Section 26.13 Ground Floor Residential

- 1) Locational Requirements: Residential uses shall be permitted on the ground floor of a structure located in the C-1 District only where such use does not front upon Center Street.
- 2) Site Requirements:
 - a) All residential dwelling units on the ground floor of a structure located within the C-1 District shall be set back a minimum of thirty (30) feet from the Center Street right-of-way to avoid breaking up the continuity of active commercial areas along Center Street.
 - b) All ground floor structures used for residential purposes shall be located on property which abuts property zoned R-1, R-2, R-3, R-4 or R-5 on at least one side.
 - c) The Planning Commission shall make a determination that the regular flow of pedestrian traffic to and from established commercial uses is not likely to be negatively reduced or impeded by the residential use within a ground floor structure.
 - d) Any application for Ground Floor Residential use within the boundaries of the Downtown Development Authority shall be submitted to the DDA Board for recommendation prior to Planning Commission approval.
 - e) All standards of Article 10 C-1 Village Center District shall apply to a ground floor residential use except that the minimum transparency requirements set forth within Section 10.02, D, may be reduced to no less than 30% to insure the safety and privacy of residents.

Fig. 1

(Amended October 19, 2009: Ord. #03-2009)

and PUD are not included in the list of zoning districts that a parcel must abut in order to be eligible for ground floor residential.

The purpose of this memorandum is to provide a summary of the comments and concerns expressed by the members of the DDA when this proposed amendment was presented to them at their 9/27/23 regular meeting:

- ▷ **Will residential uses take over ground floor space historically occupied by commercial uses?** Some members were concerned that the amendment would result in residential uses taking away from the commercial uses that provide the economic viability within the DDA. We assured the DDA members that the other standards within Section 26.13 would prevent the frontage of a building from being occupied by a residential use.
- ▷ **Why not just make an exception for 200 Center Street?** It was explained that the proposed amendment was initiated by a proposed mixed use development at 200 Center Street. The applicant proposed ground-floor residential as a way to off-set the construction costs, as only upper-floor units would require an elevator to comply with ADA requirements. Some members of the DDA expressed concern that the amendment would affect the entire C-1 district and inquired as to why the applicant could not seek a variance, so that the other parcels would not be affected. We explained that the ZBA does not have jurisdiction over special land use standards, and that the majority of the other parcels are already afforded the right to have ground floor residential, provided all the special land use standards can be met. As it relates to part b, the majority of the parcels along Center Street are able to meet this standard, as they abut a residentially zoned district.
- ▷ **What is the definition of “abut”?** Part b currently requires the parcel proposed for ground floor residential to “abut” a parcel zoned residential on at least one side. Some were concerned that the alleyway or public roads that separate the C-1 zoned parcels from the R-3 zoned parcels didn’t actually “abut” a residentially zoned district because the map does not show the road as belonging to any one zoning district. We explained that in our view, “abut” would be interpreted in this case as across the street. Some communities extend zoning districts into the roadways, some do not. And, depending on what map you’re viewing, the road is included in a zoning district and on others it is not.
- ▷ **Could a mixed-use building be bulldozed and redeveloped with a multi-family apartment complex as a result of this amendment?** One member of the DDA was concerned that this amendment may open the door to any type of residential on C-1 zoned parcels. We assured him that this would not be permitted, as multi-family (unless part of a mixed-use building) and single family uses are not permitted in the C-1 district.

If the Council is inclined to offer an approval of the proposed amendment, the DDA would still have the opportunity to review proposals for ground floor residential on a case by case basis.

If any questions arise, please do not hesitate to contact us!



MEMORANDUM

The Village of Friendliness – Since 1870

Date: August 1, 2023
To: The City of the Village of Douglas City Council
From: Joe Blair, AICP
 Planning & Zoning Administrator
Re: Zoning Text Amendment – Section 26.13(2)(b) – Ground-floor Residential

Background. When the Planning Commission reviewed a proposal for a mixed-use development on Center Street earlier this year, it became apparent that while ground-floor residential is permitted when located adjacent to a residentially zoned parcel on at least one side, the ordinance does not account for the fact that some parcels within commercial districts or PUDs contain residential uses. This specific requirement was referenced in article 26.13 Ground-floor Residential, subsection 2 Site Requirements, part b. *All ground-floor structures used for residential purposes shall be located on property which abuts property zoned R-1, R-2, R-3, R-4 or R-5 on at least one side.*

In a memo to the Planning Commission, Interim Planner Tricia Anderson identified, based on Planning Commission commentary regarding the application for 200 W. Center, items of note for review. This memo read that the Planning Commission should discuss the text regarding section 26.13.2.b and offer their opinions as to whether the text of the section aligns with the intent of the ordinance. The consensus was that the intent may have been for the section to read “abut a residential use” rather than “abut a residentially zoned property”.

At the April 20, 2023 meeting of the City of Douglas’ Planning Commission, the commissioners discussed what they recall from the original intent of the change to the ordinance to require that ground floor residential be adjacent on at least one side to a residentially owned parcel, and given the need in recent times to reduce barriers to affordable and attainable housing in Douglas, the planning Commission agreed that the requirement in the Article 26, Special Land Uses, could simply be removed. The Planning and Zoning Administrator was then asked to draft an amendment to remove

the requirement for ground-floor residential as a Special Land Use in the C-1 district to be adjacent to a residentially zoned parcel on at least one side, and to remove part b of; Section 26.13.2.

Proposed Amendment. The following amendment would simply entail the removal of part b of Section 26.13.2:

Section 26.13 Ground-floor Residential

1. *Locational Requirements: Residential uses shall be permitted on the ground-floor of a structure located in the C-1 District only where such use does not front upon Center Street.*
2. *Site Requirements:*
 - a. *All residential dwelling units on the ground-floor of a structure located within the C-1 District shall be set back a minimum of thirty (30) feet from the Center Street right-of-way to avoid breaking up the continuity of active commercial areas along Center Street.*
 - ~~b. *All ground floor structures used for residential purposes shall be located on property which abuts property zoned R-1, R-2, R-3, R-4 or R-5 on at least one side.*~~
 - c. *The Planning Commission shall make a determination that the regular flow of pedestrian traffic to and from established commercial uses is not likely to be negatively reduced or impeded by the residential use within a ground-floor structure.*
 - d. *Any application for Ground-floor Residential use within the boundaries of the Downtown Development Authority shall be submitted to the DDA Board for recommendation prior to Planning Commission approval.*
 - e. *All standards of Article 10 C-1 Village Center District shall apply to a ground-floor residential use except that the minimum transparency requirements set forth within Section 10.02, D, may be reduced to no less than 30% to insure the safety and privacy of residents.*
(Amended October 19, 2009: Ord. #03-2009)

Procedures. Section 28.02 provides procedures for the review and approval of amendments. The Planning Commission forwarded a favorable recommendation to the City Council on July 13, 2023 meeting.

At the August 7, 2023 meeting, the City Council is tasked with the final approval of the proposed ordinance amendment, and will hold a first reading. The second reading will be held on August 21, 2023. An ordinance to amend the zoning ordinance has been drafted for the City Council's reference in its review of the proposed zoning ordinance

amendment. The Planning and Zoning Administrator's report to the Planning Commission dated July 5th, 2023, is also included for your reference in the Council packet for review of the amendment procedures and analysis of the amendment criteria.

Please feel free to reach out with any questions.

**CITY OF THE VILLAGE OF DOUGLAS
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 06-2023**

**AN ORDINANCE TO AMEND SECTION 26.13.2 (“Ground Floor Residential, Site Requirements”)
TO REMOVE SUBSECTION b) WITHIN THE CITY OF THE VILLAGE OF DOUGLAS ZONING
ORDINANCE**

The City of the Village of Douglas Ordains:

Section 1. AMEND: AN ORDINANCE TO AMEND SECTION 26.13.2 (“Ground Floor Residential, Site Requirements”) TO REMOVE SUBSECTION b)

Section 26.13 – Ground Floor Residential.

2) Site Requirements:

- a) All residential dwelling units on the ground floor of a structure located within the C-1 District shall be set back a minimum of thirty (30) feet from the Center Street right-of-way to avoid breaking up the continuity of active commercial areas along Center Street.
- ~~b) All ground floor structures used for residential purposes shall be located on property which abuts property zoned R-1, R-2, R-3, R-4 or R-5 on at least one side.~~
- c) The Planning Commission shall make a determination that the regular flow of pedestrian traffic to and from established commercial uses is not likely to be negatively reduced or impeded by the residential use within a ground floor structure.
- d) Any application for Ground Floor Residential use within the boundaries of the Downtown Development Authority shall be submitted to the DDA Board for recommendation prior to Planning Commission approval.

e) All standards of Article 10 C-1 Village Center District shall apply to a ground floor residential use except that the minimum transparency requirements set forth within Section 10.02, D, may be reduced to no less than 30% to insure the safety and privacy of residents.

Section 2: Severability Clause: Should any word, phrase, sentence, paragraph, or section of this Ordinance be held invalid or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

Section 3: Publication: Within fifteen (15) days of its adoption, a notice of adoption shall be published by the City Clerk in a newspaper of general circulation in the City

Section 4: Effective Date: This Ordinance shall become effective upon 20 days following the publication or summary of publication of this Ordinance.

Ordinance Offered by:

Ordinance Supported by:

Ayes:

Nays:

Abstain:

Absent:

ORDINANCE DECLARED _____ ON THIS 21st DAY OF August, 2023.

Jerome Donovan, Mayor Date

Laura Kasper, City Clerk

Date

Ordinance Adoption Date:

Ordinance Effective Date:

First Reading:

Public Hearing:

Second Reading:

Publication of Notice:

Enactment: (20 days after Publication)

CERTIFICATE

I hereby certify that the foregoing Ordinance was adopted by the City Council of the City of the Village of Douglas at a City Council meeting held on August 21st, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the City Charter and the Open Meeting Act, Public Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Laura Kasper, City Clerk



MEMORANDUM

The Village of Friendliness – Since 1870

Date: July 5, 2023
To: Douglas Planning Commission
From: Joe Blair, AICP
 Planning & Zoning Administrator
Re: **Zoning Text Amendment – Section 26.13 – Ground-floor Residential**

Background. When the Planning Commission reviewed a proposal for a mixed-use development on Center Street earlier this year, it became apparent that while ground-floor residential is permitted when located adjacent to a residentially zoned parcel on at least one side, the ordinance does not account for the fact that some parcels within commercial districts or PUDs contain residential uses. This specific requirement was referenced in article 26.13 Ground-floor Residential, subsection 2 Site Requirements, part b. *All ground-floor structures used for residential purposes shall be located on property which abuts property zoned R-1, R-2, R-3, R-4 or R-5 on at least one side.*

In a memo to the Planning Commission, Interim Planner Tricia Anderson identified, based on Planning Commission commentary regarding the application for 200 W. Center, items of note for review. This memo read that the Planning Commission should discuss the text regarding section 26.13.2.b and offer their opinions as to whether the text of the section aligns with the intent of the ordinance. The recommendation was made that the intent may have been for the section to read “abut a residential use” rather than “abut a residentially zoned property”.

At the April 20th meeting of the City of Douglas’ Planning Commission, the commissioners commented on this error of intent and directed the Planning and Zoning Administrator to draft a change in the ordinance language to remove the requirement for ground-floor residential in the C-1 district as a special land use to be adjacent to a residentially zoned parcel; Section 26.13.2.b.

Proposed Amendment. The following amendment would simply entail the removal of part b of Section 26.13.2:

Section 26.13 Ground-floor Residential

1. *Locational Requirements: Residential uses shall be permitted on the ground-floor of a structure located in the C-1 District only where such use does not front upon Center Street.*
2. *Site Requirements:*
 - a. *All residential dwelling units on the ground-floor of a structure located within the C-1 District shall be set back a minimum of thirty (30) feet from the Center Street right-of-way to avoid breaking up the continuity of active commercial areas along Center Street.*
 - b. *All ground floor structures used for residential purposes shall be located on property which abuts property zoned R-1, R-2, R-3, R-4 or R-5 on at least one side.*
 - c. *The Planning Commission shall make a determination that the regular flow of pedestrian traffic to and from established commercial uses is not likely to be negatively reduced or impeded by the residential use within a ground-floor structure.*
 - d. *Any application for Ground-floor Residential use within the boundaries of the Downtown Development Authority shall be submitted to the DDA Board for recommendation prior to Planning Commission approval.*
 - e. *All standards of Article 10 C-1 Village Center District shall apply to a ground-floor residential use except that the minimum transparency requirements set forth within Section 10.02, D, may be reduced to no less than 30% to insure the safety and privacy of residents.*
(Amended October 19, 2009: Ord. #03-2009)

Procedures. Section 28.02 provides procedures for the review and approval of amendments. The City Council is the final reviewing authority of any amendment to the Zoning Ordinance. Therefore, the Planning Commission is tasked with making a recommendation, rather than an approval, of the proposed text amendment.

In addition, Section 28.04 outlines the requirements for holding a public hearing and the proper publication of the public hearing notice which informs the public in a newspaper of general circulation that the Planning Commission will hold a public hearing to consider the amendment on July 13th, 2023.

Analysis of Amendment Criteria. Section 28.06 provides a list of considerations the Planning Commission must keep in mind when reviewing a proposed amendment to the ordinance. The majority of these considerations are not applicable to a text amendment of the Zoning Ordinance and apply mostly to amendments of the zoning map (rezonings), which is an integral part of the Zoning Ordinance. These considerations are as follows:

- a. *What, if any, identifiable conditions related to the application have changed since the existing zoning district was established which justify the proposed amendment?*

The C-1, Village Center district allows for mixed uses to occupy the same building and allows for residential above commercial by right and ground-floor residential as a special land use. One condition that has changed since the existing C-1 district was established and the ordinance was amended to add stipulations for ground-floor residential as a special land use, is the current need for affordable and attainable housing. The current ordinance language which requires the subject parcel to be located adjacent to an existing residential zoned parcel could be viewed as a barrier to the creation of additional housing stock. The ground-floor residential allows less up-front costs associated with the construction of the development, thus, theoretically the ability to keep rental rates lower. When no ground-floor units are proposed within a mixed-use or multifamily development, there is a requirement for an elevator to be provided to comply with ADA standards. The removal of part b of the special land use requirements would remove one barrier to affordability when it comes to housing in the City.

- b. *What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?*

The maps provided below identify the parcels that would be affected by this amendment. If any precedent is set with the approval of the text amendment, it is that the City favors the removal of barriers to potential affordable housing opportunities. Denial of the text amendment may send the message to home seekers and home builders that the City is not concerned with removing these types of barriers.

- c. *What is the impact of the amendment on the ability of the City and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the proposed amendment is adopted?*

All of the C-1 zoned parcels allow for a mix of residential and commercial, however, not all buildings contain both uses. The additional ground-floor residential that could be anticipated as a result of this amendment should not significantly increase the burden on the City to provide adequate services and facilities.

- d. *Does the petitioned district change adversely affect environmental conditions, or the rights of a neighboring property owner?*

The change would not adversely affect environmental conditions, nor would it infringe on the rights of neighboring property owners.

- e. *Is the class of uses permitted in the district appropriate for the location proposed to be rezoned?*

This standard is not applicable to a text amendment.

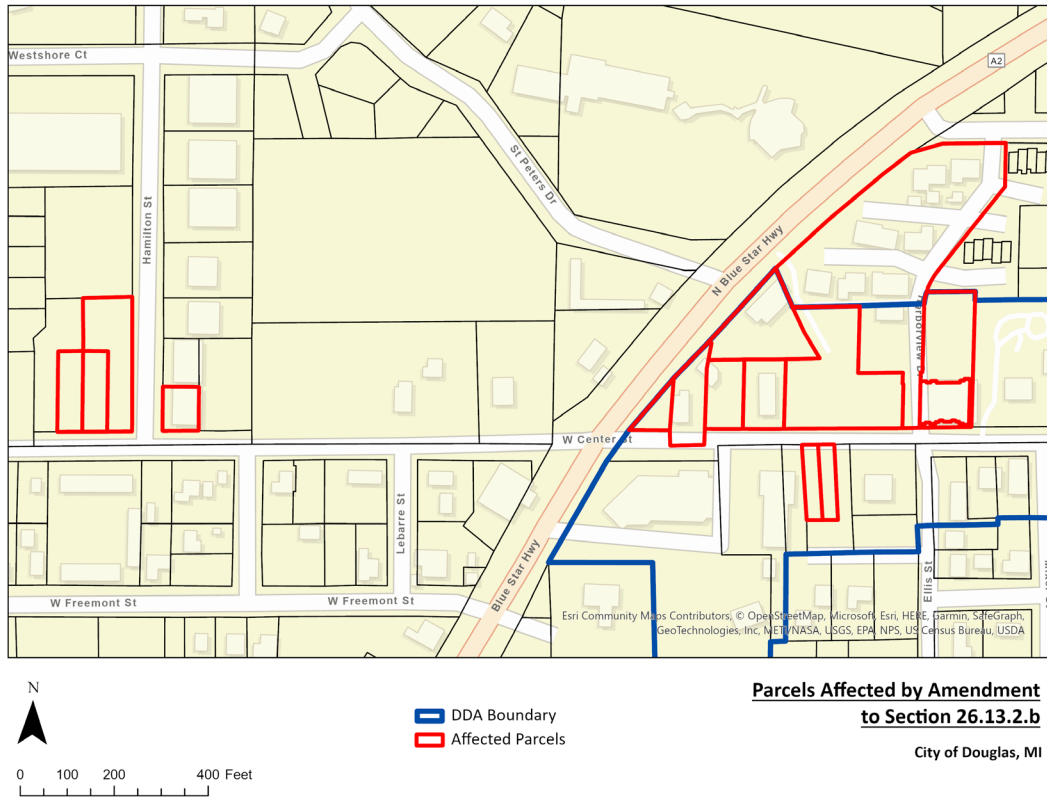
- f. *Does the petitioned district change generally comply with the Tri-Community Comprehensive Plan, or a subsequent document that guides land use and development decisions in the City of the Village of Douglas?*

Yes, this change follows both the Tri-Community Comprehensive Plan and the Douglas Community Plan in presenting a greater ability to create accessible and affordable housing stock in the Downtown area.

- g. *What is the ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located?*

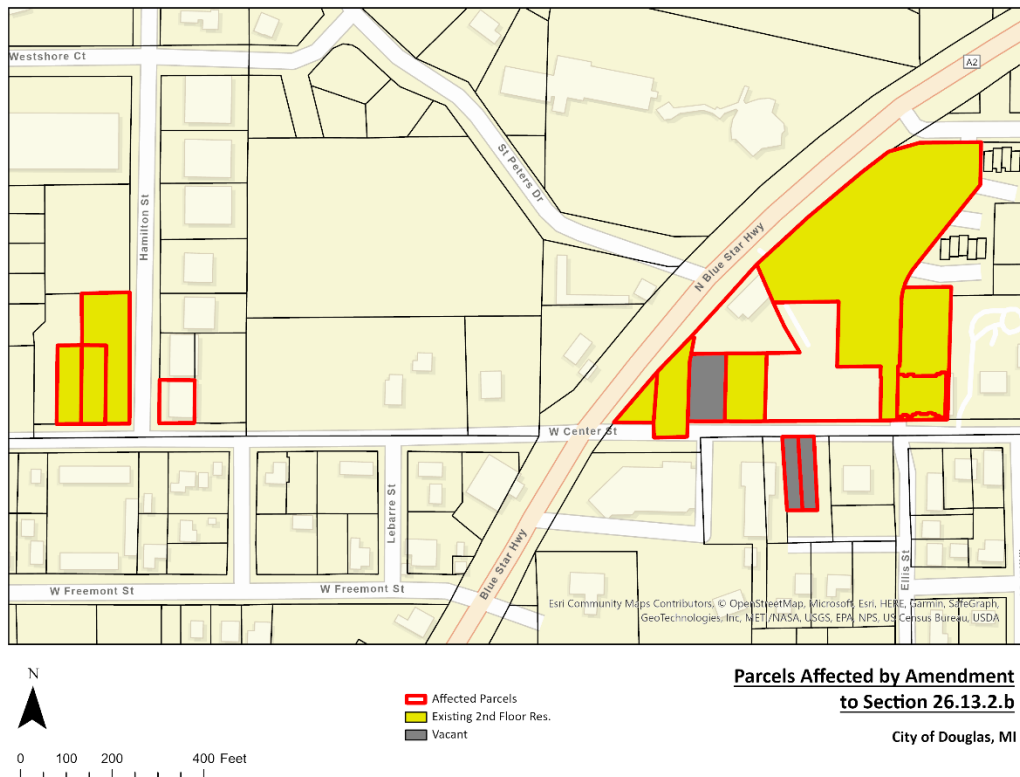
This standard is not applicable to a text amendment.

Implications of the Amendment



Shown above is a map of the parcels that would be affected by the change in Section 26.13.2.b, which would eliminate the need for a parcel zoned R1 - R5 to be immediately adjacent. In total, 15 parcels would be affected, totaling roughly 7.6 acres. Of these 15 parcels, 3 of them - or roughly 0.5 acres - are vacant.

The text amendment, if approved, is not anticipated to produce any negative effects on the surrounding parcels, as all the C-1 zoned parcels are permitted to contain a mix of uses and already do, or are vacant currently, as shown below. The remaining three are (from left to right), a storage building, a realtor's office, and the Saugatuck-Douglas Library.



However, the positive effect would likely be more identifiable. By allowing the affected parcels to construct ground-floor residential, the City would be accomplishing a number of goals:

- Allowing for increased housing stock within the city
- Increased residential presence near the DDA and along Center St.
- Housing that is along walkable corridors
- Accessible housing near the City core

Recommendation: Based on the findings noted in this memorandum, as well as previous discussions with the Planning Commission, we would recommend the Planning Commission provide a favorable recommendation to the City Council to approve the amendment of Section 26.13.2 of the City of Douglas Zoning Ordinance, as proposed.

Please feel free to contact me with any questions or concerns.



MEMORANDUM
REGULAR CITY COUNCIL MEETING
October 2, 2023 at 7:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Snow and Ice Removal Request for Proposal Award

On August 24, 2023, a Request for Proposal (RFP) was advertised for Snow and Ice Removal from select sidewalks within the City limits. The scope of work is primarily intended to address sidewalks, right-of-way's, and safe routes to school (see attached). The Contract is for three (3) years with two (2) optional one (1) year extensions.

Three (3) contractors requested the RFP package and on September 21, 2023, one bid package was received and opened publicly at the bid opening.

The following bid was received:

Scotts Landscape Management, Inc., Allegan

Per Push Cost - \$.0415 per linear feet

Unit Price for Salt and/or Brine - \$.37

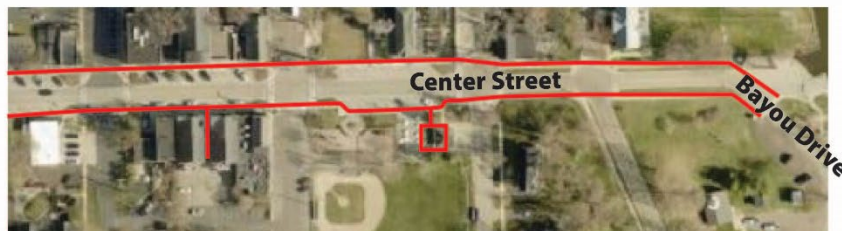
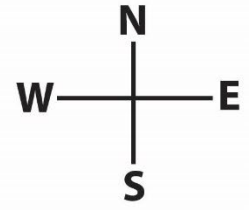
A total per push estimate \$718.43

Scott's Landscape Management would like to negotiate a five (5) percent annual increase to keep up with cost-of-living expenses.

Sample Motion: I recommend City Council award Scotts Landscape Management, Inc. of Allegan the Snow and Ice Removal Contract to include a five (5) percent annual cost of living increase.

City of Douglas

— Sidewalks - 7,950 ± Linear feet/1.5 miles





MEMORANDUM

REGULAR CITY COUNCIL MEETING

October 2, 2023 at 7:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Roadway Assessment and Updated Asset Management Plan Budget Amendment

With help from Prein&Newhof the City is seeking an updated roadway assessment and an asset management plan. A Pavement Surface Evaluation and Rating (PASER) system is a visual method to measure the conditions of paved roads within the City. This method will determine maintenance, repairs, and replacement needs. Prein&Newhof will then determine costs and project schedules for each of the recommended projects. Updating the asset management plan will help with capital improvement budgeting, long term maintenance strategies, and life cycle funding requirements. This proposal was originally estimated to cost \$10,000. With the official proposal from Prein&Newhof a not-to-exceed fee of \$12,000 was provided.

Sample Motion: I recommend City Council approve the proposal from Prein&Newhof to provide a roadway condition assessment and updated asset management plan and amend the budget by \$2,000.

August 28, 2023

Ms. Jenny Pearson
City of Douglas
860 West Center Street
Douglas, MI 49406

RE: City Roadway Condition Assessment and Updated Asset Management Plan

Dear Jenny:

Thank you for the opportunity to continue working with the City of Douglas on your Capital Improvement Planning. It is our understanding that the City wants to accomplish the following goals:

1. PASER rate of all roadways and document the current road conditions.
2. Determine maintenance, repair, and replacement options.
3. Determine costs and project schedules for each of the recommended projects.
4. Update your Asset Management Plan that will address current capital improvement needs, long term maintenance strategies, and life cycle funding requirements.

To accomplish this, we recommend the following scope of services:

- P&N will perform an inspection of all City roads (approximately 16 miles total) to evaluate and document the current roadway condition. While performing pavement condition ratings, we will also take note of drainage issues, shrub/tree overgrowth, visual roadway base conditions, and ditching/culvert problems that we observe.
- P&N will update your RoadSoft software and roadway database. This software and data are part of a statewide roadway asset management initiative supported by the Michigan Department of Transportation.
- City-wide Pavement Condition maps will be updated. The City has 5.4 miles of Major Streets, 9.9 miles of Minor streets, and 0.7 miles of ‘other’ streets. A variety of maps will be produced for your future use.
- A brief analysis will be performed of your condition of pavements in 2016 and now in 2023. Your last 8 years of projects and construction costs will be needed for this analysis. Prediction strategies showing your future condition will be presented based on current funding levels and hypothetical increases or decreases in funding.
- Based on the field data, we will develop recommendations for preventive maintenance, rehabilitation, and roadway reconstruction. We will identify costs for each pavement fix and probable construction timelines. This will be reviewed with City staff prior to creating the Asset Management Plan.

Ms. Jenny Pearson
August 28, 2023
Page 2

- P&N will create a future 5 Year Plan of projects that fit your CIP budget. We recommend an annual review of your next 2 to 3 year road projects to determine if priorities have changed based on condition or accelerated failure of a roadway.
- Once actions and timelines are determined, we will update your Asset Management Plan that includes the following:
 - Overall system maps
 - Pavement condition maps
 - Proposed action maps
 - Lifecycle cost tables with annual capital expenditures for the whole system

FEES:

We propose a project budget of \$3,800 for performing your PASER ratings, updating RoadSoft, and updating your condition maps.

We propose a project budget of \$8,200 for updating your strategies and Asset Management Plan. We anticipate 3 Teams/Zoom meetings to work through the strategies and future project planning.

Our combined not-to-exceed fee is: \$12,000. The project will be invoiced monthly.

SCHEDULE:

We plan to perform the PASER ratings this fall in September, update your maps in October, and deliver your updated Asset Management Plan by December 20, 2023.

Please let me know if you have any questions or need additional information. Thank you again for the opportunity to update your Asset Management Plan.

Sincerely,

Prein&Newhof



Connie S. Houk, P.E.



MEMORANDUM
REGULAR CITY COUNCIL MEETING
October 2, 2023, at 7:00 p.m.

TO: The City of the Village of Douglas City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Posting and Hiring of a Part-Time Ordinance Officer

I am writing to request the council's support for the posting and hiring of a part-time ordinance officer. This position will report directly to the City Manager and the Planning/Zoning Administrator.

The responsibilities of an ordinance officer include, but are not limited to the following:

- Protect the Public Health, Safety and Welfare of all residents, businesses, and visitors.
- Educating the public about the City's codes & ordinances and working to obtain voluntary compliance.
- Enforce the City's ordinances in an effective, fair, and consistent manner through the issuance of citations when voluntary compliance is not completed in a timely manner.
- Patrolling the City to ensure compliance with local codes and ordinances – including preparing reports.

The ordinance officer will work 12-16 hours weekly and will be paid an hourly rate of \$16.00. The ordinance officer will use their own vehicle and receive a standard mileage reimbursement rate per the Internal Revenue Service mileage reimbursement guidelines.

Thank you for your consideration.

Saugatuck Public Schools Community Recreation Directors Report September 26, 2023

Current Advisory Board Members: P

Anthony Grech – SPS Administrator
 Andy Diaz – SPS Coaching Staff
 Kelly Roche – City Of Saugatuck
 Neil Seabert – City of Douglas
 Jessica Ruthsatz – Saugatuck Twp.
 Garrett Gomley – Laketown Twp.
 Ashley Little Rea – Community At Large Member #1
 OPEN- Community At Large Member #2

Summer 2023

Little League

- Start Smart – 18 participants
- Girls Minor 1 =20 participants
- Girls Minor 2=13 participants
- Girls Majors = 14 participants
- Girls Middle School= 3 participants
- Boys Minor 1 = 24 participants
- Boys Minor 2 = 27 participants
- Boys Majors = 21 participants
- Boys Middle School =22 participants

Summer Youth SHS Sports Camps

- Boys Basketball = 17 participants
- Girls Basketball = 18 participants
- Track = 61 participants
- Soccer = Youth Camp 62 participants
- Soccer = MS Camp 16 participants
- Volleyball = Youth Camp 37 participants
- Football = 24

Hiking Club

- Participation Numbers = Great
- Monday Mornings 8am – Frank Lamb = 30+ Participants
- Open Enrollment - FREE

Swimming Lessons

- Three Levels/Three Sessions = 48 participants
- Kerri Prince Instructor/ Safe Harbor Tower Marina

Tennis Lessons

- Three Levels/One Session = 18 participants
- Kip Klinge and Nick Betts Instructors/ SHS Courts

SMS Summer Volleyball

- Girls 7/8 Grade = 16 players
- Lakeshore League with Holland and West Ottawa

Lakeshore Track Meet – Zeeland Stadium

- Grades 3-8 = 175 participants
- Saugatuck = 12 participants

Adult Outdoor Fitness Classes

- Adults = 25 participants
- Free classes sponsored by Blue Star Gym

Fall 2023**Rocket Football**

- Boys K-2 Flag Football = 13 players
- Boys Flag 3/4 = 13 players
- Boys Tackle 5/6 = 21 players

Soccer

- Under 6 years old Coed = 54 players
- Under 8 years old Coed = 55 players
- Under 10 years old Girls = 26 players
- Under 10 years old Boys = 30 players
- Under 12 years old Girls = 29 players
- Under 12 years old Boys = 23 players

Cheerleading

- 3-6 grade = CANCELLED

Pickleball

- Courts at Schultz Park are still going strong.
- Comm Rec Funded the resurfacing of the courts/ Spring 2023
- Youth Camp = 25 participants

Bridge Walk 2023

- 275 participants

Ski Club:

- Bittersweet announced changes to their Ski Club program for 2023/24. This is not good. Limited dates (two evenings), times and increased cost make this program pointless and of no value.

- Participants can only use discount on one specific evening (pre-determined) during the week and only in the evening on Sunday.
- The Sunday evening option will be very crowded.
- If we get a snow day and it does not land on our scheduled day of the week you cannot get the discount.
- School needs to sell lift tickets and rentals in advance. School needs to provide a bus etc. Bittersweet does nothing.
- You used to get two free group lessons, now only one
- I feel that this is their way of phasing out the program
- They also raised their season pass to \$700 from \$400
- Unfortunately, unless they change it this is not worth the money or time.
- Families are better off going to Timber Ridge (same distance) or look into the MSIA Passes. White Gold/ Cold is Cool.

Adult Basketball

- Adults = Open enrollment
- Sunday Nights = Nov 5 – March 24

Marketing - How does Community Recreation promote its programs?

- Facebook: Saugatuck Recreation
- Twitter: Saugatuck Recreation
- Instagram: SPS Recreation
- Website: saugatuckps.com (community recreation)
- Saugatuck Recreation Blue Sombrero Online Store.
- Registration forms are sent home with every student at SPS. Registration forms are also located at every SPS office.
- Flyers- Promotional flyers are put up at each school.
- Info is sent out via email to every parent through the bi-weekly DES Newsletter.
- Announcements are made at schools when deadlines are drawing near.
- DES Marquee:
- Using the school alert system, we can notify past participants of upcoming registration deadlines.

Community Updates

- 5 Year Parks and Recreation Plan (Feb 1 completion deadline)
- Saugatuck
- Douglas
- Laketown Twp.
- Saugatuck Twp.
- SPS Athletics (Anthony Grech new AD)

2023 Scholarships

Sport	Gender	Age	Amount
Soccer 9 scholarships out of 217 @\$45	Boys/Girls	4-16 years old	\$405.00
Football 2 scholarships out of 47 @ \$60	Boys/Girls	3-16 years old	\$120.00
Summer Youth Camps 8 scholarships out of 235 @ \$20	Boys/Girls	3-16 years old	\$160.00
Swim Lessons 3 scholarships out of 48 @ \$50	Boys/Girls	4-16 years old	\$150.00
MS Volleyball 3 scholarships out of 16 @\$45	Boys/Girls	12-15 years old	\$135.00
TOTAL			\$970