



**THE CITY OF THE VILLAGE OF DOUGLAS  
DOUGLAS HARBOR AUTHORITY  
TUESDAY, APRIL 16, 2024 AT 4:30 PM  
86 W CENTER ST., DOUGLAS MI**

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**AGENDA**

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**To view remotely, online or by phone -**

**Join online by visiting:** <https://us02web.zoom.us/j/82498681432>

**Join by phone by dialing:** +1 (312) 626-6799 | **Then enter "Meeting ID":** 824 9868 1432

**1. CALL TO ORDER**

**2. ROLL CALL**

**A. Election of Officers -**

Chairperson, Vice-Chairperson, Treasurer, Secretary

**3. CONSENT CALENDAR**

**A. Approve Agenda - April 16, 2024**

**B. Approve Minutes - September 19, 2023**

Motion to approve the Consent Calendar of April 16, 2024. – roll call vote

**4. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**

**5. PUBLIC COMMUNICATION - WRITTEN**

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

**A. Removal of Structures at Douglas Marina - RFP Timeline (Discussion) - Lisa Nocerini**

**B. Additional Finger Piers Project Delayed (Discussion) - Lisa Nocerini**

**C. Harbor Treatment Program Assessment Update - Jenny Pearson**

**D. Harbormaster Updates - Jerry Donovan**

**8. REPORTS**

A. Authority Members

B. Administration

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

10. AUTHORITY MEMBER COMMENTS

11. 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](mailto: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  
DOUGLAS HARBOR AUTHORITY  
TUESDAY, SEPTEMBER 19, 2023 AT 4:30 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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**1. CALL TO ORDER:** By Chair

**2. ROLL CALL:** By Clerk

PRESENT

Gregory Freeman

Jerome Donovan

Mike Hurley

Robert Naumann

Louise Pattison

City Manager, Lisa Nocerini

**3. CONSENT CALENDAR**

A. Approval of the Agenda - September 19, 2023

B. Approve the May 16, 2023 Meeting Minutes

Motion by Pattison, seconded by Hurley, to approve the Consent Calendar of September 19, 2023. –  
Motion carried by unanimous roll call vote.

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

**5. PUBLIC COMMUNICATION – WRITTEN:** None

**6. UNFINISHED BUSINESS:** None

**7. NEW BUSINESS**

A. Additional Docks Request For Proposal – The Authority was tasked with providing input on the item prior to the City Council. Chair Donovan discussed the possible addition of five new docks and opened the floor to Authority Members questions and concerns with the item. The projected cost of the project was \$30,000 to \$35,000, which would be covered by the dock fees after three years. Members favored the idea but shared the main concerns of the cleaning and maintenance upkeep. City Manager, Nocerini noted that the amount of properties and projects in the City is outweighing the current level of staffing able to properly maintain the Douglas Marina. She will be looking into the addition of hiring new staff or having to contract work out.

Motion by Pattison, seconded by Freeman, to forward their recommendation to City Council for a

request for proposal for additional docks to be added at Douglas Marina. Motion carried by unanimous roll call vote.

- B. Removal of Structures - Discussion Item – The Authority discussed favorable input from the community and from the members to keep the house at Douglas Marina. Information from the previous owner was shared with the Authority and included the chimney structure issues, the roof being over 25 years old, sinkholes on property, and the need for more trees with root systems to hold the land in place due to the underground water way. More research will be needed in order to determine total costs to restore and maintain the house and land.
- C. Assessing Harbor Treatment Program – Members discussed that the first and second treatments appeared to help at first, but when the water lowered it started to look bad again. With one year remaining on the treatment contract, and the company stating that full results will be seen in the final treatments of the five-year contract plan, members moved to assess the treatment upon completion.

Motion by Pattison, seconded by Naumann, to continue with the Harbor treatment plan for the five-year contract. Motion carried by unanimous roll call vote.

- D. Harbormaster - Discussion Item – The Authority discussed a possible need for the position of a Harbor Master. Donovan mentioned how he has assisted boaters as needed there and has helped spray down the docks when checking on the house. He also mentioned keeping a designated slip open for the Harbormaster and to be paid for by the Harbormaster.

## 8. REPORTS

- A. Authority Members – No report
- B. Staff – No report

## 9. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES): None

## 10. AUTHORITY MEMBER COMMENTS: None

## 11. ADJOURNMENT

Motion by Naumann, seconded by Pattison, to adjourn the meeting.



*The Village of Friendliness – Since 1870*

**To:** The Douglas Harbor Authority  
**From:** Lisa Nocerini, City Manager  
**RE:** Douglas Marina  
**Date:** Tuesday, April 16, 2024

At the April 1, 2024, City Council meeting, discussion of the continuing deterioration of the Douglas Marina buildings and active health hazards they pose, along with the substantial financial investment required to address the multitude of issues, Council motioned for action.

The following excerpt was from the draft minutes of the April 1<sup>st</sup> meeting –

*Douglas Marina – City Manager Nocerini discussed the urgent need to address the deteriorating state of the marina facilities and to allocate resources where they are most needed. Recent inspections have found numerous issues that demand a substantial financial investment, which the City does not have available amidst a growing list of critical priority projects.*

***“Motion by Donovan, second by Freeman, to approve the City Administration to issue a request for proposals for the demolition of the building structures at Douglas Marina and accept proposals not exceeding \$500.00 monthly for portable ADA complaint restrooms and a handwashing station. – Motion carried by unanimous roll call vote.”***

Additionally, Councilmembers discussed if anything inside the facilities could be salvaged or saved for future restoration, including any items of historical significance. The City Administration is researching the possibility of this.

The attached April 1<sup>st</sup>, 2024, memorandum was provided to Councilmembers in the meeting agenda packet. This information provided in the memorandum outlines some of the ongoing issues with the Harbor facilities and details reasoning for a move of action.





*The Village of Friendliness – Since 1870*

**To: The City of the Village of Douglas City Council**

**From: Lisa Nocerini, City Manager**

**RE: Douglas Marina**

**Date: Monday, April 1, 2024**

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The City Administration, including the Department of Public Works, has been closely monitoring the facilities located at Douglas Marina. As you are aware, they have continued to degrade over time, posing significant concerns regarding safety and functionality.

Recent inspections have revealed extensive black mold infestation in the bathroom facilities, rendering them unfit for use. Additionally, the furnace, crucial for preventing pipe freeze year-round, has ceased functioning, and the water tank is currently non-operational. Addressing these issues would demand a substantial financial investment, which unfortunately, we do not have available amidst our growing list of critical projects.

Therefore, I am seeking council approval to initiate the process of soliciting proposals for the demolition of these buildings. Fortunately, there are funds allocated for additional finger piers which can be redirected towards covering the demolition costs. Acknowledging the importance of the marina's facilities for our community, we have also explored alternative solutions. We have received quotes for temporary ADA compliant portable restrooms and a handwashing station, ensuring continued access to essential amenities for a fee of approximately \$500.00 per month with the facilities available from April through October.

I urge the council to consider this proposal seriously considering the urgent need to address the deteriorating state of the marina facilities and to allocate resources where they are most needed.

Funding for the demolition project will be an amended budget item in FY23-24, from account number 594-597-979, utilizing existing funding that was set aside for the additional finger piers at the Douglas Marina. (\$31,000.00)

***Sample Motion: I recommend that the City Council direct the City Administration to issue a request for proposals for the demolition of the building structures at Douglas Marina and accept proposals not exceeding \$500.00 monthly for portable ADA complaint restrooms and a handwashing station.***



**THE CITY OF THE VILLAGE OF DOUGLAS**  
**REGULAR MEETING OF THE CITY COUNCIL**  
**MONDAY, APRIL 01, 2024 AT 7:00 PM**  
**86 W CENTER ST., DOUGLAS MI**

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**AGENDA**

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View remotely, online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/85321200288>

Join by phone by dialing: +1 (312) 626-6799 | Then enter "Meeting ID": 853 2120 0288

1. **CALL TO ORDER:** By Mayor
2. **ROLL CALL:** By Clerk
3. **PLEDGE OF ALLEGIANCE:** Led by Mayor
4. **APPOINTMENT OF CITY COUNCILMEMBER**
5. **CONSENT CALENDAR**
  - A. Approve the Council Meeting Agenda for April 1, 2024
  - B. Approve the Council Workshop Meeting Minutes for March 18, 2024
  - C. Approve the Council Regular Meeting Minutes for March 18, 2024
  - D. Approve invoices in the amount of \$116,089.08
  - E. Town Crier Race
  - F. Interurban Executive Director Update

Motion to approve the Consent Calendar of April 1, 2024. – roll call vote
6. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY)**
7. **PUBLIC COMMUNICATION - WRITTEN**
8. **UNFINISHED BUSINESS**
9. **NEW BUSINESS**

**A.** Special Event - Beats On Beery

Motion to approve the special event permit application from the Saugatuck Douglas CVB and provide in-kind support for the June 28, 2024 Beats on Beery event. - roll call vote

**B.** Special Event - Beats on Beery and Sidewalk Sales

Motion to approve the special event permit application from the Saugatuck Douglas CVB and provide in-kind support for the Beats on Beery and Sidewalk Sale event on August 15th and allow applicant to close Center Street as requested. - roll call vote

**C.** Beery Field Tower

Motion to approve the quote from Bill's Tree Service of Fennville, Michigan, for the Deconstruction of the Tower at Beery Field in the amount of \$4,500.00, funded by amending the budget for FY23-24, under account number 101-751-979. - roll call vote

**D.** Douglas Marina

Motion to approve the City Administration to issue a request for proposals for the demolition of the building structures at Douglas Marina and accept proposals not exceeding \$500.00 monthly for portable ADA complaint restrooms and a handwashing station. - roll call vote

**10. 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 Report**11. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES, ITEMS NOT ON AGENDA)****12. COUNCIL COMMENTS****13. MAYOR'S REPORT/COMMENTS****14. ADJOURNMENT**

Motion to adjourn the meeting.

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# MEMORANDUM

## DOUGLAS HARBOR AUTHORITY

April 16, 2024 at 4:30 PM

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**TO:** Douglas Harbor Authority  
**FROM:** Jenny Pearson, Project Manager  
**SUBJECT:** 2024 Harbor Treatment Update

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For the past 4 years the City of Douglas has contracted with Aquatic Doctors Lake Management of Grand Rapids in an effort to control the invasive species rapidly spreading over Wade's Bayou and the Douglas Harbor. Invasive aquatic species such as Eurasian milfoil, duck weed, and coon-tail were unsightly and made boating recreation extremely difficult. The treatment applications achieved great results and the City received a considerable amount of positive feedback. Controlling invasive aquatic species benefits the community as a whole and improves water quality, encourages establishment of natural aquatic species, improves recreational value of the harbor, and draws visitors to the community.

With the 2024 summer season approaching, the intent is to treat the harbor once again. The proposed treatment area will be the waterfront areas from Schultz Park to the Union Street boat launch. While the municipality does not own the waters of the lake, the City may serve as a coordinator for activities that impact the quality of the harbor.

Treatment dates are tentatively scheduled for June 11 and July 16. Authorization letters have been mailed and when the treatment dates get closer a notice will be mailed to all residents within a 300ft reach of the waterfront.

Moving forward Aquatic Drs feel the best option would be to continue to manage the growth each year, even if on a smaller scale. After the 2024 season they feel we will have gotten most of the growth under control. They suggest entering into the maintenance portion of the program by keeping control of what we have gained and not letting the harbor slip back to being overgrown. After this season they feel the City will be able to manage a smaller area and the cost should go down. Each year could be different depending on the weather, but the program is working, and we are seeing the results and believe we are on the right track to long term improvements.