



**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, FEBRUARY 03, 2025 AT 6:00 PM
86 W CENTER ST., DOUGLAS MI**

AGENDA

View remotely, online or by phone -

Join online by visiting: <https://us02web.zoom.us/j/87030612096>

Join by phone by dialing: +1 (312) 626-6799 | **Then enter "Meeting ID":** 870 3061 2096

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 February 3, 2025
 - B. Approve the Council Regular Meeting Minutes for January 21, 2025
 - C. Approve Invoices in the Amount of \$67,754.19
 - D. Appointments/Reappointments -
Appointments - BOR Alternate: Jeffrey Hanlin
5. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES, AGENDA ITEMS ONLY)**
6. **PUBLIC COMMUNICATION - WRITTEN**
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - A. Ordinance No. 01-2025 - Surplus Real Property - 86 W. Center Street - Second Reading - Public Hearing (L. Nocerini)

Motion to approve the Consent Calendar of February 3, 2025. – roll call vote

Motion to open the public hearing for Ordinance No. 01-2025. - roll call vote

1. Administration Comments

2. Public Comments
3. Council Comments

Motion to close to public hearing for Ordinance No. 01-2025. - roll call vote

Motion to adopt Ordinance No. 01-2025, declaring 86 W. Center Street as surplus property. - roll call vote

- B.** Ordinance No. 02-2025 - Surplus Real Property - 47 W. Center Street - Second Reading - Public Hearing (L. Nocerini)

Motion to open the public hearing for Ordinance No. 02-2025. - roll call vote

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

Motion to close the public hearing for Ordinance No. 02-2025. - roll call vote

Motion to adopt Ordinance No. 02-2025, declaring 47 W. Center Street as surplus property. - 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
10. Tri-Community Wildlife Committee

B. Administration Report

10. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES, ITEMS NOT ON AGENDA)

11. COUNCIL COMMENTS

12. MAYOR’S REPORT/COMMENTS

13. CLOSED SESSION

Motion to enter into closed session per Sect: 8 (h) of the Open Meetings Act, to consider material exempt from discussion or disclosure by State and Federal Statute. - roll call vote

Motion to exit from closed session and enter back into the regular session of the City Council meeting agenda. - roll call vote

14. 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
TUESDAY, JANUARY 21, 2025 AT 6:00 PM
86 W CENTER ST., DOUGLAS MI**

MINUTES

1. **CALL TO ORDER:** By Mayor North

2. **ROLL CALL:** By Clerk Kasper
PRESENT
Mayor Cathy North
Councilmember Jerome Donovan
Councilmember Neal Seabert
Mayor Pro-Tem Randy Walker
Councilmember Gregory Freeman
Councilmember Matt Balmer
Also Present City Manager Lisa Nocerini
City Clerk Laura Kasper
ABSENT
Councilmember John O'Malley

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

4. **CONSENT CALENDAR**
 - A. Approve the Council Meeting Agenda for January 21, 2025
 - B. Approve the Council Regular Meeting Minutes for January 6, 2025
 - C. Approve Invoices in the Amount of \$70,505.83
 - D. Appointments/Reappointments
Reappointments - Brownfield: Matt Balmer, Suzanne Dixon, Robert Sapita
Appointments - Brownfield: Lee Utke. BOR: Sue Nelson
 - E. ~~Special Events~~
~~Erin Go Bark People & Pet Parade, Douglas Easter Parade, Community Pride 2025, Douglas Farmers Market 2025, Beats on Beery~~ – *Item pulled and moved to New Business 8. D.*

*Motion by Balmer, second by Freeman, to approve the Consent Calendar of January 21, 2025, as amended.
– Motion carried by unanimous roll call vote.*

5. **PUBLIC COMMUNICATION – VERBAL:** None
6. **PUBLIC COMMUNICATION – WRITTEN:** None
7. **UNFINISHED BUSINESS:** None

8. **NEW BUSINESS**

- A. Ordinance No. 01-2025 - Surplus Real Property - 86 W. Center Street - First Reading (No Action Required)
- B. Ordinance No. 02-2025 - Surplus Real Property - 47 W. Center Street - First Reading (No Action Required)
- C. Special Event Policy

Motion by Balmer, second by Walker, to approve the Special Event Policy as presented with the effective date of February 1, 2025. – Motion carried by unanimous roll call vote.

- D. Special Events - Erin Go Bark People & Pet Parade, Douglas Easter Parade, Community Pride 2025, Douglas Farmers Market 2025, Beats on Beery

Motion by Balmer, second by Seabert, to approve the Erin Go Bark People & Pet Parade, Douglas Easter Parade, Community Pride 2025, Douglas Farmers Market 2025, and Beats on Beery Special Events, subject to all requirements met per staff review. – Motion carried by unanimous roll call vote.

9. REPORTS

- A. Commission/Committee/Boards
 - 1. Planning Commission – no report
 - 2. Kalamazoo Lake Sewer Water – approved rate increases
 - 3. Downtown Development Authority – meets next week
 - 4. Kalamazoo Lake Harbor Authority – no meeting
 - 5. Douglas Harbor Authority – no meeting
 - 6. Douglas Brownfield Authority – no meeting
 - 7. Fire Board – met prior, calls up 17%
 - 8. Community Recreation – no meeting
 - 9. Playground Committee – no meeting
 - 10. Tri-Community Wildlife Committee – deer survey is still open
- B. Administration Report – City Manager Nocerini comments - Ferry Street pre-construction meeting last week, will update project timeline as project progresses. She also suggested that KLSWA consider holding public hearings for rate increases and budget discussions.

10. PUBLIC COMMUNICATION – VERBAL: Charity Nosse, Westshore trail concerns.

11. COUNCIL COMMENTS: Councilmembers provided positive feedback from the 415 Wiley groundbreaking ceremony, the great job DPW was doing to keep roads clear of snow with the storms and thanked the Douglas Police for their hard work keeping the community safe.

12. MAYOR'S REPORT/COMMENTS: Mayor North thanked Lisa and Jenny for their hard work on the new building and groundbreaking ceremony, and gave recognition to the DPW for their hard work clearing the continuing snow.

13. CLOSED SESSION

Motion by Balmer, second by Seabert, to enter into closed session per Sect: 8 (d) of the Open Meetings Act, to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. – Motion carried by unanimous roll call vote.

Motion by Balmer, second by Seabert, to exit from closed session and enter back into the regular session of City Council. – Motion carried by unanimous voice vote.

14. ADJOURNMENT

Motion by Balmer, second by Seabert, to adjourn the meeting.

Approved on this 3rd day of February 2025

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 21, 2025, I further certify that the meeting was duly called and that a quorum was present.

Signed: _____ Date: _____

Laura Kasper, City Clerk

01/30/2025 INVOICE REGISTER REPORT FOR CITY OF THE VILLAGE OF DOUGLAS

| Inv Num | Vendor | Inv Date | Due Date | Inv Amt |
|-----------------|---|-----------------------|------------|-----------|
| Inv Ref# | Description | Entered By | | |
| GL Distribution | | | | |
| 89600912 | | | | |
| 50259 | ABSOPURE WATER COMPANY | 01/21/2025 | 02/03/2025 | 61.60 |
| | DPW WATER | | | |
| | 101-463.000-740.000 | SUPPLIES | | 61.60 |
| ----- | | | | |
| 01-2025 | | | | |
| 50260 | ALLEGAN CO TREASURER | 10/31/2024 | 02/03/2025 | 31,796.38 |
| | 2023 DRAIN ASSESSMENTS AT LARGE JAGER & WARNOCK | | | |
| | 101-463.000-979.011 | CAPITAL OUTLAY-DRAINS | | 31,796.38 |
| ----- | | | | |
| 158418 | | | | |
| 50262 | B S & A SOFTWARE | 02/01/2025 | 02/03/2025 | 3,464.00 |
| | ANNUAL SUPPORT - CR, PR, TS, BLDG, ASSESS, PORTAL | | | |
| | 101-257.000-802.000 | CONTRACTUAL | | 737.00 |
| | 101-701.000-802.000 | CONTRACTUAL | | 709.00 |
| | 101-215.000-802.000 | CONTRACTUAL | | 2,018.00 |
| ----- | | | | |
| 73251423 | | | | |
| 50261 | BAUMANN & DEGROOT | 01/22/2025 | 02/03/2025 | 249.00 |
| | CONTACTOR 2 POLE 40 AMP 24V | | | |
| | 101-751.000-802.000 | CONTRACTUAL | | 249.00 |
| ----- | | | | |
| 32089 | | | | |
| 50264 | CHIPS GROUNDCOVER, LLC | 01/21/2025 | 02/03/2025 | 209.48 |
| | CHRISTMASCAPE SERVICE | | | |
| | 248-728.000-880.000 | COMMUNITY PROMOTION | | 209.48 |
| ----- | | | | |
| FEB25 | | | | |
| 50265 | COMCAST | 01/15/2025 | 02/03/2025 | 236.31 |
| | FEB 2025 PHONES POLICE | | | |
| | 101-301.000-851.000 | TELEPHONE | | 236.31 |
| ----- | | | | |
| 203055637407 | | | | |
| 50266 | CONSUMERS ENERGY | 01/20/2025 | 02/03/2025 | 39.26 |
| | 2993 BLUE STAR #108 | | | |
| | 101-265.000-922.000 | UTILITIES | | 39.26 |
| ----- | | | | |
| 205458332287 | | | | |
| 50267 | CONSUMERS ENERGY | 01/16/2025 | 02/03/2025 | 37.57 |
| | 147 CENTER ST | | | |
| | 101-751.000-922.000 | UTILITIES | | 37.57 |
| ----- | | | | |
| 203322616852 | | | | |
| 50268 | CONSUMERS ENERGY | 01/16/2025 | 02/03/2025 | 62.45 |
| | 250 WILEY | | | |
| | 213-753.000-922.000 | UTILITIES | | 62.45 |
| ----- | | | | |
| 206347982744 | | | | |
| 50269 | CONSUMERS ENERGY | 01/13/2025 | 02/03/2025 | 100.10 |
| | 2993 BLUE STAR #102 | | | |
| | 101-265.000-922.000 | UTILITIES | | 100.10 |
| ----- | | | | |
| 206347982745 | | | | |
| 50270 | CONSUMERS ENERGY | 01/13/2025 | 02/03/2025 | 213.52 |
| | 2993 BLUE STAR #101 | | | |
| | 101-265.000-922.000 | UTILITIES | | 213.52 |
| ----- | | | | |
| 204212533026 | | | | |
| 50271 | CONSUMERS ENERGY | 01/21/2025 | 02/03/2025 | 44.81 |
| | 201 WASHINGTON | | | |
| | 594-597.000-922.000 | UTILITIES | | 44.81 |


| | | | | | |
|----------------|---|--------------------------------|------------|--|----------|
| 203055637406 | | | | | |
| 50272 | CONSUMERS ENERGY | 01/20/2025 | 02/03/2025 | | 190.30 |
| | 2993 BLUE STAR #100 | | | | |
| | 101-265.000-922.000 | UTILITIES | | | 190.30 |
| 206525901659 | | | | | |
| 50353 | CONSUMERS ENERGY | 01/26/2025 | 02/03/2025 | | 742.48 |
| | 37 WASHINGTON | | | | |
| | 101-751.000-922.000 | UTILITIES | | | 742.48 |
| SI25-28663 | | | | | |
| 50273 | DETROIT SALT COMPANY | 01/26/2025 | 02/03/2025 | | 3,286.16 |
| | ROCK SALT | | | | |
| | 203-464.000-740.001 | SNOW AND ICE REMOVAL SUPPLIES | | | 1,643.08 |
| | 202-464.000-740.001 | SNOW AND ICE REMOVAL SUPPLIES | | | 1,643.08 |
| 9406 | | | | | |
| 50274 | DOUGLAS SHELL | 01/13/2025 | 02/03/2025 | | 95.45 |
| | VEHICLE 4 SERVIC & ROTATE TIRES | | | | |
| | 101-301.000-930.004 | VEHICLE MAINTENANCE & REPAIRS | | | 95.45 |
| 9416 | | | | | |
| 50275 | DOUGLAS SHELL | 01/22/2025 | 02/03/2025 | | 150.65 |
| | VEH 1 SERVICE, WIPER BLADES, TIRE ROTATION | | | | |
| | 101-301.000-930.004 | VEHICLE MAINTENANCE & REPAIRS | | | 150.65 |
| 24-17157 | | | | | |
| 50315 | ELECTION SOURCE | 01/01/2025 | 02/03/2025 | | 634.95 |
| | ELECTION EQUIP MAINTENANCE CONTRACT | | | | |
| | 101-262.000-930.000 | REPAIRS & MAINTENANCE: GENERAL | | | 634.95 |
| MIHOL477717 | | | | | |
| 50276 | FASTENAL COMPANY | 01/24/2025 | 02/03/2025 | | 79.10 |
| | 3XLIME | | | | |
| | 101-463.000-740.000 | SUPPLIES | | | 79.10 |
| 030066768 | | | | | |
| 50278 | GALLS | 01/02/2025 | 02/03/2025 | | 96.84 |
| | UNIFORM - DYER | | | | |
| | 101-301.000-750.000 | UNIFORMS | | | 96.84 |
| 5305 | | | | | |
| 50263 | GRAAFSCHAP HARDWARE | 01/16/2025 | 02/03/2025 | | 24.00 |
| | 8 KEYS | | | | |
| | 101-265.000-740.000 | SUPPLIES | | | 24.00 |
| 200821 | | | | | |
| 50277 | GRAPHIX EMBROIDERY | 12/30/2024 | 02/03/2025 | | 117.72 |
| | UNIFORM - GILES | | | | |
| | 101-301.000-750.000 | UNIFORMS | | | 117.72 |
| 01-2025 | | | | | |
| 50351 | JASON QUIGNO | 01/16/2025 | 02/03/2025 | | 200.00 |
| | TALK WITH DONORS SEVEN GRANDFATHERS 12/4/24 | | | | |
| | 101-101.000-958.000 | MISCELLANEOUS | | | 200.00 |
| 01-2025 | | | | | |
| 50314 | IFER TIEN | 01/28/2025 | 02/03/2025 | | 435.80 |
| | MILEAGE TO MTA CONFERENCE & OPTICAL REIMB | | | | |
| | 101-215.000-719.000 | INSURANCE BENEFITS | | | 300.00 |
| | 101-215.000-861.000 | MILEAGE REIMBURSEMENT | | | 135.80 |
| 26BAYOUDEC24 | | | | | |
| 50279 | KALAMAZOO LAKE SEWER & WATER | 01/15/2025 | 02/03/2025 | | 77.80 |
| | 26 BAYOU DEC 2024 | | | | |
| | 101-751.000-922.000 | UTILITIES | | | 77.80 |
| 95BLUE101DEC24 | | | | | |

| | | | | |
|----------------|--|------------|------------|------------------|
| 50280 | KALAMAZOO LAKE SEWER & WATER 2995 BLUE STAR STE 101 DEC 2024 101-265.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 166.50 166.50 |
| ----- | | | | |
| 95BLUE102DEC24 | | | | |
| 50281 | KALAMAZOO LAKE SEWER & WATER 2995 BLUE STAR STE 102 DEC 2024 101-265.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 165.41 165.41 |
| ----- | | | | |
| 95BLUE106DEC24 | | | | |
| 50282 | KALAMAZOO LAKE SEWER & WATER 2995 BLUE STAR STE 106 DEC 2024 101-265.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 66.00 66.00 |
| ----- | | | | |
| 155CENTERDEC24 | | | | |
| 50283 | KALAMAZOO LAKE SEWER & WATER 455 CENTER DEC 2024 101-751.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 77.80 77.80 |
| ----- | | | | |
| 86CENTERDEC24 | | | | |
| 50284 | KALAMAZOO LAKE SEWER & WATER 86 CENTER DEC 2024 101-265.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 73.44 73.44 |
| ----- | | | | |
| 47CENTERDEC24 | | | | |
| 50285 | KALAMAZOO LAKE SEWER & WATER 47 CENTER DEC 2024 101-301.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 169.15 169.15 |
| ----- | | | | |
| 147CENTERDEC24 | | | | |
| 50286 | KALAMAZOO LAKE SEWER & WATER 147 CENTER DEC 2024 101-751.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 22.30 22.30 |
| ----- | | | | |
| AKESHOREDEC24 | | | | |
| 50287 | KALAMAZOO LAKE SEWER & WATER 50 LAKESHORE DEC 2024 101-751.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 66.00 66.00 |
| ----- | | | | |
| 25MAINDEC24 | | | | |
| 50288 | KALAMAZOO LAKE SEWER & WATER 25 MAIN ST DRINKING FOUNTIAN DEC 2024 101-751.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 22.30 22.30 |
| ----- | | | | |
| 25MAINIRRDEC24 | | | | |
| 50289 | KALAMAZOO LAKE SEWER & WATER 25 MAIN IRRIGATION DEC 2024 101-751.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 111.50 111.50 |
| ----- | | | | |
| 10SCHULTZDEC24 | | | | |
| 50290 | KALAMAZOO LAKE SEWER & WATER 3100 SCHULTZ DEC 2024 101-751.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 55.75 55.75 |
| ----- | | | | |
| 37WASHDEC24 | | | | |
| 50291 | KALAMAZOO LAKE SEWER & WATER 37 WASHINGTON DEC 2024 101-751.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 173.51 173.51 |
| ----- | | | | |
| 201WASHDEC24 | | | | |
| 50292 | KALAMAZOO LAKE SEWER & WATER 201 WASHINGTON DEC 2024 594-597.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 66.00 66.00 |
| ----- | | | | |
| 486WATERDEC24 | | | | |
| 50293 | KALAMAZOO LAKE SEWER & WATER 486 WATER DEC 2024 101-265.000-922.000 UTILITIES | 01/15/2025 | 02/03/2025 | 80.80 80.80 |
| ----- | | | | |

| | | | | | |
|--------------|-----------------------------------|------------|------------|--------|--|
| 263319 | | | | | |
| 50294 | KERKSTRA RESTROOM SERVICE | 01/20/2025 | 02/03/2025 | 190.00 | |
| | DOUGLAS BEACH | | | | |
| | 101-751.000-802.000 CONTRACTUAL | | | 190.00 | |
| 3061 | | | | | |
| 50192 | LAKESHORE OUTDOORS LLC | 12/31/2024 | 02/03/2025 | 80.00 | |
| | BRUSH DUMPING | | | | |
| | 101-463.000-802.000 CONTRACTUAL | | | 80.00 | |
| 12-2024 | | | | | |
| 50350 | MARYJO GALLERY LLC | 01/16/2025 | 02/03/2025 | 137.42 | |
| | REIMBURSE JASON QUIGNO RECEPTION | | | | |
| | 101-101.000-958.000 MISCELLANEOUS | | | 137.42 | |
| 49071642 | | | | | |
| 50302 | MCCLLOUD SERVICES | 01/10/2025 | 02/03/2025 | 54.00 | |
| | PEST CONTROL 415 WILEY | | | | |
| | 101-265.000-802.000 CONTRACTUAL | | | 54.00 | |
| 49071652 | | | | | |
| 50303 | MCCLLOUD SERVICES | 01/16/2025 | 02/03/2025 | 54.00 | |
| | PEST CONTROL 486 WATER | | | | |
| | 101-265.000-802.000 CONTRACTUAL | | | 54.00 | |
| 47755 | | | | | |
| 50295 | MENARDS-HOLLAND | 01/15/2025 | 02/03/2025 | 32.99 | |
| | BLOCK PLANE | | | | |
| | 101-751.000-977.000 EQUIPMENT | | | 32.99 | |
| 5337788803 | | | | | |
| 50296 | MICHIGAN GAS UTILITIES | 01/23/2025 | 02/03/2025 | 725.16 | |
| | 486 WATER | | | | |
| | 101-265.000-922.000 UTILITIES | | | 725.16 | |
| 5334732557 | | | | | |
| 50297 | MICHIGAN GAS UTILITIES | 01/21/2025 | 02/03/2025 | 159.04 | |
| | 415 WILEY #102 | | | | |
| | 101-265.000-922.000 UTILITIES | | | 159.04 | |
| 5334795015 | | | | | |
| 50298 | MICHIGAN GAS UTILITIES | 01/21/2025 | 02/03/2025 | 152.26 | |
| | 415 WILEY #101 | | | | |
| | 101-265.000-922.000 UTILITIES | | | 152.26 | |
| 5336326963 | | | | | |
| 50299 | MICHIGAN GAS UTILITIES | 01/22/2025 | 02/03/2025 | 226.49 | |
| | 86 CENTER | | | | |
| | 101-265.000-922.000 UTILITIES | | | 226.49 | |
| 5337245573 | | | | | |
| 50300 | MICHIGAN GAS UTILITIES | 01/22/2025 | 02/03/2025 | 338.38 | |
| | 47 W CENTER | | | | |
| | 101-301.000-922.000 UTILITIES | | | 338.38 | |
| 5335334602 | | | | | |
| 50301 | MICHIGAN GAS UTILITIES | 01/21/2025 | 02/03/2025 | 499.74 | |
| | 415 WILEY #108 | | | | |
| | 101-265.000-922.000 UTILITIES | | | 499.74 | |
| 402918672001 | | | | | |
| 50304 | ODP BUSINESS SOLUTIONS | 01/09/2025 | 02/03/2025 | 125.45 | |
| | PAPER, COFFEE, CREAMER | | | | |
| | 101-301.000-740.000 SUPPLIES | | | 125.45 | |
| 402928860001 | | | | | |
| 50305 | ODP BUSINESS SOLUTIONS | 01/08/2025 | 02/03/2025 | 38.88 | |
| | MICRO SD CARDS | | | | |

| | | | | |
|---------------------|--|------------|------------|----------|
| 101-301.000-740.000 | SUPPLIES | | | 38.88 |
| ----- | | | | |
| 402928852001 | | | | |
| 50306 | ODP BUSINESS SOLUTIONS | 01/09/2025 | 02/03/2025 | 12.83 |
| | LEGAL PADS | | | |
| 101-301.000-740.000 | SUPPLIES | | | 12.83 |
| ----- | | | | |
| 2501-828220 | | | | |
| 50316 | OVERISEL LUMBER CO. | 01/21/2025 | 02/03/2025 | 13.99 |
| | TARP | | | |
| 101-265.000-740.000 | SUPPLIES | | | 13.99 |
| ----- | | | | |
| 2501-828465 | | | | |
| 50317 | OVERISEL LUMBER CO. | 01/22/2025 | 02/03/2025 | 25.99 |
| | CERAMIC HEATER | | | |
| 101-751.000-977.000 | EQUIPMENT | | | 25.99 |
| ----- | | | | |
| 2501-827642 | | | | |
| 50318 | OVERISEL LUMBER CO. | 01/17/2025 | 02/03/2025 | 19.72 |
| | NUTS/BOLTS/WASHERS | | | |
| 101-265.000-740.000 | SUPPLIES | | | 19.72 |
| ----- | | | | |
| 2501-828966 | | | | |
| 50319 | OVERISEL LUMBER CO. | 01/24/2025 | 02/03/2025 | 11.99 |
| | DOUBLE DRAFT STOP | | | |
| 101-751.000-740.000 | SUPPLIES | | | 11.99 |
| ----- | | | | |
| 2501-829559 | | | | |
| 50320 | OVERISEL LUMBER CO. | 01/28/2025 | 02/03/2025 | 33.28 |
| | HEX KEY, PROPANE, NUTS/BOLTS | | | |
| 101-751.000-740.000 | SUPPLIES | | | 5.30 |
| 101-265.000-740.000 | SUPPLIES | | | 5.99 |
| 101-751.000-977.000 | EQUIPMENT | | | 21.99 |
| ----- | | | | |
| 2501-829833 | | | | |
| 50321 | OVERISEL LUMBER CO. | 01/29/2025 | 02/03/2025 | 91.96 |
| | BLACKTOP PATCH | | | |
| 101-463.000-930.000 | REPAIRS & MAINTENANCE: GENERAL | | | 91.96 |
| ----- | | | | |
| 10939441 | | | | |
| 50308 | PLUNKETT COONEY | 01/15/2025 | 02/03/2025 | 52.50 |
| | GEN ATTY FEES THRU DEC 2024 | | | |
| 101-266.000-801.000 | CONTRACTUAL ATTORNEY | | | 52.50 |
| ----- | | | | |
| 10939877 | | | | |
| 50309 | PLUNKETT COONEY | 01/22/2025 | 02/03/2025 | 1,102.50 |
| | SPECIALTY ATTY THRU NOV 24 - WESTSHORE & CENTER COLLECT | | | |
| 101-000.000-283.000 | ESCROW | | | 1,102.50 |
| ----- | | | | |
| 62403 | | | | |
| 50307 | PRAISE SIGN COMPANY LLC | 01/19/2025 | 02/03/2025 | 398.45 |
| | NO PARKING SIGNS; PROPERTY OWNED BY CITY OF DOUGLAS NO TRESPASSING SIGNS | | | |
| 203-463.000-746.000 | TRAFFIC SIGNS & SERVICES | | | 398.45 |
| ----- | | | | |
| 0002126266 | | | | |
| 50310 | PURITY CYLINDER GASES INC | 01/15/2025 | 02/03/2025 | 12.58 |
| | WLEDING HELMET BATTERY | | | |
| 101-463.000-740.000 | SUPPLIES | | | 12.58 |
| ----- | | | | |
| 13953 | | | | |
| 50352 | QUALITY SHEET METAL | 01/10/2025 | 02/03/2025 | 80.00 |
| | FORMED & WELDED SS THRESHOLD COVER | | | |
| 101-751.000-930.000 | REPAIRS & MAINTENANCE: GENERAL | | | 80.00 |

**Removed

| | | | | | |
|--|---|------------|------------|--|----------|
| ----- | | | | | |
| 25-0000708 | | | | | |
| 50312 | SAUGATUCK TWP FIRE DISTRICT | 01/17/2025 | 02/03/2025 | | 525.00 |
| | RENTAL HOME INSPECTIONS | | | | |
| | 101-701.000-802.000 CONTRACTUAL | | | | 525.00 |
| ----- | | | | | |
| 15127 | | | | | |
| 50322 | SCOTT'S LANDSCAPE MANAGMENT INC | 01/24/2025 | 02/03/2025 | | 4,000.00 |
| | LIQUID CALCIUM | | | | |
| | 202-464.000-740.001 SNOW AND ICE REMOVAL SUPPLIES | | | | 2,000.00 |
| | 203-464.000-740.001 SNOW AND ICE REMOVAL SUPPLIES | | | | 2,000.00 |
| ----- | | | | | |
| 15131 | | | | | |
| 50349 | SCOTT'S LANDSCAPE MANAGMENT INC | 01/28/2025 | 02/03/2025 | | 7,033.60 |
| | SNOW REMOVAL SIDEWALKS 1/8/25-1/14/25 | | | | |
| | 202-464.000-802.002 CONTRACTUAL-SIDEWALK PLOWING | | | | 3,516.80 |
| | 203-464.000-802.002 CONTRACTUAL-SIDEWALK PLOWING | | | | 3,516.80 |
| ----- | | | | | |
| JAN25 | | | | | |
| 50313 | T-MOBILE USA | 01/21/2025 | 02/03/2025 | | 79.04 |
| | AED SERVICE - JAN 2025 | | | | |
| | 101-265.000-802.000 CONTRACTUAL | | | | 79.04 |
| ----- | | | | | |
| 6103460564 | | | | | |
| 50323 | VERIZON WIRELESS | 01/12/2025 | 02/03/2025 | | 693.73 |
| | CELL PHONES - JAN 2025 | | | | |
| | 101-215.000-851.000 TELEPHONE | | | | 44.51 |
| | 101-301.000-851.000 TELEPHONE | | | | 258.27 |
| | 101-463.000-851.000 TELEPHONE | | | | 215.84 |
| | 101-701.000-851.000 TELEPHONE | | | | 86.09 |
| | 101-172.000-851.000 TELEPHONE | | | | 44.51 |
| | 101-101.000-851.000 TELEPHONE | | | | 44.51 |
| ----- | | | | | |
| 861210 | | | | | |
| 50324 | WESTENBROEK MOWER INC. | 01/16/2025 | 02/03/2025 | | 366.98 |
| | CYLINDER W/PISTON; DECOMPRESSION VALVE | | | | |
| | 101-751.000-977.000 EQUIPMENT | | | | 366.98 |
| ----- | | | | | |
| 99727 | | | | | |
| 50325 | WILLIAMS AND WORKS | 01/17/2025 | 02/03/2025 | | 1,787.50 |
| | 319 FERRY/CENTER COLLEC/GENERAL PZ | | | | |
| | 101-000.000-283.000 ESCROW | | | | 1,265.00 |
| | 101-701.000-803.000 CLERK | | | | 522.50 |
| ----- | | | | | |
|  | | | | | |
| **Removed | | | | | |
| MEMBER SERVICE | | | | | |
| ----- | | | | | |
| 01-2025 | | | | | |
| 50348 | 1099ONLINE.COM | 01/14/2025 | 02/03/2025 | | 66.74 |
| | 1099 PROCESSING FOR 2024 | | | | |
| | 101-215.000-802.000 CONTRACTUAL | | | | 66.74 |
| ----- | | | | | |
| 2984477633 | | | | | |
| 50342 | ADOBE ACROBAT PRO | 01/13/2025 | 02/03/2025 | | 299.93 |
| | ADOBE | | | | |
| | 101-172.000-740.000 SUPPLIES | | | | 22.50 |
| | 101-215.000-740.000 SUPPLIES | | | | 137.97 |
| | 101-701.000-740.000 SUPPLIES | | | | 70.48 |
| | 101-463.000-740.000 SUPPLIES | | | | 68.98 |
| ----- | | | | | |
| CS2276649 | | | | | |
| 50331 | AMAZON MARKETPLACE | 12/18/2024 | 02/03/2025 | | 263.00 |
| | HARD HATS | | | | |

| | | | | |
|---------------------|---|------------|------------|--------|
| 101-215.000-740.000 | SUPPLIES | | | 263.00 |
| ----- | | | | |
| 4871241-6802643 | | | | |
| 50332 | AMAZON MARKETPLACE CEREMONIAL SHOVELS | 12/18/2024 | 02/03/2025 | 109.99 |
| 101-101.000-740.000 | SUPPLIES | | | 109.99 |
| ----- | | | | |
| 3596880-8227408 | | | | |
| 50333 | AMAZON MARKETPLACE SHOVELS | 12/18/2024 | 02/03/2025 | 215.91 |
| 101-265.000-740.000 | SUPPLIES | | | 215.91 |
| ----- | | | | |
| 5111152-1293805 | | | | |
| 50334 | AMAZON MARKETPLACE COFFEE MAKER, PAPER CUPS | 12/12/2025 | 02/03/2025 | 175.52 |
| 101-215.000-740.000 | SUPPLIES | | | 175.52 |
| ----- | | | | |
| 4945388-5849066 | | | | |
| 50335 | AMAZON MARKETPLACE DESK CALENDAR, PLASTIC FORKS | 12/20/2025 | 02/03/2025 | 40.77 |
| 101-215.000-740.000 | SUPPLIES | | | 40.77 |
| ----- | | | | |
| 345388-5849066A | | | | |
| 50336 | AMAZON MARKETPLACE PLASTIC WEAR | 12/20/2024 | 02/03/2025 | 11.75 |
| 101-215.000-740.000 | SUPPLIES | | | 11.75 |
| ----- | | | | |
| 5311417-5105869 | | | | |
| 50337 | AMAZON MARKETPLACE W2 FORMS/ENVELOPES; GERMX, SWIFFERS | 01/06/2025 | 02/03/2025 | 89.95 |
| 101-215.000-740.000 | SUPPLIES | | | 89.95 |
| ----- | | | | |
| 7167159-7497817 | | | | |
| 50338 | AMAZON MARKETPLACE AUTISTIC CHILD SIGN | 01/06/2025 | 02/03/2025 | 21.99 |
| 202-463.000-746.000 | TRAFFIC SIGNS & SERVICES | | | 21.99 |
| ----- | | | | |
| W032490 | | | | |
| 50340 | CIRBA SOLUTIONS BATTERY BUCKET | 12/31/2024 | 02/03/2025 | 109.95 |
| 101-265.000-740.000 | SUPPLIES | | | 109.95 |
| ----- | | | | |
| 1315-4372094A | | | | |
| 50354 | GLASS ENTERPRISE AUTO GLASS WINDSHIELD REPLACEMENT 2021 CHEV | 01/10/2025 | 02/03/2025 | 320.00 |
| 660-903.000-930.004 | VEHICLE MAINTENANCE & REPAIRS | | | 320.00 |
| ----- | | | | |
| P74331 | | | | |
| 50329 | GREENMARK EQUIPMENT, INC 8' SCRAPER EDGE | 01/13/2025 | 02/03/2025 | 655.40 |
| 203-464.000-740.001 | SNOW AND ICE REMOVAL SUPPLIES | | | 327.70 |
| 202-464.000-740.001 | SNOW AND ICE REMOVAL SUPPLIES | | | 327.70 |
| ----- | | | | |
| 01-2025 | | | | |
| 50343 | HAPPYSTANCE ACCA LUNCH MTG - KASPER & RAZA | 01/15/2025 | 02/03/2025 | 44.54 |
| 101-215.000-861.000 | MILEAGE REIMBURSEMENT | | | 44.54 |
| ----- | | | | |
| 01-2025 | | | | |
| 50344 | LAKE VISTA SUPER VALU UTILITY MTS WITH SAUGATUCK TWP/SAUG CITY & DOUGLAS | 01/06/2025 | 02/03/2025 | 43.61 |
| 101-101.000-958.000 | MISCELLANEOUS | | | 43.61 |
| ----- | | | | |
| 01-2025 | | | | |
| 50339 | MICH ASSOCIATION OF MUNICIPAL CLERK 2025 CLERKS INSTITUTE - KASPER | 12/19/2024 | 02/03/2025 | 700.00 |
| 101-215.000-718.000 | TRAINING FUNDS | | | 700.00 |
| ----- | | | | |
| 13517762 | | | | |

| | | | | | |
|---------------------------------------|--------------------------------|-------------------------------|------------|-----------|-----------|
| 50346 | SIGNS.COM | 01/13/2025 | 02/03/2025 | 102.76 | |
| | MARINA & BEACH SIGN | | | | |
| | 101-751.000-740.000 | SUPPLIES | | 102.76 | |
| ----- | | | | | |
| 12-2024 | | | | | |
| 50327 | STATE OF MICH MI DEAL | 12/19/2024 | 02/03/2025 | 180.00 | |
| | MI DEAL DPW | | | | |
| | 101-463.000-908.000 | DUES/FEES/PUBLICATIONS | | 180.00 | |
| ----- | | | | | |
| 073826 | | | | | |
| 50330 | TIR ONLINE STORE | 01/14/2025 | 02/03/2025 | 171.63 | |
| | 8GPM 175 PSI 12V | | | | |
| | 660-903.000-930.004 | VEHICLE MAINTENANCE & REPAIRS | | 171.63 | |
| ----- | | | | | |
| 1083073 | | | | | |
| 50328 | TRAFFIC CONES FOR LESS | 01/06/2025 | 02/03/2025 | 836.98 | |
| | TRAFFIC DELINEATOR POSTS | | | | |
| | 202-463.000-746.000 | TRAFFIC SIGNS & SERVICES | | 836.98 | |
| ----- | | | | | |
| 12-2025 | | | | | |
| 50345 | US POSTAL SERVICE | 12/20/2024 | 02/03/2025 | 9.68 | |
| | POSTAGE - TAX REFUNDS | | | | |
| | 101-215.000-901.000 | POSTAGE | | 9.68 | |
| ----- | | | | | |
| 01-2025 | | | | | |
| 50347 | WALMART | 01/14/2025 | 02/03/2025 | 21.19 | |
| | W2 AND 1099 ENVELOPES/FORMS | | | | |
| | 101-215.000-740.000 | SUPPLIES | | 21.19 | |
| ----- | | | | | |
| 01-2025 | | | | | |
| 50341 | ZOOM VIDEO COMMUNICATIONS, INC | 12/24/2024 | 02/03/2025 | 31.98 | |
| | JAN 2025 ZOOM | | | | |
| | 101-101.000-958.000 | MISCELLANEOUS | | 31.98 | |
| ----- | | | | | |
| MEMBER SERVICE | | | | 4,523.27 | |
| # of Invoices: 97 # Due: 97 Totals: | | | | 68,051.07 | 67,754.19 |
| # of Credit Memos: 0 # Due: 0 Totals: | | | | 0.00 | |
| Net of Invoices and Credit Memos: | | | | 68,051.07 | 67,754.19 |

--- TOTALS BY FUND ---

| | | |
|--------------------------------------|-----------|-----------|
| 101 - GENERAL FUND | 50,944.12 | 50,647.24 |
| 202 - MAJOR STREET FUND | 8,346.55 | |
| 203 - LOCAL STREETS FUND | 7,886.03 | |
| 213 - SCHULTZ PARK LAUNCH RAMP | 62.45 | |
| 248 - DOWNTOWN DEVELOPMENT AUTHORITY | 209.48 | |
| 594 - DOUGLAS MARINA | 110.81 | |
| 660 - EQUIPMENT RENTAL FUND | 491.63 | |

--- TOTALS BY DEPT/ACTIVITY ---

| | |
|------------------------------|----------|
| 000.000 - | 2,367.50 |
| 101.000 - LEGISLATIVE | 567.51 |
| 172.000 - MANAGER | 67.01 |
| 215.000 - CLERK/TREASURER | 4,059.42 |
| 257.000 - ASSESSING | 737.00 |
| 262.000 - ELECTION | 634.95 |
| 265.000 - BUILDING & GROUNDS | 3,434.62 |
| 266.000 - ATTORNEY | 52.50 |
| 301.000 - POLICE | 1,639.93 |

| | | |
|--|----------------------|-----------|
| 463.000 - GENERAL STREETS & ROW | 34,254.02 | 33,957.14 |
| 464.000 - GENERAL STREETS WINTER & ROW | 14,975.16 | |
| 597.000 - DOUGLAS MARINA | 110.81 | |
| 701.000 - PLANNING & ZONING | 1,913.07 | |
| 728.000 - DOWNTOWN DEVELOPMENT AUTHORITY | 209.48 | |
| 751.000 - PARKS & RECREATION | 2,474.01 | |
| 753.000 - LAUNCH RAMPS | 62.45 | |
| 903.000 - EQUIP. REPAIRS & MAINTENANCE | 491.63 | |



MEMORANDUM
REGULAR CITY COUNCIL MEETING
February 3, 2025, at 6:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Ordinance to sell 86 W Center Street – Ordinance 01-2025 – Public Hearing & Second Reading

The Douglas City Council has directed the City Manager to sell public property owned by the City of Douglas located at 86 W Center Street. Per the requirements of Ordinance 09-2024, an ordinance to *Establish Procedures for Transfer of Surplus Real Property for the City of the Village of Douglas*, the sale of surplus real property shall be done by passing an ordinance.

A review of Chapter 13 of the City Charter, also specifies that, “The City may not sell any cemetery, park or any part thereof unless approved by a majority vote of the electors voting thereon at any general or special election.” The property located at 86 W Center Street is neither a park nor cemetery.

The current assessed value of the property is approximately \$460,000.

The property is deemed to be surplus due to the City seeking to use those funds.

If the City Council agrees to sell the property, the City Manager will instruct the City’s realtor to list the property for sale.

Sample Motion – I motion to adopt Ordinance 01-2025 declaring 86 W Center Street as surplus property.

**CITY OF THE VILLAGE OF DOUGLAS,
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 01-2025**

**AN ORDINANCE TO DEEM 86 W CENTER STREET, AS SURPLUS REAL PROPERTY,
FOR THE CITY OF THE VILLAGE OF DOUGLAS**

THE CITY OF THE VILLAGE OF DOUGLAS DOES HEREBY ORDAIN:

SECTION 1: PURPOSE

The purpose of this ordinance is to provide authorization for the disposal of City owned surplus real property, 86 W Center Street, PNN: 03-59-551-001-00, Zoned C-1, Village Commercial District. This ordinance is intended to authorize the sale of real property that is transparent to the community, fair, equitable, and consistent with the best interests of the City.

SECTION 2: METHODS OF SALE

- The following are the four (4) allowable methods of transfer of Surplus Real Property:
- A. Sale or lease through sealed bids/offer
- B. Sale through Real Estate Broker
- C. Sale through Auction
- D. Unsolicited Offers

SECTION 3: AUTHORIZATION TO SELL

The City is hereby authorized to sell the real property identified as 86 W Center Street, in accordance with the terms and conditions set forth in Ordinance 09-2024, an Ordinance to Establish Procedures for Transfer of Surplus Real Property.

SECTION 4: TERMS OF SALE

The terms of sale, including the accepted bid and any other conditions of sale, shall be approved by the City Council.

SECTION 5: AUTHORIZATION TO EXECUTE DOCUMENTS

The City Manager is hereby authorized to execute any and all documents necessary to complete the sale of the real property, including purchase agreements, deeds, and escrow instructions, subject to final approval of the sale by the City Council subject to section 4 above.

Ordinance Offered by: _____

Ordinance Supported by: _____

Ayes:

Nays:

Abstain:



MEMORANDUM

REGULAR CITY COUNCIL MEETING

February 3, 2025, at 6:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Ordinance to sell 47 W Center Street – Ordinance 02-2025 – Public Hearing & Second Reading

The Douglas City Council has directed the City Manager to sell public property owned by the City of Douglas located at 47 W Center Street. Per the requirements of Ordinance 09-2024, an ordinance to *Establish Procedures for Transfer of Surplus Real Property for the City of the Village of Douglas*, the sale of surplus real property shall be done by passing an ordinance.

A review of Chapter 13 of the City Charter, also specifies that, “The City may not sell any cemetery, park or any part thereof unless approved by a majority vote of the electors voting thereon at any general or special election.” The property located at 47 W Center Street is neither a park or cemetery.

The current assessed value of the property is approximately \$310,000.

The property is deemed to be surplus due to the City seeking to use those funds.

If the City Council agrees to sell the property, the City Manager will instruct the City’s realtor to list the property for sale.

Sample Motion – I motion to adopt Ordinance 02-2025 declaring 47 W Center Street as surplus property.

**CITY OF THE VILLAGE OF DOUGLAS,
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 02-2025**

**AN ORDINANCE TO DEEM 47 W CENTER STREET, AS SURPLUS REAL PROPERTY,
FOR THE CITY OF THE VILLAGE OF DOUGLAS**

THE CITY OF THE VILLAGE OF DOUGLAS DOES HEREBY ORDAIN:

SECTION 1: PURPOSE

The purpose of this ordinance is to provide authorization for the disposal of City owned surplus real property, 47 W Center Street, PNN: 03-59-150-002-00, Zoned C-1, Village Commercial District. This ordinance is intended to authorize the sale of real property that is transparent to the community, fair, equitable, and consistent with the best interests of the City.

SECTION 2: METHODS OF SALE

The following are the four (4) allowable methods of transfer of Surplus Real Property:

- A. Sale or lease through sealed bids/offer
- B. Sale through Real Estate Broker
- C. Sale through Auction
- D. Unsolicited Offers

SECTION 3: AUTHORIZATION TO SELL

The City is hereby authorized to sell the real property identified as 47 W Center Street, in accordance with the terms and conditions set forth in Ordinance 09-2024, an Ordinance to Establish Procedures for Transfer of Surplus Real Property.

SECTION 4: TERMS OF SALE

The terms of sale, including the accepted bid and any other conditions of sale, shall be approved by the City Council.

SECTION 5: AUTHORIZATION TO EXECUTE DOCUMENTS

The City Manager is hereby authorized to execute any and all documents necessary to complete the sale of the real property, including purchase agreements, deeds, and escrow instructions, subject to final approval of the sale by the City Council subject to section 4 above.

Ordinance Offered by: _____

Ordinance Supported by: _____

Ayes:

Nays:

Abstain:

