

Kalamazoo Lake Harbor Authority

Douglas & Saugatuck, Michigan

AGENDA

Tuesday, March 16, 2021 – 7:00 p.m.

Remote Meeting

1. **Call to Order: By Chair**
 - A. Adopt Remote Meeting Special Procedures.
Motion to adopt the Remote Meeting Special Procedures – Roll call vote
 - B. Nomination of Officers
Chairman – Motion to approve.
Vice Chairman – Motion to approve.
Treasurer – Motion to approve.
Secretary – Motion to approve.
 - C. Election of Officers –each, by a majority roll call vote
Chairman – Motion to approve.
Vice Chairman – Motion to approve.
Treasurer – Motion to approve.
Secretary – Motion to approve.
2. **Roll Call:**
3. **Approval of Agenda:**
 - A. March 16, 2021
Motion to approve the March 16, 2021 meeting agenda as (presented/amended) – Roll call vote
4. **Approval of Minutes:**
 - A. October 20, 2020 meeting minutes
Motion to approve the October 20, 2020 meeting minutes as (presented/amended) – Roll call vote
5. **Approval of Invoices:** No invoices
6. **Public Communications:**
 - A. Written - No communication
 - B. Verbal (Limit of three (3) minutes)
7. **Unfinished Business:**
 - A. Aquatic Weed Treatment.....Status Update
 - B. Township Resolution of Intent to Join KLHA.....Update
 - C. Role of KLHA.....Discussion
 - D. Recording Duties.....Discussion
8. **New Business:**
 - A. 2021 Meeting Schedule
Motion to adopt the 2021 Meeting Schedule of the Kalamazoo Lake Harbor Authority – Roll call vote
9. **Public Comments** (Limit of three (3) minutes)

To attend and participate in this remote meeting of the Kalamazoo Lake Harbor Authority, please consider joining online or by phone.

Join online by visiting:

<https://us02web.zoom.us/j/85984594598>

Join by phone by dialing:

+1 (312) 626-6799

Then enter
“Meeting ID”:

859 8459 4598

Those who are hearing impaired and require additional accommodations are encouraged to contact (269) 857-4751 or info@ci.douglas.mi.us as soon as possible.

10. Reports:

A. Committee Reports

- i. Harbor Safety Sub-Committee - VanLoon
- ii. Douglas Harbor Authority – LaBombard
 - Point Pleasant
 - 42° N' Rowing
 - Schultz Park Boat Launch Apron
 - Buoys

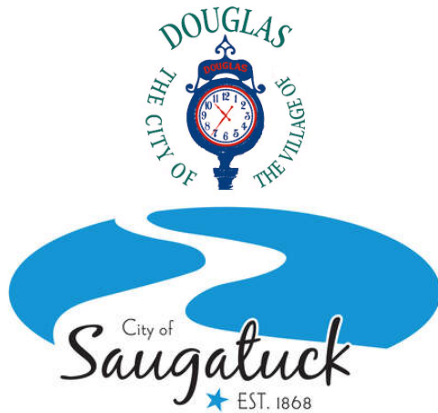
B. Staff Reports

- i. LaBombard
- ii. Heise
- iii. Frey

11. Authority Member Comments:

12. Adjournment: Motion to adjourn

MEMORANDUM



To: Kalamazoo Lake Harbor Authority

From: Mike VanLoon - Chair
Kalamazoo Lake Harbor Authority

Date: March 16, 2021

Subject: Kalamazoo Lake Harbor Authority
Remote Meeting Special Procedures

At the direction of the City of the Village of Douglas and City of Saugatuck staff and in accordance with similar action taken by both City Councils, the Kalamazoo Lake Harbor Authority (KLHA) adopted the following Remote Meeting Special Procedures for all remote meetings of the KLHA, during the Regular Meeting of the Board, held remotely on March 16, 2021.

REMOTE MEETING SPECIAL PROCEDURES

The following guidelines shall be in-place to assist and manage public attendance and participation in remote (online and telephone), electronic meetings of the Kalamazoo Lake Harbor Authority.

- 1) City Staff shall be available to assist the public to make reasonable accommodations for those with disabilities and/or the hearing impairment to attend and participate without impediment.
- 2) For the purpose of carrying-out remote meetings, a staff member will act as "administrator" to manage all content, access, video, audio, chat, "gesturing", recording, visual, and screensharing controls.
- 3) For the purposes of preserving the agenda and integrity of the meeting, the meeting "administrator" shall assist the chairperson in moderating audio/microphone controls of participants, building a speakerlist of those wishing to comment while limiting public microphone access to "public comment"/"public participation" periods of the meeting, as published.
- 4) Online attendees/participants shall indicate their desire to speak on an agenda item or topic by using "gesturing" controls (i.e. Raise Hand, Thumbs Up, etc.), using the chat window, or by voice. All microphones will be temporarily unmuted for a brief period of time at the beginning of all "public comment"/"public participation" periods of the meeting so those joining by telephone or those participants who are audio-restricted may indicate they would like to be added to the speaker list. The chairperson and meeting "administrator" will share the responsibility of building and managing the speaker list, recognizing each speaker individually and toggling microphone controls so all speakers on the list may be heard.
- 5) Lewd, profane, hostile, aggressive, racist/discriminatory, disruptive, or otherwise obstructive behavior by attendees/participants will not be tolerated. The KLHA and meeting "administrator" reserve the right to warn, limit, restrict, and remove any content or participants in violation of the of this directive.
- 6) All "public comment"/"public participation" periods of the meeting will be concluded after the chairperson/meeting "administrator" has:
 - a) exhausted the speaker list
 - b) responded to any outstanding "gesturing"
 - c) answered any outstanding requests to speak as indicated in the chat window, and
 - d) after a final call for any additional or remaining public comments as indicated by voice. All microphones will again be temporarily unmuted at that time.
- 7) The KLHA shall record and make available to the public in a reasonable timeframe all content of all remote meetings of KLHA for the public record, online and at individual request in electronic format.



Kalamazoo Lake Harbor Authority Members 2021

Members meet the 3rd Tuesday of each month.

Alternating meeting sites: The City of Douglas City Hall and City of Saugatuck City Hall

CITY OF DOUGLAS:

Cathy North
5 Cider Hill Lane
PO Box 624
Douglas, MI 49406
989-615-5902
cnorth@ci.douglas.mi.us
Term 2/2025

Mike VanLoon, Chair
706 Wilderness Ridge
Douglas, MI 49406
616-836-5227
mvanloon@ci.douglas.mi.us
Term 2/2023

CITY OF SAUGATUCK:

Ken Trester
987 Lake St., Unit 2
PO Box 435
Saugatuck, MI 49453
(313) 515-0321
trester@umich.edu
Term 2/2023

Mark Klungle, Secretary
747 Water St
P.O. Box 1093
Saugatuck, MI 49453
Mark@millpondrealty.com
Term 2/2025

AT LARGE MEMBER:

Robert Naumann, Vice-Chair
48 Wilderness Ridge
Douglas, MI 49406
(443) 668-5050
robertn@phe.com
Term 2/2021 (*reappointment is on the March 15
City Council Agenda*)

SAUGATUCK TOWNSHIP LIAISON

VACANCY

Rich LaBombard, City Manager
City of Douglas
rlabombard@ci.douglas.mi.us

Ryan Heise, City Manager
City of Saugatuck
ryan@saugatuckcity.com

Joe Frey, Interim Township Manager
Saugatuck Township
manager@saugatucktownship.org

Kalamazoo Lake Harbor Authority

Douglas & Saugatuck, Michigan

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

October 20, 2020 @ 7:00 PM

MINUTES - DRAFT

1. **Call to Order:** By VanLoon at 7:00 PM
2. **Roll Call:** Present – Mike VanLoon, Cathy North, Ken Trester (via phone), Robert Naumann
Absent – Mark Klungle
Also Present – Douglas City Manager, Rich LaBombard; Saugatuck Township Manager, Griffin Graham, City of Saugatuck Interim City Manager, Karen Doyle Homan
3. **Approval of Agenda:**
Motion by North, with support by Naumann, to approve the October 20, 2020 meeting agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes:**
Motion by Naumann, with support by North, to approve the August 18, 2020 meeting minutes as presented. Motion carried by voice vote.
5. **Approval of Invoices:** No Invoices
6. **Public Communications:**
 - A. Written: None
 - B. Verbal (Limit of three (3) minutes): None
7. **Unfinished Business:**
 - A. Invasive Treatment Area: The City of Saugatuck approved a resolution to establish a task force for researching the best way to approach the invasive species concerns. The task force will review options, decide on a direction, and finalize plans in January.
 - B. Township Resolution of Intent to Join KLHA Review: Douglas City Manager on behalf of the Douglas City Council requested that the Township have some level of financial or in-kind contributions to join. Saugatuck Township presented a list of in-kind contributions to present to Council:
 - Saugatuck Township annually appropriates funding to install/remove four (4) no wake buoys in the Kalamazoo River.
 - In 2019, Saugatuck Township contributed \$5,000 to the Harbor Grant in an equal amount to the City of Saugatuck & City of Douglas.
 - Saugatuck Township actively participated in developing the Tri-Community Master Plan, which included planning for the harbor and waterfront areas.
 - Saugatuck Township regularly attends Kalamazoo Lake Harbor Authority meeting.
 - Saugatuck Township has offered to pay for the legal fees for drafting the agreement to join.

Motion by VanLoon, with support by Trester, to utilize the list of in-kind contributions from Saugatuck Township to support the Kalamazoo Lake Harbor Authority's recommendation to allow the Saugatuck Township to join the authority. Motion carried by roll call vote.

- C. Role of KLHA: Members present would like to table this discussion until all municipalities have members represented in the KLHA.

8. New Business: None

- A. Bridge Navigation Lighting (moved back to under Harbor Safety Sub-Committee)

9. Public Comments: Saugatuck Township Manager, Griffin Graham, gave an update on the Allegan County/MTU DNR Waterways Grant. Work was put on hold due to COVID and was approved to resume work on the Kalamazoo Harbor Study as of September 9, 2020.

10. Reports:

- A. Committee Reports

- i. Harbor Safety Sub-Committee – VanLoon
 - 1. Nautical Navigation Lighting: VanLoon stated he will revisit this topic and report back at a later date.
- ii. Douglas Harbor Authority – LaBombard: Updates were given on the purchase of Point Pleasant Marina set to close in November along with projects needed to update the property.

- B. Staff Reports- None

11. Authority Member Comments: Motion by Trester, with support by North, to hold the Kalamazoo Lake Harbor Authority's next scheduled meeting in January of 2021 when the City of Saugatuck has final aquatic treatment plans. Motion carried by voice vote.

12. Adjournment: Motion to adjourn by Naumann, with support by North, at 7:36 PM. Motion carried by voice vote.

**CITY OF THE VILLAGE OF DOUGLAS
2021 MEETING SCHEDULE**

	COUNCIL		PLANNING	DDA	ZBA	KLHA	DHA	DBRA	KLSWA
JANUARY	4	18	13	25	26	19 D		14	18
FEBRUARY	1	15	10	22	23	16 D		11	15
MARCH	1	15	10	22	23	16 D		11	15
APRIL	5	19	14	26	27	20 S	20	8	19
MAY	3	17	12	24	25	18 D	18	13	17
JUNE	7	21	9	28	22	15 S	15	10	21
JULY	6*	19	14	26	27	20 D	20	8	19
AUGUST	2	16	11	23	24	17 D	17	12	16
SEPTEMBER	7*	20	8	27	28	21 S	21	9	20
OCTOBER	4	18	13	25	26	19 D	19	14	18
NOVEMBER	1	15	10	22	23	16 S		11	15
DECEMBER	6	20	8	27	21	21 D		9	20

City Council: Meetings are held on the 1st & 3rd Monday of each month at 7:00 P.M.

Planning Commission: Meetings are held on the 2nd Wednesday of each month at 7:00 P.M.

Downtown Development Authority (DDA): Meetings are held on the 4th Monday at 3:00 P.M.

Zoning Board of Appeals (ZBA): Meetings are held on the 4th Tuesday of each month at 7:00 P.M.

Kalamazoo Lake Harbor Authority (KLHA): Meetings are held on alternately between Saugatuck/Douglas on the 3rd Tuesday of each month, as needed at 7:00 P.M.

Douglas Harbor Authority (DHA): Meetings are held on the 3rd Tuesday of each month at 5:30 P.M.

Douglas Brownfield Redevelopment Authority (DBRA): Meetings are held on the 2nd Thursday of each month at 1:00 P.M.

Kalamazoo Lake Sewer and Water Authority: Meetings are held on the 3rd Monday of each month at 10:00 A.M.