Kalamazoo Lake Harbor Authority

Douglas & Saugatuck, Michigan

REGULAR MEETING OF THE KALAMAZOO LAKE HARBOR AUTHORITY
3461 BLUE STAR HWY, SAUGATUCK, MI
Tuesday, October 28th, 2025 – 6:00 PM

Join Zoom Meeting

https://us02web.zoom.us/j/85393271805?pwd=r0gvzv2lNs2i59eCofy3ToMHi8CNvK.1

Meeting ID: 853 9327 1805
Passcode: 2021

1. **Call to Order:** By Chair

2. **Roll Call:**

3. **Approval of Agenda**
   a. October 28th, 2025, Meeting Agenda

   Motion to approve the October 28th, 2025, Agenda – Voice Vote

4. **Approval of Minutes** *Pg.3*
   a. September 9th, 2025

   Motion to approve the September 9th, 2025, Minutes – Voice Vote

5. **Approval of Invoices:** No Invoices

6. **Public Communications:**
   a. Written – No Communication
   b. Verbal (Limit of three (3) minutes)

7. **New Business**
   a. Update from Greg Weykamp, Edgewater Resources
   b. Presentation from Dan Callam, ODC Networks Greenway Manager
   c. Review of Bylaws and KLHA Staff Support Transition *Pg.7*

8. **Unfinished Business**
   a. Next Meeting Date

9. **Reports:**

a. Committee Reports
    a. Douglas Harbor Authority
    b. Manger Reports
        i. Nocerini
        ii. Cummins
        iii. DeFranco

10. Public Comments (Limit three (3) minutes)

11. Authority Member Comments

12. Adjournment: Motion to Adjourn (Voice Vote)

Please Note: Saugatuck Township (the "Township") is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Lori Babinski, Deputy Clerk, at (269) 857-7721, or lori@saugatucktownship.org to allow the Township to make reasonable accommodations for those persons.
SAUGATUCK TOWNSHIP, ALLEGAN COUNTY, MICHIGAN

Kalamazoo Lake Harbor Authority
Regular Meeting Minutes
Tuesday, September 9, 2025, at 6:00 p.m.
Saugatuck Township Hall, 3461 Blue Star HWY, Saugatuck, MI
Meeting held in person and zoom

Call to Order: Chair Waskin called the meeting to order at 6:00 PM

Roll Call:
Present: Waskin, North, Freeman, Peterson, Raphael, Engel
Absent: Donovan, Ignasiak
Also Present: DeFranco, Cummins, Nocerini

1. **Approval of Agenda:**
   a. September 9, 2025, Meeting Agenda

   A **Motion** by Peterson to approve the September 9, 2025 meeting agenda as presented. Support by Engel.
   Discussion: None
   Voice Vote: 6-0
   Motion carried by unanimous voice vote.

2. **Approval of Minutes**
   a. July 8, 2025, Minutes

   A **Motion** by Peterson to approve the July 8, 2025 minutes as amended. Support by North.
   Discussion: Peterson requested that on page 2, item 7.a "boat side" be change to "boat size."
   Voice Vote: 6-0
   Motion carried by unanimous voice vote.

3. **Approval of Invoices**: No Invoices

4. **Public Communications**:
   a. Kalamazoo River Greenway Committee submitted information on establishing a water trail.

5. **New Business**
   a. Update from Greg Weykamp, Edgewater Resources

Weykamp reported that there are seven segments along the Kalamazoo River that are part of the superfund site. Saugatuck/Douglas is part of segment 7 that spans from Lake Michigan to the Allegan County Damn. In September 2024, EGLE gave approval to begin planning the clean up of segment 7. No planning documents have been located at this time.

Weykamp reported that in the 2025 Budget for USACE was a funding request for dredging the federal navigation channel in Saugatuck.

Weykamp noted that there is an on-going sturgeon restoration program for the Kalamazoo River, with the DNR releasing 100 juvenile sturgeon per year.

Weykamp reviewed how PFAS will be treated in a dredging process.

Weykamp confirmed that DNR Law Enforcement is the agency with jurisdiction over establishing "No Wake Zones," not municipalities.

Peterson mentioned the Kalamazoo River Natural Resource Assessment Trustees. Weykamp will look into the status of that program.

b. Transition of the KLHA Meeting Management

DeFranco expressed pride in the Township hosting and providing staff support to the Kalamazoo Lake Harbor Authority for the last two years, and requested that the responsibility of staff support be handed over to one of the other constituent municipalities. City of Saugatuck agreed to host the next meeting and have "KLHA Staff Support Transition" be an agenda item to continue discussion. Board members leaning towards a one-year rotation between the three municipalities for sharing staff support responsibilities.

6. **Unfinished Business**
   a. Next Meeting Date

   Board to schedule next meeting at 6pm on October 28th, 2025.

7. **Reports:**
   a. Committee Reports
      i. Douglas Harbor Authority- Greg Freeman, Chair for the Douglas Harbor Authority provided an update on several ongoing projects. Plans for the Douglas Marina Pavilion are progressing, with the project expected to come before City Council for approval soon and construction anticipated to begin in spring 2026. At the Union Street Boat Launch, the proposed new dock is currently under review by EGLE following a recent site visit, and approval is expected in the near future. The redesigned dock will be longer and safer for users, while the 34-foot boat length limit will remain in place to protect the infrastructure and ensure safe operations.
      Safety measures have been enhanced with the addition of new life ring covers and throw ropes at launch areas and Veteran's Park. In the coming months, a new fishing deck will also be installed at Veteran's Park, funded through community donations as a tribute to local veterans. At Schultz Park, the Department of Public Works completed significant dock improvements to address damage largely caused by improper boat launching. The installation of 15 bumper posts and protective tile was handled in-house, saving the City thousands of dollars and earning praise from boaters for being an effective solution. Finally, the City reported continued success with its aquatic treatment

program, which has produced excellent results in improving water quality and conditions throughout the season.

b. Manager Reports
   i. Nocerini- Deferred to the Douglas Harbor Authority Report. Expressed appreciation for Weykamp and the progress the Authority is making.
   ii. Cummins- Noted progress being made on milfoil treatment.
   iii. DeFranco- Provided update on the improvement project planned for River Bluff Park. Noted a Township Resident requested the area around the Heron Bay docks be designated a "No Wake" zone.

8. **Public Comments** (Limit of three (3) minutes)
   Ken Butler- Saugatuck Township resident and Township Parks Commissioner noted that he is planning to approach the State about improving the Hacklander boat launch owned by the DNR.

9. **Authority Member Comments:**
   Peterson- Expressed willingness of Saugatuck City to take on responsibility in support of the Harbor Authority
   Raphael- Seconded Peterson's remarks and expressed willingness to help.
   North- Requested that a presentation from the Kalamazoo Greenway Committee be added to a future meeting agenda
   Engel- Expressed appreciation for support by Municipal staff.

10. **Adjournment**:
    A **Motion** by Freeman to adjourn the meeting at 7:11 pm. Support by Peterson.
    Discussion: None
    Voice Vote: 6-0
    Motion carried by unanimous voice vote.

Next Meeting: 6:00pm, Tuesday, October 28th

Motions

1. A **Motion** by Peterson to approve the September 9, 2025 meeting agenda as presented. Support by Engel.
   Discussion: None
   Voice Vote: 6-0
   Motion carried by unanimous voice vote.

2. A **Motion** by Peterson to approve the July 8, 2025 minutes as amended. Support by North.
   Discussion: Peterson requested that on page 2, item 7.a "boat side" be change to "boat size."
   Voice Vote: 6-0
   Motion carried by unanimous voice vote.

3. A **Motion** by Freeman to adjourn the meeting at 7:11 pm. Support by Peterson.
   Discussion: None
   Voice Vote: 6-0
   Motion carried by unanimous voice vote.

Respectfully,

Daniel DeFranco
Saugatuck Township Manager

Report to Kalamazoo Lake Habor Authority

FROM: Ryan Cummins, City Manager

MEETING DATE: October 28, 2025

SUBJECT: Review of Bylaws and KLHA Staff Support Transition

DESCRIPTION:

At the September meeting, the Township Manager asked to pass the baton to another community to support the KLHA. The City of Saugatuck is willing to assist until the end of calendar year 2026, so long as there is a commitment from each community to agree to a one-year rotation.

The KLHA doesn't have dollars to reimburse for staff time or resources and the KLHA Board discussed taking a more active role in preparing meeting agendas and topics, drafting minutes, and coordinating with the consultant. The Board asked to review its bylaws and planned on further discussion of roles and responsibilities at the October meeting. A copy of the bylaws is attached.

SAMPLE MOTION:

N/A.

June15, 2012

BYLAWS
OF THE
KALAMAZOO LAKE HARBOR AUTHORITY, INC

I. NAME

1.1 The name of the corporation is "Kalamazoo Lake Harbor Authority." Herein the corporation shall be referred to as the "Authority" or "KLHA."

II. OFFICE

2.1 The principal office of the Authority shall be 86 W. Center Street, Douglas, MI 49406, or such other location as may be determined from time to time by the Authority Board.

III. LEGAL FORMATION

3.1 The Kalamazoo Lake Harbor Authority is a separate legal entity and public body created by the Inter-local Agreement entered into by the Cities of the Village of Douglas, MI and Saugatuck, MI on November 15, 2011, pursuant to Act No.7 of PA 1967 of the State of Michigan. Herein each of the two cities shall be referred to as a "Party" or "City."

3.2 The Authority shall have those powers expressly granted by law and necessarily implied under State of Michigan Acts 7, 94, & 451 as stated in the Inter-local Agreement.

IV. BOARD

4.1 The Board of Directors shall, for general purposes, consist of the following Board Members. The appointing authority of each Party shall appoint two (2) members to the Authority Board provided that not more than one (1) of those members is an elected official. The appointing authorities of each Party shall collectively agree on the appointment of one (1) additional member who shall be a person having ownership, residence or business interest in land abutting Lake Kalamazoo. Members of the Authority Board shall serve at the pleasure of the appointing Party for terms established by each Party, but not to exceed four (4) years.

(a) Each Party entitled to membership on the Authority Board shall have the ability to appoint one (1) alternate member to serve in a permanent member's place if the permanent member is absent from an Authority Board meeting. Appointment of the alternate shall be made by the appointing City in writing.

(b) The City Manager or Chief Administrative Official of each Party shall serve as an ex-officio non-voting member of the Authority Board.

(c) A vacancy on the Authority Board shall be filled in the same manner as the original appointment for the balance of the unexpired term.

(d) All Authority Board Members are eligible for re-appointment in accordance with the rules and procedures of the appointing City.

(e) All Authority Board members may be removed by the appointing City at will.

(f) If the Authority Board is assuming the powers under a particular Act requiring additional board members, those members shall be appointed for the limited purpose and duration required under that particular Act. Those additional, temporary board members shall be appointed in the same manner as the standing Authority Board members.

V. OFFICERS

5.1 **Officers**. The Authority Board, at the annual meeting, shall elect a Chairperson, Vice-Chairperson, a Secretary and a Treasurer who shall hold their offices for one year or until their successors are duly elected. Said officers shall exercise such powers and perform such duties as shall be determined by the Authority Board.

5.2 **Compensation**. The officers shall receive no compensation for the performance of their duties, but each officer shall be reimbursed for such officer's reasonable expenses in carrying out those duties. A member of the authority board may engage in private or public employment, or in a profession or business.

5.3 **Conflicts of Interest**. The Authority Board requires that any member of the Authority Board having a director an indirect interest in any matter before the Authority disclose that member's interest.
Subject to the relevant provisions of State law, the Authority shall develop policies and procedures with the objective of precluding the opportunity for and the occurrence of transactions by the Authority that would create a conflict of interest involving members of the Authority Board, officers and employees of the Authority. At a minimum, the Authority shall required compliance by each member of the Authority Board, Officers, and/or employees of the Authority who regularly exercise significant discretion over the award and management of Authority projects with the following:

(a) Immediate disclosure of the existence and nature of any financial interest of an individual or immediate family member that would reasonably be expected to create a conflict of interest.

(b) Withdrawal by any member of the Authority board, Officers, and/or employees from participation in or discussion or evaluation of any recommendation, or decision

involving an Authority project that would reasonably be expected to create a conflict of interest for that individual.

5.5 **Termination**. An officer may be removed by the Authority Board by a majority vote of the Authority Board with or without cause at any time. An officer may resign at any time by written notice to the Authority Board. Any vacancy thereby created shall be filled by a majority vote of the Authority Board and that appointment shall remain in effect until the next annual meeting.

VI. BOARD POWERS & RESPONSIBILITIES

6.1 The Authority Board shall do all of the following by a majority vote unless otherwise provided:

(a) Upon the recommendation of the Authority Board, adopt by-laws and rules of procedure governing the Authority Board and their respective actions and meetings. Initial by-laws and rules of procedure shall be adopted within six (6) months of the first meeting of the Authority Board.

(b) Elect individuals to fill the positions of Chairperson, Vice Chair, Secretary and Treasurer.

(c) Cause to be conducted an annual independent financial audit of the Authority in accordance with the Budget Act.

(d) Upon the recommendation of the Chairperson and the Treasurer, approve the annual budget in accordance with the Uniform Budgeting and Accounting Act, Act No. 2 of the Public Acts of Michigan, 1968, as amended, **the (Budget Act).**

(e) Evaluate the Authority's performance under these Bylaws and recommend changes.

(f) Establish policies and procedures in respect of ethics and conflicts of interest consistent with Sections 2.09 and 7.09 of the Interlocal Cooperation Agreement.

(g) **Establish policies, procedures and rates for the reimbursement of expenses for members in connection with the performance of their duties.**

(h) Approve an investment policy in accordance with Act No. 20, of the Public Acts of Michigan, 1943, as amended.

(i) Create committees and appoint individuals to serve thereon to study, evaluate, and make recommendations to the Authority for consideration.

(j) Determine Authority priorities and communicate these priorities and progress towards them back to appointing Cities.

6.2 **Fiduciary Duty**. The members of the Authority Board are under a fiduciary duty to conduct the activities and affairs of the Authority in the best interests of the Authority, including the safekeeping and use of all Authority monies and assets for the benefit of the Authority. The members of the Authority Board shall discharge this duty in good faith, with the care a reasonably prudent individual in a like position would exercise under similar circumstances.

VII. MEETINGS

7.1 **Communication of Meetings.** The Authority Board shall meet at least annually at the place, date, and time as the Authority Board shall determine. The Secretary of the Authority, or his or her designee, shall cause to have posted the public notice of the specific dates, times, and places for all meetings of the Authority as required by the Open Meetings Act. At least three (3) days prior to the date set for the holding of any meeting of the Authority Board, written notice of the time and place of such meeting shall be sent by email or other electronic means to each Authority Board member, as the case may be, at the email or other appropriate address of such member appearing on the records of the Authority.

7.2 **Regular Meetings.** The Authority shall adopt regular meeting schedule at their first meeting in each calendar year. The Secretary, or his or her designee, shall cause to have posted a notice and notify the media of the regular meeting schedule as adopted.

7.3 **Special Meetings.** Special meetings may be called at any time by the Chair or, in the Chair's absence, by the Vice-Chair. Only business referenced in the call of the Special Meeting may be transacted at a Special Meeting. Special meetings shall be subject to the provision of public notice as required in these Bylaws.

7.4 **Change in Schedule.** A change in the regular meeting schedule shall not be made, except upon the majority vote of the members of the Authority. Any change in the schedule of the Authority's regular meetings shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings. In the absence of a quorum, two (2) or more members may adjourn any regular or special meeting to a later date, provided that proper notice to members and the public is given.

7.5 **Quorum and Voting**. A majority of the Authority Board then in office and present in person shall be required to constitute a quorum for the transaction of business, and a majority vote at a meeting at which a quorum is present shall be necessary for the transaction of business. Each member of the Board shall be entitled to one (1) vote.

7.6 **Rules of Order**. Parliamentary procedure of meetings described herein shall be governed by Robert's Rules of Order, as revised, however said source may not be used to overrule or expand the authority expressly defined by statute.

7.7 **Closed Sessions.** The Authority may meet in a closed session only for the purposes specified in section 15.268 Michigan Act 267 of 1976 as amended, "Open Meeting Act."

VIII. ORDER OF BUSINESS

8.1 The order of business at regular meetings shall be:

(a) Call to Order
(b) Roll Call
(c) Approval of Agenda
(d) Approval of Minutes
(e) Approval of Invoices
(e) Public Communications
  i. Written
  ii. Verbal, a limit of 3 minutes
(g) Unfinished Business
(h) New Business
(i) Reports
  i. Committee Reports
  ii. Staff Reports
(j) Authority Member Comments
(k) Adjournment

The order of business may be changed at any meeting by the Chair with the approval of the Board.

IX. BOOKS AND REPORTS

9.1 **Accrual Basis**. The Authority shall maintain its books of account on modified accrual basis of accounting, except as otherwise required by law.

9.2 **Authority Records.** The Authority shall keep and maintain at the principal office of the Authority all documents and records of the Authority. The records of shall include a copy of the Act 7 Interlocal Cooperation Agreement of the Authority along with a listing of the names and addresses of the Parties.

9.3 **Financial Statements and Reports.** The Authority shall cause to be prepared at least annually, at Authority expense, audited financial statements prepared in accordance with the Budget Act and with generally accepted accounting principles and accompanied by a written opinion of an independent Certified Public Accountant. A copy of the annual financial statement and report shall be filed with the State Department of Treasury within six months after the end of the Authority's Fiscal Year in accordance with law, with copies filed with each Party.

9.4 **Annual Update.** The Authority shall make to the governing bodies of each City an annual written report of its activities and plans for the future, which report shall include an audited financial statement, the preparation of which is provided for herein per

9.5 **Freedom of information Act**. The Authority is subject to and shall comply with the Freedom of Information Act.

X. FINANCES

10.1 **Annual Budget.** The Authority shall be subject to and comply with the Budget Act. The Treasurer annually shall prepare and the Authority Board shall approve a budget for the Authority for each Fiscal Year. Each budget shall be approved not less than 15 days prior to the beginning of the Fiscal Year. The budget may not be approved by the Authority Board unless first approved by each Party by resolution.

10.2 **Deposits and Investments**. The Authority shall deposit and invest funds of the Authority, not otherwise employed in carrying out the purposes of the Authority, in accordance with an investment policy established by the Authority Board consistent with State law regarding the investment of public funds.

10.3 **Disbursements**. Disbursements of funds shall be in accordance with guidelines established by the Authority Board and in accordance with the Budget Act and law.

XI. EXPENSE REIMBURSEMENT

11.1 The members of the Authority shall be entitled to be reimbursed for expenses in connection with the performance of their duties and said expenses shall be itemized on a form prepared by the Authority and duly attested to by the members submitting same.

XII. ADMINISTRATIVE POWERS

12.1 The Chairperson, with the approval of the Board, may enter into any and all agreements for the use and/or occupancy of property which the Authority owns or to which the Authority has a possessory interest including, but not limited to, leases, easements, licenses and permits, provided that: (i) the said agreement is revocable by the Authority without cause being shown, or that (ii) changes the identity of the counter party to an existing agreement consistent with the terms of the said agreement, or that (iii) is a renewal or extension of an existing agreement on terms and conditions as favorable to the Authority as was the prior agreement. Provided, however, that no agreement entered into by the Chairperson pursuant to this provision shall obligate the Authority to expend funds in excess of amounts that the Chairperson is authorized to approve under the provisions of this Article XVI, and further provided that no agreement entered into by the Chairperson under this provision shall have a term in excess of five years.

XIII. AMENDING BYLAWS

13.1 These Bylaws may be amended pursuant to the following procedure:

(a) A proposal to amend the Bylaws may be introduced at any regular meeting.

(b.) If favorable action is taken thereon at such meeting, the proposal shall be recorded in the minutes and a special written notice setting forth such proposal shall be mailed to every member of the Authority at least ten (10) days before the next regular meeting.

(c.) The amendment shall be finally acted upon at the next regular meeting following the meeting at which it was proposed.

Report to Kalamazoo Lake Habor Authority

FROM: Ryan Cummins, City Manager

MEETING DATE: October 28, 2025

SUBJECT: Trust Fund for Kalamazoo River and EPA Superfund Page

DESCRIPTION:

At the September meeting, there were some questions about the trust fund for the Kalamazoo River. There has also been a lot of discussion about the status of the superfund site and cleanup efforts.

Trust Fund for Kalamazoo River

I was able to do a little research on the trust fund for the Kalamazoo River. Here is a website that has further information and a link to the administrative record:
https://www.fws.gov/project/kalamazoo-river-natural-resource-damage-assessment-and-restoration

Here is a link to view the Kalamazoo River Trustees Restoration Plan which outlines the projects that were selected for funding, including the Township's River Bluff Park project:
https://drive.google.com/file/d/18JFJdjFRmOiSpdhpthcG7aP81PXfClzG/view?usp=sharing

Superfund Page

I found that the Environmental Protection Agency (EPA) has a very helpful webpage dedicated to the superfund site. Its updated regularly and has status updates, including contact info:
https://cumulis.epa.gov/supercpad/cursites/csitinfo.cfm?id=0502325

Here is what EPA has for contacts on this:

Community Involvement Coordinator
Phil Gurley
Gurley.Philip@epa.gov
(872) 280-6141

Remedial Project Manager
James Saric
saric.james@epa.gov
(312) 886-0992

SAMPLE MOTION:
N/A.