

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, January 5, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Wiley
Members absent/excused: Smith
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for January 5, 2015
 - B. Approval of Regular Council Meeting Minutes of December 15, 2015
 - C. Approval of Payroll Expenses for the month ended December 31, 2014 totaling \$93,131.73Motion by Hoexter with support from Schmidt to approve the January 5, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**
Motion by Hoexter with support from Harvath to approve invoices dated January 5, 2015 in the amount of \$62,217.95.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
None
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
No comments were heard.
 - B. Written Communications
 1. Saugatuck Township Fire District Board Summary Report for December 2014
Council expressed their appreciation for the monthly Board reports and asked a few questions relating to cost recovery.
Written communications noted as received and filed.
8. **Unfinished Business**
None
9. **New Business**
 - A. Motion by Seabert with support from Harvath to approve Resolution No. 01-2015 adopting the Allegan County Mitigation Plan.
Manager LeFevere related this is an update of the 2006 Plan, approved by F.E.M.A.
The City will concentrate to issues like flooding; specific to this area
Motion carried unanimously by roll call vote.

- B. Motion by Schmidt with support from Japinga to approve Resolution No. 02-2015 adopting the Title VI Non-Discrimination Plan for the City of the Village of Douglas. Title VI of the Civil Rights Act of 1964, is the civil rights law which prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance.
Motion carried unanimously by roll call vote.

10. Reports

A. **Commission / Committee / Board Reports**

1. **Planning Commission**
Planner Lynèe Wells has cancelled the January Planning Commission meeting.
2. **Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith**
Next scheduled meeting is January 19th
3. **Kalamazoo Lake Harbor Authority – Schmidt**
The Harbor Authority will take care of all buoys, including the ones placed by the sheriff's department. Also will be considering lighting on the bridge to help guide nighttime boaters.
City of Saugatuck will be presenting their plan of action/participation.
DNR and DEQ will make a presentation to the Authority outlining the time periods available for dredging.
4. **Downtown Development Authority – Wiley**
Next scheduled meeting is January 13th. Council members are invited to attend and give thoughts about attracting and maintaining business downtown.
5. **Police Commission – Harvath, Japinga**
Next scheduled meeting is January 14th.
6. **Douglas Advisory Committee**
No meeting.
7. **Joint Planning Committee**
No report.
8. **Friends of the Barrel – Smith, Harvath**
Manager LeFevere reported meeting with Engineer Brian Vilmont and Friends of the Barrel to arrive at cost estimates for placement and maintenance of the barrel.
Another meeting is scheduled for Tuesday, January 6th.

B. **Staff Reports**

1. **Community Development / Planning / Zoning**
January 26th Master Plan meeting.
2. **Finance / Budget - Drexler**
The 6-month financial report will be presented at the January 19th meeting.
3. **Manager LeFevere's Report / Comments**
January 26th Master Plan Meeting at Saugatuck Brewing Company.

11. **Public Communications** - Verbal (Limit of three (3) minutes on general business of the City)
No comments were heard,
12. **Council Comments**
Japinga made comments on John Thomas' letter to the DDA that started a discussion on businesses leaving Douglas, hours, the economy and business landlords. Effects of recession has taken its toll on downtown. Same conversation has been going on for many years. What can city do to attract and keep business.
13. **Mayor's Report / Comments – Wiley**
Would like to see council members attend the next DDA meeting to give suggestions on business. Next meeting is January 13th at 6:00 p.m.
Participated in the Brewing Company "Firkin Friday" event.
14. **Adjournment – Meeting adjourned at 8:02 p.m.**

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 5, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, January 19, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Smith, Wiley
Members absent/excused: None
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for January 19, 2015
 - B. Approval of Regular Council Meeting Minutes of January 5, 2015Motion by Hoexter with support from Harvath to approve the January 19, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Hoexter with support from Seabert to approve invoices dated January 19, 2015 in the amount of \$35,655.03.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
 - A. Motion by Harvath with support from Smith to appoint Bill Underdown to a 4-year term on the Douglas Downtown Development Authority Board (term expiring January, 2019)
Motion carried by voice vote.
 - B. Motion by Smith with support from Seabert to reappoint Lisa Greenwood to serve a 4-year term as representative to the Kalamazoo Lake Harbor Authority Board (term expiring January 2019).
Motion carried by voice vote.
 - C. Motion by Schmidt with support from Harvath to reappoint Lincoln Brackett to serve another 4-year term on the Douglas Downtown Development Authority Board (term expiring January 2019).
Motion carried by voice vote.
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
No comments were heard.
 - B. Written Communications
 1. Communication from Felicia Fairchild RE: RJ Peterson request for seat on Harbor Authority Board.
(Manager LeFevere response letter to Ms. Fairchild dated January 19, 2015 presented)
 2. Communication from Dick Waskin RE: Response to Local Observer article and John Thomas letter (Includes two editions of the Douglas Village Voice from 2003/2004)
 3. Kalamazoo Lake Sewer and Water Authority Board Meeting Schedule

4. Connect Michigan Community Planning Meeting, January 13, 2015 (Complete presentation on file in the office of City Clerk)
5. Letter dated December 29, 2014 from Saugatuck City Manager Kirk Harrier RE: Edgewater Consulting Services (Kalamazoo Lake Harbor)
Written communications noted as received and filed.

8. Unfinished Business

None

9. New Business

- A. Motion by Hoexter with support from Seabert to authorize construction engineering services for Blue Star Highway resurfacing improvements to be completed by Fleis & VandenBrink under existing General Consultation Agreement dated February 16, 2009.
Motion carried unanimously by roll call vote.

10. Reports

A. **Commission / Committee / Board Reports**

1. Planning Commission
Next scheduled meeting is February 11th.
2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
Next scheduled meeting is January 20th.
3. Kalamazoo Lake Harbor Authority – Schmidt
Next scheduled meeting is January 20th in Saugatuck.
4. Downtown Development Authority – Wiley
Discussed downtown businesses; how to keep and attract new business. Would like to see restaurant that is open for lunch with adult beverages, woman's clothing. Council members are encouraged to attend DDA meetings to voice suggestions. Will try to set up a joint meeting with both city council and DDA members.
5. Police Commission – Harvath, Japinga
Elected Jeff Spangler, Chairperson and Bill Japinga, Vice Chair.
Chief Giles is looking for new AED's at reasonable price. Still working on annual department report. Military dump truck will be sold for \$15,000, down payment of \$800 has been made. Proceeds from the sale will be used to fix up and paint the Humvees.
6. Douglas Advisory Committee
No meeting.
7. Joint Planning Committee
No report.
8. Friends of the Barrel – Smith, Harvath
January 6th meeting was cancelled. Will reschedule when results from engineering study is complete.

B. Staff Reports

1. Community Development / Planning / Zoning

January 26th Community Master Plan meeting, 7:00 p.m. at Saugatuck Brewing Company.

2. Finance / Budget - Drexler

a. Revenue and Expenditure Report from month ending December 31, 2014.
Half way through the fiscal year with 47% expended projected to finish year at 3% under budget. Expenses for Police Department during December reflect officer sick time pay out and overtime worked over holidays.
Part-time hours have increased over the past few weeks due to officer injuries.

b. Investment schedule for month ended December 31, 2014
Outline of investments
MERS is 85% funded

3. Manager LeFevre's Report / Comments

Reminder of January 26th Master Plan Meeting at Saugatuck Brewing Company. Rodriguez / Harbor Lake Drive suit continuing to move forward.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)
No comments were heard,

12. Council Comments

Hoexter: Would like to see Police Officers participate in the City Flu Shot Clinic. How many sick days are used by Officers out with the flu?
When are Christmas decorations coming down?

Schmidt: Welcome back to the Harbor Authority Lisa.

Smith: Will speak to KLSWA regarding fire hydrant markers.

Japinga: Good merchandisers make all the difference if a business is going to succeed.

Harvath: Thanks to staff and DPW for all they do. The City looks great. Good discussions on businesses tonight. Joint DDA and Council meeting will be a good opportunity to share ideas, brainstorm.

13. Mayor's Report / Comments – Wiley

Nothing further.

14. Adjournment – Meeting adjourned at 8:28 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 19, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, February 2, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Wiley
Members absent/excused: Smith
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for February 2, 2015
 - B. Approval of Regular Council Meeting Minutes of January 19, 2015
 - C. Approval of Payroll Expenses for the month ended January 31, 2015 totaling \$83,101.93Motion by Hoexter with support from Harvath to approve the February 2, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**
Motion by Hoexter with support from Seabert to approve invoices dated February 2, 2015 in the amount of \$36,768.09
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
None
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
 1. Dick Waskin, Saugatuck Township, commented he would like to see discussions between the city council and DDA continue regarding bringing and keeping business to downtown. He is looking forward to attending future DDA meetings.
 - B. Written Communications
 1. Interurban Transit Authority Board Meeting Minutes from December 16, 2014.
 2. Saugatuck Township Fire District Year-To-Date Comparison (2013-2015).
 3. Letter from John Thomas dated January 28, 2015 RE: Downtown Douglas Business
 4. Memo and survey RE: Allegan County Broadband
 5. Memo from Scott Corbin, Allegan County Emergency Management RE: Hazard Mitigation (full report on file in the Office of City Clerk)

Written communications noted as received and filed.
8. **Unfinished Business**
None
9. **New Business**
None

10. Reports

A. Commission / Committee / Board Reports

1. Planning Commission
February meeting has been cancelled. Next meeting is March 11th.
2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
Budget workshop is scheduled for Tuesday, February 3rd. Next regular meeting is Tuesday, February 17th.
3. Kalamazoo Lake Harbor Authority – Schmidt
Next scheduled meeting is February 22nd.
4. Downtown Development Authority – Wiley
Next scheduled meeting is February 10th.
5. Police Commission – Harvath, Japinga
Next meeting will be April.
6. Douglas Advisory Committee
No meeting.
7. Joint Planning Committee
No report.
8. Friends of the Barrel – Smith, Harvath
Manager LeFevere presented conceptual layout of location at Center and Ferry Street along with engineering cost estimates. Costs may be able to be reduced with DPW doing some of the work.

B. Staff Reports

1. **Community Development / Planning / Zoning**
 - a. Annual Report of the Planning Department.
 - b. Good attendance and great discussion at the January 26th Community Planning Meeting.
2. **Finance / Budget - Drexler**
Nothing further.
3. **Manager LeFevere's Report / Comments**
 - a. Michigan Municipal League endorses the road tax proposal that will be on the ballot in May. Could mean a 60% in local funding. Good informative articles on MML website.
 - b. Five homes were broken into on Saturday night. Four in Cider Hill and one on Wiley. Allegan County Tech Squad was called to assist with gathering forensic evidence.

- 11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)**
No comments were heard,

12. Council Comments

- Japinga: Commented on good discussions at Community Planning meeting. We are a baby boomer population with the average age in the community at 60-years. Consider planning more for the older retired residents that we currently have instead of trying to attract young people with no incentive to move here.
- Schmidt: Prefers to let market forces do their job.
- Seabert: Great job DPW clearing roads. Community meeting was well attended.
- Harvath: DPW did a fine job after the last snow storm. Our demographics are proof we are a strong tourist based economy. Community meeting was very well done, good location. Reminds everyone to lock doors.
- Hoexter: Very much appreciates Fire District report. Not at all bad to have a retirement aged community. Older residents have more buying power.

13. Mayor's Report / Comments – Wiley

- a. Let's get a head start on the manager evaluation. To be distributed to council members this week. Please work on and complete prior to next council meeting.
- b. One of the goals for the community is to attract year-round younger residents but we first have to consider ways to provide affordable housing. Plan for growth.

14. Adjournment – Meeting adjourned at 8:00 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 February 2, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
Monday, February 16, 2015
7:00 P.M.

1. **Call to Order:** Mayor Wiley called the meeting to order at 7:00 P.M.
2. **Roll Call:** Present – Japinga, Schmidt, Seabert, Wiley, Smith. Absent – Hoexter, Harvath.
Also present – William LeFevere, City Manager
3. **Pledge of Allegiance:** Led by Mayor Wiley
4. **Consent Calendar**
 - A. Approval of Agenda for February 16, 2015
 - B. Approval of Regular Council Meeting Minutes of February 2, 2015

Motion by Schmidt, with support from Smith, to approve the consent calendar as presented.
Roll Call Vote – Japinga (yes), Schmidt (yes), Seabert (yes), Smith (yes), Wiley (yes). Motion carried by unanimous roll call vote.

5. **Approval of Invoices in the amount of \$60,986.50**

Motion by Schmidt, with support from Smith, to approve invoices dated February 16, 2015 in the amount of \$60,986.50. Roll Call Vote – Schmidt (yes), Seabert (yes), Smith (yes), Wiley (yes), Japinga (yes). Motion carried by unanimous roll call vote.

6. **Appointments/Resignations/Proclamations**

- A. Saugatuck-Douglas District Librarian Martha Boetcher Proclamation
Read by Mayor Wiley, the proclamation will be sent to Ms. Boetcher.
- B. Motion to accept Mayor Wiley’s recommendation to appoint Rob Goeke to serve on the Douglas Downtown Development Authority Board (term ending January 2018)
Mayor Wiley stated Mr. Goeke currently owns property in the DDA district and has served on the DDA in the past.

Motion by Schmidt, with support from Smith, to appoint Rob Goeke to the Douglas Downtown Development Authority Board, term ending January 2018. Motion carried by voice vote.

7. **Public Communications**

- A. Verbal (Limit of three (3) minutes on agenda items only)
Dean Kapenga requested everyone take the current survey addressing Allegan County Broadband service, he also reported on the current status of the counties radio system between emergency personnel, and presented a county update.

Tim Glinski addressed agenda item 10 (A4). He is a downtown business owner, property owner and past Village President. He objects that government should not have a role in the downtown. (A complete copy of the letter is on file at City Hall)

- B. Written Communication
 1. Memo RE: Meeting with Saugatuck Douglas Garden Club

2. Informational copy of Saugatuck Township Cemetery Maintenance Contract
3. Memo from Jim Pitsch, Allegan County Broadband Committee

8. Unfinished Business – None

9. New Business

- A. Presentation by Dougg Wright, Outdoor Discovery Center, on invasive species and Pottawattamie controlled burn. LeFevere introduced Mr. Wright and guest. Several area residents are currently working with Mr. Wright on combatting the invasive species in their area. Community Education is the key to combating this invasive species, according to Mr. Wright.
- B. Motion to approve Resolution No. 04-2015 in opposition to SB 4 known as the Michigan Religious Freedom Restoration Act

Motion by Schmidt, with support from Smith, to approve Resolution No. 04-2015 in opposition To SB 4 known as the Michigan Religious Freedom Restoration Act. Roll Call – Seabert (yes), Smith (yes), Wiley (yes), Japinga (yes), Schmidt (yes). Absent – Harvath and Hoexter. Motion carried by voice vote.

10. Reports

- A. Commission/Committee/Boar Reports
 1. Planning Commission – Meeting Cancelled
 2. Kalamazoo Lake Sewer and Water Authority – Meeting moved to Tuesday
 3. Kalamazoo Lake Harbor Authority – Schmidt reported on the Authority elections, and a presentation by the DNR on sturgeon.
 4. Downtown Development Authority – Wiley reported the next Merchant’s meeting will be held at 5:30 p.m. on March 5th at the Center Stage Salon.
 5. Police Commission – Next meeting will be held in April
 6. Douglas Advisory Committee – No report
 7. Joint Planning Committee – No report
 8. Friends of the Barrel – No report
- B. Staff Reports
 1. Community Development/Planning/Zoning – No report
 2. Finance/Budget – Treasurer Drexler delivered the revenue/expense report for the month ended January 31, 2015.
 3. Manager’s Report/Comments – LeFevere informed members that the school Superintendent would like to speak regarding school enrollment, a March 2nd workshop has been set.

11. Public Communications – Verbal (Limit of three (3) minutes on general business of the City

12. Council Comments:

Smith thanked everyone present for coming out to the meeting. **Schmidt** addressed those who claim there is no lunch places in the downtown area, stating the Respite and Alley’s Classic Diner both serve lunch. **Seabert** thanked Outdoor Discovery for their informative presentation on phragmitis. **Wiley** thanked the audience and reported the Mardi Gras parade was great.

13. Mayor Report/Comments –

14. Closed Session

At 8:05 p.m. the following motion was presented.

Motion by Smith, with support from Schmidt, to enter into closed session in accordance with the provisions of Section 8 of the Open Meetings Act for the purpose of discussing pending litigation. Roll Call – Smith (yes), Wiley (yes), Japinga (yes), Schmidt (yes), Seabert (yes). Hoexter and Harvath were absent. Motion carried by roll call vote.

At 9:05 p.m. the following motion was presented.

Motion by Seabert, with support from Smith, to end the closed session and return to the regular meeting. Motion carried by voice vote.

At 9:10 p.m. the following motion was presented.

Motion by Seabert, with support from Smith, to enter into closed session in accordance with the provisions of Section 8 of the Open Meetings Act for the purpose of discussing the purchase or lease of real property. Roll Call – Wiley (yes), Japinga (yes), Schmidt (yes), Seabert (yes), Smith (yes). Hoexter and Harvath were absent. Motion carried by roll call vote.

At 9:55 p.m. the following motion was presented.

Motion by Seabert, with support from Smith, to end the closed and return to the regular meeting. Motion carried by voice vote.

15. Adjournment:

At 9:55 p.m. the meeting adjourned by a motion from Seabert, with support from Smith.

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, March 2, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:05 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Smith, Wiley
Members absent/excused: None
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for March 2, 2015
 - B. Approval of Regular Council Meeting Minutes of February 16, 2015
 - C. Approval of Payroll Expenses for the month ended February 28, 2015 totaling \$70,290.67Motion by Hoexter with support from Harvath to approve the March 2, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**
Motion by Hoexter with support from Japinga to approve invoices dated March 2, 2015 in the amount of \$53,769.21
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
 - A. Resignation of Meredith Baxter from the Douglas Downtown Development Authority
Baxter resignation accepted with regrets.
 - B. Motion by Smith with support from Schmidt to approve the recommendation of Mayor Wiley to appoint Tim Glinski to a term on the Douglas Downtown Development Authority Board (term expiring January 2017)
Motion carried with Hoexter and Schmidt casting “No” votes.
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
 1. Tim Glinski, Riverview Dr., thanked council for the appointment.
 2. Dick Waskin, Saugatuck Township, offered support for the Glinski appointment.
 3. Dee and Gene Schoeneich, Center St., also supported the Glinski appointment.
 - B. Written Communications
 1. City of the Village of Douglas 2015 Board of Review schedule
 2. Kalamazoo Lake Sewer and Water Authority Notice of increased water and sewer rates
Council directed Manager LeFevere to invite Darrel VanDyke, KLSWA Director, to the next meeting to give an explanation of the increased rates.
 3. Interurban Transit Authority Meeting Minutes of January 20, 2015
 4. Kayak Storage Rack Rental now availableWritten communications noted as received and filed.

8. Unfinished Business

None

9. New Business

- A. Motion by Harvath with support from Smith to approve Resolution No. 03-2015 authorizing the Mayor and City Clerk to sign Michigan Department of Transportation (MDOT) contracts on behalf of the City of the Village of Douglas. Motion carried unanimously by roll call vote.
- B. Letter to Saugatuck City Manager Kirk Harrier RE: Saugatuck Revisions to the Recommended Harbor Planning Study
Manager LeFevere reviewed his letter to Manager Harrier asking how and what is the benefit they see in doing things as outlined in the revised proposal of December 29, 2014.

10. Reports

A. **Commission / Committee / Board Reports**

1. Planning Commission
Next meeting is scheduled for March 11th.
2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
Next meeting is scheduled for March 16th.
3. Kalamazoo Lake Harbor Authority – Schmidt
Lake levels are predicted to continue to rise up to 53 inches above the level from two years ago.
Quotes will be taken for buoy placement this year.
4. Downtown Development Authority – Wiley
Thursday, March 5th the Downtown Merchants Association will meet.
Next scheduled meeting of the DDA is March 10th.
5. Police Commission – Harvath, Japinga
Next meeting will be April.
6. Douglas Advisory Committee
No meeting.
7. Joint Planning Committee
No report.
8. Friends of the Barrel – Smith, Harvath
Manager LeFevere commented when everyone is comfortable with the budget he will be bringing it to council.
When barrel is completed it will be open to public as a self-guided tour.

B. **Staff Reports**

1. **Community Development / Planning / Zoning**
Report on community visioning is included in packet.
Next Community Development Meeting is scheduled for March 23rd, again at Saugatuck Brewing Company.
Suggestion to invite School Superintendent Timmerman to attend the Community Meeting to present his "State of the Schools" Address.

2. **Finance / Budget - Drexler**
Time to start thinking about budget discussions.
3. **Manager LeFevere's Report / Comments**
 - a. Meetings with Drain Commissioner confirms work on drain across Center Street will be completed this fall. This completion will allow the city to finish the Beach to Bayou Trail during spring 2016.
 - b. After research and attorney review of the DDA plan document it appears the purchase of real property is not included.
 - c. Will likely borrow Pickle Ball court plans from the city of Grand Haven.
11. **Public Communications - Verbal (Limit of three (3) minutes on general business of the City)**
Dick Waskin, Saugatuck Township, disappointed with the attorney opinion on the ability of the DDA to purchase real property. Hopes that communication lines will be kept open and have further discussions with City Council.
12. **Council Comments**

Japinga: Enjoyed the presentation by Superintendent Timmerman.

Harvath: School Superintendent Timmerman made some very good points as did Councilperson Schmidt. Good presentation.
Disappointed with the letter from Saugatuck requesting revisions for the Harbor plan.
Thanks to the new members who will now serve on the DDA.

Hoexter: Questioned how much TIF money is generated each year.
LeFevere answered approximately \$21,000 - \$22,000. The DDA depends on these funds to operate.
13. **Mayor's Report / Comments – Wiley**
Manager evaluation forms are in and summarized thanks to Councilperson Seabert. We will review in closed session at the March 16th meeting.
14. **Adjournment – Meeting adjourned at 8:17 p.m.**

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 March 2, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, March 16, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Smith, Wiley
Members absent/excused: None
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for March 16, 2015
 - B. Approval of Regular Council Meeting Minutes of March 2, 2015
 - C. Approval of Committee of the Whole Meeting Minutes of March 2, 2015

Motion by Seabert with support from Hoexter to amend the agenda to reconsider the appointment of Tim Glinski to the Downtown Development Authority for a term ending January 2017.

Discussion: Wiley asked Seabert for specifics why he wanted council to reconsider Mr. Glinski's appointment.

Seabert responded the letter written by Mr. Glinski seemed very negative and did not present him as a team player. At this time the city does not need any more negativity toward other merchants. The DDA has plenty to do and needs to work together to support the downtown.

Wiley related Mr. Glinski is a viable candidate, business and building owner and came forward eager to serve. Council doesn't realize how difficult it is to find qualified people to serve on these committees. If you remove Mr. Glinski we will again have a vacancy on the DDA.

Hoexter commented she does know someone who works for Huntington Bank who is interested in serving.

Harvath related he too reread the Glinski letter and it does appear quite pessimistic. Our downtown has suffered through two major fires and an economic downturn. We have to figure out how to work together to get our businesses back on their feet.

Japinga, who had a copy of the newspaper with the Glinski letter, commented the letter seems to say since we are a summer resort community the businesses should only be open during the summer. There is one business that works very hard to stay open all year round and be open when the restaurants are open. Somehow he makes it work but gets criticized.

Motion to amend the agenda to include Item 8B DDA Appointment reconsideration passed 4-3 by roll call vote.

Yes: Hoexter, Japinga, Schmidt, Seabert

No: Smith, Harvath, Wiley

Motion by Hoexter with support from Harvath to approve the March 16, 2015 agenda as amended to include reconsideration of Glinski appointment to the DDA as Item # 8B.
Motion carried unanimously by roll call vote.

5. Approval of Invoices

Motion by Hoexter with support from Smith to approve invoices dated March 16, 2015 in the amount of \$31,571.48.

Motion carried unanimously by roll call vote.

6. Appointments/Resignations/Proclamations

None

7. Public Communications

A. Verbal (Limit of three (3) minutes on agenda items only)

1. Tim Glinski, Riverview Dr., voiced his confusion over what was happening and to clarify that the letter had not changed. Everything in the letter was read and stated to both the DDA and the City Council. Willing and anxious to be re-involved with the community.

B. Written Communications

1. Memo reminder of Allegan County Broadband Initiative meeting, Tuesday, March 17th, Salem Township Hall, 4:00 p.m.
2. Meeting Minutes of Board of Road Commissioners in support of Proposal 1, a broad-ranging road funding proposal that goes before voters May 5, 2015.
3. Ballot language for Proposal 1, May 5, 2015.
4. Notice of Allegan County Cities, Townships and Villages Meeting, March 30th, Allegan Township Hall, 7:00 p.m.
5. Saugatuck Township Fire District Board Meeting Minutes and Incident Reports from January and February 2015.

Written communications noted as received and filed.

8. Unfinished Business

A. Discussion with Daryl Van Dyke, Kalamazoo Lake Sewer and Water Authority Director, RE: Sewer and water rate increases.
Due to Mr. Van Dyke being ill the discussion is postponed until a later date.

B. Motion by Seabert with support from Schmidt to reverse the appointment of Tim Glinski to the Douglas Downtown Development Authority Board for a term ending January 2017. (A "Yes" vote would remove Mr. Glinski from appointment)

Discussion: Harvath feels that is someone is qualified, a business owner and willing to step up they deserve a chance.
Wiley reminded council that Mr. Glinski voluntarily stepped up, is extremely qualified, eager to be re-involved and would be only one vote on a board of nine. Certainly we are not going to agree on everything all the time but that's the way committees work.

Motion to reverse the appointment of Mr. Glinski passed 4-3 by roll call vote.

Yes: Japinga, Schmidt, Seabert, Hoexter

No: Harvath, Smith, Wiley

9. New Business

A. Motion by Smith with support from Hoexter to adopt Resolution No. 05-2015 approving an agreement regarding the use of Wade's Bayou Park and Facilities with Running Rivers.
Motion carried unanimously by roll call vote.

- B. Motion by Hoexter with support from Seabert to adopt Resolution No. 06-2015 approving a letter of understanding with the Douglas Dutchers Base Ball Club. Motion carried unanimously by roll call vote.

- C. Discussion on MDOT Blue Star Highway project – David Bluhm, Fleis & VandenBrink Bids for resurfacing 0.61 miles of Blue Star Highway have come in 23% over the Engineer's estimate of \$350,371. Bluhm related MDOT was not inclined to give some flexibility to remove some specific portions of the project. MDOT stated there are two options: 1.) Build the project as is, or 2.) Re-bid and hope for better estimate results.
Bluhm said he is seeing many bids come back higher than expected due to the construction climate in Michigan is much better than it has been in years. Manager LeFevere related this overrun is not budgeted for. Recommends re-bidding in a couple of months may allow some project change but will come with additional redesign costs and will push the project into 2016. Also will have to meet with MDOT and the Rural Task Force again.

10. Reports

A.

Commission / Committee / Board Reports

1. Planning Commission
 - a. Rezoning application for 44 Ellis will come to council April 6th.
 - b. Looking at amended site plan for "Just Add Water" (Quonset hut)
 - c. Still working on sign ordinance

2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
 - a. Still having problem with grease and rags being flushed into sewer system.
 - b. Manager LeFevere has asked for a copy of the budget. Only two pages are posted on the website. Will continue to ask Daryl for complete copy.
 - c. New office person is working out very well. BS&A accounting software is being installed.
 - d. Mr. Van Dyke will be invited to attend the next meeting to discuss and answer questions on the sewer and water rate increases.

3. Kalamazoo Lake Harbor Authority – Schmidt
Tuesday, March 17th meeting is cancelled.

4. Downtown Development Authority – Wiley
DDA meeting for March 10th was cancelled.
Art N Jazz is being replaced by pARTy.
Looking at ordinance change to allow street musicians.

5. Police Commission – Harvath, Japinga
Next meeting will be April 8th.

6. Douglas Advisory Committee
No meeting.

7. Friends of the Barrel – Smith, Harvath
Nothing to report.

B. Staff Reports

1. Community Development / Planning / Zoning

Monday, March 23rd, Community Planning Workshop at Saugatuck Brewing Company, 7:00 p.m.

2. Finance / Budget - Drexler

a. Revenue and Expenditure Report from month ended February 28, 2015
With 64% of General Fund expended still 2% under budget.
Budget work session will be scheduled in April.

3. Manager LeFevre's Report / Comments

No comments.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)
Tim Glinski, Riverview Dr., commented he missed the first three minutes of this meeting and do not understand exactly what happened to reverse appointment to the DDA. Nothing has changed since the appointment on March 2nd. Still eager to be re-involved with the community.

12. Council Comments

Schmidt: As far as the sewer and water rate increases go, one cannot go out for bids for lower water rates. There is no choice of service. Increase may be justified but they are not negotiable. Would like to hear explanation.

Hoexter: Would like to confirm when the funeral service is scheduled for Henry Van Singel.
Is the brush/leaf pickup schedule for 2015 out yet? (In city calendar, on the website and printed schedule is available at City Hall).

Harvath: Thank you to Mr. Glinski for stepping up with interest to serve the community. Hopes he will stay as involved as he can.

Smith: Also would like to thank Mr. Glinski for his interest.
Hopes to see Daryl Van Dyke, KLSWA Director, at the next meeting.
Happy St. Patrick's Day.

13. Mayor's Report / Comments – Wiley

In this small community of 1,200 residents, not many are here full time. Those that are do not readily step up and volunteer to serve on boards and commissions. Tonight we turned away a qualified, interested candidate for our DDA board in the most negative action.

14. Closed Session

Motion by Hoexter with support from Smith to enter into a closed session in accordance with the provisions of Section 8 of the Open Meeting Act for the purpose of discussing personnel issues. Motion carried unanimously by roll call vote at 8:40 p.m.

Motion by Smith with support from Harvath to end the closed session and return to the regular meeting was passed at 9:14 p.m.

15. Adjournment – Meeting adjourned at 9:15 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 March 16, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, April 6, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Smith, Wiley
Members absent/excused: None
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for April 6, 2015
 - B. Approval of Regular Council Meeting Minutes of March 16, 2015
 - C. Approval of Payroll Expenses for the month ended March 31, 2015 totaling \$71,024.61.Motion by Hoexter with support from Smith to approve the April 6, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**
Motion by Hoexter with support from Seabert to approve invoices dated April 6, 2015 in the amount of \$106,278.74.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
None
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
No comments were heard.
 - B. Written Communications
 1. Interurban Transit Authority Board Meeting Minutes from February 17, 2015
 2. Allegan County Broadband meeting information from March 17, 2015 (Helping Empower Michigan Through Broadband report available in the office of the City Clerk)
 3. Allegan County Board of Commissioners letter dated March 10, 2015, RE: Burn Permit ProcessWritten communications noted as received and filed.
8. **Unfinished Business**
 - A. Discussion with Daryl Van Dyke, Director of Kalamazoo Lake Sewer and Water Authority
Van Dyke was invited to attend the council meeting to review the recent rate increase. Rates are determined following a yearly review of dollars needed to keep KLSWA running and complete required projects. When Van Dyke was hired four years ago rates had not been increased in many years, maintenance and required projects had been neglected and the Authority was near spending more than it was taking in. Major projects completed this year will include:

Bio Solids removal at waste water plant (\$130,000 -\$150,000)
Enhance variable frequency drives for pump stations
Electric standards improved

Take the reservoir out of service for cleaning (built in 1932
and has never been cleaned)
Update accounting software

The base rate anticipates fixed expenses to keep KLSWA running. Must be capable of increasing service to our seasonal based community 10 times during peak usage months. Peak usage in July and August can be 2.4 million gallons. Must be able to insure the utility can maintain safety and sanitary standards.

9. New Business

- A. Motion by Hoexter with support from Harvath to adopt Resolution No. 07-2015 approving the Interurban Transit Authority Restated Articles of Incorporation. Phyllis Yff, Interurban Director, was present to explain the changes were mainly cleaning up language like changing the "Village of Douglas" to the "City of the Village of Douglas" and change "subdivisions" to "political subdivisions". Motion carried unanimously by roll call vote.
- B. First Reading Ordinance No. 02-2015: An Ordinance to Amend the Zoning Map of the City of the Village of Douglas.
Wiley read into record the Planning Commission recommendation to rezone property at 44 Ellis Street.

10. Reports

A. **Commission / Committee / Board Reports**

1. Planning Commission
Draft copy of March 11th meeting minutes provided.
Next scheduled Planning Commission meeting is April 8th, 7:00 p.m.
2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
Next scheduled meeting is April 20th, 4:00 p.m.
3. Kalamazoo Lake Harbor Authority – Schmidt
Next scheduled meeting is April 21st at Douglas City Hall, 7:00 p.m.
4. Downtown Development Authority – Wiley
Next scheduled meeting is April 14th, 6:00 p.m.
5. Police Commission – Harvath, Japinga
Next meeting is April 8th, 4:00 p.m.
6. Douglas Advisory Committee
No meeting.
7. Friends of the Barrel – Smith, Harvath
No report.

B. **Staff Reports**

1. **Community Development / Planning / Zoning**
Nothing further.
2. **Finance / Budget - Drexler**
Budget work session will be held Monday, April 20th at 6:00 p.m.

3. **Manager LeFevere's Report / Comments**

a.) MDOT Blue Star Highway Project

Project will move ahead as scheduled after clarification on the 80/20 split of grant funds to cover expenses when the bids came in \$80,000+ over the estimated cost. Hoping for completion prior to Memorial Day.

11. **Public Communications** - Verbal (Limit of three (3) minutes on general business of the City)
No comments were heard,

12. **Council Comments**

Harvath: Thanks to Daryl for coming to clarify many issues and speak to council regarding rates. Very informative.
Glad to see the Blue Star Highway project move forward.
The south entry along Blue Star off the highway is an eyesore that the City has no control over as the two properties are in the Township.

Japinga: Thanks to Daryl. Good job explaining rates. Good to see an audience.
Homeowners should shovel out fire hydrants that are located near their property.
Thank you to the DPW for cleaning up the Wiley Road property.

Schmidt: Thank you to Daryl. Amity Street does shovel out their hydrants.
The south entry into town does look bad but what can we do about the properties that are in the Township?

Smith: Would like to remind people that the KLSWA meetings are open to the public.

Hoexter: Yes, Amity Street does shovel out hydrants.
Consumers, Michigan Gas, Frontier, and Comcast all should come in to explain their rate increases.

Seabert: Glad Daryl could come in to explain rates.
Good to learn the Blue Star project is moving ahead.
There have been some negative comments in the newspapers about the properties on Blue Star that are in the Township.
Thanks to DPW; good job.

13. **Mayor's Report / Comments** – Wiley

Thanks to Daryl for clarification on many questions. Beneficial having him here.

14. **Adjournment** – Meeting adjourned at 8:30 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 April 6, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, April 20, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:05 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Wiley
Members absent/excused: Smith
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for April 20, 2015
 - B. Approval of Regular Council Meeting Minutes of April 6, 2015

Motion by Hoexter with support from Seabert to approve the April 20, 2015 agenda as amended to include Item #9C Resolution 09-2015 authorizing disposal of surplus property. Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Hoexter with support from Schmidt to approve invoices dated April 20, 2015 in the revised amount of \$193,504.94.. Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
 - A. Resignation of Rebecca Ufkes, Downtown Development Authority.
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
 1. Dean Kapenga, Allegan County Commissioner, congratulated Judge Bill Baillergeon for being recognized for his work in developing Veterans Court. The County Board of Commissioners declared April as Domestic Violence Month. The 911 surcharge has been raised to \$3.00. County IT and local clerks are working to resolve problems uploading election results.
 - B. Written Communications
 1. Letter dated April 14th, 2015 to Thomas Fleming, Fleming Brothers Oil Co., from Saugatuck Township
 2. County Board of Commissioners declaration of Child Abuse Prevention Month, April 2015
 3. Progress Schedule for MDOT work on Blue Star HighwayWritten communications noted as received and filed.
8. **Unfinished Business**
 - A. 2nd Reading – Ordinance No. 02-2015
Motion by Hoexter with support from Seabert to adopt Ordinance 02-2015, An ordinance to amend the zoning map of the City of the Village of Douglas (44 Ellis)
Motion carried unanimously by roll call vote.

9. New Business

- A. First Reading – Ordinance No. 03-2015
An ordinance to amend the Zoning Ordinance of the City of the Village of Douglas (Seasonal Rental Properties Inspection Program)
Mayor Wiley read the Ordinance into record.

- B. Motion by Hoexter with support from Harvath to adopt Resolution No. 08-2015 approving Fireworks Permits for July 4th event sponsored by the Saugatuck Douglas Rotary Club.
Motion carried unanimously by roll call vote.

- C. Motion by Schmidt with support from Japinga to adopt Resolution No. 09-2015 declaring property surplus an authorizing disposition. (1995 dump truck, 2001 John Deere tractor, Salt spreader, Echo Chain Saw CF500, Echo Chain Saw SF3400, Echo Rotary brush saw)
Motion carried unanimously by roll call vote.

10. Reports

A. **Commission / Committee / Board Reports**

- 1. Planning Commission
Continuing review of sign ordinance, accessory buildings and storm water requirements.

- 2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
Next meeting has been rescheduled to April 27th at 4:00 p.m.

- 3. Kalamazoo Lake Harbor Authority – Schmidt
Next scheduled meeting is Tuesday, April 21st , 7:00 p.m., Douglas City Hall

- 4. Downtown Development Authority – Wiley
Met April 14th. New Chairperson is Rob Goeke, Vice Chair Mike Hurley and Sharon Bauer, Treasurer.
Erin Wilkinson is working on a new Halloween event at Beery Field on Friday, October 30th.
Will be doing a review of the DDA development plan.
Have 2 vacancies.

- 5. Police Commission – Harvath, Japinga
Met on April 8th. Passed budget. Saugatuck City members discussed doing a survey of residents asking their thoughts on police service.
Chief Giles has looked into body cams and found them to be cost prohibitive.

- 6. Douglas Advisory Committee
No meeting.

- 7. Friends of the Barrel – Smith, Harvath
No report.

B. **Staff Reports**

- 1. **Community Development / Planning / Zoning**
Community Planning meeting, May 7th, 7:00 p.m. at Saugatuck Brewery.

2. **Finance / Budget - Drexler**
Nothing further.

3. **Manager LeFevere's Report / Comments**
Pickle Ball court bids are out and due by next Tuesday, April 28th.
Consumers Energy has announced a planned power outage for April 25th from
2:00 a.m. until 7:00 a.m. Will be contacting representative to discuss
temporary power.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)
Scott Sullivan, Commercial Record, commented he had just received word that the power outage
has been postponed.

12. Council Comments

Schmidt: Journalist Jim Hayden will be missed. Wish him all the best.

Japinga: Feels the same about Jim Hayden. It's a shame how he was fired after so many
years.

Harvath: Has concerns about leaves, brush and yard waste piles sitting everywhere.
Thanks to Treasurer Drexler. Good job on preparing and presenting budget

13. Mayor's Report / Comments – Wiley

Tree Board met last week with a walk about town.

Kirby House will hold its grand opening May 2nd. Was asked to participate in ribbon cutting
ceremony but will be out of town. Mayor Pro Tem Hoexter may be able to fill in.

14. Adjournment – Meeting adjourned at 8:04 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 April 20, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, May 4, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:07 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Smith, Wiley
Members absent/excused: None
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for May 4, 2015
 - B. Approval of Regular Council Meeting Minutes of April 20, 2015
 - C. Approval of Committee of the Whole Meeting Minutes of April 20, 2015
 - D. Approval of Payroll Expenses for month ended April 30, 2015 in the amount of \$105,576.04

Motion by Hoexter with support from Seabert to approve the May 4, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Hoexter with support from Smith to approve invoices dated May 4, 2015 in the amount of \$59,739.10
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**

None
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
No comments were heard.
 - B. Written Communications
 1. Saugatuck Township Fire District Incident Report by Hank Zavislak, Fire Board Representative
 2. Interurban Transit Authority Board Meeting Minutes from March 17, 2015
 3. Thank you letter from Helen DeGeatano, Dutchers Base Ball ClubWritten communications noted as received and filed.
8. **Unfinished Business**
 - A. 2nd and Final Reading – Ordinance No. 03-2015
Motion by Hoexter with support from Smith to adopt Ordinance 03-2015, An ordinance to amend the City of the Village of Douglas Zoning Ordinance (Seasonal Rental Properties Inspection Program)
Motion carried unanimously by roll call vote.

9. New Business

- A. Budget Presentation from Saugatuck Township Fire Department – Chief Janik
Motion by Hoexter with support from Smith to approve the 2015/2016 budget for the Saugatuck Township District Fire Department as presented.
Motion carried unanimously by roll call vote.

- B. First Reading – Ordinance No. 04-2015
An Ordinance to amend the City of the Village of Douglas Code of Ordinances Chapter 90: Fire Prevention and Protection, to adopt the International Fire Code, 2012 Edition.
Mayor Wiley read into record.

- C. Motion by Schmidt with support from Smith to adopt Resolution No. 10-2015 approving an addendum to the current agreement for planning services between the City of the Village of Douglas and Edgewater Resources.
Manager LeFevere explained the need for revisions to the original proposed services are due to the fact that Saugatuck has decided to work out a separate contract with Edgewater.
Motion carried unanimously by roll call vote.

10. Reports

A. **Commission / Committee / Board Reports**

- 1. Planning Commission
Next Planning Commission meeting is scheduled for May 13th.
Reminder of May 7th Community Planning session at Saugatuck Brewing Company, 7:00 p.m.

- 2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
System wide hydrant flushing is scheduled to take place during the weeks of May 11 and May 18.

- 3. Kalamazoo Lake Harbor Authority – Schmidt
Next scheduled meeting is May 19th at Saugatuck City Hall.
Buoy placement has begun.

- 4. Downtown Development Authority – Wiley
Next meeting is Tuesday, May 12th with a 5:00 p.m. work session prior to the regular meeting.

- 5. Police Commission – Harvath, Japinga
No meeting.

- 6. Douglas Advisory Committee
No meeting.

- 7. Friends of the Barrel – Smith, Harvath
Manager LeFevere commented the expense for site preparation will be split between 2 budget years. Contract may be available at next meeting.

B. **Staff Reports**

- 1. **Community Development / Planning / Zoning**
Community Planning meeting, May 7th, 7:00 p.m. at Saugatuck Brewery.

2. **Finance / Budget - Drexler**
Continuing to work with DDA on their budget and getting new chair and treasurer up to speed.
3. **Manager LeFevere's Report / Comments**
 - a. Discussion on Pickle Ball Courts construction
The low bid came in at \$101,000. While our budget is only \$50,000 there is still a way to accomplish our goal of 8 courts. There are several items that can be removed for the specs, such as fencing.
Motion by Harvath with support from Schmidt to move ahead and accept the low bidder with adjustments for a contract amount of no more than \$70,000.
Motion carried unanimously by roll call vote.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)
No comments were heard.

12. Council Comments

- Japinga: Excellent presentation by the Fire Department.
Reminder about the Community Planning session on May 7th at Saugatuck Brewing Company, 7:00 p.m.
CVB strategic marketing plan presentation, May 11th, at Welcome Center.
- Seabert: Cookies On Call storefront is being used as a display gallery.
Looking forward to summer.
- Smith: Thanks to Fire Department for presentation.
Happy Mother's Day.
- Harvath: Thanks to Fire Department for presentation.
Glad to see the support for Pickleball.
Everyone is invited to Community Planning Session on May 7th.
Merchants had very good Spring Preview opening.
Thanks to Bill and Bob for all the work.
- Schmidt: City has lots to do this year. Let's be smart on priorities.
- Hoexter: Thanks to Fire Department for presentation.
Kirby House opening was nice and well attended.

13. Mayor's Report / Comments – Wiley

- a. Armed Forces Day Lunch, May 16th at Community Church.
- b. WGVU documentary on Saugatuck-Douglas will premiere on Friday, May 8th at the SCA.
- c. Remember to vote tomorrow.
- d. Appreciate the donations for Pickleball project. Glad the city could come up with additional funds to complete 8 courts. Wonderful addition to Schultz Park.

14. Adjournment – Meeting adjourned at 8:36 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 May 4, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, May 18, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Wiley
Members absent/excused: Smith
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for May 18, 2015
 - B. Approval of Regular Council Meeting Minutes of May 4, 2015
 - C. Approval of Committee of the Whole Meeting Minutes of May 4, 2015

Motion by Hoexter with support from Seabert to approve the May 18, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Hoexter with support from Schmidt to approve invoices dated May 18, 2015 in the amount of \$38,605.33.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
 - A. Motion by Schmidt with support from Harvath to accept recommendation from Mayor Wiley and appoint Steven Teich to serve on the Douglas Downtown Development Authority Board finishing an unexpired term until January, 2017.
Motion carried unanimously by roll call vote.
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
No comments were heard.
 - B. Written Communications
No written communications were received.
8. **Unfinished Business**
 - A. 2nd and Final Reading – Ordinance No. 04-2015 2012 International Fire Code
Motion by Harvath with support from Schmidt to approve Ordinance No. 04-2015 amending the City of the Village of Douglas Code of Ordinance Chapter 90: Fire Prevention and Protection, to adopt the International Fire Code, 2012 Edition.
Motion carried unanimously by roll call vote.
9. **New Business**
 - A. Motion by Schmidt with support from Seabert to adopt Resolution No. 11-2015 amending the budget of the 2014/2015 General Appropriations Act (Major and Local Streets)
Motion carried unanimously by roll call vote.

- B. Discussion relating to proposed agreement to settle litigation between Tower Marine and City of the Village of Douglas
Attorney Erickson reviewed the tentative settlement with Tower Marine and R.J. Peterson. A facilitative mediation was held on May 1st. The agreement is subject to approval by the city council and the Michigan Department of Environmental Quality. After approval of the tentative settlement the City will work with the DEQ to obtain permits, St. Peters Catholic Church and the Kalamazoo Diocese to obtain approvals for the proposed grading plan and execute an easement to allow the grading of spoils on the Blue Star Highway right-of-way.
Twenty (20) points are itemized that include things as elevation requirements, removal of 43,000 cubic yards of spoils to achieve elevation, grading clean cap and cover, design and construction of culvert/drainage improvements and new spoils processing area
Council will consider approval of the settlement at the June 1st meeting.

10. Reports

- A. **Commission / Committee / Board Reports**
1. Planning Commission
 - a. Planning Commission recommended hiring a full-time Planning, Zoning and Community Economic Development Director as soon as possible.
 - b. Would like to set a joint meeting with City Council to discuss the new sign ordinance.
 - c. Working on text amendments for storm water drainage and regulations for storage sheds.
 2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
 - a. Talked about water running over Campbell Road and determined it is not a leaky pipes.
 - b. Purchasing two new trucks at a cost of over \$60,000.
 - c. Continue to see problems with things being thrown down sewer and even manholes.
 - d. Wilderness Ridge is experiencing drainage problems with new construction.
 - e. More hydrant flag/markers are being ordered and will be installed.
 - f. Cleaning of lagoons is scheduled.
 - g. Looking to purchase two lots in the Township; one to be used to relocate KLSWA driveway.
 3. Kalamazoo Lake Harbor Authority – Schmidt
Next meeting scheduled for Tuesday, May 19th, Saugatuck City Hall.
 4. Downtown Development Authority – Wiley
 - a. Trying to set up meeting with all downtown building owners.
 - b. State is offering a new economic development tool by making one development liquor license available.
 - c. Spring preview was a success.
 - d. Approved 2015/2016 budget.
 5. Police Commission – Harvath, Japinga
No meeting.
 6. Douglas Advisory Committee
No meeting.

7. Friends of the Barrel – Smith, Harvath
Manager LeFevere provided copies of the proposed agreement, map and budget. Council will consider approval at the June 1st meeting. Schmidt asked for further information on costs to maintenance the barrel.
Friends of the Barrel members asked council to share the budget numbers.
The time period to put barrel back together would consume the fall season with finish up in the spring.

B. Staff Reports

1. **Community Development / Planning / Zoning**
Nothing further.
2. **Finance / Budget - Drexler**
 - a. Revenue and Expenditure Report from month ended April 30, 2015
10 months into fiscal year the general fund is 78% expended and still on track to be under budget.
3. **Manager LeFevere's Report / Comments**
 - a. Consumers Energy has planned a power outage from June 1st at 12:01 a.m. to 5:00 a.m. for repairs/maintenance to lines.
 - b. Felicia Fairchild, CVB, will present her marketing plan to DDA, City Council and business owners on June 1st at 6:00 p.m. prior to City Council meeting.
 - c. A Household Hazardous Waste Collection is planned for Saturday, July 18th. More info will be posted.
 - d. Construction of Pickle Ball courts will begin the week of May 25th.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)

No comments were heard.

12. Council Comments

- Seabert: Attended the CVB presentation and encourages all DDA to attend. Wondering about the future of the Harbor Authority with Saugatuck going their own way.
Flower garden bump outs are beginning to look great.
- Schmidt: Adopt-a-bed was great idea. Beds are starting to look nice.
- Harvath: Agrees that Adopt-a-bed is making a difference in the look of town.
Thanks to Manager LeFevere for keeping up on Pickle Ball court construction. It will be done right and made to last.
Town is starting to come alive with people.
- Hoexter: Beery Field park looks nice. Ready for Memorial Day.

13. Mayor's Report / Comments – Wiley

Rotary had 200+ members in town for a conference last week. Nice to see them walking about shopping and eating in the restaurants,
Max and DPW crew will be looking into the complaint regarding the restrooms at the beach.
Work on Blue Star Highway continuing.

14. Adjournment – Meeting adjourned at 9:05 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 May 18, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

MINUTES
THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING OF THE CITY COUNCIL
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
Monday, June 1, 2015 – 7:00 P.M.

1. **Call to Order:** Mayor Wiley called the meeting at 7:08 P.M.
2. **Roll Call:** Present – Harvath, Hoexter, Schmidt, Seabert, Smith, Wiley. Absent/Excused – Japinga.
Also present – William LeFevere, City Manager. Robert Drexler, City Treasurer.
3. **Pledge of Allegiance:** Led by Mayor Wiley
4. **Consent Calendar:**
 - A. Approval of Agenda for June 1, 2015
 - B. Approval of Regular Council Meeting Minutes of May 18, 2015
 - C. Approval of Payroll Expenses for month ended May 31, 2015 in the amount of \$71,374.18

Motion by Hoexter, with support from Harvath, to approve the consent calendar as presented.
Motion carried by unanimous roll call vote of members present.

5. **Approval of Invoices:**

Motion by Hoexter, with support from Harvath, to approve invoices dated June 1, 2015 in the amount of \$74,954.69.
Motion carried by unanimous roll call vote of members present.

6. **Appointments/ Resignations/ Proclamations – None**

7. **Public Communications**

- A. Verbal (Limit of three (3) minutes on agenda items only)
 - Sharon Kelly – Supports barrel project.
 - Suzanne Dixon – Supports barrel project.
 - Elizabeth Burns- Believes the expenditure should go towards new recording equipment in city hall.
 - Sharon Bauer – Supports barrel project.
 - Carol Sorrosick – Supports barrel project, offered to pay 1st years maintenance cost.
 - Ken Carl – Supports barrel project.
 - Vic Bella – Supports barrel project.
 - Jim Petzing – In opposition of barrel project, believes Friends of the Barrel should raise their own funding and should find a better location for placement.
 - Wayne Brown – Stated the barrel is funded by donations, the only cost to the city would be maintenance costs which could come by way of donations or fund raising.
- B. Written Communications
 1. Saugatuck Township Fire District Board Meeting Summary, May 2015

2. Interurban Minutes of April 21, 2015

8. **Unfinished Business – None**

9. **New Business**

A. Public Hearing – 2015/2016 Budget

Motion by Schmidt, with support from Seabert, to open the public hearing on the 2015/2016 General Appropriations Act Budget for the City of the Village of Douglas.

Drexler, City Treasurer, presented an overview of the proposed budget and explained the adoption should take place at the next meeting.

Harvath stated for the audience that the Police expense is a shared expense with the City of Saugatuck.

Motion carried by unanimous roll call vote of members present.

Motion by Hoexter, with support from Schmidt, to close the public hearing at 7:29 P.M.

Motion carried by voice vote.

B. Motion by Harvath, with support from Smith, to adopt Resolution No. 12-2015 to approve tentative settlement and authorize actions to finalize settlement with Kalamazoo Ferry Company (dba Tower Marine and R. J. Peterson)

Discussion items: Issues that remain to be finalized, authorization of staff to move forward, and long term maintenance determinations.

Motion carried by unanimous roll call vote of members present.

C. Motion by Harvath, with support from Smith, to adopt Resolution No. 13-2015 to approve the Agreement between the City of the Village of Douglas and the Saugatuck-Douglas Historical Society for the transfer of ownership of the Douglas Root Beer Barrel.

Discussion: Concerns over relative maintenance costs and DPW man hours, dedication of volunteers who worked on the restoration of the barrel, and the restrictions the agreement places on the city regarding use of the structure.

Motion carried 4-2 by roll call vote. (Yes) Seabert, Smith, Harvath, Wiley. (No) Hoexter, Schmidt.

D. Motion by Harvath, with support from Seabert, to adopt Resolution No. 14-2015 to approve the annexation of City owned property located in Saugatuck Township to the City of the Village of Douglas.

Discussion: The property adjoins the recently purchased property by the city. The township is in support of the annexation.

Motion carried by unanimous roll call vote of members present.

E. First Reading of Ordinance No. 05-2015, an Ordinance to Amend the Code of Ordinances of the City of Douglas to Add Chapter 93 Sections 93.70-93.80 Street Performers to Title IX (this is for first reading and no vote is required). Read into record by Mayor Wiley.

10. **Reports**

A. Commission / Committee/ Board Reports

1. Planning Commission – No report

2. Kalamazoo Lake Sewer and Water Authority – No report

3. Kalamazoo Lake Harbor Authority – Schmidt reported there is no state of emergency on dredging, KLHA backs municipal marinas, and also suggested the placement/cleaning/removal of buoys be a line item in the city budget.
4. Downtown Development Authority – Wiley reported DDA has a June 9th workshop scheduled with Downtown Building owners.
5. Police Commission – No report
6. Douglas Advisory Committee – No report
7. Friends of the Barrel – No report

B. Staff Reports

1. Community Development / Planning / Zoning – Next workshop is set for June 11, 2015 at the Saugatuck Brewery in Douglas.
2. Finance / Budget
 - a. Actuary Report – City Treasurer Drexler summarized the report for those present.
3. Manager’s Report / Comments – LeFevere reported on the order status of a new piece of equipment for the DPW. Council directed LeFevere to order the new leaf vac.

11. Public Communications – Verbal (Limit of three (3) minutes on general business of the city.

12. Council Comments
Smith thanked council for their barrel votes. Schmidt reported the trash bins on Center St. had been overflowing this past weekend. Seabert requested update on the Blue Star project and pickle ball court.

13. Mayor’s Report – Wiley

14. Adjournment
Motion by Seabert, with support by Smith, to adjourn. Meeting adjourned at 9:15 P.M. by voice vote.

Respectfully submitted by Pam Aalderink, Deputy Clerk

Approved by: _____
James I. Wiley, Mayor

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 June 1, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk _____ Date: _____

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, June 15, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Smith, Wiley
Members absent/excused: None
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for June 15, 2015
 - B. Approval of Regular Council Meeting Minutes of June 1,, 2015
 - C. Approval of Committee of the Whole Meeting Minutes of June 1, 2015

Motion by Hoexter with support from Harvath to approve the June 15, 2015 agenda as amended to include a Closed Session as Item #14.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Hoexter with support from Schmidt to approve invoices dated June 15, 2015 in the amount of \$96,032.17
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
 - A. Motion by Hoexter with support from Seabert to approve the recommendation of Mayor Wiley to appoint Patricia Lion to serve on the Douglas Downtown Development Authority Board (term ending January 2016).
Motion carried unanimously by voice vote.
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
 1. Dean Kapenga, Allegan County Commissioner, announced improvements at West Side Park are complete and look great.
June has been declared “Elder Abuse Awareness Month”
County audit is underway.
 - B. Written Communications
 1. Public Notice RE: Nominating petitions for the office of Douglas City Council (3 seats) are now available for the November General Election.
8. **Unfinished Business**
 - A. Motion by Smith with support from Harvath to adopt Ordinance No. 05-2015 amending the Code of Ordinances of the City of the Village of Douglas (Chapter 93: Streets and Sidewalks: Street Performers)
Motion carried unanimously by roll call vote.
 - B. Motion by Harvath with support from Seabert to approve Resolution No. 15-2015 adopting the General Appropriations Act for the fiscal year July 1, 2015 – June 30, 2016.
Motion carried unanimously by roll call vote.

9. New Business

- A. Motion by Schmidt with support from Smith to approve Resolution No. 16-2015 adopting updated Freedom of Information Act Policy.
Motion carried unanimously by roll call vote.

- B. Motion by Harvath with support from Japinga to adopt Resolution No. 17-2015 amending the budget of the 2014/2015 General Appropriations Act (Major Streets, Local Streets, Schultz Park, Equipment Rental)
Motion carried unanimously by roll call vote.

10. Reports

A. **Commission / Committee / Board Reports**

- 1. Planning Commission
Reviewing draft of Tri-Community Plan update, Accessory Building Standards and fees.

- 2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
Approved new FOIA policy
Sewer lines cleaned
Driveway signage to be replaced.
Sewer/Water line mapping underway but moving slowly.
Purchased strip of land from Township for new driveway.

- 3. Kalamazoo Lake Harbor Authority – Schmidt
Tuesday, June 16th meeting is cancelled.

- 4. Downtown Development Authority – Wiley
Discussed tree clearing at billboard on I-196.
Considering banners for Schultz Park
First social is July 2nd.
Sharon Bauer will resign her position in September.
pARTy was very successful.
Would like to find marketing person.

- 5. Police Commission – Harvath, Japinga
No meeting.

- 6. Douglas Advisory Committee
No meeting.

- 7. Friends of the Barrel – Smith, Harvath
No meeting.

B. **Staff Reports**

- 1. **Community Development / Planning / Zoning**
Would like to schedule a public hearing with City Council for the Sign Ordinance on Tuesday, July 7th at 6:00 p.m. Will confirm with Lynee`.
Harbor Community Planning meeting was held last Thursday, June 11th. Next meeting will be in July for further discussion on waterfront development.

- 2. **Finance / Budget - Drexler**
Clerk Neve announced the third award presented to Treasurer Drexler from the Government Finance Officers Association for Certificate of Achievement for Excellence in Financial Reporting.

3. **Manager LeFevere's Report / Comments**

Blue Star Highway project is complete. Plan for extending further on Blue Star in 2017-2018.

Pickle Ball courts are nearing completion with the Schools contributing an additional \$3,000.

Will be taking vacation the 24th to the 30th.

11. **Public Communications - Verbal (Limit of three (3) minutes on general business of the City)**

Pat Lion, Lakeshore Dr., commented she is pleased the council adopted policy on street performers.

12. **Council Comments**

Harvath: Thanks to all for great job on budget. Town looks great and has been very busy.

Japinga: Sorry last meeting was missed; attended granddaughters' graduation.

Hoexter: Flags on bridge look great.
Have heard Saugatuck Brewing Company is looking at purchasing land in the Township to build.

Smith: Congratulations to Treasurer Drexler.

Seabert: Thanks to staff for the help.
Will more of the Blue Star Trail be done this year?
Ditches along Wiley Road need mowing.

Schmidt: Asked about the status of the dilapidated house on Union Street.
Is the stuck tugboat a navigational hazard?
Congratulations to Bob (Drexler).

13. **Mayor's Report / Comments – Wiley**

Have been speaking with some of the hotels/motels in the area who are reporting being booked up for most summer weekends and even Halloween weekend.

Suggestion to like the Halloween Gingerswhimsey site to the City website.

Pleased to report the audience at the Planning Commission meeting cheered for the City's acceptance of the Root Beer Barrel.

14. **Closed Session**

Motion by Hoexter with support from Seabert to go into Closed Session at 8:23 p.m. in accordance with the provisions of Section 8 of the Open Meeting Act for the purpose of discussing personnel issues.

Motion carried unanimously by roll call vote.

Motion by Smith with support from Seabert to end the Closed Session at 9:08 p.m. and return to the regular meeting.

Motion carried.

Approval of City Manager Employment Contract

Motion by Hoexter with support from Smith to accept and renew the City Manager Employment Agreement as presented.

Motion carried unanimously by roll call vote.

15. Adjournment – Meeting adjourned at 9:10 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 June 15, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, July 6, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Smith, Wiley
Members absent/excused: None
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for July 6, 2015
 - B. Approval of Regular Council Meeting Minutes of June 15,, 2015
 - C. Approval of Closed Session Meeting Minutes of June 15, 2015

Motion by Hoexter with support from Schmidt to approve the July 6, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Hoexter with support from Smith to approve invoices dated July 6, 2015 in the revised amount of \$187,092.70.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
 - A. Motion by Harvath with support from Smith to regretfully accept the resignation of Sharon Bauer from the Downtown Development Authority Board effective September 8th.
Motion carried unanimously by voice vote.
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
None
 - B. Written Communications
 1. Saugatuck Township Fire District Incident Reports and Board Summary
 2. Connect Michigan Broadband Planning Meeting Report
 3. Invitation from Senator Tonya Schuitmaker to informational meeting for local officials, Monday, July 20th, Allegan County Tech Center
 4. Letter from Larry Gammons dated June 21, 2005 RE: I-196 DDA billboard
 5. Communication from Phyllis Yff, Interurban Transit Authority, RE: New speed limits
 - (a.) Suggestions for “Reduced Speed Limit Ahead” sign.
 - (b.) Would like to see crosswalk markings at Wiley and Blue Star intersection

Communications noted as filed and received.
8. **Unfinished Business**

None

9. New Business

- A. Motion by Smith with support from Harvath to adopt Resolution No. 18-2015 approving An Independent Contractor Agreement for Assessing Services between the City of the Village of Douglas and Kelley Ziesemer.
Motion carried unanimously by roll call vote.

10. Reports

A. **Commission / Committee / Board Reports**

1. Planning Commission
The July 8th meeting is cancelled. The next scheduled meeting is August 12th.
2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
 - a. 2014 Water Quality Report available in office of City Clerk
Next scheduled meeting is July 20th
3. Kalamazoo Lake Harbor Authority – Schmidt
Next meeting is July 21st, 7:00 p.m. at Saugatuck City Hall
4. Downtown Development Authority – Wiley
Next meeting is July 14th.
5. Police Commission – Harvath, Japinga
Next meeting is July 8th, 4:00 p.m.

B. **Staff Reports**

1. **Community Development / Planning / Zoning**
Waterfront Master Plan Meeting, July 9th, 6:30 p.m. at Saugatuck Brewing Co.
2. **Finance / Budget - Drexler**
No report
3. **City Clerk – Neve**
Halloween t-shirts are now available. Short sleeve is \$24, long-sleeved \$29.
4. **Manager LeFevere's Report / Comments**
 - a. Fourth of July activities were well attended as was the Thursday Social.
 - b. Hazardous Waste Disposal day is scheduled for July 18th at the DPW building.
Chef Container mailed disposal coupons to current customers. Proof of residency and the coupon will be required to participate.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)

No comments

12. Council Comments

- Japinga: Pickle Ball courts are seeing a lot of action.
Used Interurban for transportation to get to fireworks. Very convenient, good transportation.
- Seabert: Enjoyed Thursday Social. Pickle Ball courts look great.
Suggestion to have a Police Officer on foot thru Douglas during the summer.
Downtown looks great.
- Schmidt: Pickle Ball lessons every Tuesday and Thursday morning.
Flower beds look great.

- Smith: Nice to see the Pickle Ball courts being so busy. Downtown looks wonderful. Fireworks were great!
- Hoexter: Larry Gammons and Carl Jennings put in some plants in front of the Post Office that look very nice.
Can't understand the comments that say City Hall is ill kept, unmowed.
- Harvath: You can't believe everything you read in the papers. Felicia made the comment in her presentation that all should try to be positive.
Pickle Ball courts are a wonderful addition to Schultz Park.
Downtown looks great and hopes the Rotary Bar-B-Que was successful.
Still seeing piles of brush/leaves that don't get pick-up.
Entertainer on street was good to see.
The 10th annual Rainbow Families week begins July 12th. Parade will be on Thursday, prior to Social.

13. Mayor's Report / Comments – Wiley

Had fun being in the 4th of July parade.
Sign Ordinance meeting on Tuesday, July 7th, 6:30 p.m. with Planning Commission and DDA members.
Harbor Waterfront Development meeting on Thursday, July 9th, 6:30 p.m. at the Brewery.
Continuing to advertise for the Planning/Zoning position.
Showed a piece of rainbow crosswalks being done in Philadelphia.

14. Adjournment – Meeting adjourned at 8:07 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 July 6, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, July 20, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Smith, Wiley
Members absent/excused: None
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for July 20, 2015
 - B. Approval of Regular Council Meeting Minutes of July 6,, 2015
 - C. Approval of Special Joint Meeting Minutes of July 7, 2015

Motion by Hoexter with support from Seabert to approve the July 20, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Hoexter with support from Schmidt to approve invoices dated July 20, 2015 in the amount of \$71,931.68.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**

None
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
Dean Kapenga, Allegan County Commissioner, commented on hiring a consultant to work with County Agencies on improving the countywide communication system. West Side County Park improvements are complete and are a wonderful addition for the lakeshore.
The State of the County address is on the county website.
Much respect for Judge Baillargeon who is so passionate about justice for all.
 - B. Written Communications
None Received.
8. **Unfinished Business**

None
9. **New Business**
 - A. Update on 57th District Courts – Judge Bill Baillargeon
Provided the Annual Report of the 57th District Court.
The specialty courts are becoming a model for others. The first graduate of the Veterans' Treatment Court is coming up on August 1st. Several other counties have sent participants to this court.

A statewide committee is focusing on “Practicing Law in the 21st Century” Will see the ability to communicate via videos from all correctional facilities.
Have been doing Courts in Schools program for eight years now.

- B. Motion by Hoexter with support from Harvath to adopt Resolution No. 19-2015 authorizing Manager LeFevere to cast vote for Trustees of the Michigan Municipal League Liability and Property Pool.
Motion carried.

10. Reports

A. **Commission / Committee / Board Reports**

1. Planning Commission
Next scheduled meeting is August 12th.
2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
Two new trucks and GIS software coming soon.
3. Kalamazoo Lake Harbor Authority – Schmidt
The July 21st meeting has been cancelled. Next meeting will be August 18th.
4. Downtown Development Authority – Wiley
Discussed the I-196 billboard. Will be looking into costs and investigating additional fees involved with leasing land from property owner.
Looking at hiring a part-time marketing person.
The Cincinnati Orchestra is interested in performing here again. May try to organize for next year.
5. Police Commission – Harvath, Japinga
Discussed fire hazards of Chinese lanterns. Would consider banning.
Chairman Spangler asked about officer diversity training.
Discussed a MERS paydown of unfunded liability. Prepare for pay out of next year’s budget.

B. **Staff Reports**

1. **Community Development / Planning / Zoning**
Harbor Community planning meeting was a good visual exercise done with Legos.
Letter received from the Office of the Great Lakes, DEQ and DNR indicates they are pleased to see this planning project moving forward. They will be reaching out to evaluate and assess options.
2. **Finance / Budget - Drexler**
 - a. Revenue and Expenditure Report for month ended June 30, 2015
Auditors will be in next week to begin end of fiscal year reports.
3. **Manager LeFevere’s Report / Comments**
 - a. Attended the Local Officials meeting with Senator Schuitmaker earlier today. Heard about the budget, grants, funding, Secretary of State issues and proposals for roads.
 - b. The draft sign ordinance will be referred back to the City Attorney in light of recent Supreme Court ruling. Additional changes to make text content neutral will be incorporated.
 - c. 60 residents participated in the July 18th Hazardous Waste Collection.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)
No comments were heard.

12. Council Comments

Harvath: Thanks to all for participation and support for Rainbow Family Week. The Douglas community has always been very supportive.

Seabert: Wonderful participation in Family Week. Proud to see the Rainbow Family parade.
Goose problem at Wade's Bayou is getting worse.
Have noticed some electric boxes with exposed wires along Center Street.
Thank you to DPW for weeding and picking up weeds from bump outs.

Schmidt: There is a product called Bird X that is approved by the DNR for getting rid of nuisance geese. Black silhouettes of dogs or foxes could be placed strategically at Wade's.

13. Mayor's Report / Comments – Wiley

The adopted bump outs look very nice but the others are not well taken care of. Maybe its time to grass them in.

Have performed two marriages with two more scheduled this week.

15. Adjournment – Meeting adjourned at 8:13 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 July 20, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, August 3, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Smith, Wiley
Members absent/excused: None
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for August 3, 2015
 - B. Approval of Regular Council Meeting Minutes of July 20,, 2015

Motion by Hoexter with support from Harvath to approve the August 3, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Hoexter with support from Harvath to approve invoices dated August 3, 2015 in the revised amount of \$101,379.83.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**

None
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
No comments were heard.
 - B. Written Communications
 1. Letter dated July 21st from Allegan County Medical Control to Grace of Douglas
RE: Priority 3 First Response services provided by Saugatuck Township Fire Department

Communications noted as filed and received.
8. **Unfinished Business**

None
9. **New Business**
 - A. Motion by Smith with support from Seabert to adopt Resolution No. 20-2015 appointing Treasurer Robert Drexler a MERS Employer Voting Delegate.
Motion carried unanimously by roll call vote.
 - B. Motion by Smith with support from Harvath to adopt Resolution No. 21-2015 appointing City Manager LeFevere a Michigan Municipal League Voting Delegate.
Motion carried unanimously by roll call vote.

- C. Motion by Hoexter with support from Harvath to adopt Resolution No. 22-2015 Declaring City of the Village of Douglas Property Surplus and Authorizing Disposition (Brush Hog and steel box for dump truck).
Motion carried unanimously by roll call vote.
- D. Motion by Hoexter with support from Smith to reschedule the September 7th City Council Meeting to Tuesday, September 8th due to the Labor Day holiday.
Motion carried by unanimous voice vote.

10. Reports

A. Commission / Committee / Board Reports

- 1. Planning Commission
Memo from Planner Wells regarding fee schedule was discussed. Planning Commission recommends adjusting/increasing fees for site plan review, special land use, subdivision/site condo and rezoning. Council agreed with Planning Commission recommendation and notice publish indicating the intent to increase fees.
- 2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
Next scheduled meeting is August 17th.
- 3. Kalamazoo Lake Harbor Authority – Schmidt
Next scheduled meeting is August 18th.
- 4. Downtown Development Authority – Wiley
Next scheduled meeting is August 11th.
- 5. Police Commission – Harvath, Japinga
No meeting..

B. Staff Reports

- 1. **Community Development / Planning / Zoning**
The Planning Commission on August 12th will hold public hearings on text amendments to deal with drainage issues at single family homes and on how accessory buildings should look.
- 2. **Finance / Budget - Drexler**
 - a. Revenue & Expenditure Report for the month ended July 31, 2015
Auditors were in last week. Everything went very well.
- 3. **Manager LeFevere's Report / Comments**
 - a. DPW Director Rodgers found a treatment for grass that geese do not like. Will be applying at Wade's Bayou this week.
 - b. Problems continue with parking at the Douglas beach.
 - c. Reviewing applicants for the Planning position. Will plan to schedule interviews later this week.

- 11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)**
No comments were heard.

12. Council Comments

Smith: Venetian Festival was one of the best in many years.

Seabert: Town and flower beds look much better. Wiley/Blue Star intersection is extremely busy and difficult for the Interurban Transit buses to get across. Speeds may be too high with the increase.

Hoexter: The photos for council should look very nice with all dressed in city shirts.
New bench in front of Post Office is great.
Weeds at Haworth and Kalico Kitchen are out of control.
Flower beds are looking much better.

Harvath: Venetian weekend was very busy.
Wiley and Blue Star intersection is dangerous.
Post Office bench is nice and flower beds are looking better.

13. Mayor's Report / Comments – Wiley

Pickle Ball courts continue to be extremely busy.
The Laura Jean building and the Waskin lot have both been sold.

14. Adjournment – Meeting adjourned at 7:52 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 August 3, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, August 17, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Wiley
Members absent/excused: Smith
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for August 17, 2015
 - B. Approval of Regular Council Meeting Minutes of August 3, 2015

Motion by Hoexter with support from Harvath to approve the August 17, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Hoexter with support from Harvath to approve invoices dated August 17, 2015 in the amount of \$26,201.40.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
 - A. Motion by Schmidt with support from Seabert to reappoint Ken Kutzel to the City of the Village of Douglas Zoning Board of Appeals (term: June 2018). Motion carried unanimously by roll call vote.
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
No comments were heard.
 - B. Written Communications
 1. Communication from Alisha Meneely RE: Michigan Child Protection Registry
 2. Saugatuck Township Fire District Board Summary for July 215
 3. Allegan County Drain Commissioner Notice of Letting Drain Contracts and Day of Review of Apportionments for the Jager-Crane Drain and the Warnock and Extension and Branch Drain
 - a.) It was noted that both the Jager-Crane Drain, in Summer Grove, and the Warnock Drain, through Wilderness Ridge, will be ready to go at the same time.
 4. Communication for RJ Peterson RE: Invitation to visit Tower Marina

Communications noted as filed and received.
8. **Unfinished Business**

None

9. New Business

- A. First Reading: Ordinance No. 06-2015 to amend the Zoning Ordinance of the City of the Village of Douglas Section 16.13 Accessory Buildings.
Mayor Wiley read into record.
- B. First Reading: Ordinance No. 07-2015 to amend the Zoning Ordinance of the City of the Village of Douglas Section 16.20 Environmental Protection and Section 23.02 Site Plan Review Grading Plan.
Mayor Wiley read into record.
- C. Motion by Schmidt with support from Japinga to adopt Resolution No. 23-2015 approving a contract between Prein & Newhof and the City of the Village of Douglas for development of an asset management plan (S.A.W. Grant)
Contract with Prein & Newhof will be required to allow stormwater mapping to move forward before funds are received in 2016/2017. S.A.W. grant of \$362,000 is a 90/10 match that will give the ability to map and digitize layering.
Motion carried unanimously by roll call vote.
- D. Motion by Schmidt with support from Harvath to adopt Resolution No. 24-2015 in support of Saugatuck Township to remove the dilapidated sign on former gas station property. (Fleming Oil property located at Blue Star Highway near I-196 entrance)
Motion carried unanimously by roll call vote.

10. Reports

- A. **Commission / Committee / Board Reports**
 - 1. Planning Commission
Last meeting the Planning Commission held public hearings for the Zoning Ordinance text amendments that came to council tonight for 1st Readings.
 - 2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
Tonight's regular meeting was moved to next week, August 24th.
 - 3. Kalamazoo Lake Harbor Authority – Schmidt
August's Harbor Authority meeting was again cancelled. Chairperson Trester was contacted by Schmidt to let him know a September meeting should be held.
 - 4. Downtown Development Authority – Wiley
Hiring a part-time marketing coordinator, Katie Voorhorst. Katie has a degree in Marketing and will do social media, attend SDABA, DDA and Council meetings. Looking into having the Cincinnati Symphony Orchestra again. September 6th will be another pARTy event.
Discussed the highway billboard but still not sure of the value of owning the sign. Last social of the year is August 27th.
 - 5. Police Commission – Harvath, Japinga
No meeting.
- B. **Staff Reports**
 - 1. **Community Development / Planning / Zoning**
Still looking at increasing fee schedule. Will consider updating rates for mechanical and plumbing fees to be in line with State rates. Other communities require fees for signs, temporary signs, fences, road cuts, demolition and house moving. Planner Wells will continue to research and report back to council.

2. **Finance / Budget - Drexler**

This past week was the largest non-holiday boat launch collection fees ever.

3. **Manager LeFevere's Report / Comments**

- a. Talked with Saugatuck regarding parking/safety issues at beaches. Will get together off-season with Fire Chief and Police.
- b. DPW is starting to work on the barrel location. The location at Center and Ferry Streets is smaller than originally thought.
- c. A long-range planning regulatory meeting will be set for later in September with City of Saugatuck, Edgewater and the DEQ.
- d. Have completed phone interviews with eight candidates for the Planning position. Will be doing in-person interviews with three applicants this week.

11. **Public Communications - Verbal (Limit of three (3) minutes on general business of the City)**

- A. Council candidate John Kelly introduced himself.

12. **Council Comments**

Harvath: Comments about the Socials: Good chance for council and staff to connect with community. Socials are like a thank you to the community. It is a great way to get feedback in a casual setting. Joining others at Social gives a small town part of community feel. Community events are very positive. Looking forward to Button Gallery downtown. Beach, hotels, B & B's and restaurants have all been busy and mostly full all summer.

Hoexter: Surprised at the accident at Blue Star Motel. Received a copy of a letter from the DeMaagd's to RJ Peterson asking that he remove weeds and brush from and around the dredge pile.

Seabert: Would like to consider more bike racks in downtown area. Will be good to see Button Gallery downtown. Asked about the 25 m.p.h. speed limit on Wiley Road. It is a residential area where there are no sidewalks. Downtown looks great. Volunteers are needed to adopt flower beds for next year.

Japinga: Town is growing. Three new constructions in Summer Grove sold before they were even finished. Town is busy, pickle ball courts are busy even in this hot weather. We can be proud our Police and Fire Departments both work very efficiently. There was an incident in the river over the weekend when a person fell from a boat. Police responded within 2 minutes and Fire had a boat ready to go very quickly. A tragedy was averted because of quick, efficient responses. Pet peeve – people who write letters to complain but don't identify themselves.

Schmidt: Two thumbs up for the Socials. Great community event.

13. **Mayor's Report / Comments – Wiley**

After doing an informal survey of lodging and dining establishments findings indicate a very busy summer. Some people are saying business is down. But speaking with the Dunes, they have had the best year ever, business at the chain ferry is up, Mermaid has 59 employees and still can't keep up with the crowds, Wickwood Inn and Bode's are both extremely busy. There have been wait lines at restaurants. Everyday People reports the best year in 17 years. June was rough for everyone but with warmer weather in July, Little Lucy's has also had an excellent year. Boat slips are filled.

Hotels and B & B's have been filled even during the week.

Harvath commented that Felicia made a great statement "Things are good in Douglas".

14. Adjournment – Meeting adjourned at 8:20 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 August 17, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Tuesday, September 8, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.

2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Seabert, Wiley
Members absent/excused: Schmidt, Smith
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.

3. **Pledge of Allegiance – Mayor**

4. **Consent Calendar**

A. Approval of Agenda for September 8, 2015

B. Approval of Regular Council Meeting Minutes of August 17, 2015

Motion by Hoexter with support from Harvath to approve the September 8, 2015 agenda as presented.

Motion carried unanimously by roll call vote.

5. **Approval of Invoices**

Motion by Hoexter with support from Harvath to approve invoices dated September 8, 2015 in the revised amount of \$145,202.46.

Motion carried unanimously by roll call vote.

6. **Appointments/Resignations/Proclamations**

None

7. **Public Communications**

A. Verbal (Limit of three (3) minutes on agenda items only)

1. Jim Petzing, 310 Blue Star Highway, asked about the progress on the Master Plan.

2. Mark Mikolitis, Ferry Street, commented on the proposed ordinance amendments for Accessory Buildings pointing out five areas of concern.

B. Written Communications

1. Letter from merchant John Thomas dated August 24th.

a. Comments by council on the summer business report by Felcia Fairchild from the Convention and Visitors Bureau.

2. Notice from Allegan County Drain Commissioner dated August 2th RE: Warnock Drain

a. Comments by council disappointed by the delay in starting the Warnock Drain project.

3. Saugatuck Township Fire District Board Summary, August 2015

Communications noted as filed and received.

8. **Unfinished Business**

A. Motion by Harvath with support from Seabert to approve the final reading and adopt Ordinance No.06-2015 Amending the Zoning Ordinance Section 16.13 Accessory Buildings.

Discussion on points brought up by Mark Mikolitis.

Motion failed unanimously by roll call vote.

Motion by Seabert with support from Hoexter to table Ordinance No. 06-2015 in light of several issues of concern and return the amendment to the Planning Commission for further investigation. Motion carried unanimously by roll call vote.

B. Motion by Japinga with support from Seabert to approve the final reading and adopt Ordinance No. 07-2015 Amending the Zoning Ordinance Section 16.20 Environmental Protection and Section 23.02 Site Plan Review.
Manager LeFevere commented there are situations occurring where new construction causes water run-off onto neighboring properties.
Motion carried unanimously by roll call vote.

C. Discussion on Schedule of Fees Research, Comparison and Recommendations by Planning Commission and Planner Lynee Wells.
Manager LeFevere reported Planning Commission has been working on proposed schedule and has recommended added some fees that previously had required none. Suggest that we advertise and hold a public hearing to alert the public of changes.

9. New Business

A. Motion by Hoexter with support from Harvath to adopt Resolution No. 25-2015 approving a lot split at 212 Randolph (PP# 03-59-016-046-00) with the condition that the garage being converted from a two stall unit to a one stall unit shall meet the 7-foot setback requirement in zoning district R-3.
Motion carried unanimously by roll call vote.

B. Motion by Hoexter with support from Seabert to approve a request from Knights of Columbus to hold the Annual Tootsie Roll Drive at certain locations in downtown Douglas on October 9th, 10th and 11th.
Motion carried.

10. Reports

A. Commission / Committee / Board Reports

1. Planning Commission
The September 9th meeting was cancelled. Next scheduled meeting is October 14th.
2. Kalamazoo Lake Sewer and Water Authority – Hoexter
New trucks are in. Audit in good shape. Contract in place to begin removal of Bio-products from ponds. 2 lift stations will be repaired. Hydrant markers are being put up. Residents encouraged to keep hydrants clear of snow. The S.A.W. grant mapping project is 90% complete.
3. Kalamazoo Lake Harbor Authority – Schmidt
Next meeting scheduled for September 15th in Saugatuck. Manager LeFevere will attend a meeting with the DEQ in Lansing on the 15th.
Schmidt and Greenwood will be pushing to hold Harbor Authority meeting.
4. Downtown Development Authority – Wiley
Socials well attended. The survey from the last social will be shared at the next meeting.
Adjusted the budget to accommodate salary for Katy Voorhorst.
Erin Wilkinson shared information on the Halloween Event. T-shirts now on sale.
The Waskin building on Center Street has been sold.

5. Police Commission – Harvath, Japinga
No meeting.

B. Staff Reports

1. **Community Development / Planning / Zoning**

In response to Mr. Petzing's (who has already left the meeting) question on the progress on the Master Plan, Manager LeFevere responded work on the Master Plan continues while the Harbor Plan with Edgewater Resources will be approved first in order to wrap into the Master Plan. The City has held several community meetings with much input from the public. Another community meeting is planned for later in the fall.

2. **Finance / Budget - Drexler**

- a. Investment Schedule
Treasurer Drexler reviewed the schedule.

3. **City Clerk - Neve**

The committee for Relay for Life has asked if the City would be willing to allow Relay to be held at Beery Field in 2016. American Cancer Society is looking at shortening the 24-hour Relay to 5 or 6 hours.
Council agreed they would support a Relay at Beery Field.

4. **Manager LeFevere's Report / Comments**

Rotary sponsored Mt. Baldhead is September 11th and 12th.
Continuing to work with Barrel Plan; hopeful to get put together this fall.
Mayor Wiley and I will be attending the MML conference September 16-18.
A Kalamazoo County local business owner is putting together a Planning Charrette for October 6,7 and 8 bringing together architects and planners.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)

No comments were heard.

12. Council Comments

Harvath: Nice to see an audience tonight. When citizens ask what is the difference between the Convention and Visitors Bureau (CVB) and Saugatuck Douglas Area Business Association (SDABA), I don't know how to respond.

Manager LeFevere commented the CVB is organized under a Public Act to focus on advertising for the area and branding. SDABA is a volunteer business organization.

Japinga: Happy to see Lisa Greenwood in the audience tonight.

Commented on cooperation (or lack of) between merchants/businesses.

Have received complaints regarding a business on the south end of town that is grinding cement from 6:15 a.m. until 9:00 p.m. Extremely noisy and dusty conditions.

Seabert: Asked about the Zoning Administrator position. LeFevere responded he should have someone here by next week.

The Haworth has been cleaned up and looks much better.

Asked about a revised manager evaluation form.

Labor Day weekend was extremely busy, great turnout for bridge walk.

13. Mayor's Report / Comments – Wiley
No comments.

14. Adjournment – Meeting adjourned at 8:31 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 8, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, October 5, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Wiley
Members absent/excused: Smith
Also present: Manager LeFevere and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for October 5, 2015
 - B. Approval of Regular Council Meeting Minutes of September 21, 2015
 - C. Approval of Closed Session Meeting Minutes of September 21, 2015
 - D. Approval of Payroll Expense for the Month Ended September 30, 2015 in the amount of \$111,480.46

Motion by Hoexter with support from Schmidt to approve the October 5, 2015 agenda as presented.

Motion carried unanimously by roll call vote.

5. **Approval of Invoices**

Motion by Harvath with support from Japinga to approve invoices dated October 5, 2015 in the revised amount of \$32,798.45 (to include quarterly salaries for Boards and Commissions).
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**

None.
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
No comments were heard.
 - B. Written Communications
 1. Front page article of *My Lakeshore*, “Lakeshore tourism hits a record high”
 2. Invitation and details on placemaking program happening Wednesday and Thursday, October 7 & 8.
 3. Kalamazoo Lake Harbor Authority Planning meeting summary – State Agency Meeting MemoCommunications noted as filed and received.
8. **Unfinished Business**
 - A. Update on Haworth Property
Allegan County Economic Developer Director Nora Balgoyen-Williams announced she has been working with a potential buyer for the Haworth property. While the DEQ continues to work through environmental issues the City can move forward with the grant application for clean-up funding. Application process typically takes three months. Potential developer realizes a re-hab of the building is needed. An estimated 75-100 jobs may be created by proposed manufacturing company.

9. New Business

- A. Motion by Schmidt with support from Japinga to confirm the election inspectors for the November 3rd election: Tarue Pullen, Donna St.Andre, Louise Pattison, Skip Pattison, Erica Baarman, Alexa Urquhart, Renee Waddell and Pam Aalderink. Urquhart and Aalderink will serve as receiving board.
Motion carried.
- B. First Reading – Ordinance No. 08-2015
An Ordinance to amend Chapter 93 or the Ordinance Code of the City of the Village of Douglas RE: Streets
Changes are proposed to Section 93.35 to include allowing a property owner to request that the City Council provide a portion of the cost to construct or repair sidewalk or street abutting their property.

10. Reports

A. **Commission / Committee / Board Reports**

1. Planning Commission
Planning Commission for October is cancelled. Next scheduled meeting is November 11th.
2. Kalamazoo Lake Sewer and Water Authority – Hoexter
Discussed wellhead protection grant
Staff has been locating and marking manholes.
Fire hydrants have all been marked by flags.
3. Kalamazoo Lake Harbor Authority – Schmidt
Next meeting is scheduled for October 20th.
4. Downtown Development Authority – Wiley
Next meeting is October 13th.
5. Police Commission – Harvath, Japinga
Quarterly meeting is scheduled for October 14th.

B. **Staff Reports**

1. **Community Development / Planning / Zoning**
New Planning Director Imus indicated she is learning a lot, meeting people, getting familiar with ordinances and looking forward to working with the DDA.
2. **Finance / Budget - Drexler**
No report.
3. **Manager LeFevere's Report / Comments**
Had a pre-construction meeting with Drain Commissioner regarding the Jaeger-Crane Drain. Quantum Construction will begin work on October 12th with proposed completion date by November 30th. Work will re-route a waterline but most work is not in roadway.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)

No comments were heard.

12. Council Comments

Schmidt: The letter from Edgewater Resource regarding dredging was an interesting read.

Hoexter: Pleased to see new Planner Lisa has jumped right in. Thanks for cleaning up signs along Blue Star Highway.

Harvath: Thanks to Lisa, glad to have you on staff. Positive thoughts for the Haworth building. Jobs and families brought to the area will be wonderful.

Seabert: Downtown is looking great. Looking forward to Halloween. Happy to be living in Douglas and seeing the many tourists that enjoy our area. Very hopeful for the Haworth building. Welcome to Lisa.

Japinga: Great news on the Haworth building. Holland League of Women Voters will present a Candidate Forum on Thursday, October 15th here in City Hall at 7:00 p.m.

13. Mayor's Report / Comments – Wiley

Special Placemaking Program this week will be a very exciting event. Honored we were chosen to host. Lunch meeting on Thursday is open to public. Hope that at least some council members will attend.

Have performed eight wedding ceremonies in the last 90 days with another scheduled for the weekend.

14. Adjournment – Meeting was adjourned at 7:56 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 October 5, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, October 19, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Smith, Wiley
Members absent/excused: None
Also present: Manager LeFevere and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for October 19, 2015
 - B. Approval of Regular Council Meeting Minutes of October 5, 2015Motion by Hoexter with support from Harvath to amend the October 19, 2015 agenda to include appointment of District Library Board Representative under Item #6 Appointments
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Hoexter with support from Harvath to approve invoices dated October 19, 2015 in the revised amount of \$73,470.91.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
 - A. Motion by Harvath with support from Japinga to approve the recommendation of Mayor Wiley and appoint Charles Mason to the Saugatuck-Douglas District Library Board as the City of Douglas Representative for a term ending September 2019.
Motion carried unanimously.
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
 - 1). Dean Kapenga, Allegan County Commissioner, spoke about upcoming Leadership Conference. 2016 budget has been passed. Will attend Collaborative Services meeting to coordinate services for the poor and needy.
 - B. Written Communications
 1. Ottawa County Water Quality Forum, November 13th.
Communications noted as filed and received.
8. **Unfinished Business**
 - A. Final Reading: Ordinance No. 08-2015
Motion by Schmidt with support from Harvath to adopt Ordinance No. 08-2015 to amend Chapter 93 of the Code of Ordinance for the City of the Village of Douglas
RE: Streets.
Motion carried unanimously by roll call vote.
9. **New Business**

None

10. Reports

A. Commission / Committee / Board Reports

1. Planning Commission
Next scheduled meeting is November 11th.
2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
Discussed progress of Jaeger-Crane drain. Hidden manhole covers have been located and raised. Several repairs have been made to lines and streets. Mapping project of sewer and water lines is going slower than anticipated.
3. Kalamazoo Lake Harbor Authority – Schmidt
Next meeting is scheduled for Tuesday, October 20th in Douglas.
4. Downtown Development Authority – Wiley
Had meeting today at 5:30 p.m. Went over details for Halloween events. Dates for the 2016 Socials are set. Discussed holiday decorations. Interested in Main Street program.
5. Police Commission – Harvath, Japinga
Held meeting on the 14th. Humvee has been painted and will be readied for service. Questions arose on where it will be housed. Treasurer Drexler reviewed budget.

B. Staff Reports

1. **Community Development / Planning / Zoning**
The Joint Planning group is near completion of the Master Plan. Lynee Wells of Williams & Works has been asked to help with the final requirements. Work continues on the Harbor Master Plan with the next meeting likely to be held in November. The completed Harbor Plan will then be folded into the City Master Plan.
2. **Finance / Budget - Drexler**
 - a. Revenue & Expense Report for month ended September 30, 2015
75% of the years taxes were collected during the month of September.
3. **Manager LeFevere Report / Comments**
Update on the progress of the Root Beer Barrel – parking lot is ready. The Historical Society is working to find a reasonable solution to metal fabrication of the staves.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)

- a. Jane Mayer, Amity St., complimented the council on their accomplishments. Sorry to see Gerry Schmidt leave council. Hopes new members will be a good fit and work together well with the others for the next two years.

12. Council Comments

- Seabert: Jane Mayer's comment is much appreciated. Nice to have the League of Voters conduct candidate forum.
Attended the Landscape Forum, heard many exciting new ideas. Would like to see Douglas Advisory Committee back in action. Further progress on bike path stalled until Spring.
Excited about Halloween events.

- Hoexter: Thanks to DPW for removing dead trees/limbs. Each council meeting I try to think of representing the entire community in decisions and voting.
- Schmidt: Landscape Forum was great. Would like to see some of the ideas implemented. Halloween events are coming together and look to be better than ever.
- Japinga: Attended the Candidate Forum. Encourages candidates to attend as many meetings as possible to become familiar with procedures and issues. This council works for the citizens of Douglas first and foremost.
- Harvath: Thanks to the League of Voters for putting on Candidate Forum. Wonderful turnout. Very much appreciates those who attend our meetings. Believes this council works together for the good of the community. Welcome again to Planner Lisa Imus. Nice to have on staff. Exciting Halloween events coming up.
- Smith: Would like to welcome Lisa Imus. Looking forward to Halloween.

13. Mayor's Report / Comments – Wiley

League of Voters did a great job with the Candidate Forum. Landscape Forum was great. Next year it will be held in Cambridge, MA. This area was extremely fortunate to host this year.

14. Adjournment – Meeting was adjourned at 8:10 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 October 19, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, November 2, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Harvath, Hoexter, Japinga, Schmidt, Seabert, Smith, Wiley
Members absent/excused: None
Also present: Manager LeFevere and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for November 2, 2015
 - B. Approval of Regular Council Meeting Minutes of October 19, 2015Motion by Hoexter with support from Harvath to amend the November 2, 2015 agenda to include appointment of Downtown Development Authority Board Member under Item #6 Appointments
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Hoexter with support from Smith to approve invoices dated November 2, 2015 in the revised amount of \$41,689.92.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
 - A. Motion by Schmidt with support from Harvath to approve the recommendation of Mayor Wiley and reappoint Keith Charak to another term on the City of Douglas Tree Board (term ending September 2018)
Motion carried unanimously.
 - B. Motion by Schmidt with support from Harvath to approve the recommendation of Mayor Wiley to appoint Patsy Ramsey to fill an unexpired term on the Downtown Development Board (term ending January 2016).
Motion carried unanimously.
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
No comments were heard.
 - B. Written Communications
 1. Communication between Ronald Olson, MDNR and City Manager LeFevere RE: Tower Marine.
 2. Saugatuck Township Fire District Board Meeting Summary, October 2015
 3. *Why Your Grandma Loves Pickleball*Written Communications noted as received and filed.
8. **Unfinished Business**

None

9. New Business

- A. Motion by Harvath with support from Seabert to adopt Resolution No. 27-2015 in support and cooperation for the City of Douglas Downtown Development Authority 2015 Associate Level Michigan Main Street Program.
Planner Imus explained the Main Street Program provides technical assistance to communities who are targeting revitalization and preservation of their commercial district.
Motion carried unanimously by roll call vote.

10. Reports

A. **Commission / Committee / Board Reports**

1. Planning Commission
Next scheduled meeting is November 11th.
Will continue discussions on accessory buildings.
2. Kalamazoo Lake Sewer and Water Authority – Hoexter, Smith
Next scheduled meeting is November 16th.
3. Kalamazoo Lake Harbor Authority – Schmidt
Discussion at the last meeting centered around buoys. According to the Coast Guard spar buoys are not appropriate for our harbor. Every year all the buoys will be pulled each fall and replaced in the spring. Edgewater Resource will develop a plan for placing and retrieving. This expense will be shared with City of Saugatuck.
4. Downtown Development Authority – Wiley
Next scheduled meeting is November 10th.
5. Police Commission – Harvath, Japinga
No meeting..

B. **Staff Reports**

1. **Community Development / Planning / Zoning**
Planning Walk-About was held last Friday with members from Planning Commission, DDA, and Council. Due to rainy weather Lynee Wells will continue walk next Friday, November 6th. Another Waterfront Planning Session will be scheduled during November with more public meetings on Community Master Plan.
Planner Imus related she is working on code enforcement issues including dangerous buildings and sign ordinance.
2. **Finance / Budget - Drexler**
Treasurer Drexler gave a preliminary report on Halloween events. Sales from t-shirts, glo-sticks and other merchandise was between \$400-\$500. Beer/wine sales at Glo Party was \$2,600. Looks like final totals will be break even.
3. **Manager LeFevere Report / Comments**
Glo-in-the-Park party was a wonderful event, well attended.
DPW will continue picking up leaves until it snows.
November 17th is the next Waterfront Planning Session, 7:00 p.m. at Saugatuck Brewing Company.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)

- a. Lisa Greenwood, Spring St., commented the City of Saugatuck allotted to get rid of phragmites working with the Outdoor Discovery Center. Douglas might want to consider working in conjunction to control the phragmites.
- b. Jeff Busscher, Water St., asked for help in working with Kalamazoo Lake Sewer and Water Authority in getting water to his property at 127 Water Street. Planner Imus was asked to meet with Mr. Busscher and review the situation.
- c. R. J. Peterson read from a prepared statement that, in his opinion, "the state and county need to take more responsibility for the future of the harbor and the Douglas council has never been willing to work with Tower in the expansion and maintenance of harbor facilities".

12. Council Comments

- Japinga: Halloween events were great.
Proud of this community in efforts to locate a tourists lost dog.
- Seabert: Thank you to Gerry Schmidt for service on council.
Vote tomorrow. Good luck to all candidates.
Thanks to Erin Wilkinson for the wonderful Halloween events. DPW deserves a huge thank you for all of its work for the events.
Thanks to Planner Imus for being so helpful.
- Hoexter: Thanks to Gerry for your service.
- Smith: Weekend events were great.
Vote tomorrow.
Thanks Gerry for your service.
- Harvath: Nice to see so many citizens in audience.
Many thanks to Gerry.
Great weekend events for a small community. Thanks to Erin and volunteers for the hours devoted to making the weekend such a success.
- Schmidt: Friday night Glo-in-the-Park event was great. Kids had a wonderful time.
Pleasure to serve on this council.

13. Mayor's Report / Comments – Wiley

Glo-in-the-Park was spectacular.
Sorry to see Gerry retiring. Good luck to all the candidates.

14. Closed Session

Motion by Seabert with support from Hoexter to enter into a closed session in accordance with the provisions of Section 8 of the Open Meeting Act for the purpose of discussing the lease or purchase of real property.

Motion carried unanimously by roll call vote at 8:07 p.m.

Motion by Seabert with support from Hoexter to end the closed session and return to the regular meeting at 8:29 p.m.

Motion carried.

15. Adjournment – Meeting was adjourned at 8:30 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 November 2, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, November 16, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Greenwood, Harvath, Japinga, Mooradian, Seabert, Wiley
Members absent/excused: Smith
Also present: Manager LeFevere and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Organizational Meeting of the Council** (In accordance with Section 3.6 of the City Charter)
Elected members Lisa Greenwood, Kathryn Mooradian and Greg Harvath were given the oath of office.
Motion by Japinga with support from Greenwood to nominate Jim Wiley for the office of Mayor. Motion carried. Wiley will serve another term as Mayor.
Motion by Japinga with support from Greenwood to nominate Greg Harvath for the office of Mayor Pro Tem. Motion carried. Harvath will serve as Mayor Pro Tem.

Mayor Wiley commented he is honored to serve as Mayor for another term. Since Douglas became a City in 2004 we have had only three Mayors. The very first Mayor was Matt Balmer, the second and first woman to serve as Mayor was Renee Waddell. Since being elected Mayor in 2011, Wiley has been thinking of how to develop new traditions. Tonight he introduces “the official Mayors hat”. The “Mayors hat” will be worn to all official occasions and events representing the City. Would like to document mayors service time on the hat. Hat will be displayed in City Hall when not in use.

5. **Consent Calendar**
 - A. Approval of Agenda for November 16, 2015
 - B. Approval of Regular Council Meeting Minutes of November 2, 2015
 - C. Approval of Closed Session Meeting Minutes of November 2, 2015Motion by Harvath with support from Japinga to amend the November 16, 2015 agenda to include a discussion about phragmites as Item #10A.
Motion carried unanimously by roll call vote.
6. **Approval of Invoices**
Motion by Harvath with support from Greenwood to approve invoices dated November 16, 2015 in the revised amount of \$.33,854.48.
Motion carried unanimously by roll call vote.
Thanks to Treasurer Drexler for providing a final accounting for the Halloween events. Wonderful event and great to see it was profitable.
7. **Appointments/Resignations/Proclamations**
None
8. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
No comments were heard.

- B. Written Communications
1. Interurban Transit Authority Board meeting minutes from September 15, 2015
 2. Douglas Waterfront Planning Session, Tuesday, November 17th, 7:00 p.m., Saugatuck Brewing Co.
 3. Douglas Holiday Gingerbread House Contest
 4. Help Fill the Humvee with items for Christian Neighbors pantry
 5. Downtown Development Authority Site Analysis Summary
 6. Letter dated November 4th to R.J.Peterson RE: Tower Marina Negotiations Letter of Intent

Gingerbread houses must be brought to City Hall by December 4th.
The Humvee will be collecting non-perishable items until December 4th.
Written Communications noted as received and filed.

9. Unfinished Business

- A. Draft Report from Edgewater Resources-Strategies for Addressing Sedimentation of Kalamazoo Harbor
Update draft report dated November 2, 2015 from Greg Weykamp. Outlines four primary approach strategies for addressing sedimentation in Kalamazoo Harbor. Report quite accurately reflects the plans the city hopes to accomplish. Hopeful to hold another meeting before the end of year.

10. New Business

- A. Discussion on invasive species phragmites
Greenwood reported the City of Saugatuck has contracted with Holland Outdoor Discovery Center to treat the lake/river for phragmites. Douglas may want to consider working along with Saugatuck and even get the Township involved. Manager LeFevere commented there are some homeowners in the Riverview/Crest area who have already been working on the infestation and are ready to do a burn. Will try to gather some information and determine next steps.

11. Reports

A. **Commission / Committee / Board Reports**

1. Planning Commission - Imus
Continuing to work out issues with accessory buildings ordinance and will research other communities regulations.
Planner Lynee Wells will be at December Planning Commission meeting to discuss the recent Walk About sessions.
2. Kalamazoo Lake Sewer and Water Authority – Hoexter
Hoexter has been appointed to sit on Wellhead Protection committee with representatives from Fire Department, Township and Allegan County Health Department.
Hydrants have all been marked with flags. Residents are asked to keep hydrants near their property free of snow.
Summer Grove lift station will get two new pumps.
Remote read meters have been installed at the Elementary School.
3. Kalamazoo Lake Harbor Authority – Greenwood
No meeting.
Former council member Schmidt will become the alternate representative while Greenwood will step into the primary position.

4. Downtown Development Authority – Wiley
Christmas trees are up and ready for the weekend Holiday Preview event.
Volunteers are needed for participation in the Michigan Main Street program.
5. Police Commission – Harvath, Japinga
No meeting.

B. Staff Reports

1. **Community Development / Planning / Zoning - Imus**
Met with the Friends of the Barrel. Funding is needed for the metal staves. Plan to post a “Coming Soon” announcement sign at site.
ZBA will meet in December regarding a setback variance in Felkers.
2. **Finance / Budget - Drexler**
No report.
3. **Manager LeFevere Report / Comments**
Auditors will be at the December 7th meeting with their presentation.
Reminder to attend the Waterfront Planning meeting tomorrow night, 7:00 p.m. at the Brewery..

12. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)

- A. David Gernant introduced himself as the Democratic candidate for the 80th District House of Representatives seat.
- B. Suzanne Dixon, Center Street, reiterated the treatment for phragmites used by the Outdoor Discovery Center is the accepted method. The Discovery Center is a wonderful education resource.

13. Council Comments

- Harvath: Honored to be elected to serve as Mayor Pro Tem.
Good to hear progress with the Barrel.
Extremely pleased to see the Halloween events were profitable.
Asked about last year’s discussion to decorate Beery Field.
- Japinga: Congratulations to Mayor and Mayor Pro Tem.
- Seabert: Welcome to Lisa and Kathryn.
- Mooradian: Very excited to be on council and will work to do a good job.
- Greenwood: Good to be back on council.
Would like to follow up on the grant application for the Harbor. Understood it would be awarded in November.
Once again the community and our police worked together so generously to locate a missing dog. Thank you to our officers.

14. Mayor’s Report / Comments – Wiley

Honored and proud to continue to serve as Mayor. Many challenges ahead. Will work to set a priority project and goals session.

15. Adjournment – Meeting was adjourned at 7:49 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 November 16, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, December 7, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Greenwood, Harvath, Japinga, Mooradian, Seabert, Wiley
Members absent/excused: None
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for December 7, 2015
 - B. Approval of Regular Council Meeting Minutes of November 16, 2015Motion by Harvath with support from Greenwood to amend the December 7, 2015 agenda to include Resolution No. 29-2015 Approving Submission of Coastal Grant Application for a Barrier-Free Canoe/Kayak Launch and Dock Improvements at Wade’s Bayou as Item #9B.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**

Motion by Harvath with support from Mooradian to approve invoices dated December 7, 2015 in the revised amount of \$65,886.08.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
 - A. Motion by Greenwood with support from Seabert to regretfully accept the resignation of Councilperson Eric Smith. Motion carried.
 - B. Motion by Japinga with support from Harvath to appoint Lisa Greenwood as the council representative to the Kalamazoo Lake Harbor Authority. Motion carried
 - C. Motion by Greenwood with support from Harvath to appoint Gerry Schmidt as the member-at-large representative to the Kalamazoo Lake Harbor Authority. Motion carried.
 - D. Motion by Harvath with support from Greenwood to appoint City Manager Bill LeFevere to be Douglas representative on the Kalamazoo Lake Sewer and Water Authority Board to fill unexpired term until December 2016. Motion carried.
 - E. Proclamation of Appreciation for Martha Hoexter
Council took a brief break to recognize Martha for her service to the community.
Meeting resumed at 7:30 p.m.
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
No comments were heard.
 - B. Written Communications
 1. “Who Knew” 13 Things Mayors Won’t Tell You
 2. Hydrant Clearing Proposal for the City of Saugatuck, City of the Village of Douglas and Saugatuck TownshipWritten Communications noted as received and filed.

8. Unfinished Business

- A. Auditors Presentation (Financial statements provided in council mailboxes)
Paul Matz, Rehmann Robson, made comments on the Auditor's opinion letter and financial statements for the year ended June 30, 2015. Changes in GASB and unfunded retirement liability reporting were discussed. Audit reveals the City is in strong excellent financial shape.

9. New Business

- A. Motion by Greenwood with support from Harvath to adopt Resolution No. 28-2015 authorizing changes to Huntington Bank authorized signers to accounts of the City of the Village of Douglas.
Motion carried unanimously by roll call vote.
- B. Motion by Harvath with support from Seabert to adopt Resolution No. 29-2015 approving submission of coastal grant application for a barrier-free canoe/kayak launch and dock improvements at Wade's Bayou.
Planner Imus related there is a 50/50 match grant available for improvements to Wade's Bayou docks and ramp.
Motion carried unanimously by roll call vote.

10. Reports

A. **Commission / Committee / Board Reports**

1. Planning Commission - Imus
Will meet on Wednesday, December 9th. Planning Commission will recommend adoption of the Tri-Community Plan and move it forward to Council.
2. Kalamazoo Lake Sewer and Water Authority - Hoexter
Next scheduled meeting is Monday, December 21st.
3. Kalamazoo Lake Harbor Authority - Greenwood
Attended the presentation at the SCA. Encouraged by the sharing of information and seeing some new faces.
Next scheduled meeting is Tuesday, December 15th.
4. Downtown Development Authority – Wiley
Will meet Tuesday, December 8th.
5. Police Commission – Harvath, Japinga
No meeting.

B. **Staff Reports**

1. **Community Development / Planning / Zoning** - Imus
Planning Commission and DDA both meet this week.
Attended a meeting with the Fire Department regarding expanding the seasonal rental inspection program to include long-term rental property.
Still working on having the abandoned house on Union Street demolished.
2. **Finance / Budget** - Drexler
Treasurer Drexler reviewed *Dollars and Sense* and *Projected Budget* reports.

3. Manager LeFevere Report / Comments

Currently there is one liquor license available for \$20,000 and another could be available as new corridor development license is established. The city could qualify by just putting together a couple of resolutions certified by the assessor. Will work to put together before next meeting.

In learning that some of the property owners on the bayou have already sprayed for phragmites and are ready to burn, Manager LeFevere will work with the Fire Department on a burn date. Have talked to Holland Outdoor Discovery Center about coordinating with Saugatuck and the Township. Can expect a report from the Discovery Center by the end of the year. Will look into the types and safety of the chemicals used for spraying..

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)

A. Todd Havey, owner of 44 Ellis, asked about how to proceed with getting the water hook up situation resolved on Ellis St. KLSWA was supposed to discuss the problem at their November meeting but the issue was tabled. Expect it to be on Decembers agenda.

B. Martha Hoexter expressed her appreciation for the proclamation.

12. Council Comments

Japinga: Many thanks to Martha for her service and always helpful historical information and knowledge.
Thanks to Eric also for his seven years of service to the community.

Seabert: Thank you to Martha for all she has done for the community.

Mooradian: Thanks very much to Martha. Will work very hard to fill some big shoes.
Pleasantly surprised to find the City in such good financial shape.

Greenwood: Many thanks to Martha. Learned a lot from her.
Thanks to Manager LeFevere for following up on the phragmites situation.
Glad to see LeFevere appointed to the KLSWA board.

Harvath: Also many thanks to Martha.
Would like to point out that the water lines are currently being mapped. The City is working hard to fix these situations.
Thanks to Eric for his service.
Really would like to see expanded holiday decorations at Beery Field next year.

13. Mayor's Report / Comments – Wiley

Nice job on the 2016 calendars.

The vacancy on council will need to be filled within 30 days. An ad will be placed in the local newspapers. Council will review applications at the January 4th meeting and schedule interviews at special meeting on January 11th. Candidates will be asked the same questions. New member will be seated on January 18th.

14. Closed Session

Motion by Greenwood with support from Harvath to enter into a closed session in accordance with the provisions of Section 8 of the Open Meeting Act for the purpose of discussing the lease or purchase of real property.

Motion carried unanimously by roll call vote at 8:37 p.m.

Motion by Greenwood with support from Harvath to end the closed session and return to the regular meeting at 9:14 p.m.
Motion carried.

15. Adjournment – Meeting was adjourned at 9:14 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 December 7, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date

**THE CITY OF THE VILLAGE OF DOUGLAS
REGULAR MEETING MINUTES OF THE CITY COUNCIL
Monday, December 21, 2015
DOUGLAS CITY HALL COUNCIL ROOM
86 W. CENTER STREET, DOUGLAS, MI
7:00 PM**

1. **Call to Order** – Mayor Wiley called the meeting to order at 7:00 PM.
2. **Roll Call** – Members present: Greenwood, Harvath, Japinga, Mooradian, Seabert, Wiley
Members absent/excused: None
Also present: Manager LeFevere, Treasurer Drexler and City Clerk Neve.
3. **Pledge of Allegiance – Mayor**
4. **Consent Calendar**
 - A. Approval of Agenda for December 21, 2015
 - B. Approval of Regular Council Meeting Minutes of December 7, 2015
 - C. Approval of Closed Session Meeting Minutes of December 7, 2015Motion by Harvath with support from Greenwood to approve the December 21, 2015 agenda as presented.
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**
Motion by Greenwood with support from Mooradian to approve invoices dated December 21, 2015 in the revised amount of \$52,351.21.
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
None
7. **Public Communications**
 - A. Verbal (Limit of three (3) minutes on agenda items only)
 1. Dean Kapenga, Allegan County Commissioner, spoke about the 11 County union contracts being settled and RFP's for a Central Dispatch System that have been sent out.
 - B. Written Communications
 1. Allegan County Board of Commissioners resolution to form Public Safety Task Force-Medical Marijuana Production Facilities
 2. 2016 Leaf, Brush and Yard Waste Pickup Schedule
 3. Letter from Manager LeFevere dated December 10th to Allegan County Director of Economic Development endorsing submittal of United States Environmental Protection Agency Brownfield Community-wide Assessment Grant Application
 4. Saugatuck Township Fire Department Board Summary Report for November 2015
Council requested further explanations on some numbers contained in the report.
 5. Letter from Planner Lisa Imus, dated December 15, 2015, to Property Owners
RE: 355 Union Street
Planner Imus related she has had a conversation with the owners of 355 Union. They seemed concerned and indicated they wish to make improvements to the buildings. They may not have even seen the property since the 1990's.

Written Communications noted as received and filed.

8. Unfinished Business

None

9. New Business

- A. Motion by Harvath with support from Seabert to adopt Resolution No. 30-2015 approving the draft Tri-Community Master Plan for Distribution and Asserting the City of the Village of Douglas Council's Right to Adopt Such Plan. Motion carried unanimously by roll call vote.
- B. Motion by Harvath with support from Seabert to approve the 2016 City Council meeting schedule as presented. Motion carried.
- C. Motion by Harvath with support from Greenwood to approve Resolution No. 31-2015 designating a redevelopment project area allowing qualified business to apply for redevelopment liquor licenses in the City of the Village of Douglas. Motion carried unanimously by roll call vote.

10. Reports

A. Commission / Committee / Board Reports

- 1. Planning Commission - Imus
Talked about Master Plan. Reviewed Accessory Buildings, no changes will be recommended.
- 2. Kalamazoo Lake Sewer and Water Authority – LeFevere
Still trying to fill a couple of vacant positions.
Ellis Street water line is still problematic.
Fire Dept. is looking at hydrant review policy.
- 3. Kalamazoo Lake Harbor Authority – Greenwood
December meeting was cancelled. Next meeting is January 19th in Saugatuck.
- 4. Downtown Development Authority – Wiley
Met on December 8th. Discussed funding and very limited budget. Will look at ways to reduce printing costs. Talked about events, socials and holiday decorating.
- 5. Police Commission – Harvath, Japinga
No meeting.

B. Staff Reports

- 1. **Community Development / Planning / Zoning - Imus**
Working with Friends of the Barrel on announcement signage.
Have had a call from the woman who purchased the sledding hill property.
Grant application for improvements to the kayak launch area was completed and mailed on Friday.
ZBA will be meeting on Tuesday to consider setback variance.
- 2. **Finance / Budget - Drexler**
 - a. Revenue and Expense Report for the month ending November 30, 2015
Fiscal year is 41% expended.
Clarification on snow removal expense broken down into several funds. With no snow to plow the DPW has continued to pick up leaves well past the November end date.

3. Manager LeFevere Report / Comments

- a. City Council Vacancy
The advertisement for a new council member was placed in the both local papers along with a schedule that interviews may take place on January 11th.
- b. Street Assessment Management Plan
Prein & Newhof has completed the 2015 Street Asset Management Plan draft that will be brought to council in for discussion in January.
- c. Merry Christmas to all.

11. Public Communications - Verbal (Limit of three (3) minutes on general business of the City)
No comments were heard.

12. Council Comments

- Harvath: Would like to see more funding for further holiday decorations at Beery Field. Thank you to everyone for all the hard work during the past year. Happy Holidays.
- Japinga: Merry Christmas
- Seabert: Happy Holiday and thank you to staff. Downtown looks very good this year but could still be improved. Council has accomplished much this year in streets and barrel. Still waiting for progress on the sewer and water maps. Hoping for a very good 2016.
- Mooradian: Thanks to all at City Hall for being so helpful. City decorations look great. Would be all for more and improved lighting.
- Greenwood: Compliments to staff and council for managing to run the city within and in some cases, under budget. Enjoying being back on council.

13. Mayor's Report / Comments – Wiley

Just want all to know that the Mayor has met with RJ Peterson 3 or 4 times in the last week. Thank you to all council members for putting in all your time and work for the best interests of the City.

14. Adjournment – Meeting was adjourned at 8:23 p.m.

Respectfully submitted by:

Jean E. Neve, CMC
City of the Village of Douglas Clerk

Approved by: _____
James I Wiley, Mayor

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 December 21, 2015. I further certify that the meeting was duly called and that a quorum was present.

Jean E. Neve, City Clerk

Date