



MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
DOUGLAS HARBOR AUTHORITY
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
August 21, 2018 - 7:00 P.M.

1. **Call to Order:** By Chair at 7:00 P.M.
2. **Roll Call:** Members present – Anderson, Greenwood, Donovan, Hurley, LeFevere, VanLoon, Pattison.
3. **Election of Officers:**
 - A. Motion by Greenwood, with support from Anderson, to elect as 2018 Chair, Michael VanLoon. Motion carried by unanimous roll call vote.
 - B. Motion by Pattison, with support from Hurley, to elect as 2018 Vice-Chair, Linda Anderson. Motion carried by unanimous roll call vote.
 - C. Motion by Anderson, with support from Pattison, to elect as 2018 Secretary, Lisa Greenwood. Motion carried by unanimous roll call vote.
 - D. Motion by Pattison, with support from Greenwood, to elect as 2018 Treasurer, Michael Hurley. Motion carried by unanimous roll call vote.
4. **Consent Agenda:**
 - A. Motion by Greenwood, with support from Anderson, to approve the meeting agenda as amended. Addition of Budget, Edgewater Proposal, and Lakeshore Environmental Proposal. Motion carried by voice vote.
 - B. Approval of Meeting Minutes: None
5. **Approval of Invoices:** None
6. **Public Comments:** No Public in attendance.
7. **Unfinished Business:** No unfinished business.
8. **New Business:**
 - A. **Review the Bylaws:**
Motion by Pattison, with support from Anderson, to approve the Douglas Harbor Authority Bylaws. Motion carried by voice vote.
 - B. **Mission Statement:**
Motion by Greenwood, with support from LeFevere, to approve the Douglas Harbor Authority Mission Statement. Motion carried by voice vote.
 - C. **Rules & Regulations:**
Motion by LeFevere, with support from Anderson, to approve the Douglas Harbor Authority Rules & Regulations. Motion carried by voice vote.
 - D. **Set Meeting Schedule:**
The Douglas Harbor Authority will meet at 7:00 P.M. on the 4th Tuesday of each month. If a Zoning Board of Appeals meeting has been scheduled the Douglas Harbor Authority will meet at another location which will be posted 18 hours in advance.
 - E. **Budget:**

LeFevere presented the budget to members, stating the budget line item will have three departments: (A) Administrative Expenses, (B) Point Pleasant Marina, (C) Douglas Marina. Future budget will include funding for construction, renovation, demolition, and personnel services. The Appraiser service is estimated at \$8,000., as a special type of appraisal would be required. The appraisal will determine the purchase price of the marina. The City would enter into the purchase agreement with 25% and the Grant would cover the remaining 75%. DHA will seek Edgewater recommendations on an appraiser. Task 5 would require additional thought to future slip additions and a Master Plan. A decision was made to amend the proposed budget, adding \$3000.00 for surveys and any related costs.

F. Edgewater Proposal:

Scope of Services – Five Tasks

- 1) Assistance with Completion of MNRTF Grant Acquisition - \$1,800
- 2) Marina Condition Assessment and Improvements Plan - \$8,800
- 3) Marina Feasibility and Operations Planning - \$3,200
- 4) Building and Pool Assessment - \$4,800
- 5) Facility Master Plan - \$4,800

Additional Services would include a Site Survey (Topographic and Hydrographic) - \$4,000
Discussion item on the next agenda.

G. Lakeshore Environmental, INC: As Required By the Grant

Phase I Work Plan will include an interior inspection of the site building(s), exterior inspection/evaluation, interviews, environmental database review, historical summary, review of nearby off-site concerns, and completion of a Phase I report.

Discussion item on the next agenda.

9. Reports: No reports

10. Public Comments: No Public present

11. Authority Member Comments:

Discussion on Point Pleasant grounds maintenance and the need to have a grounds keeper in place by the spring of 2019. Additional information related to the DHA will be presented to members on a jump drive. Donovan informed all present that after the Bridge Walk everyone is invited to join the Flotilla from Union St. launch to Wade's Bayou for a Ribbon Cutting Ceremony.

12. Adjourn – Motion by Anderson, with support from Greenwood, to adjourn the meeting. Motion carried by voice vote and the meeting adjourned at 7:55 P.M.